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 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 Form to create these orders.

At the Bottom of the Shopping Homepage, locate the Forms Widget and 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.
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,

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.
To search for a commodity, enter a string of letters in the description. For the below, “food” is entered. Click “Search” to pull up all commodities that match that description.
Select the most appropriate choice in the list. To select a choice, click the “select” link.

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.

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.

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.

Option 1: Assign Cart
The first choice is to assign the cart to the department Requester. Click “Assign Cart”
Once “Assign Cart” is selected, the below window will pop up. Select “Search for an assignee” by clicking the button next to it as shown below. Then click “Search for an assignee”.

Once selected, you can enter a note for this Requester to let them know what budget or other information they may need for this order.
Once assigned, you will receive this screen with the requisition number.

Option 2: Submit Cart
The second option is to “Proceed to Checkout”

On the next page, you will need to enter the accounting data, shipping address and billing address if that has not already been done in your profile.
To add or update the shipping address, click the Shipping tab as shown above. The below screen on the left will come up. Then when you click, “Click here” the screen on the right will come up. Click “select from org addresses” to select a different shipping address.

This box will come up. Click “Search”.

All the FSU addresses will come up. Select the appropriate address.
Once selected, the new address shows up. You must now enter a room number. You can click the “Save this address for future use” to save the address to your profile. Then the next time you need it, you can select it from your profile instead of doing the above search. Click “Save” to save the address.

Now your address is updated.
The next step is to update the Accounting Codes. As you can see the tab shows up as red, which means you cannot submit the requisition until all tabs are green. To update, click the Accounting Codes Tab.

Click “edit” to open the window to allow updates.

Business Unit GL must be updated first. Click the “Select from all values” link. Click the down arrow.

Select the only value that comes up.

Note: You cannot enter the “FSU01” value in the field, you must select from the list as shown.

Now you need to update the “Location”.

Click the “Select from all values” to search for your building.

Enter all or part of the building name in the description to find your building, then click “search”.

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Page 9 of 13
To select the building and room location, click the “select” button on the right.

The field will populate. Next is to enter the Department ID. You can type in the six digit code or search for it. For this example, “Select from all values” was selected.

Enter your Department code in the value or you can enter part of the department name in the Description field. Click “search”. For this example, the Department was entered.

The results will come up in the next screen. Click “select”.
The fund code is next. Click “Select from all values” or you can enter the fund code directly in the field. For this example, “110” is entered directly in the field. When all the accounting data is filled in, click “Save”.

Note: If using a sponsored project, you must select the “PC Business Unit”, “Project-Activity” codes and any additional chartfields in the appropriate fields to complete the accounting entries.

Below is the requisition screen which is updated and ready to assign to your department Requester. Click “Assign Cart”.

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.
A box will come up for you to select the Requester. Click the “Search for an assignee” button, then click “Search for an assignee” link.

### Assign Cart

- **Select from profile values**: Select from profile values
- **Search for an assignee**: 

**Selected Assignee:**

- **Assign Cart To**: Search for an assignee

- **Note To Assignee**: 

### 1-10 of 45 Results

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>User01, Joe</td>
<td>JOE_USER01</td>
<td><a href="mailto:JOE_USER01@admin.fsu.edu">JOE_USER01@admin.fsu.edu</a></td>
<td>+1 (850) 645-1442</td>
<td>[select]</td>
</tr>
<tr>
<td>User02, Joe</td>
<td>JOE_USER02</td>
<td><a href="mailto:JOE_USER02@admin.fsu.edu">JOE_USER02@admin.fsu.edu</a></td>
<td>+1 (850) 645-1279</td>
<td>[select]</td>
</tr>
<tr>
<td>User03, Joe</td>
<td>JOE_USER03</td>
<td><a href="mailto:JOE_USER03@admin.fsu.edu">JOE_USER03@admin.fsu.edu</a></td>
<td>+1 (850) 644-1436</td>
<td>[select]</td>
</tr>
<tr>
<td>User04, Joe</td>
<td>JOE_USER04</td>
<td><a href="mailto:JOE_USER04@admin.fsu.edu">JOE_USER04@admin.fsu.edu</a></td>
<td>+1 (850) 644-6204</td>
<td>[select]</td>
</tr>
<tr>
<td>User05, Joe</td>
<td>JOE_USER05</td>
<td><a href="mailto:JOE_USER05@admin.fsu.edu">JOE_USER05@admin.fsu.edu</a></td>
<td>+1 (850) 644-4459</td>
<td>[select]</td>
</tr>
<tr>
<td>User06, Joe</td>
<td>JOE_USER06</td>
<td><a href="mailto:JOE_USER06@admin.fsu.edu">JOE_USER06@admin.fsu.edu</a></td>
<td>+1 (850) 645-8840</td>
<td>[select]</td>
</tr>
<tr>
<td>User07, Joe</td>
<td>JOE_USER07</td>
<td><a href="mailto:JOE_USER07@admin.fsu.edu">JOE_USER07@admin.fsu.edu</a></td>
<td>+1 (850) 645-8915</td>
<td>[select]</td>
</tr>
<tr>
<td>User08, Joe</td>
<td>JOE_USER08</td>
<td><a href="mailto:JOE_USER08@admin.fsu.edu">JOE_USER08@admin.fsu.edu</a></td>
<td>+1 (850) 645-9537</td>
<td>[select]</td>
</tr>
<tr>
<td>User09, Joe</td>
<td>JOE_USER09</td>
<td><a href="mailto:JOE_USER09@admin.fsu.edu">JOE_USER09@admin.fsu.edu</a></td>
<td>+1 (850) 644-8599</td>
<td>[select]</td>
</tr>
<tr>
<td>User1, Joe</td>
<td>user01</td>
<td><a href="mailto:JoeUser1@admin.fsu.edu">JoeUser1@admin.fsu.edu</a></td>
<td>+1 (850) 999-9999</td>
<td>[select]</td>
</tr>
</tbody>
</table>
The below screen will come up with the assignee’s name. Write a note to let him know what the order is for or other comments you want to send.

Congratulations! You have successfully assigned your cart!

Next Steps
You can view the cart in your draft cart list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page.

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

Requisition Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Requisition number</td>
<td>1780371</td>
</tr>
<tr>
<td>Cart name</td>
<td>2017-03-23 shop01 01</td>
</tr>
<tr>
<td>Cart total</td>
<td>45.00 USD</td>
</tr>
<tr>
<td>Number of line items</td>
<td>1</td>
</tr>
</tbody>
</table>