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.

![SpearMart Home Page](image)

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 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 456 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 53 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 cart, 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.

   ![Assign Cart](image)

   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.

   ![User Search](image)

   When you find the person’s name, click the “select” link under the Action column.

   ![Assignment Results](image)

   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 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, "search" was used. A list of addresses will come up.

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

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

The next step is to select a fund code.
Click the “Select from all values” in the Fund field. 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”.
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. You can also click the “Add to Profile” box to save this Requester so you can search from your profile going forward.
JOB AID

Shopping from a Punch-Out Catalog

You will be provided a requisition number and you have successfully assigned your cart!