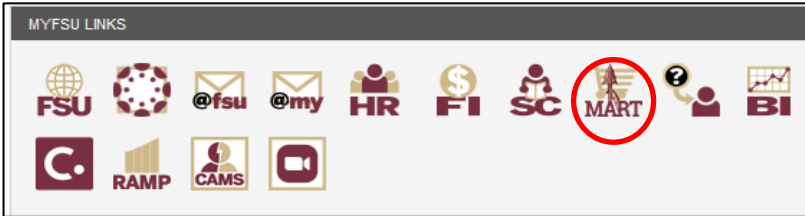


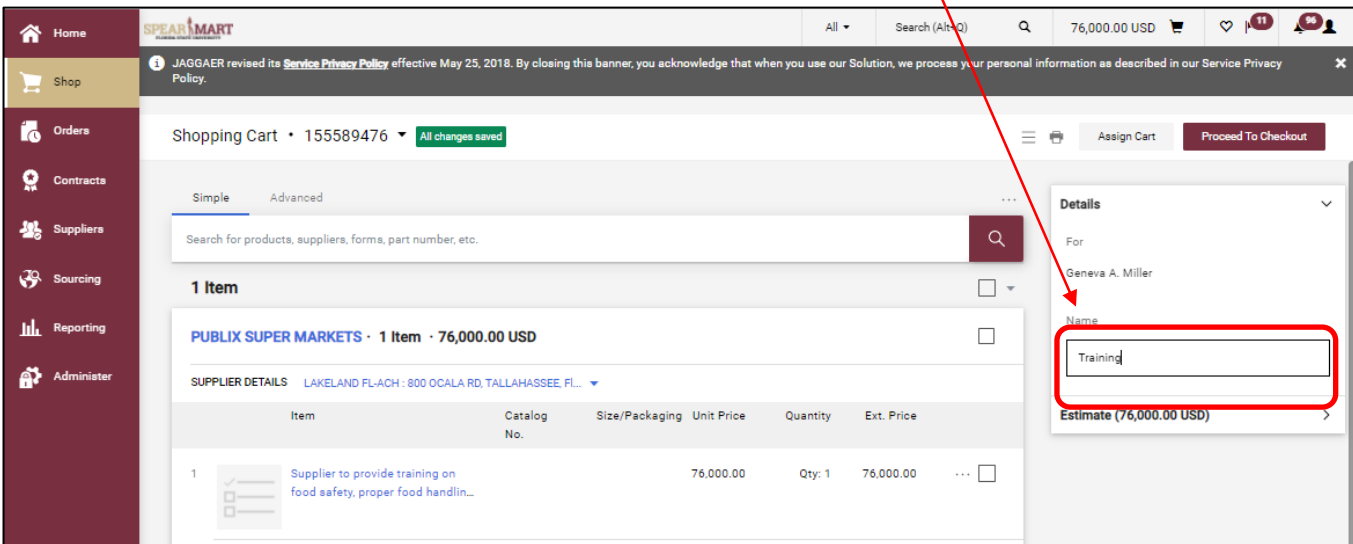
Overview

This Job Aid is for those who have the Requester Role. While Shoppers can complete this information they must assign their cart to a Requester to actually place their orders. Requesters can create carts, process carts from other shoppers/requesters and also submit the order for processing. This Job Aid does not cover the shopping portion of creating a cart as this is covered in the Shopping Job Aids.

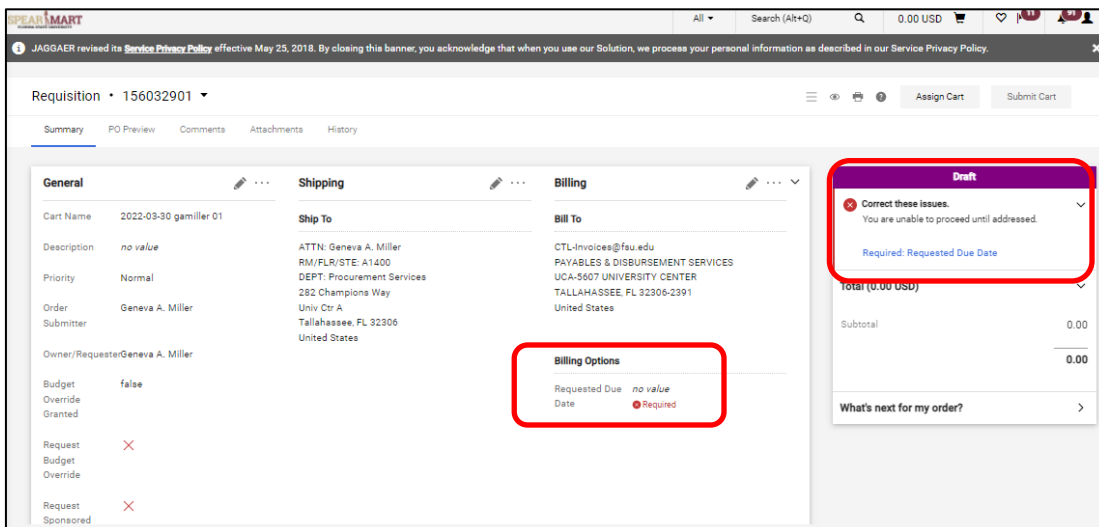
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Make sure to name your cart so that it will be easy to use for finding the requisition in the future.



Once you Proceed to Checkout, Notice the Guided Workflow Status Bar at the right shows you what areas require your attention. See the *Setting Up Your Profile* Job Aid for guidance on how to set up default ship-to, chart fields etc. which makes processing your shopping carts even more efficient.



Click the “Pencil” button in the “Shipping” box to add or update the shipping address.

Requisition • 155055458

Summary PO Preview Comments 1 Attachments History

General	Shipping
Cart Name: 2022-03-07 gamiller 01	Ship To
Description: no value	ATTN: Geneva A. Miller
Priority: Normal	RM/FLR/STE: A1400
Order Submitter: Geneva A. Miller	DEPT: Procurement Services
Owner/Requester: Geneva A. Miller	282 Champions Way
Budget Override Granted: false	Univ Ctr A
Request Budget Override: ✗	Tallahassee, FL 32306
Request Sponsored: ✗	United States
Project Restriction Override: ✗	

Enter your address into the Search Additional box and select the appropriate address.

Edit Shipping

Magnet Lab - James Carroll Johnson, [RM/FLR/STE*], Procurement Services, 1800 E Paul Dirac Dr, Magnet Lab, Tallahassee...

Magnet Lab Receiving - James Carroll Johnson, [RM/FLR/STE*], Procurement Services, 1800 E Paul Dirac Dr, Magnet Lab R...

Mag Lab | X Q Results Per Page 10

★ Required fields Save Close

Please make sure that ATTN, RM/FLR/STE, & DEPT FIELDS are filled in.

Edit Shipping

Ship To ★

No address assigned

Magnet Lab Receiving

ATTN: * James Carroll Johnson Add to my addresses

RM/FLR/STE: *

DEPT: * Procurement Services

Address Line 1: 1800 E Paul Dirac Dr

Address Line 2: Magnet Lab Receiving

City: Tallahassee

State: FL

Zip Code: 32310

★ Required fields Save Close

To save this address in your profile, you can click the “Add to my addresses” for future use.

To save this address in your profile, you can click the "Add to my addresses box."

To save this as a default, click the "Make default" box.

Click "Save" and the address will populate the "Shipping" field.

To edit accounting information, click on the pencil icon.

Business Unit GL	Location	Department	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
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

The first field is the "Business Unit GL". Click the down arrow to get the value "FSU01".

*Note: The drop down will only have one value to select in this case.

The next item is Location. Click the magnifying glass.

Note: Every office/room on campus has a unique **Location**. Facilities maintains the master [Building List](#) which includes all active buildings on campus. **Locations** have the format shown above.

You can enter a partial value in the Value field (i.e. "0223") and then click the Search button. This will bring up all Locations that start with 0223.

You could also enter a phrase in the Description field (i.e. "Mag Lab") and then click the Filter button. This will bring up all Locations that have the phrase "Mag Lab" in them.

HELPFUL TIP

Entering your room number in the **Description** field may prove to be the quickest way to finding your **Location**.

Type in part of your building name and click "Filter".

Value ↑	Description
0022A0100	MAG LAB - GENERAL SCIENCA0100
0022A0100A	MAG LAB - GENERAL SCIENCA0100A
0022A0100B	MAG LAB - GENERAL SCIENCA0100B
0022A0100C	MAG LAB - GENERAL SCIENCA0100C
0022A0100D	MAG LAB - GENERAL SCIENCA0100D
0022A0100F	MAG LAB - GENERAL SCIENCA0100F
0022A0101	MAG LAB - GENERAL SCIENCA0101

Click the "+" sign to add the location.

The selection will save and you are back in the Accounting Codes area.

From there, click on the arrow in the Dept ID field.

From there, click the search link, then enter your Dept ID OR search by description and click "Filter".

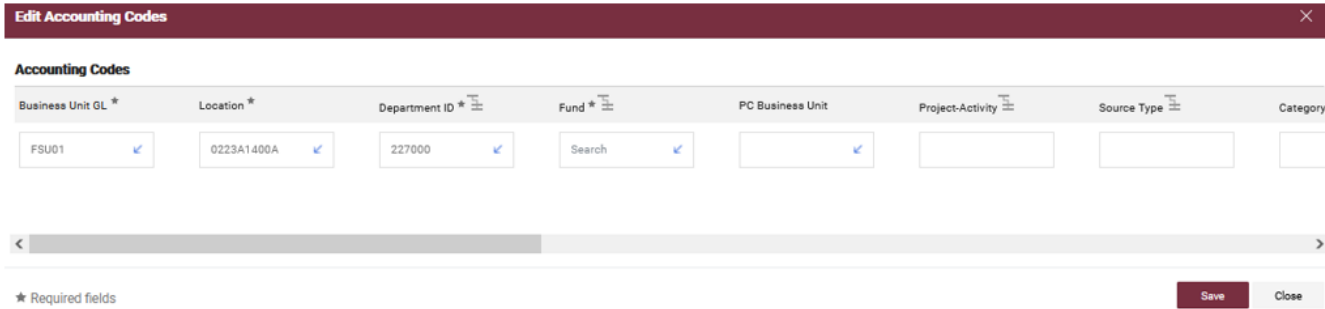
Value ↑	Description
001000	President's Office
001001	President's Office Overhead
001002	President's Office Vending
001003	President's Teaching Awards
001004	President's Faculty Awards
001005	President's Investment Earning
001006	Pres Incentive-Efficiency Pgm

All locations with the search description used will come up as choices. Select a choice by clicking the "+" button to the right of the location.

Value ↑	Description
227000	Natl High Magnetic Field Lab

The system will take you back to the page and populate the field.

The selection will save and you are back in the Accounting Codes area.



Edit Accounting Codes

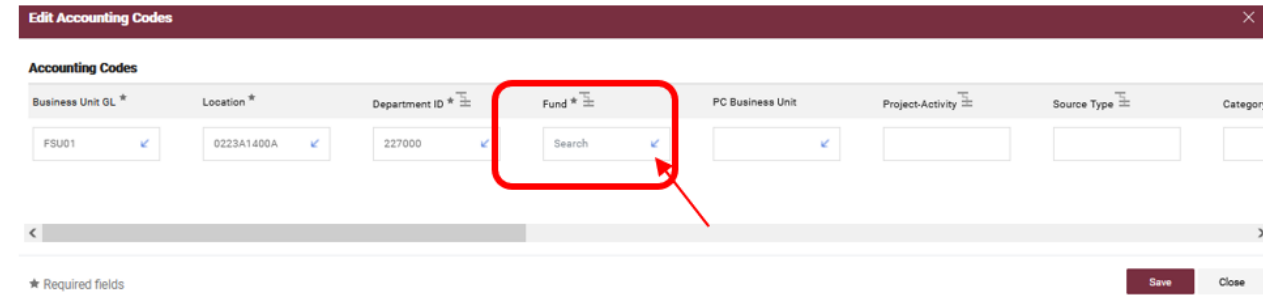
Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	227000	Search				

★ Required fields

Save Close

To select a Fund code, click the “down arrow” in the field or enter a search for a particular fund code or by description.



Edit Accounting Codes

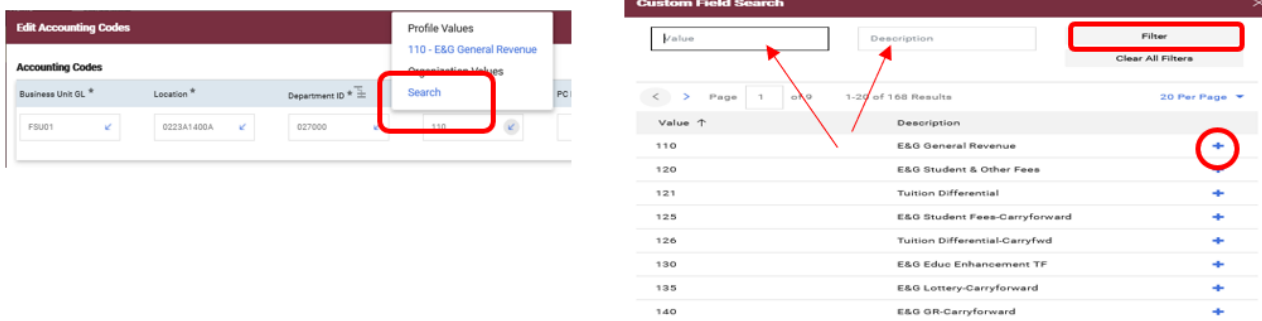
Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	227000	Search				

★ Required fields

Save Close

To select a Fund code, click the “Search” link and enter the value or description and click “Filter.” To select a fund, click the “+” next to the appropriate fund code.



Edit Accounting Codes

Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category
FSU01	0223A1400A	027000	Search				

Profile Values
110 - E&G General Revenue

Custom Field Search

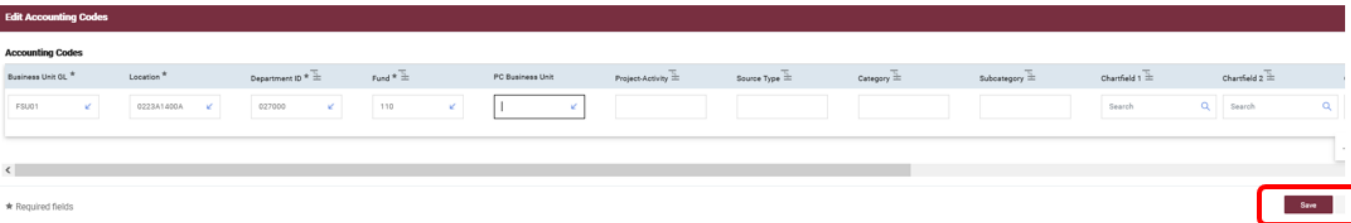
Value Description Filter

Clear All Filters

Page 1 of 9 1-20 of 168 Results 20 Per Page

Value ↑	Description	
110	E&G General Revenue	+
120	E&G Student & Other Fees	+
121	Tuition Differential	+
125	E&G Student Fees-Carryforward	+
126	Tuition Differential-Carryfwd	+
130	E&G Educ Enhancement TF	+
135	E&G Lottery-Carryforward	+
140	E&G GR-Carryforward	+

It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click “Save” when you have completed the accounting codes.



Edit Accounting Codes

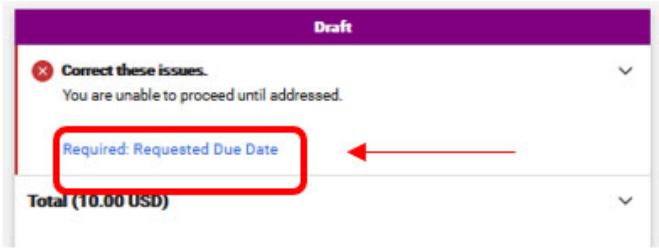
Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2
FSU01	0223A1400A	027000	110						Search	Search

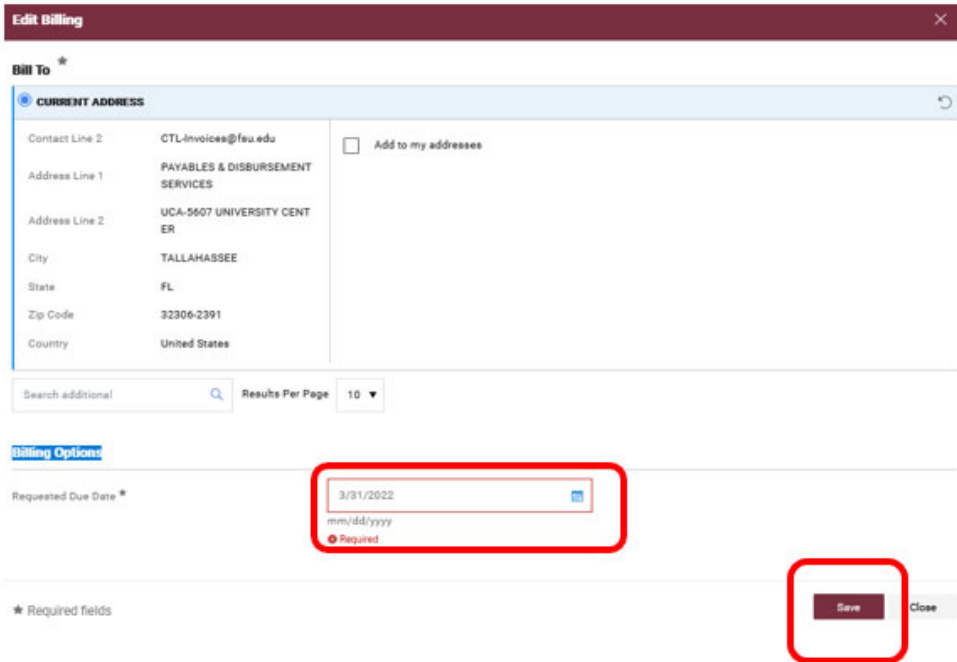
★ Required fields

Save

The next step is entering the “Due Date.” You will need to click on “Required: Requested Due Date.”



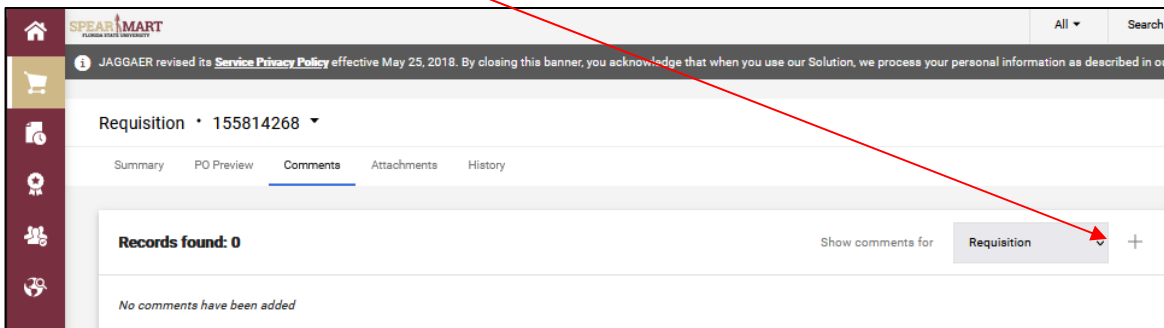
Enter your due date in this field and then click Save.



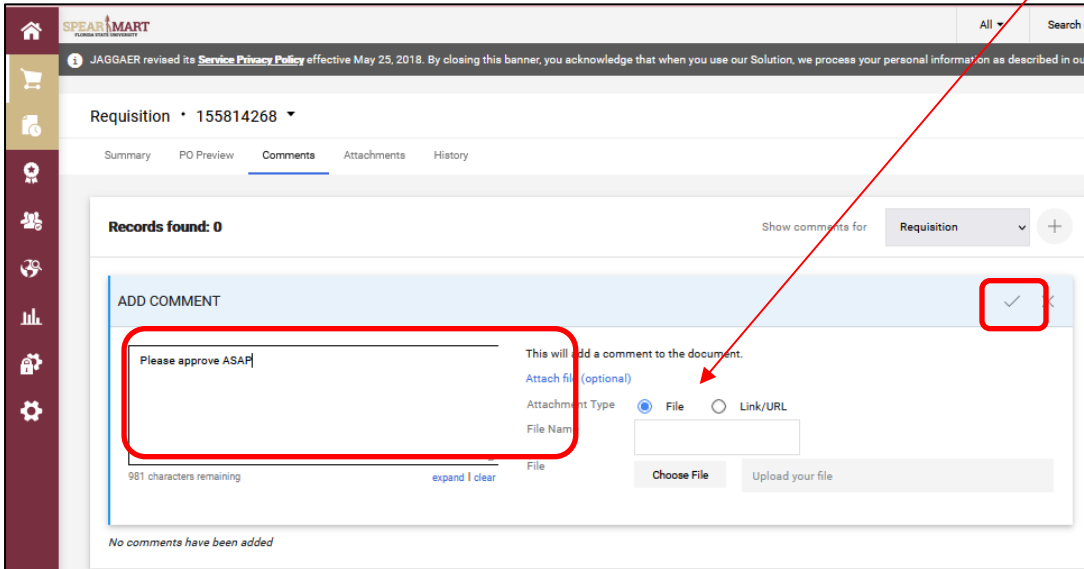
If there is any additional information you would like to provide to an approver, you can add it by clicking on the comments tab.



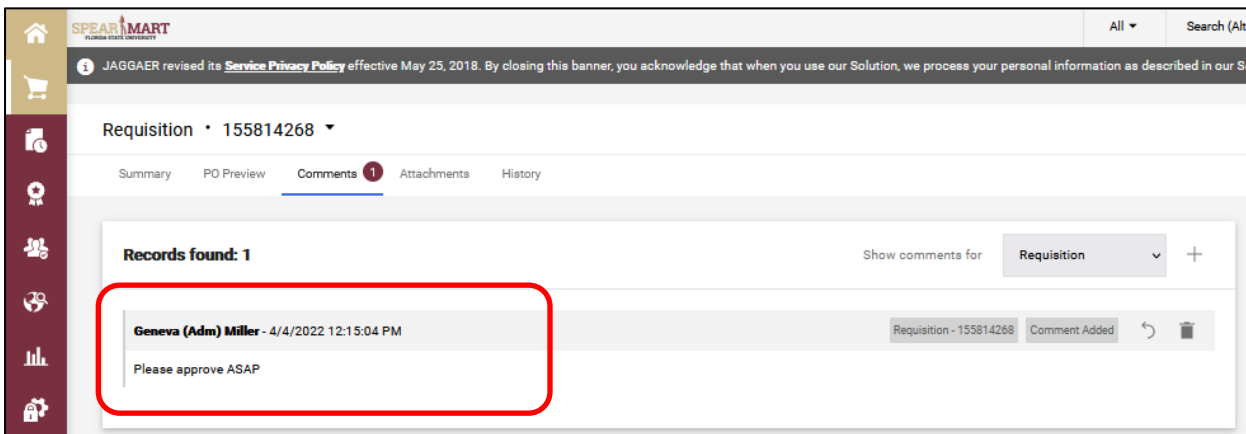
To add comments, click the “+” sign.



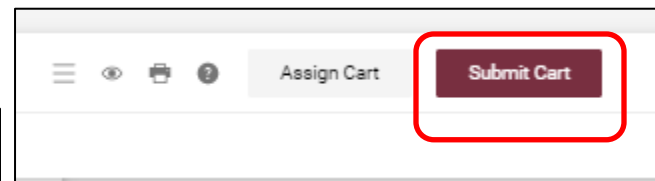
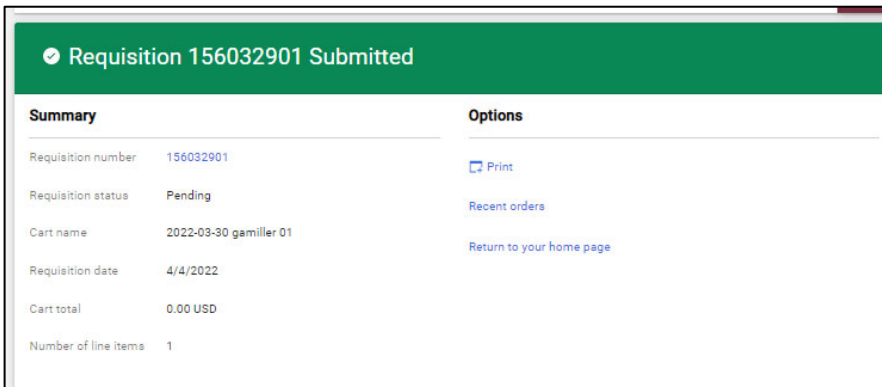
Add your comments and click the check mark. You also have the option to add attachments by selecting “Choose File” and navigating to the document that you wish to attach. You may also create a name for the attachment. After you have entered the necessary comments and/or attached any necessary documents, click the check mark.



Once checked, your comment will be added to the requisition.



Now you are ready to submit your order. Select the Submit Cart button.



You now see confirmation that your requisition has been submitted and a Requisition Summary with your requisition number.