

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

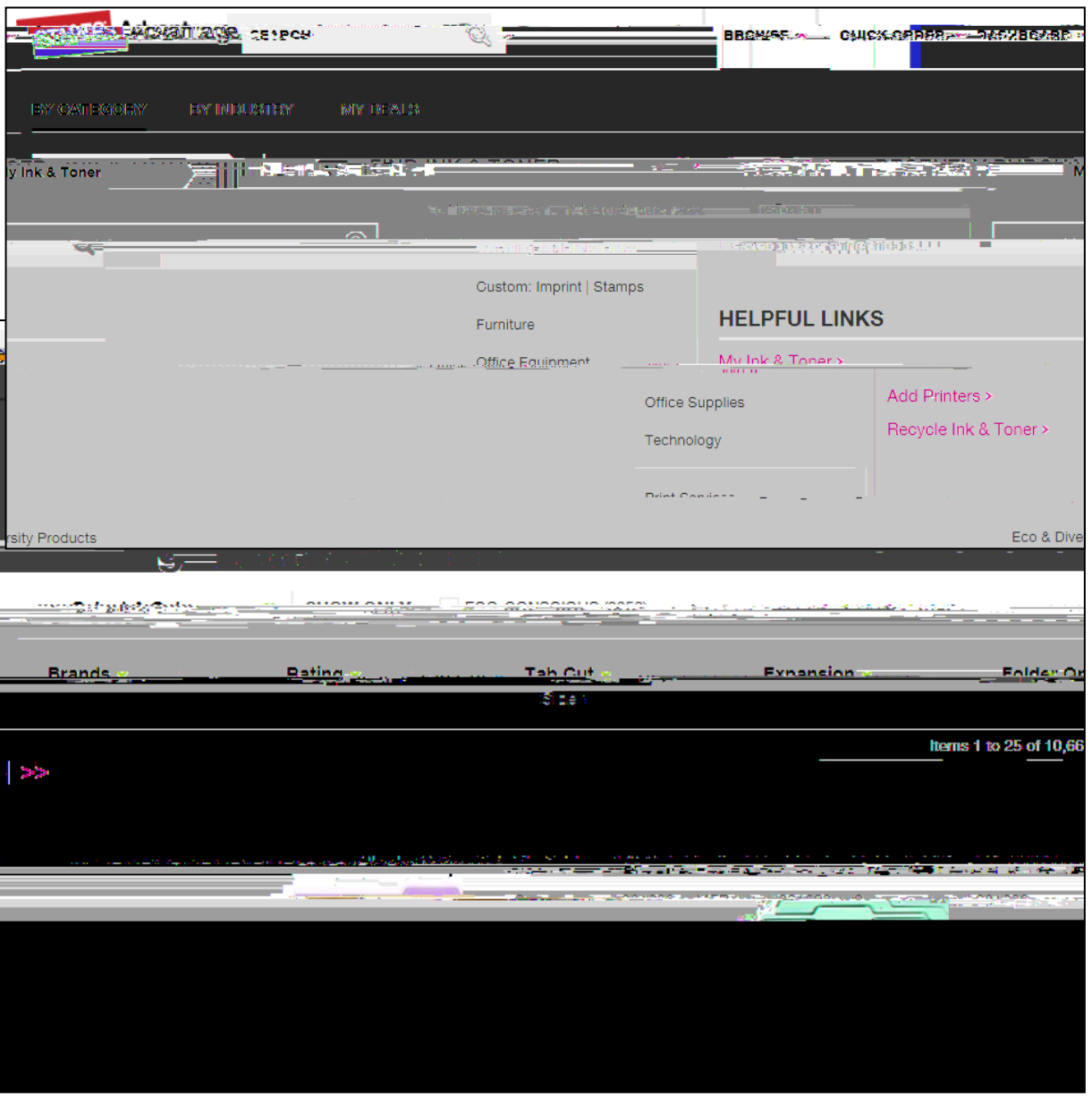
**Compare** items, use filters to narrow your search and change the sort option to find what you need

**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

