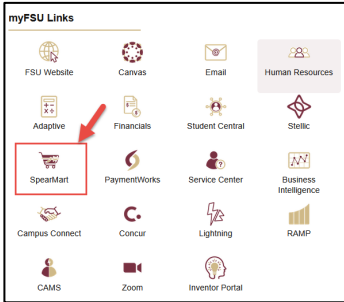


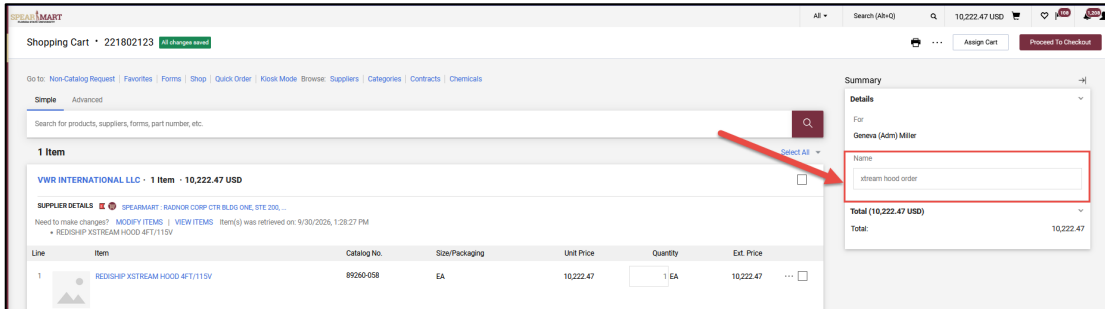
Overview

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.

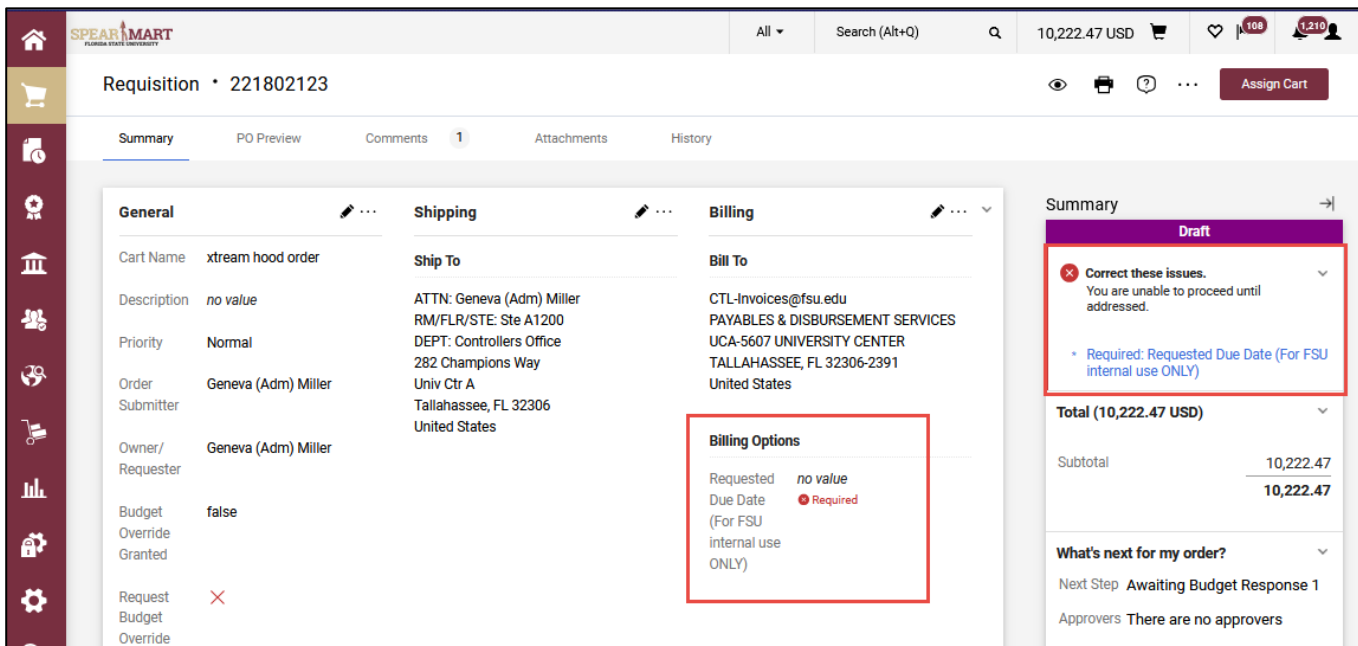
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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



Once you Proceed to Checkout, Notice the Guided Workflow Status Bar at the right 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.



Click the “Pencil” button in the “Shipping” box to add or update the shipping address.

Requisition · 221802123

Summary PO Preview Comments 1 Attachments History

General  **Shipping** 

Cart Name	xstream hood order	Ship To
Description	no value	ATTN: Geneva (Adm) Miller
Priority	Normal	RM/FLR/STE: Ste A1200
Order Submitter	Geneva (Adm) Miller	DEPT: Controllers Office
Owner/Requester	Geneva (Adm) Miller	282 Champions Way
		Univ Ctr A
		Tallahassee, FL 32306
		United States
Budget Override Granted	false	
Request Budget Override	✗	
Request Sponsored Project Restriction Override	✗	
Supervisors	MEHSTER Maydee Ehter	
Recipient	no value	
Site	no value	

Enter your address into the Search Additional box and select the appropriate address.

Edit Shipping

Ship To *

CURRENT ADDRESS

ATTN: ★ Geneva (Adm) Miller ☐ Add to my addresses

RM/FLR/STE: ★ Ste A1200

DEPT: ★ Controllers Office

Address Line 1 282 Champions Way

Address Line 2 Univ Ctr A

City Tallahassee

State FL

Zip Code 32306

Country United States

☐ Controllers Office - Geneva (Adm) Miller, Ste A1200, Controllers Office, 282 Champions Way, Univ Ctr A, Tallahassee, FL 32306, United States ★

☐ Procurement Services - Geneva (Adm) Miller, A1400, Procurement Services, 282 Champions Way, Univ Ctr A, Tallahassee, FL 32306, United States

mag lab Results Per Page 10

Magnet Lab - Geneva (Adm) Miller, RM/FLR/STE-S, Controller, 1800 E Paul Dirac Dr, Magnet Lab, Tallahassee, FL 32310, United States

Magnet Lab Receiving - Geneva (Adm) Miller, RM/FLR/STE-S, Controller, 1800 E Paul Dirac Dr, Magnet Lab Receiving, Tallahassee, FL 32310, United States

Save Close

Please make sure that ATTN, RM/FLR/STE, & DEPT FIELDS are filled in.

Magnet Lab

ATTN: ★ Geneva (Adm) Miller ☐ Add to my addresses

RM/FLR/STE: ★ A2200

DEPT: ★ Controller

Address Line 1 1800 E Paul Dirac Dr

Address Line 2 Magnet Lab

City Tallahassee

State FL

Zip Code 32310

Country United States

Magnet Lab Results Per Page 10

☆ Required fields

Save Close

To save this address in your profile, you can click the "Add to my addresses" for future use.

Edit Shipping

Ship To *

☐ Current Address - Geneva (Adm) Miller, Ste A1200, Controllers Office, 282 Champions Way, Univ Ctr A, Tallahassee, FL 32306, United States

☐ Controllers Office - Geneva (Adm) Miller, Ste A1200, Controllers Office, 282 Champions Way, Univ Ctr A, Tallahassee, FL 32306, United States

☐ Procurement Services - Geneva (Adm) Miller, A1400, Procurement Services, 282 Champions Way, Univ Ctr A, Tallahassee, FL 32306, United States

☒ Magnet Lab

ATTN: * Geneva (Adm) Miller

RM/FLR/STE: * A2200

DEPT: * Controller

Address Line 1 1800 E Paul Dirac Dr

Address Line 2 Magnet Lab

City Tallahassee

State FL

Zip Code 32310

Country United States

Nickname * Mag Lab

Make default ☒

Magnet Lab

Results Per Page 10

1 of 1

Save Close

When you click "Add to my addresses" you will be prompted to give it a nickname. Click "Make default" if you want this to be your default ship to address.

To edit accounting information, click on the pencil icon.

Accounting Codes

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required												

The first field is the "Business Unit GL". Click the down arrow to get the value "FSU01".

Edit Accounting Codes

Organization Values

FSU01 - Florida State University

Location * Search

Department * Search

Fund * Search

PC Business Unit

Project-Activity

Source Type

Category

*Note: The drop down will only have one value to select in this case.

The next item is Location. Click the magnifying glass.

Edit Accounting Codes

Accounting Codes

Business Unit GL * FSU01

Location * Search

Department * Search

Fund * Search

PC Business Unit

Project-Activity

Source Type

Category

Note: 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. "Mag Lab") and then click the Filter button. This will bring up all Locations that have the phrase "Mag Lab" in them.

HELPFUL TIP

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

Type in part of your building name and click "Filter".

Custom Field Search

Value: mag lab

Filter

Clear All Filters

Page 1 of 32 1-20 of 632 Results 20 Per Page

Value ↑	Description
0022A0100	MAG LAB - GENERAL SCIENCEA0100
0022A0100A	MAG LAB - GENERAL SCIENCEA0100A
0022A0100B	MAG LAB - GENERAL SCIENCEA0100B
0022A0100C	MAG LAB - GENERAL SCIENCEA0100C
0022A0100D	MAG LAB - GENERAL SCIENCEA0100D
0022A0100F	MAG LAB - GENERAL SCIENCEA0100F
0022A0101	MAG LAB - GENERAL SCIENCEA0101

Cancel

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

From there, click on the arrow in the Dept ID field.

Edit Accounting Codes

Accounting Codes

Business Unit OL * Location * Department ID * Fund * PC Business Unit Project Activity Source Type

F0001 0022A0100 Search 110

Required fields Save Close

From there, click the search link, then enter your Dept ID OR search by description and click "Filter".

Edit Accounting Codes

Accounting Codes

Business Unit OL * Location * Department ID * Fund * PC Business Unit Project Activity Source Type Category

F0001 0022A0100 Search Search

Required fields Save Close

Custom Field Search

Value: 227000

Description

Filter

Clear All Filters

Page 1 of 200 1-20 of 4000 Results 20 Per Page

Value ↑	Description
001000	President's Office
001001	President's Office Overhead
001002	President's Office Vending
001003	President's Teaching Awards
001004	President's Faculty Awards
001005	President's Investment Earning
001006	Pres Incentive-Efficiency Pgm

Cancel

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

Custom Field Search

Value: 227000

Description

Filter

Clear All Filters

Value ↑ Description

227000	Natl High Magnetic Field Lab
--------	------------------------------

Cancel

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

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

Edit Accounting Codes

Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	227000	Search				

★ Required fields

Save Close

To select a Fund code, click the “down arrow” in the field or enter a search for a particular fund code or by description.

Edit Accounting Codes

Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	227000	Search				

★ Required fields

Save Close

To select a Fund code, click the “Search” link and enter the value or description and click “Filter.” To select a fund, click the “+” next to the appropriate fund code.

Edit Accounting Codes

Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	027000	Search				

Profile Values
110 - E&G General Revenue
Organization Values

Custom Field Search

Value Description Filter

Clear All Filters

Page 1 of 9 1-20 of 168 Results 20 Per Page

Value	Description	
110	E&G General Revenue	+
120	E&G Student & Other Fees	+
121	Tuition Differential	+
125	E&G Student Fees-Carryforward	+
126	Tuition Differential-Carryfwd	+
130	E&G Educ Enhancement TF	+
135	E&G Lottery-Carryforward	+
140	E&G GR-Carryforward	+

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.

Edit Accounting Codes

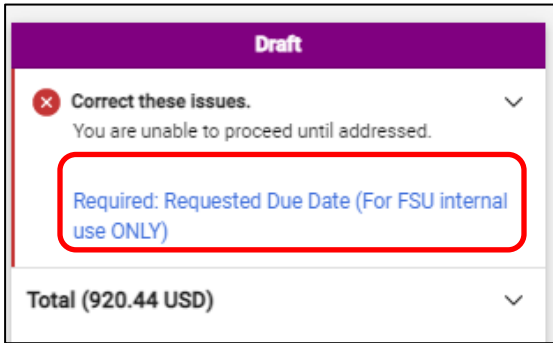
Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2
FSU01	0223A1400A	027000	110						Search	Search

★ Required fields

Save

The next step is entering the “Due Date.” You will need to click on “Required: Requested Due Date.”



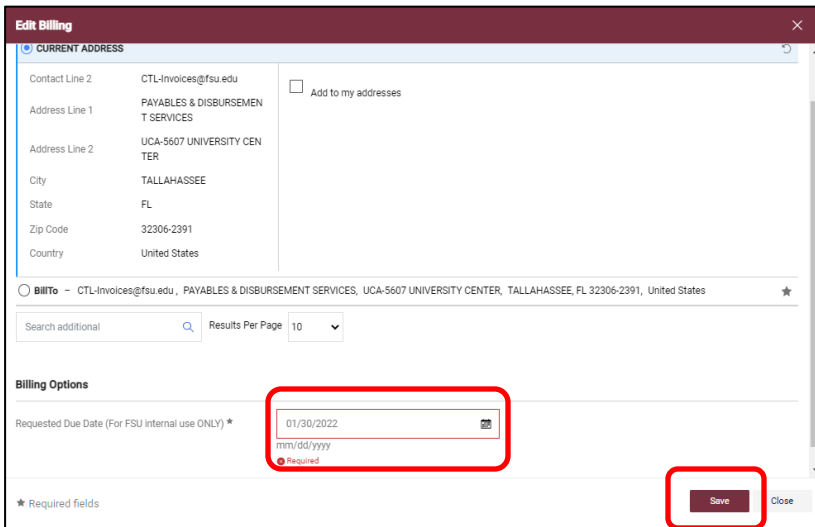
Draft

✖ **Correct these issues.** ✓
You are unable to proceed until addressed.

Required: Requested Due Date (For FSU internal use ONLY)

Total (920.44 USD) ✓

Enter your due date in this field and then click save.



Edit Billing

CURRENT ADDRESS

Contact Line 2: CTL-Invoices@fsu.edu
Address Line 1: PAYABLES & DISBURSEMENT SERVICES
Address Line 2: UCA-5607 UNIVERSITY CENTER
City: TALLAHASSEE
State: FL
Zip Code: 32306-2391
Country: United States

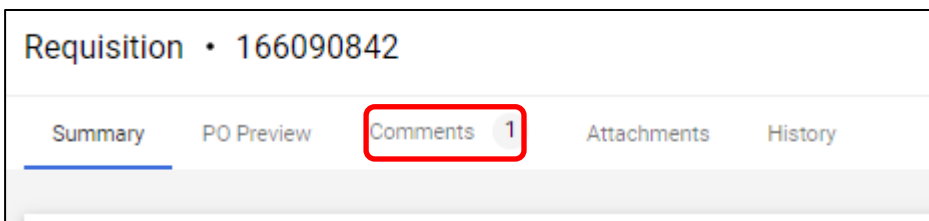
☐ Add to my addresses

Billing Options

Requested Due Date (For FSU internal use ONLY) * mm/dd/yyyy

Save **Close**

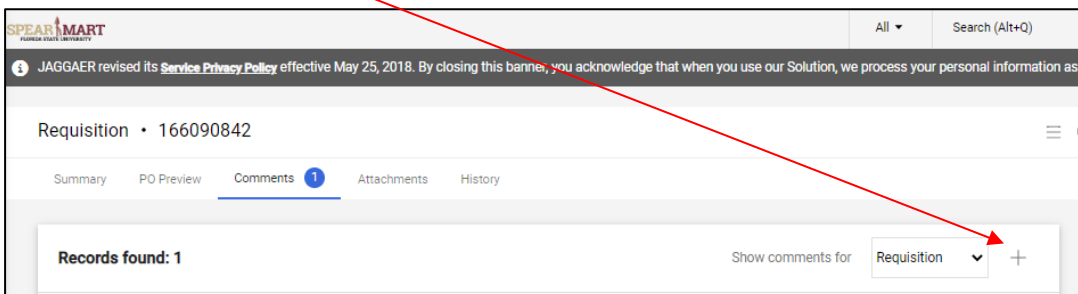
If there is any additional information you would like to provide to an approver, you can add it by clicking on the comments tab.



Requisition • 166090842

Summary **PO Preview** **Comments 1** **Attachments** **History**

To add comments, click the “+” sign.



Requisition • 166090842

Summary **PO Preview** **Comments 1** **Attachments** **History**

Records found: 1

Show comments for **Requisition** **+**

Add your comments and click the check mark. You also have the option to add attachments by selecting "Choose File" and navigating to the document that 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 the check mark.

Requisition • 166090842

Summary PO Preview **Comments 1** Attachments History

Records found: 1 Show comments for Requisition

ADD COMMENT

Please approve ASAP

981 characters remaining expand clear

This will add a comment to the document.

Attach file (optional)

Attachment Type

☒ File

☐ Link/URL

File Name

File

Choose File Upload your file

Once checked, your comment will be added to the requisition.

Requisition • 166090842

Summary PO Preview **Comments 2** Attachments History

Records found: 2 Show comments for Requisition

Geneva A. Miller - 12/16/2022 9:28:27 AM

Please approve ASAP

Requisition - 166090842 Comment Added

Geneva (Adm) Miller - 12/14/2022 11:19:20 AM

Requisition - 166090842 Requisition assigned

items

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

Assign Cart **Submit Cart**

Requisition 166090842 Submitted

Summary	Options
Requisition number 166090842	Print
Requisition status Pending	Recent orders
Cart name Training	Return to your home page
Requisition date 12/16/2022	
Cart total 920.44 USD	
Number of line items 2	

You now see confirmation that your requisition has been submitted and a Requisition Summary with your requisition number.