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 https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:
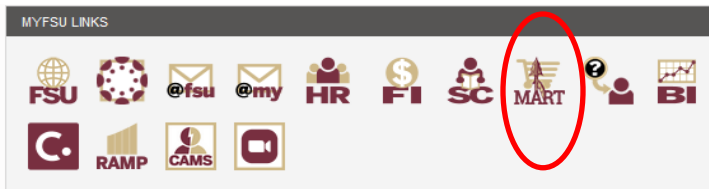
The SpearMart Home page will open.
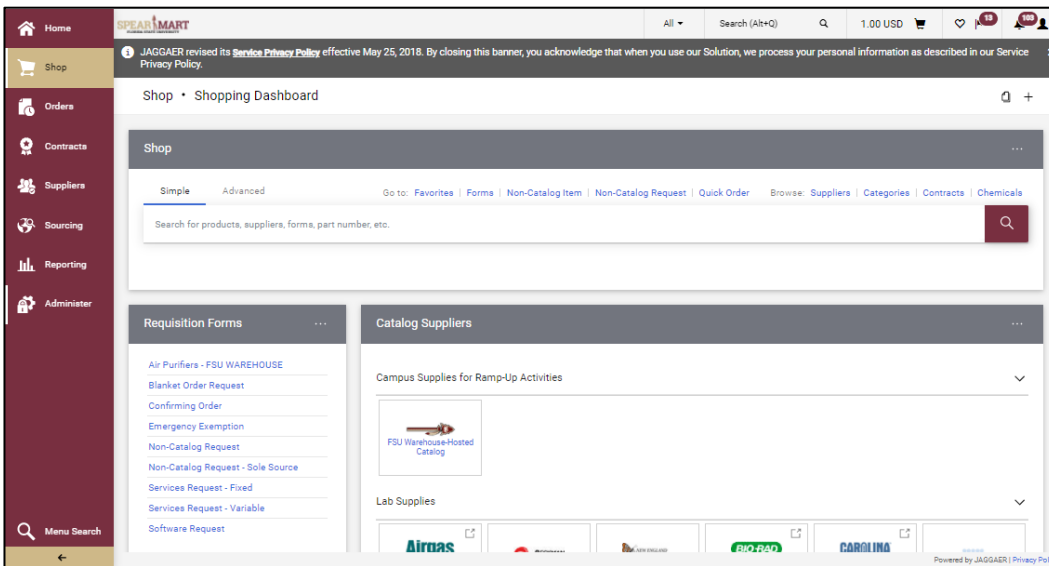
All catalog suppliers are shown on the main page directly under the Supplier Showcase.

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 Cart".

Description	Electrical	Width	Service fixtures	Electrical duplex outlet	Supplier No.	VWR Catalog Number	Unit	Availability	Your Price	Quantity
REDISHIP Protector® XStream® Hood. Work Surface, base cabinet/stand, remote blower/ductwork and other accessories for customization must be ordered separately	115V	4'	0	2	11041000010814	89260-058	Each	On Order	$7,245.64	- 1 +

Sustainable Materials | Energy Efficient | Product available on GSA Advantage®
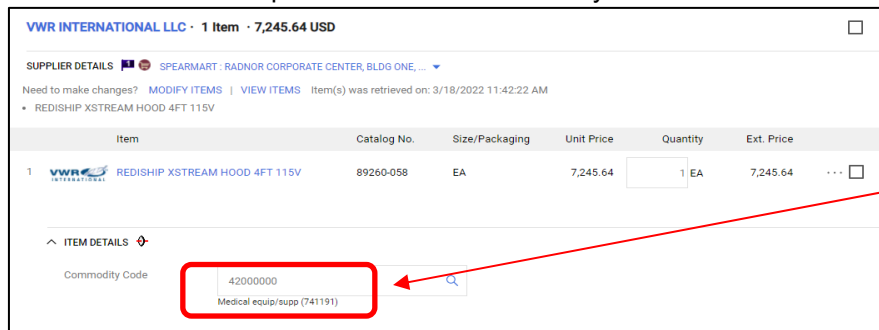
Click "View Cart" when you are done shopping.
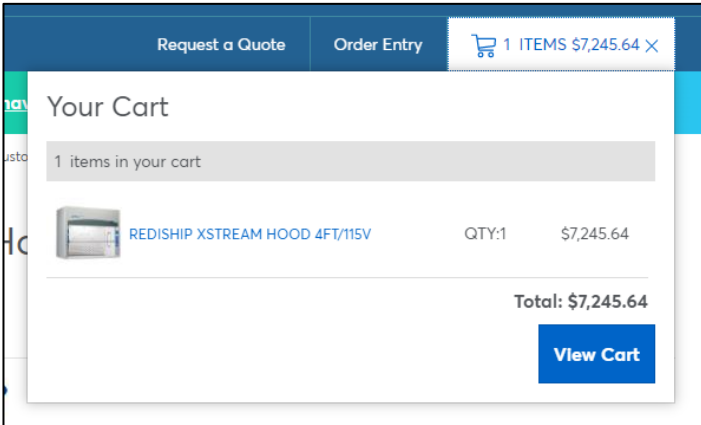
Then click "Checkout" to go to the next step.
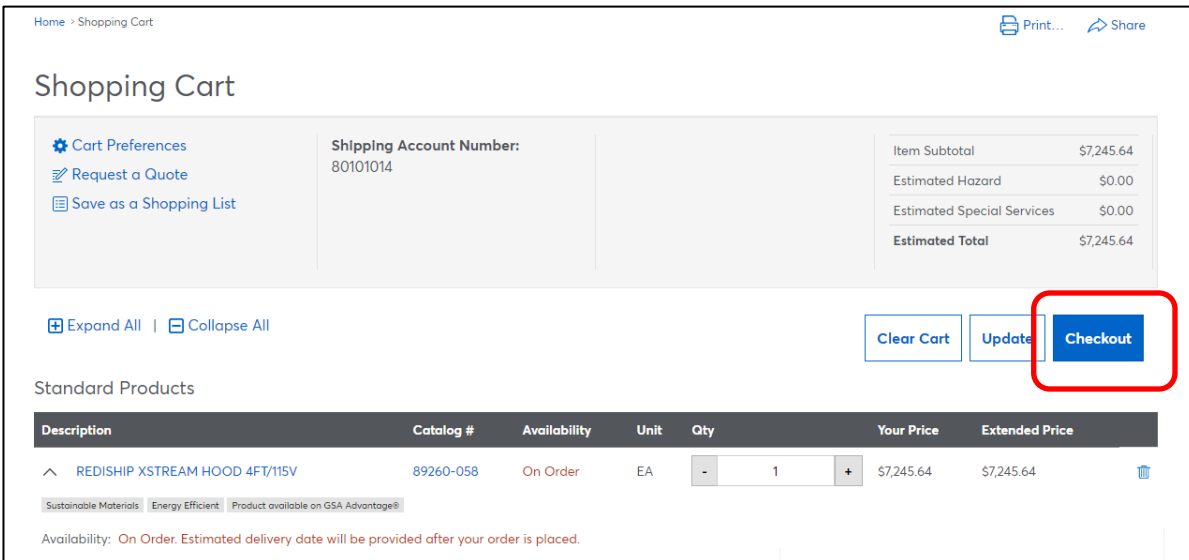
You are now back in SpearMart and the commodity code for this item is an EXP code (account code begins with a 74).

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 "Filter".
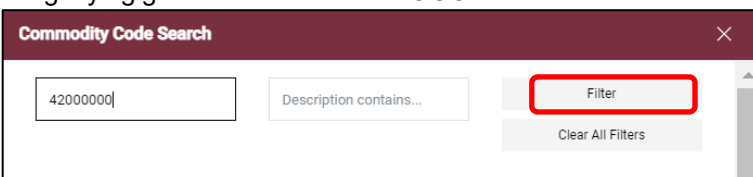
Select the commodity code for the OCO item as shown below.

Code ↑	Description	
42000000	Medical equip/supp (741191)	**+**
4200000001	Medical equip/supp-OCO (760310)	**+**
4200000002	Medical equip/supp-maint (741191)	**+**

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.

VWR INTERNATIONAL LLC · **1 Item** · **7,245.64 USD**

SUPPLIER DETAILS 🏴 🌐 SPEARMART : RADNOR CORPORATE CENTER, BLDG ONE, ... ▼

Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 3/18/2022 11:42:22 AM

• REDISHIP XSTREAM HOOD 4FT 115V

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	**VWR** REDISHIP XSTREAM HOOD 4FT 115V	89260-058	EA	7,245.64	1 EA	7,245.64	··· ☐

∧ ITEM DETAILS ✧

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 Car**t" or "**Completing a Requisition**".