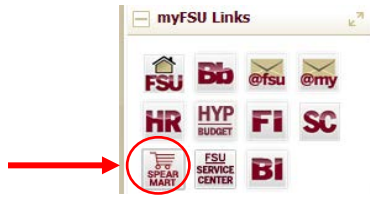
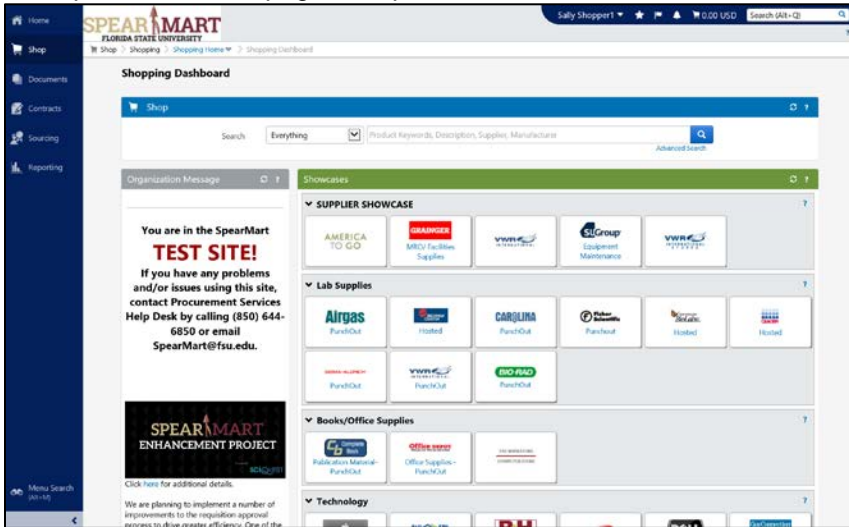


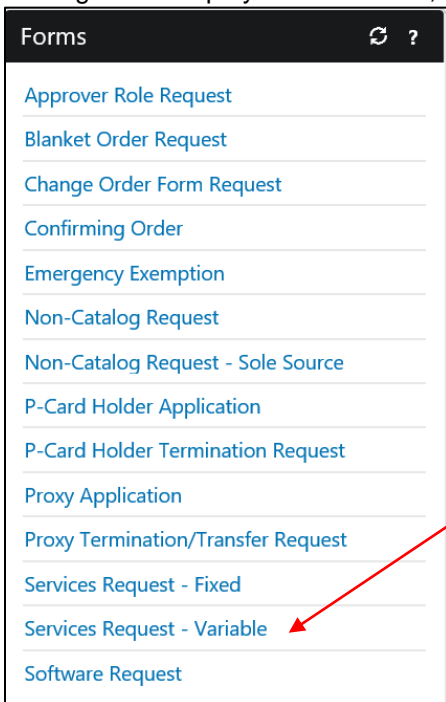
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



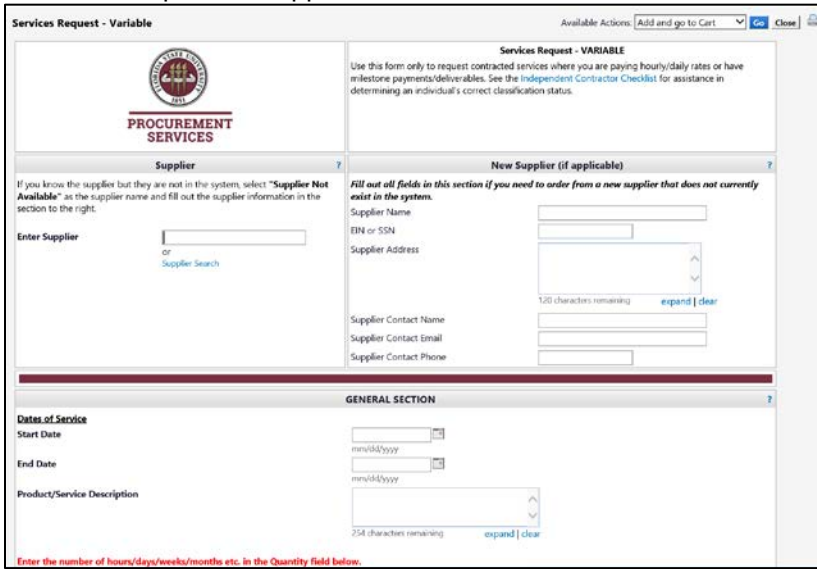
Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found under the catalog icons. The form you will select depends on the type of requisition you want to enter. For this example, we have a supplier that has provided a quote to provide training for a group of new lab employees. The supplier quoted \$50 as the hourly rate for training these employees. Therefore, the “Services Request – Variable form is selected.



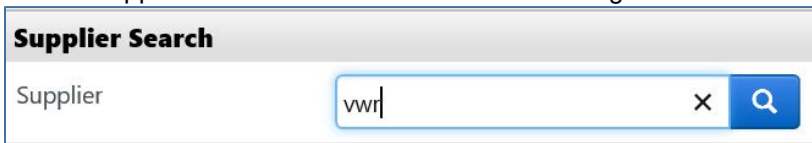
Select the “**Services Request-Variable**” Form by clicking on the name of the form.

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

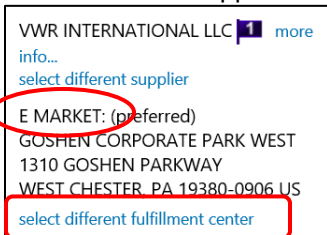
For this example, the Supplier Search was clicked.



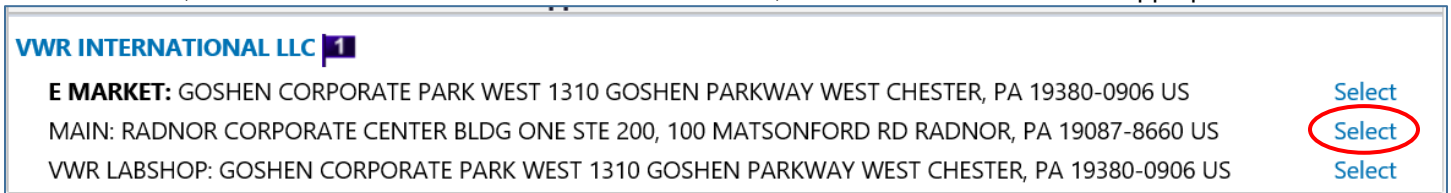
Enter a supplier name in the field and click the hourglass.



The system may populate the field with an address automatically. Check that address to ensure it is not the “EMarket” or “SpearMart” address. This address cannot be used with a form. Click “select different fulfillment center” to select another address for this supplier.



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.



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 – Variable 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 catalog address is used with any non-catalog form including the Services Request - Variable form.

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

The screenshot shows the 'Services Request - Variable' form. The 'Supplier' section is populated with 'VWR INTERNATIONAL LLC'. The 'Dates of Service' section has 'Start Date' and 'End Date' fields, both currently empty. The 'GENERAL SECTION' is also visible at the bottom.

Select the date by clicking that day on the calendar. For this example, March 13 is selected for the start date and March 24th for the end date since this service will be performed over a two-week period. The end date is the last 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 only one day, you would pick a the same date as the start date.

The screenshot shows the 'Services Request - Variable' form with the 'Dates of Service' section populated. The 'Start Date' field now contains '03/13/2017' and the 'End Date' field contains '03/24/2017'. The 'GENERAL SECTION' is also visible at the bottom.

Now, enter the description of the service that will be provided in the Product/Service description box. Then enter the Quantity. For this example, 20 hours are the maximum the department will allow due to the costs of the training. Enter "20" in the box. Then enter the cost per Hour/Day/Month, which as stated above is \$50. Note the special instructions in red regarding these two fields.

GENERAL SECTION

Dates of Service
 Start Date: 03/13/2017
 End Date: 03/24/2017

Product/Service Description
 sheets, and proper safety gear. Supplier will provide all class materials for participants.
 79 characters remaining [expand](#) | [clear](#)

Enter the number of hours/days/weeks/months etc. in the Quantity field below.

Quantity: 20

Select hours/days/weeks/months etc. from the Dropdown to the right. Leave the "1" in front of the Unit of Measurement. DO NOT CHANGE.

Unit of Measurement (Packaging): 1 HR - Hour

Cost Per Hour/Day/Week/Month Etc.: 50

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

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

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 already know this service 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.

Results Per Page: 20 Results 2 Page 1 of 1

Code	Description	
42301500	Aids for medical training (741251)	select
86000000	Education/ Training Services (740272)	select

The commodity code will populate the field.

Commodity Code: 86000000 [search...](#)

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 explain the reasons for pursuing this project)
 Service to ensure proper safety techniques and requirements are taught prior to new employees starting work in the department labs.
 859 characters remaining [expand](#) | [clear](#)

SCOPE OF WORK: (What specifically do you need done? What is the expected outcome? Who will provide what?)
 Supplier will provide the training in small groups of 2-4 employees during the service period due to varying schedules for the employees. Supplier to provide all handouts and notes sheets to each trainee.
 1795 characters remaining [expand](#) | [clear](#)

LOCATION OF WORK: (Where is the work to be done?)
 Science Lab A2705
 483 characters remaining [expand](#) | [clear](#)

DELIVERABLES AND DELIVERY SCHEDULE: (List all outputs/outcomes with specific due dates or timeframes)
 March 13-24 as noted in the dates above.
 1360 characters remaining [expand](#) | [clear](#)

OTHER COMMENTS: (Describe anything not covered such as industry specific standards that must be adhered to, required certifications, etc.)
 2000 characters remaining [expand](#) | [clear](#)

FSU Project Mgr Name: Joe User
FSU Project Mgr Phone: 850-555-5555
FSU Project Mgr Email: joe@fsu.edu

Contractor Mgr Project Name:
Contractor Project Mgr Phone:

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 on both questions. If you answered "Yes" to either, there are additional fields that must be filled out. See below.

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	Joe User
FSU Project Mgr Phone	850-555-5555
FSU Project Mgr Email	joe@fsu.edu
Contractor Mgr Project Name	
Contractor Project Mgr Phone	
Contractor Project Mgr Email	
Travel Expenses	
Is department planning to arrange or pay any travel expenses?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sole Source?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If Yes above, please complete the Sole Source Section below.

SOLE SOURCE SECTION

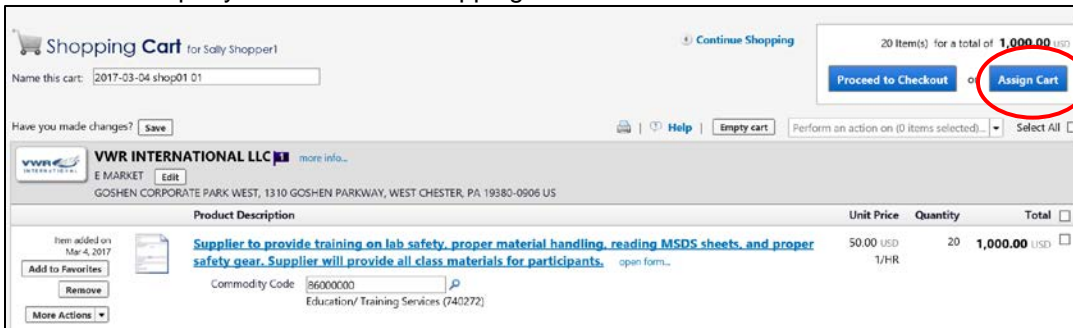
Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service 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:

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

Services Request - Variable Available Actions: [Add and go to Cart](#) [Go](#) [Close](#)

You have now put your form into a shopping cart.



Shopping Cart for Sally Shopper1

Name this cart: 2017-03-04 shop01 01

20 Item(s) for a total of 1,000.00 USD

Proceed to Checkout **Assign Cart**

Have you made changes? [Save](#)

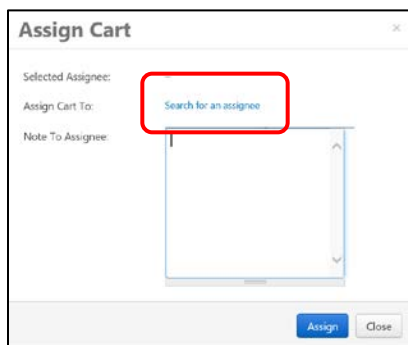
VWR INTERNATIONAL LLC more info...
E MARKET
GOSHEN CORPORATE PARK WEST, 1310 GOSHEN PARKWAY, WEST CHESTER, PA 19380-0506 US

Product Description	Unit Price	Quantity	Total
Supplier to provide training on lab safety, proper material handling, reading MSDS sheets, and proper safety gear. Supplier will provide all class materials for participants. open form...	50.00 USD	20	1,000.00 USD
Commodity Code: 86000000 Education/ Training Services (740272)	1/HR		

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.



Assign Cart

Selected Assignee:

Assign Cart To:

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.

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.

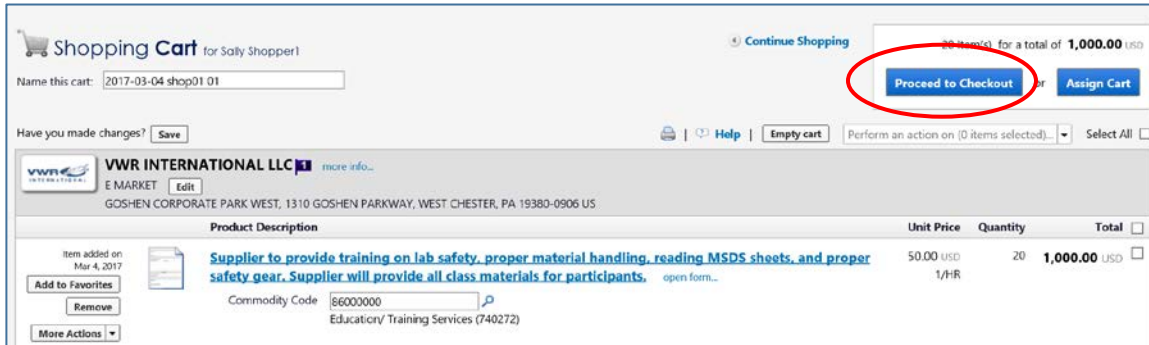
Click **"Assign"** to assign the cart to the selected Requester.

Requisition Summary	
Requisition number	1790041
Cart name	2017-03-04 shop01 01
Cart total	1,000.00 USD
Number of line items	1

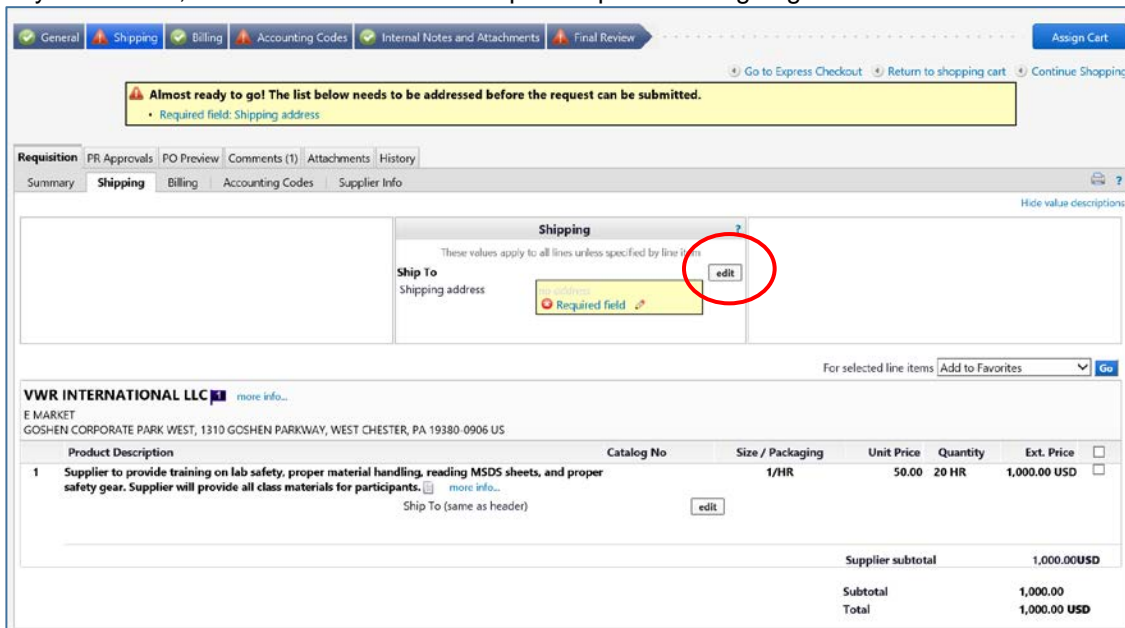
You have successfully assigned your cart to a department Requester!

"Proceed to Checkout" is the other option is to enter the accounting data for your Requesters 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.

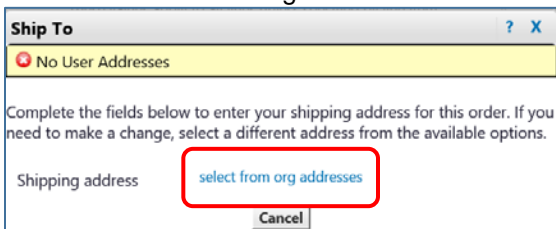


As you can see, several areas need to be updated prior to assigning the cart.

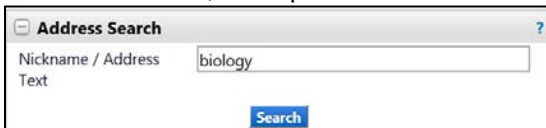


Click the “**Edit**” button in the “**Shipping**” box to add or update the shipping address. For this example, no address exists, so the address needs to be added.

Click the “select from org addresses” link.



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



The one building that contains “biology” in it comes up, 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

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: Sally Shopper1

RM/FLR/STE: 1245

DEPT: Biology

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): Biology

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.

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: Billing. Go straight to the end: Final Review.

Requisition: PR Approvals PO Preview Comments (1) Attachments History

Summary Shipping Billing Accounting Codes Supplier Info

Shipping

These values apply to all lines unless specified by line item:

Ship To: ATTN: Sally Shopper1
Shipping address: RM/FLR/STE: 1245
DEPT: Procurement Services
89 Chieftan Way
Biology Unit 1
Tallahassee, FL 32306
United States

As you can see above, the **“Accounting Codes”** tab has a red exclamation mark, which means it is information must be updated before submitting. Click the **“Accounting Codes”** tab. To update the Accounting Codes, click the **“edit”** button.

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

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

- Required field: Business Unit GL
- Required field: Department
- Required field: Fund
- Required field: Location

Requisition: PR Approvals PO Preview Comments (1) Attachments History

Summary Shipping Billing **Accounting Codes** Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item:

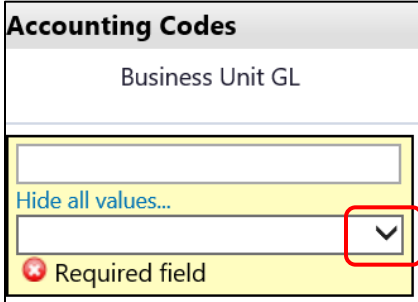
Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
Required field	Required field	Required field	Required field									

edit

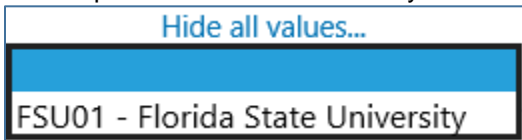
The first field is the **“Business Unit GL”**. Click the **“Select from all values”** link.



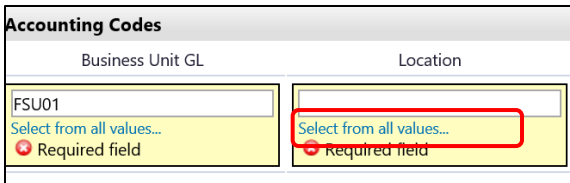
Click the down arrow to get the value "FSU01".



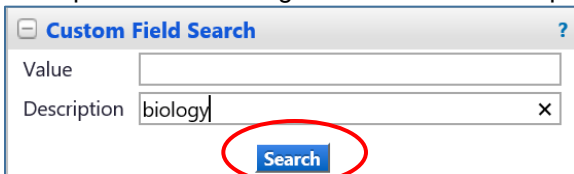
The drop down menu will have only one value to select. Select "FSU01" and it will populate the field.



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



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



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	select
00390100A	BIOLOGY UNIT I0100A	select
00390100B	BIOLOGY UNIT I0100B	select
00390100C	BIOLOGY UNIT I0100C	select
00390101	BIOLOGY UNIT I0101	select
00390101A	BIOLOGY UNIT I0101A	select
00390101B	BIOLOGY UNIT I0101B	select
00390102	BIOLOGY UNIT I0102	select
00390102B	BIOLOGY UNIT I0102B	select
00390103	BIOLOGY UNIT I0103	select
00390104	BIOLOGY UNIT I0104	select
00390104A	BIOLOGY UNIT I0104A	select
00390104B	BIOLOGY UNIT I0104B	select

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

Business Unit GL	Location	Department	Fund
FSU01 Select from all values... Required field	00390101 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 **"biology"** 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	20	Values Found	30	Page	1	of 2	?
Value	Description						
034128	ASB Loan - Biology	select					
073001	IMB Structural Biology Project	select					
074001	Biology Stockroom	select					
074002	Biology STEM Facility	select					
074003	Biology Ofc Sci Tch Activities	select					
074004	Biology OSTA Vending	select					
074006	Biology Psychobiology	select					
074007	Biology Science Development	select					
074008	Biology Structural Biology	select					
074009	Biology Mat & Supplies Fee	select					
074010	Biology Comp Sci & Info Tech	select					
074011	Biology K12	select					
074012	Biology Sponsored Projects	select					
074013	Biology Technology Fee	select					

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

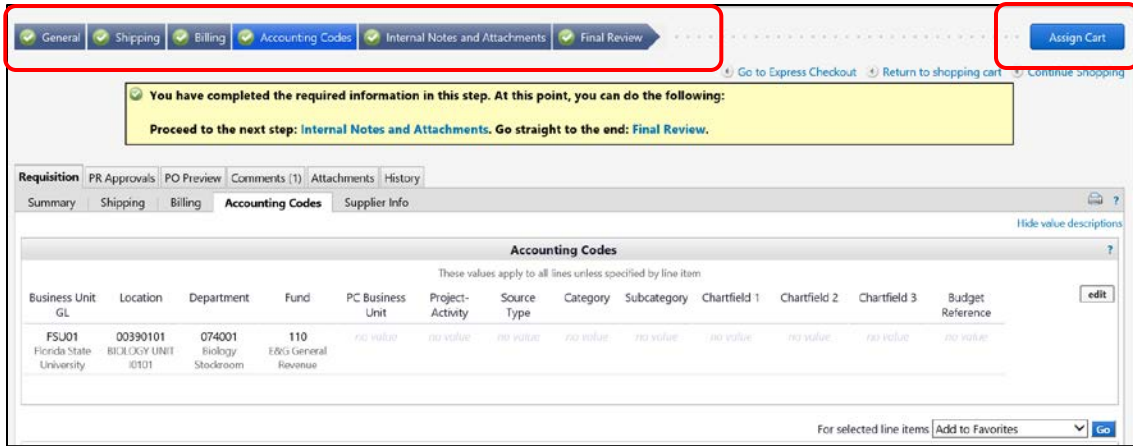
Accounting Codes			
Business Unit GL	Location	Department	Fund
FSU01 Select from all values... Required field	00390101 Select from all values... Required field	074001 Select from all values... Required field	Select from all values... Required field

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	Location	Department	Fund	PC Business Unit	Project-Activity	Source
FSU01 Select from all values... Required field	00390101 Select from all values... Required field	074001 Select from all values... Required field	110 Select from all values... Required field	Select from all values...		
						Save

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

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 (1) Attachments History

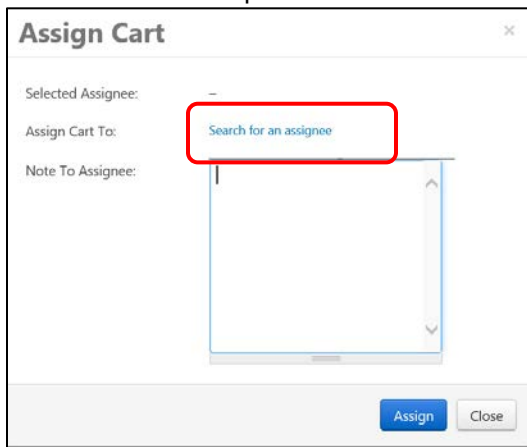
Summary Shipping Billing Accounting Codes Supplier Info

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
FSU01 Florida State University	00390101 BIOLOGY UNIT 30101	074001 Biology Stockroom	110 EGS General Revenue	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](#)

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



Assign Cart

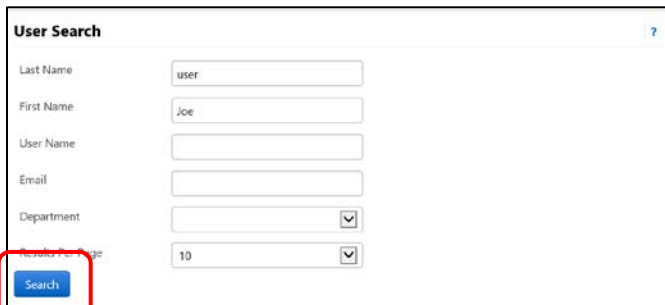
Selected Assignee: -

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:

Requester Type:

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

Add to Profile

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	1790041
Cart name	2017-03-04 shop01 01
Cart total	1,000.00 USD
Number of line items	1

You have successfully assigned your cart!