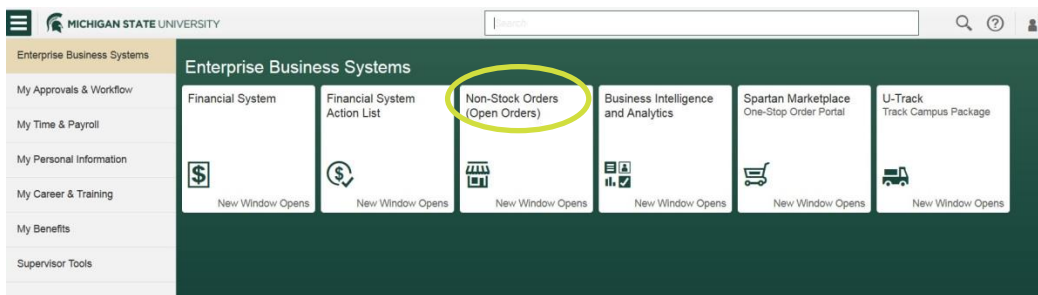


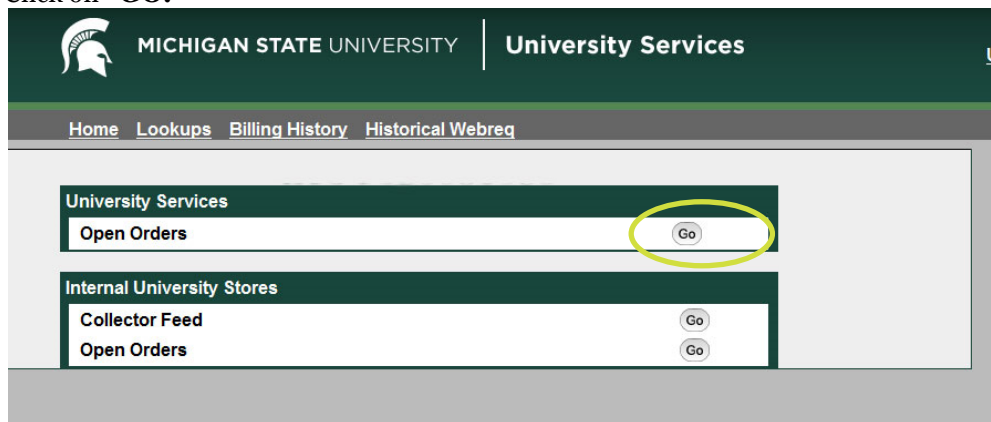
Overview: This job aid demonstrates how to place an Open Order for items not stocked in Spartan Marketplace. For assistance, call Purchasing at 884-6241

Login

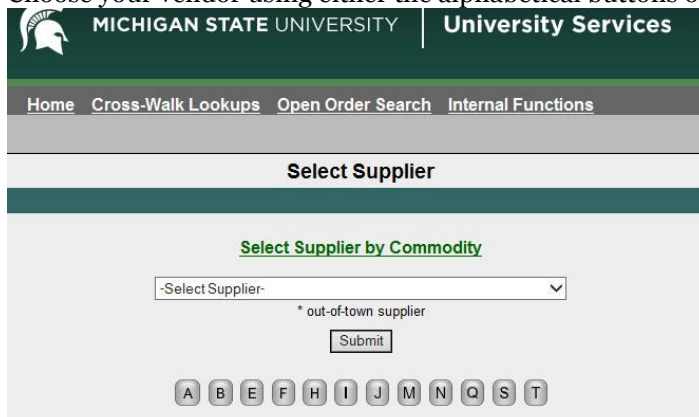
1. From the EBS Portal Login Page (ebs.msu.edu), enter your MSU ID and password.
Note: Two-Factor Authentication will be required.
2. Once in the EBS Portal page, locate and click **Non-Stock Orders (Open Orders)**



3. Click on “GO.”



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



5. Add your personal information (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, click “No.”
6. 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
 - Line notes
7. Once everything is satisfactory, click “Submit.” The order will route to Open Orders where it will be approved and a release number emailed to you.

Note: The system will time out after 20 minutes. The order will go to Open Orders’ holding area and you can expect a call asking you how you would like to proceed.