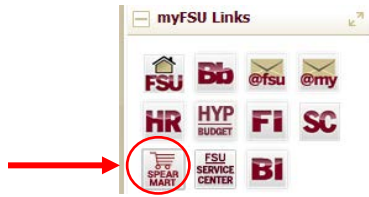
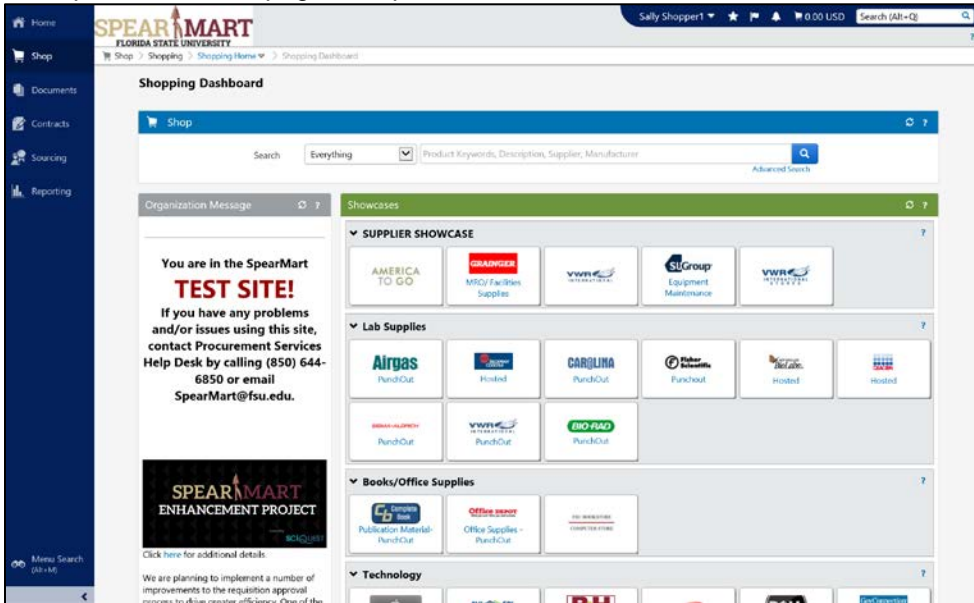


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



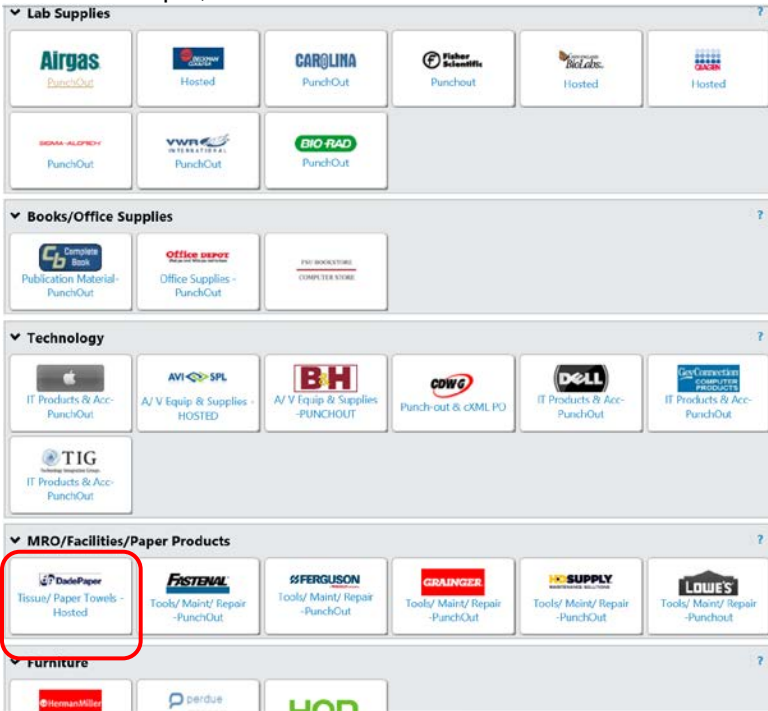
All catalog suppliers are shown on the main page directly under the Supplier Showcase.

Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

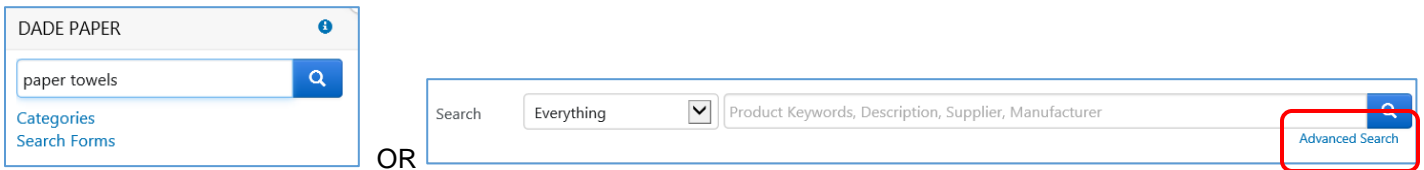
The catalogs are listed by supplier category, such as Lab Supplies, Books/Office Supplies, etc.

This Job Aid will focus on shopping from a Hosted catalog. To select a catalog, click on the icon for that supplier.

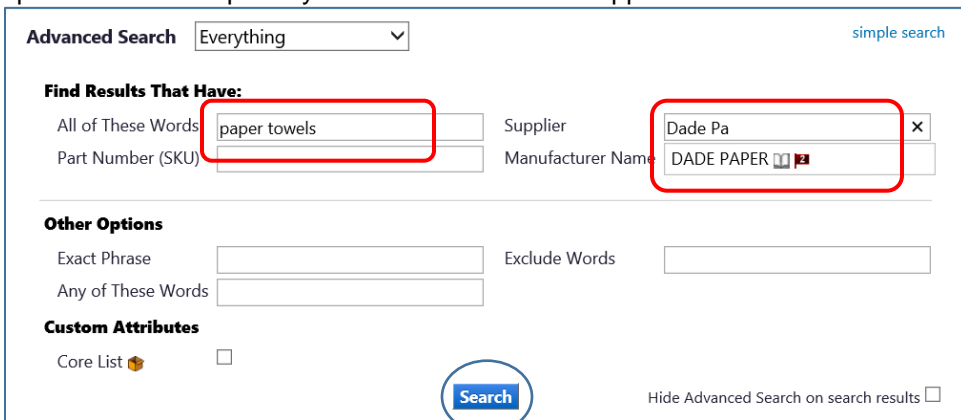
For this example, Dade Paper will be selected. Notice that the icon says "Hosted".



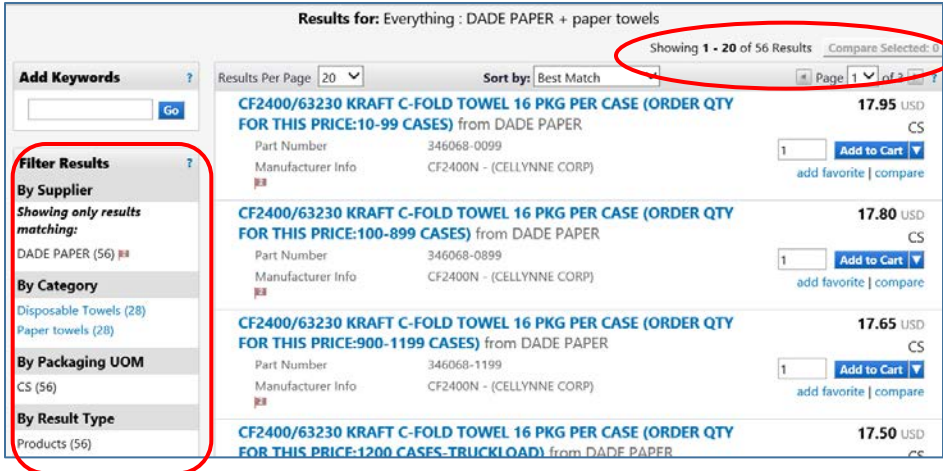
The search box will come up. You can enter a product name, such as shown below, "paper towels" or you can go to the top of the page and click "Advanced Search" to open the search box, then you can enter "paper towels" and "Dade Paper" in the appropriate fields. See the options below:



The advanced window opens up and you can type "paper towels" in the "All of these words" box, or another search criteria as needed. For this example, "paper towels" is used. As you begin to type the supplier name, the catalog supplier options will come up and you can then select the supplier. Then click "Search" to search for the item(s) needed.



The list of items that match that search will come up. Notice that there are 56 results in Dade Paper for this search. You can refine your search further by using the options in the left column, or simply scroll down for the type of paper towels you are searching for.



Results for: Everything : DADE PAPER + paper towels

Showing 1 - 20 of 56 Results

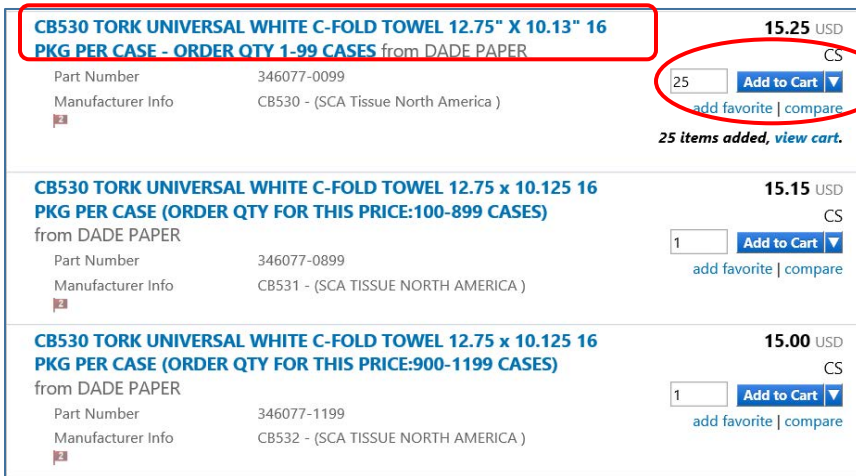
Results Per Page: 20 | Sort by: Best Match | Page 1 of 3

Filter Results

- By Supplier: Showing only results matching: DADE PAPER (56)
- By Category: Disposable Towels (28), Paper towels (28)
- By Packaging UOM: CS (56)
- By Result Type: Products (56)

CF2400/63230 KRAFT C-FOLD TOWEL 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:10-99 CASES) from DADE PAPER	17.95 USD
Part Number: 346068-0099	1 <input type="button" value="Add to Cart"/>
Manufacturer Info: CF2400N - (CELLYNNE CORP)	add favorite compare
CF2400/63230 KRAFT C-FOLD TOWEL 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:100-899 CASES) from DADE PAPER	17.80 USD
Part Number: 346068-0899	1 <input type="button" value="Add to Cart"/>
Manufacturer Info: CF2400N - (CELLYNNE CORP)	add favorite compare
CF2400/63230 KRAFT C-FOLD TOWEL 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:900-1199 CASES) from DADE PAPER	17.65 USD
Part Number: 346068-1199	1 <input type="button" value="Add to Cart"/>
Manufacturer Info: CF2400N - (CELLYNNE CORP)	add favorite compare
CF2400/63230 KRAFT C-FOLD TOWEL 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:1200 CASES-TRUCKLOAD) from DADE PAPER	17.50 USD
Part Number: 346068-1199	1 <input type="button" value="Add to Cart"/>
Manufacturer Info: CF2400N - (CELLYNNE CORP)	add favorite compare

For this example, the shopper has scrolled down and found “CB530” which is the item they need. For this particular supplier, notice that depending on the quantity, you need to select different item numbers. This shopper needs 25 cases, so the first line item will be chosen since that is the 1-99 case price/item. To select, enter the number of cases and click “Add to Cart”.



CB530 TORK UNIVERSAL WHITE C-FOLD TOWEL 12.75" X 10.13" 16 PKG PER CASE - ORDER QTY 1-99 CASES from DADE PAPER

Part Number: 346077-0099 | Price: 15.25 USD

Manufacturer Info: CB530 - (SCA Tissue North America)

Quantity: 25

25 items added, view cart.

CB530 TORK UNIVERSAL WHITE C-FOLD TOWEL 12.75 x 10.125 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:100-899 CASES) from DADE PAPER

Part Number: 346077-0899 | Price: 15.15 USD

Manufacturer Info: CB531 - (SCA TISSUE NORTH AMERICA)

Quantity: 1

CB530 TORK UNIVERSAL WHITE C-FOLD TOWEL 12.75 x 10.125 16 PKG PER CASE (ORDER QTY FOR THIS PRICE:900-1199 CASES) from DADE PAPER

Part Number: 346077-1199 | Price: 15.00 USD

Manufacturer Info: CB532 - (SCA TISSUE NORTH AMERICA)

Quantity: 1

Again, the item will show as being added into the cart and you have choices. We will now click “Check Out” to complete this catalog order. To check out, scroll to the very top of the page and click the shopping cart.



Sally Shopper1 | Search (Alt+Q) | 381.25 USD

The below window will open up. Click “Checkout”.



My Cart | 2017-02-24 shop01 01

CB530 TORK UNIVERSAL WHIT...

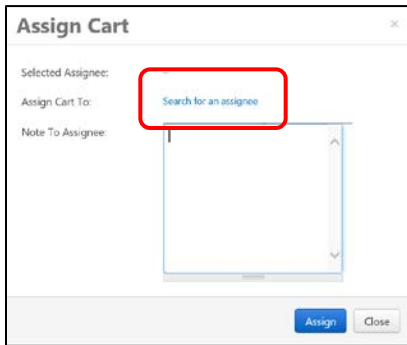
Quantity: 25 | Price: 381.25 USD

381.25 USD



You have now pulled your cart back into the SpearMart and can click “**Proceed to Checkout**” or “**Assign Cart**”. If you know the shipping information, budget, needed for this order, you can click “**Proceed to Checkout**” to enter all that information. If you do not know this information or want the Requester to enter it, click “Assign Cart”.

1. Assign Cart: Once you click “Assign Cart”, the below page will show up.



Click “**Search for an Assignee**” to find your Requester in your department to assign the cart to. Enter their first and last name in the “User Search” below.



When you find the person’s name, click the “**select**” link under the Action column.

Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	[select]
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	[select]

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition. You can also click the “Add to Profile” box to save this Requester so you can search from your profile going forward.

Click **“Assign”** to assign the cart to the selected Requester.

Requisition Summary	
Requisition number	1783637
Cart name	2017-02-24 shop01 01
Cart total	381.25 USD
Number of line items	1

You have successfully assigned your cart to a department Requester!

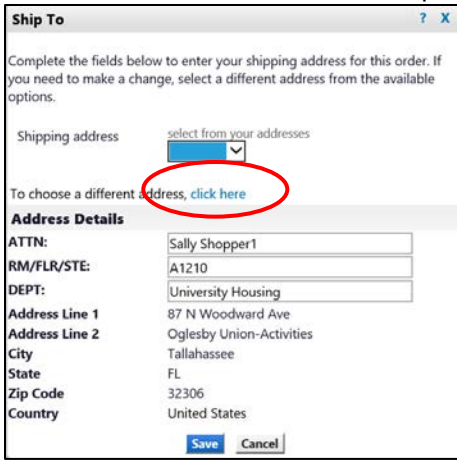
Another option is to use the **“Proceed to Checkout”** process and the Shopper can enter the requisition data and then assign the cart to their Requester.

2. Proceed to Checkout: Once you click **“Proceed to Checkout”**, the below page will show up. You can now enter the budget and shipping information.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 CBS30 TORIK UNIVERSAL WHITE C-FOLD TOWEL 12.75" X 10.13" 16 PKG PER CASE - ORDER QTY 1-99 CASES	346077-0099	16PKG/CASE CS	15.25	25 CS	381.25 USD

Click the **“Edit”** button in the **“Shipping”** box to add or update the shipping address. For this example, the address needs to be changed.

Then select the “click here” link to open the box. Click “select from org addresses” to find another address.



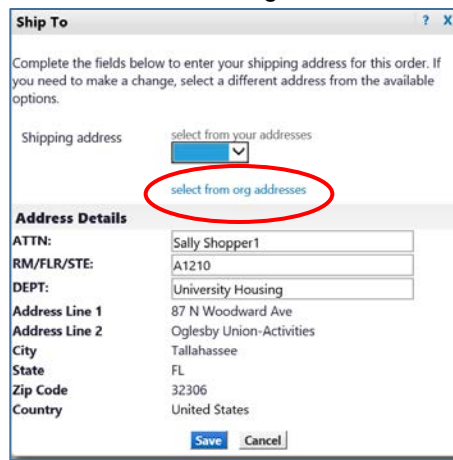
Shipping address: select from your addresses

To choose a different address, [click here](#)

Address Details

ATTN: Sally Shopper1
 RM/FLR/STE: A1210
 DEPT: University Housing
 Address Line 1: 87 N Woodward Ave
 Address Line 2: Oglesby Union-Activities
 City: Tallahassee
 State: FL
 Zip Code: 32306
 Country: United States

Buttons: Save, Cancel



Shipping address: select from your addresses


[select from org addresses](#)

Address Details

ATTN: Sally Shopper1
 RM/FLR/STE: A1210
 DEPT: University Housing
 Address Line 1: 87 N Woodward Ave
 Address Line 2: Oglesby Union-Activities
 City: Tallahassee
 State: FL
 Zip Code: 32306
 Country: United States

Buttons: Save, Cancel

To select a shipping address, click the “select from org addresses” link.



Address Search

Nickname / Address: basketball

Text

Search

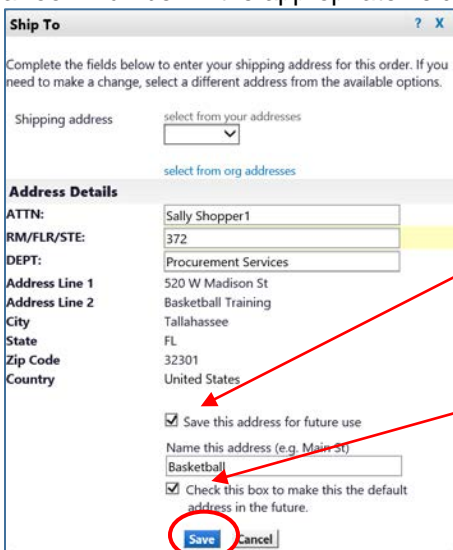
Close

Click “Search” to get a list of addresses or you can enter your building name. For this example, “basketball” was used. A list of addresses with that word in the address will come up. Scroll down

Results Per Page: 20 | **Addresses Found: 1** | Page 1 of 1

Name	Address
Basketball	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 520 W Madison St Basketball Training Tallahassee, FL 32301 United States

For this example, only one address had “basketball” in the address. Click “select” to choose the address. You must enter a room number in the appropriate field.



Shipping address: select from your addresses

[select from org addresses](#)

Address Details

ATTN: Sally Shopper1
 RM/FLR/STE: 372
 DEPT: Procurement Services
 Address Line 1: 520 W Madison St
 Address Line 2: Basketball Training
 City: Tallahassee
 State: FL
 Zip Code: 32301
 Country: United States

Save this address for future use
 Name this address (e.g. Main St)
 Basketball

Check this box to make this the default address in the future.

Buttons: Save, Cancel

To save this address in your profile, you can click the “**Save this address for future use**”.

To save this as a default, click the “**Check this box to make this the default address in the future**” box.

Click “Save” and the address will populate the “Shipping” box.

To update the Accounting Codes, click the “edit” button.

The first field is the “Business Unit GL”. Click the “Select from all values” link.

Click the down arrow to get the value “FSU01”.

The drop down menu will have only one value to select. Select “FSU01” and it will populate the field.

The next item is Location. Click “Select from all values”.

Enter part of the building name. For this example, “alumni” was entered.

Custom Field Search ?

Value

Description x

Search

All locations with the search description used will come up as choices. Select a choice by clicking “select” button to the right of the location.

Click to filter search results ?

Results Per Page 20 Values Found 247 Page 1 of 13 ?

Value	Description	
0819 0100	BASKETBALL TRAINING FACI 0100	select
0819 0102	BASKETBALL TRAINING FACI 0102	select
0819 0103	BASKETBALL TRAINING FACI 0103	select
0819 0104	BASKETBALL TRAINING FACI 0104	select
0819 0105	BASKETBALL TRAINING FACI 0105	select
0819 0106	BASKETBALL TRAINING FACI 0106	select
0819 0107	BASKETBALL TRAINING FACI 0107	select
0819 0107A	BASKETBALL TRAINING FACI 0107A	select
0819 0107B	BASKETBALL TRAINING FACI 0107B	select
0819 0107C	BASKETBALL TRAINING FACI 0107C	select
0819 0108	BASKETBALL TRAINING FACI 0108	select

The system will take you back to the page and populated the field.

Accounting Codes

Business Unit GL	Location	Department	Fund
FSU01 Select from all values... Required field	0819 0107B Select from all values... Required field	Select from all values... Required field	Select from all values... Required field

The next step is to enter the Department ID. You can enter the department number or as in this example, enter a partial description. Below “basketball” was entered. Click “Search”.

Custom Field Search ?

Value

Description x

Search

When the list comes up, select the appropriate department code by clicking the “select” button.

Results Per Page 20 Values Found 7 Page 1 of 1 ?

Value	Description	
006104	Athletics Maint - Basketball	select
007005	Men's Basketball Game Ops	select
007006	Men's Basketball	select
007008	Men's Basketball Ticket Sales	select
008001	Women's Basketball Game Ops	select
008002	Women's Basketball	select
008003	Women's Basketball Tickets	select

Results Per Page 20 Page 1 of 1

The selection will save and you are back in the Accounting Codes area.

Accounting Codes

Business Unit GL	Location	Department	Fund
FSU01 Select from all values... Required field	0819 0107B Select from all values... Required field	008002 Select from all values... Required field	Select from all values... Required field

To select a Fund code, click the **“Select from all values”** in the field or enter a search for a particular fund. For this example, “athletics” was entered to limit the search. To select a fund, click the **“select”** next to the appropriate fund code.

Results Per Page: 20 Values Found 4 Page 1 of 1

Value	Description	
630	Aux-Athletics	select
635	Aux-Athletics - DSO Reimb	select
636	Aux-Athletics DSO Restricted	select
637	Athletics Camps	select

It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click **“Save”** when you have completed the accounting codes.

The full string will now be visible and all the top tabs have green checkmarks, so the requisition can be assigned to your Requester. Click **“Assign Cart”**.

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	0619 0107B BASKETBALL TRAINING FACI 0107B	008002 Women's Basketball	637 Athletics Camps	no value	no value	no value	no value	no value	no value	no value	no value	no value

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 CB530 TORK UNIVERSAL WHITE C-FOLD TOWEL 12.75" X 10.13" 16 PKG PER CASE - ORDER QTY 1-99 CASES	346077-0099	16PKG/CASE CS	15.25	25 CS	381.25 USD

Supplier subtotal 381.25USD

The below box will open and click **“search for an assignee”**.

Assign Cart ✕

Selected Assignee: -

Assign Cart To: Search for an assignee

Note To Assignee:

Assign
Close

Click **“Search for an Assignee”** to find your Requester in your department to assign the cart to. Enter their first and last name in the “User Search” below.

User Search ?

Last Name

First Name

User Name

Email

Department

Search

Select the appropriate Requester from the list by clicking “Select” on the appropriate line.

Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	[select]
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	[select]
User03, Joe	JOE_USER03	JOE_USER03@admin.fsu.edu	+1 (850) 644-1436	[select]
User04, Joe	JOE_USER04	JOE_USER04@admin.fsu.edu	+1 (850) 644-6204	[select]
User05, Joe	JOE_USER05	JOE_USER05@admin.fsu.edu	+1 (850) 644-4459	[select]
User06, Joe	JOE_USER06	JOE_USER06@admin.fsu.edu	+1 (850) 645-8840	[select]

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition.

The screenshot shows a dialog box titled "Assign Cart" with a close button (X) in the top right corner. At the top, there are two radio buttons: "Select from profile values" (unselected) and "Search for an assignee" (selected). Below this, the "Selected Assignee:" field contains "Joe User01". The "Assign Cart To:" field contains a blue link "Search for an assignee". The "Note To Assignee:" field contains a text area with the text "These are for the restrooms in the women's basketball facility". At the bottom right, there are two buttons: "Assign" (highlighted with a red rectangle) and "Close".

Once "Assign" is clicked, the below notice will come up with a requisition number

The screenshot shows a notification titled "Cart Assigned" with a green checkmark icon. Below the title is a "Next Steps" section with a green background and a paragraph: "You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page". Below this are four bullet points with links: "Search for another item", "Check the status of an order", "Return to your home page", and "Create new draft cart". Below the "Next Steps" section is a "Requisition Summary" table.

Requisition Summary	
Requisition number	1784128
Cart name	2017-02-25 shop01 01
Cart total	381.25 USD
Number of line items	1

You have successfully assigned your cart!