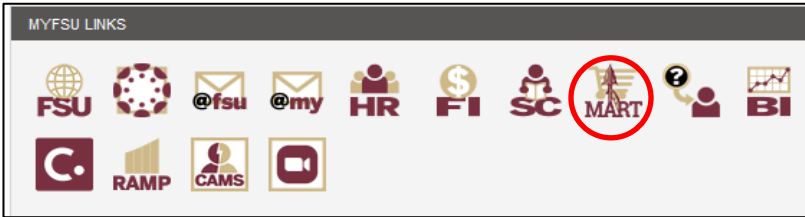
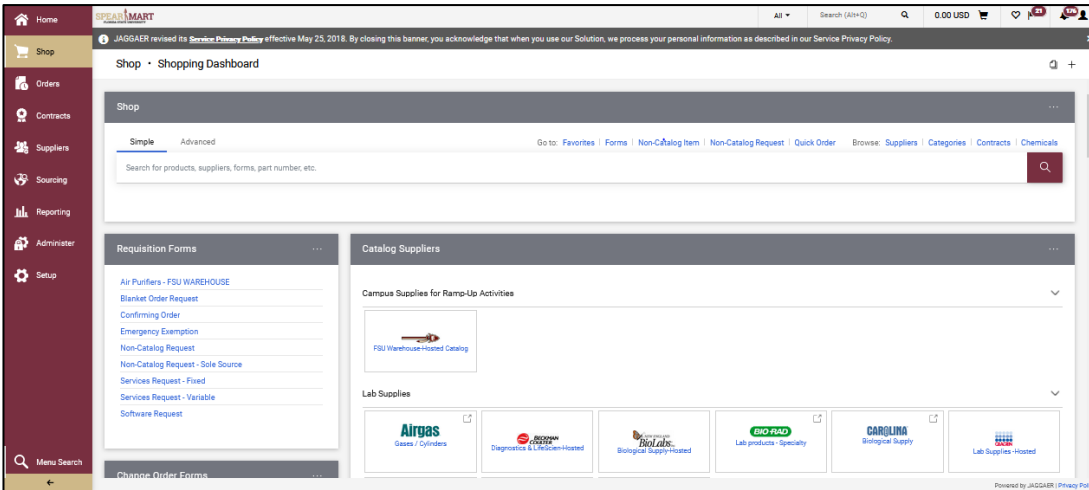


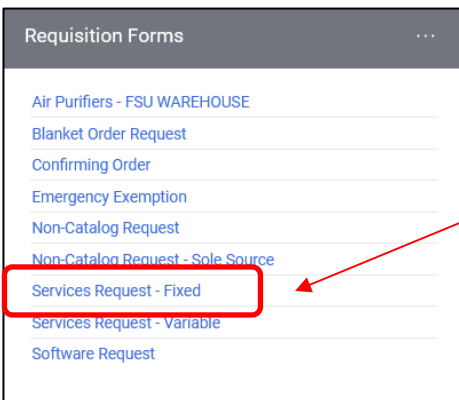
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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. You can start to enter the name of the supplier or click the magnifying glass to the right of "Select Supplier." For this example, the magnifying glass was clicked.

Form · Services Request - Fixed ▾

**Services Request - FIXED**

Use this form to request Contracted Services, Guest Speakers, Air/Bus Charters, or Hotel Services when paying at a fixed dollar amount. If you intend to pay the supplier via a specific rate (\$/hr or \$/day etc.) use the Services Request - Variable Form. See the Independent Contractor Checklist for assistance in determining an individual's correct classification status.

**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.

Existing Supplier

Enter Supplier \*

**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

Enter a supplier name in the field and click the magnifying glass.

**Supplier Search** ✕

< > Page 1 of 400 1-10 of 4000 Results 10 Per Page ▾

Name

BIO RAD LABORATORIES

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** ✕

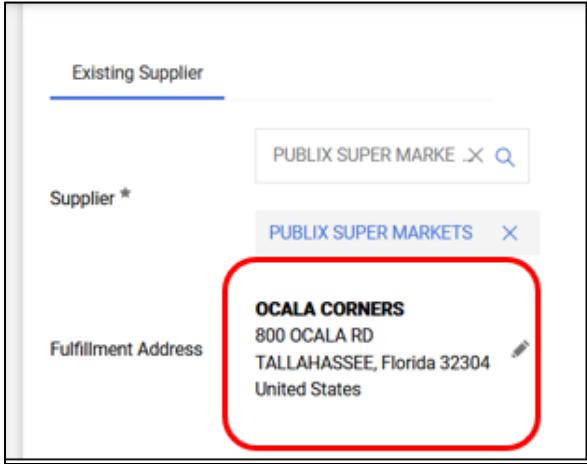
Name

PUBLIX SUPER MARKETS

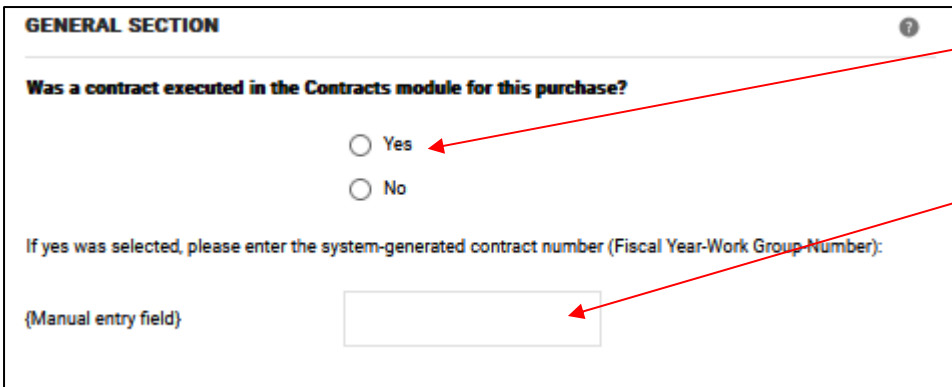
**LAKELAND FL-ACH:** 800 OKALA RD TALLAHASSEE, Florida 32304 United States

**OKALA CORNERS:** 800 OKALA RD TALLAHASSEE, Florida 32304 United States

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.



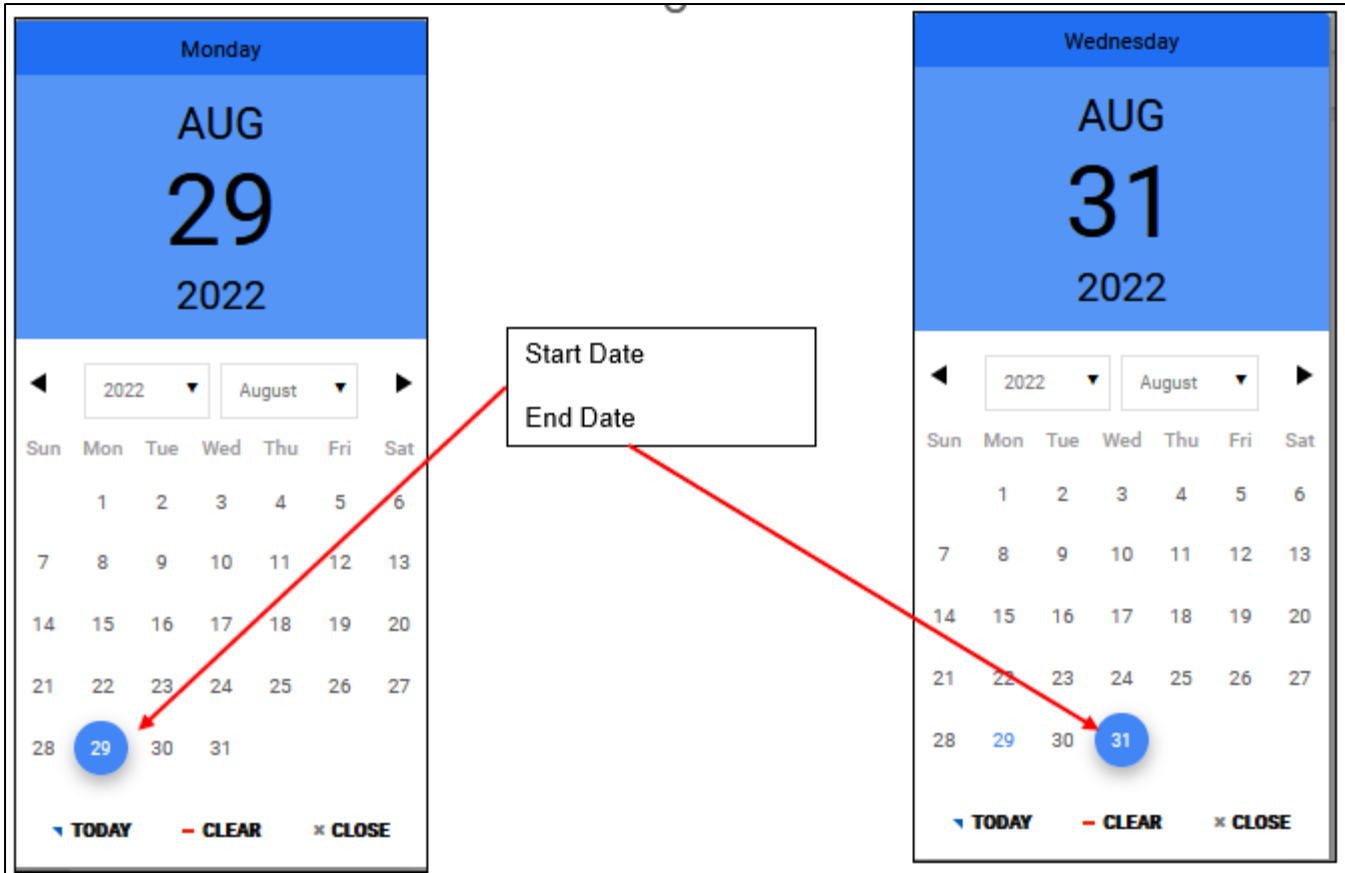
Select “Yes” if a contract was entered into the Contracts Module for the purchase.

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, August 29 is selected for the start date and August 31st for the end date. 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.

The image shows a form titled 'Dates of Service'. It has three input fields: 'Start Date \*' with the value '08/29/2022', 'End Date \*' with the value '08/31/2022', and 'Commodity Code \*' with a search placeholder 'Search...'. Below the 'Commodity Code' field is a search interface with a magnifying glass icon. A red arrow points from the magnifying glass icon to the 'Filter' button in the 'Commodity Code Search' section shown in the next image.

Next, click the magnifying glass to find the commodity code for a training service, since this is for a training seminar. Then click "Filter" to pull up all commodity codes that match that description.

The image shows a 'Commodity Code Search' dialog box. It has a search input field containing 'training|'. To the right of the input field is a 'Filter' button, which is highlighted with a red box. Below the 'Filter' button is a 'Clear All Filters' button. The dialog box has a close button (X) in the top right corner.

Note: 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 “Filter”. The search results show two choices for “training” services. Select the “Education/Training Services by clicking the “+” button.

**Commodity Code Search** ✕

Code ↑	Description	
42301500	Aids for medical training (741251)	+
86000000	Education/ Training Services (740272)	+

The commodity code will populate the field.

**Dates of Service**

Start Date \*    
m/m/dd/yyyy

End Date \*    
m/m/dd/yyyy

Commodity Code \*

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 \*    
m/m/dd/yyyy

End Date \*    
m/m/dd/yyyy

Commodity Code \*

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.

Form • Services Request - Fixed ▾

**SCOPE OF WORK:** (What specifically do you need done? What is the expected outcome? Who will provide what?)

2000 characters remaining [expand](#) | [clear](#)

**LOCATION OF WORK:** (Where is the work to be done?)

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

**DELIVERABLES AND DELIVERY SCHEDULE:** (List all outputs/outcomes with specific due dates or timeframes)

2000 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)

2000 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 on 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.

**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.

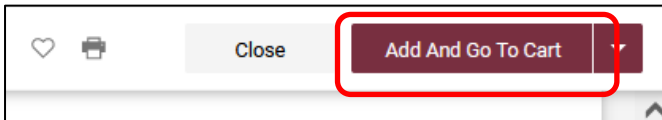
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**SOLE SOURCE SECTION**

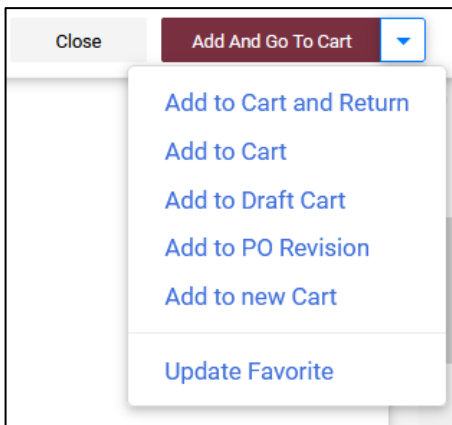
Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service 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 see [Sole Source Exemption](#).

**1) Explain your scope of work, needs, requirements, or specifications for a product or service that could meet your needs:**

When the form is completed, scroll to the top of the page and select, “Add and go to 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 “Add and Go to Cart”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your departmental requested or “Proceed to Checkout” to add the accounting details to the requisition. For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.

