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.

![Supplier Search](image)

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

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](image)

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.
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.

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

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.
```

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.

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

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.

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”.

© Florida State University Procurement Services
A1400 University Center, Tallahassee, FL 32306-2370

Revised 03/2022  Page 6 of 6