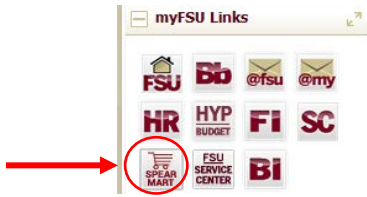
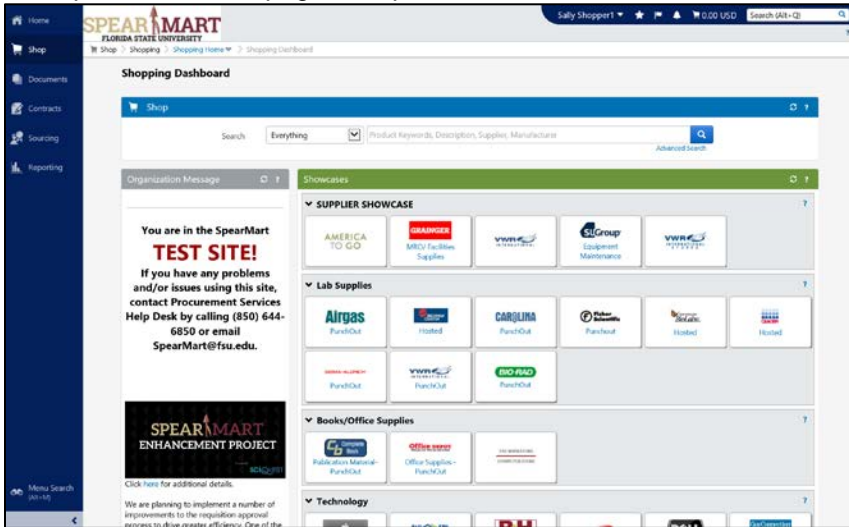


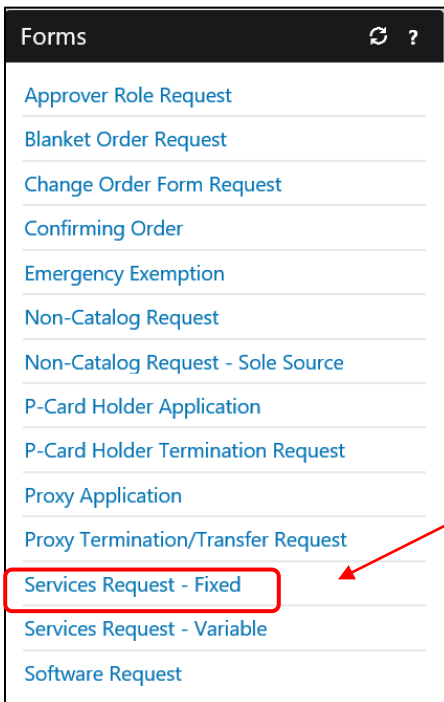
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



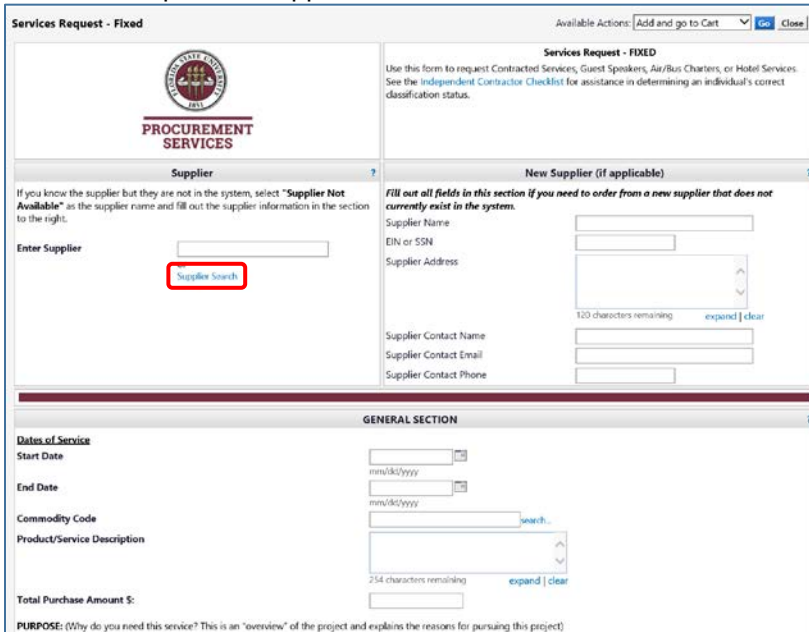
Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found under the catalog icons. The form you will select depends on the type of requisition you want to enter. For this example, we have a supplier that has provided a quote for one price to come in and do a one-day training seminar. Therefore, the “Services Request – Fixed form is selected.



Select the “**Services Request-Fixed**” Form by clicking on the name of the form.

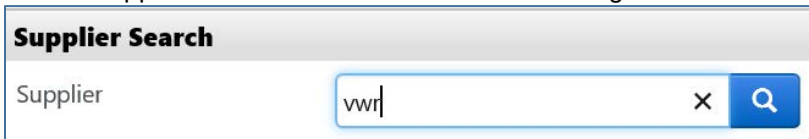
The form will open. First, you must select a supplier. Enter the name of the supplier or click the “Supplier Search” link.

For this example, the Supplier Search was clicked.



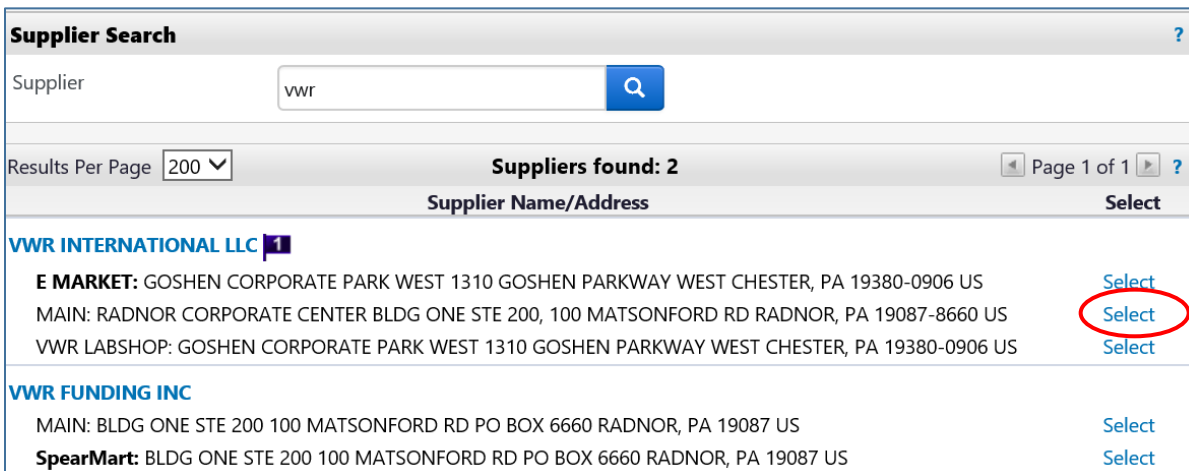
The screenshot shows the 'Services Request - Fixed' form. The 'Supplier' section has a 'Supplier Search' button highlighted with a red box. The 'New Supplier (if applicable)' section contains fields for Supplier Name, EIN or SSN, Supplier Address, Supplier Contact Name, Supplier Contact Email, and Supplier Contact Phone. The 'GENERAL SECTION' includes fields for Dates of Service (Start and End), Commodity Code, Product/Service Description, and Total Purchase Amount.

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



The close-up shows the 'Supplier Search' header and an input field containing 'vwr'. A blue search button with a magnifying glass icon is visible to the right of the input field.

All active addresses for the supplier will come up on the list. For this particular supplier, VWR, there are several choices. For this service, select the "Main" address. To select the address, click the "Select" link for the appropriate address.



The screenshot shows the search results for 'vwr'. It displays 'Suppliers found: 2' and a table of results. The first supplier is 'VWR INTERNATIONAL LLC' with three addresses listed. The 'MAIN' address is circled in red, and its 'Select' link is also circled in red. The second supplier is 'VWR FUNDING INC' with two addresses listed, each with a 'Select' link.

Supplier Name/Address	Select
<b>VWR INTERNATIONAL LLC</b>	
<b>E MARKET:</b> GOSHEN CORPORATE PARK WEST 1310 GOSHEN PARKWAY WEST CHESTER, PA 19380-0906 US	Select
<b>MAIN:</b> RADNOR CORPORATE CENTER BLDG ONE STE 200, 100 MATSONFORD RD RADNOR, PA 19087-8660 US	Select
<b>VWR LABSHOP:</b> GOSHEN CORPORATE PARK WEST 1310 GOSHEN PARKWAY WEST CHESTER, PA 19380-0906 US	Select
<b>VWR FUNDING INC</b>	
<b>MAIN:</b> BLDG ONE STE 200 100 MATSONFORD RD PO BOX 6660 RADNOR, PA 19087 US	Select
<b>SpearMart:</b> BLDG ONE STE 200 100 MATSONFORD RD PO BOX 6660 RADNOR, PA 19087 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 Services Request – Fixed Form, you must ensure that you are not using an address that says "EMarket or SpearMart". To change an address, click "select a different fulfillment center". Orders will fail if the SpearMart address is used with a Services request form.

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

**Services Request - Fixed**

Available Actions: Add and go to Cart Go Close

**PROCUREMENT SERVICES**

**Supplier**  
If you know the supplier but they are not in the system, select "Supplier Not Available" as the supplier name and fill out the supplier information in the section to the right.

Supplier: VWR INTERNATIONAL LLC [more info...](#)  
[select different supplier](#)

**Fulfillment Address**  
MAIN:  
RADNOR CORPORATE CENTER  
BLDG ONE  
STE 200, 100 MATSONFORD RD  
RADNOR, PA 19087-8660 US  
[select different fulfillment center](#)

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
Fax: +1 (850) 644-5853

**GENERAL SECTION**

**Dates of Service**

Start Date:

End Date:

Commodity Code:

Product/Service Description:

Select the date by clicking that day on the calendar. For this example, March 13 is selected for the start date and the end date since it is a one-day class. The end date is the ending date that the service will be performed.

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]

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. If the service lasted two weeks, you would pick a different ending date for this service that is two weeks after the start date.

**GENERAL SECTION**

**Dates of Service**

Start Date: 03/13/2017

End Date: 03/13/2017

Commodity Code:

Product/Service Description:

Total Purchase Amount \$:

PURPOSE: (Why do you need this service? This is an "overview" of the project and explains the reasons for pursuing this project)

Next click "search" to find the commodity code for a training service, since this is for a training seminar.

**Commodity Code Search**

Code starts with...

Description contains... training

Search

To find a commodity code, you can enter "serv" because all service commodity descriptions contain these letters or part of the description of the type of service. Since we know this is for training, that is what was entered in this search. Click "Search".

The search results show two choices for "training" services. Select the "Education/Training Services by clicking the

“Select” button or directly on the commodity code.

Code	Description	
42301500	Aids for medical training (741251)	<a href="#">select</a>
86000000	Education/ Training Services (740272)	<a href="#">select</a>

The commodity code will populate the field.

**GENERAL SECTION**

**Dates of Service**

Start Date: 03/13/2017  
mm/dd/yyyy

End Date: 03/13/2017  
mm/dd/yyyy

Commodity Code: 86000000 search...

Product/Service Description:   
254 characters remaining expand | clear

Total Purchase Amount \$:

Enter the description of the services that you are paying this supplier to perform and then enter the “Total Purchase Amount”, which is the quote amount provided by the supplier for the training seminar.

**GENERAL SECTION**

**Dates of Service**

Start Date: 03/13/2017  
mm/dd/yyyy

End Date: 03/13/2017  
mm/dd/yyyy

Commodity Code: 86000000 search...

Product/Service Description: Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants.   
39 characters remaining expand | clear

Total Purchase Amount \$: 250.00

Enter the required information in each of the fields shown below. Explanations as to what is needed are above each field.

**PURPOSE:** (Why do you need this service? This is an “overview” of the project and explains the reasons for pursuing this project)  
Due to the risks of material handling in our labs, this training is needed for new student lab technicians.  
893 characters remaining expand | clear

**SCOPE OF WORK:** (What specifically do you need done? What is the expected outcome? Who will provide what?)  
Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants.  
1785 characters remaining expand | clear

**LOCATION OF WORK:** (Where is the work to be done?)  
Biology Building on FSU campus.  
469 characters remaining expand | clear

**DELIVERABLES AND DELIVERY SCHEDULE:** (List all outputs/outcomes with specific due dates or timeframes)  
Course materials and handouts for each participant in the seminar.  
1934 characters remaining expand | clear

**OTHER COMMENTS:** (Describe anything not covered such as industry specific standards that must be adhered to, required certifications, etc.)  
(i.e. for charters, please include # of passengers, departure and arrival times, pickup and drop-off times and locations, specify if snacks or meals are to be provided, how many buses needed or type of airplane needed)  
N/A  
1997 characters remaining expand | clear

FSU Project Mgr Name: Butch Cassidy  
FSU Project Mgr Phone: 555-555-5555  
FSU Project Mgr Email: butch@fsu.edu x  
Contractor Project Mgr Name:

Also required is the full name, full phone number and email address for the FSU contract manager. This is the individual at FSU that is responsible to ensure the supplier provides the full service and they certify payment is due to the supplier.

Click the appropriate buttons to answer the questions about paying for travel and whether the service is a Sole Source or not. In this example, “No” was selected for both questions. If you answered “Yes” to either, there are additional fields that must be filled out.

**Note:** Travel expenses that are paid via a purchase order must be paid in accordance with Florida Statutes. It is recommended to have the supplier include their travel expenses in their pricing quote total to avoid having to submit numerous documents as per Florida Statutes.

FSU Project Mgr Name: Butch Cassidy  
 FSU Project Mgr Phone: 555-555-5555  
 FSU Project Mgr Email: butch@fsu.edu  
 Contractor Project Mgr Name:   
 Contract Project Mgr Phone:   
 Contract Project Mgr Email:   
**Travel Expenses**  
 Is department planning to arrange or pay any travel expenses?  Yes  No  
 Is this a Sole Source  Yes  No  
 If Yes above, please complete the Sole Source Section below.

**SOLE SOURCE SECTION**

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service. Best price does not make a good or service a valid sole source. Please complete the questions below to assist us in making a final determination. Please also include specifications and a quote (including shipping/handling charges) from the supplier with this form. For additional details on Sole Sources Click [here](#).

1) Explain what part or parts of the stated specification restrict the requisition to only one supplier and explain how these specifications are essential to the accomplishment of your work:  
 2000 characters remaining expand | clear

2) Prior to submitting this requisition, did you investigate other possible sources?  Yes  No  
 If Yes, Did you obtain quotes from the other sources? If yes, please include with this form.  Yes  No

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory:  
 1000 characters remaining expand | clear

When the form is completed, scroll to the top of the page and select, “Add and go to Cart”, then click “Go”.

Services Request - Fixed Available Actions: Add and go to Cart **Go** Close

**Services Request - FIXED**

Use this form to request Contracted Services, Guest Speakers, Air/Bus Charters, or Hotel Services. See the [Independent Contractor Checklist](#) for assistance in determining an individual's correct classification status.

You have now put your form into a shopping cart.

Shopping Cart for Sally Shopper! Continue Shopping 1 Item(s) for a total of **250.00** USD

Name this cart: 2017-02-25 shop01 01 Proceed to Checkout **Assign Cart**

Have you made changes?    Perform an action on (0 items selected):

**VWR INTERNATIONAL LLC** [more info...](#)  
 MAIN Edit  
 RADNOR CORPORATE CENTER, BLDG ONE, STE 200, 100 MATSONFORD RD, RADNOR, PA 19087-8660 US

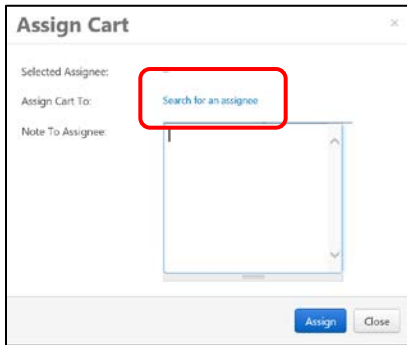
Product Description	Unit Price	Quantity	Total
Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants. <small>Item added on Feb 23, 2017</small>	250.00 USD	1	250.00 USD

Commodity Code: 06000000 Education/ Training Services (740272)

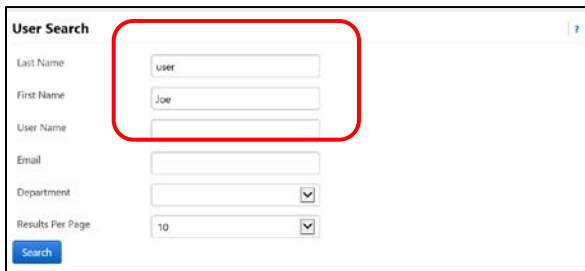
Once back in the shopping cart, there are two choices. You can either assign the cart to your Requester or proceed to checkout if you know the accounting codes to enter. Both are outlined below.

Click "Assign Cart"

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



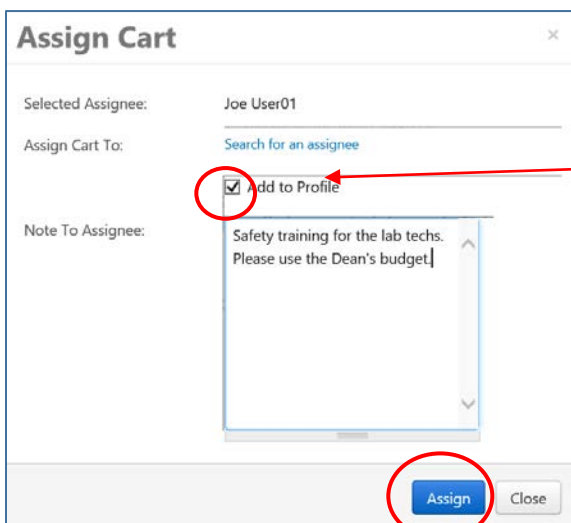
Click "**Search for an Assignee**" to find your Requester in your department to assign the cart to. Enter their first and last name in the "User Search" below.



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

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.

**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	1784130
Cart name	2017-02-25 shop01 01
Cart total	250.00 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.

Shopping Cart for Sally Shopper1

Continue Shopping

1 Item(s) for a total of **250.00 USD**

Proceed to Checkout (circled in red) Assign Cart

Name this cart: 2017-02-25 shop01 01

Have you made changes? Save

Help Empty cart Perform an action on (0) items selected. Select All

**VWR INTERNATIONAL LLC** more info...  
MAIN Edit  
RADNOR CORPORATE CENTER, BLDG ONE, STE 200, 100 MATSONFORD RD, RADNOR, PA 19087-8660 US

Product Description	Unit Price	Quantity	Total
Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants. open form...	250.00 USD	1	250.00 USD

Item added on Feb 25, 2017

Add to Favorites Remove More Actions

Commodity Code 860000000 Education/ Training Services (740272)

General Shipping Billing Accounting Codes Internal Notes and Attachments Final Review Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

**Almost ready to go! The list below needs to be addressed before the request can be submitted.**

- Required field: Shipping address

Requisition PR Approvals PO Preview Comments (2) Attachments History

Summary Shipping Billing Accounting Codes Supplier Info

Hide value descriptions

**Shipping** ?

These values apply to all lines unless specified by line item

Ship To Shipping address **edit** (circled in red)

Required field

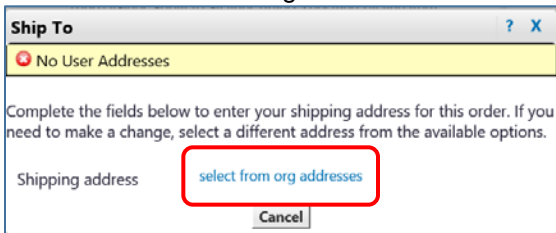
For selected line items: Add to Favorites Go

**VWR INTERNATIONAL LLC** more info...  
MAIN  
RADNOR CORPORATE CENTER, BLDG ONE, STE 200, 100 MATSONFORD RD, RADNOR, PA 19087-8660 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants. more info...			250.00	1	250.00 USD
Ship To (same as header) edit					
Supplier subtotal					250.00USD
Subtotal					250.00
Total					250.00 USD

Click the “**Edit**” button in the “Shipping” box to add or update the shipping address. For this example, no address exists, so the address needs to be added.

Click the “select from org addresses” link.



**Ship To** ? X

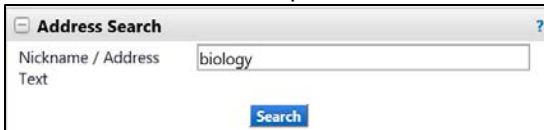
No User Addresses

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

In the search box, enter part or all of the name of the building. For this example, “biology” was entered.

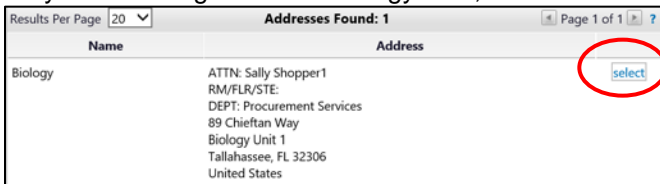


**Address Search** ?

Nickname / Address Text

Search

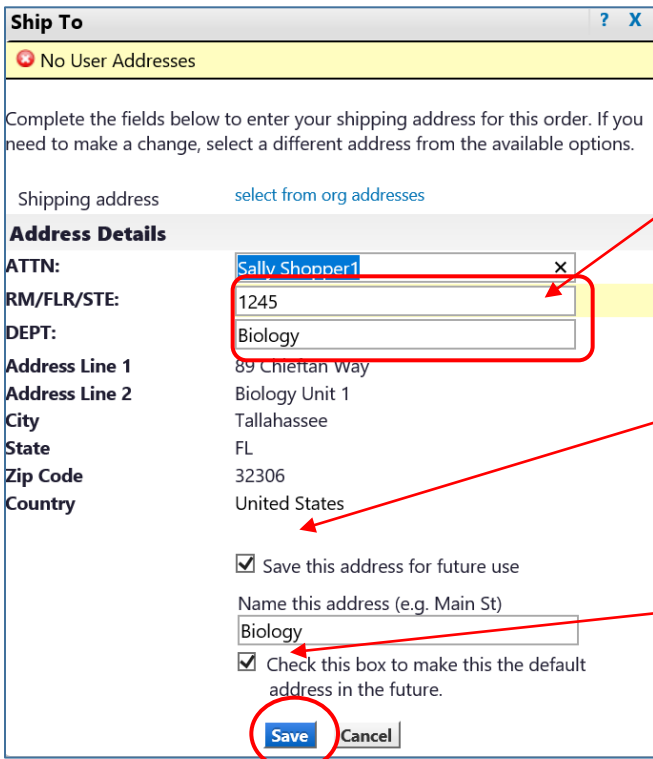
Only one building contains “biology” in it, so click “select” to choose this address.



Results Per Page 20 Addresses Found: 1 Page 1 of 1 ?

Name	Address
Biology	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 89 Chieftan Way Biology Unit 1 Tallahassee, FL 32306 United States

select



**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 89 Chieftan Way

Address Line 2 Biology Unit 1

City Tallahassee

State FL

Zip Code 32306

Country United States

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

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.

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, “biology” 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.

Value	Description	
00390100	BIOLOGY UNIT I0100	<a href="#">select</a>
00390100A	BIOLOGY UNIT I0100A	<a href="#">select</a>
00390100B	BIOLOGY UNIT I0100B	<a href="#">select</a>
00390100C	BIOLOGY UNIT I0100C	<a href="#">select</a>
00390101	BIOLOGY UNIT I0101	<a href="#">select</a>
00390101A	BIOLOGY UNIT I0101A	<a href="#">select</a>
00390101B	BIOLOGY UNIT I0101B	<a href="#">select</a>
00390102	BIOLOGY UNIT I0102	<a href="#">select</a>
00390102B	BIOLOGY UNIT I0102B	<a href="#">select</a>
00390103	BIOLOGY UNIT I0103	<a href="#">select</a>
00390104	BIOLOGY UNIT I0104	<a href="#">select</a>
00390104A	BIOLOGY UNIT I0104A	<a href="#">select</a>
00390104B	BIOLOGY UNIT I0104B	<a href="#">select</a>

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

Business Unit GL	Location	Department	Fund
<input type="text" value="FSU01"/> x Select from all values... Required field	<input type="text" value="00390101"/> x Select from all values... Required field	<input type="text"/> x Select from all values... Required field	<input type="text"/> x 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 “biology” was entered. Click “Search”.

**Custom Field Search** ?

Value

Description  x

**Search**

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

Value	Description	
034128	ASB Loan - Biology	<a href="#">select</a>
073001	IMB Structural Biology Project	<a href="#">select</a>
074001	Biology Stockroom	<a href="#">select</a>
074002	Biology STEM Facility	<a href="#">select</a>
074003	Biology Ofc Sci Tch Activities	<a href="#">select</a>
074004	Biology OSTA Vending	<a href="#">select</a>
074006	Biology Psychobiology	<a href="#">select</a>
074007	Biology Science Development	<a href="#">select</a>
074008	Biology Structural Biology	<a href="#">select</a>
074009	Biology Mat & Supplies Fee	<a href="#">select</a>
074010	Biology Comp Sci & Info Tech	<a href="#">select</a>
074011	Biology K12	<a href="#">select</a>
074012	Biology Sponsored Projects	<a href="#">select</a>
074013	Biology Technology Fee	<a href="#">select</a>

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

Accounting Codes

Business Unit GL: FSU01  
Location: 00390101  
Department: 074001  
Fund: **Select from all values... Required field** (circled in red)

If you know the Fund Code needed, you can enter it directly in the field. For this example, the correct fund "110" was entered directly.

Accounting Codes

Business Unit GL: FSU01  
Location: 00390101  
Department: 074001  
Fund: 110  
PC Business Unit:   
Project-Activity:   
Source:   
**Save** (circled in red)

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.

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** (circled in red)

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 Summary Shipping Billing Accounting Codes Supplier Info

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
FSU01 Florida State University	00390101 BIOLOGY UNIT 80101	074001 Biology Stockroom	110 EBG General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value

VWR INTERNATIONAL LLC  
MAIN  
RADNOR CORPORATE CENTER, BLDG ONE, STE 200, 100 MATSONFORD RD, RADNOR, PA 19087-8660 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants.			250.00	1	250.00 USD

Supplier subtotal 250.00USD

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

**Assign Cart**

Selected Assignee: -

Assign Cart To: **Search for an assignee** (circled in red)

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:

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	<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.

**Assign Cart** ×

Selected Assignee: Joe User01

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

Add to Profile

Note To Assignee:

Safety training for the lab techs.  
Please use the Dean's budget.

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: 1784130

Cart name: 2017-02-25 shop01 01

Cart total: 250.00 USD

Number of line items: 1

You have successfully assigned your cart!