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 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
Review and approve the proof
Add item to cart

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Options</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10 Envelope, 2 Color - E... #4089533 University Procurement...</td>
<td>Copy With your customizations already in place, create the same product again</td>
<td>250</td>
</tr>
</tbody>
</table>

Remove All Products  Next
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

University Procurement and Logistics
MICHIGAN STATE UNIVERSITY
Fill in the required fields and click Place this Order.

You will receive an email confirmation that your order has been placed.
Spartan Marketplace help desk

Contact us for assistance:

spartmar@msu.edu
(517) 884-6177

View all Spartan Marketplace tutorials