

Receive your custom Staples Advantage pricing in Staples stores

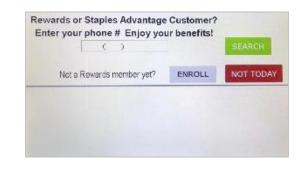
Get the lowest price available at the time of purchase when you checkout in any Staples store in the U.S.

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 taxexempt 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



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 onscreen 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

