

TIPS for Purchase Request in SpearMart

1. Before submitting your order, please check our catalog suppliers to see if the item is available through one of them. If it is, please place your order through the catalog supplier.

If you receive a quote from another supplier that is substantially lower than the catalog price (OR you receive a quantity discount from a catalog supplier), you may submit a non-catalog order instead. Be sure to:

- Attach the quote to the requisition.
- Note in the comments that the quoted price is lower than the catalog price.

This helps ensure we are obtaining the best available pricing while following procurement guidelines.

2. FORMS:

- a. **NON-CATALOG:** This will be the form you use if what you want to purchase is not a service and is not available from a catalog provider. ***TIP*** If you know the supplier's name, you can start typing it OR you can click on the magnifying glass to search.

Form • Non-Catalog Request

Non-Catalog Request

Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. **Do not use this form to order Services. Please use a Services Request Form.**

FSU PROCUREMENT SERVICES

Supplier ⓘ **New Supplier Information (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.

Existing Supplier

Enter Supplier ★ ⓘ

New Supplier Information (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 #

In this example we input Airgas, and you can see we have multiple addresses for Airgas. *If you are entering a non-catalog request or any other form request that is not a catalog order, do not use the "SpearMart" address. If you use the "SpearMart" address, it will not be able to process correctly.

Supplier Search Close Supplier Search

airgas Clear All Filters

Name

AIRGAS INC
MAIN: AIR GAS NATIONAL CARBONATION PO BOX 602792 CHARLOTTE, North Carolina 28260-2792 United States +

AIRGAS SOUTH INC
SPEARMART: 945 YULEE ST TALLAHASSEE, Florida 32304 United States +
 BULK GAS: BULK GAS 945 YULEE ST TALLAHASSEE, Florida 32304 United States +
 TALLAHASSEE - OFFICE: 945 YULEE ST TALLAHASSEE, Florida 32304 United States +
 PANAMA CITY-BRANCH: 945 YULEE ST TALLAHASSEE, Florida 32304 United States +

Cancel

The answer to “Was a contract executed in the Contracts module” is **no** unless you already have an executed contract. **Do not enter ITN, ITB and Quote numbers in this section.**

Product 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}

3. **COMMODITY CODE:** Click on the magnifying glass to search:

Quantity ★

Unit of Measurement (Packaging) EA - Each ▼

Unit Price ★

Commodity Code Search... 🔍

Catalog No.

Manufacturer Name

Manufacturer Part No

Type in the description what best describes what you are purchasing. Try to be as specific as possible, although you may have to use different terms until you find one that fits best. If you do not find an exact match, try a similar name/description.

Hints:

Codes that end in 01 are generally OCO

Codes that end in 02 are generally maintenance/repair

You can type in 'serv' & this will pull up service-related commodity codes:

Commodity Code Search

Commodity Code Recommendations
No Commodity Code Recommendations

Code starts with... landscape Filter Clear All Filters

Code ↑	Description
21100000	Landscape Equipment (741121)
2110000001	Landscape Equipment; OCO (761301)
2110000002	Landscape Equip. Repair (740930)

Close

For live plants (trees, etc.) use the first one (see below). The bottom 3 are services and should not be used unless you are using a service request form.

Commodity Code Search

Commodity Code Recommendations
No Commodity Code Recommendations

Code starts with... plants Filter Clear All Filters

1-8 of 8 Results 20 Per Page

Code ↑	Description
10200000	Live Plants (741281)
10300000	Fresh Cut Plants Flowers (741281)
10400000	Dried Cut Plants Flowers (741281)
56101528	Flowers/Plants/etc (live or ar (741281)
5610152806	RESALE-Flowers/Plants/etc (741009)
70111500	Plants/ Ornamental trees Srv (740268)
70111508	Plants/Tree Spraying Services (740268)
70111600	Flowering Plants (Services) (740268)

1-8 of 8 Results 20 Per Page

4. ITN #, ITB #, QUOTE # - Where to put them on the requisition:

You can enter the ITN, ITB or Quote number in the product/service description lines of your requisition and/or in the external notes section, which is under the accounting codes section.

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}

Product/Service Description ★

254 characters remaining [expand](#) | [clear](#)



AND/OR

Accounting Codes

Business Unit GL	Location	Department ID	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
FSU01	0223A1400A UNIVERSITY CENTER - BUSL A1400A	027000 Procurement Services	110 ES&G General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

Internal Notes and Attachments

Internal Note: no value

Internal Attachments: [Add](#)

External Notes and Attachments

Note to Suppliers: ITB 1235-8

Attachments for suppliers: [Add](#)

Procurement Information

Procurement Officer	Email	Phone	OPRID
no value	no value	no value	no value

PO Type: GEN
General



- DUE DATE:** This date should reflect when you anticipate receiving the good(s) from the supplier or, for services, this date should match the service end date.
- SERVICES-FIXED FORM:** The Services-Fixed form is the preferred form for all service purchases. For service quotes with multiple quantities, enter the total quoted amount rather than the individual unit price. This ensures the requisition reflects the full cost of the service.

The Services-Fixed form is amount-based rather than quantity-based. As a result, multiple service line items from a quote may be combined into a single line on the purchase order.

Note: If you are using a request for service on a piece of equipment, please include the **make, model, and serial number of the equipment**. If it has a property tag, include the number of the tag. If it is a service contract and is priced/billed according to which services were performed and they are unknown at the time of requisition entry, attach a fee schedule/pricelist of all that could be performed/provided for this contract period.

FINDING THE DESCRIPTION:

The description for a service is what the supplier is to provide/perform. For example, on the below quote, the description section is what to be entered into product/service description box.

Prepared by: Gerardo Gonzalez					
Line #	Part #	Description	Price	Qty	Extend
		On-site service to perform preventative maintenance on infrared spectrometers. Install HeNe laser and perform necessary alignments, adjustments of infrared and reinstall firmware of spectrophotometers model Vertex 80V. The service time provided is an estimate and may change depending on the actual condition of the system and/or if major faults are found. Parts required to bring the units within factory performance specifications are not included. Laser to be supplied by user.			
1	SR-10	On-site system evaluation and/or repair, day rate	\$2,400.00	2	\$4,800.00
2	TC-10	Travel charge and per diem for on-site services	\$1,840.00	1	\$1,840.00
3	LsrCpl	Laser coupling assembly	\$650.00	1	\$650.00
4	MRSPPH	Source spherical mirror	\$600.00	1	\$600.00
Sub-Total					\$7,890.00
CC Fee, 3%					
Total					\$7,890.00

This would be entered on a services fixed form because at least one item on the quote has a quantity of one.

PURPOSE: Why do you need this service? This is an “overview” of the project and explains the reasons for pursuing this project.

Ex: A boiler needs a valve replaced, but why? These questions are not to make life more difficult for you, but they are to help in the event of an audit. Including the necessary details with the order helps ensure audit questions can be answered quickly and accurately, avoiding the need for additional research later.

SCOPE describes exactly what is being purchased and provides enough detail to answer:

- What work needs to be completed?
- What outcome is expected?
- What will each party provide to ensure the work can be completed successfully?

7. SERVICES-VARIABLE FORM: The Services-Variable form is used when a service line has a quantity greater than one. Whether the quote contains one line or multiple lines, the quantity on each line determines which form should be used. If any line has a quantity of one, use the **Services-Fixed** form instead.

Note: If you are using a request for service on a piece of equipment, please include the **make, model, and serial number of the equipment**. If it has a property tag, include the number of the tag. If it is a service contract and is priced/billed according to which services were performed and they are unknown at the time of requisition entry, attach a fee schedule/pricelist of all that could be performed/provided for this contract period.

Example of a Services-Variable quote is below. Since this service has been provided at an hourly rate, that makes it a variable service.

EVENT DATE	EVENT DESCRIPTION	PAYMENT TERMS	DUE DATE
Sep. - Nov.	FSU Women's Volleyball 2026	TBD	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Ambulance standby with 2 crew members, vehicle and equipment.	\$153/per hour with a 3-hour minimum	
	Sept. 8: FSU vs Auburn		
	Sept. 9: FSU vs Louisiana		
	Sept. 13: FSU vs FIU		
	Sept. 14: FSU vs N Alabama		
	Sept. 18: FSU vs UF		
	Sept. 23: FSU vs Miami		
	Oct. 2: FSU vs NC State		
	Oct. 4: FSU vs Wake Forest		
	Oct. 9: FSU vs GT		
	Oct. 11: FSU vs Clemson		
	Oct. 23: FSU vs Louisville		
	Oct. 25: FSU vs ND		
	Nov. 6: FSU vs Univ of Cal		
	Nov. 8: FSU vs Stanford		
	Nov. 28: FSU vs Univ of Virginia		
	15 games: 3 hrs/game Total hours: 45		
	Quotation prepared by: Brett Davidson		
		SUBTOTAL	
		TOTAL	\$6,885.00

8. SOFTWARE/SERVICES REQUEST: All software or web services purchases should be entered using this form. For software subscriptions or licenses, the service dates must be in the product/service description of the form.

This form contains questions that ITS requires in order to review and approve the request. Start by completing the General Information section just as you would on a Non-Catalog form. You must complete the **Software Checklist** section. The **Sole**

Source section should only be completed when the product can only be purchased from one supplier and no alternative source exists.

9. BLANKET: A Blanket Purchase Order (BPO) sets aside a predetermined amount of money with a supplier for repeated purchases over a specific period. Unlike a standard purchase order, a BPO is not tied to specific line items and is commonly used for services and consumable supplies. **NOTE:** Only ONE change order is allowed per fiscal year per PO. Before creating a Blanket Purchase Order, review prior purchase orders to estimate the amount needed as accurately as possible and reduce the likelihood of amendments later.

10. CHANGE ORDER:

1. Pricing and quantities cannot be changed on any catalog (punch out or hosted) order.
2. Supplier names and supplier addresses cannot be changed on any orders. The Requester must cancel the original PO and submit a new requisition.
3. Blanket request forms and Services fixed forms process to OMNI as "Amount Only" which means you receive the amount/price of an invoice and not the quantity.
4. Changes to budget cannot be made once the PO is received, invoiced, and/or vouchered against. Note: If a PO has ONLY been received on, you can delete the receipt(s) and then submit the change order request. If PO is invoiced or vouchered, you will need to submit a DOL to Accounts Payable.
5. Description changes cannot be made once the PO is received, invoiced, and/or vouchered against.
6. Ship to addresses cannot be changed.
7. Changes cannot be made to a PO once the due date has passed.
8. If a credit has been received for a PO, it must be in "paid" status prior to submitting a change request to close a PO.

11. PO DUE DATE EXTENSION/ROLL REQUEST: Use this form to request a change or an extension of the PO due date and corresponding service end date. Please note that due dates cannot be extended once they have expired, and a PO may only roll into a new fiscal year once. For a full list of requirements and limitations, review the PO Due Date Extension form in SpearMart.

12. CONFIRMING ORDER (After-the-fact orders): Retroactive commitments do not guarantee payment. University personnel must have an approved payment method, such as a valid Purchase Order, in place before services begin or goods are ordered. Failure to do so constitutes a violation of University policy.

For a Confirming PO, enter the date the order was placed with the supplier as the Confirming Date. The "**What steps has the department taken to prevent repetition of confirming purchases in the future?**" field should include a detailed prevention plan describing how similar situations will be avoided going forward

If submitting a Confirming PO without an invoice, please confirm with the supplier that the price on the Confirming PO is correct and will match the invoice.

Changes cannot be made to a Confirming PO. If any changes need to be made a Confirming PO, the Confirming PO will need to be canceled and a new PO with the correct information will need to be submitted.

All confirming requisitions are subject to review by **Procurement Services**. Requests may be returned or denied if the purchase was not the result of a legitimate emergency or if sufficient time existed to obtain a purchase order before placing the order with the supplier. **Disapproval may result in the individual who made the unauthorized commitment being responsible for the associated costs.** Direct pay requests will not be processed by Payables & Disbursements Services or University Business Administrators when a purchase order was required and could have been obtained beforehand.

In the event of a legitimate emergency when the University is closed, or while traveling without a P-Card and no P-Card payment option is available, document the nature of the emergency and submit all supporting paperwork to Procurement Services on the next business day. Procurement Services will review the request and approve it if the emergency criteria are met.

- 13. SOLE SOURCE:** Most forms include a section for Sole Source information & documentation. This section should ONLY be used for orders that are over \$150,000 and there is no other supplier that can provide that item or service. You would select “Yes” for the sole source question, complete the bottom of the form request, then fill out and attach the required Sole Source Exemption form.

For more reference information, go to the Procurement Services website and look up “How to Buy”:

<https://procurement.fsu.edu/resources/how/buy>

The shopping guide can be helpful for locating contract suppliers:

<https://procurement.fsu.edu/how/buy/shopping-guide>

Procurement Quick Reference Guide:

[https://procurement.fsu.edu/sites/g/files/upcbnu4846/files/media/img/Procurement Quick Reference Guide 20250522.png](https://procurement.fsu.edu/sites/g/files/upcbnu4846/files/media/img/Procurement_Quick_Reference_Guide_20250522.png)

Expenditure Guidelines on the Controller’s website:

https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Accounts%20Payable/Expenditure_Guidelines.pdf

Additional Training: You will find job aids for the above referenced & additional info here:

<https://procurement.fsu.edu/Training>