

Staples Transfer Cart Functionality in the ESM Campus Marketplace

1. Sign in to the ESM Campus Marketplace

2. Select the Staples Icon.

3 Search for your item

4. Add to your Cart

Item	Price
Staples® 30% Recycled Copy Paper, LETTER-size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11"W, 5,000 Sheets/Ct	\$29.99 CT/5000
Staples® Multipurpose Paper, LETTER-Size, 96/108 US/Euro Brightness, 20 lb., 8 1/2"H x 11"W, 5,000 Sheets/Ct	\$34.90 CT/5000

5. Check out or continue shopping

3 ITEMS ADDED TO CART



Staples® 30% Recycled Copy Paper, LETTER-size, 92/104 US/Euro Brightness, 20 lb., 8 1/2"H x 11"W, 5,000 Sheets/Ct
Customer Item # 492072
Staples Item # 492072
MFR Item # 112350/461757
Qty. 3
Price \$29.99 CT/5000

CART SUMMARY

1 ITEM | \$89.97



[Continue Shopping](#) [CHECKOUT](#)

CUSTOMERS WHO BOUGHT THIS ITEM ALSO BOUGHT



HP Black Generic Inkjet Print Cartridge

Be the first to Write a review.

\$21.99 EA/1



Sharpie® Fine Point Permanent Markers,

★★★★★ (3 reviews)

\$5.80 DZ/12



Staples® Perforated Notepad, Wide Ruled,

★★★★★ (487 reviews)

\$7.99 DZ/12



Staples® Top-Tab File Folders, 1/3 Cut,

★★★★★ (2021 reviews)

\$4.99 BX/100

6. Submit Order

STAPLES Advantage

Campus Marketplace

\$89.97

1 Item

SEARCH

BROWSE CATEGORIES

QUICK ORDER

YOUR LISTS

YOUR DASHBOARD

Download PDF Version Print

SUBTOTAL \$89.97

TOTAL \$89.97



[SUBMIT ORDER](#)

[Continue Shopping](#)

[Unlink Cart](#)

DON'T FORGET TO ORDER

7. The items will appear in your cart in the ESM Campus Marketplace platform

shop | **cart (3)** | checkout

Select Catalog Search Keyword(s), Item Numbers, etc. Go

WELCOME: Sonoma State and Dominguez Hills
Welcome to the new Campus Marketplace; a one stop shop to access preferred vendors and our CSU contract pricing!

General
HENRY SCHEIN® Henry Schein
hp Hewlett-Packard Company
Airgas Airgas
Central office supply DVBE supplier!!!
STAPLES The Office Superstore Staples

Facilities
Glidden PPG Glidden

8. The transfer cart information is listed here.

Campus Marketplace

cart - jeanette paolucci: @ campus marketplace

shop | **cart (2)** | menu | help | log out

sort by: Price low to high rows / pg: 10 Go

Convert Cart to 1 transaction(s): Continue

1		Staples 30% Recycled Copy Paper, LETTER-size, 92/104 US/Euro Brightness, 20 lb., 8 1/2"H x 11"W, 5,000 Sheets/Ct	Catalog Item #: 492072 MFG/Provider: STAPLES Supplier: Staples Contract Name:	List Price: 29.99 USD UOM: CT Qty: <input type="text" value="1"/> Item Total: 29.99 USD	<input type="button" value="Update"/> <input type="button" value="Delete"/>
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9. Convert your cart by selecting continue

The screenshot shows the 'Campus Marketplace' interface. At the top, there are logos for various CSU campuses including Chico, LA, and San Diego State. The user's cart is identified as 'cart - jeanette paolucci: @ campus marketplace' with a shopping cart icon and 'cart (2)'. Below the header, there are navigation options for 'shop' and 'cart (2)'. A 'sort by' dropdown is set to 'Price low to high', and 'rows / pg' is set to '10'. A 'Go' button is present. On the right side, there is a 'Transfer Cart To: Laurie Kobliska ...' link and a 'Convert Cart to 1 transaction(s):' button with a green 'Continue' button next to it. A red arrow points from the 'Transfer Cart To' link to the 'Continue' button. Below this, a table lists items in the cart. The first item is 'Staples 30% Recycled Copy Paper, LETTER-size, 92/104 US/Euro Brightness, 20 lb., 8 1/2"H x 11"W, 5,000 Sheets/Ct'. It has a 'no image available' placeholder. The item details include 'Catalog Item #: 492072', 'MFG/Provider: STAPLES', 'Supplier: Staples', and 'Contract Name:'. Pricing information shows 'List Price: 29.99 USD', 'UOM: CT', 'Qty: 1', and 'Item Total: 29.99 USD'. There are 'Update' and 'Delete' buttons for this item.

10. At this point an email notification will be sent to whomever your cart is transferred to for final check out

The screenshot shows the 'Campus Marketplace' home page. At the top, there is a confirmation message: 'Transaction(s) created and sent to kobliska@calpoly.edu.' enclosed in a red box. Below this, the user's cart is identified as 'shop - jeanette paolucci: @ campus marketplace' with a shopping cart icon and 'cart (0)'. A red arrow points from the confirmation message down to the 'cart (0)' text. The page features a search bar with 'Select Catalog' and 'Search Keyword(s), Item Numbers, etc.' fields, and a 'Go' button. Below the search bar, there is a 'WELCOME: Sonoma State and Dominguez Hills' message. A 'General' section displays logos for 'HENRY SCHEIN', 'hp', 'Airgas', 'Central office supply', and 'STAPLES The Office Superstore'.