

# Top tips & ways to save: Office Supplies

## Did you know ?

The office supplies market has changed considerably over the last few years. Traditional products are still used but there is now such a wide range of products that fall into this category, it is important to adopt a strategic approach to the procurement of your office supplies.

**1** Amazon appear cheap but that is not always the case! They are just another supplier who will add time and soft cost to your procurement process. They will also need paying by your accounts team.

**2** Appointing the right supplier has never been about who is the cheapest. We know they need to be competitive. It should be about who can add the most value to your business.

**3** The right suppliers should not only supply stationary but also be able to consolidate a large portion of your purchases and in turn, your invoicing, reducing both your hard and soft costs.

**4** But please remember this important fact. You can keep adding value... You can't keep taking out cost.