

Placing MSU Brand Identity Orders in Spartan Marketplace

Business Cards, Letterhead, Envelopes

SMP-TUT13v01 | Release Date: 01/21/26

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Procurement
MICHIGAN STATE UNIVERSITY

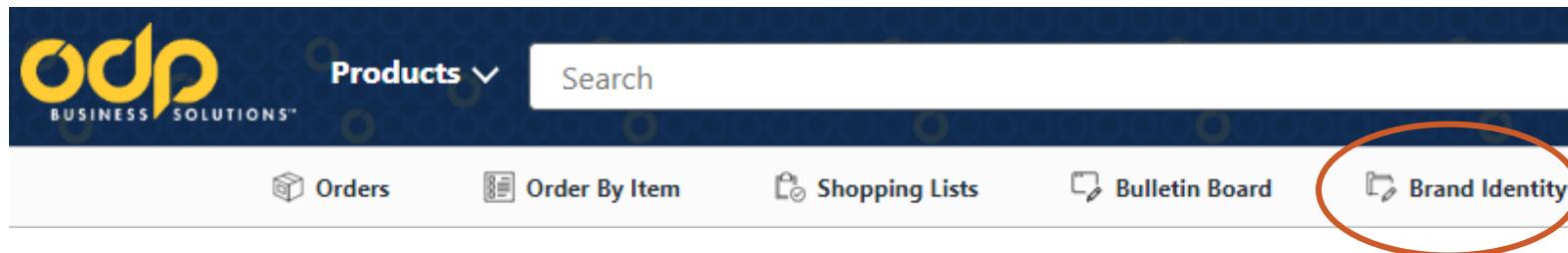
Navigate to the ODP catalog in Spartan Marketplace

1. Log in to ebs.msu.edu using your MSU NetID and password
2. Click the Spartan Marketplace tile
3. Click Go to Supplier Catalogs
4. Navigate to the ODP catalog



MSU Brand Identity catalog

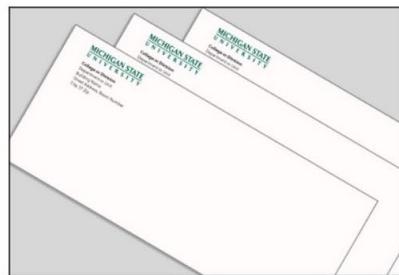
5. Click the Brand Identity link in the ODP header



6. Choose a business card, envelope, or letterhead template



Business Cards



Envelopes



Letterhead



Create your stationery

7. Customize the template with your brand details

8. Choose a quantity

9. Click Next to see a proof

10. Review and approve the proof by clicking Next

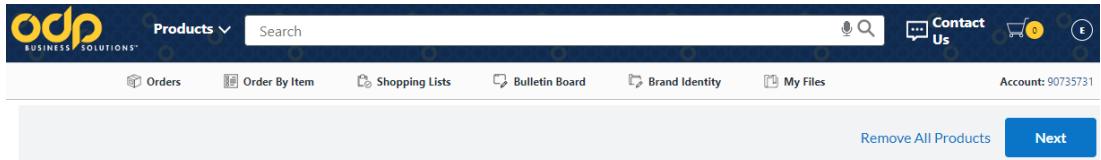
The screenshot shows the ODP Business Solutions website interface. At the top, there is a navigation bar with the ODP logo, a search bar, and links for Contact Us, Account (90735731), and a shopping cart. Below the navigation, there are tabs for Orders, Order By Item, Shopping Lists, Bulletin Board, Brand Identity, and My Files. The main content area is titled 'Customize Product' and shows a 'Customize' section with a 'College or Division' dropdown set to 'University Procurement and Logistics'. To the right, there is a 'Qty' dropdown menu with '250' selected, and an 'envelopes' option highlighted. An orange arrow points to this dropdown. Below this, there is a 'Zoom' slider and a grid with '250 envelopes' and '500 envelopes' options. An orange arrow points to the 'Next >' button. The bottom half of the screenshot shows a 'Product Summary' section for a '#10 Envelope, 2 Color - EN03' with SKU 4089533. It includes a note to 'Select desired quantity from grid below.', a 'Qty' dropdown with '250 envelopes' selected, and an 'Approval' section with a checkbox for 'I accept & approve my artwork.' An orange arrow points to this checkbox, and another orange arrow points to the 'Next' button at the bottom right.

Complete your order

11. Click **Next** to add to your cart

12. Finish any other shopping in the ODP catalog

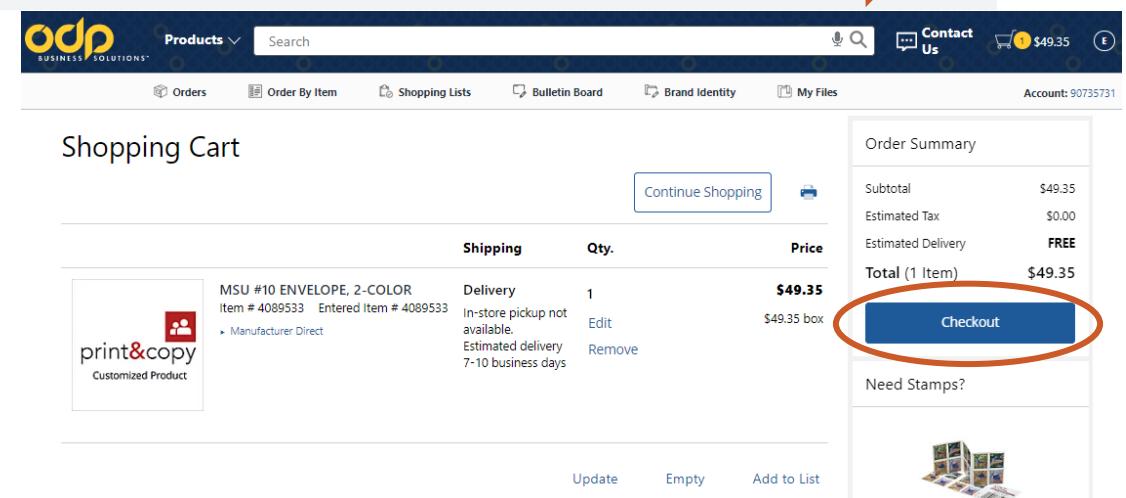
13. Once ready, click **Checkout** in your cart to return to Spartan Marketplace to complete your order



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
#10 Envelope, 2 Color - E... #4089533 University Procurement...	<input type="checkbox"/> Copy With your customizations already in place, create the same product again <input type="checkbox"/> Start Fresh Starting from a blank slate, create the same product again	250

Ref  **Next**



Order Summary			
Subtotal	\$49.35	Estimated Tax	\$0.00
Estimated Delivery	FREE		
Total (1 Item)	\$49.35		