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:

The SpearMart Home page will open.

All catalog suppliers are shown on the main page directly under the Supplier Showcase.

Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

The catalogs are listed by supplier category, such as Lab Supplies, Books/Office Supplies, etc.

This Job Aid will focus on shopping from a Hosted catalog. To select a catalog, click on the icon for that supplier.
For this example, Dade Pater will be selected. Notice that the icon says “Hosted”.

The search box will come up. You can enter a product name, such as shown below, “paper towels” or you can go to the top of the page and click “Advanced Search” to open the search box, then you can enter “paper towels” and “Dade Paper” in the appropriate fields. See the options below:

The advanced window opens up and you can type “paper towels” in the “All of these words” box, or another search criteria as needed. For this example, “paper towels” is used. As you begin to type the supplier name, the catalog supplier options will come up and you can then select the supplier. Then click “Search” to search for the item(s) needed.
JOB AID
Shopping from a Hosted Catalog

The list of items that match that search will come up. Notice that there are 56 results in Dade Paper for this search. You can refine your search further by using the options in the left column, or simply scroll down for the type of paper towels you are searching for.

For this example, the shopper has scrolled down and found “CB530” which is the item they need. For this particular supplier, notice that depending on the quantity, you need to select different item numbers. This shopper needs 25 cases, so the first line item will be chosen since that is the 1-99 case price/item. To select, enter the number of cases and click “Add to Cart”.

Again, the item will show as being added into the cart and you have choices. We will now click “Check Out” to complete this catalog order. To check out, scroll to the very top of the page and click the shopping cart.

The below window will open up. Click “Checkout”.

© Florida State University Procurement Services
A1400 University Center, Tallahassee, FL 32306-2370
Revised 02/2017  Page 3 of 11
You have now pulled your cart back into the SpearMart and can click "Proceed to Checkout" or "Assign Cart". If you know the shipping information, budget, needed for this order, you can click "Proceed to Checkout" to enter all that information. If you do not know this information or want the Requester to enter it, click "Assign Cart".

1. **Assign Cart:** Once you click "Assign Cart", the below page will show up.

Click "Search for an Assignee" to find your Requester in your department to assign the cart to. Enter their first and last name in the "User Search" below.

When you find the person's name, click the "select" link under the Action column.

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition. You can also click the "Add to Profile" box to save this Requester so you can search from your profile going forward.
Click "Assign" to assign the cart to the selected Requester.

You have successfully assigned your cart to a department Requester!

Another option is to use the "Proceed to Checkout" process and the Shopper can enter the requisition data and then assign the cart to their Requester.

2. **Proceed to Checkout**: Once you click "Proceed to Checkout", the below page will show up. You can now enter the budget and shipping information.

Click the "Edit" button in the "Shipping" box to add or update the shipping address. For this example, the address needs to be changed.
Then select the “click here” link to open the box. Click “select from org addresses” to find another address.

To select a shipping address, click the “select from org addresses” link.

Click “Search” to get a list of addresses or you can enter your building name. For this example, “basketball” was used. A list of addresses with that word in the address will come up. Scroll down

For this example, only one address had “basketball” in the address. Click “select” to choose the address. You must enter a room number in the appropriate field.

To save this address in your profile, you can click the “Save this address for future use”.

To save this as a default, click the “Check this box to make this the default address in the future” box.

Click “Save” and the address will populate the “Shipping” box.
To update the Accounting Codes, click the "edit" button.

The first field is the "Business Unit GL". Click the "Select from all values" link.

Click the down arrow to get the value “FSU01”.

The drop down menu will have only one value to select. Select “FSU01” and it will populate the field.

The next item is Location. Click “Select from all values”.

Enter part of the building name. For this example, “alumni” was entered.
All locations with the search description used will come up as choices. Select a choice by clicking “select” button to the right of the location.

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

The next step is to enter the Department ID. You can enter the department number or as in this example, enter a partial description. Below “basketball” was entered. Click “Search”.

When the list comes up, select the appropriate department code by clicking the “select” button.

The selection will save and you are back in the Accounting Codes area.
JOB AID
Shopping from a Hosted Catalog

To select a Fund code, click the “Select from all values” in the field or enter a search for a particular fund. For this example, “athletics” was entered to limit the search. To select a fund, click the “select” next to the appropriate fund code.

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.

The full string will now be visible and all the top tabs have green checkmarks, so the requisition can be assigned to your Requester. Click “Assign Cart”.

The below box will open and click “search for an assignee”.

© Florida State University Procurement Services
A1400 University Center, Tallahassee, FL 32306-2370 Revised 02/2017 Page 9 of 11
Click "Search for an Assignee" to find your Requester in your department to assign the cart to. Enter their first and last name in the "User Search" below.

Select the appropriate Requester from the list by clicking "Select" on the appropriate line.

Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition.
Once “Assign” is clicked, the below notice will come up with a requisition number

You have successfully assigned your cart!