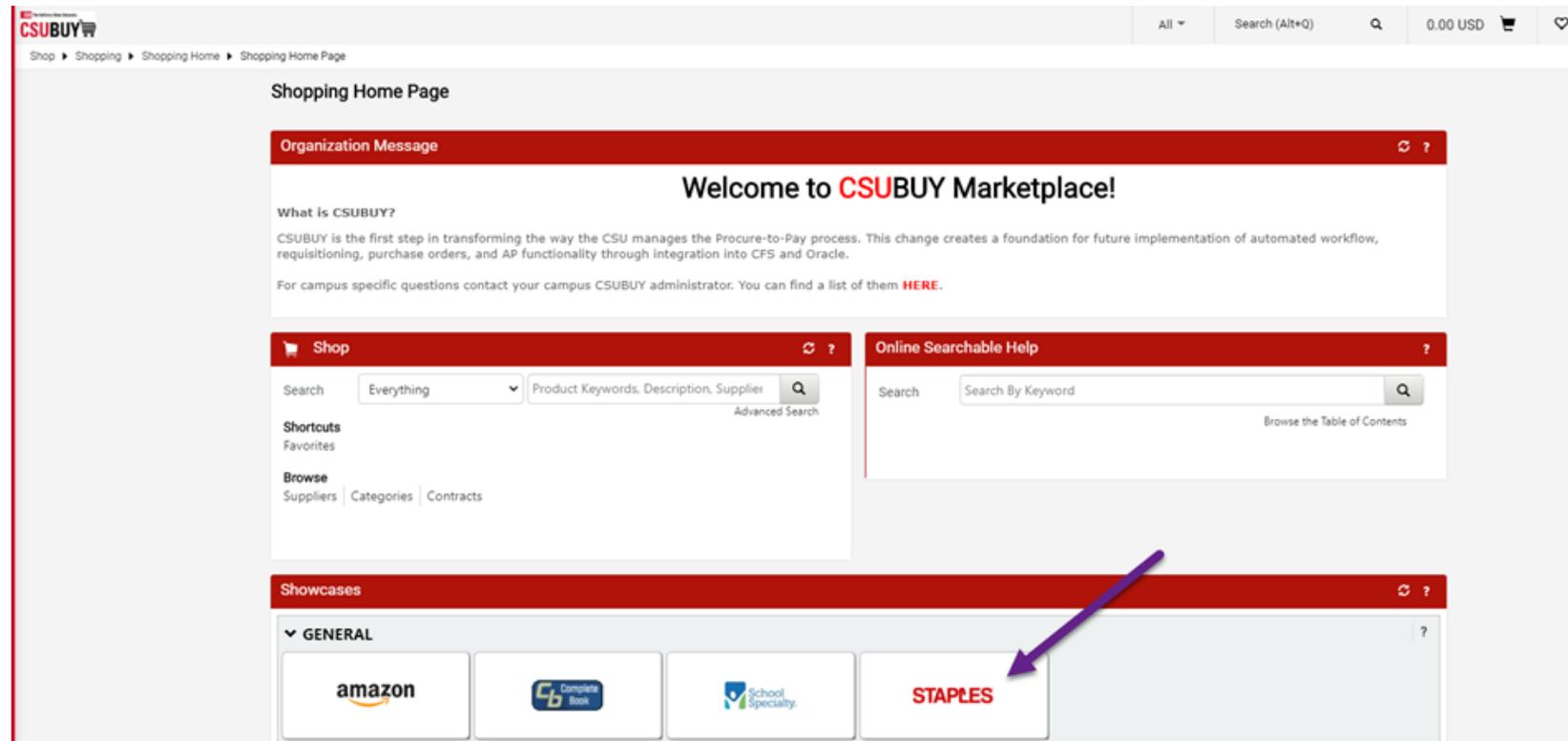


Placing an order with StaplesAdvantage is easy when using ESM Solutions.

You can place an order in three easy steps:

Step 1 - SHOP – To begin your order, click on the Staples icon under “Showcases”. The Staples Advantage site will pop up.



Once in the StaplesAdvantage catalog, there are many easy ways to quickly find the items you need. *The StaplesAdvantage catalog includes:*

Dashboard to quickly find your previously placed orders, shopping lists and a link to My Ink and Toner

Recently Purchased item access throughout the site once you begin placing orders

My Lists allow you to create personal shopping lists of frequently ordered items

Search for key words or item numbers to find what you need

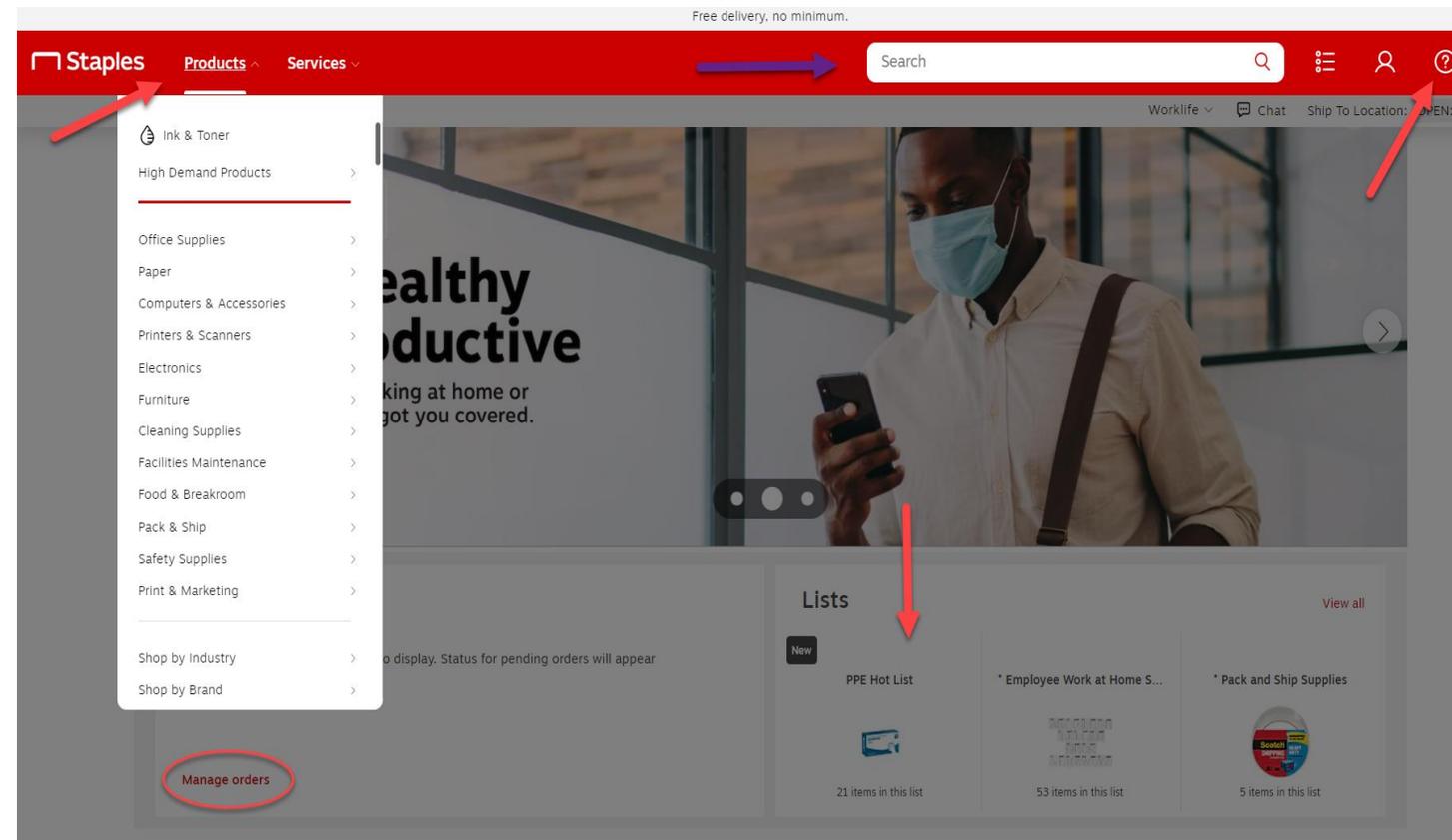
Browse Categories to narrow down your search quickly, find eco-conscious and diversity items and access the Ink & Toner Finder

My Ink & Toner to easily find the right cartridge or toner; add your printer to My Printers

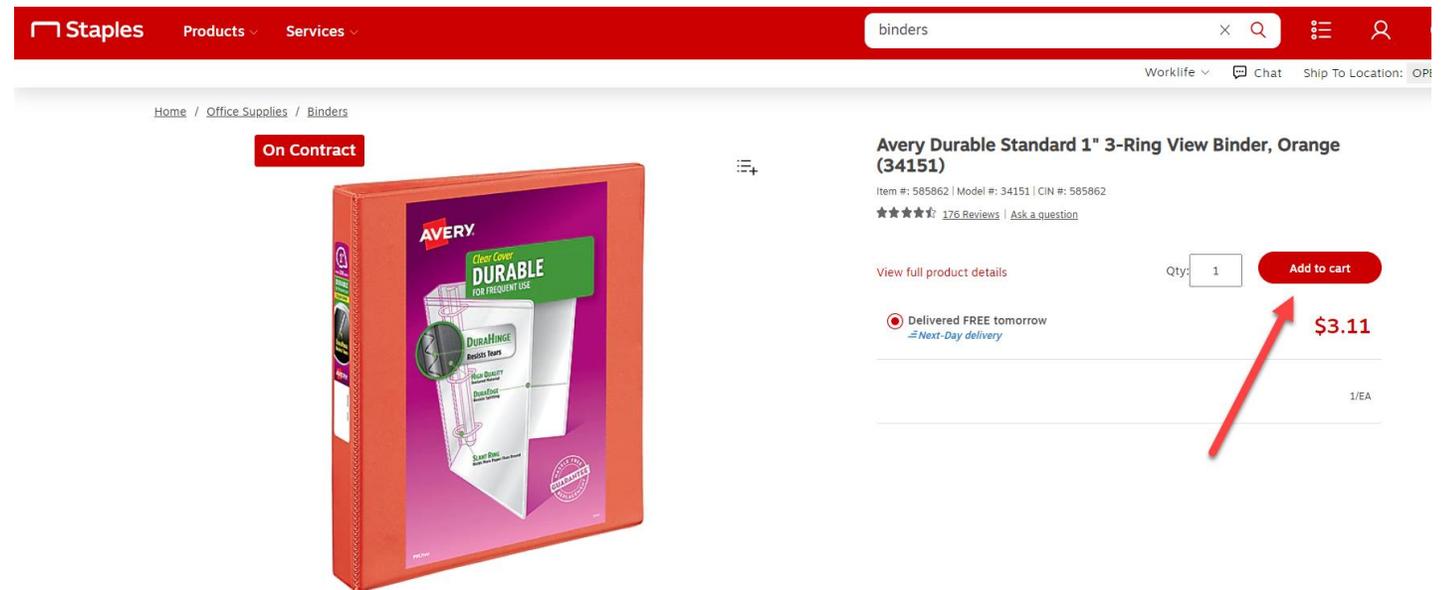
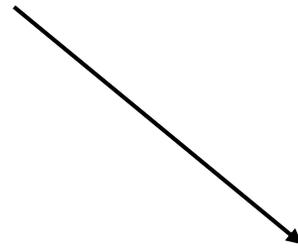
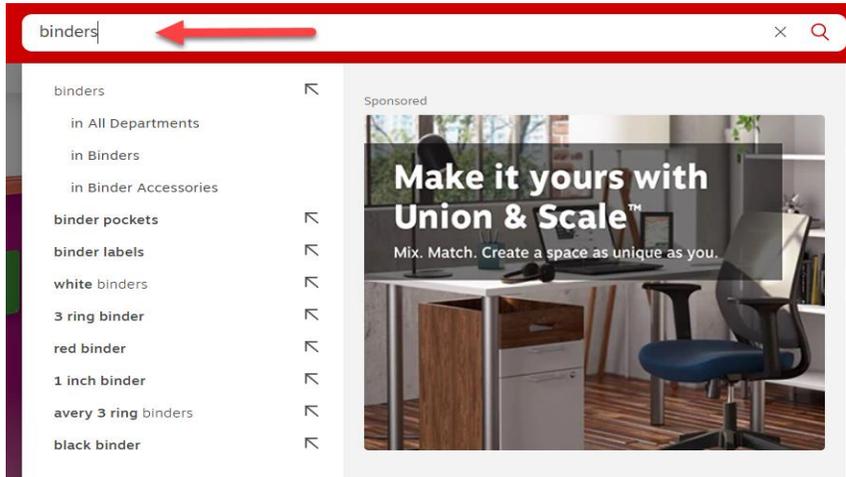
Compare items, use filters to narrow your search and change the sort option to find what you need

Review order history, check package tracking and place online returns

Customer Service contact information is available under the Help link on the home page

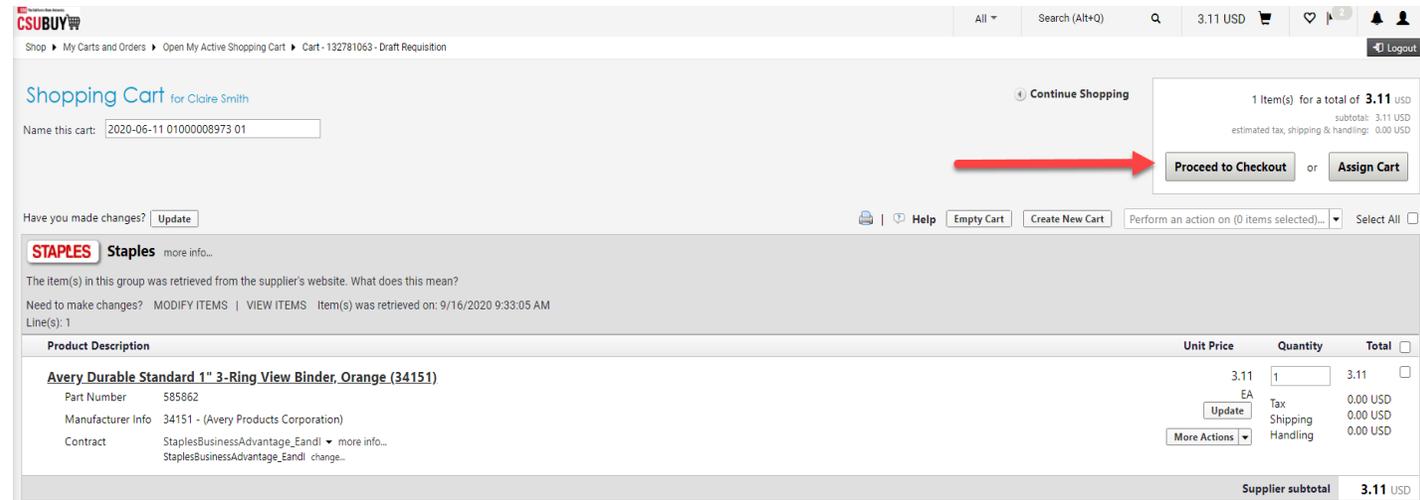
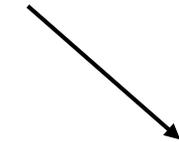
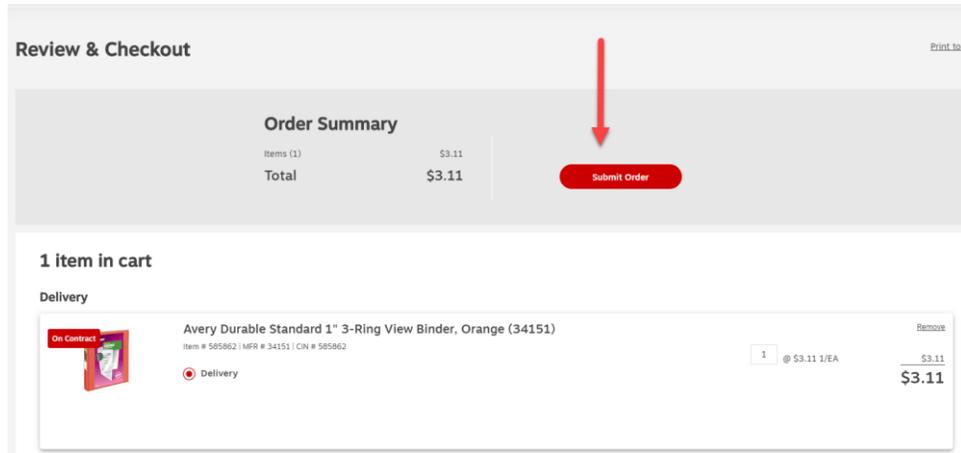


Search or browse to quickly find items; review item detail and add to cart or to a personal shopping list easily



Step 2 - CART

Click Submit Order to return your cart to CSUBUY
Review your cart and click “Proceed to Checkout” to review shipping and billing information



Step 3 - CHECKOUT

Review your shipping and order information; once credit card information has been entered, ensure the final review section is correct and then click on “Place Order”

A PO # is issued with every transaction

You’ll receive email confirmations from ESM Solutions and StaplesAdvantage

You can track your order status through StaplesAdvantage under your profile person icon

Should you have additional questions, please reference your PO and account # 1827213

when contacting Staples customer service

The screenshot shows the CSUBUY checkout interface. At the top, a yellow banner reads: "Almost ready to go! The list below needs to be addressed before the request can be submitted." Below this, a red error message states: "Required field: Credit card". A red arrow points to the "Required field" text. The left sidebar shows a checklist of requisition sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachm..., Taxes, Shipping & Handling, and Final Review. The main content area is titled "Billing" and includes a "Bill To" section with the address: "Accounts Payable, 1 Harpat Street, Arcata, CA 95521, United States". Below this is the "Credit Card Info" section, which contains the message: "No credit card has been assigned." and a red error icon with the text "Required field". A red arrow points to this error icon. At the bottom, a table lists the order items, including "Avery Durable Standard 1" 3-Ring View Binder, Orange (34151)".

The screenshot shows the CSUBUY checkout interface in a "Final Review" state. A green banner at the top reads: "This order is ready to be placed." A red arrow points to the "Place Order" button on the right side of this banner. The left sidebar shows a checklist of requisition sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachm..., Taxes, Shipping & Handling, and Final Review. The main content area is titled "Final Review" and includes a "General" section with the following information: "Cart Name: 2020-06-11 01000008973 01", "Description: no value", "Prepared by: Claire Smith", and "Prepared for: Claire Smith". Below this is a "Shipping" section with the information: "Ship To: Attn: Claire Smith, Deliver To: 1 Harpat Street". A red arrow points to the "Final Review" section in the left sidebar.