**Staples Procurement Card Registration Program**

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| **Contract Card Registration** |

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| [**Register Card**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcontractservices.staples.com%2FCustomerSetupExtWeb%2FpcardReg.faces%3FcampaignId%3D22980&data=02%7C01%7Cs.kotha%40northeastern.edu%7C8f37506e8fe940bcf72708d7cd32daf9%7Ca8eec281aaa34daeac9b9a398b9215e7%7C0%7C0%7C637203490623818357&sdata=eWWqfy8ol%2BZ%2FG6K%2BuM2GPbjv0UgfwfPNwEz%2BgaigpjE%3D&reserved=0) | **Register your credit card today for discounted purchases in a Staples Retail Store located in any of the 48 contiguous states.** |
| Please click on the Register Card button to access the on-line registration form. | Welcome to the Staples Procurement Card Registration Program. This e-mail will provide you with access to the Procurement Card registration form. Once you have successfully submitted a registration, you will receive an e-mail confirmation that your card has been registered. Once notified, purchases will reflect your discount pricing on the following business day. |
| If the button does not work, please cut and paste this URL | |
| [**( https://contractservices.staples.com/CustomerSetupExtWeb/pcardReg.faces?campaignId=22980 )**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcontractservices.staples.com%2FCustomerSetupExtWeb%2FpcardReg.faces%3FcampaignId%3D22980&data=02%7C01%7Cs.kotha%40northeastern.edu%7C8f37506e8fe940bcf72708d7cd32daf9%7Ca8eec281aaa34daeac9b9a398b9215e7%7C0%7C0%7C637203490623818357&sdata=eWWqfy8ol%2BZ%2FG6K%2BuM2GPbjv0UgfwfPNwEz%2BgaigpjE%3D&reserved=0) | |
| into your internet browser to access the form. | |
| Using your Registered Procurement Card makes purchasing supplies easy:   * Provides an immediate solution for emergency purchases. * Registered cards can be used in any Staples Retail Store located in any of the 48 contiguous states. * You will receive your company's negotiated price or the store price, whichever is lower. | |