

easy

YOU + US =

Pop quiz.



Did you know Staples offers an Employee Purchase Program?

Staples Advantage® takes care of all of your office supply needs at work, and the newly enhanced Employee Purchases Program gives you the same great pricing for your personal purchases. Personal purchases can be made at any Staples Retail store or via StaplesLink.com. All you need to do is register a personal credit card to pay for your order at check out at the store or register for online ordering. Because the process is Easy, the savings are Easy.

Simply complete the online registration to purchase from any of the Staples Retail stores in the US at

<https://contractservices.staples.com/CustomerSetupExtWeb/pcardReg.faces?campaignId=2243>

For purchases made online via StaplesLink please register at

<http://linkregistration.stapleslink.com/c/s?RegFormId=104438>

Questions about the program?

Contact your procurement office or Jana Calvert, Staples Account Manager at jana.calvert@staples.com

By registering, you receive The Tennessee Board of Regents' contract pricing on all your personal retail purchases . . . great savings for holiday and birthday gifts, back to school and school projects and home office organization.

The correct answer? Yes. Staples continues to make it easy.

Employee Purchase Program

Tips and Facts

Employees of The Tennessee Board of Regents are eligible to receive TBR's contract pricing for personal purchases. There are two ways for employees to purchase and receive the discount. Either at Staples retail stores using a registered credit card or online at StaplesLink with a registered user ID.

Retail Store Purchases – In order to receive discounted contracted pricing employees must register their personal credit card and use this form of payment on all purchases. The employee will complete the registration at <https://contractservices.staples.com/CustomerSetupExtWeb/pcardReg.faces?campaignId=2243>. When an employee makes a purchase via this method the discount will be given after the credit card is swiped for payment. The retail store does not have access to contract pricing. (Note: Not all items sold at the retail store are part of the UT contract. If the item is not available on the contract the employee will receive the retail price.)

Online Purchases – Employees can choose to purchase online via StaplesLink and have orders delivered to their personal shipping location. For this ordering method the employee will need to register at <http://linkregistration.stapleslink.com/c/s?RegFormId=104438>. Within 5 business days you will receive an email with your login information. Purchases made via StaplesLink will have your discounted price shown on the website. All purchases must be made using a credit card for payment. There is a minimum order amount of \$50 and orders will be delivered via UPS typically in 1-2 business days.

If you have any questions regarding registering or about the employee purchase program please contact your procurement office or Jana Calvert at jana.calvert@staples.com