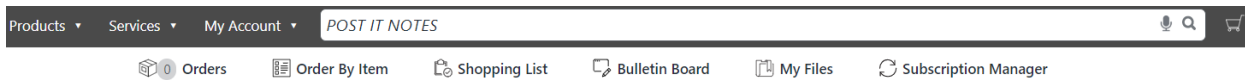


HOW TO IDENTIFY DRISCOLL'S HIGHEST DISCOUNT ITEMS FOR MAXIMIZED SAVINGS

There are over 60,000 items available through Office Depot. In order to maximize savings, Office Depot has linked Driscoll's to a discount program which provides extra, aggressive discounting on thousands of these items. We want to make it easy for you to identify these items in order to reduce expenses for each Driscoll's department.

- The following steps will help you identify highest discount items:
- **SEARCH FOR THE ITEM(S) NEEDED**
- **If the SKU is unknown, enter a basic description of what you are searching for, ie: "POST-IT-NOTES"**



- **ONCE THE SEARCH RESULTS POPULATE, UTILIZE THE FILTER OPTIONS ON THE LEFT SIDE OF THE PAGE TO NARROW THE NUMBER OF RESULTS DOWN. THIS STEP IS NOT REQUIRED, BUT MAY BE HELPFUL.**

Filter By

- ☐ Availability
 - ☐ For Delivery (845)
 - ☐ In Store (150)
 - ☐ For Store Pickup (150)
- ☐ Featured Items
 - ☐ New Arrivals (6)
 - ☐ On Sale (5)
 - ☐ Pickup & Save (3)
- ☐ Categories
 - ☐ Copy & Multipurpose Paper (338)

- **JUST ABOVE THE FIRST PICTURE IN YOUR SEARCH RESULTS, YOU WILL SEE A SORT BAR. PLEASE CHANGE THIS TO READ "BEST VALUE".**

For access to additional sort options, please use one of the search or category filters on the left to narrow your search.



- **UTILIZING THE DROP DOWN ARROW, CHANGE THIS SORT BAR TO "BEST VALUE". YOU MAY ALSO SEE "CONTRACT" OR "SELECT". ANY OF THESE THREE OPTIONS WILL BRING YOUR DISCOUNTED ITEMS TO THE TOP OF THE SEARCH RESULT LIST IF THERE ARE CORE ITEMS MATCHING THE SEARCH DESCRIPTION**

- **ALL OF THE SKUS ON YOUR CORE WILL HAVE A "BEST VALUE" ICON IN THE DESCRIPTION OF THE ITEM**



Please reach out to me as your account manager if you have any questions, cant locate a item, have a bulk order, etc. We are happy to assist with anything you need! Thank you for your business!

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