

# SUPRA Office Solutions, Inc.

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### Products:

- binders
- business cases
- folders
- calendars
- desk supplies
- ink cartridges
- organizers
- paper
- PDAs
- toner
- writing instruments

### Purchasing Method:

PantherExpress System  
Punch-out

### Office Supplies Price Match:

SUPRA is contractually required to use its best efforts to meet or beat third party pricing on exact match items. If you find the exact same SUPRA-offered item priced lower at another supplier then please contact SUPRA Customer Support at [customerservice@supraos.com](mailto:customerservice@supraos.com) with your price match request.

### Personal Purchase:

View this [link](#) for *Personal Purchase Discount* instructions.

### Keurig K-Cup Recycling:

Departments with Keurig machines using exclusively Keurig-brand k-pods can utilize [Keurig's Grounds to Grow On](#) program. This program allows you to collect your used k-pods and ship them back to Keurig at no cost. Simply contact [Greg Babbs](#) or [Imani Boyd](#) to order small (10"x10"x10") or large (10"x10"x24") k-pod collection box for your office, enjoy your coffee, and collect k-pods until your box is full. Then, send the prepaid full box back to Keurig for free. Make sure to also ask Greg and Imani about the SUPRA \$1 Keurig offer.

### Supplier Contacts:

**SUPRA Customer Service:**  
M-F 8:00 a.m. to 6:00 p.m.

Customer Support  
Toll Free: 1-855-777-8772  
Email: [customerservice@supraos.com](mailto:customerservice@supraos.com)

Imani Boyd  
Account Manager  
Email: [imani.boyd@supraos.com](mailto:imani.boyd@supraos.com)

**Office Depot, Office Max**  
*Supra's strategic alliance partner*

Greg Babbs  
Account Manager  
(412) 897-3193  
[gregory.babbs@officedepot.com](mailto:gregory.babbs@officedepot.com)

## University of Pittsburgh

### Procurement Specialist:

Corey Cyphert  
412-624-8720  
[ccyphert@cfo.pitt.edu](mailto:ccyphert@cfo.pitt.edu)

### Commodity Categories:

Office Supplies

### Programs and Designations:

- ✓ [Personal Purchase Discounts](#)
- ✓ [DBE Certified](#)