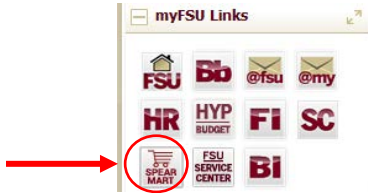


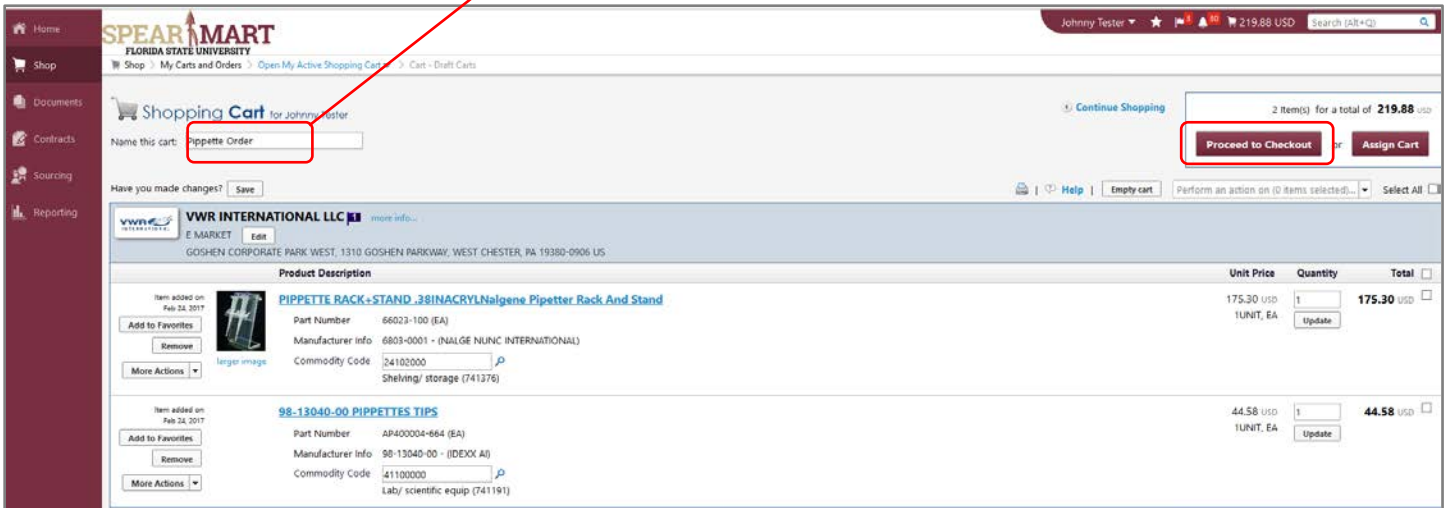
Overview

This Job Aid is for those who have the Requester Role. While Shoppers can complete this information they must assign their cart to a Requester to actually place their orders. Requesters can create carts, process carts from other shoppers/requesters and also submit the order for processing. This Job Aid does not cover the shopping portion of creating a cart as this is covered in the Shopping Job Aids.

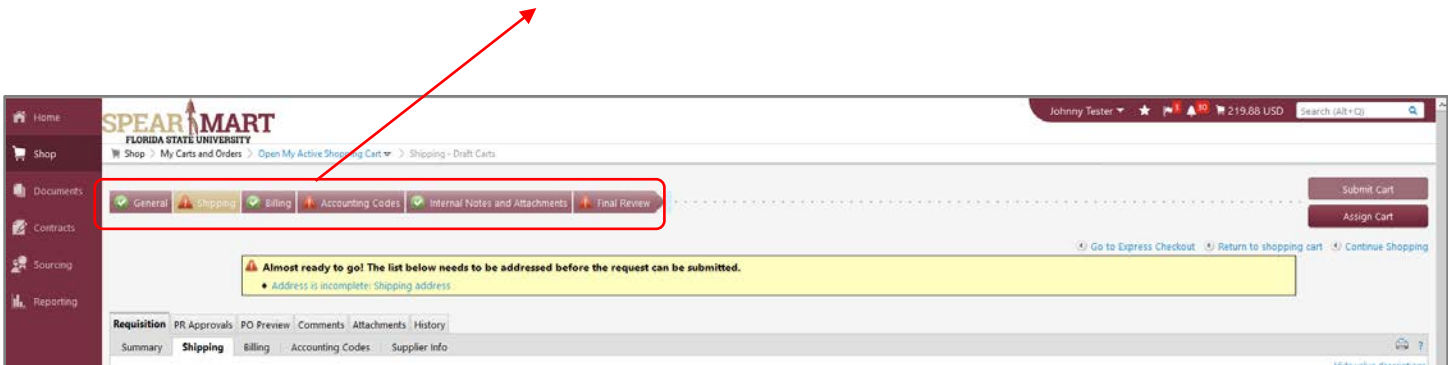
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

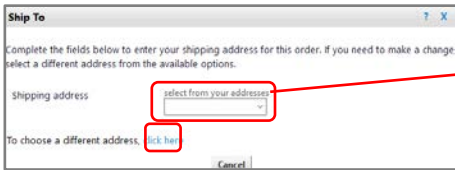
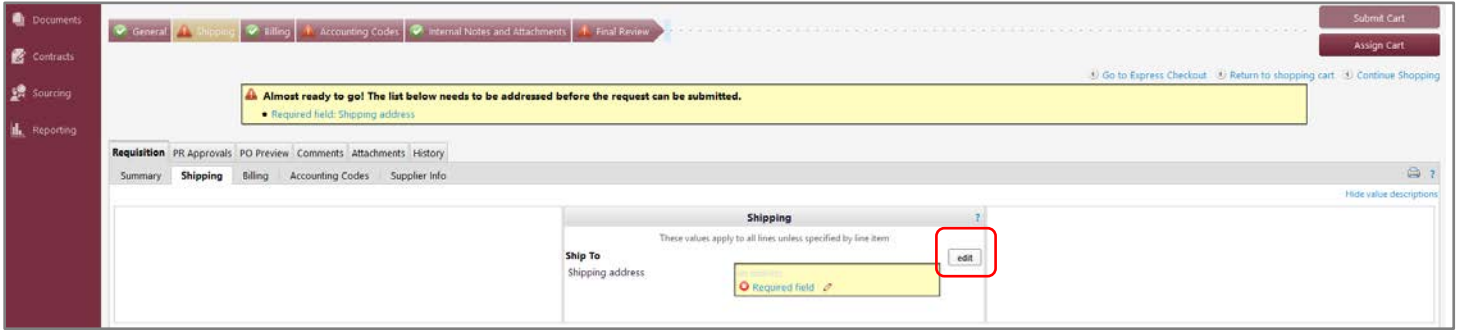


Make sure to name your cart so that it will be easy to use for finding the requisition in the future

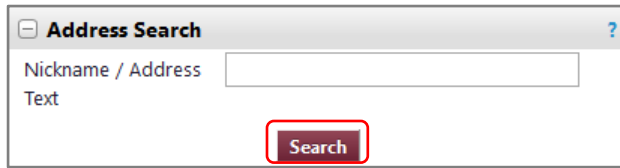


Notice the Guided Checkout Status Bar at the top shows you what areas require your attention. See the *Setting Up Your Profile* Job Aid for guidance on how to set up default ship-to, chart fields etc. which makes processing your shopping carts even more efficient.

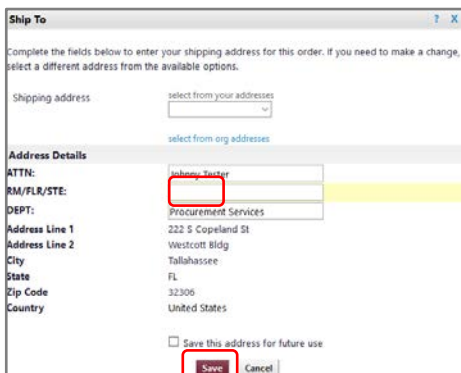




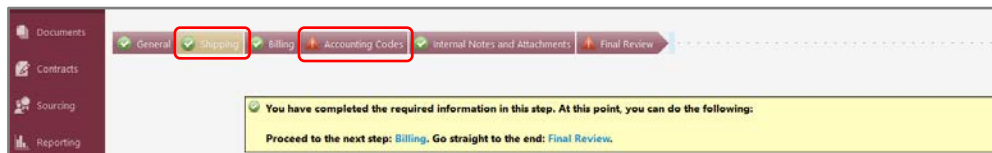
If you have any addresses set up in your user profile, you can select them from the dropdown. Otherwise, click on **Click Here** to pull up the available ship to addresses.



Enter the building name you are seeking. In this example, we're looking for Westcott.



Enter your room or suite number.



Notice now that you entered your ship-to information, the red triangle changed to a green circle. Click on Accounting Codes

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Business Unit GL
- Required field: Department
- Required field: Fund
- Required field: Location

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
Required field	Required field	Required field	Required field	no value	no value	no value	no value	no value	no value	no value	no value	no value

Accounting Codes

Select from your code favorites: [dropdown]

Business Unit GL: [dropdown] Location: [dropdown] Department: [dropdown] Fund: [dropdown]

PC Business Unit: [dropdown] Project-Activity: [dropdown] Source Type: [dropdown] Category: [dropdown] Subcategory: [dropdown]

Buttons: Save, Cancel

Business Unit GL

FSU01 - Florida State University

Custom Field Search

Value: [input field]

Description: [input field]

Search

00010214A
Building Code Suite/Room Number

- Every office/room on campus has a unique **Location**. Facilities maintains the master [Building List](#) which includes all active buildings on campus. **Locations** have the format shown above.
- You can enter a partial value in the Value field (i.e. "0223") and then click the Search button. This will bring up all Locations that start with 0223.
- You could also enter a phrase in the Description field (i.e. "Westcott") and then click the Search button. This will bring up all Locations that have the phrase "Westcott " in them.

00010212F	WESTCOTT BUILDING0212F	select
00010212H	WESTCOTT BUILDING0212H	select
00010212J	WESTCOTT BUILDING0212J	select
00010212K	WESTCOTT BUILDING0212K	select
00010212L	WESTCOTT BUILDING0212L	select
00010212M	WESTCOTT BUILDING0212M	select
00010213	WESTCOTT BUILDING0213	select
00010214	WESTCOTT BUILDING0214	select
00010214A	WESTCOTT BUILDING0214A	select
00010214B	WESTCOTT BUILDING0214B	select
00010214C	WESTCOTT BUILDING0214C	select
00010214D	WESTCOTT BUILDING0214D	select
00010214G	WESTCOTT BUILDING0214G	select
00010214H	WESTCOTT BUILDING0214H	select
00010214W	WESTCOTT BUILDING0214W	select
00010215	WESTCOTT BUILDING0215	select
00010216	WESTCOTT BUILDING0216	select

HELPFUL TIP

Entering your room number in the **Description** field may prove to be the quickest way to finding your **Location**.

Accounting Codes

Select from your code favorites

Business Unit GL: FSU01
Location: 00010214
Department:
Fund:
PC Business Unit:
Project-Activity:
Source Type:
Category:
Subcategory:
Chartfield:

Buttons: Save, Cancel

Custom Field Search

Value:
Description:

Search

Enter Fund or **Select from all Values** and use the Search function as you have for other chart fields.

Enter your Department number in the Value Field or Type your Department Name in the Description Field and Click Search

Results Per Page: 20 Values Found 1 Page 1 of 1

Value	Description
027000	Procurement Services

select

Accounting Codes

Select from your code favorites

Business Unit GL: FSU01
Location: 00010214
Department: 027000
Fund: 110
PC Business Unit:
Project-Activity:
Source Type:
Category:
Subcategory:
Chartfield:

Buttons: Save, Cancel

Documents, Contracts, Sourcing, Reporting

General Shipping Billing Accounting Codes Internal Notes and Attachments Final Review

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: **Internal Notes and Attachments**. Go straight to the end: **Final Review**.

Requisition PR Approvals PO Preview **Comments** Attachments History

Summary Shipping Billing Accounting Codes Supplier Info

Buttons: Submit Cart, Assign Cart

If there is any additional information you would like to provide an approver, you can add it by clicking on **Comments**

Add Comment

This will add a comment to the document.
Order Approved by my manager

1024 characters remaining

Attach file to this document (optional):
Attachment Type: File
File Name:
File:

Buttons: Add Comment, Close

Enter comment into text box. You can add attachments by selecting **Choose File** and navigating to the document you wish to attach. You may also create a name for the attachment.

After you have entered the necessary comments and / or attached any necessary documents, click **Add Comment**.

Click Final Review

General Shipping Billing Accounting Codes Internal Notes and Attachments **Final Review**

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview **Comments (1)** Attachments History

Add Comment

Records found: 1

Jobany Tester
Applies To: Requisition - 1783689
Comment Added - 2/28/2017 4:54 PM
Order Approved by my manager

Buttons: Submit Cart, Assign Cart

The screenshot shows a requisition form with several tabs: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and Final Review. A yellow message box at the top states: "All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page." The Billing Options section is expanded, showing fields for Accounting Date and Requested Due Date. The Requested Due Date field is highlighted with a red box, and its edit button is also highlighted.

To change the **Due Date** from the standard 2 weeks OMNI assigns to the PO, select the edit button under Billing Options and add a date under the **Requested Due Date** field.

This close-up shows the Billing Options dialog box. The Requested Due Date field is selected, and a date picker is visible. A red box highlights the date selection area. The Save and Cancel buttons are also visible at the bottom.

Now you are ready to submit your order. Select the **Submit Cart** button.

This close-up shows the Submit Cart button highlighted with a red box, along with the Assign Cart button and navigation links for Return to shopping cart and Continue Shopping.

The screenshot shows the "Requisition Submitted" confirmation page. A green message box at the top says "Requisition Submitted". Below it, there are "Next Steps" and a "Requisition Summary" section. The Requisition Summary is highlighted with a red box and contains the following information:

Requisition number	1783606 Quick View
Requisition status	Pending
Cart name	Pippette Order
Requisition date	2/24/2017
Cart total	219.88 USD
Number of line items	2

You now see confirmation that your requisition has been submitted, a list of next steps, and a *Requisition Summary* with your Requisition number.