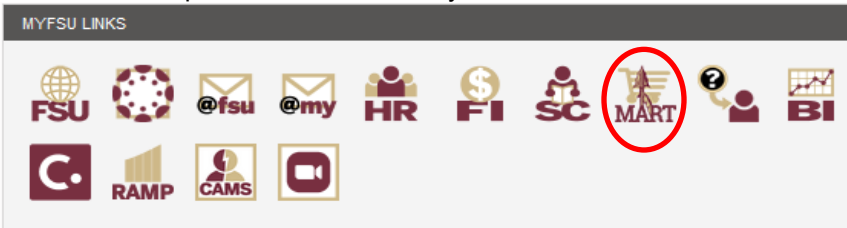


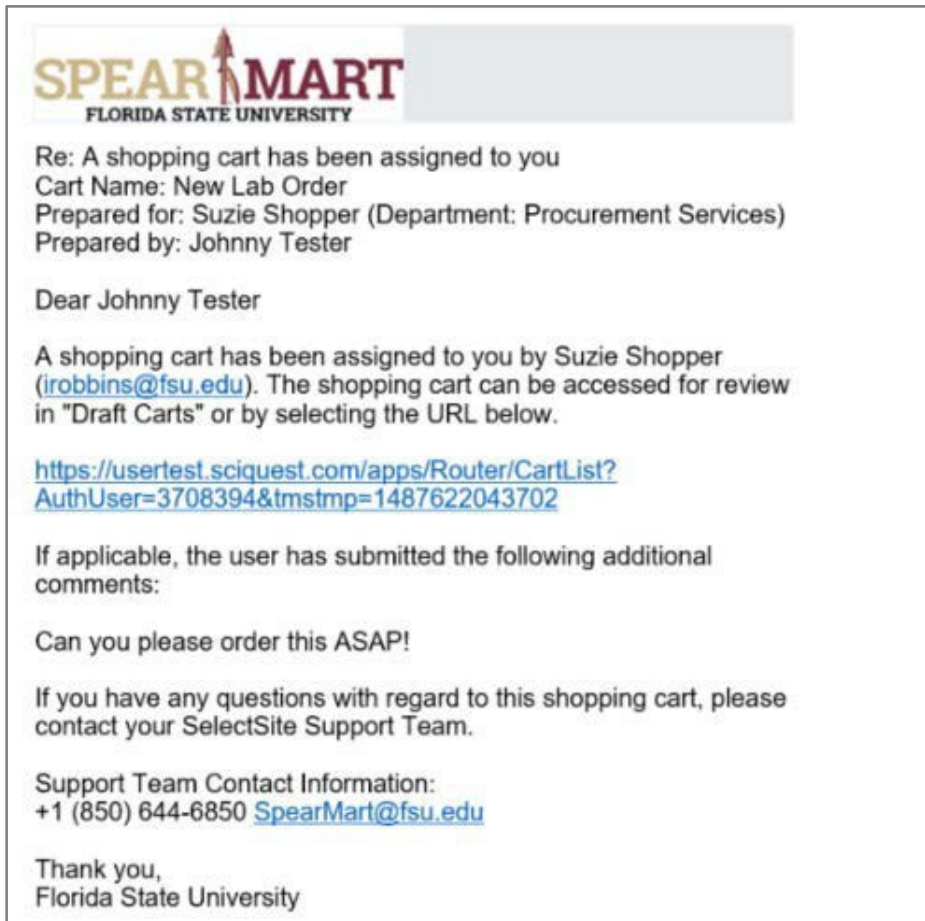
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



There are a few ways SpearMart will notify you that you have a cart assigned to you:

- Email
- Action Item
- Notification

**Email**



#### Action Item

Shop • Shopping Dashboard

Procurement Services at Florida State University appreciates the very important role our suppliers play in providing goods and services to our faculty and staff in support of their academic and research endeavors. If your company has been contacted, please report incidents using the Internet Crime Complaint Center to file a complaint. [www.ic3.gov](http://www.ic3.gov)

Submissions to this site are monitored by the appropriate Federal Agencies for on-line scams.

If your company has shipped an order based on a fraudulent PO issued under the FSU name and are facing a financial loss, please also contact your local law enforcement agency.

**Helpful SpearMart Links:**  
[Navigation 101](#)  
[Setting Up Your Profile](#)

[Job Aids](#)  
[FAQs](#)

To register for training follow these steps:  
 Log into myFSU> Enter your user ID and password>HR>Self Service>Learning and Development>Request Training Enrollment>Search by Course Name. Enter the course name (SpearMart) and follow the prompts to complete the registration.

[Register for Training](#)

**NEED HELP?**

**My Draft Carts**

Showing Results 1 - 4 of 4

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
156280802	2022-04-05 gamiller 01	My Drafts	4/5/2022	1.00USD
155914699	Projectors and Lens	Drafts Assigned To Me	3/28/2022	14,000.00USD
155814268	2022-03-24 gamiller_lu 01	Drafts Assigned To Me	3/24/2022	0.00USD
155589476	Training	My Drafts	3/18/2022	76,000.00USD

**Action Items**

- My Assigned Approvals** (2)
  - Carts Assigned To Me
- Unassigned Approvals** (11)
  - Sourcing Event Evaluations

**ASSIGNED APPROVALS**

- Carts Assigned To Me** (2)

**UNASSIGNED APPROVALS**

- [Sourcing Event Evaluations](#) (11)

#### Notification

Search (Alt+Q) 1.00 USD

**Notifications**

**Shopping, Carts & Requisitions**

- A Cart Has Been Assigned** Apr 8
  - 2022-03-24 gamiller\_lu 01, Assigned To Geneva A. Miller, ...
- A Requisition Prepared By You Has Been Return... Apr 4
  - 156032901 - 0.00 USD Returned By Geneva (Adm) Miller
- Your Requisition Has Been Submitted For Appr... Apr 4
  - 156032901 - 0.00 USD Submitted By Geneva A. Miller
- A Requisition You Submitted Has Been Returned Mar 31
  - 155589476 - 76,000.00 USD Returned By Geneva (Adm) ...

[11 more notifications](#)

Clicking on any of the links within the above examples will bring you to your draft shopping carts screen

Home Shop Orders Contracts Sourcing Reporting

Shop > My Carts and Orders > View Carts > Assigned Carts

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

**Cart Management** [Create Cart](#) ?

**Draft Carts** **Assigned Carts**

[Assign Substitute](#)

[Filter Assigned Carts](#)

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	3480130	2022-03-08 jjohnson_lu 01		3/8/2022	33.10 USD	James Carroll Johnson	Marsha Jones	<a href="#">View</a>

The screenshot shows the SpearMart web application interface. At the top, there is a navigation bar with 'Home', 'Shop', 'Orders', 'Contracts', 'Sourcing', and 'Reporting'. The main content area displays a shopping cart for '3480130' with one item: 'AmniSure Swab (20)' from 'QIAGEN INC' for a total of '33.10 USD'. A red box highlights the 'Return Cart' button in the top right corner of the cart area. Below the item list, there are sections for 'SUPPLIER DETAILS' and 'ITEM DETAILS'.

The cart that was assigned to you now becomes your active cart. You can return the cart back to the shopper, add additional items to your cart, remove selected items, **Proceed to Checkout** or **Assign Cart** to another user.

- Click Return Cart to send back to the Shopper.
- To remove an item, check the box to the right of the item and then select "Remove Selected Items"

This screenshot shows the same shopping cart as the previous one, but with the 'Remove Selected Items' option highlighted in a red box. The dropdown menu is open, showing options: 'Move to Another Cart', 'Add to Draft Cart', 'Add to Favorites', 'Remove Selected Items', and 'Change Commodity Code'. The 'Remove Selected Items' option is the one indicated by the red box and the instruction in the list above.