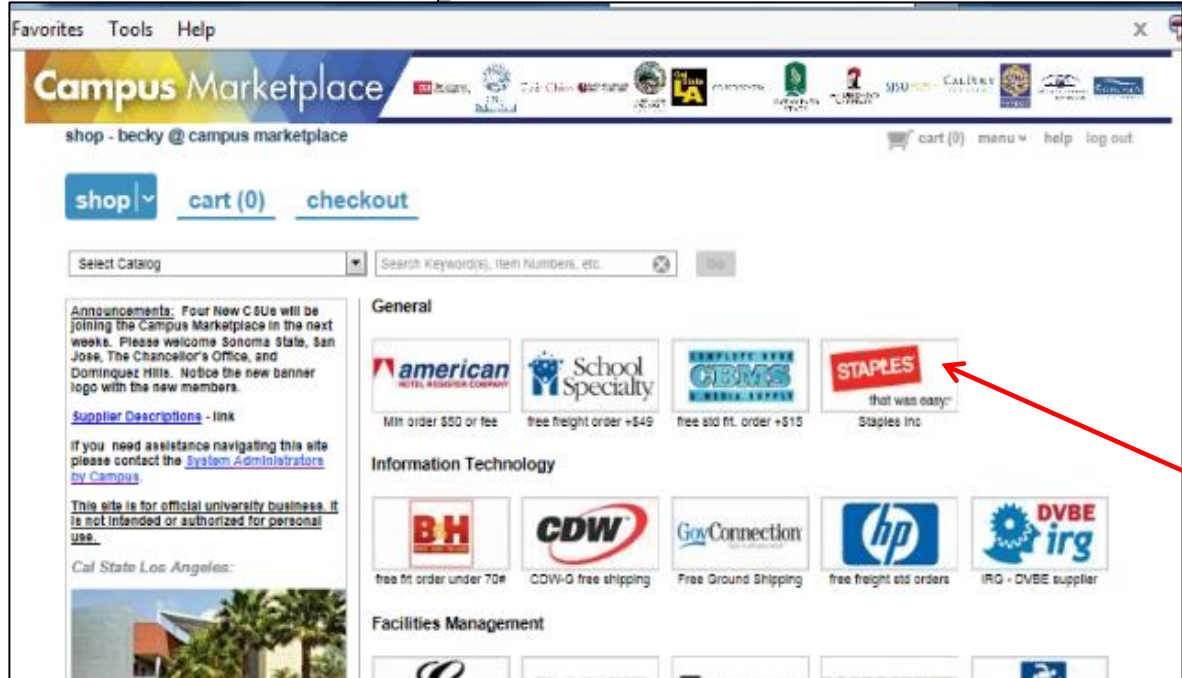
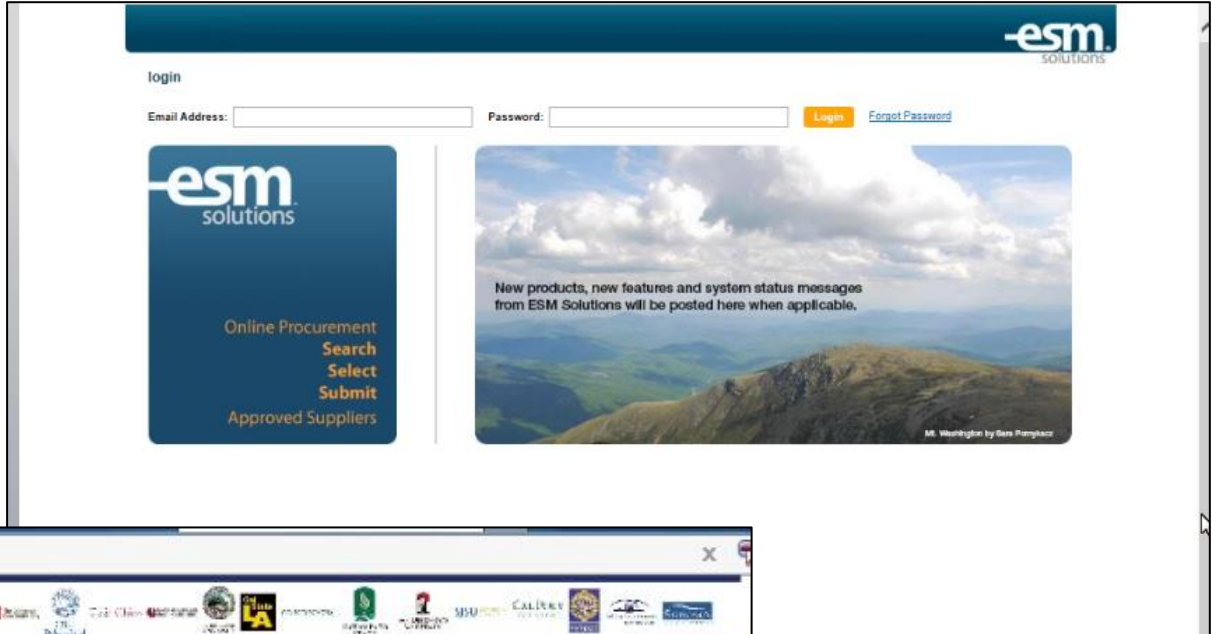


# Campus Marketplace – Staples Advantage Ordering



Placing an order with Staples Advantage is easy when using ESM Solutions.

You can place an order in three easy steps:

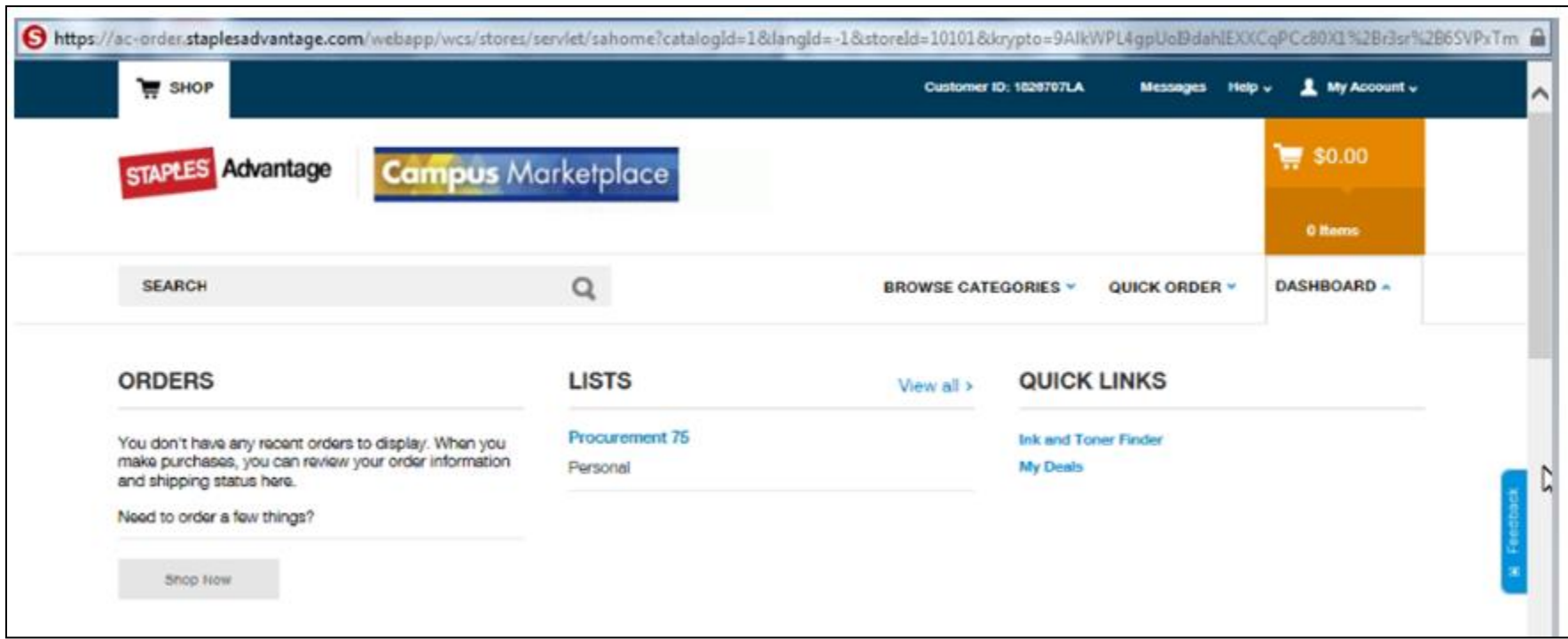


- Log in to ESM Solutions to arrive at the Campus Marketplace
- Click on the Staples icon

# Campus Marketplace – Staples Advantage Ordering

## Step 1 - SHOP

- To begin your order, click on the Staples icon under “shop”
- This will bring you to the Staples Advantage catalog



Once in the Staples Advantage catalog, there are many easy ways to quickly find the items you need

➤ *The Staples Advantage 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

STAPLES Advantage SEARCH BROWSE QUICK ORDER DASHBOARD

BY CATEGORY | BY INDUSTRY | MY DEALS

- My Ink & Toner
- Breakroom
- Cleaning & Maintenance
- Custom: Imprint | Stamps
- Furniture
- Office Equipment
- Office Supplies
- Technology
- Print Services
- Eco & Diversity Products

**FIND INK & TONER** [View all >](#)

Cartridge # or printer model...

**RECENTLY PURCHASED**  
You have no recent ink or toner purchases.

**HELPFUL LINKS**

- [My Ink & Toner >](#)
- [Add Printers >](#)
- [Recycle Ink & Toner >](#)

STAPLES Advantage SEARCH


**"filing"** (10,666 items found)

Select A Category | SHOW ONLY:  ECO-CONSCIOUS (3050) | SORT BY: BEST MATCH

Brands | Rating | Tab Cut | Expansion | Folder Or Paper Size | All Filters

Items Per Page: 25 | << | 1 | 2 | 3 | ... | 427 | >>

Items 1 to 25 of 10,666

 Staples® Top-Tab File Folders, 1/3 Out, Manila, LETTER-size Holds 8 1/2" x 11", 250/Bx  
Staples Item # 221689 | MFR Item #221689 | Customer Item # 221689  
★★★★☆ (88 reviews)

ON CONTRACT  RECYCLED  Compare

Check Delivery Date

1

[+ Quick View](#)

Staples® Top-Tab File Folders, 1/3 Out, Manila, LETTER-size Holds 8 1/2" x 11", 250/Bx  
Staples Item # 221689 | MFR Item #221689 | Customer Item # 221689  
★★★★☆ (88 reviews)

Compare

Check Delivery Date

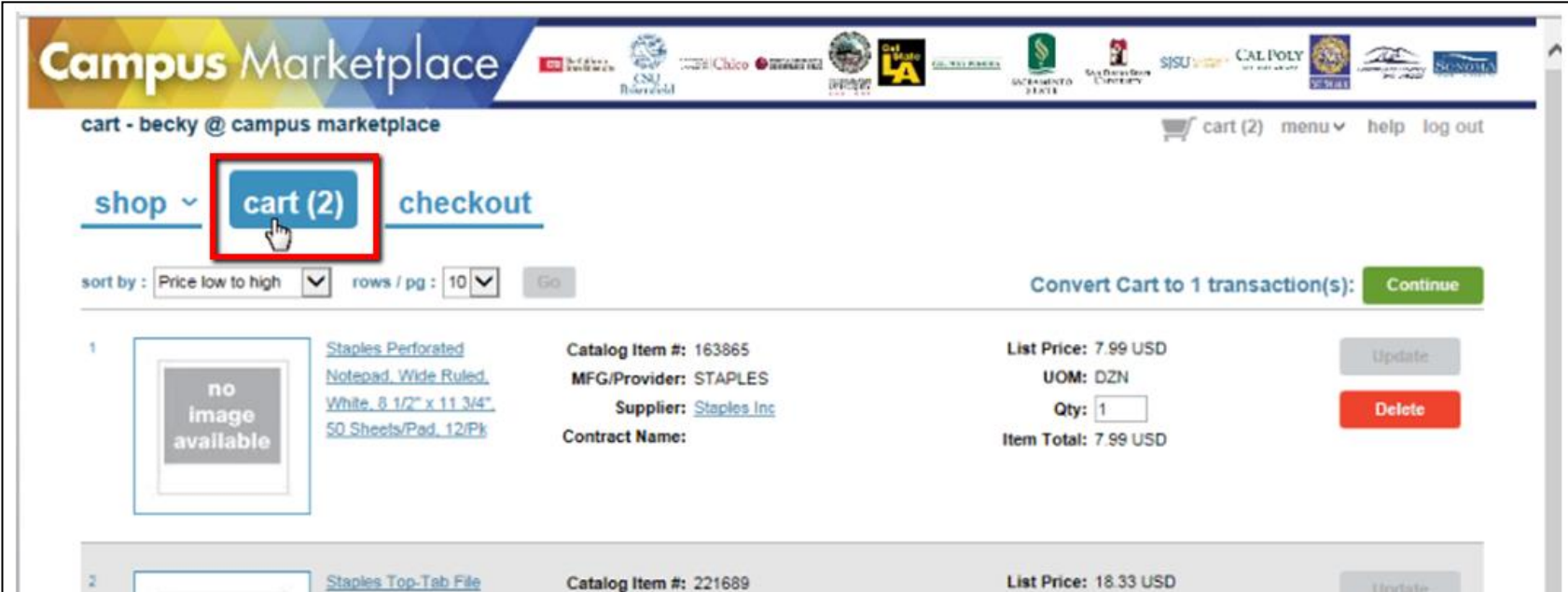
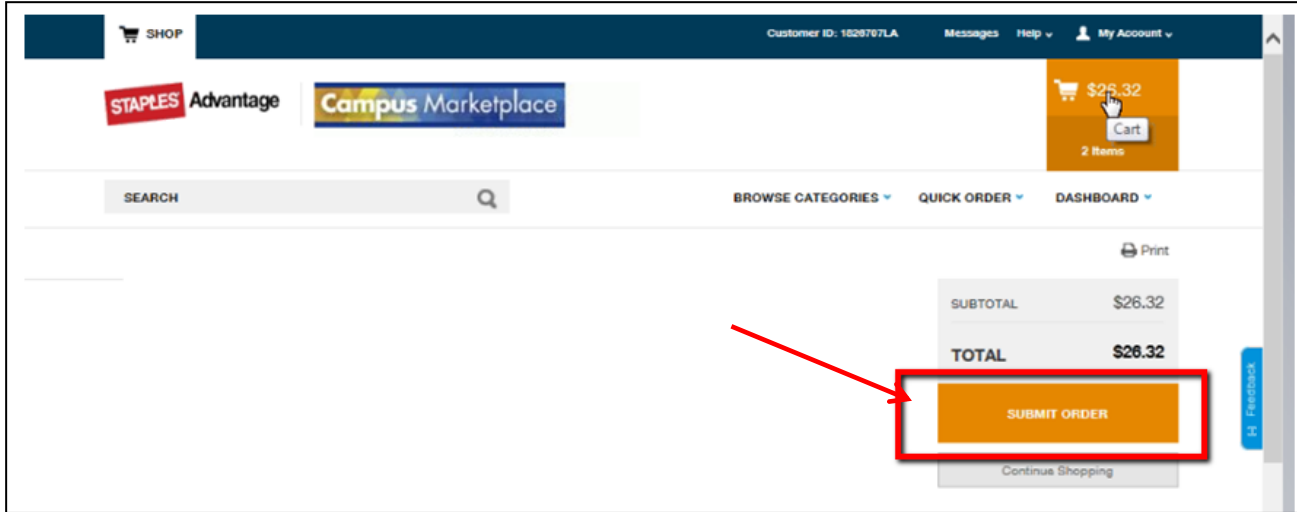
1

# Campus Marketplace – Staples Advantage Ordering



## 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 Staples Advantage
- You can track your order status through Staples Advantage under the Dashboard
- Should you have additional questions, please reference your PO and account # 1826707LA when contacting Staples customer service

File Edit View Favorites Tools Help

Campus Marketplace

checkout - becky @ campus marketplace

shop cart (0) checkout

selection: Active Transaction #: PO #: sort by: Recently Added rows / pg: 10 Go

Transaction #: 188918  
Transaction Name: 08/31/2015-15:13-PEPPING-Staples Inc  
Requester: BECKY PEPPING  
Create Date: 8/31/2015  
Supplier: Staples Inc  
Total Line Items: 2  
Total Value: 26.69 USD

Payment Form: Credit Card  
Order Type: General  
External Note: [add attachments](#)  
Internal Note: [add attachments](#)  
Commodity Code: Select Commodity  
Fiscal Date: 8/31/2015  
CC Order Number: 1893  
Aux Field 1:  
Aux Field 2:  
Ship To - Attn: BECKY PEPPING; BLDG.

Selection: Active  
Status: Unsubmitted Transaction  
System Note: None  
Next Step: Prepare CC Order  
Update  
Prepare

Campus Marketplace

shop cart (0) checkout

credit card order

Staples Inc  
500 Staples Dr  
Frammingham, MA 01702-4474  
United States  
Attn: Customer Support  
Phone: 800-378-2753  
Fax:

Date: 8/31/2015  
Purchase Order #: 1893  
Transaction #: 188918  
Requested By: BECKY PEPPING  
Requester Email: bpepping@cpp.edu  
Phone: 909-869-6542  
Authorized By: BECKY PEPPING

Ship To  
Campus Marketplace  
Cal Poly Pomona - VISA ORDER  
California State Polytechnic University,  
Pomona  
3001 West Temple Avenue  
Pomona, CA 91768  
United States  
Attn: BECKY PEPPING; BLDG. 75,  
RM. 1  
Phone: 909-869-3349

Bill To