

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

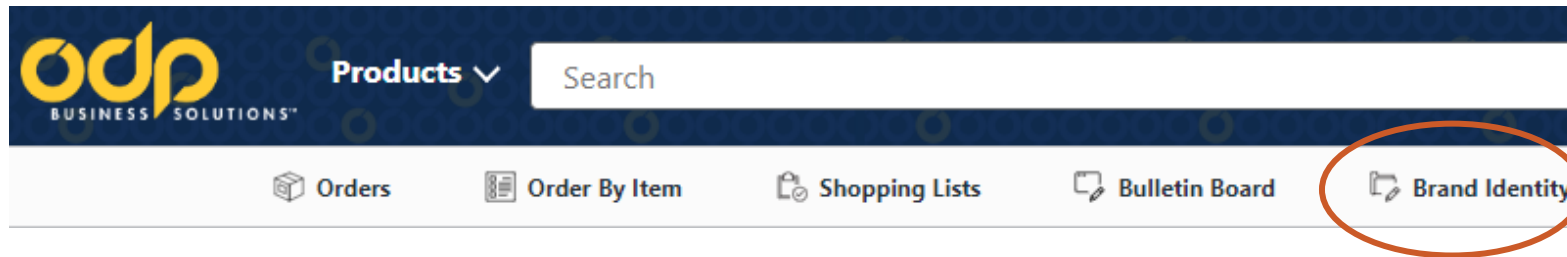
Navigate to the ODP catalog in Spartan Marketplace

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

odp BUSINESS SOLUTIONS™

Products ▾ Search

Account: 90735731

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

< Exit Customize Product

Customize

College or Division
University Procurement and Logistics

Department or Unit

Building Name

Qty 250 ▾

Next >

250 envelopes

500 envelopes

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

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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

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

