

An end-to-end
business solution





We're part of **Paragon Group**

OT Group has been established for over 130 years, with 9,000 employees.



PLACED 2ND IN SUNDAY
TIMES TOP TRACK 250



PRIVATELY OWNED
BUSINESS



A £1.5 BN+
ORGANISATION



VISION TO BE NUMBER
1 IN EVERY CHOSEN
MARKET



DRIVEN BY
ENTREPRENEURIAL
SPIRIT



WITH CUSTOMERS
ACROSS EUROPE AND
AMERICA

The OfficeTeam Difference.

Unlike many other suppliers, OfficeTeam provide a truly customer-centric experience across all aspects of our business.

Our unrivalled consolidated solution gives you the ability to place one order, receive a single delivery, process one invoice and view a single set of reports to keep control of your product costs. This means you and your team will spend less time on repetitive, non-critical, every day tasks, such as sourcing and benchmarking products and prices, and processing orders and invoices.



Industry leading, easy to use procurement platform.



Sustainable product options and responsible business solutions.



Tail spend and dedicated account management.



The widest product choice and best prices.



One order, one delivery, one invoice.



Ultimate control and visibility of expenditure.



A true consolidated solution.

Experienced and Talented Team.



Entrepreneurial spirit – quick to act, proactive and innovative.



On-shore customer service support



Key experience and knowledge across industry sectors



Continuous development to ensure ongoing high performance



Unrivalled skills, knowledge and expertise



Your supply chain consolidation

Tailored to your sector, we can help you to create efficiencies throughout your business by consolidating your supply chain — creating more value and providing total cost of ownership.



Office
Supplies



Print



Facilities
Supplies



PPE &
Workwear



Furniture &
Interiors



Data
Archiving



Document
Destruction



Managed Print
Services



Tail
Management



End-to-end
Solutions

Workplace Supplies and Services

However you work, our dedicated teams provide everything you need to operate effectively and seamlessly, in both traditional workplaces and the most complex hybrid models.



Office Supplies

No matter what the office looks like — whether it's at home or a workplace — we can provide everything you need to run smoothly and efficiently while reducing costs and providing great value.



5 Star™

With over 2,000 products to choose from, 5 Star™ has been trusted for over 20 years, striving to deliver quality and affordability to every workplace.



Print

OT Group offers a range of print services to get your brand noticed by the audience that matters to you. Our solutions will help you to increase your share of voice and get your message heard. We can help you to streamline your customer experience and dominate the conversation in your market.



Facilities Supplies

We've got everything you need to operate your sites efficiently, safely, and compliantly. Including signage, cleaning supplies, PPE, and more — whatever you need, we can supply it.



PPE & Workwear

Our extensive experience working with leading brands across different industries means we can deliver quality PPE and workwear solutions at competitive prices. Throughout the pandemic and beyond, we can support you in keeping your staff safe at work.



Data Archiving

A complete document management solution for both digital and hardcopy documents. With access to your data when you need it and the reassurance it will be destroyed securely when you're ready to let it go.



Document Destruction

Avoid expensive mistakes, protect your business from large fines, and enhance your CSR with our secure document destruction service. It enables your staff to deposit ALL paper waste into locked consoles for shredding and recycling.



Furniture & Interiors

With an extensive range from multiple brands, we have a product, colour, fabric and dimension to suit every project and budget – our team can even help with the design, selection and implementation.



Tail Management

By working as an extension of your procurement team, we will audit all tail spend to consolidate your supply chain, maximise efficiencies, reduce costs and boost productivity.

End-to-End Business Solutions

Because OfficeTeam is part of the €1.5bn renowned organisation – Paragon Group – we can deliver further supply chain consolidation through partnerships with our fellow subsidiaries, Paragon Customer Communications, Paragon ID, Paragon Graphic Services and Paragon Workplace Solutions.



Business administration and secretarial services

We support your employees in the workplace with administration, secretarial and employment services, letting them concentrate on what they do best.



Data management and insights

We use research and analytics to help your employees perform better, improving the way they collaborate with colleagues and engage with clients.



Business process outsourcing

We develop industry specific strategies for flexible, scalable and cost-effective outsourcing that delivers better outcomes, combining your core business expertise with the skills and services of a best-in-class partner.



Document production

Digital transformation is everywhere, but written documents are still essential for recording and sharing important information. We take audio files and transcribe them, write up technical and legal documents from drafts, and make sense of hand-written notes.



Transactional and secure communications

We're the UK's market leader with a dedicated infrastructure and unrivalled expertise — with a commitment to innovation and optimisation that improves clarity, branding and postal efficiency for all our clients.



Mailroom and distribution

We keep your onsite operations moving, and our people are on the ground to help organise meeting rooms or set up events. We're also behind the scenes to innovate when it comes to important services such as your mailroom and outward mail.



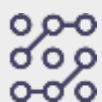
Records management

We provide compliant, controlled records management - from tagging and allocating records at the front end, to the management of the storage and retrieval processes. We'll also improve your corporate knowledge with key metadata and insights from your stored assets.



Customer experience and marketing

Our solutions – built on a strong base of technologies and data – are designed to help brands build omnichannel communications strategies with their own clientele, at all stages of the user journey.



Technology and digitisation

Leveraging the power of technology, OfficeTeam can help to reduce costs and ensure business continuity, by acting as one consolidated supplier.



Consolidated business services

OfficeTeam – with the support of our wider group if needed – can help to reduce supply chain costs through acting as one consolidated supplier.

Why OfficeTeam?

A rich supply chain heritage spanning more than 150 years drives ongoing innovation at OfficeTeam – the most experienced, go-to procurement specialist, proven to support customers whatever is going on in the outside world. And this translates into a number of benefits for our clients, large and small.

Through truly strategic and consolidated business support, we offer unique end-to-end solutions specifically designed to create newfound efficiencies for your organisation, and reduce costs that otherwise risk spiralling – not least in the current climate. We're agile, innovative, and have integrity.

But that's not all...

Back-to-basic benefits

We benchmark our prices so you don't have to – that's how committed we are to saving customers time and money. As a supply chain consolidation expert for over 150 years, we provide the bigger picture of visibility when customers can't afford to take a step back to see it for themselves.

Looking at every supplier, process, and how you procure, we'll identify hidden soft costs, halt spend leakage, and boost quality control, for maximum peace of mind.

By streamlining workflows and efficiencies we don't just boost procurement productivity for the benefit of the business – colleagues are freed from repetitive tasks and other supply chain shackles, leaving more time to focus on the core elements of their role.

We believe in providing choice, and our network of best-in-class partners means access to the products you need – including low cost and socially conscious alternatives – with multiple delivery options including a carbon-friendly solution.

Trusted by thousands of brands – large and small – OfficeTeam maintains a personable approach, thanks to an experienced account management team and UK-based customer service experts.



SmartPad – the industry’s leading purpose-built procurement engine

Manage your entire workplace supplies contract through SmartPad – our next-generation procurement platform, with wrap-around support.



The ultimate user-friendly tool, available 24/7, with customisable and configurable solutions to satisfy even the most niche of requirements.



Relied upon by over 100,000 users in SMEs and enterprise organisations alike.



Connects customers to the lowest prices, more products and services than ever before, and easy access business intelligence – not to mention a host of other features to help make your job easier.



Intuitive workflows stop rogue spending, eliminate purchase errors and cut costs through budget management functionality, authorisation routes, and pre-defined, user-specific product lists.



Tailored management information, allowing you to delve deeper into the real-time data that really matters to your business.



The result is total expenditure visibility, with minimal fuss, because that’s how hard technology should work for the supply chain industry.

Request your demo today!

Visit www.otsmartpad.com/xxxx

The OfficeTeam difference.

The only marketplace you need to buy all your industry specific products and services



Workplace

Office Supplies,
Stationery, Ink &
Toner, Furniture,
Packaging, Books,
Shredding



Tools

Cordless Tools, Hand
Tools, Fixings &
Fasteners, Machine
Cutting, Welding,
Speciality Tools



Technology

Computer &
Accessories, Printers,
Stage Tech



Janitorial

Hygiene, Cleaning,
Waste, Washroom,
Housekeeping,
Floorcare, Machinery,
Window, Pool & Spa



Electrical

Security, Components,
Photo, Electromobility,
TV, EV Chargers, White
Goods, Audio, Media
Players



Catering

Hotel Supplies, Kitchen
Equipment,
Refrigeration, Clothing,
Furniture, Tableware &
Bar Supplies



Medical

Lab Supplies,
Cosmetics, First Aid,
Covid Supplies,
Furniture, Records &
Filing, Diagnostic
Equipment



Education

Art Supplies, Craft
Supplies, Sporting
Goods, Club Sports,
Early Years: Primary &
Secondary



Outdoor

Winter Equipment,
Camping, Play Area,
Outdoor Furniture &
Heating, Clothing



Occupational Safety

PPE, Workwear,
Prison Security &
Supplies



Automotive

Car Parts, Tools,
Accessories & Car Care,
Batteries, Compressors,
Lubricants & Fluids



Industrial

Warehouse Equipment,
MRO, Building Services,
Ladders & Lift
Equipment

100,000's products from 10,000's suppliers

The widest product choice.

From our own exclusive 5 Star™ range, trusted for over 20 years and striving to deliver quality and affordability to every workplace – through to some of the world's biggest brand names – we partner with leading manufacturers and some of the UK's biggest business and household brands to give you quality and choice across hundreds of thousands of products.

These brands include Acco, 3M, AO, Slingsby, Westcoast, HP, Durable, Bolle, Nestle, Apple, Fellowes, Kimberley Clark, Energiser, Nisbets, Honeywell, Avery, Essity and many more.



Switch and save with our exclusive ranges



SmartBuy

We're continuously evaluating our range of everyday products, to ensure we offer customers the widest, best quality and most flexible essentials required to keep the modern workplace running smoothly.

With over 2,000 products from 5 Star™ – a leading brand in the office supplies market for over 20 years – this range is known for delivering outstanding value and quality, at a competitive price.



SmartPrice

We know how difficult it is for our customers to accurately track what's a fair price to be paying for non-core business items. Our SmartPrice products mean we continually check the market, so you don't have to!

As a result, we've rolled back thousands of prices to help you keep better control of your costs, without sacrificing on quality.



SmartChoice

For businesses with the environment and social responsibility at the forefront of their procurement agendas, we have the SmartChoice range.

With products selected especially for their strong CSR credential – from carbon efficiencies to ethical trading – we make it easy for our customers to do business for good. on quality.



With a range of **2,000 products**, make your choice a **5 Star™ choice**.

Trusted for over 20 years, striving to deliver quality and
affordability to every workplace.

A BRAND YOU CAN RELY ON

The own brand alternative you have been looking for! For 2022 we've made exciting updates to our 5 Star™ branded product ranges, supporting workplace changes and continuing to deliver a value-for-money alternative.









With over 2,000 affordable, quality products for your workspace, 5 Star™ delivers long term savings to your business.



The ultimate procurement tool for your teams.







User friendly features.

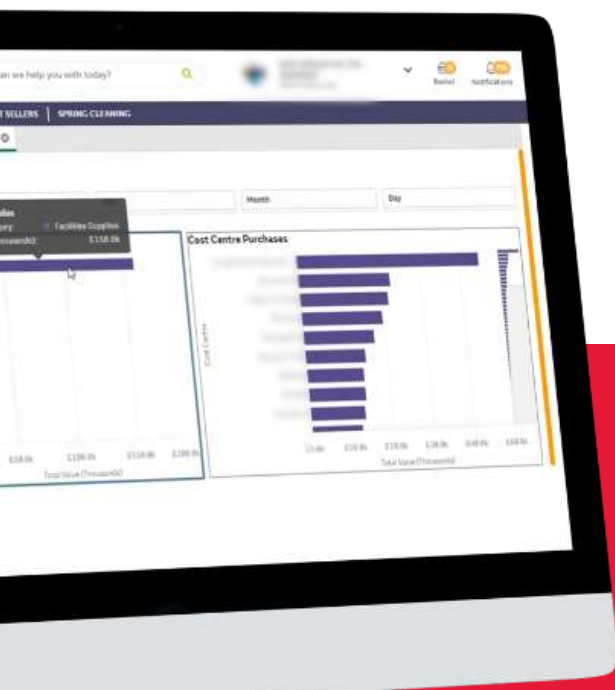
Designed to cut costs, reduce manual orders, eliminate purchase errors and stop rogue spending.

-  Intelligent Search
-  Product Recommendations
-  Promotions & Discounts
-  Live Chat
-  Product Lists & Favourites
-  Saved Baskets
-  Subscriptions & Repeat Orders
-  Order Tracking

Business intelligence.

SmartPad works as a powerful analytics engine, transforming the raw data from all your transactions into meaningful visualisations. This insight will help you to drive procurement efficiencies, cost savings and maximum revenue from your supply chain.

-  **Ultimate cost control** – with user defined log ins, set budget levels, cost centres and authorisation levels
-  **Customisable management information** – allowing you to delve deeper into the information that really matters to your business
-  **Available 24/7:** On desktops, tablets and mobiles, wherever the user may be.
-  **At a glance summary statistics** - with top line expenditure visibility across your supply chain
-  **Real time data** – allowing you to make informed decisions quickly and produce timely impact reports
-  **Identify savings through smarter procurement and process efficiencies**



Our flagship distribution hub



A 275,000 sq ft automated distribution centre in Ashton-under-Lyne – in the heart of the UK – with capacity to hold 18,000 pallets and over 22,000 products.



Intuitive warehousing technologies include A-frame and pick by light systems for greater efficiencies and clever box-cutting, for smarter packing and waste reduction.



Progressive product order weighting and the ability to identify and rectify discrepancies at source, means orders are fulfilled with 99.8% accuracy.



Millions of pounds of further investment is earmarked for this flagship site, over the next two years alone, to drive even greater operational efficiencies and improve the speed and quality of OT Group's national distribution service.

The OfficeTeam difference.

World-class **supply chain.**

Our strategic partnership with Menzies Distribution provides a world-class delivery and distribution network for our customers with flexible options to suit your organization's needs. Menzies offer a delivery scale we could not match through our previous-owned vehicles.



Flexible delivery options – desktop delivery, delivery to specified floors, pallet deliveries, pallet stripping, key drop & night drop



Large electric delivery fleet and robust CO2 emissions reduction plan



Improved new customer onboarding and integration



Strong CSR credentials



Strong IT platform – providing track & trace



European distribution capability

Menzies Distribution are also a like-minded sustainable partner. They focus on three main areas to make their business more sustainable and have a clear roadmap to Net Zero:



Fleet



Energy consumption



Reuse & recycling for themselves and their partners

With innovations that span fleet electrification, vehicle to grid charging, vehicle design, alternative fuels, self-sufficient warehousing, carbon offsetting and revisiting the need for PVC in vehicle livery, they are committed to shaping logistics for the future that directly address the climate change crisis.




A better fleet today makes a brighter tomorrow

300,000 miles are driven by Menzies fleet every day. So making sure it's done in a way that's best for the planet makes a material difference.


The future's electric

Menzies introduced their dedicated electric fleet because they know that fossil fuels aren't sustainable. It's their priority to expand it at pace – far ahead of regulatory deadlines.

For every electric vehicle introduced, we're improving air quality, cutting particulates and reducing harmful nitric oxide emissions. To enable this fleet to make as many carbon neutral deliveries as possible, Menzies have established a large commercial charging infrastructure in the UK. Through extensive trials, they've found the most energy efficient vehicle-to-grid charging process – meaning they charge at off-peak times and return spare charge to the grid at peak times when energy is in high-demand.




Over **260,000** emission free miles driven every year.



10 million items delivered emissions free in 2019.



2.5m kg of CO2 saved by replacing diesel with electric.

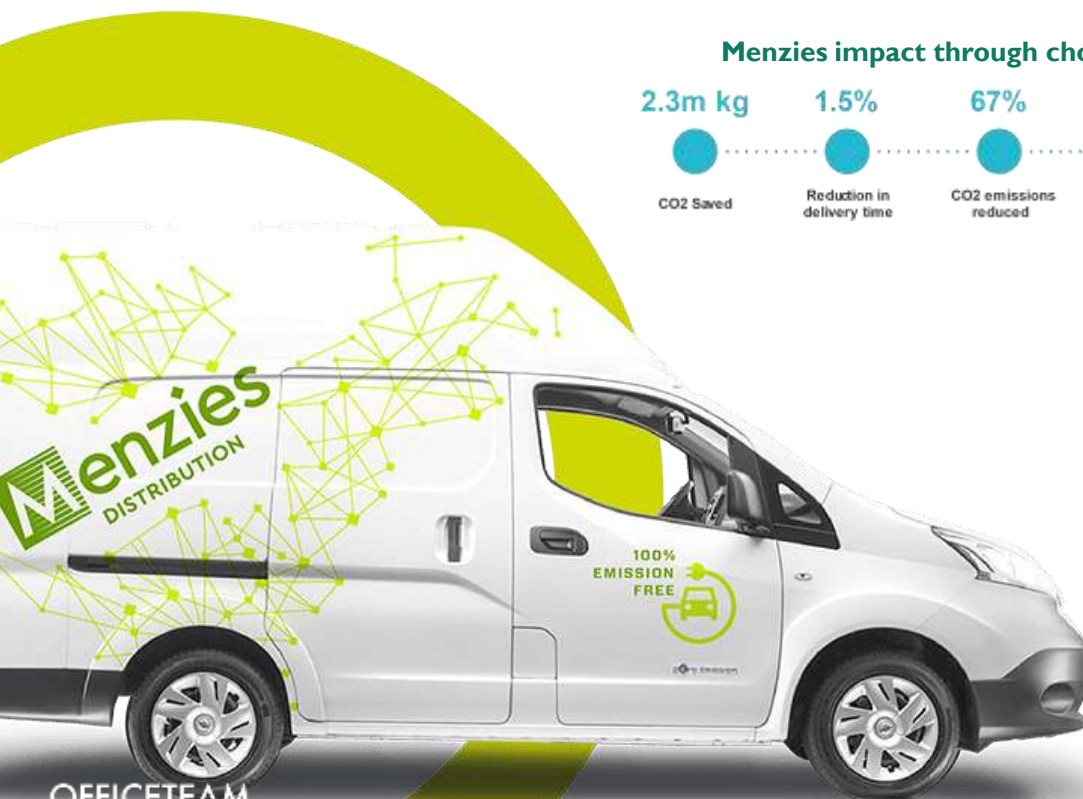
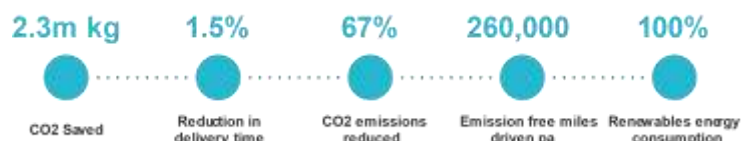


PVC-free livery – biodegradable and free from toxic chemicals.



Zero-emission rural deliveries including the Scottish Highlands & Islands.

Menzies impact through choosing electric:



A truly responsible business

At OfficeTeam, we're not just environmentally and socially responsible because it's on-trend. Our CSR strategy runs throughout every strand of our business, from the products we source, to the mindset of our people, and how we select our partners. For example:



Our world-class distribution partner Menzies offers a range of flexible delivery options, and a vast electric fleet.



Our SmartChoice products have been specifically selected for their sustainability credentials.

The OfficeTeam difference.

Providing sustainable product choices.

We offer 1,000's of environmental products across our branded and own-label ranges.

For businesses with the environment and social responsibility at the forefront of their procurement agendas, our assortment of Fairtrade and social value and 5 Star Eco products means there's a huge choice of sustainable options for our customers.



SmartChoice via SmartPad

With over 90% of our customers ordering online, our SmartChoice product flag empowers end-users to make a more sustainable choice when ordering their products; by clearly identifying products with environmental, social and sustainable accreditations and benefits, across our site.



As a supplier of 100,000's of products across 10,000's of suppliers, we are aware of our responsibilities to reduce our Scope 3 emissions and ensure our customers can make informed choices on the products they purchase.

Our data team work closely with our key suppliers to validate the credentials of the products we supply. We regularly review and update our product data to ensure our customers have visibility of these credentials, as well as sourcing sustainable alternative options.

As part of our sustainability ambition, we are committed to providing recyclable options for all our core products by 2025 and for all our products by 2030.



7 Reasons to choose us...

- 1 Dedicated Account Management.**
A proven track-record working with leading organisations, our dedicated account managers have extensive knowledge and experience working with businesses to drive down costs and control expenditure.
- 2 The widest product choice & best prices.**
Access hundreds of thousands of products online - we partner with leading manufacturers and some of the UK's biggest business and household brands to give you quality and choice. We continually check the market so you don't have to, ensuring we provide the best value for money – saving your teams time and effort benchmarking products and prices.
- 3 A true consolidated solution.**
Unlike many marketplace suppliers, we can provide you with a consolidated delivery of your orders. Our industry-leading central distribution hub stocks thousands of product lines and has additional capacity to stock thousands more. This coupled with our world-class delivery capability provides your organisation with fast, flexible, next-day delivery.
- 4 Industry leading, easy to use procurement platform.**
Relied upon by hundreds of thousands of users in SMEs and enterprise organisations alike, our procurement platform SmartPad connects customers to the lowest prices, an extensive range of products and services, and easy access business intelligence and reporting.
- 5 Sustainable product options & responsible business solutions.**
Choose from a wide assortment of Fairtrade, social value and eco products. Selected especially for their strong CSR credentials – from carbon efficiencies to ethical trading – we make it easy for our customers to do business for good.
- 6 One order, one delivery, one invoice.**
Our unrivalled consolidated solution gives you the ability to place one order, receive a single delivery, process one invoice and view a single set of reports to keep control of your product costs. This means you and your team will spend less time on repetitive, non-critical, every day tasks such as sourcing and benchmarking products and prices; and processing orders and invoices.
- 7 Ultimate cost control and visibility of expenditure.**
Our procurement platform provides a powerful analytics engine, transforming the raw data from all your transactions into meaningful reports and visualisations. This insight will help you to drive procurement efficiencies, cost savings and maximum revenue from your supply chain.



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