



## Receive your custom Staples Advantage pricing in Staples stores

Get the lowest price available at the time of purchase when you checkout in any Staples store in the U.S.

### Here's what you need to do:

- After you log in to StaplesAdvantage.com for the first time to set up your password, you will get a notification to add a unique phone number for retail privileges under the In-Store Program section of your profile
- 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

### How the Staples store program works:

- Get the lowest price available at the time of purchase – the in-store sale price or your custom price
- Any method of payment is accepted but note AR billing is not available
- For tax-exempt purchases, users must present a tax-exempt certificate at the time of purchase
- At store checkout, key in your unique phone number that you registered on Staples Advantage for retail privileges on the pin pad

A screenshot of the Staples Advantage website. The header says "Rewards or Staples Advantage Customer? Enter your phone # Enjoy your benefits!". Below this is a text input field for a phone number, a green "SEARCH" button, and a link "Not a Rewards member yet?". At the bottom are two buttons: "ENROLL" and "NOT TODAY".

## How to update your profile

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

**Staples**

**Activate your StaplesAdvantage Store program!**

Get your organization's StaplesAdvantage custom pricing on purchases you make at any Staples store in the U.S.

It's easy to activate. Simply **add a unique phone number** to your StaplesAdvantage account profile by [clicking here](#). That's it!

How it works in store:

1. At checkout, provide the unique phone number you registered on your StaplesAdvantage account profile.
2. Get the guaranteed lowest price available at the time of purchase-either the in-store sale price or your organization's custom price.
3. Pay for your purchase by cash or credit card.

Activate your account today to get your custom pricing on everything from office supplies, coffee, snacks, technology and furniture to cleaning supplies, print services and more, when you shop in store.

If you have questions, contact our Customer Service Team at [support@staplesadvantage.com](mailto:support@staplesadvantage.com)

Thank you for choosing Staples.

Your Staples Team

StaplesAdvantage In-Store Program

Phone number for In-store Lookup:  -  -

*\* This phone number will need to be entered at the store register. Must be unique.*

Worklife  **Admin**  Chat

Approve Orders

Custom Messages

[Manage Users](#)

**Manage Users**

Create a New User

Create a new Administrator  
Administrators have top level access to all administrative functions, second level approvals and reports.

Create a new Supervisor  
Supervisors can approve orders and access selected administrative functions and reports.

Create a new Associate  
Associates can place orders and change their password.

**Search for a User Profile**  
Enter as much information as you know about a particular user then click 'Go' to search. Search results will display in the dialog box to the right.

By Name or ID:  User ID

Enter Name or ID:  demo user

By User Type:  Any

By User's Supervisor/Administrator:  Any

**Edit User Profiles**  
Select any user from the list below, then click an action.

User: Demo

StaplesAdvantage In-Store Program

☐ Can use Retail Privileges

Phone number for In-store Lookup:  -  -

*\* This phone number will need to be entered at the store register. Must be unique.*

Modify a User Profile