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:
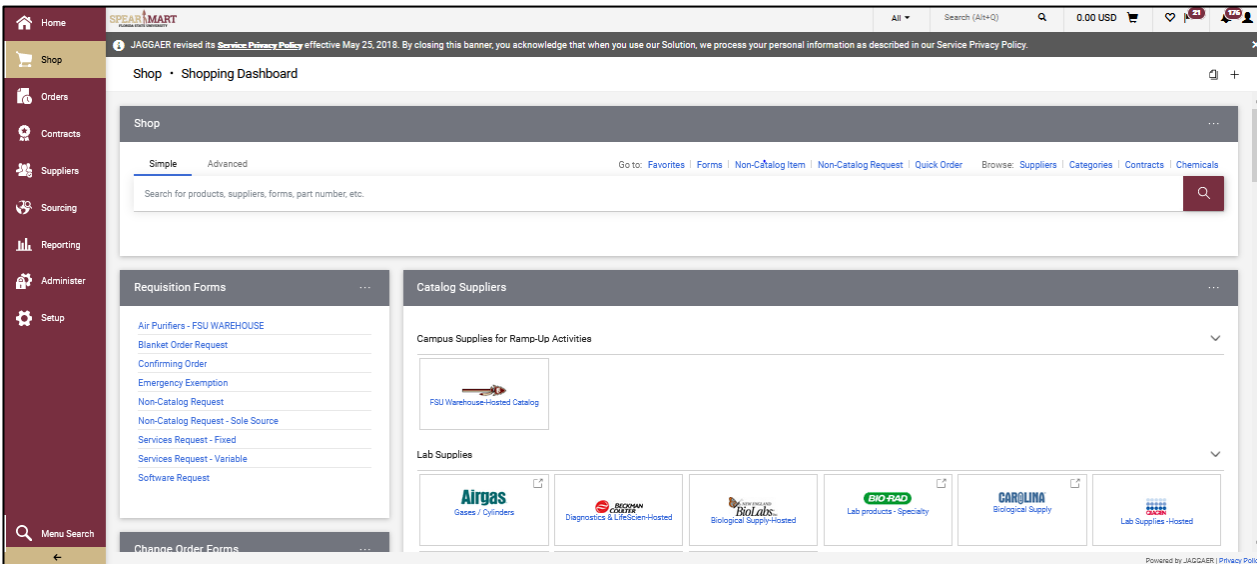

The SpearMart Home page will open.

All catalog suppliers are shown on the main page directly under the Catalog Suppliers bar.

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 Job Aid will focus on shopping from a Hosted catalog. To select a catalog, click on the icon for that supplier.

For this example, Qiagen will be selected. Notice that the icon says "Hosted".

The search box will come up. You can enter a product name, such as shown below, "swab" or you can go to the top of the page and click "Advanced Search" to open the search box, then you can enter "swab" and "Qiagen" in the appropriate fields. See the options below:

 OR

The advanced window opens up and you can type "swab" in the "All of these words" box, or another search criteria as needed. For this example, "swab" is used. As you begin to type the supplier name, the catalog supplier options will come up and you can then select the supplier. Then click "Search" to search for the item(s) needed.

The list of items that match that search will come up. Notice that there are 58 results in Qiagen for this search. You can refine your search further by using the options in the left column, or simply scroll down for the type of swab you are searching for.

For this example, the shopper has scrolled down and found "ASSW020" which is the item they need. To select, enter the needed quantity and click "Add to Cart".


Again, the item will show as being added into the cart and you have choices. We will now click "**Check Out**" to complete this catalog order. To check out, scroll to the very top of the page and click the shopping cart.

The below window will open up. Click "Checkout".

You have now pulled your cart back into the SpearMart and can click "**Assign Cart**" or "**Submit Cart**". If you know the shipping information, budget, needed for this order, you can click "**Submit Cart**" to enter all that information. If you do not know this information or want the Requester to enter it, click "Assign Cart".
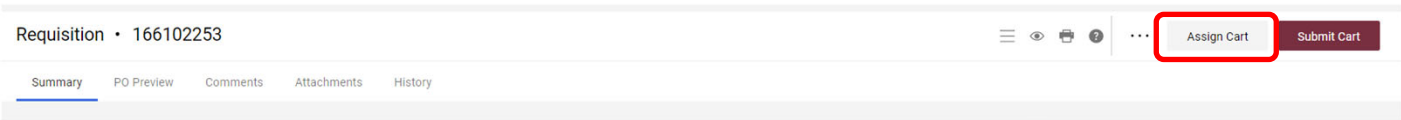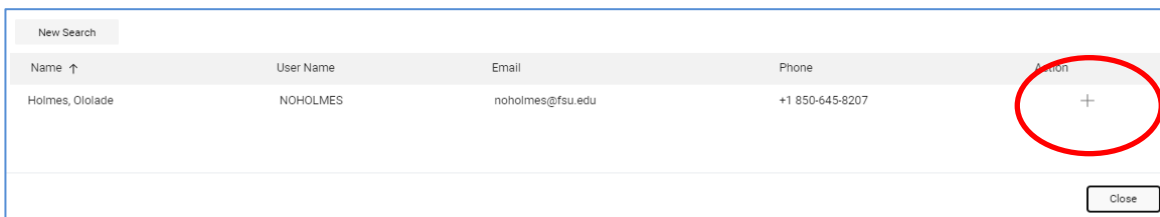

1. **Assign Cart:** Once you click "**Assign Cart**", the below page will show up.
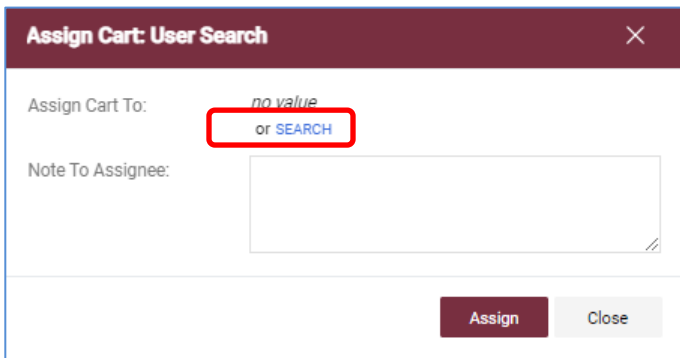
Click "**Search for an Assignee**" to find your Requester in your department to assign the cart to. Enter their first and last name in the "User Search" below.
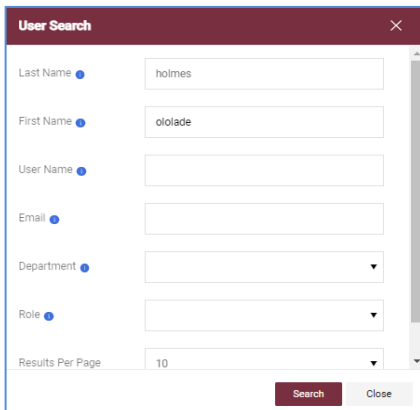
When you find the person's name, click the "**+**" link under the Action column.

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

You have successfully assigned your cart to a department Requester!

Another option is to use the "**Submit Cart**" process and the Shopper can enter the requisition data and then assign the cart to their Requester.

2. Submit Cart: Once you click "**Submit Cart**", the below page will show up. You can now enter the budget and shipping information.

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

Enter your address into the Search Additional box and select the appropriate address.

Edit Shipping ✕

Magnet Lab – James Carroll Johnson, [RM/FLR/STE:*], Procurement Services, 1800 E Paul Dirac Dr, Magnet Lab, Tallahasse...

Magnet Lab Receiving – James Carroll Johnson, [RM/FLR/STE:*], Procurement Services, 1800 E Paul Dirac Dr, Magnet Lab R...

| Mag Lab | ✕ 🔍 | Results Per Page | 10 ▾ |

★ Required fields   [Save] [Close]

Please make sure that ATTN, RM/FLR/STE, & DEPT FIELDS are filled in.

Edit Shipping ✕

Ship To ★

○ No address assigned

● **Magnet Lab Receiving**

ATTN: ★	James Carroll Johnson
RM/FLR/STE: ★	
DEPT: ★	Procurement Services
Address Line 1	1800 E Paul Dirac Dr
Address Line 2	Magnet Lab Receiving
City	Tallahassee
State	FL
Zip Code	32310

☐ Add to my addresses

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

★ Required fields   [Save] [Close]

Edit Shipping ✕

Ship To ★

○ No address assigned

● **Magnet Lab Receiving**

ATTN: ★	James Carroll Johnson
RM/FLR/STE: ★	
DEPT: ★	Procurement Services
Address Line 1	1800 E Paul Dirac Dr
Address Line 2	Magnet Lab Receiving
City	Tallahassee
State	FL
Zip Code	32310

✓ Add to my addresses

Nickname ★   Mag Lab Receiving

Make default ✓

To save this address in your profile, you can click the "Add to my addresses box."

To save this as a default, click the "Make default" box.

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

★ Required fields   [Save] [Close]

To edit accounting information, click on the pencil icon.

The first field is the "Business Unit GL". Click the down arrow to get the value "FSU01".

*Note: The drop down will only have one value to select in this case.

The next item is Location. Click the magnifying glass.

Type in part of your building name and click "Filter".

Click the "+" sign to add the location.

The selection will save and you are back in the Accounting Codes area.
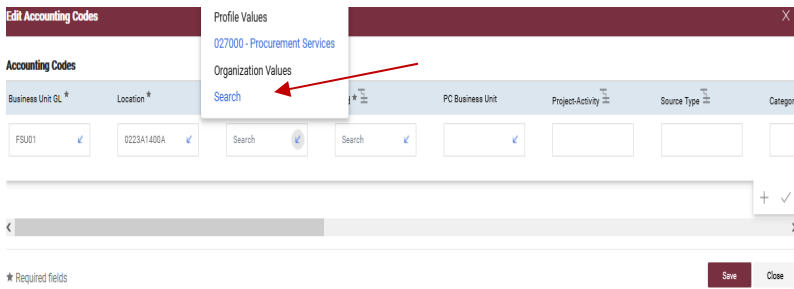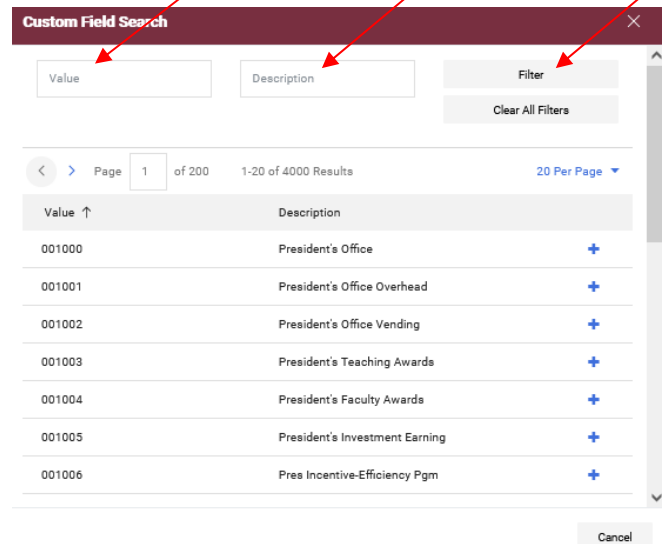
From there, click on the arrow in the Dept ID field.
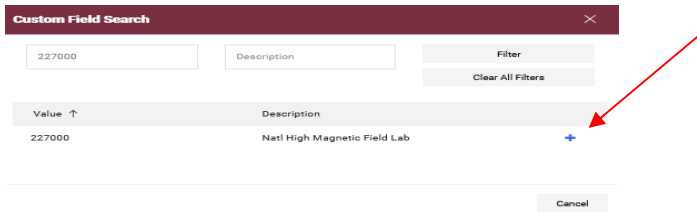
From there, click the search link, then enter your Dept ID *OR* search by description and click "Filter".
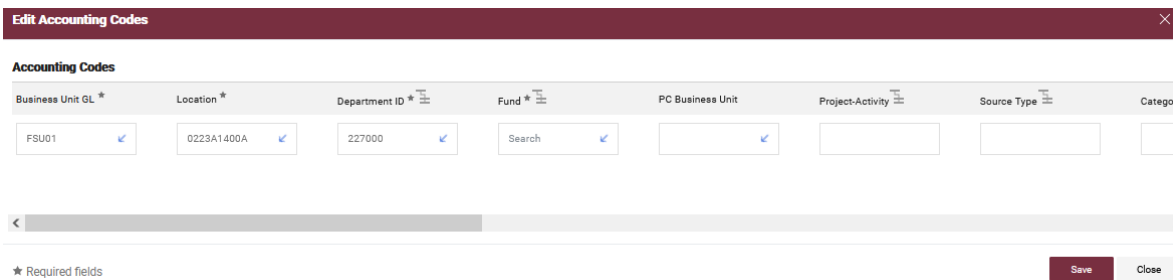
All locations with the search description used will come up as choices. Select a choice by clicking the "**+**" button to the right of the location.
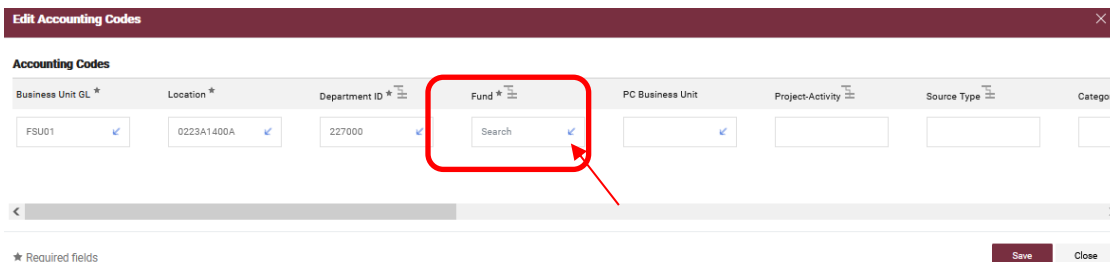

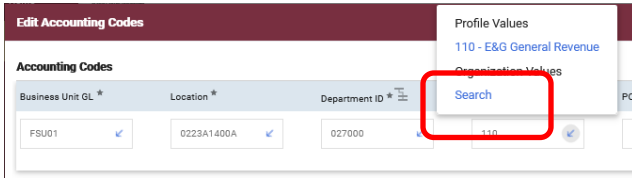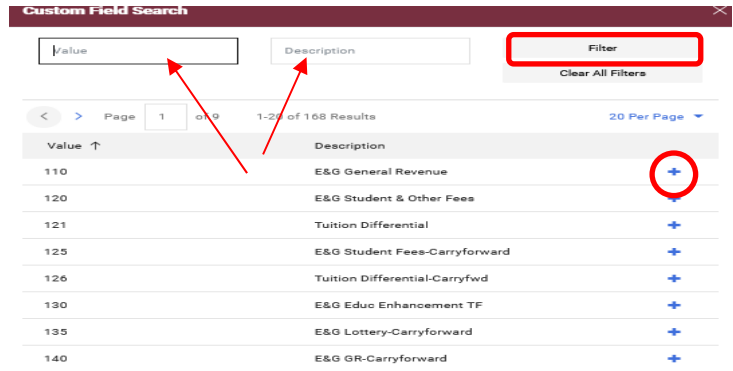The system will take you back to the page and populate the field.

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

To select a Fund code, click the "down arrow" in the field or enter a search for a particular fund code or by description.
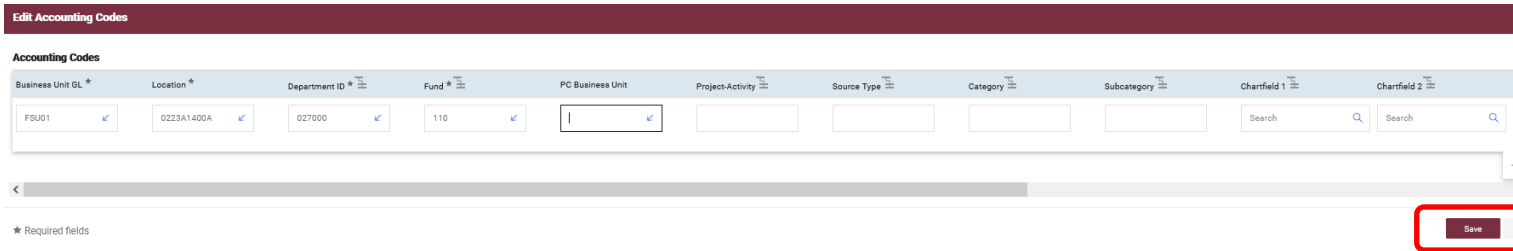
To select a Fund code, click the "**Search**" link and enter the value or description and click "Filter." To select a fund, click the "**+**" next to the appropriate fund code.
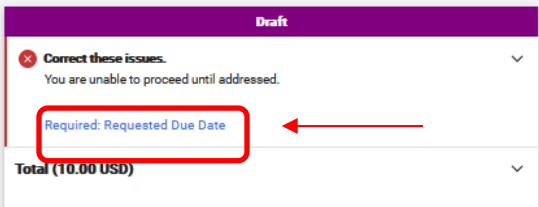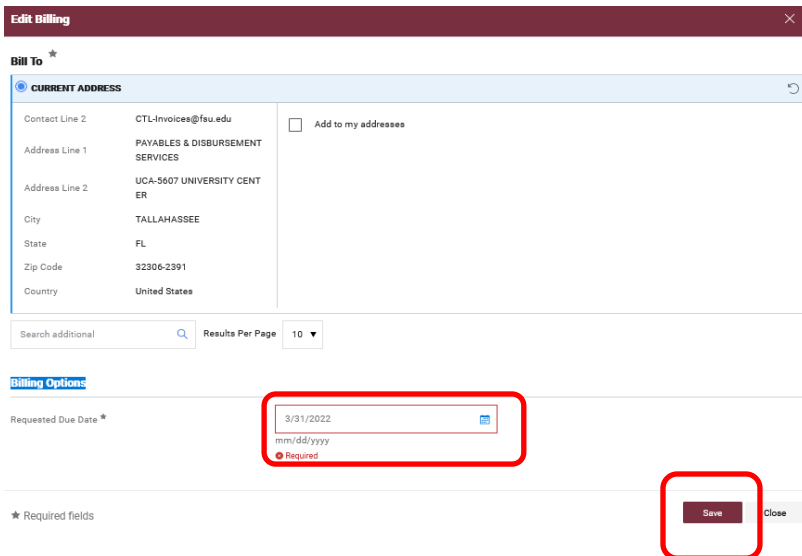

It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click "**Save**" when you have completed the accounting codes.

The next step prior to assigning or submitting your cart, is entering the "Due Date." You will need to click on "Required: Requested Due Date."

Enter your due date in this field and then click Save.

Your requisition can now be assigned to your departmental Requester or you may proceed to submit cart.