

There are times when you will need to buy an item that is considered an OCO item from a catalog in SpearMart. OCO stands for Other Capital Outlay, and is an item that costs \$5000 or more and has a life expectancy of one year or more. These OCO items must be accounted for on the FSU inventory and a property tag is produced when the item is purchased. All catalog commodity codes will bring back an EXP or Expense code and the Shopper or Requester must update the code when buying an OCO item. The following job aid will show you how to update the commodity code.

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.

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ing	Search Everyt	hing 🕑 Prod	ict Keywords, Description	a, Supplier, Manufacturer		Q. Advanced Search	
ting	Organization Message Ø 7	Showcases					0 1
		✓ SUPPLIER SHOW	CASE				7
	You are in the SpearMart TEST SITE!	AMERICA TO GO	CRAINGER MRO/Facilities Supplies	vwn	Equipment Maintenance	YWR	
	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 PundiCut	Routed	CARGLINA PunchiOus	C Schering, Purchaut	Biolate. Hosted	Hosted
		PunchOut	PunchOut	BIO-RAD PurchOut			
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	ENHANCEMENT PROJECT	Publication Material-	Office server Office Supplies - Predicted	PER INVESTIGATION COMPLETE ATTAC			

All catalog suppliers are shown on the main page directly under the Supplier Showcase.

Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

The catalogs are listed by supplier category, such as Lab Supplies, Books/Office Supplies, etc.

This training will focus on shopping for an OCO item from a Punch-out catalog. The process is the same if shopping from a Hosted catalog.

To select a catalog, click on the icon for that supplier.



For this example, VWR will be selected.



It will take a few seconds to take you to the supplier's web site. All items on the site will reflect the FSU contract pricing. When you enter the site, you will land on the supplier's Home page. Each supplier's catalog will look different. You can search different ways. For the first search, "89260-058" is entered which is an OCO item.



The product comes up, enter the quantity needed and then click, "Add to Basket".

A to Z PRODUCTS	Search by DISCIPL		our RVICE	5 M	ORE	Search by K	eyword, Supplier, (or Part Nu	mber		Q
ORDER S	PECIFICA	TIONS	ACCES	SORIES]					Add	to Basket
Description		Electrical	Width	Service Fixtures	Electrical Duplex Outlet	Supplier No.	VWR Catalog Number	Unit	Availability	Your Price	Quantity
REDISHIP Prote XStream® Hood	ector®	115V	4'	0	2	11041000010814	89260-058	Each	On Order	\$6,597.83	1



Click "View Basket" when you are done shopping.

			return to SpearMart
Return to	Application	1	Logged in as JoeUser1@fsu.edu
		1 \$6,597.83 🗸	Account V
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	1 items in your Basket	View Basket	Print

Then click "Checkout" to go to the next step.

	and.	Return to Applicatio	on	Logged in as JoeUser1@fsu.edu					
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A to Z PRODUCTS	Search by DISCIPLINE	All our SERVICES	MORE		Search by Keywo	ord, Supplier, or I	Part Number		Q
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								Total : \$6	,597.83
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You are now back in SpearMart and the commodity code for this item is an EXP code (account code begins with a 74).

	E MARKET Edit more info GOSHEN CORPORATE PARK WEST, 1310 GOSHEN PARKWAY, WEST CHESTER, PA 19380-0 PARKWAY, WEST CHESTER, PA 19380-0	0906 US		
The item(s) in t	nis group was retrieved from the supplier's website. What does this mean?			
Need to make o Line(s): 1	changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 3/16/2017 4:49:05 PI	М		
	Product Description	Unit Price	Quantity	Total 🗌
ltem added on Mar 16, 2017 Remove	REDISHIP XSTREAM HOOD 4FT 115V Part Number 89260-058 Manufacturer Info 11041000010814 - (LABCONCO CORPORATION) Commodity Code 42000000 Medical equip/supp (741191)	6,597.83 USD EA	1 Update	6,597.83 USD

All catalogs will bring back an Expense (EXP) commodity code. For any OCO item, you must change the commodity code to an OCO code.

Highlight the commodity code that came into the cart from the catalog, right click the mouse to copy, then click the search magnifying glass to search for the OCO code that matches. Paste the code into the top line and click "Search".

□ Commodity Code Search					
Code starts with	42000000	×			
Description contains					
Search					



Select the commodity code for the OCO item as shown below. You can click "select" or click on the actual code on the left.

Results Per Page 20 💙	Results 3	🔳 Page 1 of 1 膨 ?
Code	 Description 	<u> </u>
42000000	Medical equip/supp (741191)	select
420000001	Medical equip/supp-OCO (760310)	select
420000002	Medical equip/supp-maint (741191)	select

When you select, you will be returned to the previous page and now you see that the item is coded correctly as an OCO item and an asset tag will be printed when the order is complete.

YWR	VWR INTERNATIO	ONAL LLC C more info	T CHESTER, PA 19380-0906 US		
The item(s) in t	his group was retrieved fr	om the supplier's website. What does this n	nean?		
Need to make Line(s): 1	changes? MODIFY ITEM	5 VIEW ITEMS Item(s) was retrieved or	n: 3/16/2017 4:49:05 PM		
	Product Description		Unit Price	Quantity	Total 🗌
Item added on Mar 16, 2017	REDISHIP XSTREA	M HOOD 4FT 115V 🔶	6,597.83 USD	1	6,597.83 USD
Remove	Part Number	89260-058	EA	Update	
	Manufacturer Info	11041000010814 - (LABCONCO CORPOR	ATION)		
	Commodity Code	4200000001			
		Medical equip/supp-OCO (760310)			

At this point, you can either "Assign Cart" or "Proceed to Checkout" depending on your role in SpearMart. For more information on assigning or submitting carts, see the job aids titled, "Assigning Your Shopping Cart" or "Completing a Requisition".