There’s a lot more to paper than procurement! Paper flows across lines of business. Procurement represents about $\frac{1}{10}$ of the cost of managing paper-based business processes:

**Procure**
- Unit purchase cost of a single sheet of paper (includes delivery to the specific TD location)

**Process**
- Costs of processing the paper, including: photocopying, scanning, faxing, and printing

**Distribute**
- Physical delivery of paper internally between departments and externally to customers and and/or business units

**Store**
- Physical storage of paper either internally within TD or externally at a 3rd party vendor

**Retrieve**
- Physical retrieval of paper either internally from TD filing space or externally from a vendor

**Dispose**
- Physical destruction of paper