Instructions for Placing an Open Order Online
Any Questions, please call Open Orders at 884-6241

- Enter your MSU ID and password at the EBS portal (secportal.ebsp.msu.edu).

- At the EBS Main Menu screen, under "Resources," click on "Non-stock orders" (items not found at University Stores).

- Click on “GO.” This will take you to the Vendor Supply screen.

- Choose your vendor using either the alphabetical buttons or the pull-down menu.

- Complete the next screen which is your personal information. This needs to be done the first time only. Ignore the sub-account and description areas. If you would like Open Orders to place the order for you, leave the default at “Yes.” If placing the order yourself, indicate “No.”

- The next screen is for placing your order. Each screen is for one item’s information only. Click submit and move to the next, etc. Always provide the following on each screen:
  - Quantity
  - Unit price
  - Part number or Code
  - Specific description
  You may also include comments for yourself or for the Open Orders staff

- Once you have completed placing your order, you may review it and edit as necessary. Once everything is satisfactory, you may then click on the gray button at the bottom of the screen labeled "Submit Order." It will be sent to Open Orders at University Services where it will be approved and a release number emailed to you.

Please note! If you are interrupted while placing your order, the order will time out after 20 minutes, which means that it has disappeared from your screen. All is not lost however! The order will go to University Stores Open Orders’ holding area for us to catch and call you to ask how you would like to proceed.