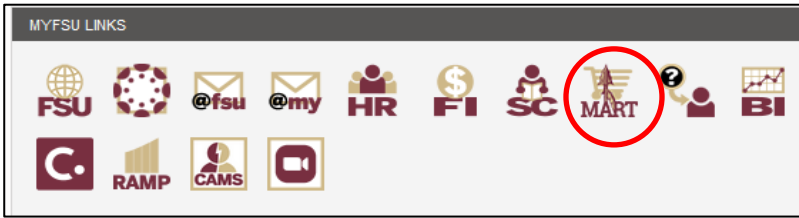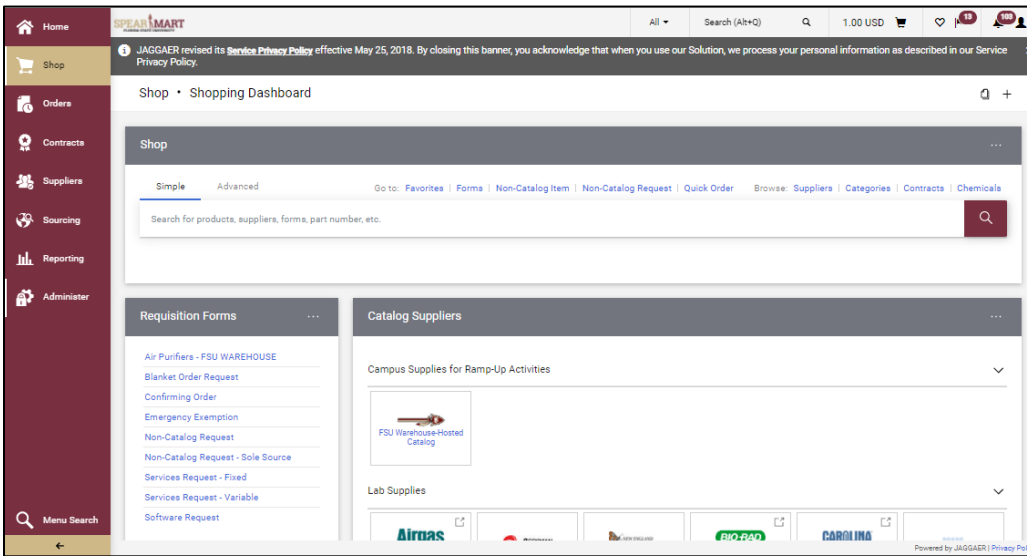Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:
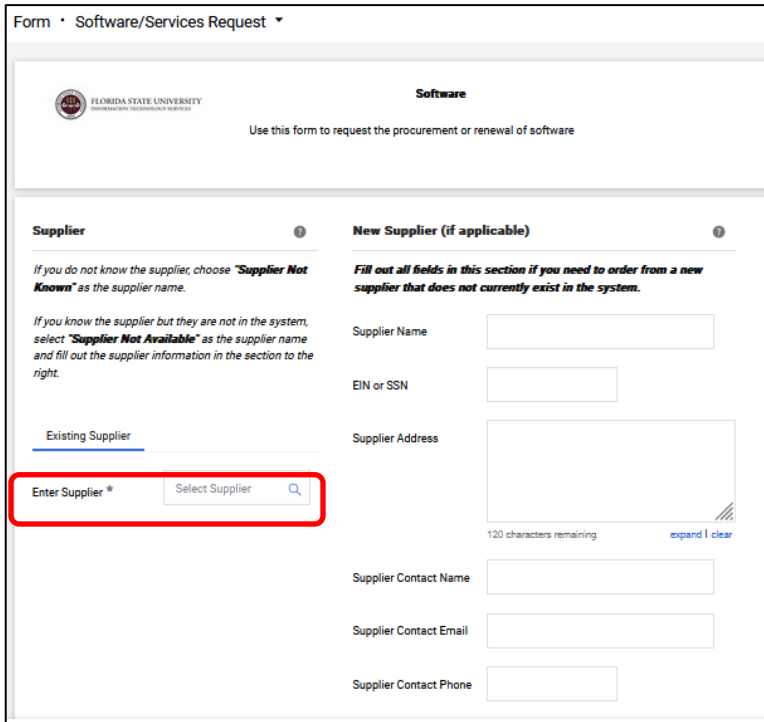

The SpearMart Home page will open.

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 to the left of the catalog icons.
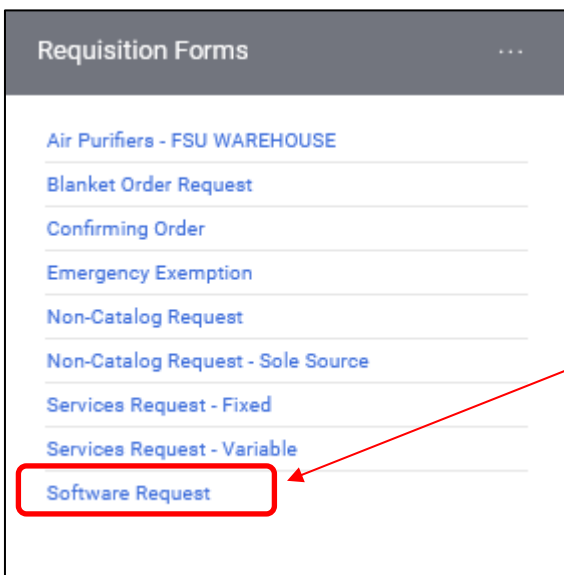
Select the "**Software Request**" Form by clicking on the name of the form.

The form will open. First, you must select a supplier. You can start to 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 magnifying glass.
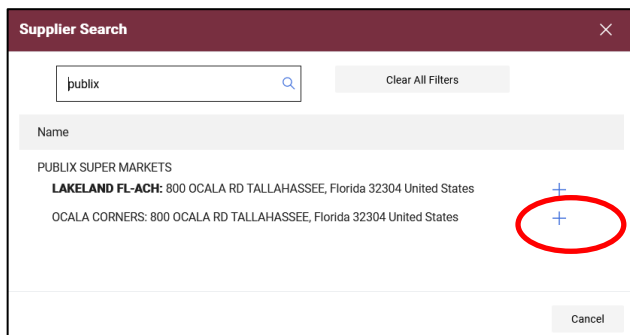
All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Ocala Corners location. To select the address, click the "Select" link for the appropriate address.

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 Software Request Form, you must click "select different fulfillment center" to change from that SpearMart address to the "Main" address. Orders will fail if the SpearMart address is used with a Software Request form.

Enter the description as required for non PCard purchases.

Select "Yes" if a contract was entered into the Contracts Module for the purchase.

If "Yes" is selected, you will need to enter that system generated number.

If this is a renewal, please include the previous PO number.

Next, enter the required information in the Product/Service Description field. Description should include complete product detail and part number. See below:

This tells the supplier what item(s) are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice.

Enter the quantity and unit price for the items needed.

Next, click the magnifying glass to find the commodity code for software. Then click "Filter" to pull up all commodity codes that match that description.

Select from the list of commodities. For this example, "Software" is selected. Click the "+" button to select.

Next, you will need to select whether or not the request is a sole source.

If yes, is selected, you will need to fill out the Sole Source Section at the bottom of the form.

If no, proceed to the Software Checklist Section of the form as it pertains to your software purchase.

Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisition, click "Add and go to Cart", then click "Go". For this example, it will be a one-line cart.
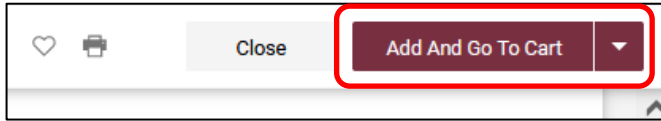
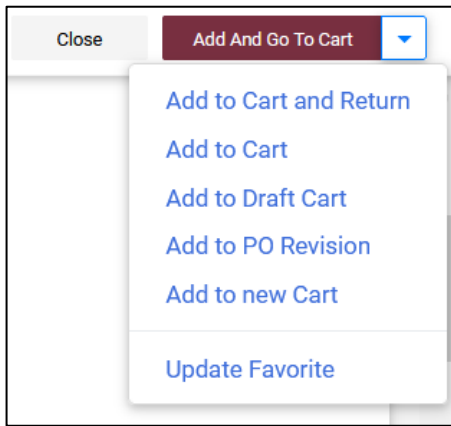**Note:** If you have more than one line, you can click the arrow next to "Add and go to Cart" to get the other options and select, "Add to Cart and Return." This will save the first line and then take you to the form to add additional line(s). When you are entering the last line, select "Add and go to Cart" as stated above to go to the next step.

Once you have clicked "Go", you will see the below screen. You can now either click "Assign Cart" to assign the cart to your department requester or "Proceed to Checkout" to add the accounting details to the requisition.
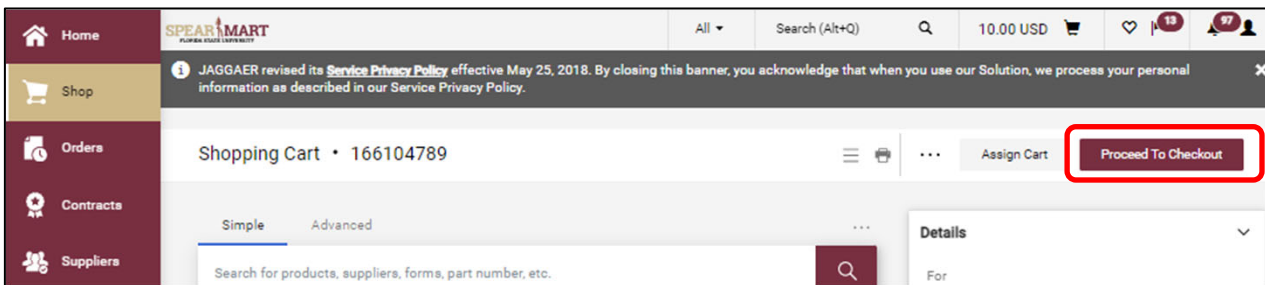
For more information on assigning or submitting carts, see the job aids titled, "**Assigning Your Shopping Cart**" or "**Completing a Requisition**".