SPEAR MART
FLORIDA STATE UNIVERSITY

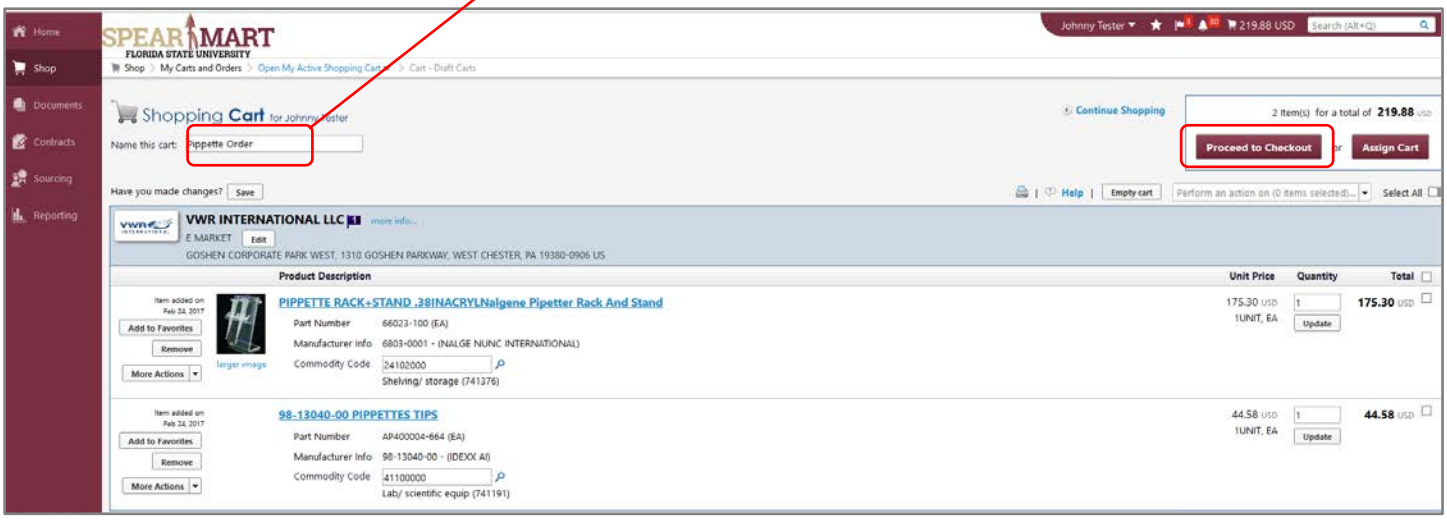
JOB AID
Completing a Requisition

Overview

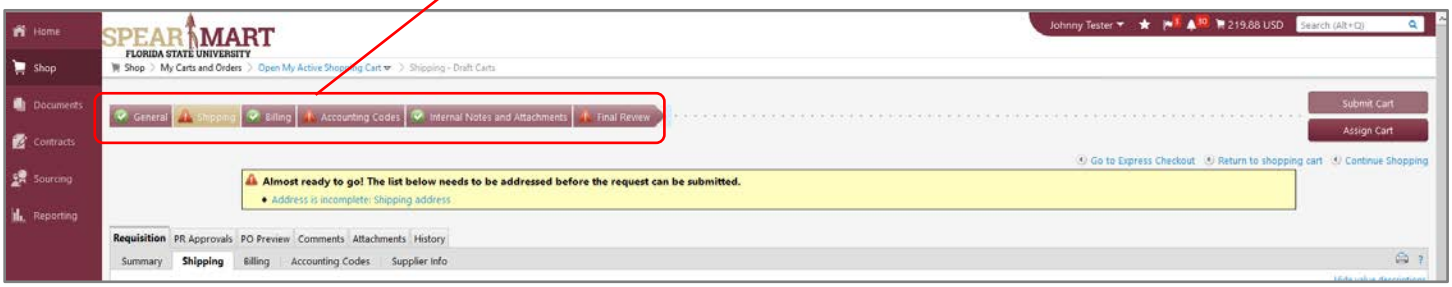
This Job Aid is for those who have the Requester Role. While Shoppers can complete this information they must assign their cart to a Requester to actually place their orders. Requesters can create carts, process carts from other shoppers/ requesters and also submit the order for processing. This Job Aid does not cover the shopping portion of creating a cart as this is covered in the Shopping Job Aids.

Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

Make sure to name your cart so that it will be easy to use for finding the requisition in the future



Notice the Guided Checkout Status Bar at the top shows you what areas require your attention. See the *Setting Up Your Profile* Job Aid for guidance on how to set up default ship-to, chart fields etc. which makes processing your shopping carts even more efficient.



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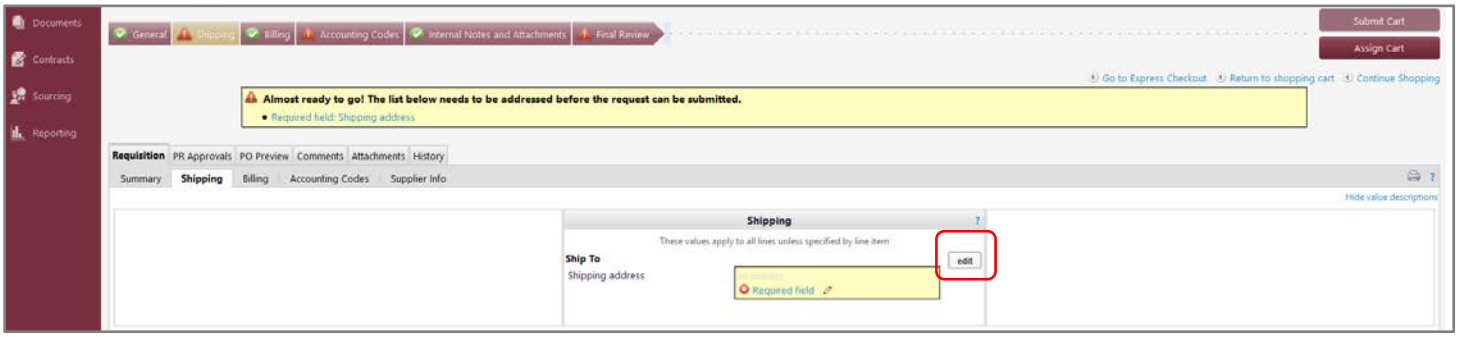
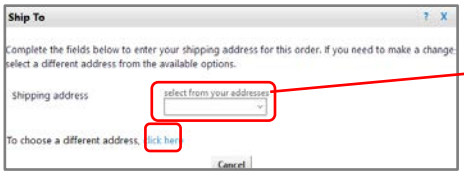
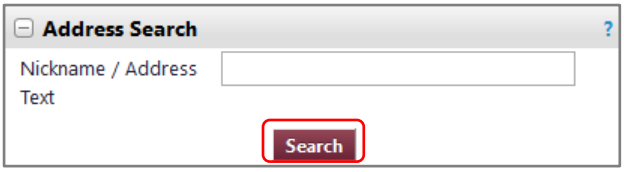
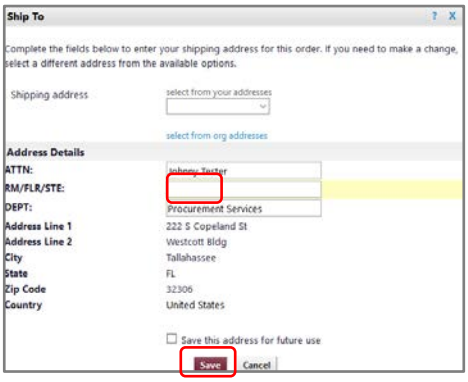




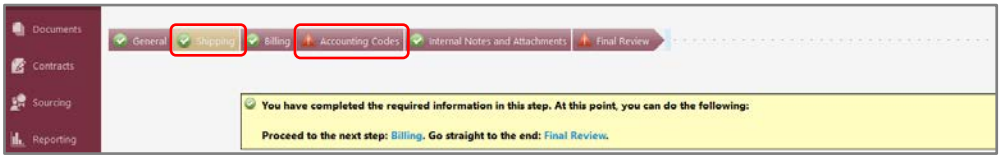
If you have any addresses set up in your user profile, you can select them from the dropdown. Otherwise, click on **Click Here t**o pull up the available ship to addresses.



Enter the building name you are seeking. In this example, we're looking for Westcott.



Enter your room or suite number.



Notice now that you entered your ship-to information, the red triangle changed to a green circle. Click on Accounting Codes

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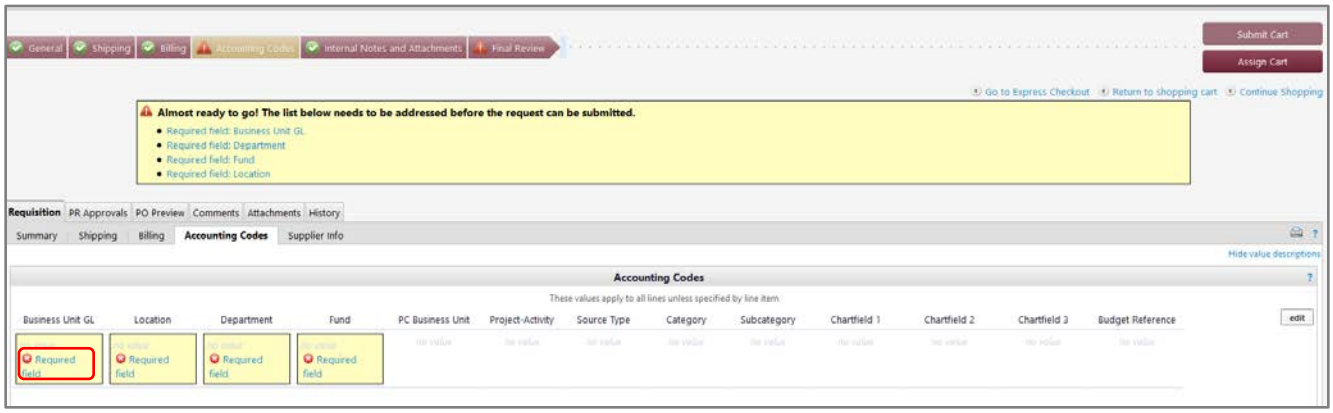
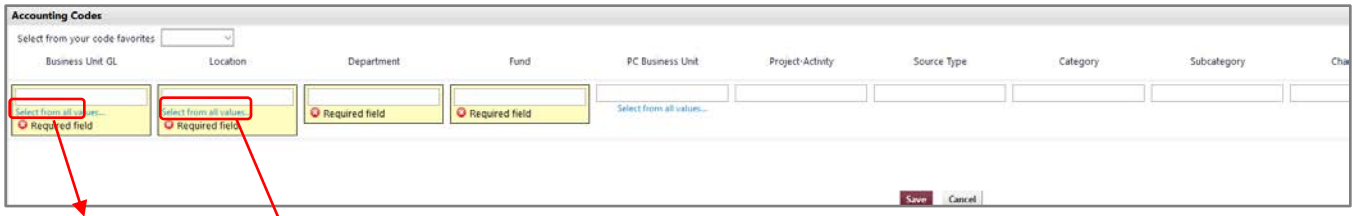
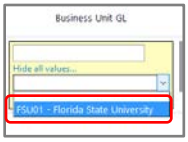
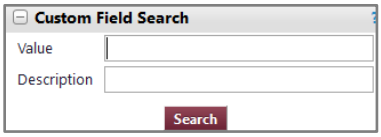
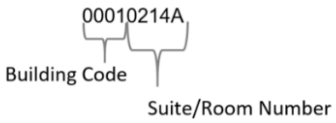




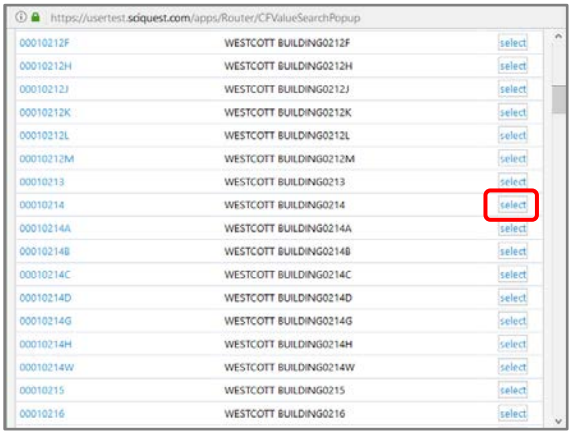






- Every office/room on campus has a unique **Location.** Facilities maintains the master Building List which includes all active buildings on campus. **Locations** have the format shown above.

- You can enter a partial value in the Value field (i.e. “0223”) and then click the Search button. This will bring up all Locations that start with 0223.
- You could also enter a phrase in the Description field (i.e. "Westcott") and then click the Search button. This will bring up all Locations that have the phrase "Westcott " in them.



HELPFUL TIP

Entering your room number in the **Description** field may prove to be the quickest way to finding your **Location**.

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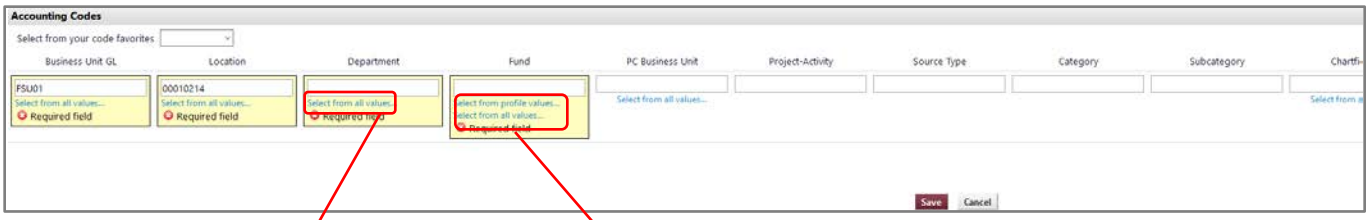
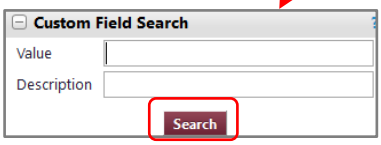
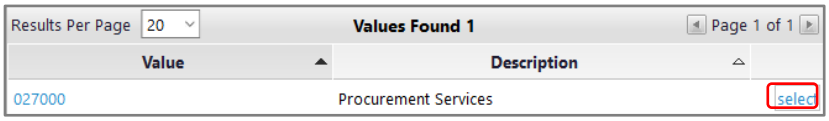
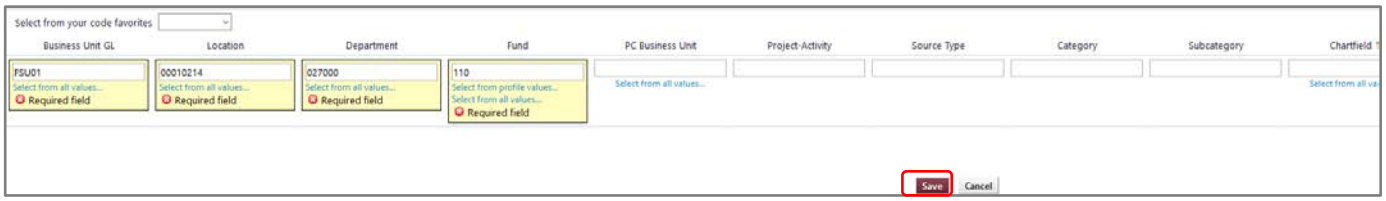




Enter Fund or **Select from all Values** and use the Search function as you have for other chart fields.

Enter your Department number in the Value Field or Type your Department Name in the Description Field and Click Search





If there is any additional information you would like to provide an approver, you can add it by clicking on **Comments**

Enter comment into text box. You can add attachments by selecting ***Choose File*** and navigating to the document you wish to attach. You may also create a name for the attachment.

After you have entered the necessary comments and / or attached any necessary documents, click ***Add Comment***.

Click **Final Review**

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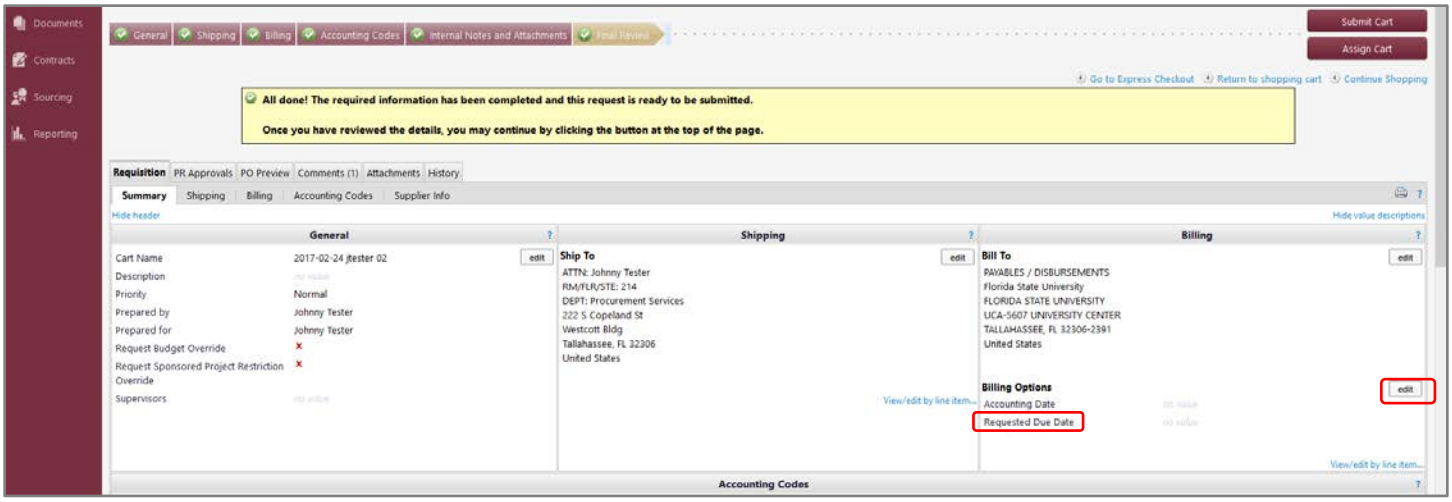
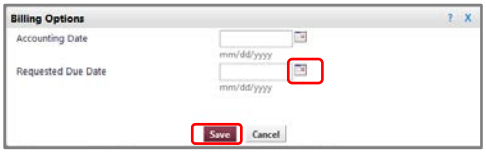
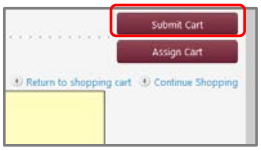


To change the **Due Date** from the standard 2 weeks OMNI assigns to the PO, select the edit button under Billing Options and add a date under the **Requested Due Date** field.



Now you are ready to submit your order. Select the **Submit Cart** button.



You now see confirmation that your requisition has been submitted, a list of next steps, and a *Requisition Summary* with your Requisition number.

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