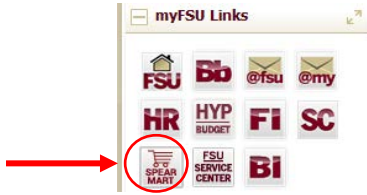
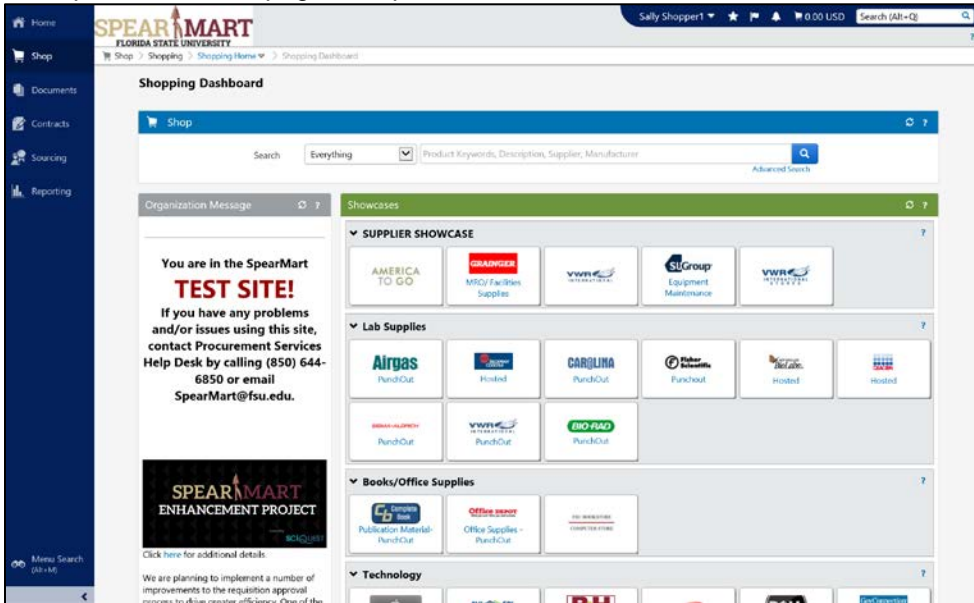


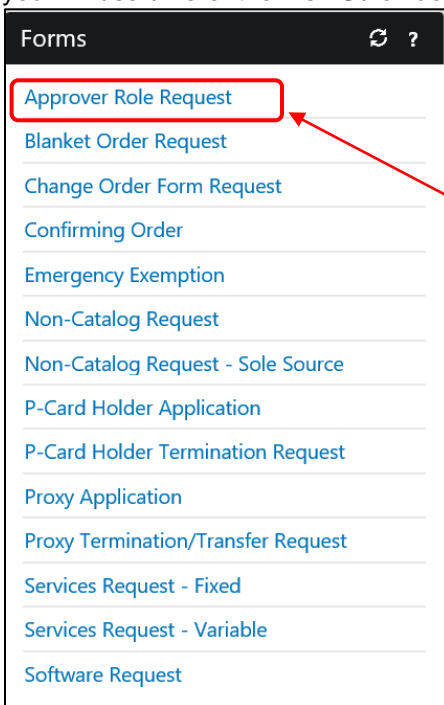
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found under the catalog icons.



Select the **“Blanket Order Request”** Form by clicking on the name of the form.

The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the “Supplier Search” link. For this example, the Supplier Search was clicked.

Blanket Order Request Available Actions: Add and go to Cart Go Close

Blanket Order Request
A Blanket Purchase Order is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supp department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details on BPOs [Click here](#)

Supplier Information
Enter Supplier
or [Supplier Search](#)

General Information
Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.
Start Date mmm/dd/yyyy
End Date mmm/dd/yyyy
Product/Service Description 254 characters remaining [expand](#) | [clear](#)
Note: The Total Dollar Amount should reflect the full amount of the PO.
Total Dollar Amount
Commodity Code search...
Authorized Signers (Required)

Enter a supplier name in the field and click the hourglass.

Supplier Search
Supplier

All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Ocala Corners location. To select the address, click the “Select” link for the appropriate address.

Supplier Search ?

Supplier

Results Per Page **Suppliers found: 1** Page 1 of 1 ?


Supplier Name/Address	Select
PUBLIX SUPER MARKETS	
LANKLAND FL: PO BOX 407 LAKELAND, FL 33802 US	Select
OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US	Select
PANAMA CITY BEACH,FL: STORE #1241 11240 PANAMA CITY BEACH PKWY PANAMA CITY BEACH, FL 32407 US	Select

Once selected, the supplier address will populate in the form. If you need to change the address, click “select a different fulfillment center”.

Special Note: For SpearMart suppliers, the SpearMart address is the default address. When using the Blanket Order Request Form, you must click “select different fulfillment center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a blanket order request form.

Next, enter the start date or select the calendar icon to select the date.

Blanket Order Request
Available Actions:



Blanket Order Request

A Blanket Purchase Order is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.

Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.

For additional details on BPOs [Click here](#)

Supplier Information

Supplier: PUBLIC SUPER MARKETS [more info...](#)
[select different supplier](#)

Fulfillment Address: OCALA CORNERS:
800 OCALA RD
TALLAHASSEE, FL 32304 US
[select different fulfillment center](#)

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Fax: +1 (850) 644-6853

General Information

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date:

End Date:

Product/Service Description:
254 characters remaining [expand](#) | [clear](#)

Select the date by clicking that day on the calendar. For this example, February 25 is selected for the start date and March 15 is selected for the end date for this blanket order. That means that purchases can only be made between these two dates.

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

[close] [clear]

Start Date


End Date

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[close] [clear]

These dates will populate the fields in the form when selected.

Blanket Order Request
Available Actions:



Blanket Order Request

A Blanket Purchase Order is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.

Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.

For additional details on BPOs [Click here](#)

Supplier Information

Supplier: PUBLIC SUPER MARKETS [more info...](#)
[select different supplier](#)

Fulfillment Address: OCALA CORNERS:
800 OCALA RD
TALLAHASSEE, FL 32304 US
[select different fulfillment center](#)

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Fax: +1 (850) 644-6853

General Information

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date: 02/25/2017

End Date: 03/15/2017

Product/Service Description:
254 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the PO.

Total Dollar Amount:

Commodity Code: [search...](#)

Authorized Signers (Required):

Next, enter the required information in the Product/Service Description field. For a blanket order, you must enter the types of products in this block. See below:

Blanket order for miscellaneous food, beverages, and paper products.

186 characters remaining [expand](#) | [clear](#)

This tells the supplier what types of items are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice. Enter the amount of money that will be encumbered on this order in the "Total Dollar Amount" field.

General Information

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Product/Service Description 186 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the PO.

Total Dollar Amount

Commodity Code search...

Then click "search" to search for a commodity code. For this example, "food" was entered. Click "Search".

Commodity Code Search ?

Code starts with...

Description contains... x

[Search](#)

Select from the list of commodities. Notice that there are two pages of codes that have "food" in the description. For this example, "Food/Beverage Products" is selected. Click "select" icon or the commodity code. Both are shown below.

Code	Description	
23181500	Food Preparation Equip (741121)	select
2318150001	Food Preparation Equip - OCO (760201)	select
2318150002	Food Preparation Equip - REPAI (740930)	select
48100000	Food services equip (741121)	select
4810000001	Food services equip - OCO (760201)	select
4810000002	Food services equip - REPAIR/M (740930)	select
48101600	Food preparation equip (741121)	select
4810160001	Food preparation equip - OCO (760201)	select
4810160002	Food preparation equip - REPAI (740930)	select
4810160005	Food Preparation Equip - Rent (741881)	select
48101700	Food/ beverage dispensing equi (741121)	select
4810170001	Food/beverage dispensing equip (760201)	select
4810170002	Food/beverage dispensing equip (740930)	select
48102000	Food Service furniture (741121)	select
4810200001	Food Service furntiure - OCO (760201)	select
4810200002	Food service furntiure - REPAI (740930)	select
48102001	Food Service Chairs (741121)	select
4810200101	Food Service Chairs - OCO (760201)	select
50000000	Food/Beverage Products (741301)	select
5000000006	Food/Beverage Products - RESAL (741016)	select


Results Per Page 20 Page 1 of 2

General Information	
Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.	
Start Date	02/25/2017 mm/dd/yyyy
End Date	03/15/2017 mm/dd/yyyy
Product/Service Description	Blanket order for miscellaneous food, beverages, and paper products. 186 characters remaining expand clear
Note: The Total Dollar Amount should reflect the full amount of the PO.	
Total Dollar Amount	150.00
Commodity Code	50000000 search...
Authorized Signers (Required)	

Enter the individuals that will be allowed to buy items using this order. Full names must be listed so the supplier can verify the individual is authorized by asking for their FSU ID at the store.

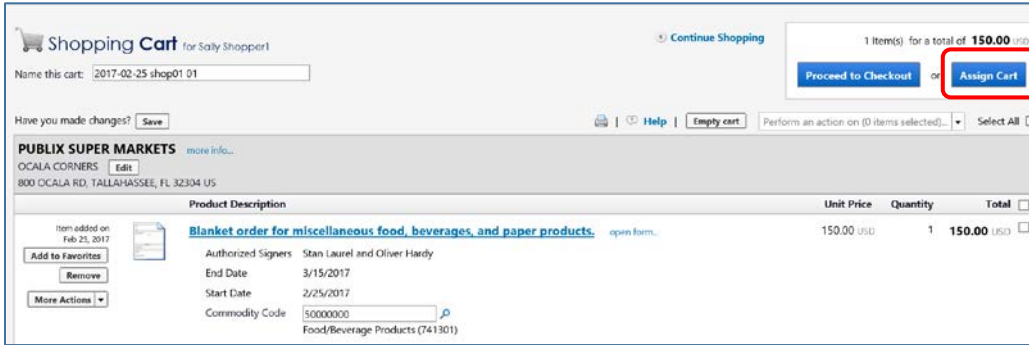
Authorized Signers (Required)
Stan Laurel and Oliver Hardy

All required fields are now filled in for this form. Go to the top of the page for actions. Since this is a blanket order, only one line is needed, so click "Go". This will populate the cart with the form information.

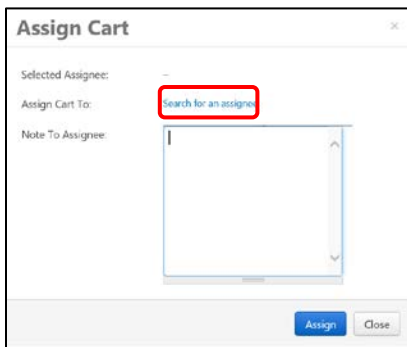
Blanket Order Request		Available Actions: Add and go to Cart Go Close
 <p>Blanket Order Request A Blanket Purchase Order is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time. Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year. For additional details on BPOs Click here</p>		
Supplier Information ?		
Supplier	PUBLIX SUPER MARKETS more info... select different supplier	
Fulfillment Address	OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US select different fulfillment center	
Distribution	The system will distribute purchase orders using the method(s) indicated below. Fax: +1 (850) 644-6853	
General Information ?		
Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.		
Start Date	02/25/2017 mm/dd/yyyy	
End Date	03/15/2017 mm/dd/yyyy	
Product/Service Description	Blanket order for miscellaneous food, beverages, and paper products. 186 characters remaining expand clear	
Note: The Total Dollar Amount should reflect the full amount of the PO.		
Total Dollar Amount	150.00	
Commodity Code	50000000 search...	
Authorized Signers (Required)		
Stan Laurel and Oliver Hardy		

Once back in the shopping cart, there are two choices. You can either assign the cart to your Requester or proceed to checkout if you know the accounting codes to enter. Both are outlined below.

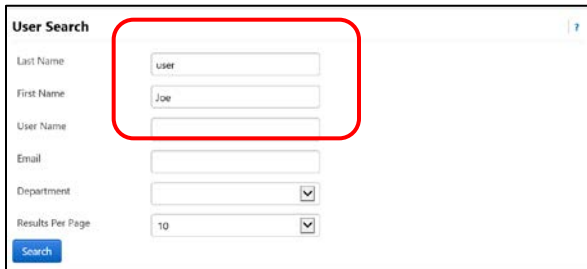
Click "Assign Cart"



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.

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]	

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 "Add to Profile" to save this assignee. Next time you want to assign a cart, they will be saved in your profile.

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

Requisition Summary	
Requisition number	1784129
Cart name	2017-02-25 shop01 01
Cart total	150.00 USD
Number of line items	1

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.

Product Description	Unit Price	Quantity	Total
Blanket order for miscellaneous food, beverages, and paper products.	150.00 USD	1	150.00 USD

The screenshot shows a requisition form with a yellow notification box at the top stating: "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." Below this, the "Shipping" section is highlighted. It contains a "Ship To" box with the following address: "ATTN: Sally Shopper1, RM/FLR/STE: A1210, DEPT: University Housing, 87 N Woodward Ave, Oglesby Union-Activities, Tallahassee, FL 32306, United States". An "edit" button is circled in red. Below the shipping information is a table for "PUBLIX SUPER MARKETS" with one line item: "Blanket order for miscellaneous food, beverages, and paper products" with a unit price of 150.00 and a quantity of 1. The subtotal is 150.00 USD.

Click the "Edit" button in the "Shipping" box to add or update the shipping address. For this example, the address needs to be changed.

Then select the "click here" link to open the box. Click "select from org addresses" to find another address.

The "Ship To" dialog box prompts the user to "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." It features a "Shipping address" dropdown menu and a link that says "To choose a different address, click here", which is circled in red. Below this is the "Address Details" section with fields for ATTN, RM/FLR/STE, DEPT, and three address lines, all populated with the same information as in the previous screenshot. "Save" and "Cancel" buttons are at the bottom.

This "Ship To" dialog box is identical to the previous one, but the link "select from org addresses" is circled in red. This link is used to open a search for organizational addresses.

To select a shipping address, click the "select from org addresses" link.

The "Address Search" dialog box has a search input field containing the text "student". Below the input field is a blue "Search" button, which is circled in red.

Click "Search" to get a list of addresses or you can enter your building name. For this example, "student" was used. A list of addresses with that word in the address will come up. Scroll down as needed to find the correct address. For this example, "Student Services" is selected.

The "Addresses Found" list shows two results. The first is "Student Life" and the second is "Student Services". The "select" button next to "Student Services" is circled in red. The details for "Student Services" are: ATTN: Sally Shopper1, RM/FLR/STE: A1210, DEPT: Procurement Services, 874 Traditions Way, Student Services Bldg, Tallahassee, FL 32306, United States.

For this example, only one address had “basketball” in the address. Click “select” to choose the address. You must enter a room number in the appropriate field.

You must add a room number and update the department name in the appropriate fields.

To save this address in your profile, you can click the **“Save this address for future use”**.

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.

As you can see above, the “Accounting Codes” tab has a red exclamation mark, which means it must be updated before submitting. Click the “Accounting Codes” tab.

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

Accounting Codes

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
Required field	Required field	Required field	Required field									

edit

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

Accounting Codes

Business Unit GL:

Click the down arrow to get the value "FSU01".

Accounting Codes

Business Unit GL

Hide all values...

▼

Required field

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

Hide all values...

FSU01 - Florida State University

The next item is Location. Click "Select from all values".

Accounting Codes

Business Unit GL: FSU01

Location:

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

Custom Field Search

Value:

Description:

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.

Results Per Page Values Found **499** Page of 25 ?

Value	Description	
02600000A	ASKEW BUILDING (STUDENT 0000A	select
02600000B	ASKEW BUILDING (STUDENT 0000B	select
02600000C	ASKEW BUILDING (STUDENT 0000C	select
02600000D	ASKEW BUILDING (STUDENT 0000D	select
02600000E	ASKEW BUILDING (STUDENT 0000E	select
02600000F	ASKEW BUILDING (STUDENT 0000F	select
02600000G	ASKEW BUILDING (STUDENT 0000G	select
02600000H	ASKEW BUILDING (STUDENT 0000H	select
02600000J	ASKEW BUILDING (STUDENT 0000J	select
02600000K	ASKEW BUILDING (STUDENT 0000K	select

The system will take you back to the page and populated the field.

Business Unit GL <input type="text" value="FSU01"/>	Location <input type="text" value="02600000C"/>	Department <input type="text" value=""/>	Fund <input type="text" value=""/>
Select from all values... Required field	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 "student" was entered. Click "Search".

Custom Field Search ?

Value

Description

[Search](#)

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

Results Per Page Values Found **137** Page of 7 ?

Value	Description	
001009	Student Veterans Center	select
003004	Search VP Student Affairs	select
006012	Athletics Student Services	select
029007	Student Business Services	select
029012	Students First	select
032000	Student Financial Services	select
032502	Student Foundation Donations	select
034112	United Student Aid Deposits	select
043108	FS284 CFMTF Student Success	select
058006	Acad Aff Student Svcs Reserve	select
061005	EEO Student Grant-in-Aid	select
065006	Student Financial Aid	select
077011	English RWC Student Activities	select
098010	UGS Student Activity Fund	select
104000	Student Academic Support Sys	select
111008	FSU Student Printing Services	select

The selection will save and you are back in the Accounting Codes area.

Business Unit GL <input type="text" value="FSU01"/>	Location <input type="text" value="02600000C"/>	Department <input type="text" value="098010"/>	Fund <input type="text" value=""/>
Select from all values... Required field	Select from all values... Required field	Select from all values... Required field	Select from all values... Required field

To select a Fund code, click the "Select from all values" in the field or enter a search for a particular fund. For this example, "activity" was entered to limit the search to student activity funds. To select a fund, click the "select" next to the appropriate fund code.

Custom Field Search ?

Value

Description

Search

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

Value	Description
610	Designated-Activity & Svc Fee 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
FSJ01	02600000C	098010	610	Select from all values...	Select from all values...	Select from all values...

Save

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 (2) Attachments History

Summary Shipping Billing **Accounting Codes** Supplier Info

Accounting Codes

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
FSJ01 Florida State University	02600000C ASKEW BUILDING (STUDENT 0000C)	098010 UGS Student Activity Fund	610 Designated-Activity & Svc Fee	no value	no value	no value	no value	no value	no value	no value	no value	no value

For selected line items **Add to Favorites** **Go**

PUBLIX SUPER MARKETS [micro info...](#)
OCALA CORNERS
800 OCALA RD, TALLAHASSEE, FL 32304 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Blanket order for miscellaneous food, beverages, and paper products. more info... Accounting Codes (same as header)			150.00	1	150.00 USD

Supplier subtotal 150.00USD
Subtotal 150.00

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:

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 ?

Last Name:

First Name:

User Name:

Email:

Department:

Results Per Page:

Search

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

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.

Assign Cart

Selected Assignee: Joe User01

Assign Cart To: Search for an assignee

Note To Assignee: Add to Profile
Order for student government activities hosted by department

Assign Close

Once “Assign” is clicked, the below notice will come up with a requisition number

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	1784129
Cart name	2017-02-25 shop01 01
Cart total	150.00 USD
Number of line items	1

You have successfully assigned your cart!