Savings in Staples stores.

Action is needed to receive your custom pricing in Staples stores with your StaplesAdvantage.com program

We are revising how to get your organizations custom pricing in Staples stores in the U.S.

As the point-of-sale registers are upgraded in the Staples stores throughout 2021-2022, you will be able to use a registered phone number on your StaplesAdvantage.com profile at checkout, to get the lowest price available at the time of purchase.

Here's what you need to do:

**Step 1:** Register a unique phone number under the In-Store Program section of your StaplesAdvantage.com profile

**Step 2:** Don't see the in-store program under your profile? Reach out to your Staples program site administrator to:

- Enable retail privileges on your existing profile or request a new user profile with retail privileges if you don't have any existing profile

How the Staples store program works:

- Get the lowest price available at time of purchase – the in-store sale price or your custom price
- Payment is by credit card or cash only as AR billing will no longer be offered
- For tax exempt purchases, users must present a tax-exempt certificate at time of purchase

What to do at checkout in a Staples store:

- Provide your unique phone number that you registered on StaplesAdvantage.com for retail privileges at checkout
  - If it is not recognized, use your convenience card or registered p-card
  - Always try using your registered unique phone number first since the point-of-sale registers in the U.S. stores will be upgrading at different times during 2021-2022

Note: this program is for StaplesAdvantage.com customers only and is not part of the Staples Rewards program.
How to update your profile

• Authorized users will receive the below email to register a unique phone number

• Click the link within the email will bring the user into their profile. A unique phone number for in-store lookup needs to be entered under the StaplesAdvantage In-Store Program section.

How a site administrator can enable retail permissions for existing user profiles

• Log into StaplesAdvantage.com and select Manage Users from the Admin Tab

• Search for the user profile by Name or ID. Under Edit User Profiles, select the user and click Modify. If the user is not found, follow the on-screen prompts to create a new user.

• Check the box “Can use Retail Privileges”. If known, the unique phone number for in-store lookup can be entered. If you do not know the phone number, the user will need to enter this themselves by logging into their profile.

• Final step, click Save to complete changes