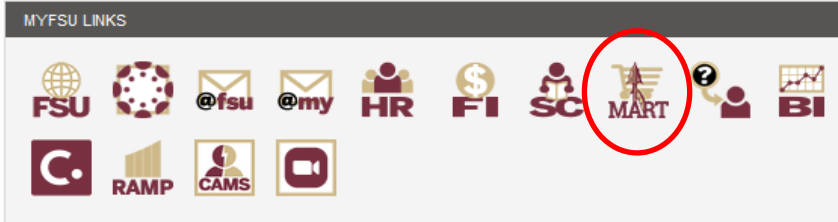
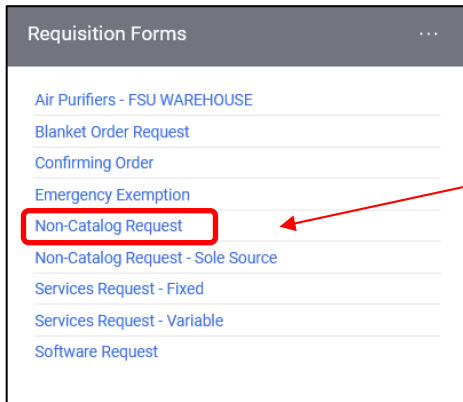


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



There are times when you will need to order items that are not found in the supplier catalogs, have special pricing, etc. For these orders, you will use the Non-Catalog Request Form to create these orders.




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. Click on the **Non-Catalog Request**.

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.

A screenshot of the 'Non-Catalog Request' form. The form is titled 'Non-Catalog Request' and includes instructions: 'Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. Do not use this form to order Services. Please use a Services Request Form.' The form is divided into sections: 'Supplier', 'New Supplier Information (if applicable)', and 'Product Information'. In the 'Supplier' section, there is a text input field for 'Enter Supplier' and a 'Supplier Search' button, which is highlighted with a red box. Below the input field, there is a checkbox for 'I acknowledge the above statement'. The 'New Supplier Information' section contains fields for 'Supplier Name', 'EIN or SSN', 'Supplier Address', 'Supplier Contact Name', 'Supplier Contact Email', and 'Supplier Contact Phone #'. The 'Product Information' section includes a question 'Was a contract executed in the Contracts module for this purchase?' with 'Yes' and 'No' radio buttons, and a text input field for 'Product/Service Description'.

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 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.

Non-Catalog Request



PROCUREMENT SERVICES

Non-Catalog Request

Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. **Do not use this form to order Services. Please use a Services Request Form.**

Supplier	New Supplier Information (if applicable)
<p><i>If you do not know the supplier, choose "Supplier Not Known" as the supplier name.</i></p> <p><i>If you know the supplier but they are not in the system, select "Supplier Not Available" as the supplier name and fill out the supplier information in the section to the right.</i></p> <p>Supplier PUBLIX SUPER MARKETS more info... select different supplier</p> <p>Fulfillment Address OCALA CORNERS: 800 OCALA RD TALLAHASSEE, Florida 32304 United States select different fulfillment center</p> <p>Distribution</p> <p>The system will distribute purchase orders using the method(s) indicated below:</p> <p>Check this box to customize order distribution information. <input type="checkbox"/></p> <p>Fax +1 850-575-5940</p>	<p><i>Fill out all fields in this section if you need to order from a new supplier that does not currently exist in the system.</i></p> <p>Supplier Name <input type="text"/></p> <p>EIN or SSN <input type="text"/></p> <p>Supplier Address <input type="text" value=""/></p> <p style="font-size: small;">120 characters remaining expand clear</p> <p>Supplier Contact Name <input type="text"/></p> <p>Supplier Contact Email <input type="text"/></p> <p>Supplier Contact Phone # <input type="text"/></p>

Special Note: For SpearMart suppliers, the SpearMart address is the default address. When using the non-catalog 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 non-catalog form.

I acknowledge that if I used Supplier Not Known or Supplier Not Available as my Supplier above that I am responsible for ensuring the Supplier completes the FSU Substitute IRS Form W9. Procurement Services cannot set up your supplier without this completed form.

I acknowledge the above statement

Product 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)

Product/Service Description

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

Quantity
Unit of Measurement (Packaging) [v](#)

Unit Price

Commodity Code [search...](#)

Catalog No.
 Manufacturer Name
 Manufacturer Part No

Comments:
 968 characters remaining [expand](#) | [clear](#)

ATTACHMENT AREA SECTION ?

Please attach all items requested in the sections above and any other supplemental documentation you feel is relevant to this form.

Internal Attachments

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.

Product/Service Description: Enter the details of what is being purchased in this field. For commodities, you need to include the name of the item, color, size, etc.

Commodity Code: Click "Search" to find the appropriate commodity code. See screen shots below. Enter the data in the following required fields (a field is required if the field name is bold)

Comments: These can be a continuation of the item description for the supplier.

To search for a commodity, enter a string of letters in the description. For the example below, "food" is entered. Click "Search" to pull up all commodity codes that match that description.

Commodity Code Search ?

Code starts with...

Description contains...

Select the most appropriate choice in the list. To select a choice, click the “select” link.

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

Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisition, click “Add and go to Cart”, then click “Go”. For this example, it will be a one-line cart.

Non-Catalog Request Available Actions: Add and go to Cart Go Close

Non-Catalog Request
Use this form if you need to order a product that does not currently exist in a...

Note: If you have more than one line, you can click the arrow next to “Add and go to Cart” to get the other options and select, “Add to Cart and Return”. This will save the first line and then take you to the form to add additional line(s). When you are entering the last line, select, “Add and go to Cart” as state above to go to the next step.

Available Actions: Add and go to Cart Go Close

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart
- Add to Favorites
- Add to new Cart

Once you have clicked “Go”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your department Requester or “Proceed to Checkout” to add the accounting details to the requisition.

