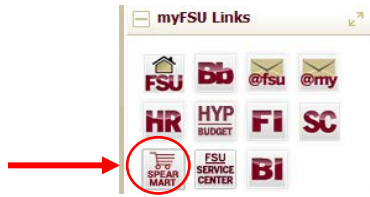
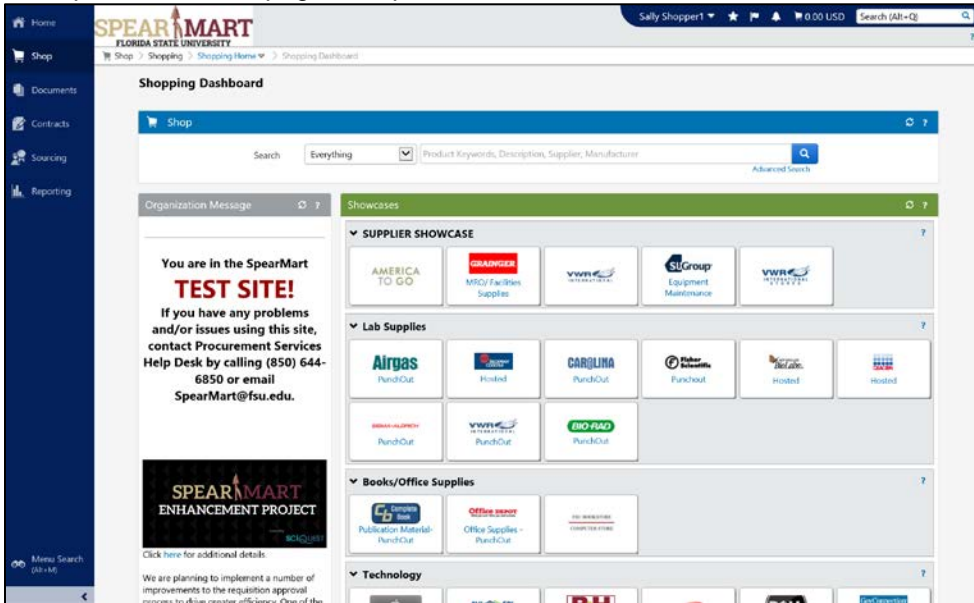


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



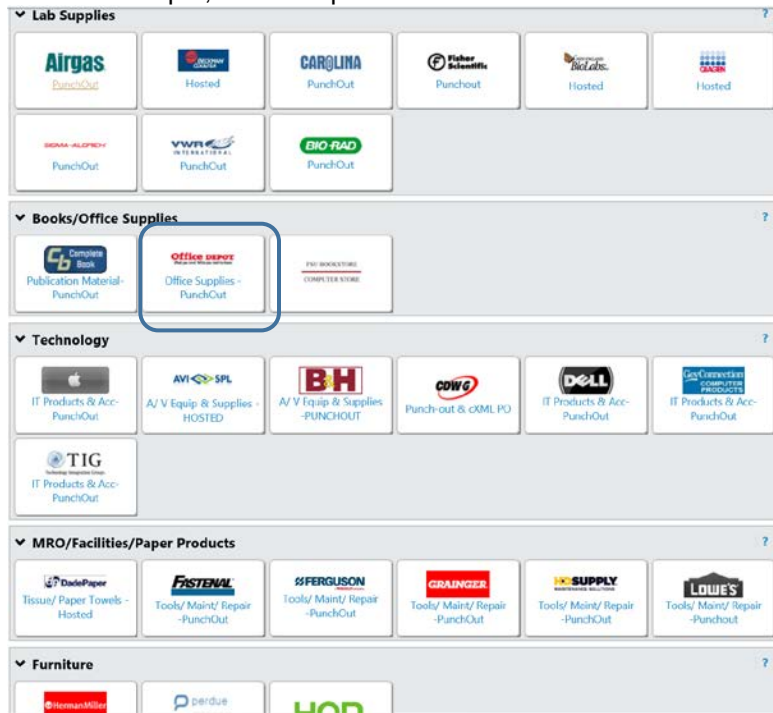
All catalog suppliers are shown on the main page directly under the Supplier Showcase.

Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

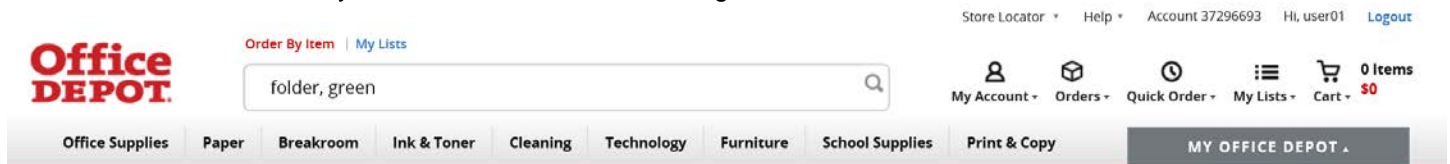
The catalogs are listed by supplier category, such as Lab Supplies, Books/Office Supplies, etc.

This training will focus on shopping from a Punch-out catalog. To select a catalog, click on the icon for that supplier.

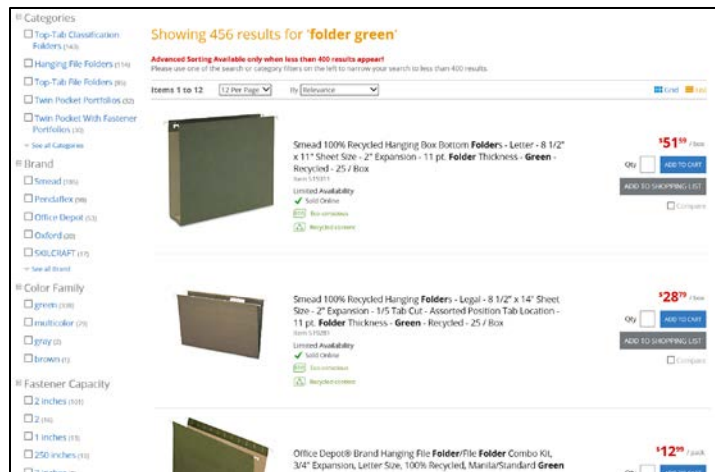
For this example, Office Depot will be selected.



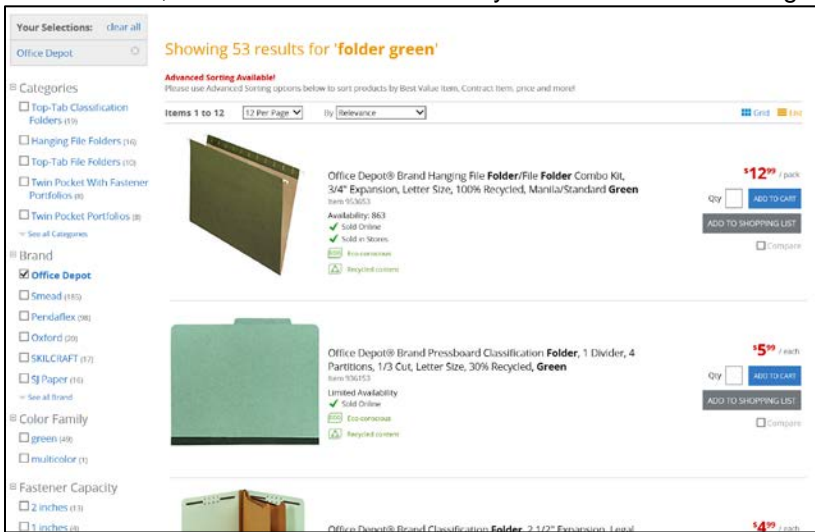
It will take a few seconds to take you to the supplier's web site. All items on the site will reflect the FSU contract pricing. When you enter the site, you will land on the supplier's Home page. Each supplier's catalog will look different. You can search different ways. For the first search, "folder, green" is entered.



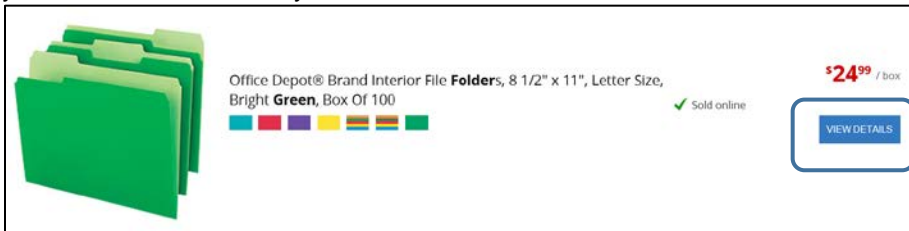
Note that there are 456 results for this description because it was very broad. You can filter the search using the choices on the left hand menu to reduce the results.



For this example the “Office Depot” filter is selected.
After the filter, note that there are now only 53 results to look through to find what you are looking for.



You can scroll down until you find the type of folder you are searching for. This search is for file folders with tabs. When you find the correct item you want to review, click the “**View Details**” box to select the item.




To add the item to your card, enter a quantity, then click “**Add to Cart**”.



The item will show up in your cart and the options are to “Checkout” or you can search for more items. For this example, a search for more items is the action taken.

Home / Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 Office Depot® Brand Interior File Folders, 8 1/2" x 11", Letter Size, Bright Green, Box Of 100 Item # 541471 Entered Item # 541471 Eco-conscious Recycled content	\$24.99 /box	2

Need Help?
 • Email Assistance
 • Phone Support
 • FAQs

Continue Shopping

SHOPPING CART CHECK OUT

Another type of search is when you already have the item number. For this example, the item number is entered.

Office DEPOT

Order By Item | My Lists

796895

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies

Sharpie® Chisel-Tip Permanent Marker, Black

Description | Print

Item # 796895 Entered Item # 796895

\$2.69 / each

Free Delivery on qualifying \$50 orders
 Estimated delivery 1-3 business days
 Availability: 209


Free in store pickup
 Sold in Stores

Qty: **Add to Cart**

Delivery, pricing, and availability policy
 *Inventory validated when item(s) is added to cart.

The item comes up and you can enter the quantity needed, then click “Add to Cart” to add this item.

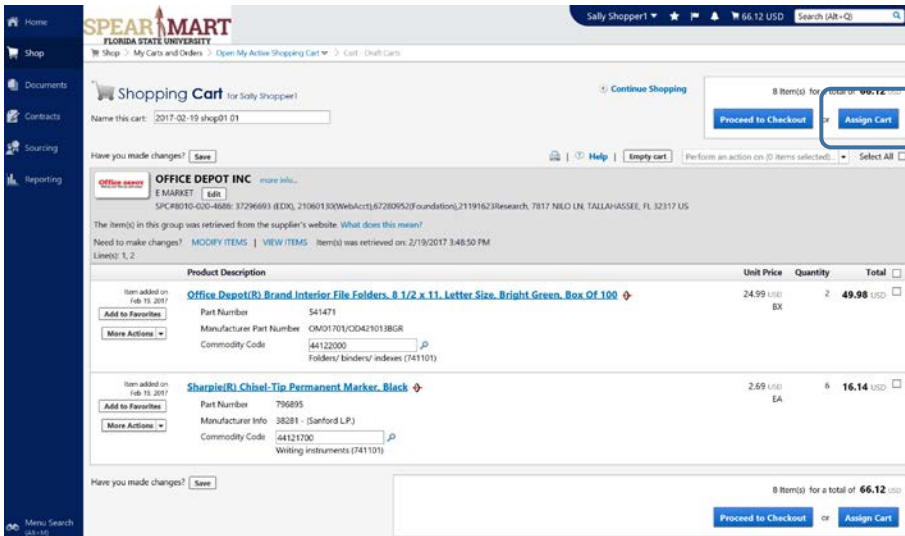
The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 Sharpie® Chisel-Tip Permanent Marker, Black Item # 796895 Entered Item # 796895 Eco-conscious	\$2.69 /each	6

Continue Shopping

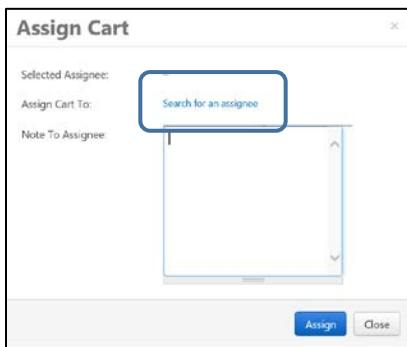
SHOPPING CART CHECK OUT

Again, the item will show as being added into the cart and you have choices. We will now click “Check Out” to complete this catalog order.

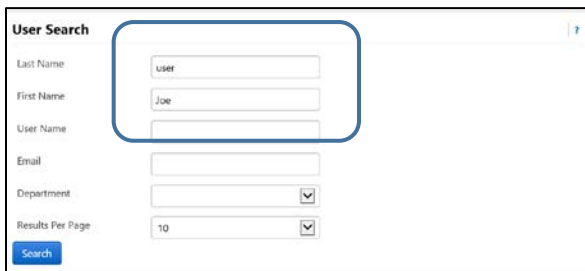


You have now pulled your cart back into the SpearMart and can click **“Proceed to Checkout”** or **“Assign Cart”**. If you know the shipping information, budget, needed for this order, you can click **“Proceed to Checkout”** to enter all that information.

1. **Assign Cart:** Once you click **“Assign Cart”**, the below page will show up.



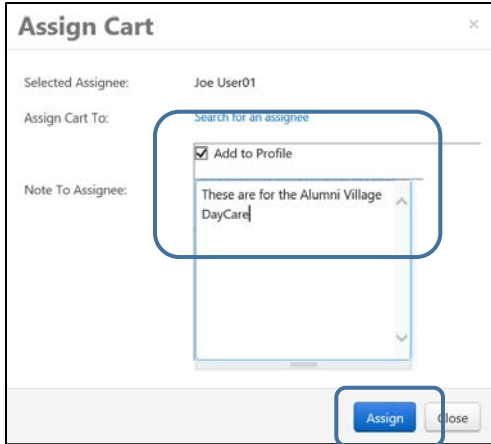
Click **“Search for an Assignee”** to find your Requester in your department to assign the cart to. Enter their first and last name in the **“User Search”** below.



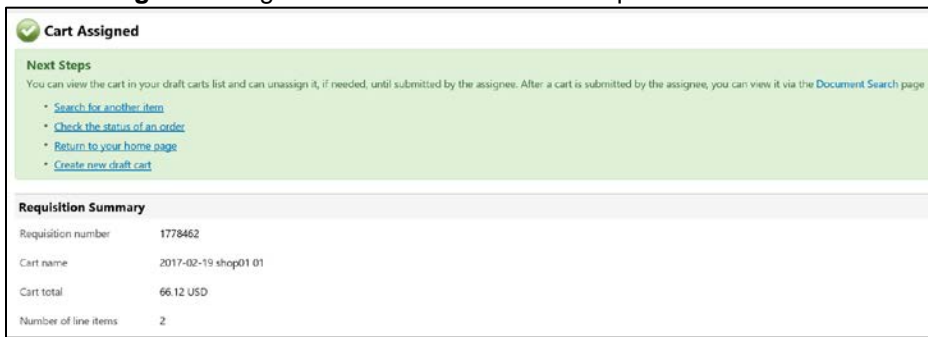
When you find the person’s name, click the **“select”** link under the Action column.

Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	[select]
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	[select]

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition. You can also click the **“Add to Profile”** box to save this Requester so you can search from your profile going forward.



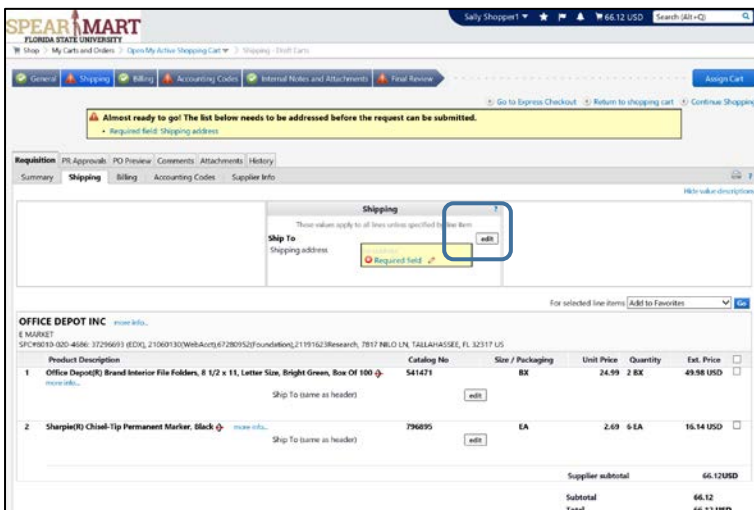
Click **“Assign”** to assign the cart to the selected Requester.



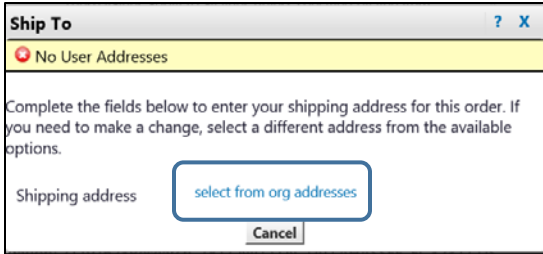
You have successfully assigned your cart to a department Requester!

Another option is to use the **“Proceed to Checkout”** process and the Shopper can enter the requisition data and then assign the cart to their Requester.

2. Proceed to Checkout: Once you click **“Proceed to Checkout”**, the below page will show up. You can now enter the budget and shipping information.



Click the **“Edit”** button in the **“Shipping”** box.



Ship To ? X

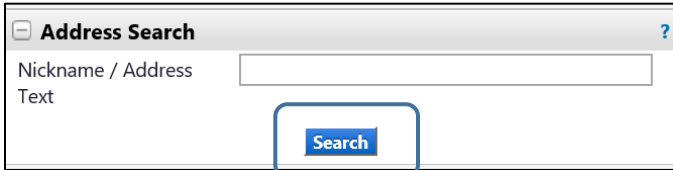
No User Addresses

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address [select from org addresses](#)

Cancel

To select a shipping address, click the **“select from org addresses”** link.



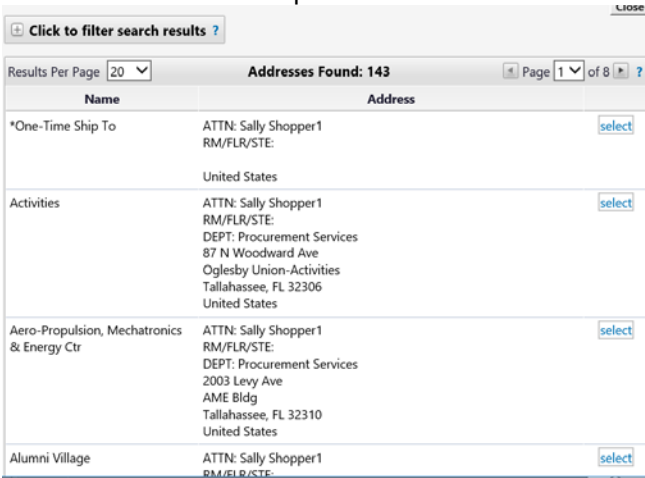
Address Search ?

Nickname / Address

Text

Search

Click **“Search”** to get a list of addresses or you can enter your building name. For this example, “search” was used. A list of addresses will come up.

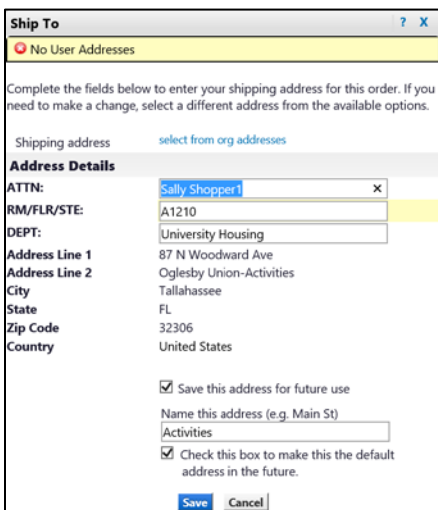


Click to filter search results ?

Results Per Page: 20 **Addresses Found: 143** Page 1 of 8 ?

Name	Address	
*One-Time Ship To	ATTN: Sally Shopper1 RM/FLR/STE: United States	select
Activities	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 87 N Woodward Ave Oglesby Union-Activities Tallahassee, FL 32306 United States	select
Aero-Propulsion, Mechatronics & Energy Ctr	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 2003 Levy Ave AME Bldg Tallahassee, FL 32310 United States	select
Alumni Village	ATTN: Sally Shopper1 RM/FLR/STE:	select

For this example, the second address was selected. You must enter a room number in the appropriate field. To save this address in your profile, you can click the **“Save this address for future use”**.



Ship To ? X

No User Addresses

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address [select from org addresses](#)

Address Details

ATTN:

RM/FLR/STE:

DEPT:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

Save **Cancel**

To save this as a default, click the **“Check this box to make this the default address in the future”** box.

Click **“Save”** and the address will populate the **“Shipping”** box.

To update the Accounting Codes, click the “edit” button.

The first field is the “Business Unit GL”. Click the “Select from all values” link.

Click the down arrow to get the value “FSU01”.

The drop down menu will have only one value to select. Select “FSU01” and it will populate the field.

The next item is Location. Click “Select from all values”.

Enter part of the building name. For this example, “alumni” was entered.

Custom Field Search ?

Value

Description x

Search

All locations with the search description used will come up as choices. Select a choice by clicking “**select**” button to the right of the location.

Click to filter search results ? Close

Results Per Page **Values Found 213** Page 1 of 11 ?

Value	Description	
01570001	ALUMNI VL10001	select
01570002	ALUMNI VL10002	select
01570003	ALUMNI VL10003	select
01570004	ALUMNI VL10004	select
01570007	ALUMNI VL10007	select
01570201	ALUMNI VL10201	select
01570202	ALUMNI VL10202	select
01570203	ALUMNI VL10203	select
01570204	ALUMNI VL10204	select

Accounting Codes

Business Unit GL	Location	Department
<input type="text" value="FSU01"/> x	<input type="text" value="01570004"/> x	<input type="text" value=""/> x
Select from all values... Required field	Select from all values... Required field	Select from all values... Required field

The next step is to enter the Department ID. You can enter the department number or as in this example, enter a partial description. Below “**alumni**” was entered. Click “**Search**”.

Custom Field Search ?

Value

Description x

Search

When the list comes up, select the appropriate department by clicking the “**select**” button.

Click to filter search results ?

Results Per Page **Values Found 12** Page 1 of 1 ?

Value	Description	
049000	Alumni Affairs	select
049001	Alumni Association Vending	select
123008	Education Alumni Affairs	select
238007	Alumni Village Renovation	select
238008	Alumni Village 2 Revenue	select
238009	Alumni Village 1 Revenue	select
241015	Alumni Vill Child Devlpmnt Ctr	select

The next step is to select a fund code.

Accounting Codes

Business Unit GL	Location	Department
<input style="width: 95%;" type="text" value="FSU01"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value="01570004"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value="241015"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>

Click the **“Select from all values”** in the Fund field. To select a fund, click the **“select”** next to the appropriate fund code.

[Click to filter search results ?](#)

Results Per Page **Values Found 157** Page of 8

Value	Description	
110	E&G General Revenue	select
120	E&G Student & Other Fees	select
121	Tuition Differential	select
125	E&G Student Fees-Carryforward	select
126	Tuition Differential-Carryfwd	select
130	E&G Educ Enhancement TF	select
135	E&G Lottery-Carryforward	select
140	E&G GR-Carryforward	select

It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click **“Save”** when you have completed the accounting codes.

Accounting Codes

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source
<input style="width: 95%;" type="text" value="FSU01"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value="01570004"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value="241015"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value="140"/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div> <div style="font-size: 8px; color: red; margin-top: 2px;">Required field</div>	<input style="width: 95%;" type="text" value=""/> <div style="font-size: 8px; color: blue; margin-top: 2px;">Select from all values...</div>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>

The full string will now be visible and all the top tabs have green checkmarks, so the requisition can be assigned to your Requester. Click **“Assign Cart”**.

General
Shipping
Billing
Accounting Codes
Internal Notes and Attachments
Final Review

Assign Cart

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition | [PR/Approvals](#) | [PO Preview](#) | [Comments](#) | [Attachments](#) | [History](#)

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

These values apply to all lines unless specified by line item

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	01570004 ALUMNI VL10004	241015 Alumni Vill Child Development Ctr	140 E&G GR-Carryforward	no value	no value	no value	no value	no value	no value	no value	no value	no value

The below box will open and click **“search for an assignee”**.

Assign Cart ×

Selected Assignee: -

Assign Cart To:

Note To Assignee:

Click **“Search for an Assignee”** to find your Requester in your department to assign the cart to. Enter their first and last name in the “User Search” below.

User Search ?

Last Name:

First Name:

User Name:

Email:

Department: ▼

Results Per Page: ▼

Select the appropriate Requester from the list by clicking “Select” on the appropriate line.

1-10 of 45 Results 10 Per Page ▼				
Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	<input type="button" value="[select]"/>
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	<input type="button" value="[select]"/>
User03, Joe	JOE_USER03	JOE_USER03@admin.fsu.edu	+1 (850) 644-1436	<input type="button" value="[select]"/>
User04, Joe	JOE_USER04	JOE_USER04@admin.fsu.edu	+1 (850) 644-6204	<input type="button" value="[select]"/>
User05, Joe	JOE_USER05	JOE_USER05@admin.fsu.edu	+1 (850) 644-4459	<input type="button" value="[select]"/>
User06, Joe	JOE_USER06	JOE_USER06@admin.fsu.edu	+1 (850) 645-8840	<input type="button" value="[select]"/>

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition. You can also click the “Add to Profile” box to save this Requester so you can search from your profile going forward.

Assign Cart

Selected Assignee: Joe User01

Assign Cart To: [Search for an assignee](#)

Note To Assignee:

Add to Profile

These are for the Alumni Village DayCare

Cart Assigned

Next Steps

You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the [Document Search](#) page

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Requisition Summary

Requisition number	1778462
Cart name	2017-02-19 shop01 01
Cart total	66.12 USD
Number of line items	2

You will be provided a requisition number and you have successfully assigned your cart!