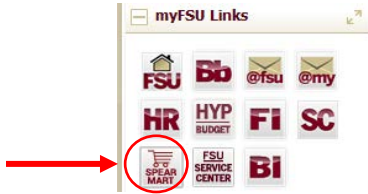


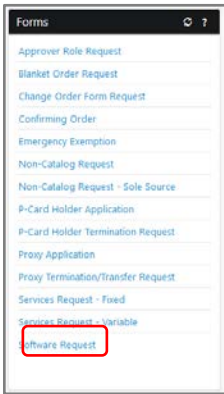
Overview

This Job Aid will discuss how to purchase software using the Software Request Form.

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:



Scroll to the bottom of the SpearMart Shopping Homepage and locate the Forms Widget as shown below



Enter the Supplier Name. In our Example, we will use the Supplier Name CDWG.

Software Request

Software
Use this form to request the procurement or renewal of software

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.

Enter Supplier or [Supplier Search](#)

New Supplier (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

I acknowledge that if I used Supplier Not Known or Supplier Not Available as my Supplier above that I am responsible for ensuring the Supplier completes the FSU Substitute IRS Form W9. Procurement Services cannot set up your supplier without this completed form.
I acknowledge the above statement

GENERAL SECTION ?

Product/Service Description
254 characters remaining [expand](#) | [clear](#)

Name of Software/Service
Website

Please provide a short narrative on this purchase, describing how this software/service will be used in your unit, if it will be used on a specific project or contract.

If you use a Hosted/Punch-Out Catalog Supplier as we did in this example, you must change the Fulfillment Address to a different fulfillment center. **Addresses marked SPEARMART are not for use on any Non-Catalog Form – they are for Catalog Orders ONLY.**

Supplier ?

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.

Supplier CDWG GOVERNMENT [more info...](#)
[select different supplier](#)

Fulfillment Address SPEARMART: (preferred)
CDWG-G, Inc.
230 N Milwaukee Avenue
Vernon Hills, IL 60061 US
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Email (HTML Attachment) eprocurement@cdwg.com

New Supplier (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

Results Per Page: 20 Suppliers found: 1 Page 1 of 1

Supplier Name/Address Select

CDW GOVERNMENT

MAIN: 120 S RIVERSIDE PLZ CHICAGO, IL 60606 US Select

SPEARMART: CDW-G, Inc. 230 N Milwaukee Avenue Vernon Hills, IL 60061 US Select

VERNON HILLS: ATTN ROB CHLUPSA 230 N MILWAUKEE AVE VERNON HILLS, IL 60061 US Select

Supplier ? **New Supplier (if applicable)** ?

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.

Supplier CDW GOVERNMENT info more
select different supplier

Fulfillment Address SPEARMART: (preferred)
 CDW-G, Inc.
 230 N Milwaukee Avenue
 Vernon Hills, IL 60061 US
select different fulfillment center

Distribution
 The system will distribute purchase orders using the method(s) indicated below.
 Check this box to customize order distribution information
 Email (HTML Attachment) eprocurement@cdw.com

New Supplier (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

I acknowledge that if I used Supplier Not Known or Supplier Not Available as my Supplier above that I am responsible for ensuring the Supplier completes the FSU Substitute IRS Form W9. Procurement Services cannot set up your supplier without this completed form.
 I acknowledge the above statement

GENERAL SECTION ?

Product/Service Description
 120 characters remaining expand clear

Name of Software/Service
Website

Please provide a short narrative on this purchase, describing how this software/service will be used in your unit. If it will be used on a specific project or grant, and if it will replace a current manual or electronic business process in your unit.

 1000 characters remaining expand clear

For renewals, please provide previous PO #

Quantity

Unit of Measurement (Packaging) 1 EA - Each

Unit Price

Commodity Code search

Is this a Sole Source?
 Yes
 No

Enter the required information into the requested fields.

SOFTWARE CHECKLIST (NOT REQUIRED FOR RENEWALS) ?

Installation Type:

On a desktop

On a physical server (in my unit/co-locate)

On a physical server (in ITS)

On a virtual server (in my unit)

On a virtual server (in ITS)

Web-based/cloud-based access through supplier

Is this software/service currently available at the university? (Visit <http://its.fsu.edu/swl> and <http://its.fsu.edu/Service-Catalog> to verify)
 Yes
 No

Is a similar software/service currently available at the university? (Visit <http://its.fsu.edu/swl> and <http://its.fsu.edu/Service-Catalog> to verify)
 Yes
 No

Initial Price includes: (check all that apply and complete):

Software or Service

Number of Licenses

Client access licenses (if separate)

Number of CALs

Installation Media

- Enter the correct commodity code
- If this is a sole source, scroll to the bottom after completing the software checklist and complete the sole source section.
- Complete the Software Checklist for all that is applicable to your purchase

ATTACHMENT AREA SECTION

Please attach all items requested in the sections above and any other supplemental documentation you feel is relevant to this form.

Internal Attachments

Add Attachments

If you have a quote or any other supporting documentation, click the **Add Attachments** button at the bottom of your screen and upload your files.

Software Available Actions: Add and go to Cart **Go** Close

Software

Use this form to request the procurement or renewal of software

Supplier ?

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.

Supplier CDW GOVERNMENT [more info...](#)
[select different supplier](#)

Fulfillment Address MAIN:
120 S RIVERSIDE PLZ
CHICAGO, IL 60606 US
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Fax +1 (850) 644-6853

New Supplier (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

Next, Scroll to the top and click the **Go** button.

SPEAR MART FLORIDA STATE UNIVERSITY

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Carts

Shopping Cart for Johnny Tester

Name this cart: Sample Software

Have you made changes?

10 Item(s) for a total of **850.00** USD

Proceed to Checkout or **Assign Cart**

CDW GOVERNMENT [more info...](#)

MAIN

120 S RIVERSIDE PLZ, CHICAGO, IL 60606 US

Product Description	Unit Price	Quantity	Total
Software open form... Contract FSU00006-2016 more info... CDW-G NIRA Stretch Agreement change... Is this a new request or renewal of existing software? <input type="checkbox"/> New Request Commodity Code 43230000 <input type="text"/> JP Software (741145)	85.00 USD	10	850.00 USD

Click on **Proceed to Checkout** or **Assign Cart**. For additional help or next steps on checking out, see Job Aid **Completing a Requisition**. For additional help or next steps on how to assign your cart, see Job Aid **Assigning your Shopping Your Cart**.