

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



The SpearMart Home page will open.

n Home	SPEAR			70	Sally Shopper1 🔻 📫	r 🏲 🌲 🐂 0.00 US	SD Search (Alt+Q)	a r
📜 Shop	PLORIDA STATÉ UNIVERSITY T Shop > Shopping > Shopping Home ♥ > Shopping Dash	bowd						245
Documents	Shopping Dashboard							
Contracts	🐂 Shop						0.1	
👷 Sourcing	Search Everyt	hing 💌 Pr	oduct Krywords, Description	s Supplier, Manufact	unie.	Q. Advanced Search		
ld. Reporting	Organization Message Ø 7	Showcases					0 1	
			OWCASE			e	7	
	You are in the SpearMart TEST SITE!	AMERICA TO GO	GRAINGER MEC/ Facilities Supplies	vwn	Equipment Maintenance	YWR ST		
	If you have any problems and/or issues using this site,	✓ Lab Supplies					7	
	contact Procurement Services Help Desk by calling (850) 644- 6850 or email SpearMart@fsu.edu.	Airgas	Realized	CARGLINA PunchOut	C Education. Purchool	Belate. Hosted	Hosted	
		PunchOut	PunchOut	BIO RAD PurchOut				
	SPEAR	✓ Books/Office	Supplies				2	
10000000000	ENHANCEMENT PROJECT	Publication Material Publication	Office supplies - PunchCut	10.0000100.0000				
Menu Search (Ab+M)	Click here for additional details We are planning to implement a number of improvements to the requisition approval process to drive creater efficiency. One of the	✓ Technology		DU		(778)	7 Dectamenta	

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.

Lab Supplies					
Airgas PunctiOut	Hosted	CAROLINA PunchOut	Pisber Scientific Punchout	BioLabs. Hosted	Hosted
PunchOut	PunchCut	BIO-RAD PunchOut			
Books/Office Su	pplies				
Publication Material- PunchOut	Office supplies - PunchCut	PSU BOOKSTORE COMPLIER STORE			
Technology					
IT Products & Acc- PunchOut	AVI SPL A/ V Equip & Supplies - HOSTED	A/ V Equip & Supplies -PUNCHOUT	Punch-out & CXML PO	IT Products & Acc- PunchOut	GerConnection computer Photoacts IT Products & Ac PunchOut
TIG IT Products & Acc- PunchOut			۵۰ <u>ــــــــــــــــــــــــــــــــــــ</u>	· /	
MRO/Facilities/	Paper Products				
DadePaper issue/ Paper Towels - Hosted	Tools/ Maint/ Repair -PunchOut	SFERGUSON Tools/ Maint/ Repair -PunchOut	GRAINGER Tools/ Maint/ Repair -PunchOut	Tools/ Maint/ Repair -PunchOut	LOWE'S Tools/ Maint/ Rep -Punchout
Furniture		·	· · · · · · · · · · · · · · · · · · ·		
@Herman Miller	p perdue	HOD			

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.

	0	Irder By Item My	Lists					Store Locator	* Help	 Account 372 	296693 Hi,	user01	Logout
Office DEPOT		folder, green					Q	<u>ع</u> My Account +	Orders +	Quick Order +	i∎ My Lists +		0 Items <mark>50</mark>
Office Supplies	Paper	Breakroom	Ink & Toner	Cleaning	Technology	Furniture	School Supplies	Print & Cop	у	MY	OFFICE DI	POT .	

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.

# Categories				
Top-Tab Classification Folders (540	Showing	456 results	for 'folder green'	
Hanging File Folders (14)			n less than 400 results appeart y filters on the left to narrow your search to less than 400 results.	
Top-Tab File Folders pra	Items 1 to 12	12 Per Page V	Ity Itelevance	Etent Etent
Twin Pocket Portfolios da	100m3 1 to 12	(The offer all	ua ferenera 🔹	
Twin Pocket With Fastener Portfolion (20)	-			
- See all Categorian	1 million		Smead 100% Recycled Hanging Box Bottom Folders - Letter - 8 1/2*	35159 /hos
# Brand			x 11* Sheet Size - 2* Expansion - 11 pt. Folder Thickness - Green - Recycled - 25 / Box	Qty ADD TO CART
Serviced (1914			Rent 515201	ADD TO SHOPPING LIST
Pendatlex pm		and the second	Limited Availability Sold Online	Comment
Office Depot dat	100		Etc) frie-structure	El contrare
Conford on			Anythistowe	
SOLCRAFT				
- See al trant				
Color Family				
green com	all and a second		Smead 100% Recycled Hanging Folders - Legal - 8 1/2" x 14" Sheet Size - 2" Expansion - 1/5 Tab Cut - Assorted Position Tab Location -	52879 / Tes
multicolor can	1		11 pt. Folder Thickness - Green - Recycled - 25 / Box	Qty ADD TO CNIT
Derayon			Item 51520 Lineared Availability	ADD TO SHOPPING LIST
D brown ex			🖌 Solid Cerkina	Context
			fan structure	
H Fastener Capacity			(A) Barycke comm	
2 inches (101)				
2 (14)				
1 inches is to		STATISTICS.		
250 inches (11)			Office Depot® Brand Hanging File Folder/File Folder Combo Kit, 3/4" Expansion, Letter Size, 100% Recycled, Manifa/Standard Green	*12 ⁹⁹ /Jank
T Tinches in			are expension, center age, norm wetycled, Maniaustandard Green	OP/ ADDITIONT



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.

Your Selections: clear all					
Office Depot	Showing	53 results	for 'folder g	reen'	
© Categories	Advanced Sorting Please use Advan		Now to sort products by	Best Value Item, Contract Item, price and morel	
Top-Tab Classification Folders (19)	Items 1 to 12	12 Per Page 💙	By Relevance	V	III Grid 🔳 (18
Hanging File Folders (14)					
Top-Tab File Folders (10)		A DECEMBER OF THE OWNER			14.000
Twin Pocket With Fastener Portfolios m				Brand Hanging File Folder/File Folder Combo Kit, Letter Size, 100% Recycled, Manila/Standard Green	51299 / pack
Twin Pocket Portfolios (#)			Availability: 863		ADD TO SHOPPING LIST
- See al Categories			Sold in Stores		Compare
Brand			tescorarae		
Office Depot			A Treytlet comm		
Smead (185)					
Pendaflex (98)		Concession of the local division of the loca			
Oxford (20)	1 331 33				
SKILCRAFT (17)	and the second			Brand Pressboard Classification Folder, 1 Divider, 4 Jut, Letter Size, 30% Recycled, Green	5599 / each
SJ Paper (10)			Parotions, 173 G Bern 936153	ut, Letter size, 30% Recycled, Green	Qty ADD TO CART
= See al firand	1275		Limited Availability		ADD TO SHOPPING UST
B Color Family	1000		E teo-corocous		Company
green (40)			a facycled contern		
multicolor (1)					
[©] Fastener Capacity		0			
2 inches (13)	-1111				
1 inches //			Office Depat®1	trand Classification Folder, 2 1/2" Expansion, Legal	\$499 / nach

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.

Office Depot® Brand Interior File Folder s, 8 1/2" x 11", Letter Size,		52499 / box
Bright Green, Box Of 100	✓ Sold online	VIEW DETAILS

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

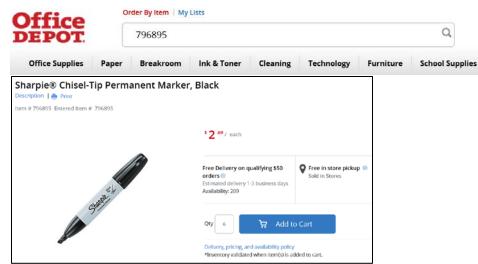


The item will show up in your cart and the options are to "Checkout" or you can search for more items. For this example, a search for more items is the action taken.

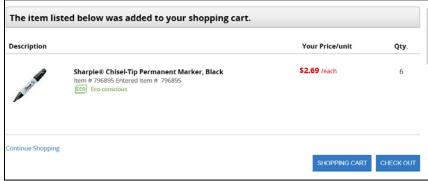


he item listed below was added to your shopping cart.			Need Help?
escription	Your Price/unit	Qty.	Email Assistance Phone Support FAQs
Office Depot® Brand Interior File Folders, 8 1/2" x 11", Letter Size, Bright Green, Box Of 100 Item # 541471 Entered Item # 541471 Econstoas Recycled content	\$24.99 /box	2	
ntinue Shopping SHOP	PPING CART CI	IECK OUT	

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



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



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.



Kome	SPEAR MART	🖛 🖈 🏴 🌲 🐂 66.12 USD	Search (Alt+Q) G
shop	TROMON STATE OWNERSHIT W Shop () My Cats and Orders () Open My Active Shopping Cast V. () Cut - Orah Carts		
Documents	Shopping Cart tor Saty Shoppert	Shopping 8 t	tem(s) for total of 00.12 of
Contracts	Name this cart: 2017-02-19 shop01 01	Proceed to Che	ckout ar Assign Cart
Sourcing	Have you made changes? Seve	y cart Perform an action on (0 its	rms selected) • Select All
Reporting	OFFICE DEPOT INC row site. FMARET FMARET SIC40010-030-4008 32296691 4020, 21600130(Web/ctt).672809530'oundation].21191623Research.7817 NLO IA, TALLAHASSEL F The item(0) in this goal; was interived from the supplier's website. What does that mean? Beed to made sharpen. MORT (TalLaHASSEL F	L 32317 US	
	Line(s): 1, 2 Product Description	Unit Price	Quantity Total
	tem added of (a f 1.20) Mere Antiese (=) Mere	24.99 USD 5X	2 49.98 USD
	Item added or (a th 2.01) Add to Favority Add to Favority Mere Antidees (=) Mere Antidees (=) Commodity Code Market 212100 Winling indumentes (1411101)	2.69 USD EA	
	Have you made changes? Save		

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.

Assign Cart		×
Selected Assignee: Assign Cart To:	Search for an assignee	ר
Note To Assignee		
		.
		Assign Close

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			11
Last Name	user		
First Name	Joe		
User Name			
Email			
Department		V	
- President			

When you find the person's name, click the "select" link under the Action column.

1-10 of 45 Results			1) Per Page 🔻
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.



elected Assignee:	Joe User01
Assign Cart To:	Search for an assignee
	Add to Profile
Note To Assignee:	These are for the Alumni Village August DayCare
	~

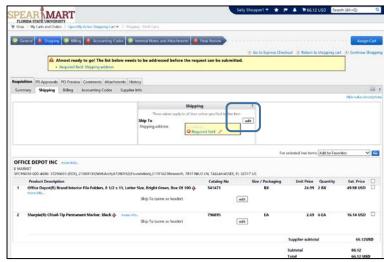
Click "Assign" to assign the cart to the selected Requester.

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 anothe Check the status o Return to your ho Create new draft o	f an order me page
Requisition Summar	y
Requisition number	1778462
Cart name	2017-02-19 shop01 01
Cart total	66.12 USD
Number of line items	2

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		? Х
O No User Addresses	5	
	low to enter your shipping address for this orde ange, select a different address from the availal	
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.

Results Per Page 20 💙	Addresses Found: 143	🛃 Page 🛛 🌱 of 8 🖿 1
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	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	t -	
No User Addresse	s		
need to make a chang	elow to enter your shipping address for this order. If you e, select a different address from the available options. select from org addresses		
Shipping address	select from org addresses		
Address Details			
ATTN:	Sally Shopper1 ×		
RM/FLR/STE:	A1210		
DEPT:	University Housing		
Address Line 1	87 N Woodward Ave		
Address Line 2	Oglesby Union-Activities		
City	Tallahassee		
State	FL		
Zip Code	32306		
Country	United States		
	Save this address for future use		To save this as a default, click the "Check
	Name this address (e.g. Main St) Activities		this box to make this the default address in
	Check this box to make this the default address in the future.		the future" box.
I	Save Cancel		

Click "Save" and the address will populate the "Shipping" box.



🔊 General 🖉 Diligning 👁 Elling 🍂 Accounting Codes 🐼 Internal Notes and Attu-Presents 🕋 Final Review
If Go to Express Checkout II Return to shopping cart III Continue Shopping
You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Billing. Go straight to the end: Final Review.
Requisition PR Approvals PO Preview Comments Attachments History
Summary Shipping Billing Accounting Codes Supplier Wo
Shipping ?
These values apply to all loss specified by line item Ship To Ship To ATTR: Ship Shopper1
RM/RXSTEATX10 DEFT. University Mouling 87 N Woodmark June
Ogletity Union Architetes Tallahasse, R. 3206 United States
To update the Accounting Codes, click the " edit " button.
🧟 General 🖉 Shipping 🔍 Eviling 👍 Accounting Codes 🤗 Internal Notes and Attachments 🔥 Final Review
Co to Express Checkout Continue Bropping cart Continue Bropping
Register field, Burkensen Uvit (G. Housing of the Department
Required field: fund Required field: Location
Requisition PR Approvals PO Preview Comments Attachments Hintory Summary Shipping Billing Accounting Godes Supplier Into
Hide value descriptions Accounting Codes
These values apply to all leves or levels specified by live item
Basiess Unit Location Department Fund PC Basiess Project- GL Unit Activity Type Category Subcategory Chartfeld 1 Ourfield 2 Chartfeld 3 Budget Reference
Departed Required Required Required Field Gold Gold
For selected line items Add to Favorites
The first field is the "Business Unit GL". Click the "Select from all values" link.
Accounting Codes Teamers Unit G. Location Department Fund PC Business Unit Project-Activity Source
Select from all values.
O Required field O Required field O Required field
Click the down errow to get the value "EQUO4"
Click the down arrow to get the value "FSU01".
Accounting Codes
Business Unit GL
Hide all values
✓
Co Required field
The dram down menu will have only one value to calent. Calent "EQUO1" and it will pervelete the fiel
The drop down menu will have only one value to select. Select "FSU01" and it will populate the fiel
Hide all values
FSU01 - Florida State University
The next item is Location. Click "Select from all values".
Accounting Codes
Business Unit GL Location
FSU01
Select from all values Select from all values Select from all values
Image: Construction of the second s

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



Custom	Field Search	?
Value		
Description	alumni	×
	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.

\oplus Click to filter search results ?			Close
Results Per Page 20 🗸	Values Found 213	Page 1	✓ of 11 🕨 ?
Value	۔ د	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	ALLIMNEVI 10204		select
Accounting Codes			
Business Unit GL	Location	Department	
F5U01 × Select from all values Select from Select from OR • Required field • Required field	n all values	Select from all values Select from all values	

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**".

	Field Search	?
Value		
Description	alumni	×
	Search	

When the list comes up, select the appropriate department by clicking the "select" button.

Results Per Page 20 💙	Values	Found 12	🔳 Page 1 of 1 📐
Value	•	Description	
049000	Alumni Af	fairs	select
049001	Alumni As	sociation Vending	select
123008	Education	Alumni Affairs	select
238007	Alumni Vil	lage Renovation	select
238008	Alumni Vil	lage 2 Revenue	select
238009	Alumni Vil	lage 1 Revenue	select
241015	Alumni Vil	l Child Devlpmnt Ctr	select

The next step is to select a fund code.



Accounting Codes		
Business Unit GL	Location	Department
FSU01 × Select from all values Required field	01570004 Select from all values © Required field	241015 Select from all values Required field

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

Results Per Page 20 🗸 Values Found 157 🖪 Page 1 🗸 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 مام 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.

values.
field
ield

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".

									🕚 Go to	Express Checko	ut 🕐 Return to	shopping cart	Continue Choppi
		have complete ceed to the nex											
equisition PR	Approvals PC	O Preview Comn	ents Attachm	ents History									
Summary S	hipping E	Billing Accourt	ting Codes	Supplier Info									
													Hide value descriptio
						Accour	ting Codes						7
					These value	ues apply to all	lines unless sp	ecified by line iter	n				
Business Unit GL	Location	Department	Fund	PC Business Unit	Project- Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	edit
FSU01 Florida State University	01570004 ALUMNI VI.10004	241015 Alumni Vill Child Devlpmnt Ctr	140 E&G GR- Carryforward										

The below box will open and click "search for an assignee".



Assign Cart		×
Selected Assignee: Assign Cart To:	Search for an assignee	
Note To Assignee:		
	Ų	
	Assign	e

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		la la
Last Name	user	
First Name	Joe	
User Name		
Email		
Department		
Results Per Rage	10	

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	[select]	
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	[select]	
User03, Joe	JOE_USER03	JOE_USER03@admin.fsu.edu	+1 (850) 644-1436	[select]	
User04, Joe	JOE_USER04	JOE_USER04@admin.fsu.edu	+1 (850) 644-6204	[select]	
User05, Joe	JOE_USER05	JOE_USER05@admin.fsu.edu	+1 (850) 644-4459	[select]	
User06, Joe	JOE_USER06	JOE_USER06@admin.fsu.edu	+1 (850) 645-8840	[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: Assign Cart To:	Joe User01 Search for an assignee	
	Add to Profile	
Note To Assignee:	These are for the Alumni Village 🔨 DayCare	
	~	
	Assign	
🥝 Cart Assigned		
Next Steps You can view the cart in y Search for another Check the status of Return to your hom Create new draft ca	item an order re page	the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page
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!