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Announcement

Office Supply Purchases

Regions: Headquarters, Polymer and North America (JDNA-Racine, Auto-Chlor, US Chemical, F&B, CBPP, Industrial, JDNA-US Warehouses, JDNA-US Manufacturing sites and all U.S. field locations)

As part of an effort to improve cost effectiveness across a number of Indirect Spend categories (commonly referred to as Non-Production Items or NPI's) a team was chartered by Tom Gartland and Greg Clark to identify and develop cost improvement plans totaling \$2.5 million for 2005. HQ, North America and Polymer spend approximately \$850,000 a year on general office supplies and the NPI Office Supply Team has identified a \$150,000 savings opportunity by establishing a new core list of 'best value' office supply items.

This announcement is in reference to significant cost savings that can be delivered through a change in our Office Supply policy as it relates to the selection of office supplies that are available for purchase.

Effective April 4, 2005:

- A new core list of 'best value' Office Supply items has been established and downloaded into the JDI / Office Depot online website. All 'best value' core items will be identified by a 'yellow flag' marked 'Best Value' and will be the preferred choice that will provide optimal quality and value.
- There will always be unique situations where some office supply requirements may be required that are not on the core list of best value items. If any non core items are ordered approval is required from the department supervisor / manager before the item can be shipped.
- Non-compliances will be monitored / reported by Office Depot.
- Budget owners are responsible for reviewing current office supplies spend and making the necessary changes so that their teams act in compliance with the new office supply program and policy effective April 4, 2005.

If you have any questions, please contact any of the following NPI Office Supply Team members; Greg Alston, Brenda Jackson, Jenny Zvolensky, Jill Kurzawa, Sara Rosenthal and Stephen McLaren.

Laura Hoke
Vice President Global Sourcing