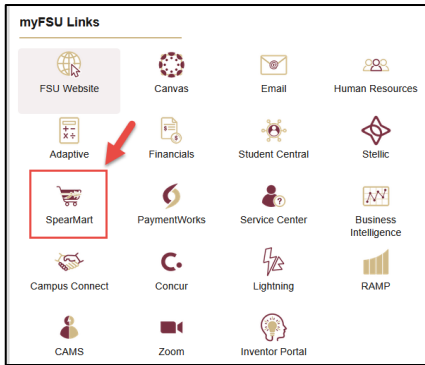
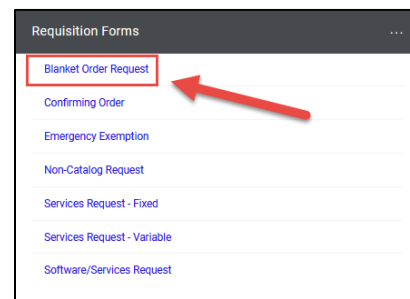
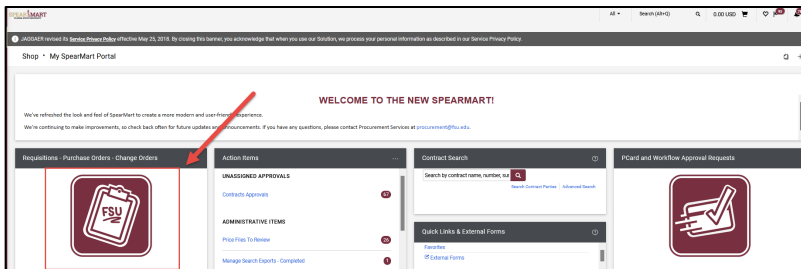


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.

Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. On the landing page, click on the Requisitions – Purchase Orders – Change Orders icon, then click on the Blanket Order Request



The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the “Supplier Search” link. For this example, the Supplier Search was clicked.

Form • Blanket Order Request

Blanket Order Request

A Blanket Purchase Order (BPO) is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details see [Blanket Purchase Orders](#).

Supplier Information

Existing Supplier

Enter Supplier ★

General Information

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)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date ★

End Date ★

Product/Service Description ★

Enter a supplier name in the field and click the magnifying glass.

All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Tallahassee location. To select the address, click the “+” button for the appropriate address.

Once selected, the supplier address will populate in the form. If you need to change the address, click “select a different fulfillment center”.

Special Note: For SpearMart suppliers, the SpearMart address is the default address. When using the Blanket Order Request Form, you must click “select different fulfillment center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a blanket order request form.

Form • Blanket Order Request

General Information

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)

Select "Yes" if a contract was entered into the Contracts Module for the purchase.

If "Yes" is selected, you will need to enter that system generated number.

Next, enter the start date or select the calendar icon to select the date and they will populate the fields

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date ★

mm/dd/yyyy

End Date ★

mm/dd/yyyy

Then enter the required information in the Product/Service Description field. (For a blanket order, you must enter the types of products in this section.) This tells the supplier what types of items are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice.

After the product/service description, note the total dollar amount needed for the term of the PO, the commodity code, & the authorized signers.

Form • Blanket Order Request

General Information

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)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date ★

mm/dd/yyyy

End Date ★

mm/dd/yyyy

Product/Service Description ★

Provide bulk gas delivery services to include leaded, unleaded, and diesel fuel on an as needed basis.

152 characters remaining [expand](#) [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount ★

Commodity Code ★

Authorized Signers (Required)

Jane Requester, Billy Joel, Elton John, Clark Kent

To find the commodity code for this request, click the magnifying glass, and start typing the description, in this case, gas

Commodity Code Search

Code starts with... [Filter](#)

[Clear All Filters](#)

Select the most appropriate choice in the list. To select your choice, click the "+" sign.

Commodity Code Search

Commodity Code Recommendations

No Commodity Code Recommendations

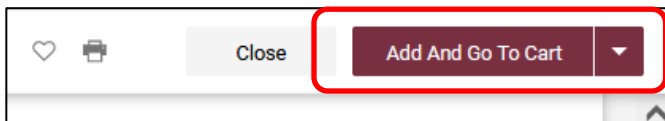
Code starts with... [Filter](#)

[Clear All Filters](#)

1-15 of 15 Results [20 Per Page](#)

Code ↑	Description	
12000000	Chem/Bio Chem/Gas (741385)	+
12140000	Elements and Gases (741385)	+
12142100	Industrial use gases (741385)	+
15101506	Gasoline (741391)	+

All required fields are now filled in for this form. Go to the top of the page for actions. Since this is a blanket order, only one line is needed, so click “Add and Go To Cart”. This will populate the cart with the form information.



At this point, you can either “**Assign Cart**” or “**Proceed to Checkout**” depending on your role in SpearMart. For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.