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 under 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 to provide training for a group of new lab employees. The supplier quoted $50 as the hourly rate for training these employees. Therefore, the “Services Request – Variable form is selected.

Select the “Services Request-Variable” 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 magnifying glass.

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. 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 – Variable 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 catalog address is used with any non-catalog form including the Services Request - Variable 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 & end dates 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.
Now, enter the description of the service that will be provided in the Product/Service description box. Then enter the Quantity. For this example, 20 hours are the maximum the department will allow due to the costs of the training. Enter “20” in the box. Then enter the cost per Hour/Day/Month, which as stated above is $50. Note the special instructions in red regarding these two fields.

These dates will populate the fields in the form when selected. If the service lasted only one day, you would pick the same date as the start date.

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

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 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. See below.

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.

Once back in the shopping cart, there are two choices. You can either assign the cart to your requester or proceed to checkout.

For more information on assigning or submitting carts, see the job aids titled, “Assigning Your Shopping Cart” or “Completing a Requisition”.