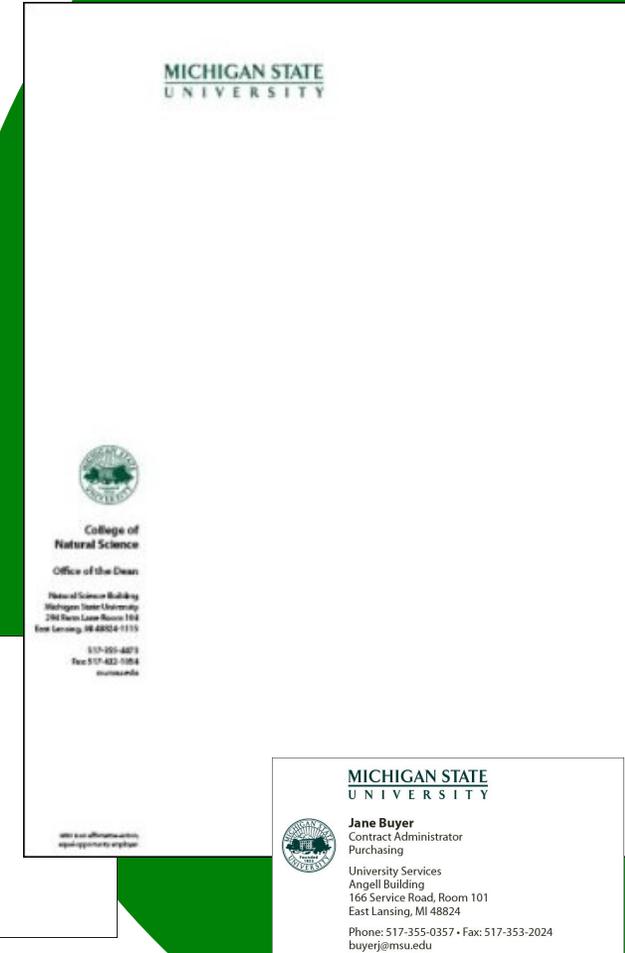
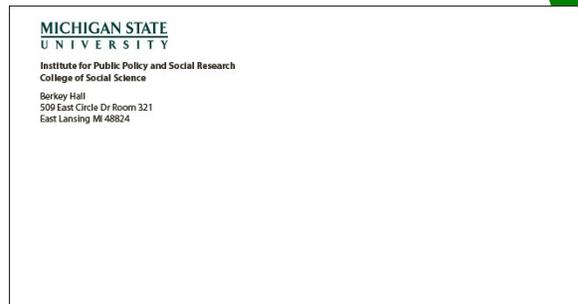


# Placing MSU Brand Identity Orders in Spartan Marketplace

Business Cards  
Letterhead  
Envelopes



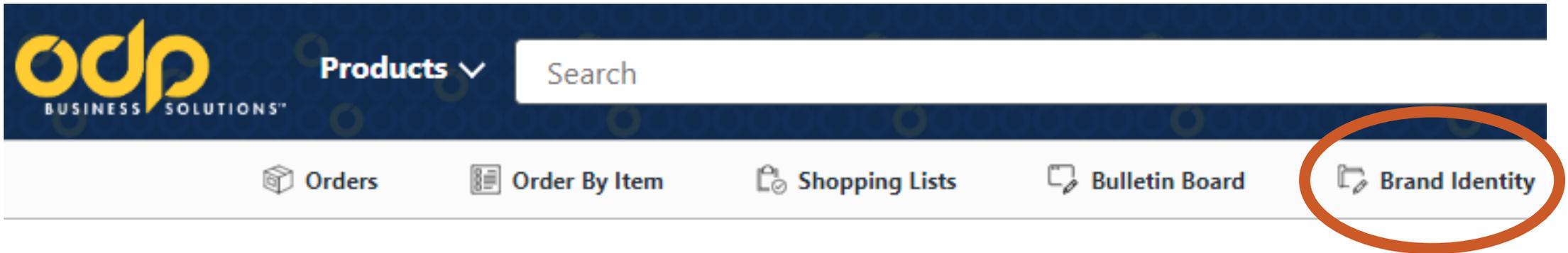
# Navigate to the Office Depot catalog in Spartan Marketplace

1. Log in to [ebs.msu.edu](https://ebs.msu.edu) using your MSU NetID and password
2. Click the Spartan Marketplace tile
3. Click Go to Suppliers
4. Navigate to the Office Depot catalog



# Locate the MSU Brand Identity catalog

Click the Brand Identity link in the Office Depot header



# Select a template

Choose a business card, envelope, or letterhead template

Michigan State University Catalog



Business Cards



Envelopes



Letterhead



1. Fill out the template

2. Choose a quantity

3. Click Next to approve proof

odp BUSINESS SOLUTIONS™

Products Search

Contact Us

Orders Order By Item Shopping Lists Bulletin Board Brand Identity My Files Account: 90735731

Exit Customize Product

Details Customize

College or Division  
University Procurement and Logistics

Department or Unit

Building Name  
Angell Building

Street Address  
166 Service Road

Room Number

City, State Zip [Special Characters >](#)  
East Lansing, MI 48824

Qty 250 Next >

250 envelopes

500 envelopes

MICHIGAN STATE UNIVERSITY  
University Procurement and Logistics  
Angell Building  
166 Service Road  
East Lansing, MI 48824



# Review and approve the proof

odp BUSINESS SOLUTIONS™

Products ▾ Search

Orders Order By Item Shopping Lists Bulletin Board Brand Identity My Files Account: 90735731

Back Zoom

**MICHIGAN STATE UNIVERSITY**  
University Procurement and Logistics  
Angell Building  
166 Service Road  
East Lansing, MI 48824

Product Summary

#10 Envelope, 2 Color - EN03  
SKU: 4089533

Select desired quantity from grid below.

Qty

250 envelopes

500 envelopes

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

Email Proof View PDF Proof

I accept & approve my artwork.

Next



# Add item to cart

odp BUSINESS SOLUTIONS™ Products ▾ Search    Contact Us   E

 Orders  Order By Item  Shopping Lists  Bulletin Board  Brand Identity  My Files Account: 90735731

[Remove All Products](#)

[Next](#)

Notice: These items are not currently in your shopping cart. Once you have reviewed the configured items below, please click Next to add these items to your cart.

Item	Options	Quantity	
 <p>#10 Envelope, 2 Color - E... #4089533 University Procuremen...</p>  	 <b>Copy</b> With your customizations already in place, create the same product again	 <b>Start Fresh</b> Starting from a blank slate, create the same product again	250

[Remove All Products](#) [Next](#) 



### Shopping Cart

[Continue Shopping](#)



	Shipping	Qty.	Price
 MSU #10 ENVELOPE, 2-COLOR Item # 4089533 Entered Item # 4089533 <a href="#">Manufacturer Direct</a>	Delivery In-store pickup not available. Estimated delivery 7-10 business days	1 <a href="#">Edit</a> <a href="#">Remove</a>	<b>\$49.35</b> \$49.35 box

[Update](#) [Empty](#) [Add to List](#)

#### Order Summary

Subtotal	\$49.35
Estimated Tax	\$0.00
Estimated Delivery	<b>FREE</b>
<b>Total (1 Item)</b>	<b>\$49.35</b>

[Checkout](#)

Need Stamps?

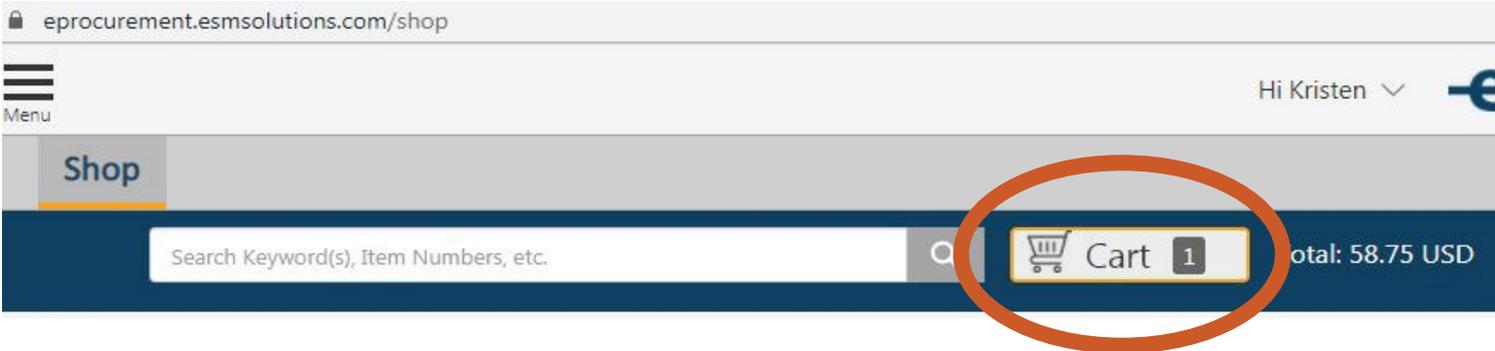


Continue shopping or click Checkout to proceed.

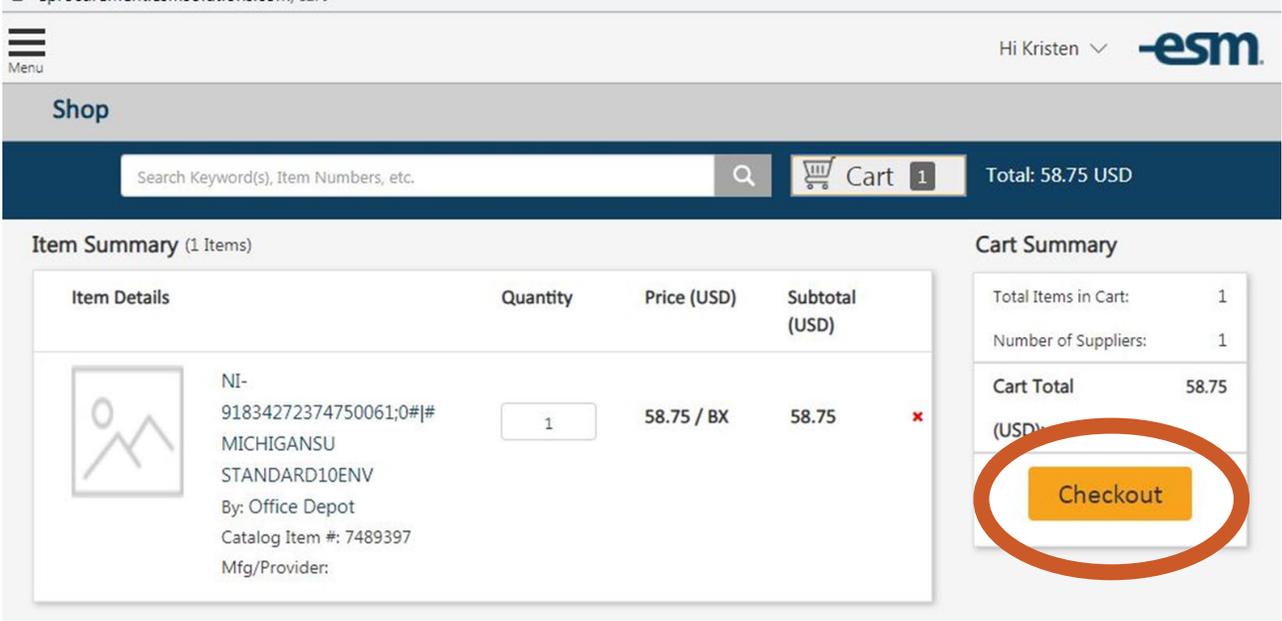
You will be returned to Spartan Marketplace for checkout.



# Click the Cart icon in Spartan Marketplace



# Click the Checkout icon



Fill in the required fields and click Place this Order.

You will receive an email confirmation that your order has been placed.

MICHIGAN STATE UNIVERSITY  
spartan marketplace

Home Profile Order History Dashboard SM People Search Helpful Links Kristen Baer

Checkout

Place All Orders Cancel All Orders

1 item(s)

Place this Order Cancel this Order

Trans #: 2191673  
Requestor: Create  
Date: 07:59:51 AM  
Supplier: Office Depot Inc  
Total: \$58.75

Item Accounting Status

Item 1

IPF Work Order #

Select Deliver To

Deliver To - Attn:

Need to customize your deliver to address lines? Click: [HERE](#)

Select Ship To

Ship To - Attn:  
UNIVERSITY STORES  
ANGELL BLDG  
166 SERVICE RD  
EAST LANSING, MI 48824

Select an Org for Order

MS-10074876

IPF Work Order #

Setup Header Account(s) for Transaction #: 2191673

Select Accounting Favorite

% Split	Org Ref Id	Add
---------	------------	-----



# Spartan Marketplace help desk

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Contact us for assistance:

[spartmar@msu.edu](mailto:spartmar@msu.edu)

(517) 884-6177

[View all Spartan Marketplace tutorials](#)

