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.

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.

![Screen capture showing supplier selection process]

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

![Screen capture showing supplier search results]

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.
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.

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.

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.

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.
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.

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.

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 or 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”.

**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”.

![Shopping Cart](image-url)