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

You can place an order in three easy steps:

1. Log in to ESM Solutions to arrive at the Campus Marketplace
2. Click on the Staples icon
Step 1 - SHOP

• To begin your order, click on the Staples icon under “shop”
• This will bring you to the StaplesAdvantage catalog
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 the Marketplace
- Review your cart and click Continue when ready to convert cart into a transaction
Step 3 - CHECKOUT

- Review your shipping and order information; click Prepare / Continue to submit your 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 the Dashboard
- Should you have additional questions, please reference your PO and account # 1827213LA when contacting Staples customer service