



September 15, 2014

Dear Valued Supplier:

The purpose of this letter is to inform you of a new chemical compliance initiative by Office Depot that will require action on your part. Your participation in this compliance initiative is mandatory.

Office Depot continues to be challenged by the increasing number of federal, state, and local regulations that require the reporting of chemicals of concern for consumer products. In addition, retail, online, and corporate customers increasingly demand higher standards of chemical transparency for the products they purchase. Non-government organizations are also increasingly involved with health and environmental concerns associated with various chemicals in consumer products.

Office Depot has selected the WERCSmart solution offered by the Wercs Professional Services (WPS) to help us manage our understanding of chemicals in the products you supply. As our valued partner, your role is to register your products and formulations with WPS. After registration, WPS will then perform an assessment of each product to support Office Depot's objectives.

WPS maintains absolute confidentiality of all supplier proprietary product and formulation information. WPS is committed to the highest levels of security and will not share any proprietary information with Office Depot.

WPS will assess a product registration fee to you based on the service required and the overall product type that is being registered. Pricing details are on the next page.

Action required

Starting **October 1, 2014**, suppliers must register with WERCSmart at www.supplierwercs.com for all new and existing products in the following departments:

- Department 7 School Supplies
- Department 11 Writing
- Department 14 Inkjet Cartridges
- Department 43 Breakroom (Front End)
- Department 44 Office Essentials
- Department 47 Cleaning (Consumables)
- Department 65 Toners / Other Imaging

Product registrations must be completed by **November 30, 2014**.

Supplier Fees

All pricing is per formulation

	Enterprise	Standard
General Products:		
Product Registration with SDS provided by the Supplier.	\$450.00	\$180.00
Forwarding Existing Product to Enterprise:		
Product created before 2/1/13:		\$120.00
Product created as of 2/1/13:		\$270.00
Forward Existing Product to Retailer:		
Forward existing product data to an Additional Retailer.	No Charge!	\$40.00
Products Requiring SDS Authoring:		
Product Review and Transmittal with SDS written by WPS. No SDS is supplied during product registration. Product includes no less than one UPC association. SDS will be in a single format, English language. Includes Private Label Products, as required by Retailer.	Add \$200.00	
Price per Additional Format:	Add \$100.00	
Price per Additional Language:	Add \$75.00	
Private Label Products:		
*See Products requiring SDS Authoring.	*See Pricing for Product Requiring Authoring	
Private Label Product forwarding of data to an Additional or new Retailer with no less than one UPC submission to the Retailer on existing product data.	No Charge!	\$50.00
Kit/Gift Pack:		
Submission of a Kit, Gift Pack or End Cap. Includes no less than one UPC submission to the Retailer. Products in a Kit are two or more UNLIKE products under the same UPC.	\$25.00	
Battery Containing Products:		
Submission of a Battery-Containing Product, not Regulated for Transport, which has no other Chemical Data. Includes no less than one UPC submission to the Retailer.	\$25.00	
Submission of a Battery-Containing Product, Regulated for Transport, which has no other Chemical Data. Includes no less than one UPC submission to the Retailer.	\$450.00	\$180.00
UPC Additions (All Product Types) & Pesticide Registrations:		
UPC Additions or Pesticide Registration updates (per batch) to a product that has already been assessed for the specified Retailer.	No Charge!	\$25.00

Already a WERCSmart User?

If the products you sell to Office Depot are already registered in WERCSmart, simply login and forward those UPCs to Office Depot. If you supply products to Office Depot that are not yet registered, please login and add the new product information to the required UPC that will be listed in your account.

Questions?

If you have questions regarding the WERCSmart registration process, please go to www.supplierwercs.com. The website provides training webinars, email, and live chat to help you get started.

Conclusion

Thank you for your cooperation and partnership in this initiative. Together, we will improve the management of chemicals of concern in the products we sell to our customers.

Sincerely,



Ron Lalla
EVP, Merchandising



Darlene Henry
VP, Corporate & Compliance