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.

SUBUY T		All ¥	Search (Alt+Q)	٩	0.00 USD	Æ	\heartsuit
Shop > Shopping > Shopping Home > Shop	Shopping Home Page						
	Organization Message Welcome to CSUBUY Marketplace! What is CSUBUY? CSUBUY is the first step in transforming the way the CSU manages the Procure-to-Pay process. This change creates a foundation for future requisitioning, purchase orders, and AP functionality through integration into CF5 and Oracle. For campus specific questions contact your campus CSUBUY administrator. You can find a list of them HERE.	implementat	ion of automated wo	C rkflow,	2		
	Shop C ? Online Searchable Help Search Everything Product Keywords. Description. Supplier Q Shortcuts Advanced Search Search By Keyword Shorwse Suppliers Categories Contracts		Browse the Tab	le of Contents	2		
	Showcases GENERAL amazon Figure Base STAPLES STAPLES			c	3		

Advantage

CSUBUY – Staples Advantage Ordering

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





CSUBUY – Staples Advantage Ordering

STAPLES Advantage

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

E-man and

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

All * Search (Alt+Q)

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Return to shopping cart									
 Almost ready to Required field: C 	go! The redit card	list below needs to be addressed before the request can be submitte	d.				Place Orde	r Assign Ca	et
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