How to Place an Open Order Online

Step 1: You will first need to navigate to the portal. Go to ebs.msu.edu and click on EBS Login.

Step 2: Enter your MSU Net ID and password.
Step 3: Navigate to “Resources” on the right and click “Non-Stock Orders (Open Orders)”.

Step 4: Click “Go”. This will take you to the screen where you choose a supplier.
Step 5: Choose the supplier using either the alphabetical buttons or the drop-down menu.

Step 6: Complete your personal information on the next screen. 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.”
Step 7: 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.

Step 8: Once you have completed placing your order, you may review it and edit as necessary. Once satisfactory, click the gray button at the bottom, 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. The order is not lost, however. It will go to University Stores Open Orders’ holding area and you will be contacted to ask how you would like to proceed.