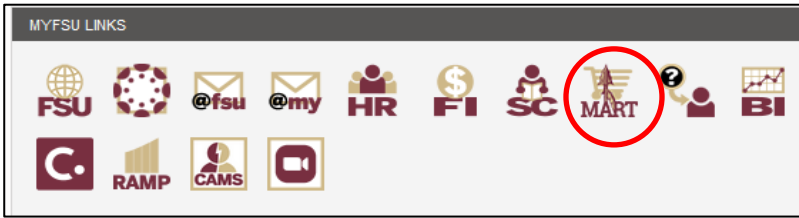
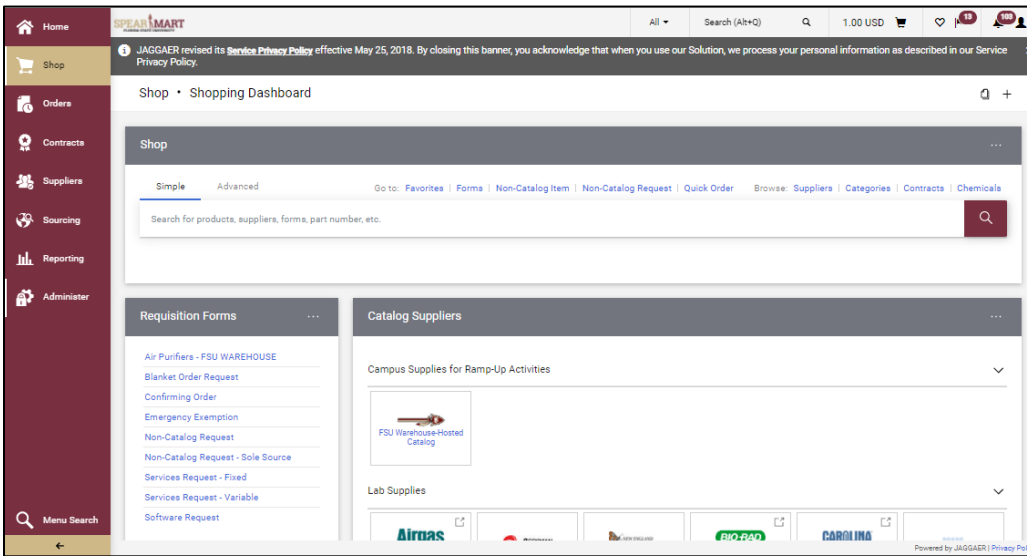


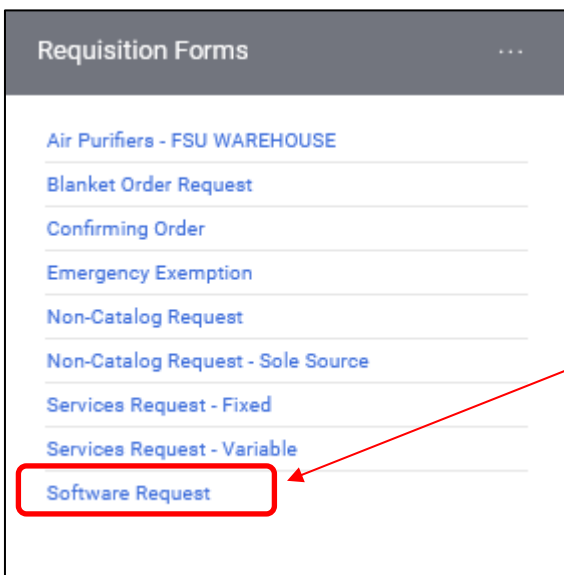
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.

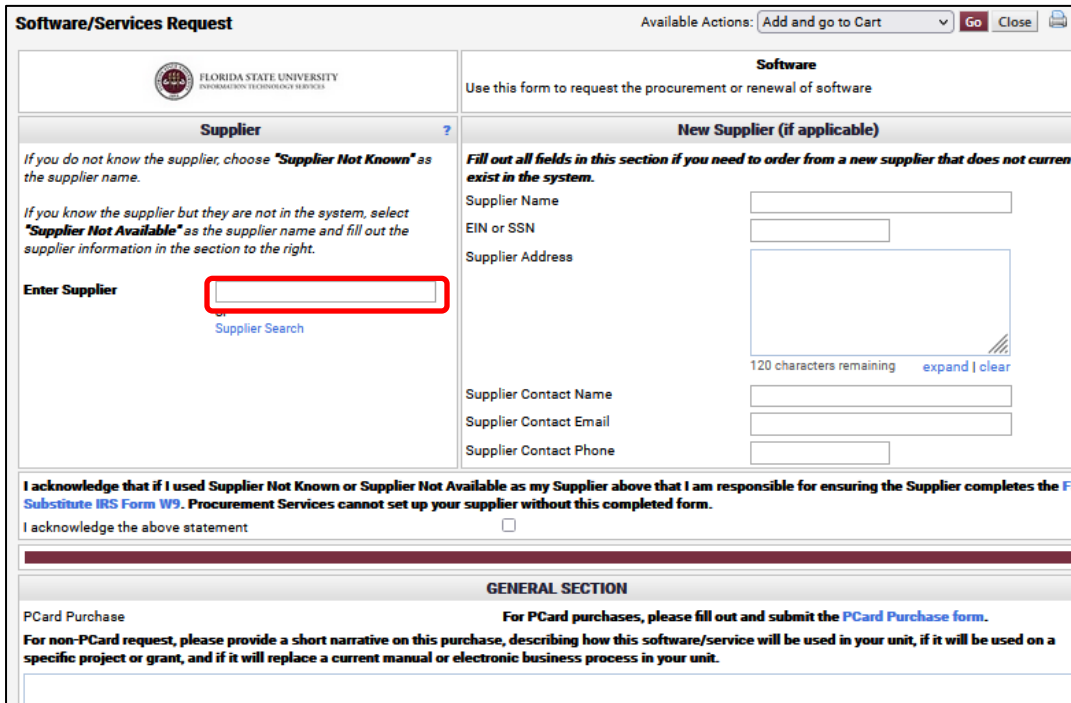


Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons.



Select the **“Software Request”** 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 “Supplier Search” link. For this example, the Supplier Search was clicked.



**Software/Services Request** Available Actions: Add and go to Cart Go Close

**Software**  
Use this form to request the procurement or renewal of software

**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.

**Enter Supplier**  [Supplier Search](#)

**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](#)

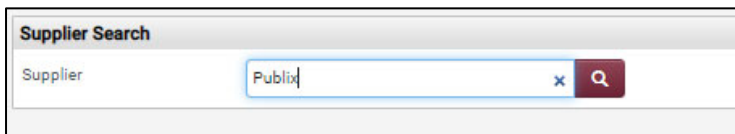
Supplier Contact Name   
Supplier Contact Email   
Supplier Contact Phone

I acknowledge that if I used Supplier Not Known or Supplier Not Available as my Supplier above that I am responsible for ensuring the Supplier completes the FS Substitute IRS Form W9. Procurement Services cannot set up your supplier without this completed form.  
I acknowledge the above statement

**GENERAL SECTION**

PCard Purchase **For PCard purchases, please fill out and submit the PCard Purchase form.**  
For non-PCard request, please provide a short narrative on this purchase, describing how this software/service will be used in your unit, if it will be used on a specific project or grant, and if it will replace a current manual or electronic business process in your unit.

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



**Supplier Search**

Supplier

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** ?

Supplier

Results Per Page 20 Suppliers found: 1 Page 1 of 1 ?

Supplier Name/Address	Select
<b>PUBLIX SUPER MARKETS</b> LAKELAND FL-ACH: 800 OCALA RD TALLAHASSEE, Florida 32304 United States	<a href="#">Select</a>
OCALA CORNERS: 800 OCALA RD TALLAHASSEE, Florida 32304 United States	<a href="#">Select</a>

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 Software Request Form, you must click “select different fulfillment center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a Software Request form.

**GENERAL SECTION**

PCard Purchase **For PCard purchases, please fill out and submit the PCard Purchase form.**  
**For non-PCard request, please provide a short narrative on this purchase, describing how this software/service will be used in your unit, if it will be used on a specific project or grant, and if it will replace a current manual or electronic business process in your unit.**

1000 characters remaining [expand](#)

**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)

**Product/Service Description**

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

For renewals, please provide previous PO #

**Quantity**

Unit of Measurement (Packaging)  EA - Each

**Unit Price**

**Commodity Code**  [search...](#)

**Is this a Sole Source?**

Yes  No

Enter the description as required for non PCard purchases.

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.

If this is a renewal, please include the previous PO number.

Next, enter the required information in the Product/Service Description field. Description should include complete product detail and part number. See below:

**Product/Service Description**

Adobe Acrobat Professional V25.2 for Windows  
 Item # 8675309

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

This tells the supplier what item(s) are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice.

Enter the quantity and unit price for the items needed.

**Quantity**

Unit of Measurement (Packaging)  EA - Each

**Unit Price**

Then click "search" to search for a commodity code. For this example, "software" was entered. Click "Search".

**Commodity Code Search**

Code starts with...

Description contains...

Select from the list of commodities. For this example, "Software" is selected. Click "select" icon or the commodity code. Both are shown below.

**Click to filter search results**

Results Per Page: 20 **Results 7** Page 1 of 1

Code	Description	
43230000	Software (741145)	<a href="#">select</a>
4323000001	Software; OCO (760621)	<a href="#">select</a>
43233500	Video Conference Software/WebEx (741145)	<a href="#">select</a>
4323350001	Video Conference Software/WebEx (760621)	<a href="#">select</a>
55111600	Electronic Software reference (741910)	<a href="#">select</a>
80111608	Temp IT software developers (740251)	<a href="#">select</a>
81112200	Software Maint/ support (740916)	<a href="#">select</a>


Results Per Page: 20 Page 1 of 1

Next, you will need to select whether or not the request is a sole source. If yes, is selected, you will need to fill out the Sole Source Section at the bottom of the form. If no, proceed to the Software Checklist Section of the form as it pertains to your software purchase.


<p><b>Is this a Sole Source?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
---

SOFTWARE CHECKLIST	
<b>Will the software/service require authentication (user name and password)?</b>	<input type="radio"/> No – no authentication required <input type="radio"/> Yes – but user names/passwords are provisioned by the administrator/user of the software/service <input type="radio"/> Yes – it uses FSUID and password and this is already in place <input type="radio"/> Yes – it will use FSUID and password, but my unit will need to work with ITS to implement this
<b>Will the software/service (S/S) store information?</b>	<input type="radio"/> No – no information will be stored by the S/S <input type="radio"/> Yes – the information is already being automatically collected from other FSU systems <input type="radio"/> Yes – the information will be manually entered by someone in my unit <input type="radio"/> Yes – the S/S can automatically collect the information but my unit needs to work with ITS on this
<b>Indicate the type of information to be stored in the software/service, as defined in the <a href="#">University Information Classification Guidelines</a>.</b>	<input type="radio"/> Not applicable, answered "No" to previous question <input type="radio"/> Private <input type="radio"/> Protected <input type="radio"/> Public
<b>Where will the information be stored (check one only)</b>	<input type="radio"/> Not applicable, answered "No" to previous question <input type="radio"/> On a system in my unit <input type="radio"/> On a system outside of my unit but within the FSU network <input type="radio"/> On the vendor's system or other system outside of the FSU network
<b>Other than when initially paying the vendor for the software/service (one time or recurring), will credit cards or other financial transactions be processed in or by the software/service or vendor?</b>	<input type="radio"/> Yes <input type="radio"/> No

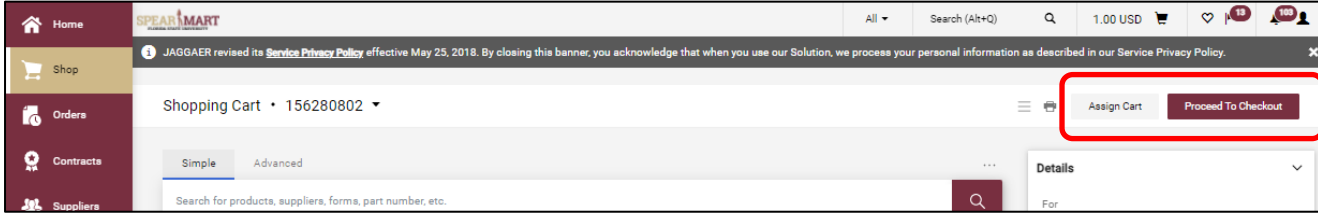
Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisition, click "Add and go to Cart", then click "Go". For this example, it will be a one-line cart.

Available Actions: Add and go to Cart	<input type="button" value="Go"/>	<input type="button" value="Close"/>	
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**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 stated above to go to the next step.

Available Actions:	<ul style="list-style-type: none"> <li>Add and go to Cart</li> <li>Add to Cart and Return</li> <li>Add to Cart</li> <li>Add to Draft Cart</li> <li>Add to Favorites</li> <li>Add to new Cart</li> </ul>	<input type="button" value="Go"/>	<input type="button" value="Close"/>	
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Once you have clicked “Go”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your department requester 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**”.