Overview

This Job Aid will discuss how to purchase software using the Software Request Form.

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:

Scroll to the bottom of the SpearMart Shopping Homepage and locate the Forms Widget as shown below:

Enter the Supplier Name. In our Example, we will use the Supplier Name CDWG.

If you use a Hosted/Punch-Out Catalog Supplier as we did in this example, you must change the Fulfillment Address to a different fulfillment center. Addresses marked SPEARMART are not for use on any Non-Catalog Form – they are for Catalog Orders ONLY.
Enter the required information into the requested fields.

- Enter the correct commodity code
- If this is a sole source, scroll to the bottom after completing the software checklist and complete the sole source section.
- Complete the Software Checklist for all that is applicable to your purchase
JOB AID
Shopping Using the Software Request Form

If you have a quote or any other supporting documentation, click the Add Attachments button at the bottom of your screen and upload your files.

Next, Scroll to the top and click the Go button.

Click on Proceed to Checkout or Assign Cart. For additional help or next steps on checking out, see Job Aid Completing a Requisition. For additional help or next steps on how to assign your cart, see Job Aid Assigning your Shopping Your Cart.