

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



The SpearMart Home page will open.

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C Or	rders	Shop • Shopping Dashboard								۵ +	
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Su Su	uppliers	Simple Advanced	Go to: Favorites Forms Non-Catalog Item Non-Catalo	g Request	Quick Order Brows	: Supplier	s Categories	Contra	ots Chem	nicals	
ॐ ≈	ourcing	Search for products, suppliers, forms, part num	iber, etc.							۹	
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Ad 14	dminister	Requisition Forms	Catalog Suppliers								ĺ
		Air Purifiers - FSU WAREHOUSE Blanket Order Request	Campus Supplies for Ramp-Up Activities							~	
		Confirming Order Emergency Exemption Non-Catalog Request	FSU Warehouse-Hosted								
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		Services Request - Fixed Services Request - Variable	Lab Supplies							\sim	
Q, M	ienu Search ←	Software Request	Airos 🎽 👝 🗤	W ENGLAND	BIO-RAD		ARALINA C		rred by JAGGAE	R Privaci	y Policy

Requesters may need to make updates to a requisition after it has been returned via system issue or an approver. Requesters will receive an email notification for any return that will contain a comment as to what needs to be addressed/updated.

Notice that a new notification has appeared next to the bell ic bell icon . This shows you a list of your notifications. Notice th Prepared By You Has Been Returned ". Click on this notifica	at the first no						n the
SPEAR		All	 Search (Ait+Q) 	٩ 0.0	00 USD 📜	~	
AGGAER revised its <u>Service Privacy Paticy</u> effective May 25,2018. By closing this banner, you acknowledge that when you use our Solution, we process your pe Shop • Shopping Dashboard	rsonal information as described in	our Service Pr	Shopping, Carts & Requise A Requisition Prepared 3612226 - 25.00 USD Retu	By You Has Be			Sep 23 ×
Simple Advanced Search for products, suppliers, forms, part number, etc.	Go to: Favorites Forms No	on-Catalog Form	Your Requisition Has Be 3612226 - 25.00 USD Sub				Sep 23 ×



In this case, this request was returned by a buyer due to an incorrect funding source. If your requisition has been returned by an approver, there will be a comment noted to alert you to the reason.

If the requisition was returned by a system generated issue, you will need to check the history tab.

Summary PO Pr		ent History				∃ ⊕ ⊕ Ø	Activate Ca
A This is not your a	active cart.					Draft (returned) Total (25.00 USD)	
General	ø	Shipping	ø ····	Billing	ø 🗸	Subtotal	25.
Cart Name	2022-09-23 MEJ180 01	Ship To		Bill To		Subtotal	25
Description	no value	ATTN: Marsha Jones		CTL-Invoices@fsu.edu			25.
Priority	Normal	RM/FLR/STE: 11 DEPT: Natl High Magnetic Field La	ıb	PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391		What's next for my order?	
PR Submitter	Marsha Jones	282 Champions Way Univ Ctr A Tallahassee, FL 32306		United States			
Owner	Marsha Jones	United States					
Request Budget Override	×			Billing Options			
Request Sponsored				Requested Due Date (For FSU 10/31/2022			
Project Restriction Override				internal use ONLY) Accounting Date 9/23/2022			
Supervisors	LMCCLELLAN			Accounting Date 9/23/2022			
	Lisa McClellan						
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This is not up							
This is not ye	our active cart.						
ecords fou	ind: 1						
Geneva A. Mi	iller - 9/23/2022 1:37:36 Pl	М					
Please update	e funding source, as these	items are not allowable with E	&G funding. Thank you				

To update the accounting information, click on the pencil icon and the box below will open. From there, click on the blue arrow(s) to make the necessary updates and then click save.

Accounting C	odes										ø ····	• ~
Business Unit GL	Location Departmen	nt Fund	PC Business Unit	Project- Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	
FSU01 Florida State University	0223A1400A 227000 UNIVERSITY Latl High CENTER - Magnetic Fie BLDGA1400A Lab	110 E&G General Revenue_test	no value	no value	no value	no value	no value	no value	no value	no value	no value	
Edit Accounting Coo	les											×
Accounting Codes		<u> </u>	<u> </u>	_								
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FSU01 🖌	0223A1400A 🖌	227000 2	110	¥.	e e							
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★ Required fields											Save	lose



Once the updates are made, click on "Activate Cart"

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equisition • 36 Summary PO Pre		uttachments I	History					= • 🖶 0	Activate Cart
							-	Draft (returned)	
A This is not your a	ctive cart.						Total (25.00)		~
General			Shipping	ø · · ·	Billing	<i>*</i> ··· <i>*</i>	Subtotal		25.00
Cart Name	2022-09-23 MEJ180 01		Ship To		Bill To				25.00
	no value Normal		ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab		CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER		What's next f	or my order?	>
	Marsha Jones Marsha Jones		282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States		TALLAHASSEE, FL 32306-2391 United States				
Request Budget Override	×				Billing Options Requested Due				
Request Sponsored Project Restriction Override	×				Date (For FSU 10/31/2022 internal use ONLY) Accounting Date 9/23/2022				
	LMCCLELLAN Lisa McClellan								

Then click on "Submit Cart"

•	612226	omments 1	Attachments	History							=		I Results	Assign Cart	Submit Cart
General			<i>"</i>	Shipping				<i>»</i> ···	Billing			ø ··· v		ft (returned)	
Cart Name	2022-09-2	3 MEJ180 01		Ship To					Bill To				Total (25.00 USD)		
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Priority	Normal			DEPT: Natl High Magnetic Field Lab 282 Champions Way					UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391						25
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Supervisors	LMCCLEL Lisa McClel														
Accounting Cod	es											ø v			
Business Unit				PC Business	Project-				Chartfield 1			Budget			



Once submitted, you will see the confirmation that your requisition has been submitted.

Requisition 3	3612226 Submitted	
Summary		Options
Requisition number	3612226	□ Print
Requisition status	Pending	Recent orders
Cart name	2022-09-23 MEJ180 01	Return to your home page
Requisition date	9/23/2022	
Cart total	25.00 USD	
Number of line items	1	