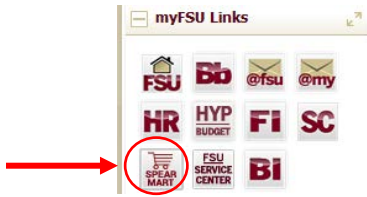


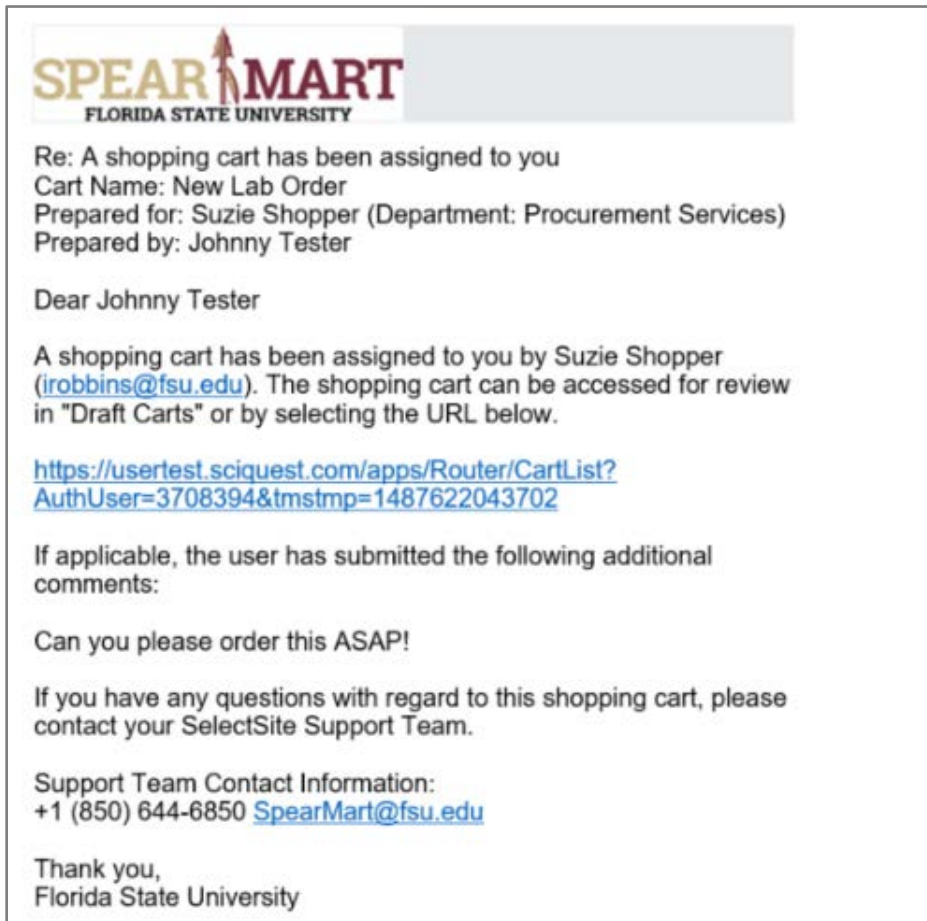
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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

- Email
- Action Item
- Notification

Email



Action Item

The screenshot shows a user interface for Johnny Tester. In the top right, a notification bell icon shows 3 items. A dropdown menu for 'Action Items' is open, listing: 'My Assigned Approvals', 'Carts Assigned To Me' (highlighted with a red box), 'Administrative Items', 'Search Results Exports - Completed', 'Orders', and 'My Returned Requisitions'. Below this, the 'My Requisitions' table is visible with columns for Number, Requisition, Requester, Date, and Total.

Number	Requisition	Requester	Date	Total
1777449	Lab Widgets #2	Johnny Tester	2/17/2017	17.97 USD
1777027	Lab Widgets	Johnny Tester	2/17/2017	17.97 USD
1774472	2017-02-15 je...	Johnny Tester	2/15/2017	675.00 USD
1774470	2017-02-15 je...	Johnny Tester	2/15/2017	175.30 USD
1774447	2017-02-15 je...	Johnny Tester	2/15/2017	282.97 USD

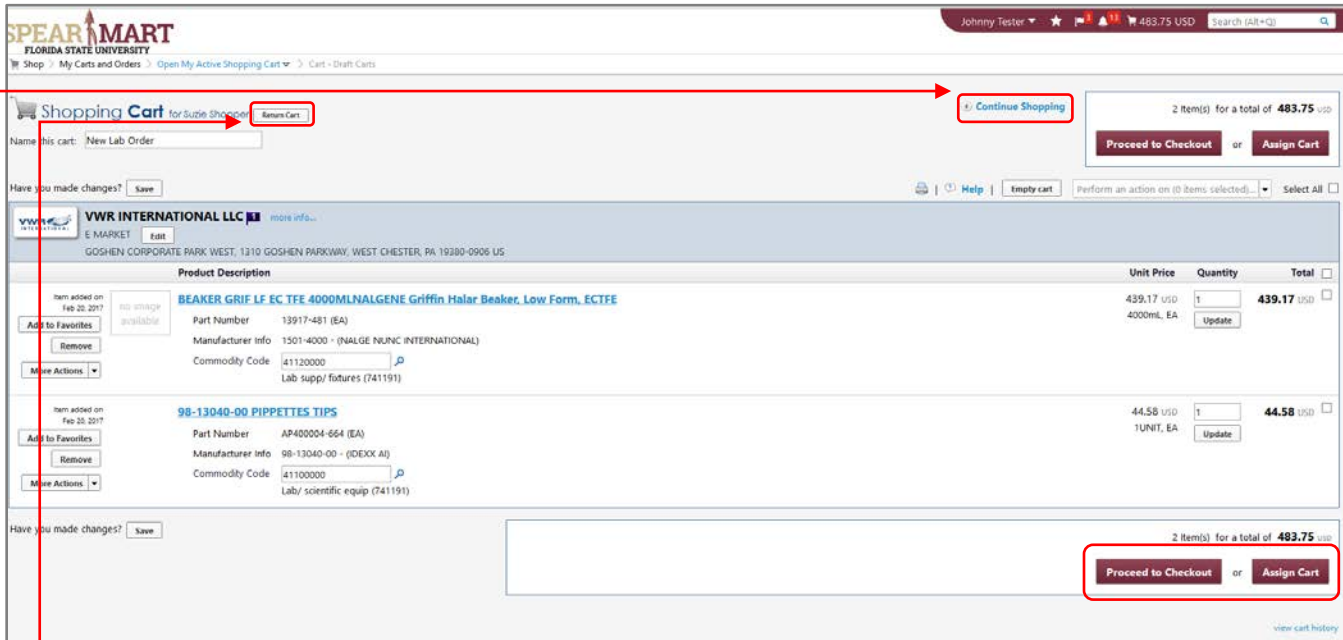
Notification

The screenshot shows a 'Notifications' panel with a list of messages. The first notification, 'A Cart Has Been Assigned', is highlighted with a red box. It includes the text 'New Lab Order, Assigned To Johnny Tester, Assigned By...' and the date 'Feb 20'.

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

The screenshot shows the 'Drafts Assigned To Me' section of the 'My Carts and Orders' page. It contains a table with columns for Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. The entry 'New Lab Order' is highlighted with a red box.

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
1779240	New Lab Order	2/20/2017		483.75 USD	Delete



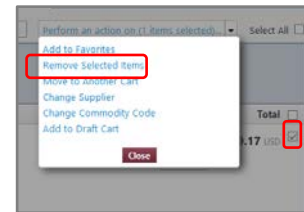
The screenshot shows the SpearMart interface. At the top, the user is logged in as 'Johnny Tester' and the cart total is \$483.75 USD. The cart contains two items:

Product Description	Unit Price	Quantity	Total
BEAKER GRIF LF EC TFE 4000MLNALGENE Griffin Halar Beaker, Low Form, ECTFE Part Number: 13917-481 (EA) Manufacturer Info: 1501-4000 - (NALGENE NUNUC INTERNATIONAL) Commodity Code: 411200000 Lab supp/ fixtures (741191)	439.17 USD 4000ml, EA	1	439.17 USD
98-13040-00 PIPPETTES TIPS Part Number: AP400004-664 (EA) Manufacturer Info: 98-13040-00 - (DEXX AG) Commodity Code: 411000000 Lab/ scientific equip (741191)	44.58 USD 1UNIT, EA	1	44.58 USD

At the bottom right, the total is 2 item(s) for a total of 483.75 USD, with buttons for 'Proceed to Checkout' and 'Assign Cart'.

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.
- Click **Continue Shopping** to add new items.
- To remove an item, check the box to the right of the item and then select Remove Selected Items



The dropdown menu shows the following options:

- Add to Favorites
- Remove Selected Item** (highlighted)
- Move to another Cart
- Change Supplier
- Change Commodity Code
- Add to Draft Cart

A 'Close' button is at the bottom of the menu.