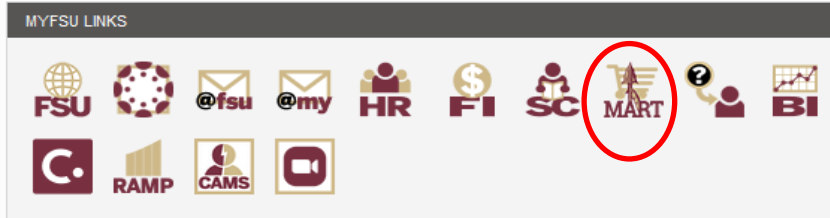
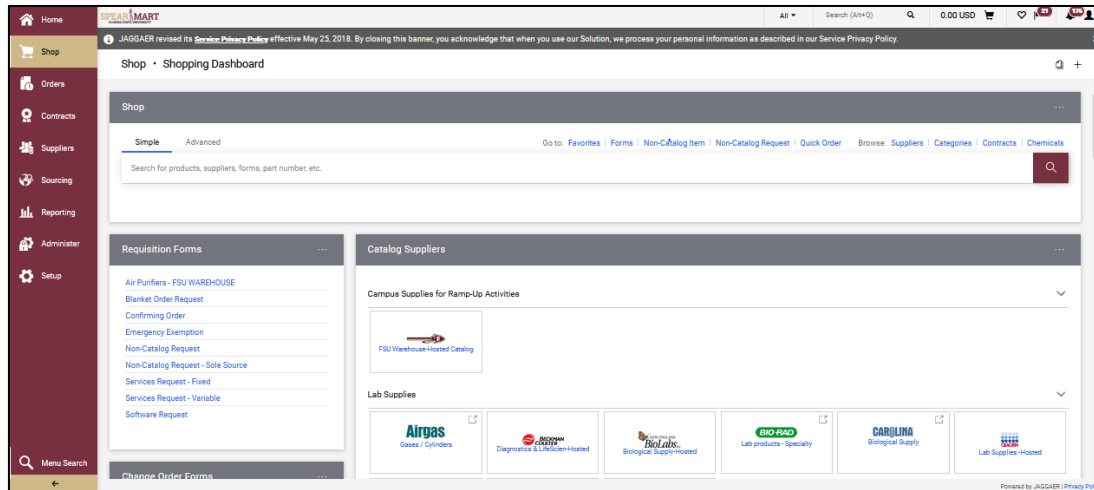


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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.

**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: 03/17/2022  
 mm/dd/yyyy

End Date: 03/24/2022  
 mm/dd/yyyy

Product/Service Description  
 254 characters remaining expand | clear

Enter the number of hours/days/weeks/months etc. in the Quantity field below.

Quantity

Select hours/days/weeks/months etc. from the Dropdown to the right. Leave the "\*" in front of the Unit of Measurement. DO NOT CHANGE.

Unit of Measurement (Packaging): 1 HR - Hour

Cost Per Hour/Day/Week/Month Etc.

Commodity Code

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

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.

Services Request - Variable

**PROCUREMENT SERVICES**

Supplier: PUBLIX SUPER MARKETS  
 Fulfillment Address: LAKELAND FL-ACH  
 800 OCEALA RD  
 TALLAHASSEE Florida 32304  
 United States

Distribution

Supplier Contact Name  
 Supplier Contact Email  
 Supplier Contact Phone

**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

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 24<sup>th</sup> 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 only one day, you would pick the same date as the start date.

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

**Product/Service Description**  
  
254 characters remaining [expand](#) | [clear](#)

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.

**Dates of Service**

**Start Date**  mm/dd/yyyy

**End Date**  mm/dd/yyyy

**Product/Service Description**  
  
129 characters remaining [expand](#) | [clear](#)

**Enter the number of hours/days/weeks/months etc. in the Quantity field below.**

**Quantity**

**Select hours/days/weeks/months etc. from the Dropdown to the right. Leave the "1" in front of the Unit of Measurement. DO NOT CHANGE.**

**Unit of Measurement (Packaging)**

**Cost Per Hour/Day/Week/Month Etc.**

**Commodity Code**

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

**Commodity Code Search**

Code starts with...

Description contains...

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)	<input type="button" value="select"/>
86000000	Education/ Training Services (740272)	<input type="button" value="select"/>

The commodity code will populate the field.

Commodity Code	<input type="text" value="86000000"/>	<input type="button" value="search..."/>
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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)  
 Service to ensure proper safety techniques and requirements are taught prior to new employees starting work in the department labs.

859 characters remaining

**SCOPE OF WORK:** (What specifically do you need done? What is the expected outcome? Who will provide what?)  
 Supplier will provide the training in small groups of 2-4 employees during the service period due to varying schedules for the employees. Supplier to provide all handouts and notes sheets to each trainee.

1795 characters remaining

**LOCATION OF WORK:** (Where is the work to be done?)  
 Science Lab A2705

483 characters remaining

**DELIVERABLES AND DELIVERY SCHEDULE:** (List all outputs/outcomes with specific due dates or timeframes)  
 March 13-24 as noted in the dates above.

1060 characters remaining

**OTHER COMMENTS:** (Describe anything not covered such as industry specific standards that must be adhered to, required certifications, etc.)

2000 characters remaining

FSU Project Mgr Name	<input type="text" value="Joe User"/>
FSU Project Mgr Phone	<input type="text" value="850-555-5555"/>
FSU Project Mgr Email	<input type="text" value="joe@fsu.edu"/> <input type="button" value="x"/>
Contractor Mgr Project Name	<input type="text"/>
Contractor Project Mgr Phone	<input type="text"/>

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. 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.

FSU Project Mgr Name	<input type="text" value="Joe User"/>
FSU Project Mgr Phone	<input type="text" value="850-555-5555"/>
FSU Project Mgr Email	<input type="text" value="joe@fsu.edu"/>
Contractor Mgr Project Name	<input type="text"/>
Contractor Project Mgr Phone	<input type="text"/>
Contractor Project Mgr Email	<input type="text"/>

**Travel Expenses**

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

Is this a Sole Source?  Yes  No

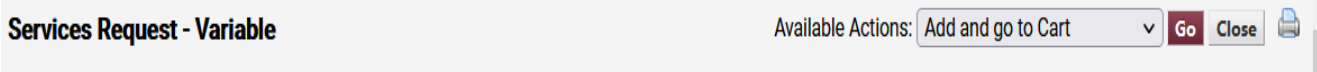
If Yes above, please complete the Sole Source Section below.

**SOLE SOURCE SECTION**

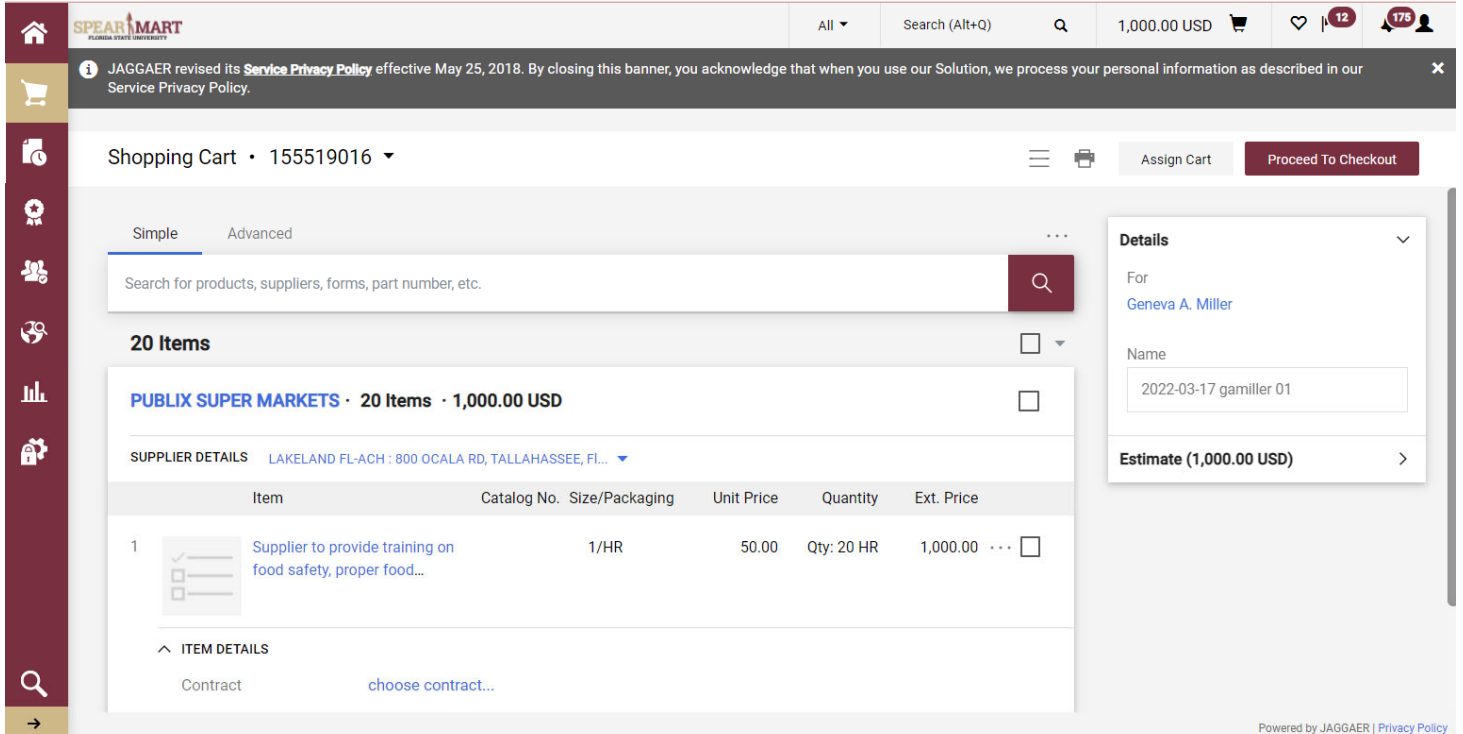
Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service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

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**”.