

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

Step 1 - SHOP

To begin your order,
click on the Staples

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

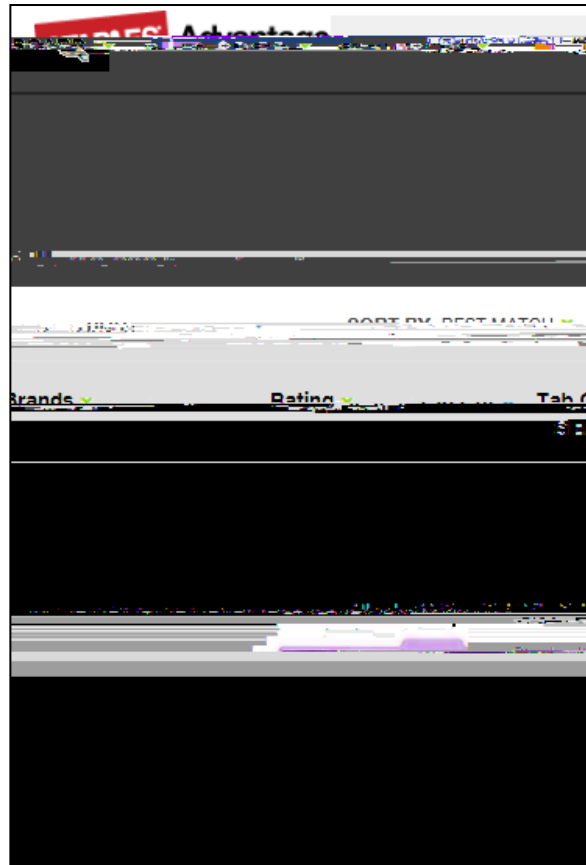
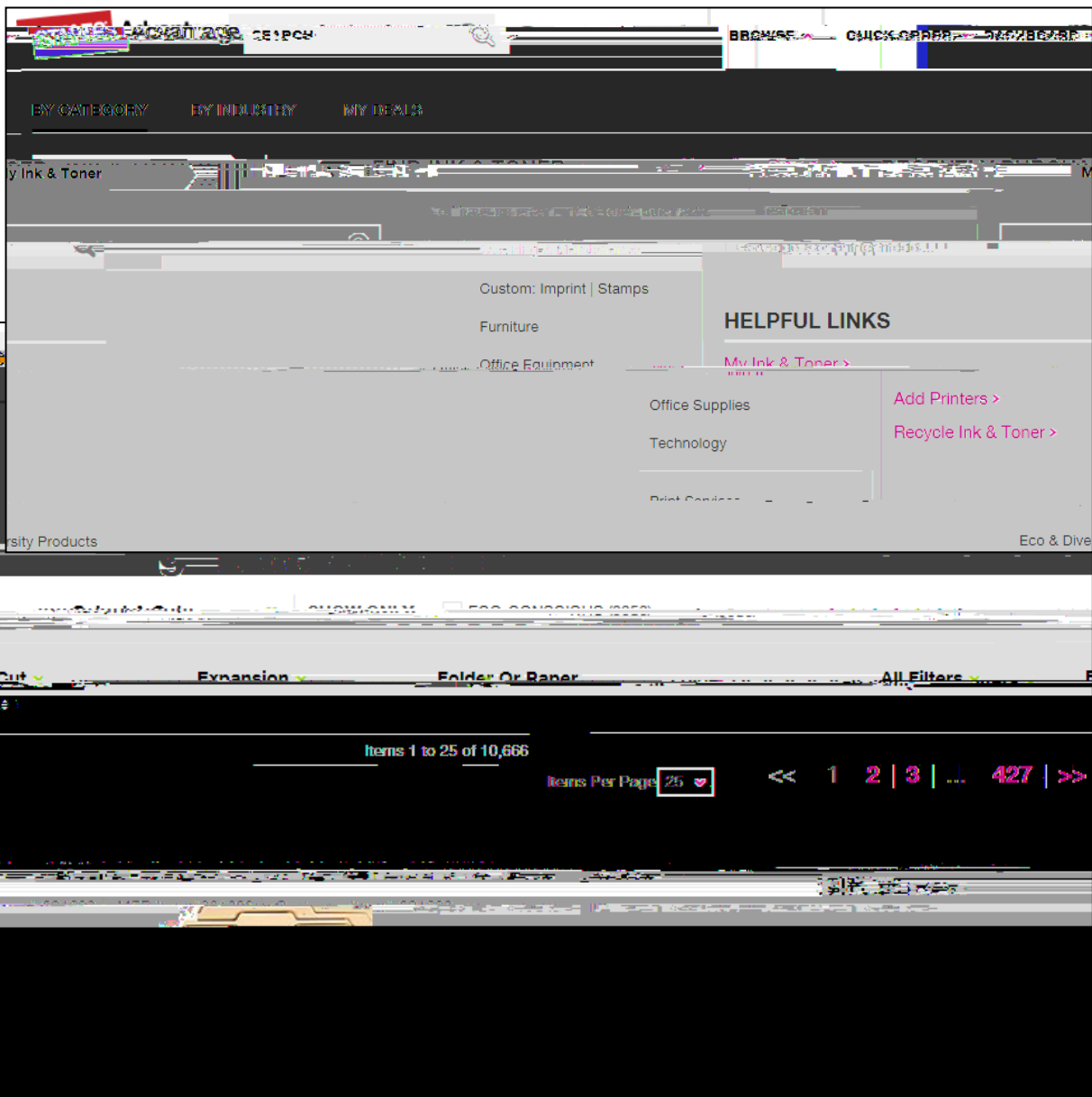
Compare items, use filters to narrow your search and change the sort option to find what you need

Review order history, check package tracking and place online returns

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



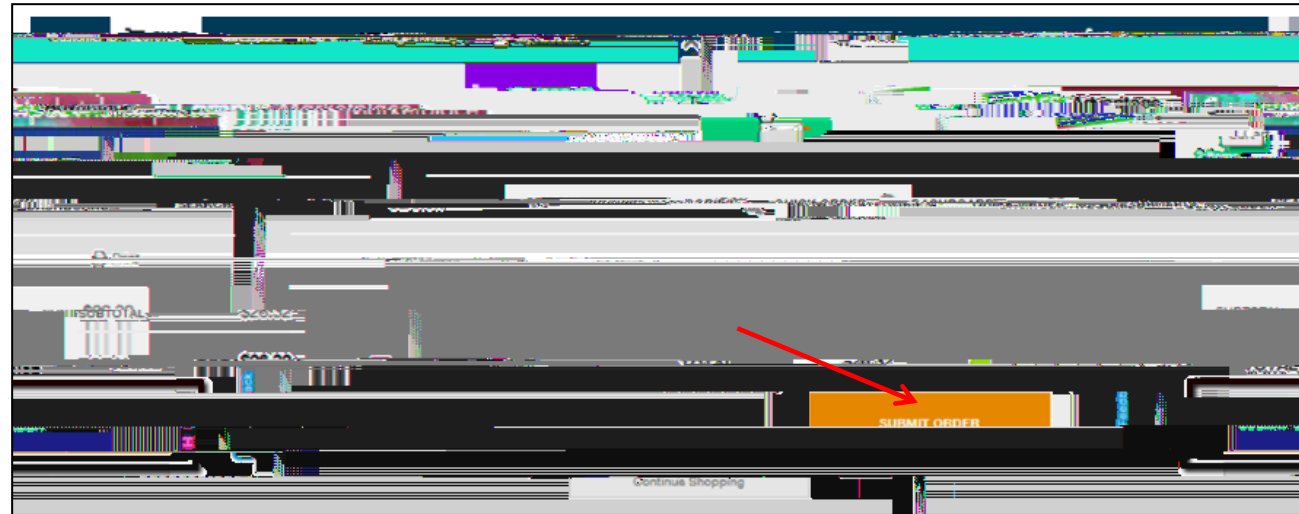
Search or browse to quickly find items; review item detail and add to cart or to a personal shopping list easily



Step 2 - CART

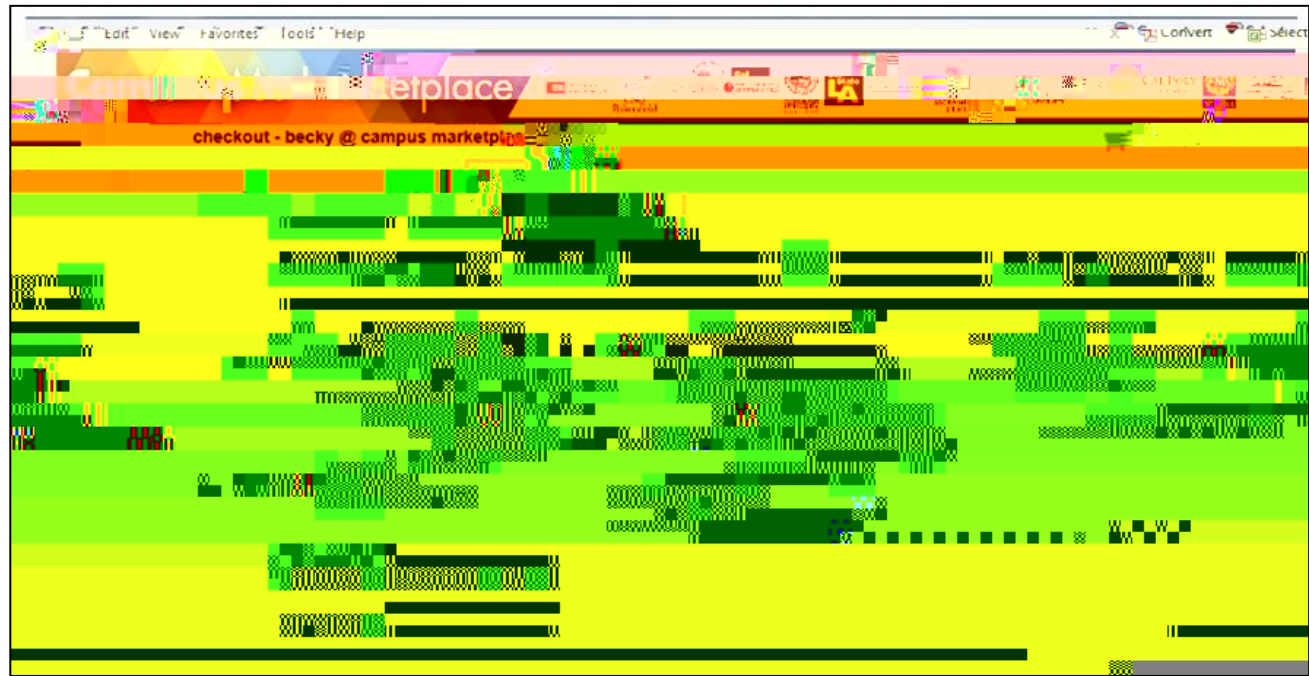
Click Submit Order to return your cart to the Marketplace

Review your cart and click Continue when ready to convert cart into a transaction



Step 3 - CHECKOUT

Review your



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 # 1826707LA when contacting Staples customer service