SUPRA Office Solutions - Transitioning Current SUPRA Shopping Lists to New SUPRA

SUPRA will help you transition your existing shopping lists to the new SUPRA punch-out. This is how it works:

1. Email the list owner’s email address to either Imani Boyd at imani.boyd@supraos.com or to Kelly Knetzer kelly.knetzer@officedepot.com.

2. If you happen to have the name of the shopping list (e.g. “1Supplies”), include the name in your email. This information will be helpful, but it is not required.

3. SUPRA will review the shopping list(s) connected to the email address you provided. Then, SUPRA will send you a comprehensive list of cross-referenced items within three business days.

4. When you receive SUPRA’s list of cross-referenced items, use this list to create the same shopping list in SUPRA’s punch-out. See Creating Shopping Lists for instructions.