

Office DEPOT®



An end-to-end
business solution

Welcome

To Office Depot (UK & Ireland) and the start of what – we're confident – is the next level of strategic, end-to-end business support for your fantastic organisation.

It's our mission to deliver everything you need to operate effectively, allowing you to focus on what really matters – driving your core business operations.

We're here to help you improve efficiencies, halt spend leakage, regain better budget control, access technologies that further digitise your processes, and unlock procurement intelligence that could transform your organisation long into the future.

And this is just the beginning of what Office Depot has to offer.



Part of **something bigger...**

OT Group is owned by Grenadier Holdings (formerly Paragon Group), a privately held investment company.

GRENADIER HOLDINGS



Operating in over **30 countries**
with a **global sales reach**



€1.5 billion turnover



More than **10,000 employees**

Grenadier Holdings investment portfolio is steered by its 140-year heritage in delivering critical business services including:



Customer
Communications



Contactless
Smart
Technologies



Print and Packaging
Related Services

Being part of this investment portfolio enables OT Group to benefit **from collaboration between leadership teams striving for innovation and sustainable growth**, whilst enabling our customers to benefit from a wider range of additional business critical services from specialist providers through the single source of OT Group.

The Office Depot Difference.

Unlike many other suppliers, Office Depot 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, everyday 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

Our Solution, tailored to your business

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 30 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.

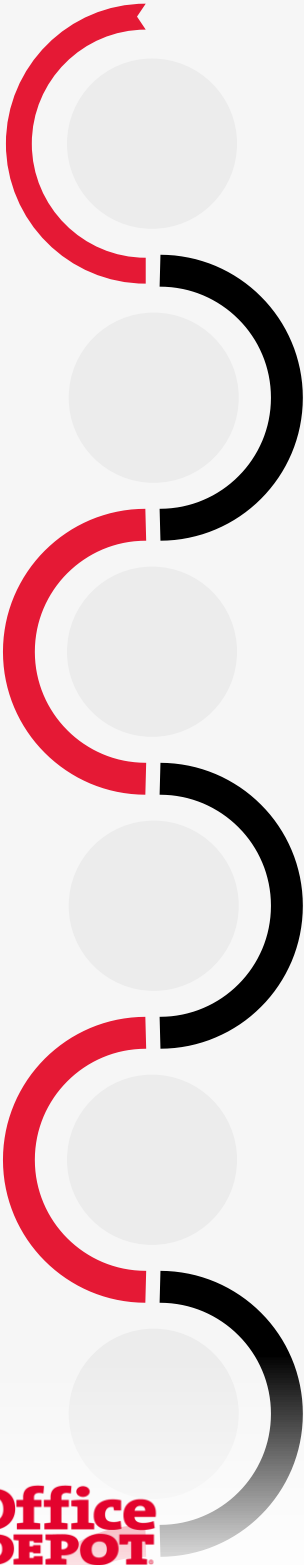


Tail Management

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

When Office Depot was acquired by OT Group, it became part of the €1.5bn renowned organisation – Grenadier Holdings (formerly Paragon Group). As a result, we can deliver further supply chain consolidation through partnerships with our sister companies Paragon and Service Graphics.



Business Administration and Secretarial Services

We support your employees in the workplace with business administration and 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, Office Depot can help to reduce costs and ensure business continuity, by acting as one consolidated supplier.

Consolidated Business Services

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

Why Office Depot?

A renowned name in the workplace solutions market, we provide everything a business needs to operate smoothly and effectively. It's our job to eliminate the stress and monotony of everyday tasks, especially if they stand in the way of our customers' growth.

We've been providing strategic support to some of the world's biggest brands for decades, because we keep on innovating.

Through truly strategic, consolidated and omni-channel business support – not to mention the industry's flagship ecommerce engine, SmartPad – we offer unique end-to-end solutions specifically designed to create newfound efficiencies and cost-savings for your organisation.

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.

A supply chain consolidation expert for over 150 years, we provide the bigger picture visibility when customers can't afford to take a step back to see 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 – Office Depot maintains a personable approach, thanks to an experienced account management team and UK-based customer service experts.

Wider strategic benefits

Office Depot gives your organisation full visibility and control of what's going on across the business, facilitating agile working, boosting productivity, reducing costs, and driving a competitive edge.

As an industry-leading business services provider, we can help you to create efficiencies throughout your organisation by consolidating your supply chain — creating greater value and providing total cost of ownership.

Using data insight, Office Depot leverages business intelligence and helps to proactively identify procurement trends that may otherwise remain untapped. The result is the ability to make more informed supply chain decisions and solve previously unaddressed strategic challenges at every layer of your organisation's hierarchy.

Office Depot can support business change and transformation by not just finding solutions to workplace problems, but by tapping into areas of potential improvement that were previously unknown, to remove any barriers to strategic growth.

Through our network of specialist partners, you can be confident that we will deliver on whatever you need, whenever you need it — from distribution to technology to sustainability, we only work with the best.

Our sustainability credentials are clear - we're committed to not just being a responsible business, but to supporting our customers in their CSR goals. From pre-vetted supply chains to eco-friendly delivery fleets and everything in between - we can help you meet your environmental targets.



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!

The Office Depot 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 30 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.



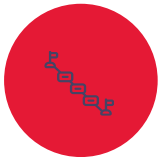
Switch and save with our exclusive ranges



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 30 years – this range is known for delivering outstanding value and quality, at a competitive price.



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 30 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 2023 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.











Office
DEPOT
PART OF PARAGON GROUP

www.yourofficedepot.co.uk

The **ultimate procurement tool** for your teams.







User friendly **features.**

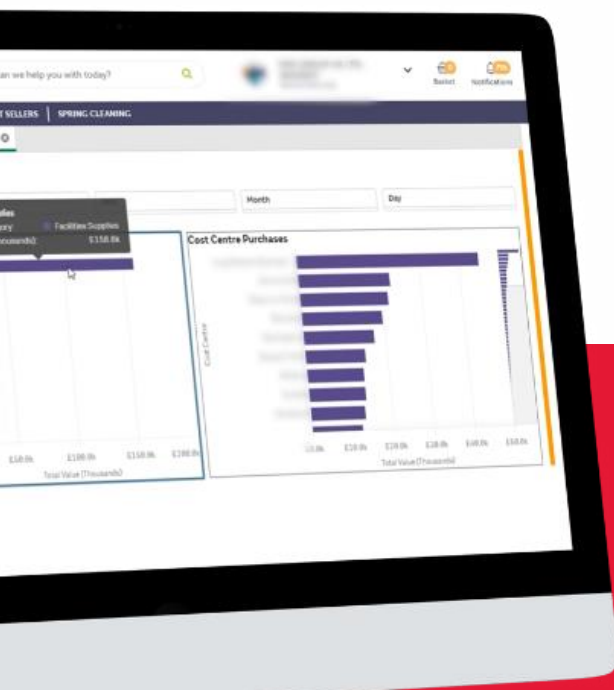
Designed to cut costs, reduce manual orders, eliminate purchase errors and stop rogue spending.

-  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 700,000 sq. ft. (over three floors) 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 Office Depot's national distribution service.

The Office Depot difference.

Our UK delivery network



Our strategic partnership with DPD in the UK provides a world-class delivery and distribution network for our customers with secure, reliable and traceable options to suit your organisations needs.

Big enough to cope, small enough to care

As a specialist logistics organisation, **DPD operate across the UK and Ireland. With over 10,000 vehicles across 84 locations in the UK, facilitating the delivery of more than 400 million parcels annually.**

Office Depot's recent strategic move to DPD, aligns with our commitment to sustainability. By leveraging DPD's infrastructure, we aim to make a marked reduction in our carbon footprint – taking the **number of trailers we use down from 13 to 3.**

Whilst DPD's enhanced automation and technology provides our customer service team with even greater insight into our customers' orders; with **two-hour delivery time slots, real time tracking of deliveries and a live dashboard** for swift resolution of any delivery concerns.

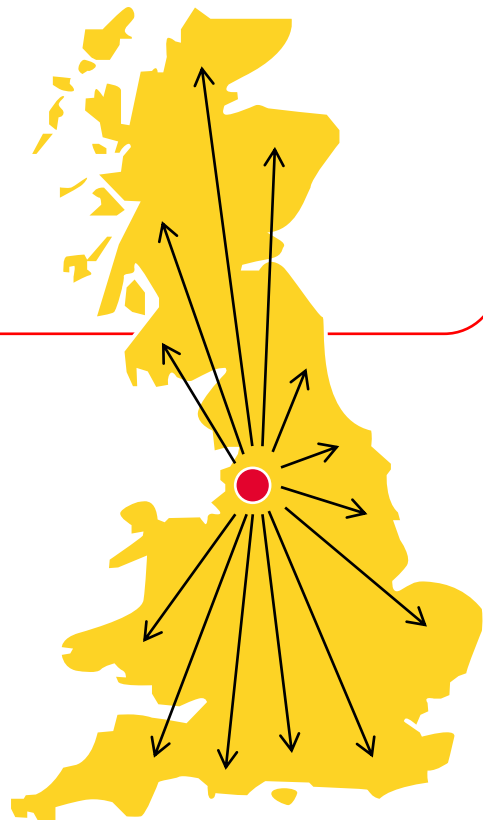
Deliveries by electric vehicle fleet

DPD has invested heavily in its electric fleet over recent years, with over **3,500 electric vehicles** and **51,000,000 green deliveries** to date – saving **13,439 tonnes of CO2.**

In addition to this, **61%** of DPD's HGV fleet use **HVO** - a diesel replacement made from recycled fryer oil – saving **51,070 tCO2e (YTD).**

Whilst through DPDs 'Go Zero Be a Hero' campaign, **one tree is planted for every 10 deliveries** made by an **electric vehicle.** So far, this has resulted in 100,000 trees planted (since 2021).

97% delivery performance



DPD's journey to Net Zero

DPD is on a mission to be the UK's most sustainable delivery company and while fleet electrification is the main area they see can make a positive impact, they are also making huge strides forwards in waste management, energy usage and circular economy initiatives.

DrivingChange is DPD's commitment to sustainability and for many years this programme has been measuring and reducing carbon emissions and offsetting the remaining emissions through clean energy initiatives.

DPD plan to achieve net zero by 2040. A target that has been submitted to the Science Based Targets initiative* (SBTi) for validation, as clear intention to achieve their goals.

To achieve this net-zero commitment DPD will focus on the following key actions:



Electrifying the **first and last mile** delivery fleet.



Diversifying fleet to include alternative options such as biogas, biofuel, electric and hydrogen powered trucks



Switching to **100% renewable** energy, **both gas and electricity**



Electrifying fleet of **company cars**

Certifications:



* The SBTi is a global body enabling businesses to set emission targets in line with the latest climate science and is widely recognised as leading the way for setting corporate net-zero commitments. SBTi is a collaboration between CDP (formerly the Carbon Disclosure Project), the United Nations Global Compact, the World Resources Institute (WRI) and the World Wide Fund for Nature (WWF).

Through the installation of solar panels at viable depots DPD has generated 3,271,713 kwh (YTD).



Fully flexible, secure deliveries

One of the key reasons for entrusting our delivery requirements to a 'world-class' provider is that they offer unparalleled levels of flexibility, as well as access to some of the highest profile and secure, challenging locations in the UK and Ireland (including airside). Our partnership ensures that we can service the same client expectations too.

Secure and confidential delivery capabilities:

- » MoD Locations
- » Prisons
- » Parliament
- » FCO
- » HM Treasury
- » Royal Households as a Royal Warrant holder
- » Police stations and courts across the U.K.
- » Hospitals
- » Rail stations
- » University campuses
- » Corporate offices
- » Airside deliveries
- » 'In Night' silent deliveries

A truly responsible business

At Office Depot, we're committed to delivering on the UN's Sustainable Development Goals (SDGs) and we're taking a clear, three-pronged approach that runs throughout our entire business operations.



Planet

Through the development of carbon net zero products, services, and deliveries, we hope to achieve a carbon neutral life cycle—benchmarking against measurable targets. We're providing more sustainable options in the ecommerce basket, and manage zero waste-to-landfill across our supply chain.



People

From auditing our suppliers according to their social values, through to proactively safeguarding the wellbeing of our staff irrespective of location, people matter at Office Depot. We're also promoting diversity and inclusion across the business and our supply chain, and have an active role in the community – not least through our charitable efforts.

The Office Depot 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, everyday 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.

**Office
DEPOT**



By Appointment to
Her Majesty
The Queen
Supplier of Stationery,
Furniture and Personal Stationery
Office Depot UK Ltd



By Appointment to
His Majesty the Prince of Wales
Supplier of Stationery,
Furniture and Personal Stationery
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