

## JOB AID Assigning a One-Time Ship-To Address

## **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 <u>https://my.fsu.edu/</u> 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	di	Shipping	<i>"</i> ••••••	Billing		ø v
Cart Name	2022-12-14 gamiller 01	Ship To		Bill To		
Description	no value	ATTN: Geneva A. Miller RM/FLR/STE: A1400		CTL-Invoices@f	su.edu SBURSEMENT SERVICES	
Priority	Normal	DEPT: Procurement Services 282 Champions Way			ERSITY CENTER	
Order Submitter	Geneva A. Miller	Univ Ctr A Tallahassee, FL 32306 United States		United States		
Owner/Reques ter	Geneva A. Miller	onica otaco		Billing Options Requested Due		
Budget Override Granted	false			Date (For FSU internal use ONLY)	12/31/2022	
Request Budget Override	×					

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

Search additional	Q Results Per Page 10 V	
★ Required fields		Save Close
•One-Time Ship To - Geneva A.	Miller, [RM/FLR/STE], [Address Line 1*], [Address Line 2], [Otty*], [State*] [Zip Code*], United States	
one-tim <b>e</b> ×	Q Results Per Page 10 V	

Close



•One-Time Ship To			0
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	Q Results Pe	r Page 10 🗸	< 🚺 of 1 🗦
Required fields			Save

Enter your information for your onetime 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."