Hello Office Supply Online User,

The Common Financial Systems Steering Committee, lead by CSU Presidents, has determined that substantial savings for the CSU can be achieved by engaging in an OfficeMax auto-substitution program.

As a result, the CSU will implement a plan that will automatically substitute about 1,700 products currently being purchased with lower-cost equivalents that have the same fit, form and function as the higher cost items. As the project progresses more items will be evaluated and added.

Effective **October 1st**, CSU, Fullerton will be automatically enrolled in this cost savings initiative.

**How it works**

When you order select products that have a lower-cost equivalent, the online system will automatically substitute your selection with the alternative item that has the same fit, form and function but costs less than the higher priced product. This will be reflected through a lower cost per unit.

Here is an example of what you will see online when you order an item on the auto-substitution list:

**For Example purposes ONLY:** Papermate Dozen N464001 pencil will auto sub to the Bic 12 pack N4MPF11.

<table>
<thead>
<tr>
<th>Qty</th>
<th>UOM</th>
<th>Product Code</th>
<th>Description</th>
<th>Delivery*</th>
<th>Your Subtotal Price</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DZ</td>
<td>N4MPF11</td>
<td>Bic - Bicmatic Grip® Mechanical Pencils - Without Grips - Black, Black, 0.5mm</td>
<td>1 Next Day</td>
<td>$3.48</td>
<td></td>
</tr>
</tbody>
</table>

**Requested Product Code: N464001**

The Papermate N464001 is $29.88 a dozen, the Bic Auto Sub N4MPF11 is $3.48 per dozen. The savings by purchasing the Auto Sub is 88%.

(This is an example only)

The CSU will continue to monitor the quality of substituted items and provide process improvement and pro-active cost saving opportunities. Thanks for your support in this money savings effort.

Please visit the C&P OfficeMax website for more details including the Memorandum from the Chancellor Office and FAQs sheet.