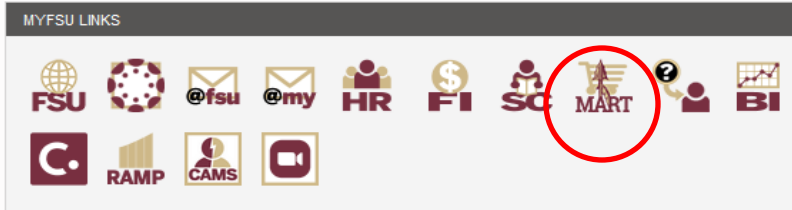
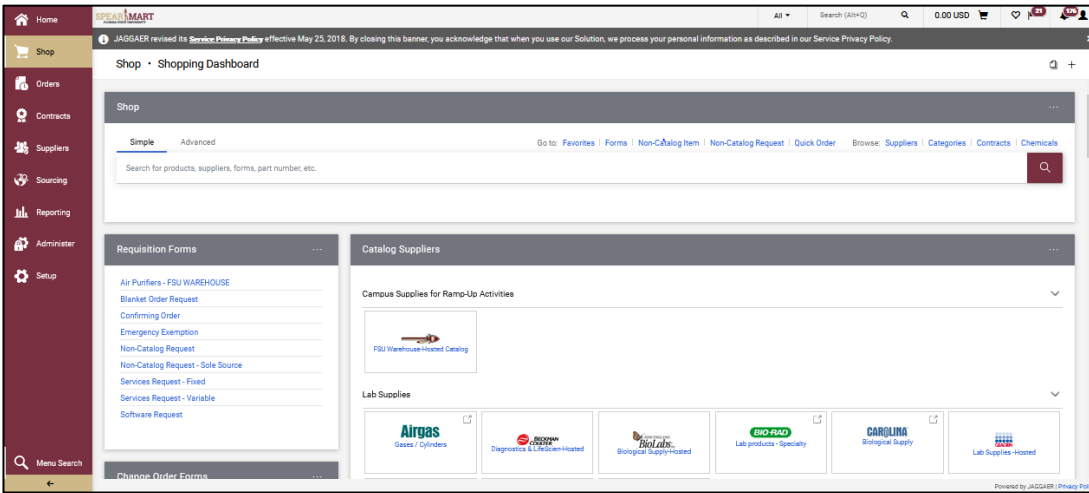


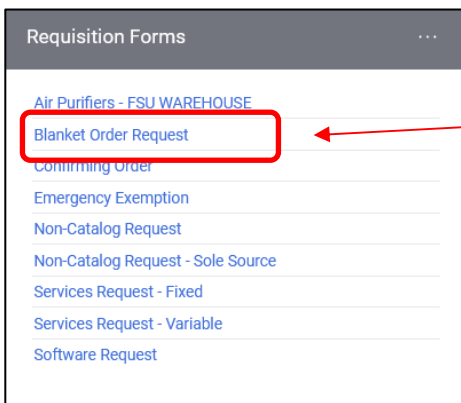
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.

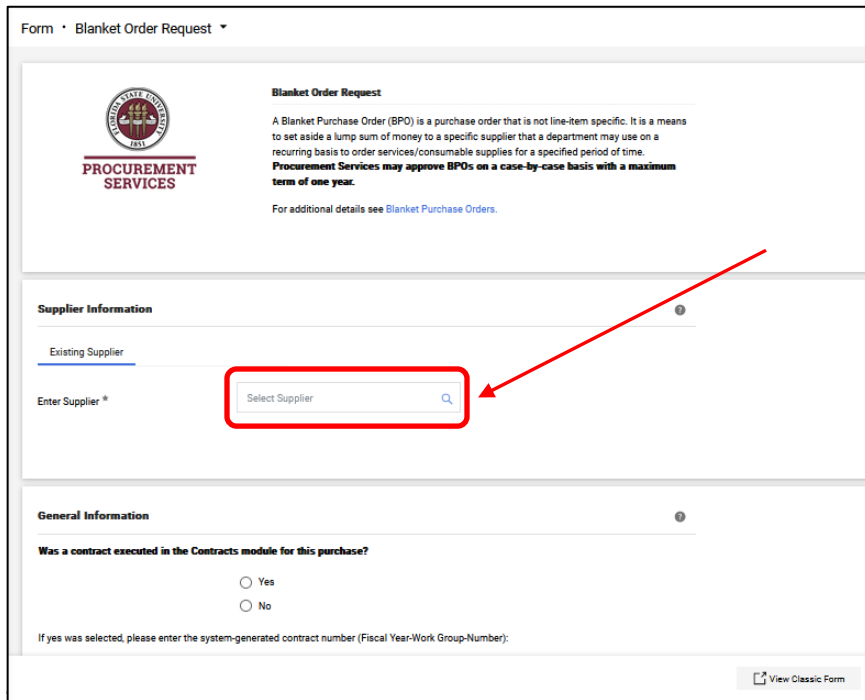


Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons.



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.



Form · Blanket Order Request ▾

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

Existing Supplier

Enter Supplier *

General Information

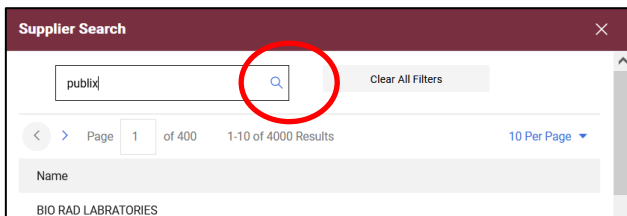
Was a contract executed in the Contracts module for this purchase?

Yes
 No

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

[View Classic Form](#)

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



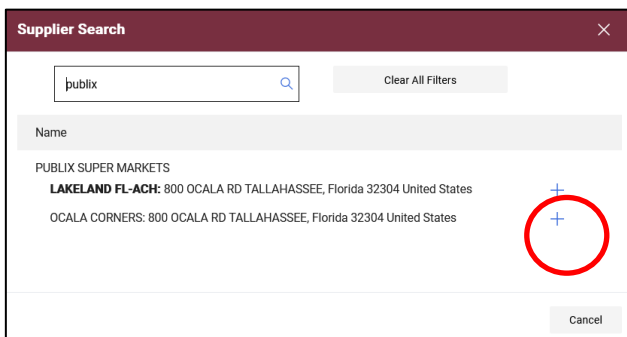
Supplier Search

Page 1 of 400 1-10 of 4000 Results 10 Per Page ▾

Name

BIO RAD LABORATORIES

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 “+” button for the appropriate address.



Supplier Search

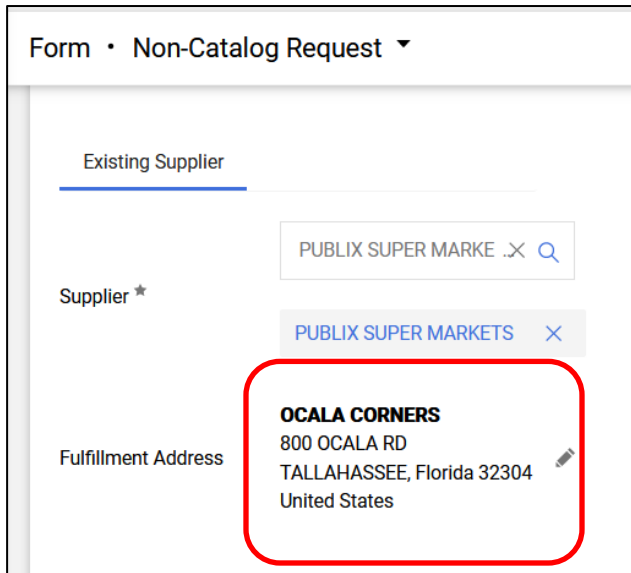
Name

PUBLIX SUPER MARKETS

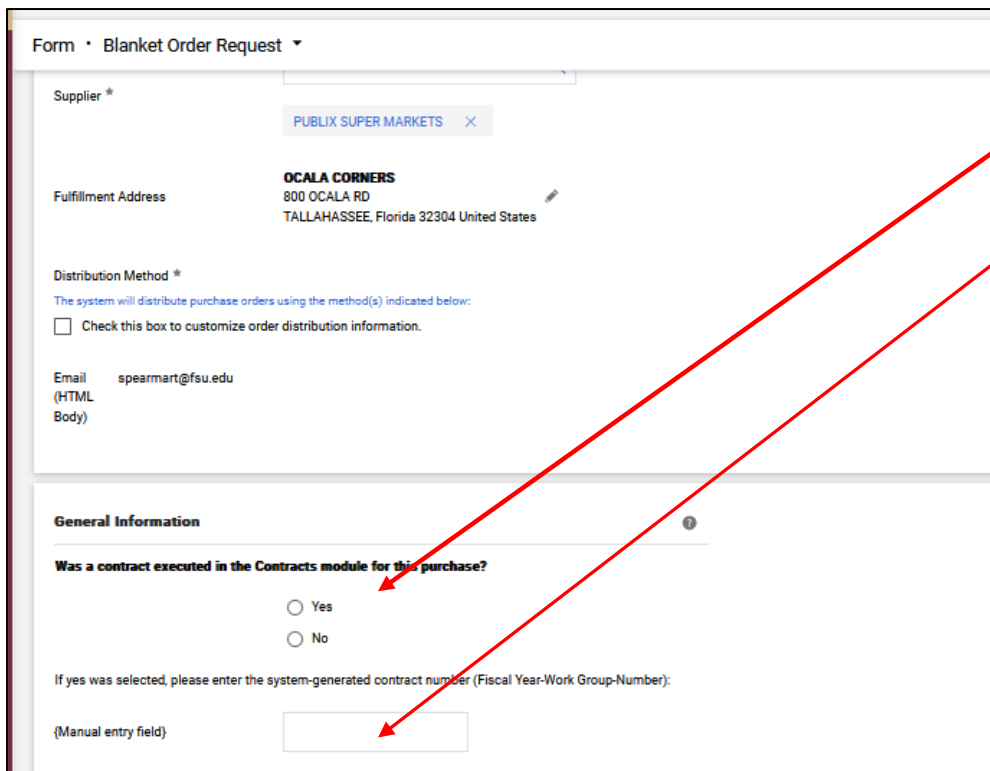
LAKELAND FL-ACH: 800 OCALA RD TALLAHASSEE, Florida 32304 United States

OCALA CORNERS: 800 OCALA RD TALLAHASSEE, Florida 32304 United States

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.

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

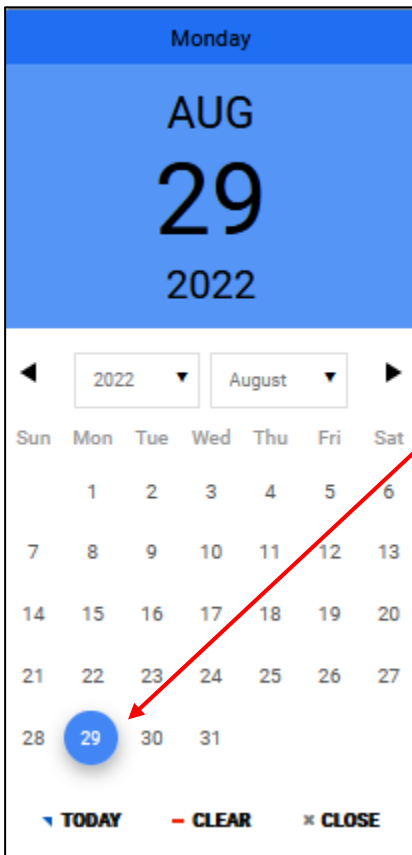
Product/Service Description *
254 characters remaining expand | clear

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

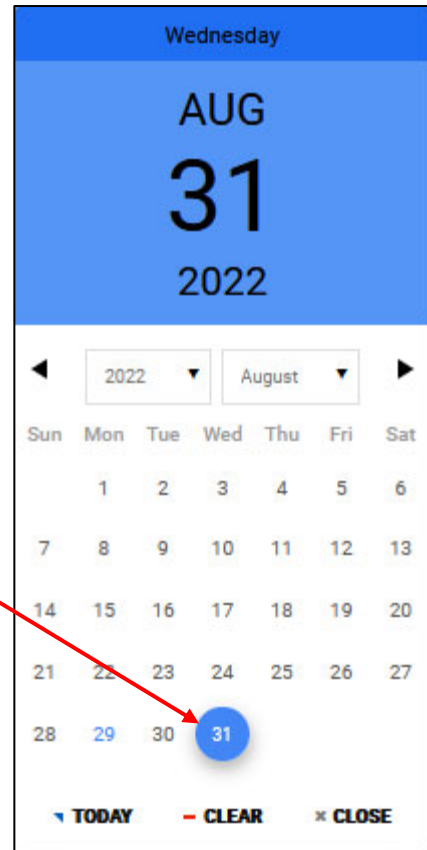
Total Dollar Amount *

Commodity Code * Search... 

Select the date by clicking that day on the calendar. For this example, August 29 is selected for the start date and August 31st for the end date. The end date is the last date that the service will be performed.





Start Date
End Date



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

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

Next click “search” to find the commodity code for a training service, since this is for a training seminar. 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:


Product/Service Description *
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.


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

Total Dollar Amount *

Commodity Code * 

Then click the magnifying glass to search for a commodity code. For the example below, “food” is entered. Click “Filter” to pull up all commodity codes that match that description.

Commodity Code Search 

Code starts with... 

Select from the list of commodities. Notice that there are two pages of codes that have “food” in the description. Select the most appropriate choice in the list. To select your choice, click the “+” sign. Once selected, your choice will populate the commodity code field.

Commodity Code Search ✕

Code starts with... Filter
Clear All Filters

Page 1 of 2 1-20 of 27 Results 20 Per Page

Code ↑	Description	
23181500	Food Preparation Equip (741121)	+
2318150001	Food Preparation Equip - OCO (760201)	+
2318150002	Food Preparation Equip - REPAI (740930)	+
48100000	Food services equip (741121)	+
4810000001	Food services equip - OCO (760201)	+
4810000002	Food services equip - REPAIR/M (740930)	+
48101600	Food preparation equip (741121)	+
4810160001	Food preparation equip - OCO (760201)	+
4810160002	Food preparation equip - REPAI (740930)	+

Close

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 * 🔍

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

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

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 “Add and Go To Cart”. 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**”.