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 under 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.

Enter a supplier name in the field and click the hourglass.

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.

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.
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, February 25 is selected for the start date and March 15 is selected for the end date for this blanket order. That means that purchases can only be made between these two dates.

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:
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.
JOB AID
Shopping Using a Blanket Order Request Form

Enter the period of time for this Blanket Purchase Order. Do not exceed the current fiscal year.
Start Date: 02/25/2017
End Date: 03/15/2017
Product/Service Description: Blanket order for miscellaneous food, beverages, and paper products.

Note: The Total Dollar Amount should reflect the full amount of the PO.
Total Dollar Amount: 150.00
Commodity Code: 50000000
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.

Once back in the shopping cart, there are two choices. You can either assign the cart to your Requester or proceed to checkout if you know the accounting codes to enter. Both are outlined below.
Click “Assign Cart”

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 “select” 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.

1. **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 “Add to Profile” to save this assignee. Next time you want to assign a cart, they will be saved in your profile.
Click the “Edit” button in the “Shipping” box to add or update the shipping address. For this example, the address needs to be changed.

Then select the “click here” link to open the box. Click “select from org addresses” to find another address.

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, “student” was used. A list of addresses with that word in the address will come up. Scroll down as needed to find the correct address. For this example, “Student Services” is selected.
JOB AID
Shopping Using a Blanket Order Request Form

For this example, only one address had “basketball” in the address. Click “select” to choose the address. You must enter a room number in the appropriate field.

You must add a room number and update the department name in the appropriate fields.

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.

As you can see above, the “Accounting Codes” tab has a red exclamation mark, which means it must be updated before submitting. Click the “Accounting Codes” tab.

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, “student” 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 system will take you back to the page and populated the field.

Business Unit GL Location Department Fund

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 “student” was entered. Click “Search”.

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

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

To select a Fund code, click the “Select from all values” in the field or enter a search for a particular fund. For this example, “activity” was entered to limit the search to student activity funds. To select a fund, click the “select” next to the appropriate fund code.
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.
Once “Assign” is clicked, the below notice will come up with a requisition number:

You have successfully assigned your cart!