

Discounts on Office Supplies

chapter five

Substantial savings on everyday items — on the Internet or in the stores

EC PURCHASING MEMBERS enjoy discounted pricing from four nationwide office supply providers: Office Depot, Staples, Corporate Express, and OfficeMax. Members can shop on the Internet or in stores, at prices significantly lower than any available to the general public.

It's easy for individuals and smaller companies to make purchases through the EC Purchasing web site, using a major credit card. Larger organizations can work with EC Purchasing account executives to set up preferred payment terms, custom price lists, and, in some cases, monthly billing.

To receive the savings, members must register (one time only) with each retailer. The processes are simple and are started automatically when a member first accesses a retailer through the EC Purchasing web site. Registration can take a few business days but usually goes very quickly.

HOW MEMBERS CAN GET THE BEST PRICES

Because these retailers offer more than 100,000 different items, it's not practical for them to offer members a set discount rate across the board; and note that technology items like PCs are not offered by these suppliers (EC Purchasing has attractive IT Product offerings from Dell, HP, and others). An educated member, however, can use a few strategies to maximize the savings:

- **Consumables at contract prices.**

To enable members to regularly achieve significant savings — up to 80% off suggested retail prices — EC Purchasing has negotiated standard pricing on about 500 commonly used items including copy paper, toner, file folders, labels, binders, and more.

These aggressive discounts are available through all four suppliers, and can be found on specialized web pages prepared for and accessible through the EC Purchasing web site. We encourage members to

concentrate their buying on these items in order to enjoy maximum savings.

Members can purchase contract items on the web site or at Office Depot or Staples retail locations. To buy at retail locations, members need a special "discount Card" which they can request by calling any EC Purchasing Account Executive. Members always receive the lower of contract price or in-store promotional price.



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EC PURCHASING

- **Other discounts on consumables.**

All other (“off-contract”) consumable office products are also discounted from suggested retail prices; these discounts average 10% or greater and are available through the EC Purchasing web site or when using the discount card at retail stores.

- **Furniture:** Office Depot and Corporate Express offer significant discounts on some of the more popular file cabinets, seating, and desks. Members can find these items on our web site.

FREE NEXT-DAY SHIPPING TO MEMBERS is included

with nearly all purchases from our national carriers. Staples offers free shipping on orders of at least \$25 as long as purchases are made using the EC Purchasing contract. Office Depot, OfficeMax and Corporate Express offer free shipping on all orders.

GETTING THE BEST OVERALL DEAL; COMPLIMENTARY EXPENSE ANALYSIS

Because every business makes its own unique mix of purchases, choosing the right supplier starts with understanding a member company’s “market basket.” EC Purchasing Account Executives can work with members to determine the savings potential — and estimated total monthly spend — using one or more of the national supplier’s discount programs.



Frequently Asked Questions:

IF I AM A CURRENT CUSTOMER WITH AN EC PURCHASING SUPPLIER, MUST I OPEN A NEW ACCOUNT TO OBTAIN THE DISCOUNTS?

EC Purchasing can “link” existing account numbers to our contracted rates. Once that’s completed, all purchases can be made directly from the supplier with the preferred pricing applied — and there will be no further need to log in to the EC Purchasing site.

WE HAVE SEVERAL LOCATIONS. DOES EACH OFFICE NEED TO SET UP AN ACCOUNT WITH EC PURCHASING?

An EC Purchasing Account Executive can ensure that all office locations receive the same EC Purchasing prices. After that, staff at any location can take advantage of the EC Purchasing discounts simply by making purchases directly on the office supplier’s web site.

DO THE SAME DISCOUNTS APPLY AT RETAIL STORES?

Yes, at Office Depot and Staples. Members must contact an EC Account Executive in order to obtain a store purchasing card, which lets them buy at EC Purchasing prices at the store. Naturally, they can also take advantage of any sale prices that may be available at a store.

WHAT ARE THE SHIPPING FEES?

Office Depot, Corporate Express and Office Max provide free shipping regardless of order size. Staples requires a minimum order of \$25.00 to receive free shipping.

CAN OUR EMPLOYEES GET THESE SAME DISCOUNTS FOR PERSONAL PURCHASES?

Employees of your company can enjoy the same discounts and purchase directly, using their own credit cards, through the EC Purchasing Associate Program. An EC Purchasing Account Executive can help any member company enroll.