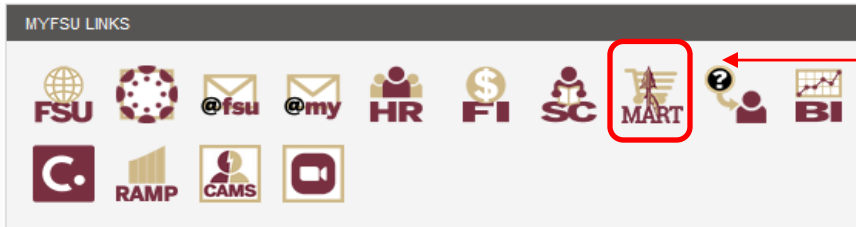
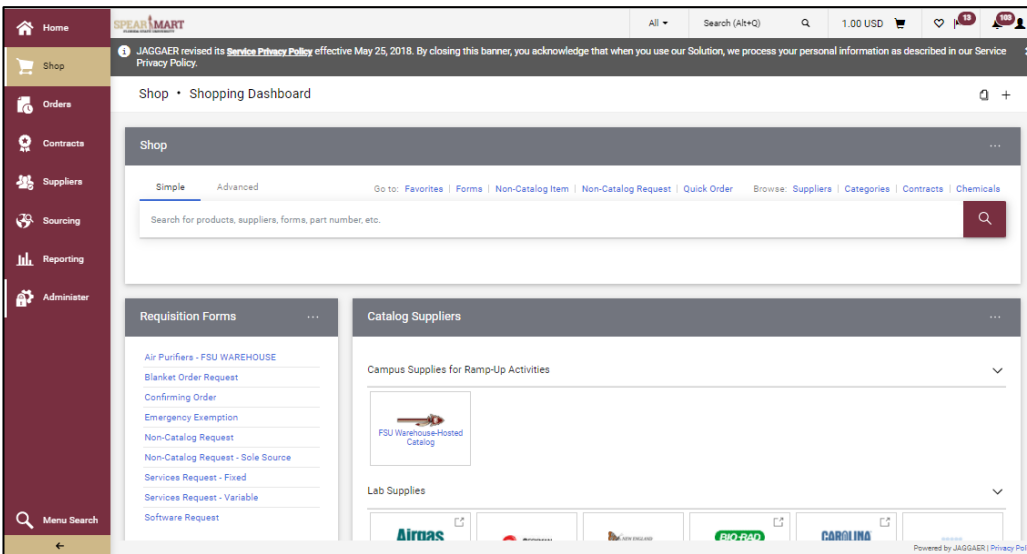


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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 training will focus on shopping from a Punch-out catalog. To select a catalog, click on the icon for that supplier.

For this example, B&H will be selected.

The screenshot shows a grid of supplier options. The categories and their respective suppliers are:

- Lab Supplies:** Airgas (Gases / Cylinders), Beckman Coulter (Diagnostics & LifeScien-Hosted), BioLabs (Biological Supply-Hosted), BIO-RAD (Lab products - Specialty), CAROLINA (Biological Supply), QACSR (Lab Supplies -Hosted), MilliporeSigma (Lab Supplies), VWR (Lab Supplies), Fisher Scientific (Lab Supplies).
- Books/Office Supplies:** Complete Book (Publication Material), ocp (Office Supplies), amazonbusiness (Amazon).
- Technology:** IT Products & Accessories (Apple), **B&H (A/ V Equip & Supplies)**, FSU Bookstore (Apple Products & Access-Hosted), CDWG (IT Products & Accessories), DELL (IT Products & Accessories).
- MRO/Facilities/Paper Products:** FASTENAL (Tools/ Maint/ Repair), FERGUSON (Tools/ Maint/ Repair), GRAINGER (Tools/ Maint/ Repair), SUPPLY (Tools/ Maint/ Repair), RGH (RGH Enterprises, Inc.).

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, "plantronics headset" is entered.

The screenshot shows the B&H website search interface. The search bar contains the text "plantronics headset". The website header includes navigation menus for Photography, Computers, Pro Video, Lighting, Pro Audio, Mobile, TVs & Entertainment, Camcorders, Surveillance, Optics, Audio-Visual, and More... The B&H logo and tagline "The Professional's Source Since 1973" are visible.

Note that there are 187 results for this description because it was very broad. You can filter the search using the choices on the left-hand menu to reduce the results.

The screenshot shows search results for "plantronics headset". The page displays two product listings:

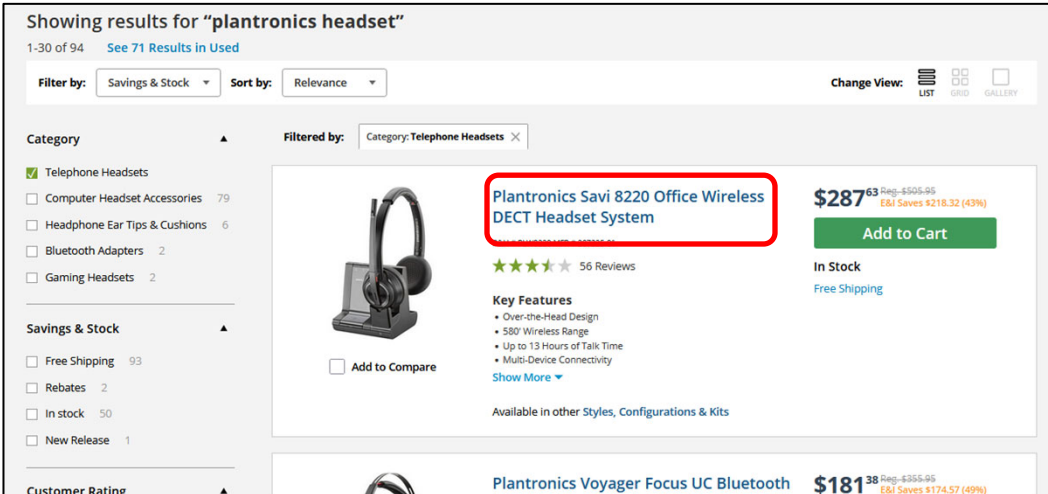
- Plantronics Savi 8220 Office Wireless DECT Headset System:** Price: \$287.63 (Reg. \$505.95, E&I Saves \$218.32 (43%)). Features: Over-the-Head Design, 580' Wireless Range, Up to 13 Hours of Talk Time, Multi-Device Connectivity.
- Plantronics Voyager Focus UC Bluetooth Headset with USB Type-A Adapter for Standard UC Applications:** Price: \$181.38 (Reg. \$355.95, E&I Saves \$174.57 (49%)).

The left-hand menu includes filters for Category (Telephone Headsets, Computer Headset Accessories, Headphone Ear Tips & Cushions, Bluetooth Adapters, Gaming Headsets), Brand (Logitech, Plantronics), and Savings & Stock (Free Shipping).

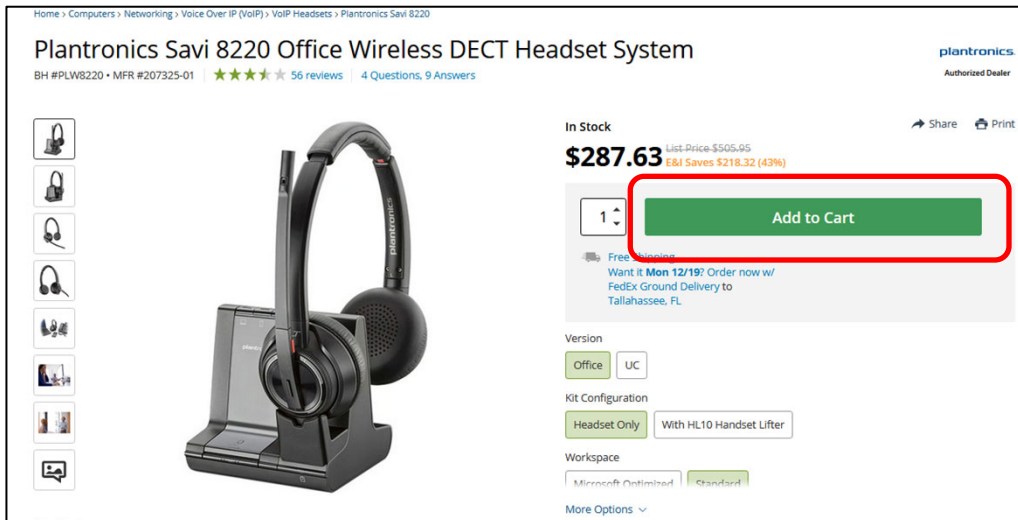
For this example the “telephone headsets” filter is selected.

After the filter, note that there are now 94 results to look through to find what you are looking for.

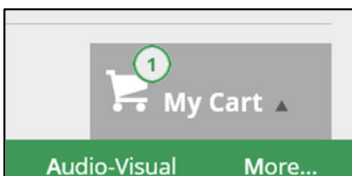
You can scroll down until you find the type of headset you are searching for. This search is for file folders with tabs. When you find the correct item you want to review, click the description link to select the item.



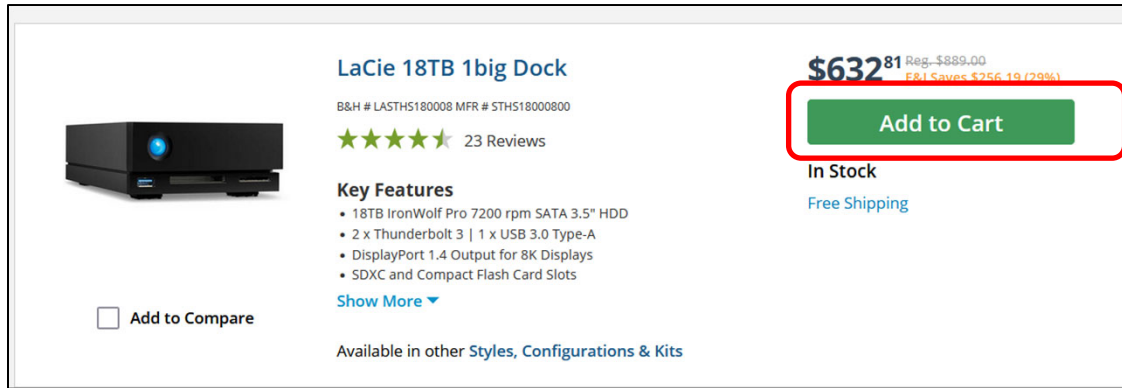
To add the item to your cart, enter a quantity, then click “Add to Cart”.



The item will show up in your cart. (Noted below.) From here you can click on the “My Cart” icon at the top right of your screen to proceed forward or you can search for more items. For this example, a search for more items is the action taken.



Another type of search is when you already have the item number. For this example, the item number is entered. The item comes up, then click **“Add to Cart”** to add this item.



LaCie 18TB 1big Dock
B&H # LASTH5180008 MFR # 5THS18000800
★★★★★ 23 Reviews

Key Features

- 18TB IronWolf Pro 7200 rpm SATA 3.5" HDD
- 2 x Thunderbolt 3 | 1 x USB 3.0 Type-A
- DisplayPort 1.4 Output for 8K Displays
- SDXC and Compact Flash Card Slots

[Show More](#)

Available in other [Styles, Configurations & Kits](#)

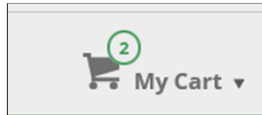
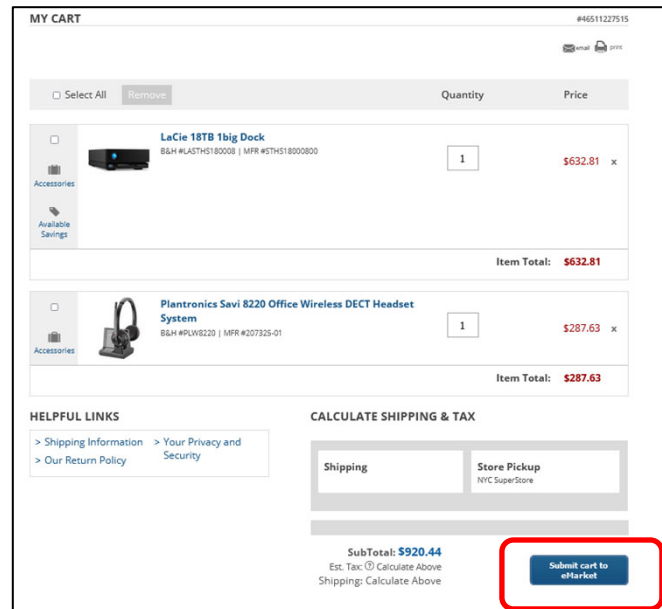
\$632.81 Reg. \$889.00
E&I Saves \$256.19 (29%)

Add to Cart



In Stock
[Free Shipping](#)

Add to Compare

Again, the item will show as being added into the cart and you have choices. We will now click **“My Cart”** to complete this catalog order. Your shopping cart will appear, and you will click the **“Submit Cart to eMarket”** button.

MY CART #46511227515

Select All	Remove	Quantity	Price
<input type="checkbox"/>		1	\$632.81 x
			Item Total: \$632.81
<input type="checkbox"/>		1	\$287.63 x
			Item Total: \$287.63

HELPFUL LINKS

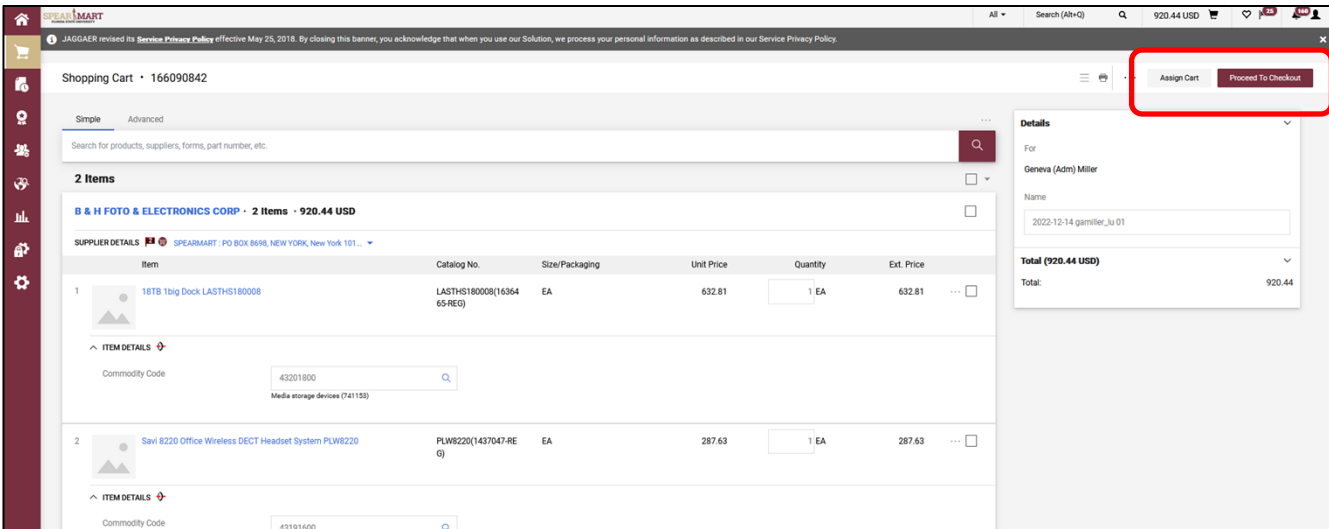
- > [Shipping Information](#)
- > [Your Privacy and Security](#)
- > [Our Return Policy](#)

CALCULATE SHIPPING & TAX

Shipping | Store Pickup
NYC SuperStore

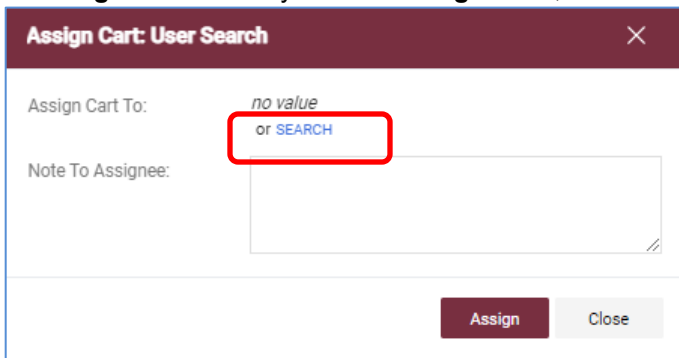
SubTotal: **\$920.44**
Est. Tax: Calculate Above
Shipping: Calculate Above

Submit cart to eMarket

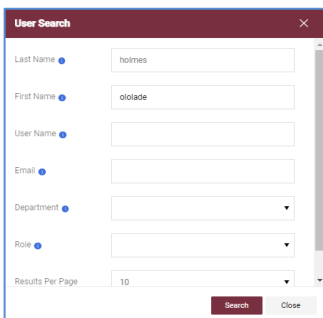


You have now pulled your cart back into the SpearMart and can click **“Proceed to Checkout”** or **“Assign Cart”**. If you know the shipping information, budget, needed for this order, you can click **“Proceed to Checkout”** to enter all that information.

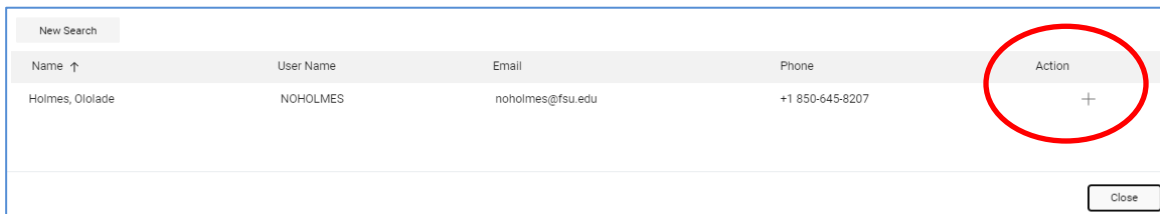
1. **Assign Cart:** Once you click **“Assign Cart”**, the below page will show up.



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 **“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.

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.

The screenshot shows the 'Edit Shipping' window with a search bar containing 'Mag Lab'. Below the search bar, there are two search results: 'Magnet Lab' and 'Magnet Lab Receiving'. The search bar is highlighted with a red box. At the bottom right, there are 'Save' and 'Close' buttons.

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

The screenshot shows the 'Ship To' form with a red box around the 'ATTN', 'RM/FLR/STE', and 'DEPT' fields. The 'ATTN' field contains 'James Carroll Johnson', 'RM/FLR/STE' is empty, and 'DEPT' contains 'Procurement Services'. There is an 'Add to my addresses' checkbox. At the bottom right, there are 'Save' and 'Close' buttons.

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

The screenshot shows the 'Ship To' form with 'Add to my addresses' and 'Make default' checked. The 'ATTN' field contains 'James Carroll Johnson', 'RM/FLR/STE' is empty, and 'DEPT' contains 'Procurement Services'. The 'Nickname' field contains 'Mag Lab Receiving'. At the bottom right, there are 'Save' and 'Close' buttons.

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.

To edit accounting information, click on the pencil icon.

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	FAC-Work Order	FAC-Phase	FAC-Inventory Part
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required		value	value							value	value	

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

Edit Accounting Codes

Organization Values
FSU01 - Florida State University

Business Unit GL * Location * Department * Fund * PC Business Unit Project-Activity Source Type Category

FSU01 Search Department Fund

The next item is Location. Click the magnifying glass.

Edit Accounting Codes

Accounting Codes

Business Unit GL * Location * Department * Fund * PC Business Unit Project-Activity Source Type Category

FSU01 Search Department Fund

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

Custom Field Search

Value mag lab Filter

Clear All Filters

Page 1 of 32 1-20 of 632 Results 20 Per Page

Value	Description
0022A0100	MAG LAB - GENERAL SCIENCA0100
0022A0100A	MAG LAB - GENERAL SCIENCA0100A
0022A0100B	MAG LAB - GENERAL SCIENCA0100B
0022A0100C	MAG LAB - GENERAL SCIENCA0100C
0022A0100D	MAG LAB - GENERAL SCIENCA0100D
0022A0100F	MAG LAB - GENERAL SCIENCA0100F
0022A0101	MAG LAB - GENERAL SCIENCA0101

Cancel

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.

Edit Accounting Codes

Accounting Codes

Business Unit GL * Location * Department ID * Fund * PC Business Unit Project-Activity Source Type

FSU01 0022A0100 Search 110

Save Close

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.

Value	Description
110	E&G General Revenue
120	E&G Student & Other Fees
121	Tuition Differential
125	E&G Student Fees-Carryforward
126	Tuition Differential-Carryfwd
130	E&G Educ Enhancement TF
135	E&G Lottery-Carryforward
140	E&G GR-Carryforward

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 check out.