There are a couple of ways to access the ESM Campus Marketplace:

You can go to the afd.calpoly link and click on the shopping cart.
The shopping cart link will take you here and you will click on the Access link.
Or, you can go to the ESM Campus Marketplace directly buy using this link

To log into ESM Campus Marketplace use your complete Cal Poly email address.

Click on the Forgot password link if you need to reset your password

This is the ESM Campus Marketplace Home Page
This is the Staples Home Page. From this page you can search for items, see your orders, return an item and create customized shopping lists.

Once you search for an item you can check the deliver date, and add it to your cart
Once the item is added to your cart you can continue shopping or check out.

Post-it Super Sticky Full Adhesive Notes, 3" x 3", Rio de Janeiro Collection, 12 Pads/Pack
Customer Item # 328501
Staples Item # 328501
MFR Item # F33012SSAU
Qty. 1
Price $7.96 PK/12

CART SUMMARY

1 ITEM $7.96

Continue Shopping  CHECKOUT
If your order is less than $10.00 you will receive an error message. You will have to either continue shopping or wait until you have other items you need to purchase to continue.
Once you have met the $10.00 minimum, you can submit your order.

The order will be transferred to your shopping cart in the ESM Campus Marketplace.
From here you will convert your cart to a transaction.

You can also see the details of your order by clicking on the triangle next to the first line in your order.

Once you convert your cart you will prepare your order. You can also expand your order on this screen as well.
Enter your credit card information here
You will receive an order notification from ESM.

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Jeanette Elizabeth Paolucci

From: noreply@esmsolutions.com
Sent: Friday, September 18, 2015 8:32 AM
To: Jeanette Elizabeth Paolucci
Subject: Transaction Released: 195550 - 09/18/2015-08:30-Bldg. 1 Room 128-Staples Inc

Dear Jeanette Paolucci,

Transaction 195550 - 09/18/2015-08:30-Bldg. 1 Room 128-Staples Inc has been successfully released to Staples Inc.

If you have any questions regarding the status of your transaction, please contact the supplier directly.

Thank you,

ESM Solutions Customer Support Server

NOTE: This is a system generated email. Please do not reply to this email.
Hello!

Here's a summary of your order. Please see the details below.

<table>
<thead>
<tr>
<th>Shipping Information</th>
<th>Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>Order #: 138096308</td>
</tr>
<tr>
<td></td>
<td>Order Date: 9/18/2015 12:00 AM ET</td>
</tr>
</tbody>
</table>

**Accounting Information**

- Customer ID: 1826707LA
- PO #: 2090
- Budget Center: 2090

Your Items for Delivery

Your products are available and are being prepared for fulfillment.

### AVAILABLE

<table>
<thead>
<tr>
<th>Expected Delivery Date</th>
<th>Item #</th>
<th>Item Description</th>
<th>Qty.</th>
<th>Individual Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2015</td>
<td>712332</td>
<td>Dust Destroyer Duster, 10 oz., 2/Pk</td>
<td>1</td>
<td>$7.47</td>
<td>$7.47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item #</th>
<th>PAP1809502</th>
<th>Paper Mate InkJoy 700RT Ballpoint Pen, 1.0 mm, Assorted, 4/Pk</th>
<th>Qty.</th>
<th>Individual Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>$8.43</td>
<td>$8.43</td>
</tr>
</tbody>
</table>
You will receive another order confirmation from Staples via email

Jeanette Elizabeth Paolucci

From: POR_ACK@Staples.com
Sent: Friday, September 18, 2015 9:08 AM
To: Jeanette Elizabeth Paolucci
Subject: 2090

Staples Inc. has received your order. Please review the details below and feel free to contact us at 877-826-7755 or email support@staplesadvantage.com with any questions or concerns.

PO Number: 2090
Order Number: 0138096308
Order Date: 20150918

Ship To Info:
CALIFORNIA POLYTECHNIC STATE UNIV S
1 GRAND AVE
BLDG. 1 ROOM 128
SAN LUIS OBISPO, CA 93407
JEANETTE PAOLUCCI

ORDERED ITEM(S):
ITEM ORDERED: 712332 ITEM SHIPPED: 712332
PRICE: $7.47

ITEM DESC: DUST DESTROYER DUSTER, 10 OZ.,
QTY ORDERED: 1
QTY SHIPPED: 1
QUANTITY CANCELLED: 0
QTY BACKORDERED: 0
EXPECTED DELIVERY DATE: 20150921

ORDERED ITEM(S):
ITEM ORDERED: 445274 ITEM SHIPPED: PAP-1829502
PRICE: $8.43

ITEM DESC: PAPER MATE INKJOY 700RT BALLPO
QTY ORDERED: 1
QTY SHIPPED: 1
QUANTITY CANCELLED: 0
QTY BACKORDERED: 0
EXPECTED DELIVERY DATE: 20150921
And finally, you will receive a credit card receipt. This is the receipt you will turn in with your monthly credit card statement.
Cal Poly Staples Employee Discount program can be found by going through your Cal Poly Portal.

Once you are in the CSYOU portal enter in “Staples” into the search bar.
Click on Staples

Select the CSU Employee Discount Program link
Follow the instructions on how to sign up.

CSU Employee Discount Program

Enjoy the same CSU discounts on the things you buy for you and your family using your personal credit card.

There are two options to choose from for the CSU/Staples employee discount program:

**Shop in-store**
- Visit any US Staples Store to get your special pricing
- You'll always receive the lowest price available, whether it's your contract pricing or retail pricing
- [Click Here](#) to register your personal credit card for use in the store
- You'll receive your discount at checkout

**Shop online**
- Only purchases ordered through StaplesAdvantage.com are eligible to receive contract pricing
- All personal purchases must be delivered to your home address and paid for using a personal credit card
- [Click Here](#) to sign up for home delivery

For more information go to the CSU Systemwide Contracts Store on your Intranet