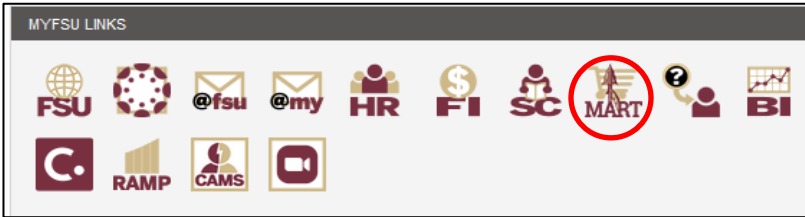
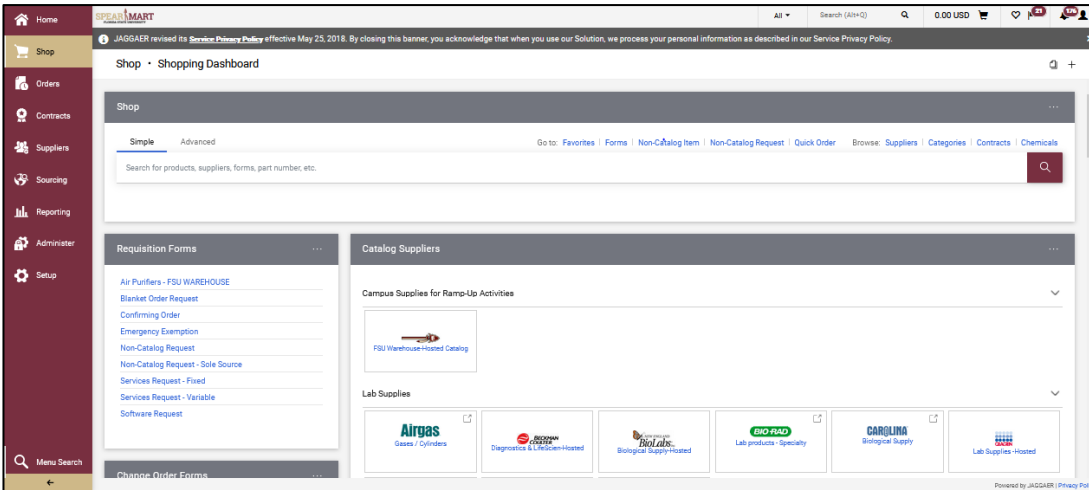


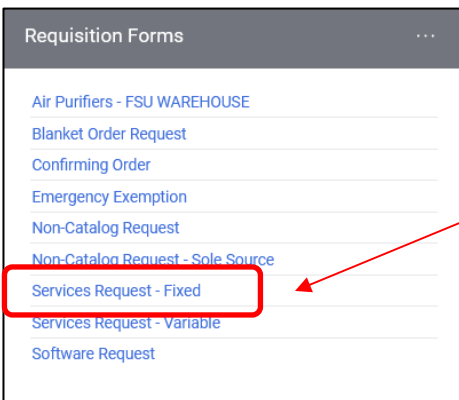
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



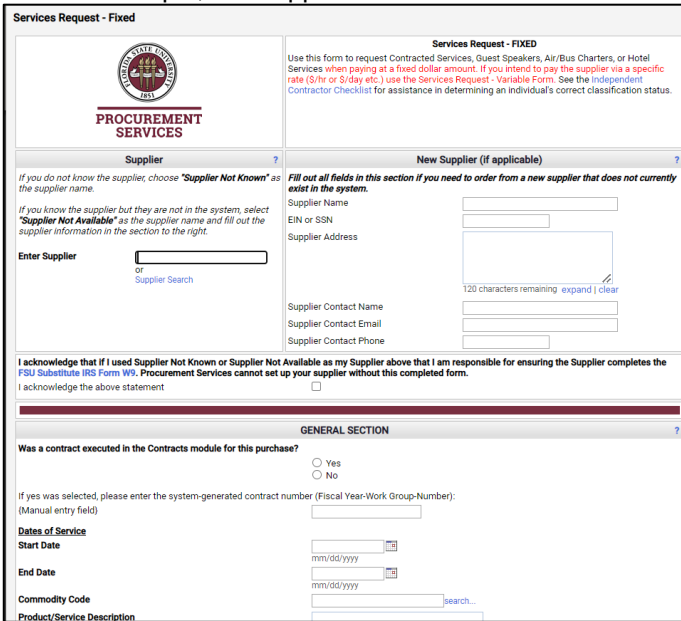
Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons. The form you will select depends on the type of requisition you want to enter. For this example, we have a supplier that has provided a quote for one price to come in and do a one-day training seminar. Therefore, the “Services Request – Fixed” form is selected.



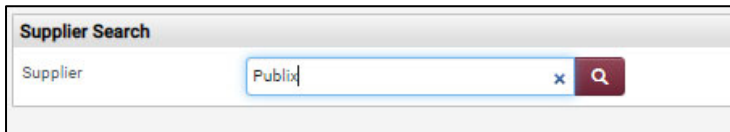
Select the “**Services Request-Fixed**” Form by clicking on the name of the form.

The form will open. First, you must select a supplier. 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 Services Request – Fixed Form, you must ensure that you are not using an address that says "EMarket or SpearMart". To change an address, click "select a different fulfillment center". Orders will fail if the SpearMart address is used with a Services Request form.

GENERAL SECTION ?

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)

Dates of Service

Start Date

End Date

Commodity Code search...

Product/Service Description

254 characters remaining expand | clear

Total Purchase Amount \$:

Contract

PURPOSE: (Why do you need this service? This is an "overview" of the project and explains the reasons for pursuing this project)

1000 characters remaining expand | clear

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.

Services Request - Fixed

PROCUREMENT SERVICES

Supplier ?

If you do not know the supplier, choose "Supplier Not Known" as the supplier name.

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.

Enter Supplier

or Supplier Search

New Supplier (if applicable) ?

Fill out all fields in this section if you need to order from a new supplier that does not currently exist in the system.

Supplier Name

EIN or SSN

Supplier Address

120 characters remaining expand | clear

Supplier Contact Name

Supplier Contact Email

Supplier Contact Phone

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 W-9. Procurement Services cannot set up your supplier without this completed form.

I acknowledge the above statement

GENERAL SECTION ?

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)

Dates of Service

Start Date

End Date

Commodity Code search...

Product/Service Description

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.

| March 2022 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

[close] [clear]

Start Date

End Date

| March 2022 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

[close] [clear]

These dates will populate the fields in the form when selected. If the service lasted two weeks, you would pick a different ending date for this service that is two weeks after the start date.

GENERAL SECTION

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)

Dates of Service

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Commodity Code [search...](#)

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

Commodity Code Search

Code starts with...

Description contains...

[Search](#)

To find a commodity code, you can enter "serv" because all service commodity descriptions contain these letters or part of the description of the type of service. Since we already know this service is for training, that is what was entered in this search. Click "Search". The search results show two choices for "training" services. Select the "Education/Training Services by clicking the "Select" button or directly on the commodity code.

| Code | Description | |
|----------|---------------------------------------|------------------------|
| 42301500 | Aids for medical training (741251) | select |
| 86000000 | Education/ Training Services (740272) | select |

The commodity code will populate the field.

Dates of Service

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Commodity Code [search...](#)

Enter the description of the services that you are paying this supplier to perform and then enter the "Total Purchase Amount", which is the quote amount provided by the supplier for the training seminar.

Dates of Service

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Commodity Code [search...](#)

Product/Service Description

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

Total Purchase Amount \$:

Enter the required information in each of the fields shown below. Explanations as to what is needed are above each field.

PURPOSE: (Why do you need this service? This is an "overview" of the project and explains the reasons for pursuing this project)
 Due to the risks of material handling in our labs, this training is needed for new student lab technicians.

893 characters remaining expand | clear

SCOPE OF WORK: (What specifically do you need done? What is the expected outcome? Who will provide what?)
 Supplier to train attendees on safety procedures in the lab, how to read MSDS sheets, and hazards of handling gas cylinders. Supplier will provide all class materials needed along with handouts for all participants.

1785 characters remaining expand | clear

LOCATION OF WORK: (Where is the work to be done?)
 Biology Building on FSU campus.

469 characters remaining expand | clear

DELIVERABLES AND DELIVERY SCHEDULE: (List all outputs/outcomes with specific due dates or timeframes)
 Course materials and handouts for each participant in the seminar.

1934 characters remaining expand | clear

OTHER COMMENTS: (Describe anything not covered such as industry specific standards that must be adhered to, required certifications, etc.)
 (i.e. for charters, please include # of passengers, departure and arrival times, pickup and drop-off times and locations, specify if snacks or meals are to be provided, how many buses needed or type of airplane needed)
 N/A

1997 characters remaining expand | clear

FSU Project Mgr Name:

FSU Project Mgr Phone:

FSU Project Mgr Email:

Contractor Project Mgr Name:

Contract Project Mgr Phone:

Contract Project Mgr Email:

Also required is the full name, full phone number and email address for the FSU contract manager. This is the individual at FSU that is responsible to ensure the supplier provides the full service and they certify payment is due to the supplier.

Click the appropriate buttons to answer the questions about paying for travel and whether the service is a Sole Source or not. In this example, "No" was selected for both questions. If you answered "Yes" to either, there are additional fields that must be filled out.

Note: Travel expenses that are paid via a purchase order must be paid in accordance with Florida Statutes. It is recommended to have the supplier include their travel expenses in their pricing quote total to avoid having to submit numerous documents as per Florida Statutes.

FSU Project Mgr Name:

FSU Project Mgr Phone:

FSU Project Mgr Email:

Contractor Project Mgr Name:

Contract Project Mgr Phone:

Contract Project Mgr Email:

Travel Expenses

Is department planning to arrange or pay any travel expenses? Yes No

Is this a Sole Source Yes No

If Yes above, please complete the Sole Source Section below.

SOLE SOURCE SECTION ?

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service. Best price does not make a good or service a valid sole source. Please complete the questions below to assist us in making a final determination. Please also include specifications and a quote (including shipping/handling charges) from the supplier with this form. For additional details on Sole Sources Click [here](#).

1) Explain what part or parts of the stated specification restrict the requisition to only one supplier and explain how these specifications are essential to the accomplishment of your work:

2000 characters remaining expand | clear

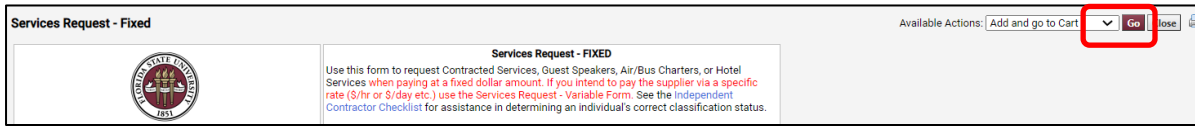
2) Prior to submitting this requisition, did you investigate other possible sources? Yes No

If Yes, Did you obtain quotes from the other sources? If yes, please include with this form. Yes No

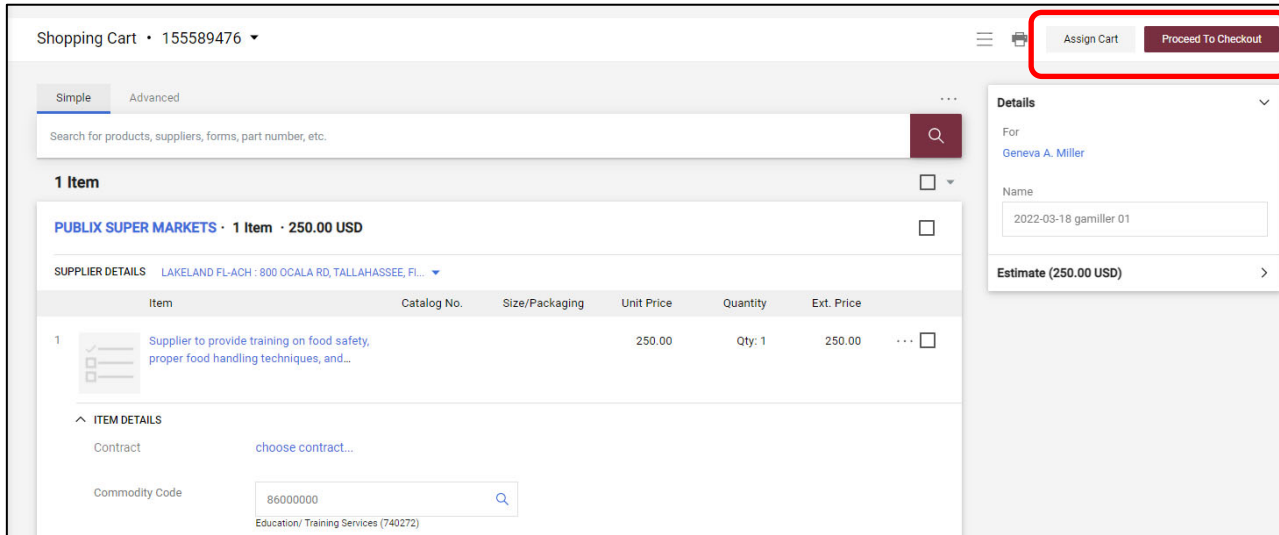
3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory:

1000 characters remaining expand | clear

When the form is completed, scroll to the top of the page and select, “Add and go to Cart”, then click “Go”.



You have now put your form into a shopping cart.



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**”.