



**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

## How to update your profile

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

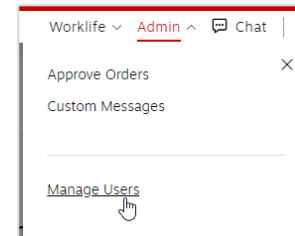


- Click the link within the email will bring the user into their profile. A unique phone number for in-store lookup needs to be entered under the Staples Advantage In-Store Program section.

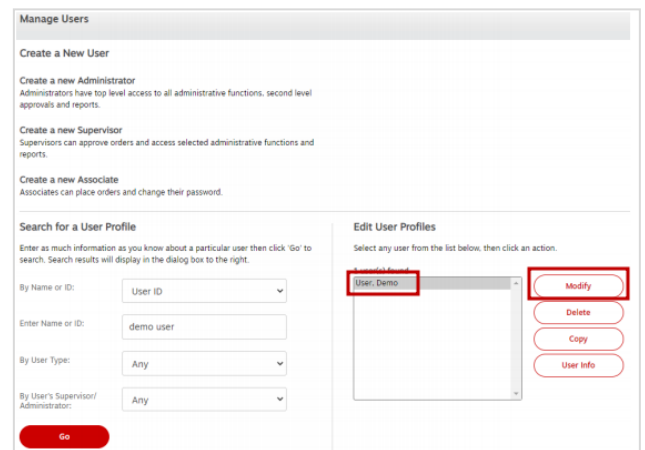


## How a site administrator can enable retail permissions for existing user profiles

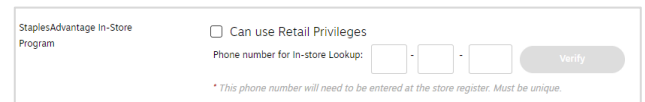
- Log into Staples Advantage.com and select Manage Users from the Admin Tab



- 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

