



# OHIO BES Office Supply Program Price Match Process

## Requisitioner Awareness

Price matching will be honored on OHIO “Non-Preferred” items that are offered from typical office products competitors and are in stock while meeting the following criteria: exact manufacturer item #, exact unit of measure and are not specials, closeouts, tiered pricing and/or bulk buy items. In addition, no item will be sold below P.O. cost.

## Requisitioner Process

Requisitioner will use the standard BobcatBUY ordering process through the BES Office Supplies catalog

1. Requisitioner places their order through the BES catalog on BobcatBUY
2. Requisitioner emails BES Account Manager Andre Johnson at [Ajohnson@besolutions.org](mailto:Ajohnson@besolutions.org) and Staples Territory Acct Manager Anthony Antoline at [Anthony.Antoline@Staples.com](mailto:Anthony.Antoline@Staples.com) to have the pricing reviewed for the price match. The email needs to include:
  - the current BobcatBUY item number
  - current system sell price
  - BES order number or the BobcatBuy Purchase Order number where item was ordered
  - documentation and/or specific item weblink that supports the price match request
3. Once reviewed, an email will be sent back to the requisitioner. If approved, the email will contain the approved price.
4. Andre Johnson will process a credit for the difference of the original order price and the approved price.
5. The credit will be processed and applied to that order. This credit may take up to 10 working days to post.