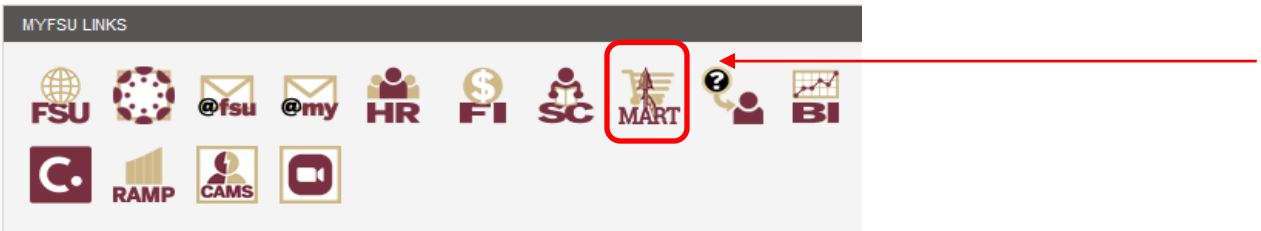
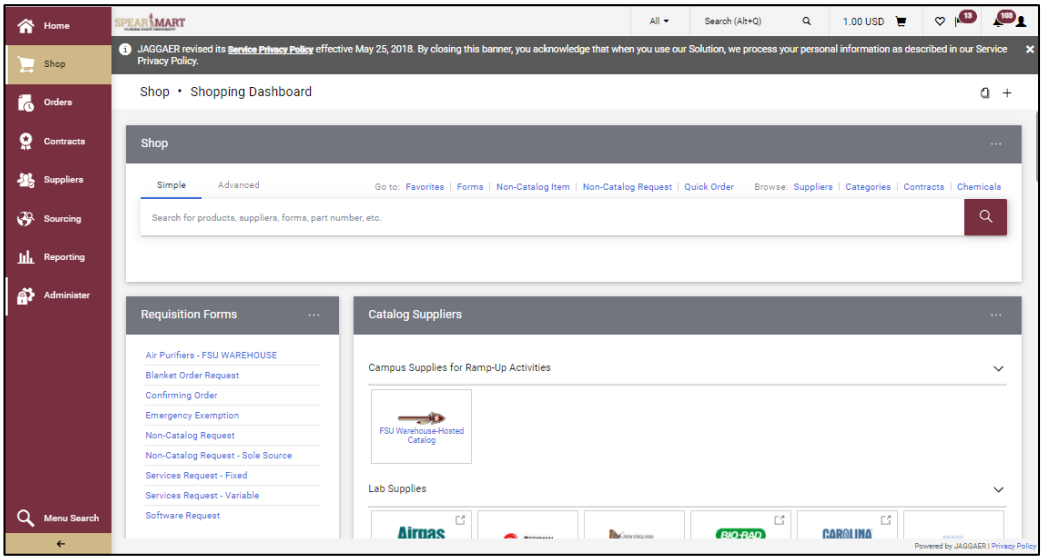
JOB AID
Shopping from a Punch-Out Catalog

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.



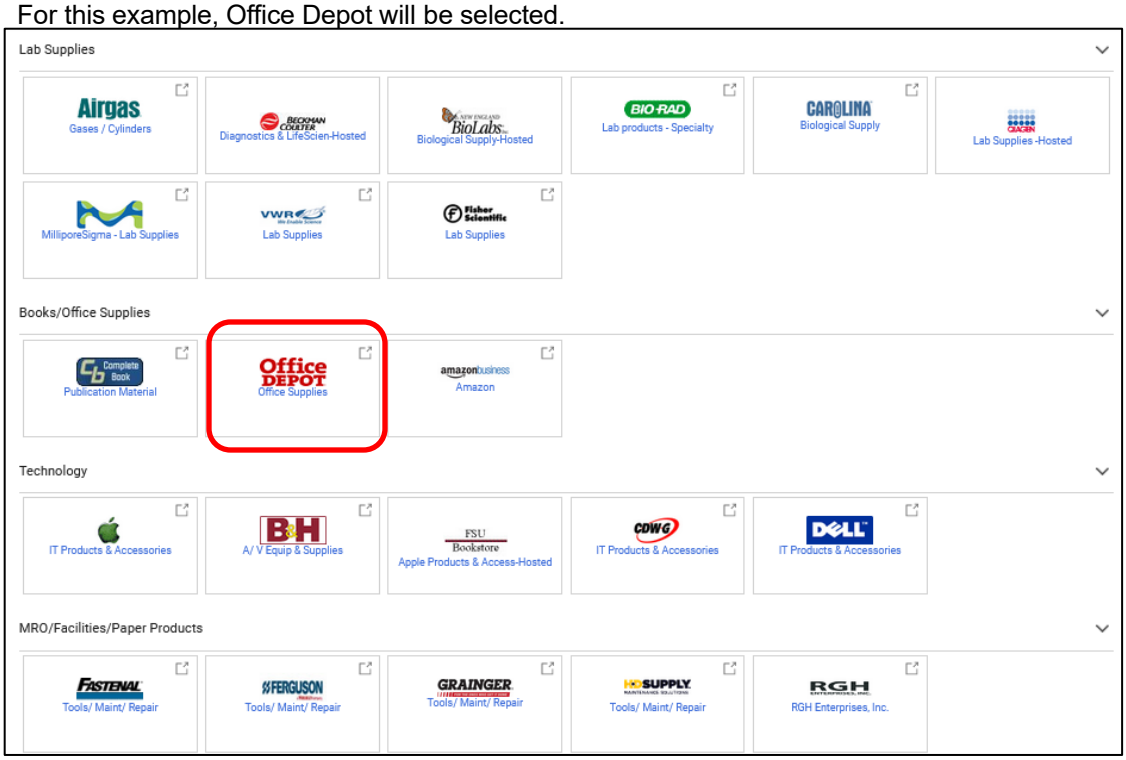
All catalog suppliers are shown on the main page directly under the Catalog Suppliers bar.

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.

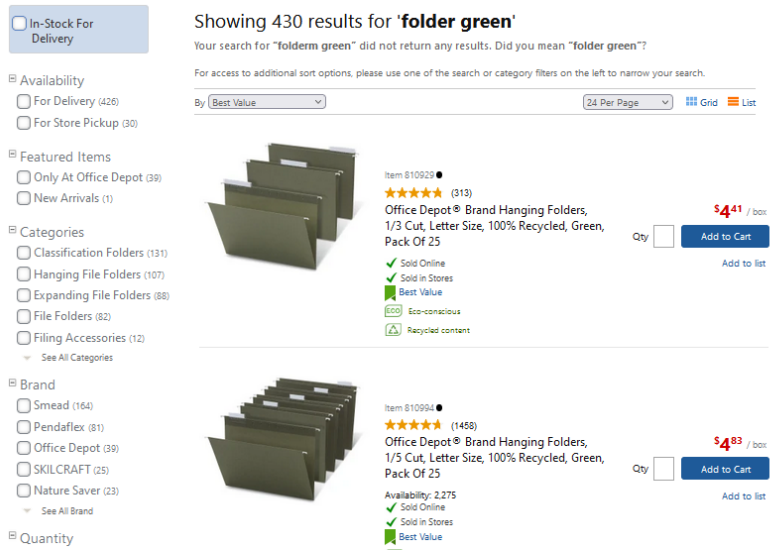
This training will focus on shopping from a Punch-out catalog. To select a catalog, click on the icon for that supplier.

For this example, Office Depot will be selected.

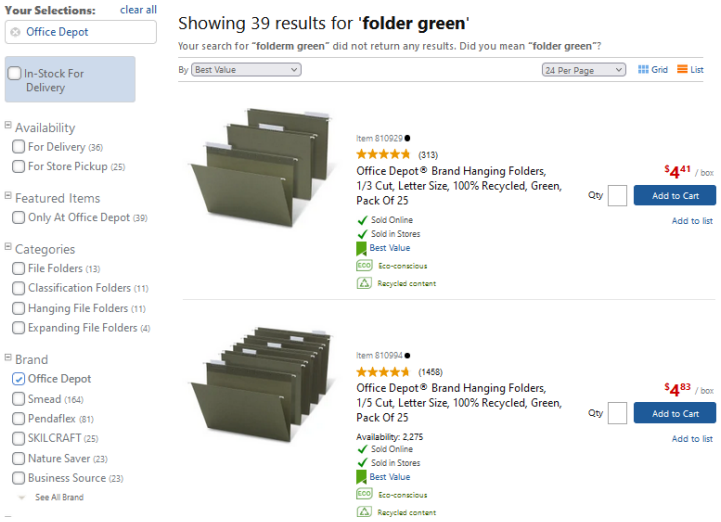


It will take a few seconds to take you to the supplier's web site. All items on the site will reflect the FSU contract pricing. When you enter the site, you will land on the supplier's Home page. Each supplier's catalog will look different.
You can search different ways. For the first search, "folder, green" is entered.

Note that there are 430 results for this description because it was very broad. You can filter the search using the choices on the left-hand menu to reduce the results.



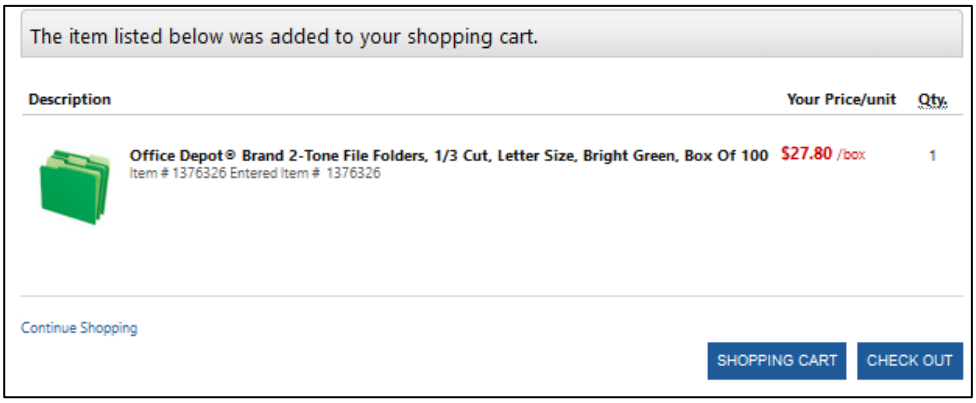
For this example the “Office Depot” filter is selected.
After the filter, note that there are now only 39 results to look through to find what you are looking for.



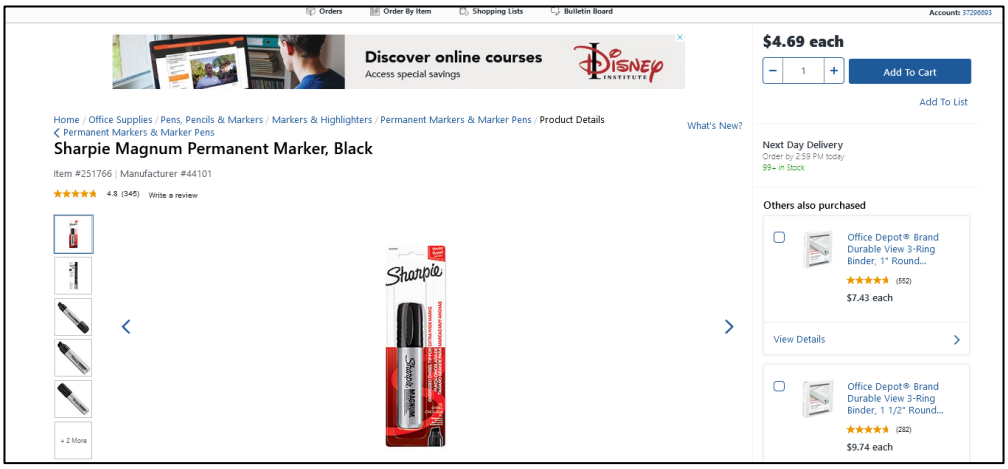
You can scroll down until you find the type of folder you are searching for. This search is for file folders with tabs. When you find the correct item you want to review, click the “**View Details**” box to select the item.

To add the item to your card, enter a quantity, then click “**Add to Cart**”.

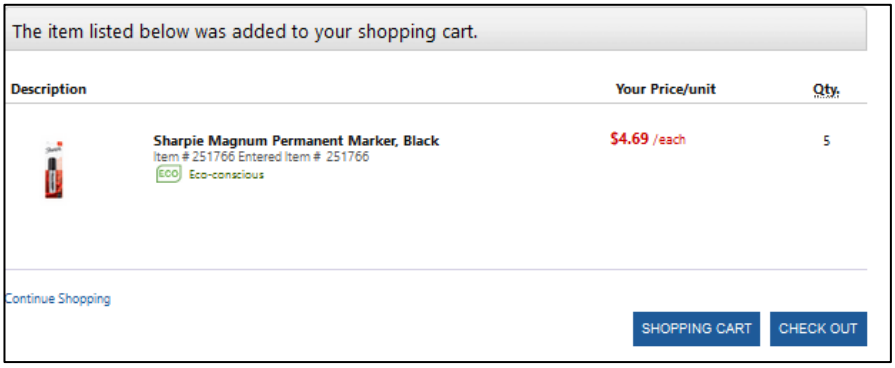
The item will show up in your cart and the options are to “Checkout” or you can search for more items. For this example, a search for more items is the action taken.



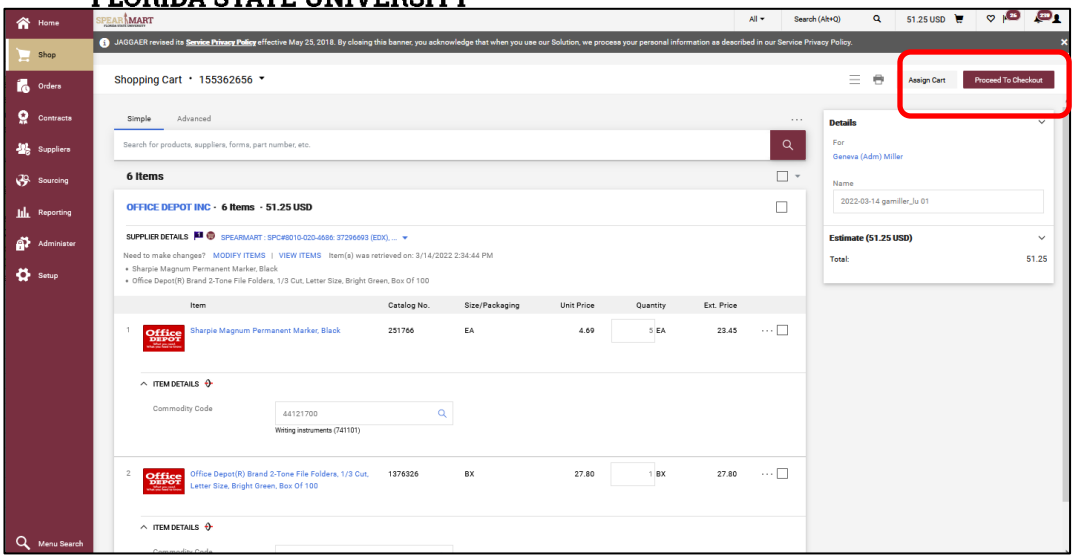
Another type of search is when you already have the item number. For this example, the item number is entered.



The item comes up and you can enter the quantity needed, then click "**Add to Cart**" to add this item.

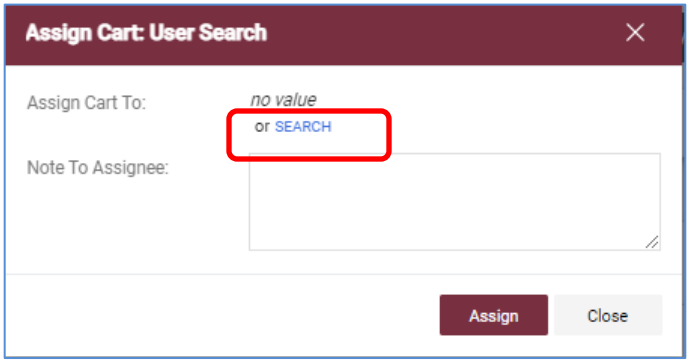


Again, the item will show as being added into the cart and you have choices. We will now click "**Check Out**" to complete this catalog order.

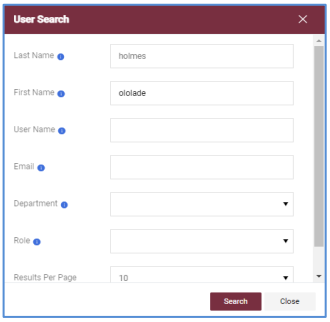


You have now pulled your cart back into the SpearMart and can click "**Proceed to Checkout**" or "**Assign Cart**". If you know the shipping information, budget, needed for this order, you can click "**Proceed to Checkout**" to enter all that information.

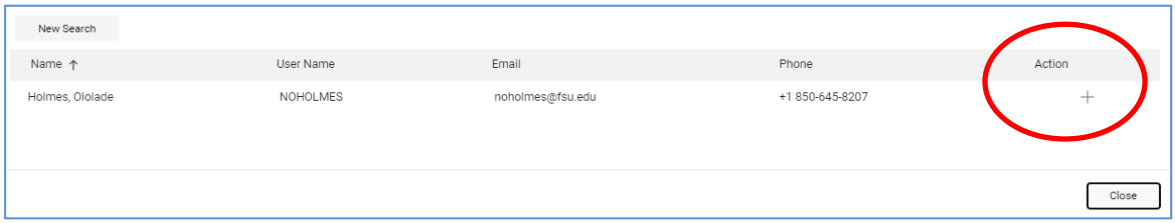
1. **Assign Cart:** Once you click "**Assign Cart**", the below page will show up.



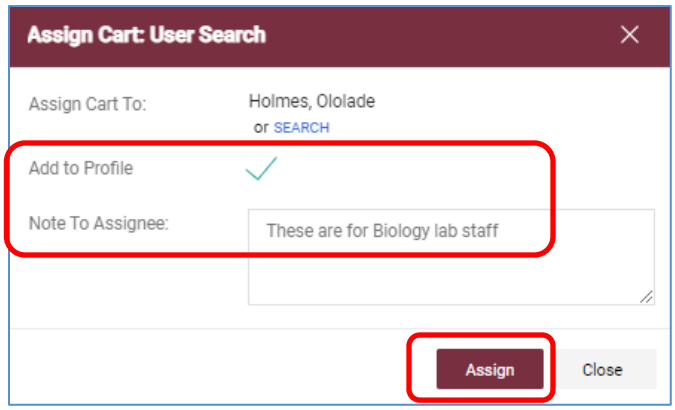
Click "**Search for an Assignee**" to find your Requester in your department to assign the cart to. Enter their first and last name in the "User Search" below.



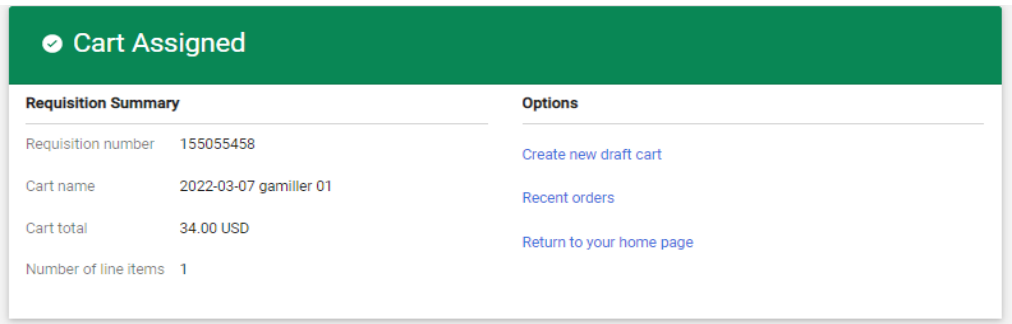
When you find the person's name, click the "**+**" link under the Action column.



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.



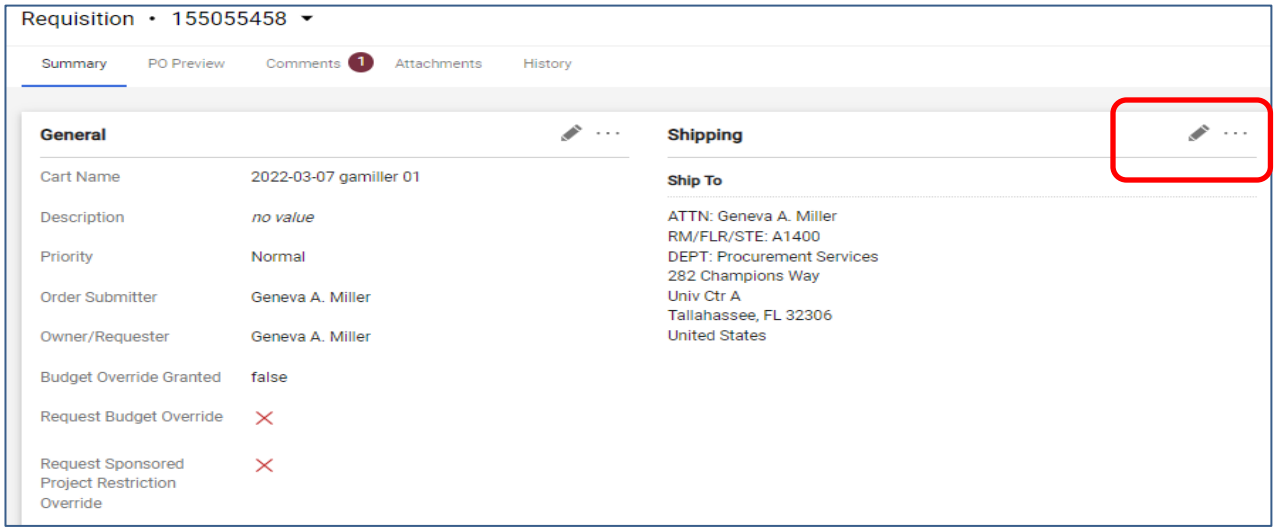
Click "**Assign**" to assign the cart to the selected Requester.



You have successfully assigned your cart to a department Requester!

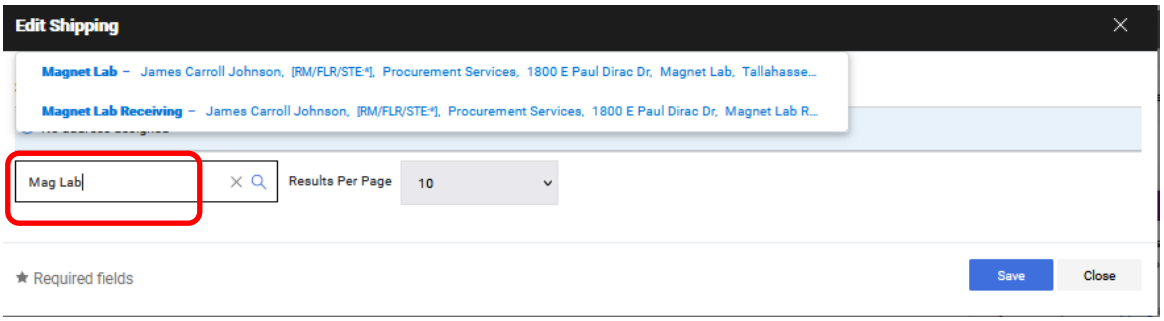
Another option is to use the "**Proceed to Checkout**" process and the Shopper can enter the requisition data and then assign the cart to their Requester.

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.

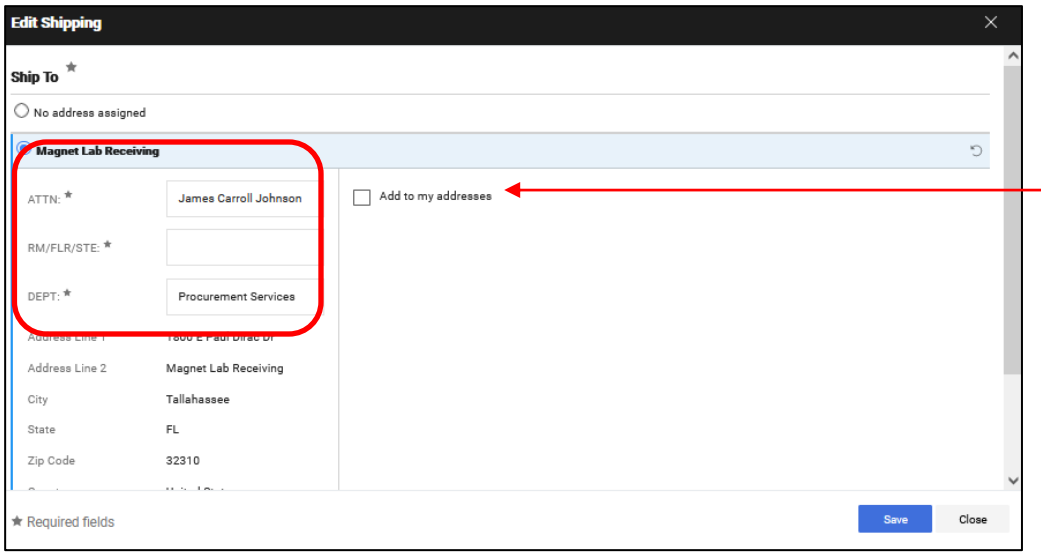


Click the "**Pencil**" button in the "Shipping" box to add or update the shipping address. For this example, the address needs to be changed.

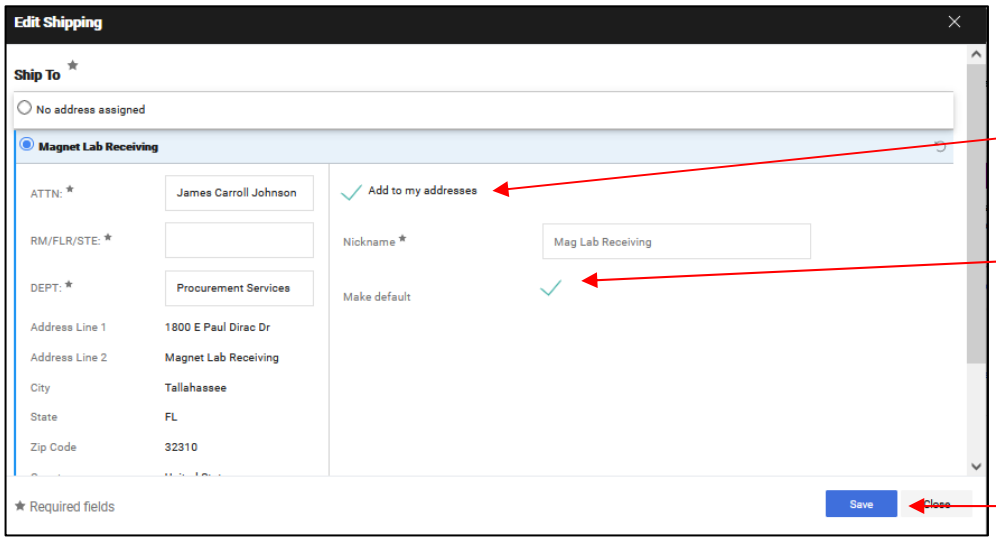
Enter your address into the Search Additional box and select the appropriate address.



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



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

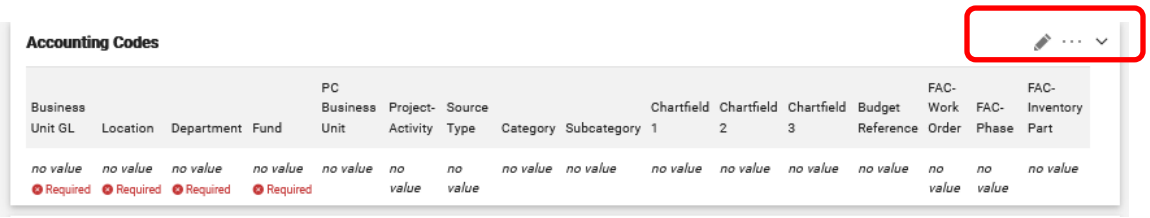


To save this address in your profile, you can click the "Add to my addresses box."

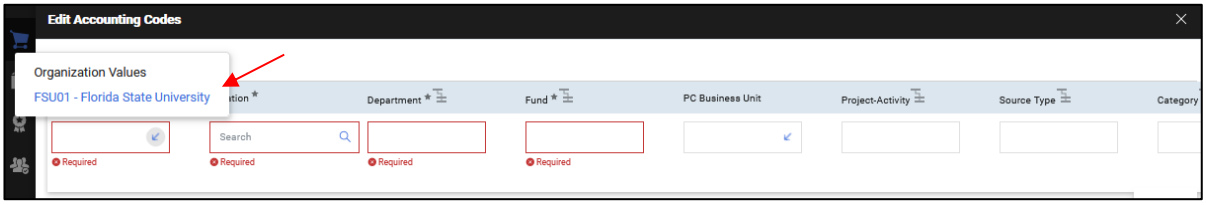
To save this as a default, click the "Make default" box.

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

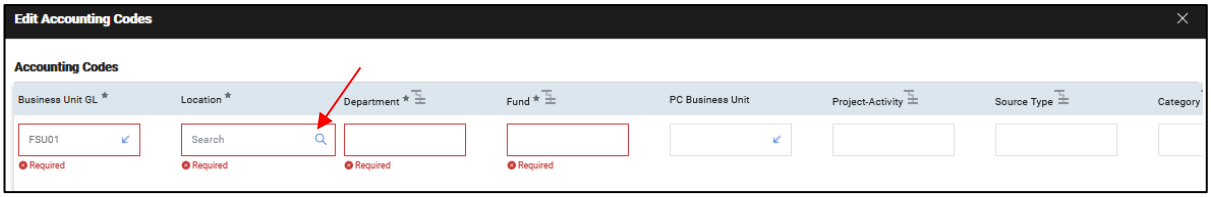
To edit accounting information, click on the pencil icon.



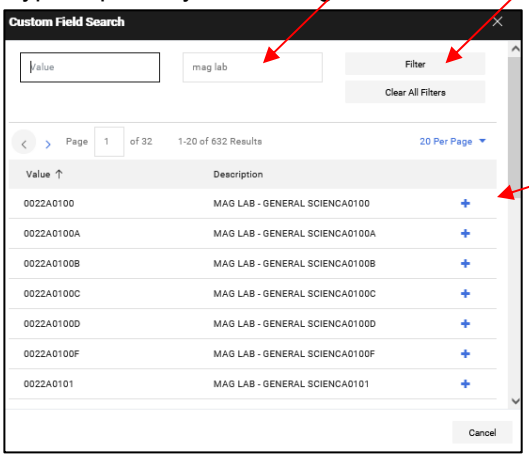
The first field is the “Business Unit GL”. Click the down arrow to get the value “FSU01”.



The next item is Location. Click the magnifying glass.



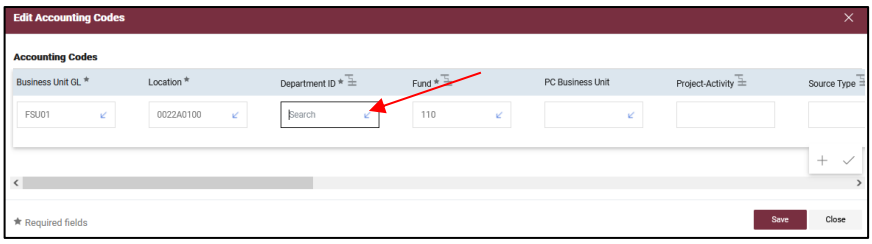
Type in part of your building name and click “Filter”.



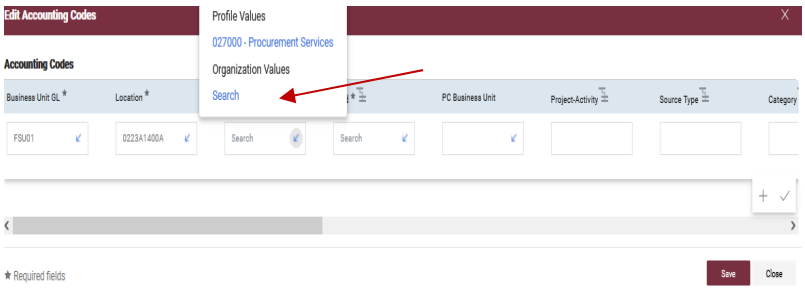
Click the “+” sign to add the location.

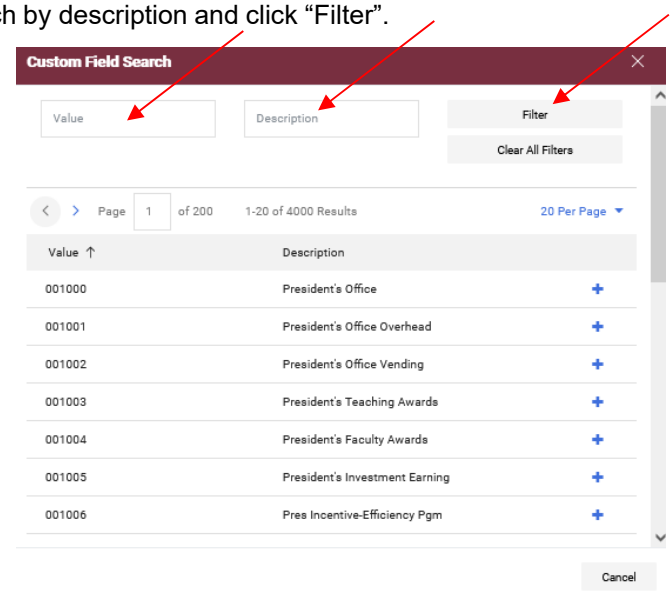
The selection will save and you are back in the Accounting Codes area.

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

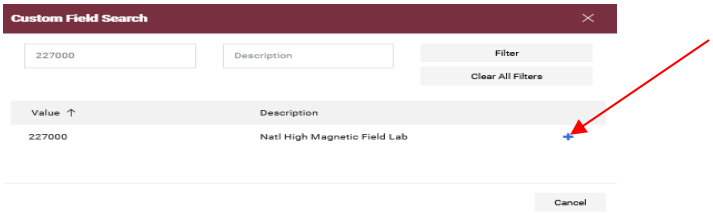


From there, click the search link, then enter your Dept ID *OR* search by description and click "Filter".



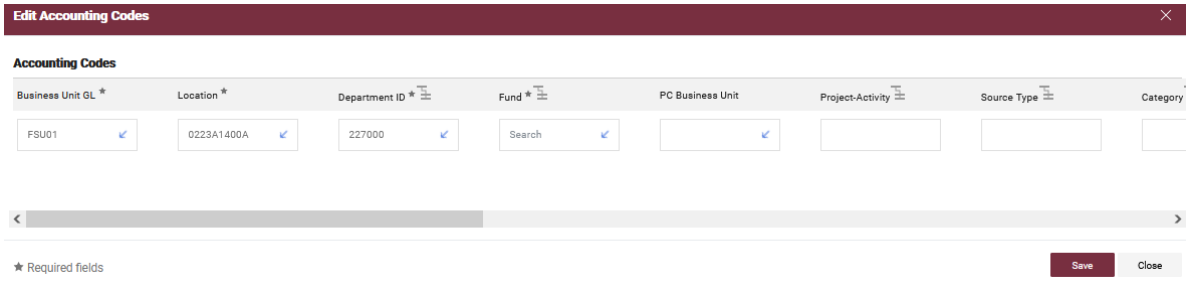


All locations with the search description used will come up as choices. Select a choice by clicking the "**+**" button to the right of the location.

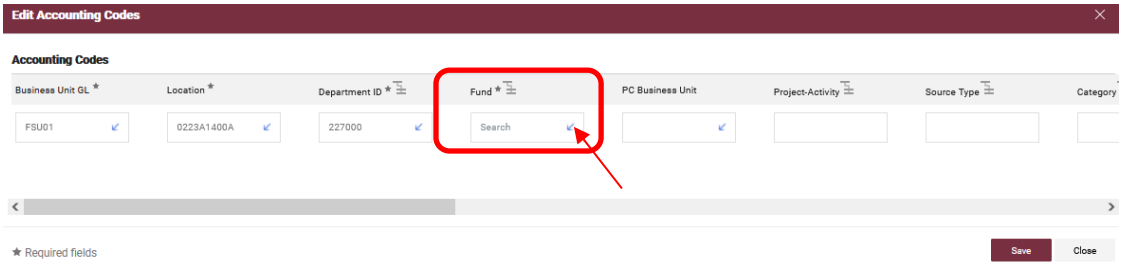


The system will take you back to the page and populate the field.

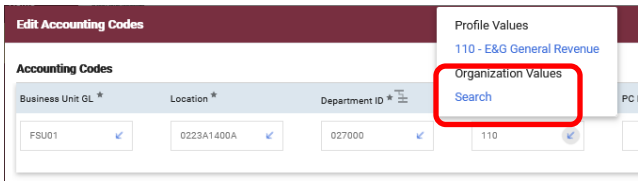
The selection will save and you are back in the Accounting Codes area.

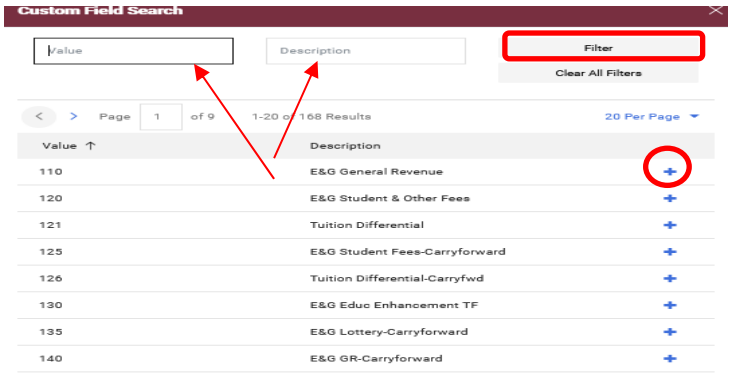


To select a Fund code, click the "down arrow" in the field or enter a search for a particular fund code or by description.

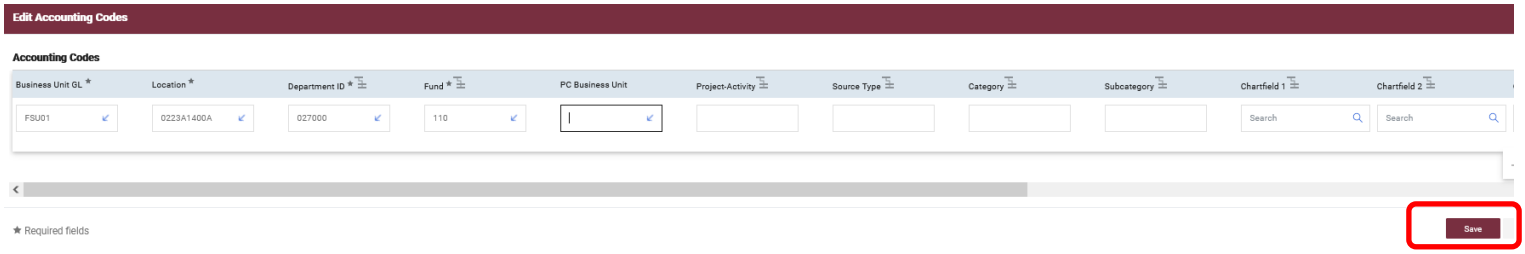


To select a Fund code, click the "**Search**" link and enter the value or description and click "Filter." To select a fund, click the "**+**" next to the appropriate fund code.

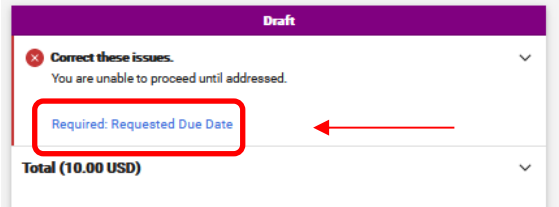




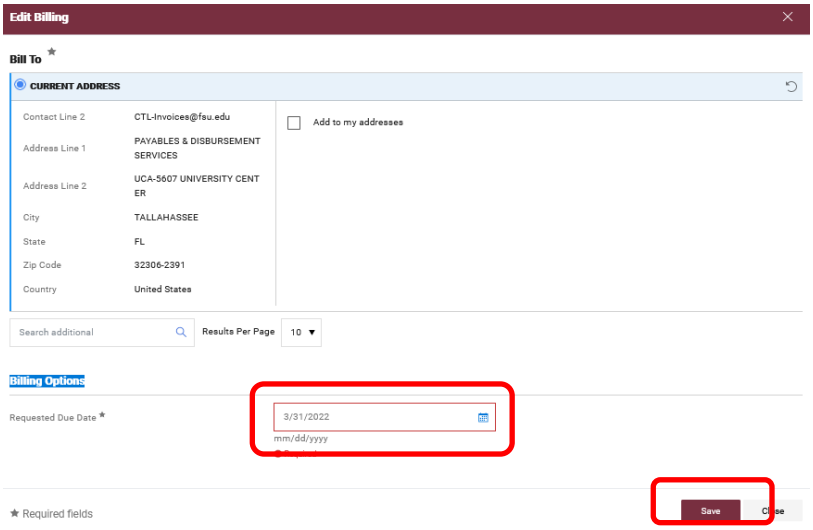
It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click "**Save**" when you have completed the accounting codes.



The next step prior to assigning or submitting your cart, 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.



Your requisition can now be assigned to your departmental Requester or you may proceed to check out.