SPEARMART
FLORIDA STATE UNIVERSITY

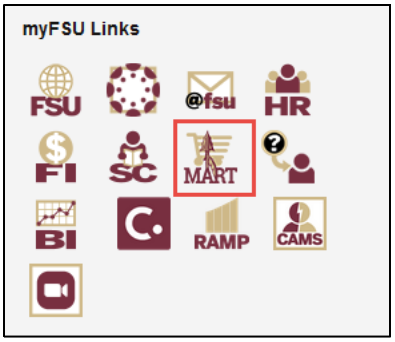
JOB AID
Utilizing Favorites for Manual Entry Orders

Overview

This job aid will discuss how you can create "favorite" carts for goods and services that you requisition for on a regular basis without having to create a new cart each time an order is placed.

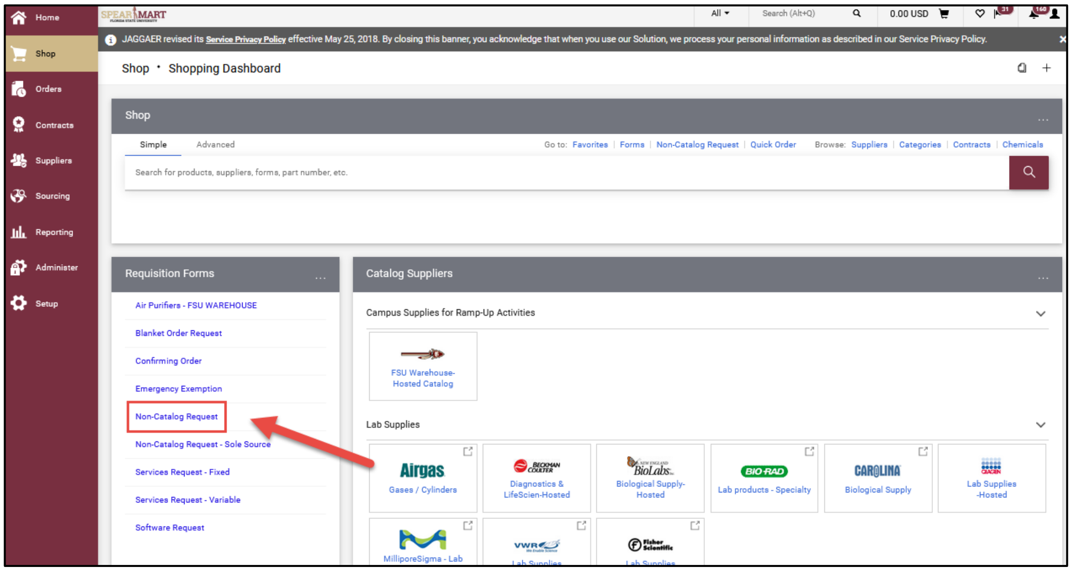
NOTE:
Your accounting information, due dates, and shipping information will need to be entered on each requisition on the check out screen prior to submittal.

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:


myFSU Links
FSU
@fsu
HR
FI
SC
MART
BI
RAMP
CAMS

You will begin by creating a new requisition in SpearMart. This example will be utilizing a non-catalog request, but the same steps can be followed/used for any of the other manual forms.

On the SpearMart Home page, select the non-catalog request form:


Home
Shop
Orders
Contracts
Suppliers
Sourcing
Reporting
Administer
Setup
All
Search (Alt+Q)
0.00 USD
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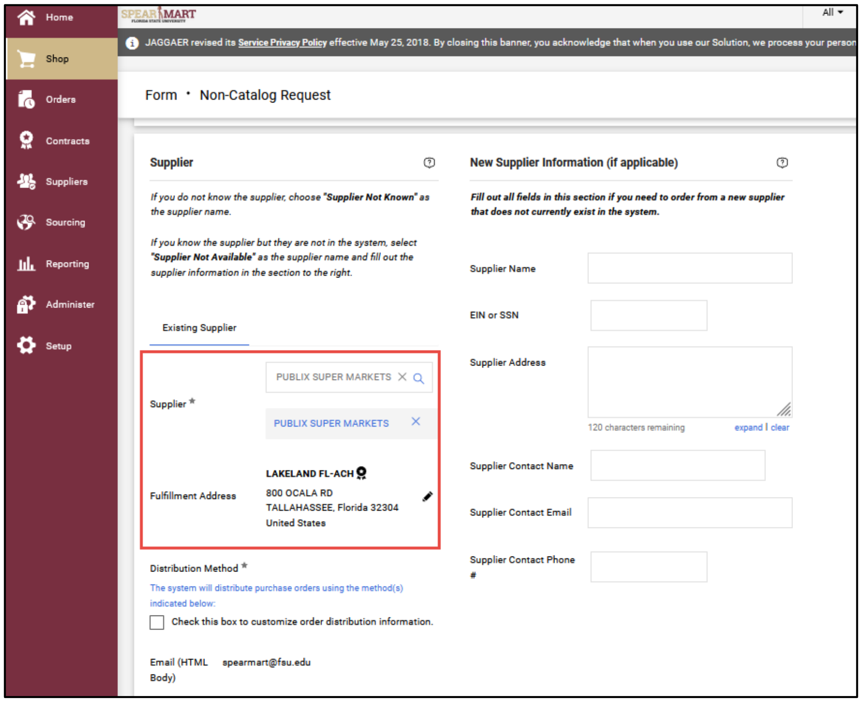
Shop • Shopping Dashboard
Shop
Simple
Advanced
Go to: Favorites | Forms | Non-Catalog Request | Quick Order
Browse: Suppliers | Categories | Contracts | Chemicals
Search for products, suppliers, forms, part number, etc.
Requisition Forms
Air Purifiers - FSU WAREHOUSE
Blanket Order Request
Confirming Order
Emergency Exemption
Non-Catalog Request
Non-Catalog Request - Sole Source
Services Request - Fixed
Services Request - Variable
Software Request
Catalog Suppliers
Campus Supplies for Ramp-Up Activities
FSU Warehouse-Hosted Catalog
Lab Supplies
Airgas
Gases / Cylinders
Beckman Coulter
Diagnostics & LifeScien-Hosted
BioLabs
Biological Supply-Hosted
BIO-RAD
Lab products - Specialty
CAROLINA
Biological Supply
Lab Supplies -Hosted
MilliporeSigma - Lab
VWR
Lab Supplies
Fisher Scientific
Lab Supplies

Once the form opens, fill out all of the pertinent information required for your order:



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Form • Non-Catalog Request

Supplier

*If you do not know the supplier, choose **"Supplier Not Known"** as the supplier name.*

*If you know the supplier but they are not in the system, select **"Supplier Not Available"** as the supplier name and fill out the supplier information in the section to the right.*

Existing Supplier

Supplier * PUBLIX SUPER MARKETS
PUBLIX SUPER MARKETS

Fulfillment Address
LAKELAND FL-ACH
800 OCALA RD
TALLAHASSEE, Florida 32304
United States

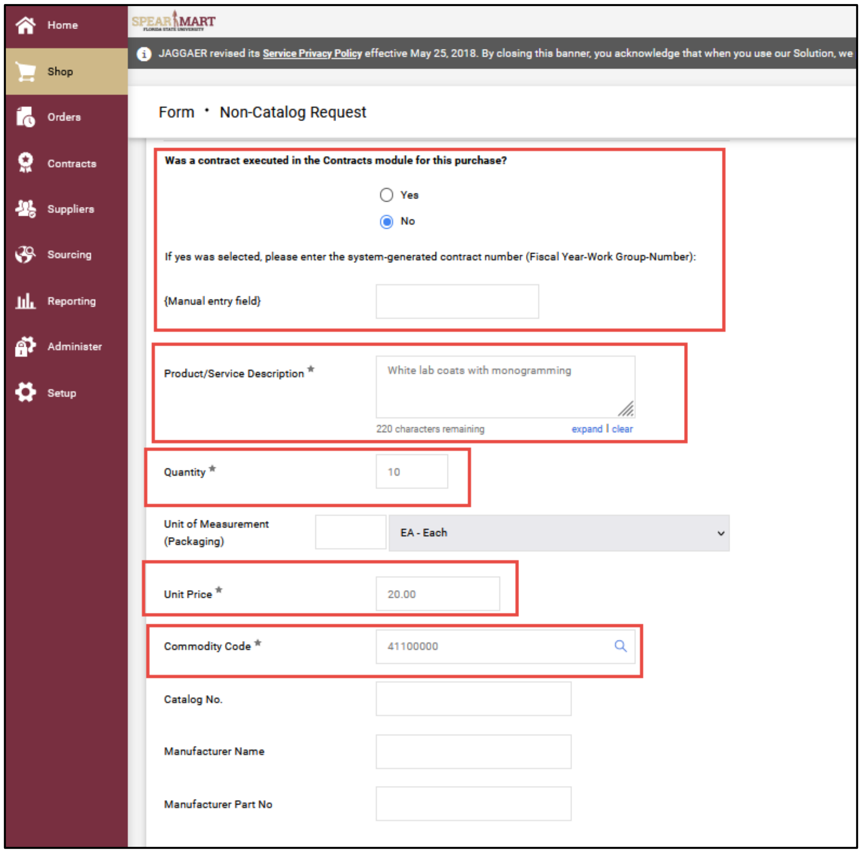
Distribution Method *
The system will distribute purchase orders using the method(s) indicated below:
☐ Check this box to customize order distribution information.

Email (HTML Body) spearmart@fsu.edu

New Supplier Information (if applicable)

Fill out all fields in this section if you need to order from a new supplier that does not currently exist in the system.

Supplier Name
EIN or SSN
Supplier Address
120 characters remaining expand | clear
Supplier Contact Name
Supplier Contact Email
Supplier Contact Phone #



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Form • Non-Catalog Request

Was a contract executed in the Contracts module for this purchase?

○ Yes
● No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):

(Manual entry field)

Product/Service Description * White lab coats with monogramming
220 characters remaining expand | clear

Quantity * 10

Unit of Measurement (Packaging) EA - Each

Unit Price * 20.00

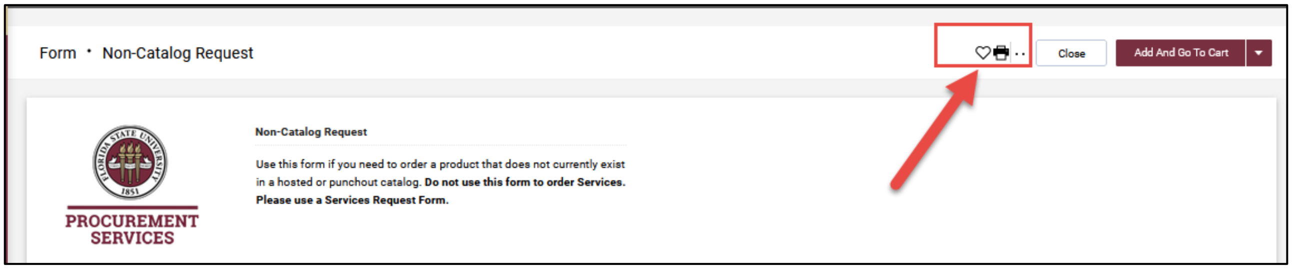
Commodity Code * 41100000

Catalog No.

Manufacturer Name

Manufacturer Part No

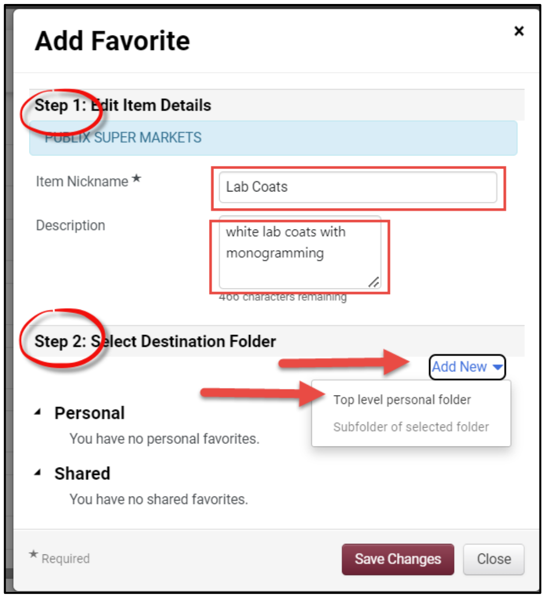
Once that is done, scroll to the top of the form and click the “heart” icon:


Form • Non-Catalog Request
Close
Add And Go To Cart
PROCUREMENT SERVICES

Non-Catalog Request

Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. **Do not use this form to order Services. Please use a Services Request Form.**

From there, the screen below will appear. For Step 1, fill in the Item nickname & Description boxes with the appropriate reference description. For Step 2 click the “Add New” drop down and select “top level personal folder.”


Add Favorite
Step 1: Edit Item Details
PUBLIX SUPER MARKETS
Step 2: Select Destination Folder
Add New
Top level personal folder
Subfolder of selected folder
Personal
Shared
* Required
Save Changes
Close

Item Nickname * Lab Coats

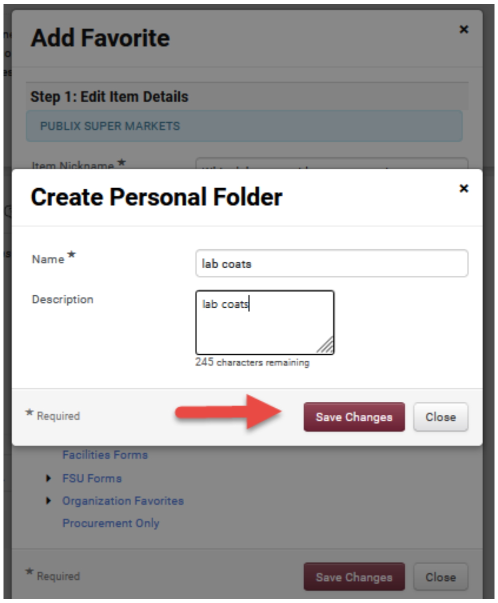
Description white lab coats with monogramming

466 characters remaining

You have no personal favorites.

You have no shared favorites.

Enter in your Name & Description and click Save Changes

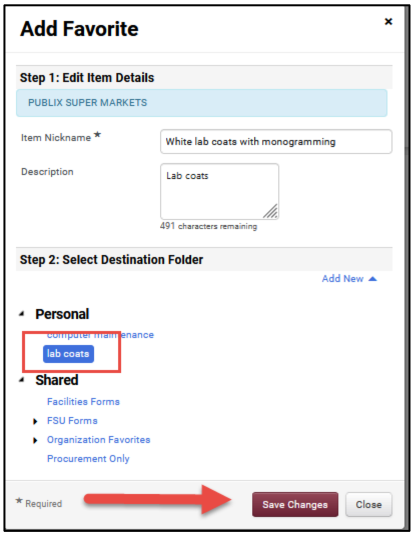

Add Favorite
Step 1: Edit Item Details
PUBLIX SUPER MARKETS
Item Nickname *
Create Personal Folder
* Required
Save Changes
Close
Facilities Forms
FSU Forms
Organization Favorites
Procurement Only
* Required
Save Changes
Close

Name * lab coats

Description lab coats

245 characters remaining

Your personal folder will appear, then click save changes:



Add Favorite

Step 1: Edit Item Details

PUBLIX SUPER MARKETS

Item Nickname *: White lab coats with monogramming

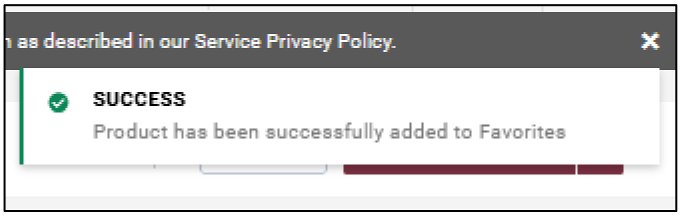
Description: Lab coats

491 characters remaining

Step 2: Select Destination Folder

×
Add New
Personal
computer maintenance
lab coats
Shared
Facilities Forms
FSU Forms
Organization Favorites
Procurement Only
* Required
Save Changes
Close

You will see this message appear at the top right-hand side of your screen when complete:

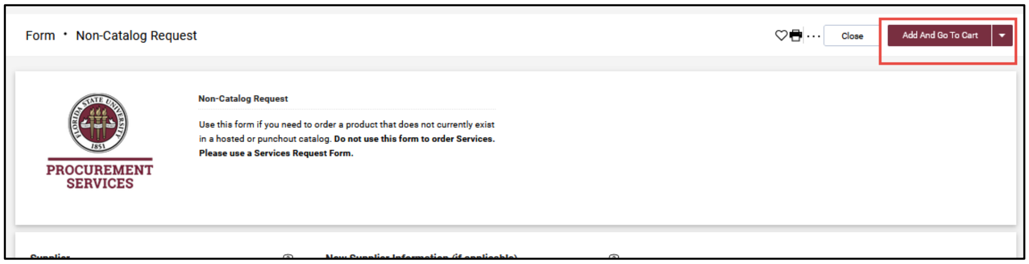


n as described in our Service Privacy Policy.

SUCCESS

Product has been successfully added to Favorites

From there, click “Add and Go to Cart” as normal and either assign or proceed to check out.



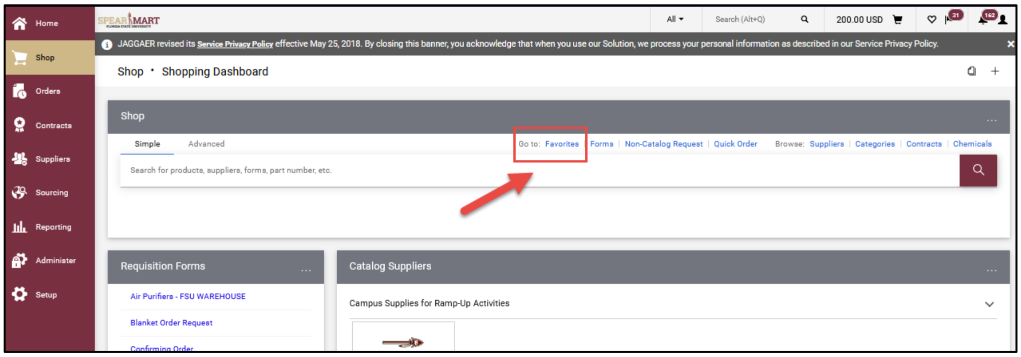
Form • Non-Catalog Request

Non-Catalog Request

Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. **Do not use this form to order Services. Please use a Services Request Form.**

Close
Add And Go To Cart
PROCUREMENT SERVICES

The next time you need to order the item(s) you have saved, go to the SpearMart Home page and click on “Favorites”



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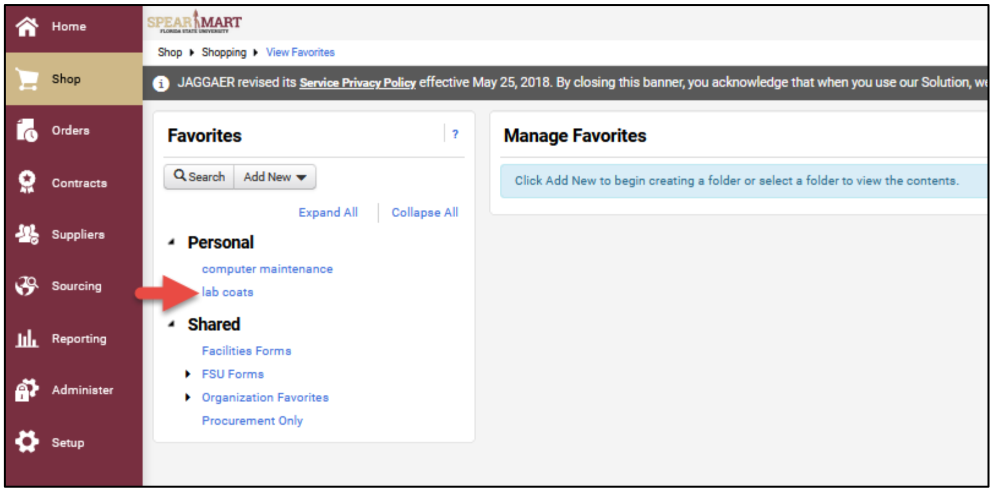
Shop • Shopping Dashboard

Home
Shop
Orders
Contracts
Suppliers
Sourcing
Reporting
Administer
Setup
SPEAR MART
All
Search (Alt+Q)
200.00 USD
31
162
Shop
Simple
Advanced
Go to: Favorites | Forms | Non-Catalog Request | Quick Order
Browse: Suppliers | Categories | Contracts | Chemicals
Search for products, suppliers, forms, part number, etc.
Requisition Forms
Air Purifiers - FSU WAREHOUSE
Blanket Order Request
Confirming Order
Catalog Suppliers
Campus Supplies for Ramp-Up Activities

Your list will appear and you can click on the item needed:


Home
Shop
Orders
Contracts
Suppliers
Sourcing
Reporting
Administer
Setup
SPEAR MART
Shop ▸ Shopping ▸ View Favorites
Favorites
?
Search
Add New
Expand All
Collapse All
Personal
computer maintenance
lab coats
Shared
Facilities Forms
FSU Forms
Organization Favorites
Procurement Only
Manage Favorites

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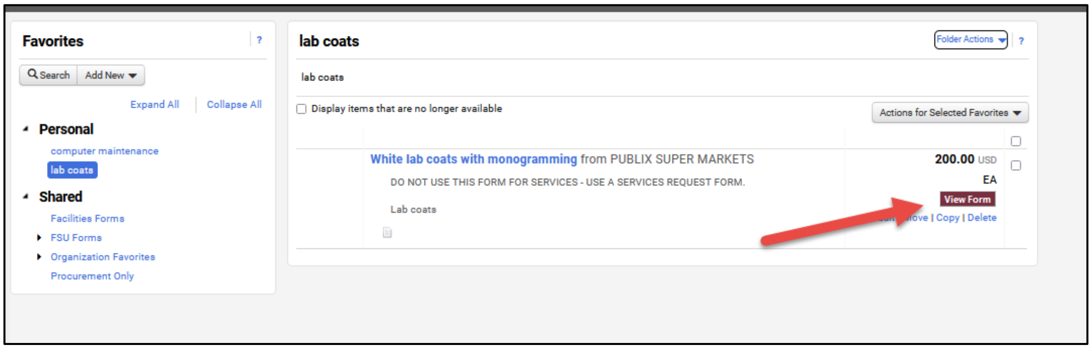
Click Add New to begin creating a folder or select a folder to view the contents.

Then click the “View Form” button:


Favorites
?
Search
Add New
Expand All
Collapse All
Personal
computer maintenance
lab coats
Shared
Facilities Forms
FSU Forms
Organization Favorites
Procurement Only
lab coats
Folder Actions
?
Actions for Selected Favorites
View Form
ove | Copy | Delete

lab coats

☐ Display items that are no longer available

White lab coats with monogramming from PUBLIX SUPER MARKETS

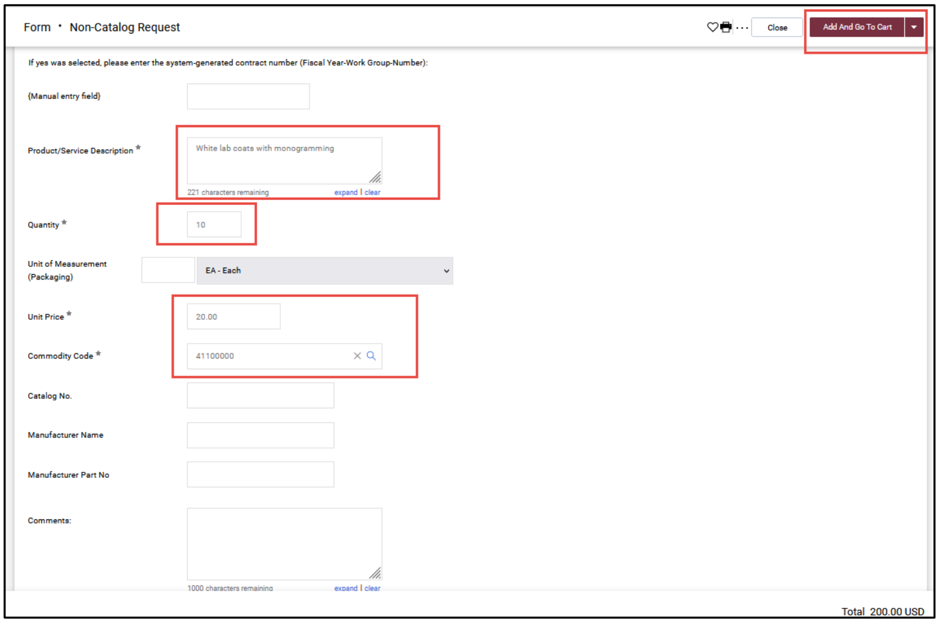
DO NOT USE THIS FORM FOR SERVICES - USE A SERVICES REQUEST FORM.

Lab coats

200.00 USD

EA

All of your form data will appear, and you can just make any necessary edits, then click “Add And Go To Cart” to assign your cart or check out. For additional help on either of these actions, see the **Complete a Requisition** or **Assign a Shopping Cart** Job Aid.


Form • Non-Catalog Request
Close
Add And Go To Cart
expand | clear
expand | clear

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):

(Manual entry field)	
Product/Service Description *	White lab coats with monogramming 221 characters remaining
Quantity *	10
Unit of Measurement (Packaging)	EA - Each
Unit Price *	20.00
Commodity Code *	41100000
Catalog No.	
Manufacturer Name	
Manufacturer Part No	
Comments:	1000 characters remaining

Total 200.00 USD