

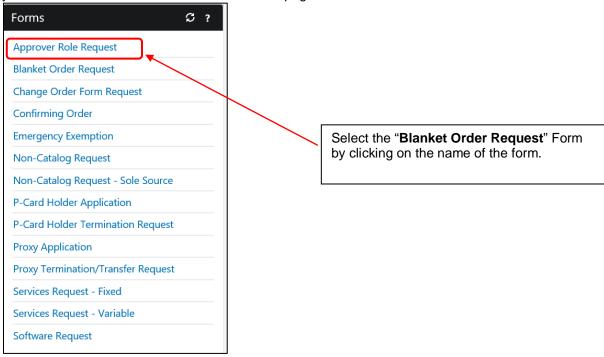
Access SpearMart by navigating to <u>https://my.fsu.edu/</u> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



## The SpearMart Home page will open.

	PEAR MART						
<u>н</u>	Shop > Shopping > Shopping Home ♥ > Shopping Dail	iboard					
ments	Shopping Dashboard						
racts	🐂 Shop						0
sing	Search Everys	hing Prod	uct Keywords, Description	, Supplier, Manufact	unit.	Q. Advarced Search	
rting	Organization Message Ø 7	Showcases					0 1
			VCASE				7
	You are in the SpearMart TEST SITE!	AMERICA TO GO	GRADVGER MEC/Facilities Supplies	YWN¢3	Equipment Maintenance	WR S	
	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	Houlied	CARGLINA PunchiOut	Ethtin, Purchout	Belate. Hosted	Hosted
		PunchOut	PunchOut	BIO RAD PurchCut			
	SPEAR	✓ Books/Office Su	pplies				7
	ENHANCEMENT PROJECT	Publication Material- DurchCut	Office supplies - PunchCut	THE INCLUSION OF THE OTHER			
a Search 0	Click here for additional details. We are planning to implement a number of	✓ Technology					,

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.





## JOB AID Shopping Using a Blanket Order Request 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 Reques	t Available Actions: Add and go to Cart 🗸 Go Close
PROCUREMENT SERVICES	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 f	or this Blanket Purchase Order. Do not exceed the current fiscal year.
Start Date	
End Date	mm/dd/yyyy
Product/Service Descripti	
	254 characters remaining expand   clear
	ount should reflect the full amount of the PO.
Total Dollar Amount	
Commodity Code	search
Authorized Signers (Requ	ired)

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

Supplier Search			
Supplier	Publix	×	Q

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	Publix	
Results Per Page 20 🗸	Suppliers found: 1	Page 1 of 1 2 ?
	Supplier Name/Address	Select
PUBLIX SUPER MARKETS		
LANKLAND FL: PO BOX 4	07 LAKELAND, FL 33802 US	Select
OCALA CORNERS: 800 OC/	ALA RD TALLAHASSEE, FL 32304 US	Select
PANAMA CITY BEACH, FL: S	TORE #1241 11240 PANAMA CITY BEACH PKWY PANAMA CITY BEACH, FL 324	407 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".

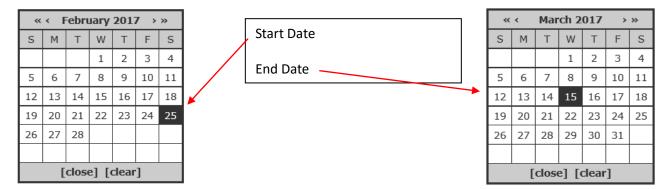
**Special Note:** For SpearMart suppliers, the SpearMart address is the default address. When using the Blanket Order Request Form, you must click "select different fulfillment center" to change from that SpearMart address to the "Main" address. Orders will fail if the SpearMart address is used with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



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

Blanket Order Reques	t Available Actions: Add and go to Cart 🗸 Go Close
PROCUREMENT	Blanket Order Request A Blanket 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 supple 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	PUBLIX SUPER MARKETS more info select different supplier
Fulfillment Address	OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US salect different fulfilment center
Distribution	
The system will distribute pur	chase orders using the method(s) indicated below:
Fax	+1 (850) 644-6853
	General Information
Enter the period of time Start Date	for this Blanket Purchase Order. Do not exceed the current fiscal year.
End Date	mm/dd/yyyy
Product/Service Descript	ion 🗘
	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.



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

select Silverst supple Foldilliment Address select Silverst supple Foldilliment Address BD O.CALA 8D Foldilliment Address BD O.CALA 8D TALLANASSE, FL 32.00 US webct Silverst Lilliment center Distribution Fax +1 (\$00) 644-653 Fax Borneral Information Enter the period of time for this Blacket Purchase Order, Do not exceed the current final year. Start Date Distribution Fax Borneral Information F	PROCUREMENT	department may use on a recurring basis to or	hat is not line-item specific. It is a means to set aside a lump sum of money to a specific for services/communicate suppliers for a specified period of time. a case-by-case basis with a maximum term of one year.	supplier that a
saket different tapple  Fulfillment Address  Self College Self  Self C			Supplier Information	
BOD CACLA BD TALLANASSEE, FI 22DO US subcl Silvane Callback SEE TallANASSEE TallANASSEE, FI 22DO US subcl S	Supplier			
he general didention purchase orders using the method(s) located below:           Far.         > 15550 (644-6653           Enter the period of time for this Blacket Purchase Order. Do not exceed the current flical year.         San Data           San Data         000000000000000000000000000000000000	Fulfillment Address		800 OCALA RD TALLAHASSEE, FL 32304 US	
fax     + 1 (300) P44-6431       General Information       Enter the period of time for this Blanket Purchase Order. Do not exceed the current filead year.       Start Data       B2/25/2027       Dirth/2027       Dirth/2027 <td>Distribution</td> <td></td> <td></td> <td></td>	Distribution			
Ceneral Information Inter the period of time for this Blanket Purchase Order. Do not exceed the current flical year. Star Date Description	The system will distribute pure	hase orders using the method(t) indicated below		
Enter the period of time for this Blanket Parchase Order. Do not exceed the current Fluid year. Start Date	Fax		+1 (850) 644-6853	
Start Date 02/25/0037 01 00/15/00/01 02/25/0037 01 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/037 00/15/20/0000000000000000000000000000000			General Information	
Ind Date  Ind Date Ind Ind Ind Date Ind Ind Date Ind Ind Date Ind	Enter the period of time f	or this Blanket Purchase Order. Do not excee	d the current fiscal year.	
Product/Service Description  Product/Service Description  234 dowsters remaining expand [cdear  234 dowsters	Start Date			
Stote: The Total Dollar Amount should reflect the full amount of the PO. Total Dollar Amount Commodify Code Authorized Signers (Required)	End Date			
Note: The Total Dullar Amount should reflect the full amount of the PO. Total Dollar Amount Commodity Code Authorized Signers (Required)	Product/Service Descripti	ion .	C	
Total Dollar Amount Commutity Code Authorized Signers (Required)			214 characters remaining expand   clear	
Commodity Code	Note: The Total Dollar Amo	unt should reflect the full amount of the PO.		
Authorized Signers (Required)	Total Dollar Amount			
	Commodity Code		pearly.	
	Authorized Signers (Requ	ired)	Ale and a second se	
10 denotes and ide				
10 denotes concident				
	150 character considered			and a distance of the state

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:



Description contains... food

## JOB AID Shopping Using a Blanket Order Request Form

Blanket order for miscellaneous beverages, and paper products	
186 characters remaining	expand   clear

Search

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 r	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 t	he PO.
Total Dollar Amount	150.00
Commodity Code	search
Then click "search" to search for a commo	dity code. For this example, "food" was entered. Click "Search'
Commodity Code Search	?
Code starts with	

×

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.

Results Per Page 20 💙	Results 24	4	■ Page 1 ✔ of 2 ▶ ?
Code	*	Description	۵
23181500	Food Preparation Equi	ip (741121)	select
2318150001	Food Preparation Equi	ip - OCO (760201)	select
2318150002	Food Preparation Equi	ip - REPAI (740930)	select
48100000	Food services equip (7	41121)	select
4810000001	Food services equip -	OCO (760201)	select
4810000002	Food services equip -	REPAIR/M (740930)	select
48101600	Food preparation equi	ip (741121)	select
4810160001	Food preparation equi	ip - OCO (760201)	select
4810160002	Food preparation equi	ip - REPAI (740930)	select
4810160005	Food Preparation Equi	ip - Rent (741881)	select
48101700	Food/ beverage disper	nsing equi (741121)	select
4810170001	Food/beverage dispen	nsing equip (760201)	select
4810170002	Food/beverage dispen	nsing 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 (7	41121)	select
4810200101	Food Service Chairs - 0	OCO (760201)	select
50000000	Food/Beverage Produc	cts (741301)	select
500000006	Food/Beverage Produc	cts - RESAL (741016)	select



	General Information
Enter the period of time for this Blanket Purchase Order. Do not exceed	I 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 🔗 😡
department may use or	er 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 a recurring basis to order services/consumable supplies for a specified period of time. may approve BPOs on a case-by-case basis with a maximum term of one year.	
	Supplier Information	7
Supplier	PUBLIX SUPER MARKETS more info select different supplier	
Fulfillment Address	OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32 304 US select different fulfilment center	
	od(s) indicated below:	
The system will distribute purchase orders using the meth	od(c) indicated below: +1 (850) 644-6853	
The system will distribute purchase orders using the meth		7
The system will distribute purchase orders using the meth Fax	+1 (850) 644-6853 General Information	7
The system will distribute purchase orders using the med Fax Enter the period of time for this Blanket Purchas	+1 (850) 644-6853 General Information	2
The system will distribute purchase orders using the med Fax Enter the period of time for this Blanket Purchas Start Date	+1 (850) 644-6853 General Information e Order. Do not exceed the current fiscal year. 02/25/2017	7
The system will distribute purchase orders using the meth Fax Enter the period of time for this Blanket Purchas Start Date End Date	+ 1 (850) 644-6853 General Information e Order. Do not exceed the current fiscal year. 02/25/2017 mm/d/dypyy 03/15/2017	7
The system will distribute purchase orders using the med Fax Enter the period of time for this Blanket Purchas Start Date End Date Product/Service Description	+ 1 (850) 644-6853 General Information e Order. Do not exceed the current fiscal year. 02/25/2017 mm/dd/yyyy 03/15/2017 Blanket order for miscellaneous food, beverages, and paper products. 106 characters remaining expand   clear	7
The system will distribute purchase orders using the medi Fax Enter the period of time for this Blanket Purchas Start Date End Date Product/Service Description Note: The Total Dollar Amount should reflect the fu	+ 1 (850) 644-6853 General Information e Order. Do not exceed the current fiscal year. 02/25/2017 mm/dd/yyyy 03/15/2017 Blanket order for miscellaneous food, beverages, and paper products. 106 characters remaining expand   clear	7
Distribution The system will distibute purchase orders using the med Fax Enter the period of time for this Blanket Purchas Start Date End Date Product/Service Description Note: The Total Dollar Amount should reflect the fu Total Dollar Amount Commodity Code	+ 1 (850) 644-6853  General Information  e Order. Do not exceed the current fiscal year.  D02/25/2017  mm(4d/)yyy  Barnout of the PO.  arrount of the PO.	7

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"

ame this cart: 2017-02-25 shop		• Continue Shopping	1 ltr		Assign Cart
ave you made changes? Save		🗎   🖱 Help   Empty cart   Pa	erform an action on (0 ib	ems selected	]_   ▼ Select All [
UBLIX SUPER MARKETS	more info				
DUBLIX SUPER MARKETS DCALA CORNERS Edit 00 OCALA RD, TALLAHASSEE, FL			Unit Price	Quantity	Total 🗌

1. Assign Cart: Once you click "Assign Cart", the below page will show up.

Assign Cart			×
Selected Assignee: Assign Cart To:	- Search for an a	issigner	
Note To Assignee:	I	^	
		~	
		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.

	1
user	
Joe	
10	
	Joe

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

1-10 of 45 Result	s 🔻 🔇 🔪			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.



Assign Cart	×	
Selected Assignee:	Joe User01	
Assign Cart To:	Search for an assignee	
Note To Assignee:	Order for student government activities hosted by department	Click "Add to Profile" to save this assignee. Next time you want to assign a cart, they will be saved in your profile.
	~	
	Assign Close	

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

Cart Assigned	1
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 of Return to your ho Create new draft.	of an order me page
Requisition Summa	ry -
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.

ame this cart: 2017-02-25 shop		<ul> <li>Continue Shoppi</li> </ul>	Proceed to Che		otal of 150.00	
ave you made changes? Save	more info.,	🚔   🔍 Help   Empty cart	Perform an action on (0 it	terns selected	i) 🔽 Select	AII (
CALA CORNERS Edit						
00 ocala RD, Tallahassee, FL	Product Description		Unit Price	Quantity	Tota	



		Shipping These values apply to all lines unless specified	? I by line ite					
		Shipping address ATTN: Sally Shoppert RM/FLR/STE: A1210 DEPT: University Houn 87 N Woodward Ave Cglesby Urion: Activity Tallahussee H, 32306	sing ties					
		Talianassee, PL 32306 United States	5					
					and the bar of	die ferster		
	LIX SUPER MARKETS moleido_			For	selected line items	dd to Favorites		~
OCALA	LIX SUPER MARKETS more info CORNERS CAR ADT, TALLAMASSEE, PL 32304 US			For	r selected line items A	dd to Favorites		-
OCALA	CORNERS			For			at. Prio	

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.

Ship To		r x	Ship To	? X
		ing address for this order. If address from the available		low to enter your shipping address for this order. If ange, select a different address from the available
Shipping address	select from your add	resses	Shipping address	select from your addresses
To choose a different	t address, click here	)		select from org addresses
Address Details			Address Details	
ATTN:	Sally Shopper1		ATTN:	Sally Shopper1
RM/FLR/STE:	A1210		RM/FLR/STE:	A1210
DEPT:	University Housing	1	DEPT:	University Housing
Address Line 1	87 N Woodward A	ve	Address Line 1	87 N Woodward Ave
Address Line 2	Oglesby Union-Act	tivities	Address Line 2	Oglesby Union-Activities
City	Tallahassee		City	Tallahassee
State	FL		State	FL
Zip Code	32306		Zip Code	32306 United States
Country	United States	~	Country	United States
	Save Cancel	1		Save Cancel
To select a	shipping ad	dress, click the "sel	ect from org ad	dresses" link.
🗆 Addre	ss Search			?
Nickname Text	e / Address	student		×

Search

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.

Results Per Page 20 V	Addresses Found: 2	Page 1 of 1 Page 1
Name	Address	
Student Life	ATTN: Sally Shopper1 RM/FLR/STE DEPT: Procurement Services 942 Learning Way Ackew BLg Tallahassee, FL 32306 United States	select
Student Services	ATTN: Sally Shopper1 RM/FLR/STE DEPT: Procurement Services 8/4 Traditions Way Student Services Bldg Tallahassee, FL 32306 United States	select



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.

Ship To		? X
3 No User Addresses		
	ow to enter your shipping address for this order e, select a different address from the available op	
Shipping address	select from org addresses	
Address Details		
ATTN:	Sally Shopper1 X	
RM/FLR/STE: DEPT:	1229 Student Government	
Address Line 1 Address Line 2	8/4 Traditions Way Student Services Bldg	
City	Tallahassee	
State	FL	
Zip Code	32306	
Country	United States ave this address for future use Name this address (e.g. Main St)	
	Student Services	
	Check this box to make this the default	
	address in the future.	
	Save Cancel	

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

🥥 General 🛜 S	hipping 🥝 Billi	ig 🗼 Accounting Co	ides 🥼 Internal Notes and Atta	chments 🛕 Final Review		Checkout 🕚 Return ti		Assig	-
		- S	ed information in this step. A g. Go straight to the end: Fina	t this point, you can do the follov Il Review.			e anopping ca		
equisition PR App	provals PO Previe	Comments (2) Atta	chments History						
Summary Ship	ping Billing	Accounting Codes	Supplier Info						1
				Shipping	7			Hide value de	05CI
			These values a Ship To Shipping address	pply to all lines unless specified by line item ATTN: Sally Shopper1 RMFRASTE: 1229 DPPT: Student Government 874 Traditions Way Student: Services Bidg Tallahassee, FL 32306 United States	edit				
						For selected line item	s Add to Favo	rites	~
CALA CORNERS	LAHASSEE, FL 323								
Product D				Catalog No	Size / Packagi		Quantity	Ext. Price	
1 Blanket on	der for miscellane	ous food, beverages, a	and paper products. in more inf Ship To (same as he		sdit	150.00	1	150.00 USD	
						Supplier subtot	tal	150.00	US
						Subtotal		150.00	

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.

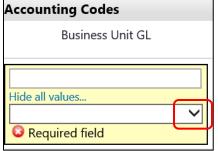


	Required f     Required f     Required f	idy to got The list I field: Business Unit GL field: Department field: Fund field: Location	below needs to b	e addressed	d before the	e request ca	n be submitte	rd.					
equisition PRA	pprovals PO Previe	w Comments (2) A	ttachments Histor	y									
Summary Sh	ipping Billing	Accounting Code	Supplier Info										-
												Hide value de	scapta
						nting Codes							
Business Unit GL	Location Dep	artment Fund	PC Business Unit	Project- Activity	Source Type		cilied by live iter Subcategory		Chartfield 2	Chartfield 3	Budget Reference		edit
O Required field	O Required field	puired Required	(an article										
									For se	lected line item	Add to Favori	ites 🔹	~ ] G
CALA CORNERS	ALLAHASSEE, FL 323												
Product	Description					6	talog No	Size /	Packaging	Unit Price	Quantity	Ext. Price	
	order for miscellan Codes (same as her	eous food, beverage sder)	s, and paper prod	ects. 📄 🕋 no	re info					150.00	1	150.00 USD	

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

Accounting Codes	Location	Department	Fund	PC Business Unit	Project-Activity	Sour
tunness con oc	Location	Celtanues	Fund	PC BUSINESS UNIT	Project-activity	500
Select from all values Required field	Select from all values © Required field	Required field	Required field	Select from all values.		
						-

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.

Hide all values	
ESU01 - Elorida State University	

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

Accounting Codes	
Business Unit GL	Location
FSU01 Select from all values Required field	Select from all values Required field

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

Custom Field Search				
Value				
Description	student	×		
	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.



Fund

Results Per Page 20 🗸	Values Found 499	✓ Page 1 ✓ of 25 ▶ ?
Value 🔺	Description	<u>م</u>
0260000A	ASKEW BUILDING (STUDENT 0000A	select
0260000B	ASKEW BUILDING (STUDENT 0000B	select
0260000C	ASKEW BUILDING (STUDENT 0000C	select
0260000D	ASKEW BUILDING (STUDENT 0000D	select
02600000E	ASKEW BUILDING (STUDENT 0000E	select
02600000F	ASKEW BUILDING (STUDENT 0000F	select
0260000G	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.

FSU01 ×	02600000C		
Select from all values			
😳 Required field	😳 Required field	😳 Required field	😳 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	student	×			
Search					

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

Results Per Page 20 🗸	Values Found 137	Page 1 V of 7 ? ?
Value	<ul> <li>Description</li> </ul>	
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	Location	Department	Fund
FSU01 × Select from all values Required field	02600000C Select from all values Required field	098010 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.



## JOB AID Shopping Using a Blanket Order Request Form

Custom	Field Search	?
Value		
Description	activity	×
	Search	

Results Per Page 20 🗸	Values Found 1		🔳 Page 1 of 1 📐 <b>?</b>
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.

Business Unit GL		Location	Department	Fund	PC Business Unit	Project-Activity	Source
FSU01	×	0260000C	098010	610			
elect from all values Required field		Select from all values © Required field	Select from all values © Required field	Select from all values Q Required field	Select from all volues		

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".

			10		ed information			10.00							
equisition PR	Approvals	PO Preview	Comme	nts (2) Atta	chments History	1									
Summary   !	Shipping	Billing	Accounti	ng Codes	Supplier Info										9
														Hide value de	scriptio
								nting Codes							7
						These val	ues apply to all		ecified by line iter						
Business Unit GL	Location	Depar	tment	Fund	PC Business Unit	Project- Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference		edit
FSU01 Florida State University	025000000 ASKEW BUILDING ISTUDENT 0000C	UGS SI Activity	tudent I	610 Designated- activity & Svc Fee											
											For	selected line item:	Add to Favor	ites 🔪	Go
CALA CORNER 00 OCALA RD,	RS														
Produ	ct Descriptio	on						G	atalog No	Size /	Packaging	Unit Price	Quantity	Ext. Price	
	t order for n ng Codes (sa			oeverages, a	ind paper produ	icts. 📄 🛛 moi	re info					150.00	1	150.00 USD edit	
												Supplier subtot	al	150.000	ISD
												supplier subtor		150.000	

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



Assign Cart		×
Selected Assignee: Assign Cart To: Note To Assignee:	Search for an assignee	
	Assign Clo	se

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.

Jser Search		1
Last Name	user	
First Name	Joe	
User Name		
Email		
Department		
Results For Puge	10	

Select the appropriate Requester from the list by clicking "Select" on the appropriate line.

1-10 of 45 Results ▼						
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
	Add to Profile
Note To Assignee:	Order for student government activities hosted by department
	~
	Assign

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 Summar	у			
Requisition number	1784129			
Cart name	rt name 2017-02-25 shop01 01			
Cart total	150.00 USD			
Number of line items	3			

You have successfully assigned your cart!