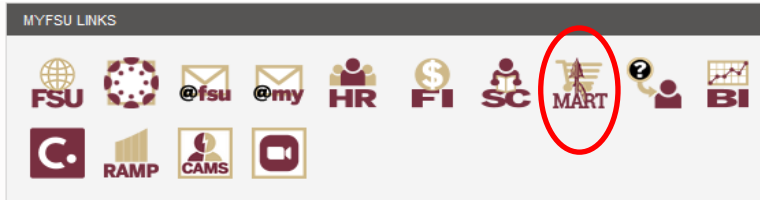


Overview

This Job Aid will discuss how you can assign a one-time ship-to address to your requisition.

Note: You cannot use a one-time ship-to address with a hosted or punch-out catalog order.

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:



Once you have added what you intend to purchase to your cart and have selected the **Proceed to Checkout Button**, looking for the shipping information in the middle of your screen. Click on the **pencil icon**.

General	Shipping	Billing
<p>Cart Name: 2022-03-18 gamiller 01</p> <p>Description: no value</p> <p>Priority: Normal</p> <p>Order Submitter: Geneva A. Miller</p> <p>Owner/Requester: Geneva A. Miller</p> <p>Budget Override Granted: false</p> <p>Request Budget Override: ✗</p> <p>Request Sponsored Project Restriction Override: ✗</p> <p>Supervisors: TANG To-Ha Tang</p>	<p>Ship To</p> <p>ATTN: Geneva A. Miller RM/FLR/STE: A1400 DEPT: Procurement Services 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States</p>	<p>Bill To</p> <p>CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States</p> <p>Billing Options</p> <p>Requested Due Date: 3/31/2022</p>

Next, click into the "search additional" box and enter the term "One-Time" in the Address Search box and click the **blue address**.

10

Save
Close

*One-Time Ship To - Geneva A. Miller, [RM/FLR/STE], [Address Line 1], [Address Line 2], [City], [State], [Zip Code], United States

10

No addresses match your query

Save
Close

*One-Time Ship To

ATTN: * Geneva A. Miller Add to my addresses

RM/FLR/STE:

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Country United States

*One-Time Ship To Results Per Page 10 < 1 of 1 >

* Required fields

Enter your information for your one-time ship to address. Fields marked with a * are required.

Click **SAVE** when complete.

If you attempt to use a one-time ship-to address on a hosted or punch-out order, your shopping cart will automatically be returned to you and you will not be able to submit your order. The message back to you will include the following: **“Your requisition has been returned because you specified a one-time ship-to address with a catalog item. One-time ship-to addresses are for non-catalog items only.”**