Overview

This Job Aid will discuss how to make a purchase as a sole source using one of the following non-catalog forms from within SpearMart:

- **Non-Catalog Request - Sole Source** (for products or services)
- **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section)
- **Services Request - Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section)
- **Software Request** (for software - complete the Sole Source Section)

For specific details on what qualifies as sole source as well as Sole Source procedures, see [Sole Source Exemption](#).

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 Forms Section is located on the left side of the SpearMart Shopping Homepage.

Select the correct form depending on what product(s) or service(s) you are intending to purchase.

- For products and equipment use the **Non-Catalog Request – Sole Source**
- For Services click the applicable Services Request Form:
  - **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section within the form)
  - **Services Request – Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section within the form)
- For Software click the **Software Request Form** (complete the Sole Source Section within the form)
After you have completed the first sections of any of the applicable forms outlined above, Answer all of the questions within the Sole Source Section.

When the form is completed, scroll to the top of the page and select, “Add and go to Cart”.

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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 Screen](image)