



Europe/Africa Group Purchasing Agreement FAQ Sheet

Who is eligible for this agreement?

- This agreement is available to all chapters in Europe with the exception of EO Morocco-Casablanca, EO Russia-Moscow, EO Russia-St. Petersburg, and EO South Africa. Please note that these chapters are not currently covered by Office Depot's service footprint. This agreement will be executed in conjunction with Viking Direct, the European subsidiary of Office Depot.

What are the terms of the agreement?

- Office Depot will provide a discount on office supplies and furniture to all chapters and members who sign up for this agreement.
In exchange for a signed three-year participation agreement, Office Depot will pay the chapter the following rebate structure:
- Office Depot will pay an initial conversion allowance of US\$5,000, once the net purchases from the chapter reach US\$15,000.
- Additionally, Office Depot will pay the chapter a quarterly rebate based on quarterly spending according to the following schedule:

Table with 2 columns: Quarterly Spending, % Rebate. Rows include: Less than US\$24,999 (0%), US\$25,000-US\$62,499 (3%), US\$62,500-US\$112,499 (4%), US\$112,500+ (5%)

- Office Depot shall also pay the chapter a volume incentive based on tech products that are purchased according to the following schedule:

Table with 3 columns: Quarterly Tech Depot Spending, Annual Equivalent, Rebate as % of overall. Rows include: US\$37,500-US\$62,499 (US\$150,000-US\$249,999, 1%), US\$62,500-US\$87,499 (US\$250,000-US\$349,999, 2%), US\$87,500+ (US\$350,000+, 3%)

- All rebates will be retroactive back to dollar-one, and paid within sixty days of the end of the measurement period.
EO Global will receive a rebate based on the amount spent by all chapters who opt-in to this agreement. Those rebate dollars will then be applied to future events, new chapters and other member benefits.

What do I do if my chapter already has a pre-existing agreement?

- If your chapter has an existing agreement and you would like to opt-in, please contact your local Office Depot/Viking Direct account manager to notify them that you would like to participate in the EO Global Purchasing Agreement.

How will my chapter receive its rebate?

- Your Office Depot/Viking Direct local account manager will track the spending by each chapter and provide a quarterly check. Hilary Kavanaugh (hkavanaugh@eonetwork.org) will also receive a copy of this report.
Please note that the amount spent will be based on what the chapter spends as well as what each member spends on office supplies and furniture for their home or business.

Can I get a better deal if my chapter negotiates its own deal separately?

- NO.



- **Where Do I Sign Up?**

- Members can sign up on EOnetwork on the Partner Enrollment page:  
<https://members.eonetwork.org/Programs/partnerenrollment/partnerenrollment.aspx>
- Contact Elizabeth Barnett at [ebarnett@eonetwork.org](mailto:ebarnett@eonetwork.org) or at +1.703.837.6097 and she can answer any questions that you or your chapters may have.