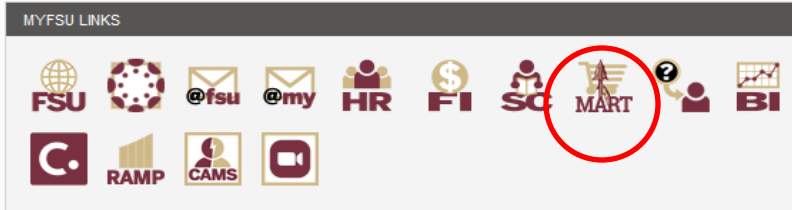
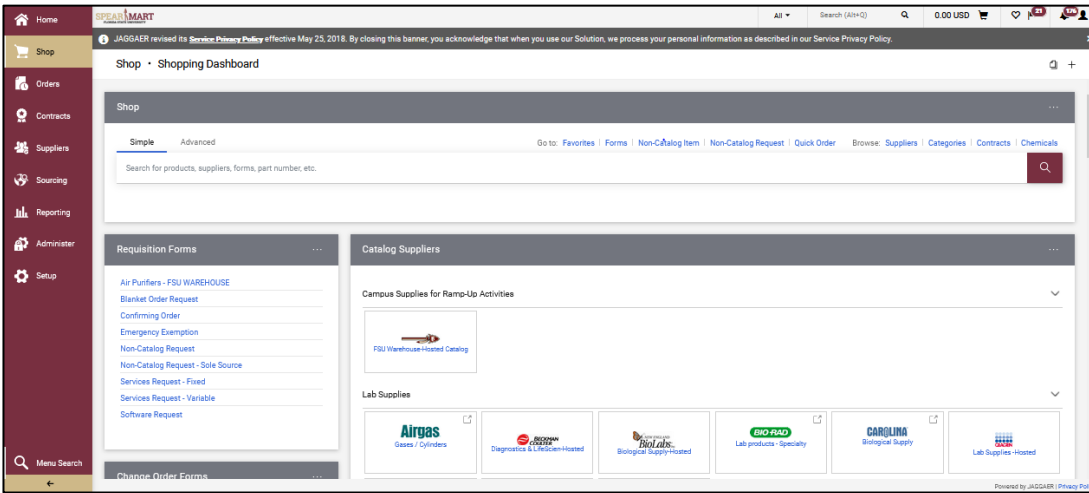


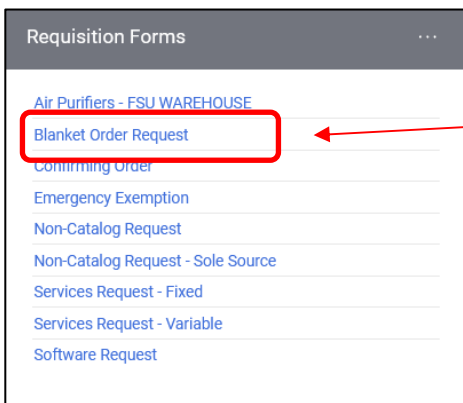
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons.



Select the **“Blanket Order Request”** Form by clicking on the name of the form.

The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the “Supplier Search” link. For this example, the Supplier Search was clicked.

Blanket Order Request Available Actions: Add and go to Cart Go Close

Blanket Order Request
A Blanket Purchase Order (BPO) is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details see [Blanket Purchase Orders](#).

Supplier Information ?

Enter Supplier
or [Supplier Search](#)

General Information ?

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.
Start Date
mm/dd/yyyy
End Date
mm/dd/yyyy

Product/Service Description
254 characters remaining expand | clear

Note: The Total Dollar Amount should reflect the full amount of the BPO.
Total Dollar Amount
Commodity Code search...
Authorized Signers (Required)

Enter a supplier name in the field and click the magnifying glass.

Supplier Search

Supplier

All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Ocala Corners location. To select the address, click the “Select” link for the appropriate address.

Supplier Search ?

Supplier

Results Per Page 20 Suppliers found: 1 Page 1 of 1 ?

Supplier Name/Address	Select
PUBLIX SUPER MARKETS LAKELAND FL-ACH: 800 OCALA RD TALLAHASSEE, Florida 32304 United States	Select
OCALA CORNERS: 800 OCALA RD TALLAHASSEE, Florida 32304 United States	Select

Once selected, the supplier address will populate in the form. If you need to change the address, click “select a different fulfillment center”.

Special Note: For SpearMart suppliers, the SpearMart address is the default address. When using the Blanket Order Request Form, you must click “select different fulfillment center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a blanket order request form.

Blanket Order Request

Available Actions: Add and go to Cart Go Close

Blanket Order Request
A Blanket Purchase Order (BPO) is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details see [Blanket Purchase Orders](#).

Supplier Information

Enter Supplier
or
[Supplier Search](#)

General Information

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Product/Service Description
254 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount

Commodity Code [search...](#)

Authorized Signers (Required)

Select "Yes" if a contract was entered into the Contracts Module for the purchase.

If "Yes" is selected, you will need to enter that system generated number.

Next, enter the start date or select the calendar icon to select the date.

Blanket Order Request

Available Actions: Add and go to Cart Go Close

Blanket Order Request
A Blanket Purchase Order (BPO) is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details see [Blanket Purchase Orders](#).

Supplier Information

Enter Supplier
or
[Supplier Search](#)

General Information

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Product/Service Description
254 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount

Commodity Code [search...](#)

Authorized Signers (Required)

Select the date by clicking that day on the calendar. For this example, March 17 is selected for the start date and March 24th for the end date since this service will be performed over a two-week period. The end date is the last date that the service will be performed.

« « March 2022 » »

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[close] [clear]

Start Date

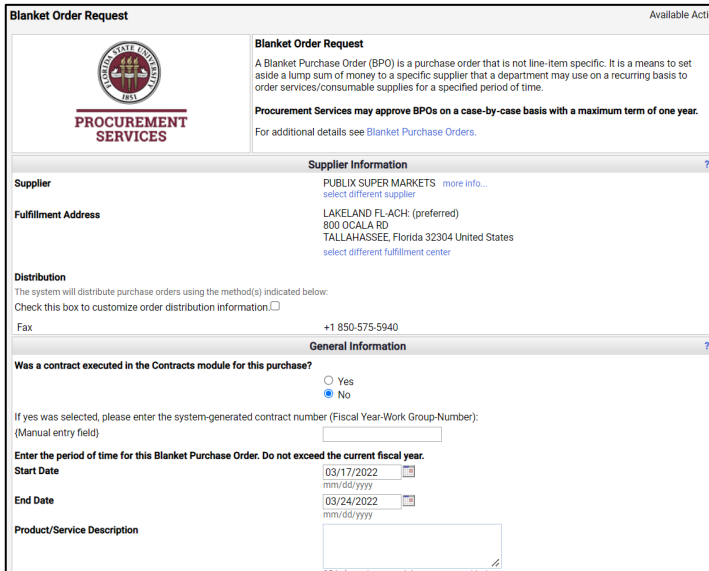
End Date

« « March 2022 » »

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[close] [clear]

These dates will populate the fields in the form when selected.



Blanket Order Request Available Acti...

Blanket Order Request
A Blanket Purchase Order (BPO) is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order services/consumable supplies for a specified period of time.
Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.
For additional details see [Blanket Purchase Orders](#).

Supplier Information

Supplier PUBLICX SUPER MARKETS [more info...](#)
[select different supplier](#)

Fulfillment Address LAKELAND FL ACH: (preferred)
800 OCALA RD
TALLAHASSEE, Florida 32304 United States
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Fax +1 850-575-5940

General Information

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

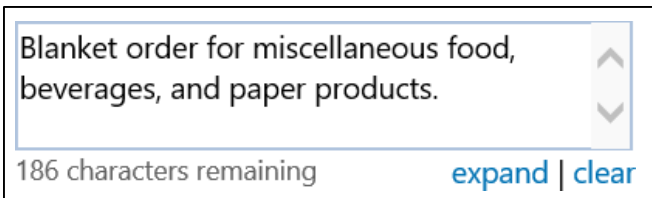
Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date 03/17/2022
mm/dd/yyyy

End Date 03/24/2022
mm/dd/yyyy

Product/Service Description

Next, enter the required information in the Product/Service Description field. For a blanket order, you must enter the types of products in this block. See below:

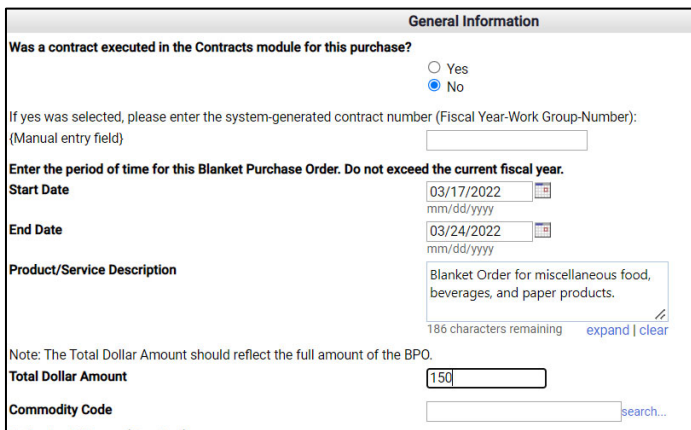


Blanket order for miscellaneous food, beverages, and paper products.

186 characters remaining [expand](#) | [clear](#)

This tells the supplier what types of items are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice.

Enter the amount of money that will be encumbered on this order in the “Total Dollar Amount” field.



General Information

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date 03/17/2022
mm/dd/yyyy

End Date 03/24/2022
mm/dd/yyyy

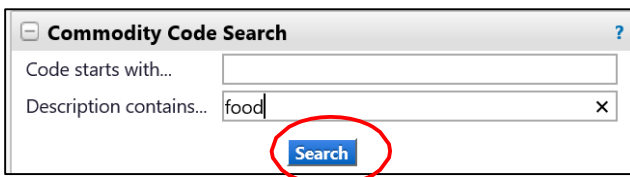
Product/Service Description Blanket Order for miscellaneous food, beverages, and paper products.
186 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount 150

Commodity Code [search...](#)

Then click “search” to search for a commodity code. For this example, “food” was entered. Click “Search”.



Commodity Code Search ?

Code starts with...

Description contains... food X

[Search](#)

Select from the list of commodities. Notice that there are two pages of codes that have “food” in the description. For this example, “Food/Beverage Products” is selected. Click “select” icon or the commodity code. Both are shown below.

Code	Description	
23181500	Food Preparation Equip (741121)	select
2318150001	Food Preparation Equip - OCO (760201)	select
2318150002	Food Preparation Equip - REPAI (740930)	select
48100000	Food services equip (741121)	select
4810000001	Food services equip - OCO (760201)	select
4810000002	Food services equip - REPAIR/M (740930)	select
48101600	Food preparation equip (741121)	select
4810160001	Food preparation equip - OCO (760201)	select
4810160002	Food preparation equip - REPAI (740930)	select
4810160005	Food Preparation Equip - Rent (741881)	select
48101700	Food/ beverage dispensing equi (741121)	select
4810170001	Food/beverage dispensing equip (760201)	select
4810170002	Food/beverage dispensing equip (740930)	select
48102000	Food Service furniture (741121)	select
4810200001	Food Service furntiure - OCO (760201)	select
4810200002	Food service furntiure - REPAI (740930)	select
48102001	Food Service Chairs (741121)	select
4810200101	Food Service Chairs - OCO (760201)	select
50000000	Food/Beverage Products (741301)	select
5000000006	Food/Beverage Products - RESAL (741016)	select

General Information

Was a contract executed in the Contracts module for this purchase?
 Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
 (Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date: 03/17/2022
 End Date: 03/24/2022

Product/Service Description: Blanket Order for miscellaneous food, beverages, and paper products.
 186 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount:

Commodity Code: [search...](#)

Authorized Signers (Required)

Enter the individuals that will be allowed to buy items using this order. Full names must be listed so the supplier can verify the individual is authorized by asking for their FSU ID at the store.


Authorized Signers (Required)

Stan Laurel and Oliver Hardy

All required fields are now filled in for this form. Go to the top of the page for actions. Since this is a blanket order, only one line is needed, so click “Go”. This will populate the cart with the form information.

Blanket Order Request

Available Actions: Add and go to Cart **Go** Close



Blanket Order Request

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Procurement Services may approve BPOs on a case-by-case basis with a maximum term of one year.

For additional details see [Blanket Purchase Orders](#).

Supplier Information

Supplier PUBLIX SUPER MARKETS [more info...](#)
[select different supplier](#)

Fulfillment Address LAKELAND FL-ACH: (preferred)
800 OCALA RD
TALLAHASSEE, Florida 32304 United States
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below.
Check this box to customize order distribution information.

Fax +1 850-575-5940

General Information

Was a contract executed in the Contracts module for this purchase?

Yes
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):
(Manual entry field)

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.

Start Date 03/17/2022
mm/dd/yyyy

End Date 03/24/2022
mm/dd/yyyy

Product/Service Description
Blanket Order for miscellaneous food, beverages, and paper products.
186 characters remaining [expand](#) | [clear](#)

Note: The Total Dollar Amount should reflect the full amount of the BPO.

Total Dollar Amount 150

Commodity Code 50000000 [search...](#)

Authorized Signers (Required)
Stan Laurel & Oliver Hardy

At this point, you can either “**Assign Cart**” or “**Proceed to Checkout**” depending on your role in SpearMart. For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.