Access SpearMart by navigating to [https://my.fsu.edu/](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.

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.
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. 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.
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.

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

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.

The commodity code will populate the field.

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

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.
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".