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 edit Button.

Next, search for a different address and enter the term “One-Time” in the Address Search box and click the Search button.
JOB AID
Assigning a One-Time Ship-To Address

- Enter your information for your one-time ship-to address. Fields in **BOLD** 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.”