Placing an order with Staples Advantage 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