

There are times when you will need to buy an item that is considered an OCO item from a catalog in SpearMart. OCO stands for Other Capital Outlay, and is an item that costs \$5000 or more and has a life expectancy of one year or more. These OCO items must be accounted for on the FSU inventory and a property tag is produced when the item is purchased. All catalog commodity codes will bring back an EXP or Expense code and the Shopper or Requester must update the code when buying an OCO item. The following job aid will show you how to update the commodity code.

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



The SpearMart Home page will open.

秴 Home	SPEAR MART All - Search (Ak+Q) Q 1.00 USD 📜 🛇 🍋	,
Shop	JAGGAER revised its <u>Sender Primery Pathory</u> effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Privacy Policy.	Service
Orders	Shop • Shopping Dashboard	Q +
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🧏 Suppliera	Simple Advanced Go to: Favorites Forms Non-Catalog Item Non-Catalog Request Quick Order Browse: Suppliers Categories Contracts Chen	nicals
Sourcing	Search for products, suppliers, forms, part number, etc.	۹
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	Emergency Exemption FSU Warehouse-Honed	
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	Services Request - Fixed Lab Supplies	\sim
Q Menu Search ←	Software Request	ER Privacy

All catalog suppliers are shown on the main page directly under the Supplier Showcase.

Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

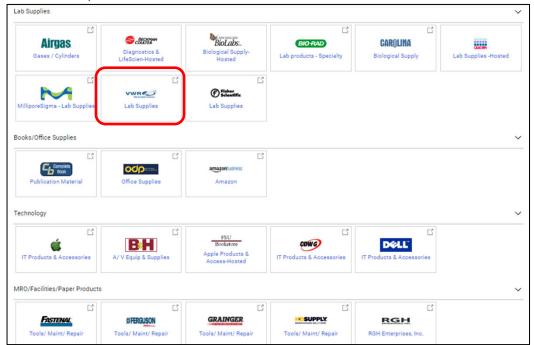
The catalogs are listed by supplier category, such as Lab Supplies, Books/Office Supplies, etc.

This training will focus on shopping for an OCO item from a Punch-out catalog. The process is the same if shopping from a Hosted catalog.

To select a catalog, click on the icon for that supplier.



For this example, VWR will be selected.



It will take a few seconds to take you to the supplier's web site. All items on the site will reflect the FSU contract pricing. When you enter the site, you will land on the supplier's Home page. Each supplier's catalog will look different. You can search different ways. For the first search, "89260-058" is entered which is an OCO item.

myFSU SpearMart Punch-out		return to S	pearMart
	Return to Application		
	About us Promotions Clearance Sale Literature Events Centect Cavanta Contract Sale State Sale Sale Sale Sale Sale Sale Sale Sal	Hello, gamiller@fsu.edu My Account>	
	Products Applications & Protocols \lor Featured Solutions \lor Services \lor	Request a Quote Order Entry 🥁 0 ITEMS \$0.00 🗸	
	Update to Avantor's response to the coronavirus (CO	<u>VVID-19) pandemic</u>	
	Engineered with precision, for precision. J.T.Baker® premium robotic tips and plates deliver the reliable results you need to move science		

The product comes up, enter the quantity needed and then click, "Add to Cart".

ORDER ACCESSORIES	SERVICE	S	DOCUME	NTATION	Q and A	4						
							Add to	Quot	e Add to S	Shopping List	Add	o Cart
Description	Electrical	Width	Electrical duplex outlet	Service fixtures	Supplier No.	VWR Cata Num	log	Unit	Availability	Your Price	Quan	lity
REDISHIP Protector® XStream® Hood. Work Surface, base cabinet/stand, remote blower/ductwork and other accessories for customization must be ordered separately	115V	4'	2	0	11041000010814	8926	0-058	Each	In Stock at VWR	\$10,077.50	- 1	·
Sustainable Materials Energy Efficient Product available on GS	A Advantag e ®											



Click "View Cart" when you are done shopping.

	Request a Quote	Order Entry	ट्रि १ मा	EMS \$10,077.50 ×
3/	Your Cart			
to	1 items in your cart			
c	REDISHIP XSTREAM HOC	DD 4FT/115V	QTY:1	\$10,077.50
			Tot	al: \$10,077.50
				View Cart
r			-	

Then click "Checkout" to go to the next step.

 Cart Preferences Request a Quote 	Shipping Account Number: 80101014				Item Subtote Estimated H		\$10,077.50 \$0.00
Save as a Shopping List					Estimated S Services	pecial	\$0.00
					Estimated T	otal	\$10,077.50
tandard Products					Clear Cart	Update	Checkout
tandard Products	Catalog # Availability	Unit	Qty	[Your Price	Extended Pr	
tandard Products Description	Catalog # Availability 89260-058 In Stock at VV		Qty - 1	•			
eandard Products Hescription REDISHIP XSTREAM HOOD 4FT/115V	89260-058 In Stock at VV				Your Price	Extended Pr	
tandard Products Pescription REDISHIP XSTREAM HOOD 4FT/115V Southinable Materials Energy Efficient Product available o	89260-058 In Stock at W				Your Price	Extended Pr	
Expand All Collapse All tandard Products Description REDISHIP XSTREAM HOOD 4FT/15V Stabinable Materials Energy Efficient Product available o Availability: In Stock, Est. Shipping Date 12/1	89260-058 In Stock at W				Your Price	Extended Pr	

You are now back in SpearMart and the commodity code for this item is an EXP code (account code begins with a 74).



Highlight the commodity code that came into the cart from the catalog, right click the mouse to copy, then click the search magnifying glass to search for the OCO code that matches. Paste the code into the top line and click "Filter".

42000000	Description contains	Filter

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Select the commodity code for the OCO item as shown below.

Code ↑	Description	
42000000	Medical equip/supp (741191)	+
420000001	Medical equip/supp-OCO (760310)	+
420000002	Medical equip/supp-maint (741191)	+

When you select, you will be returned to the previous page and now you see that the item is coded correctly as an OCO item and an asset tag will be printed when the order is complete.

vv	WR INTERNA	ATIONAL LLC	• 1 Item • 10,07	7.50 USD					
Nee	d to make chan		MART : RADNOR CORPOR TEMS VIEW ITEMS 15V			10:55:15 AM			
		Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1		REDISHIP XSTR 115V	EAM HOOD 4FT	89260-058	EA	10,077.50	1 EA	10,077.50	🗆
		ils 🕈							
	Commodit	y Code	420000001		Q				
			Medical equip/supp-OC0	(760310)					

At this point, you can either "Assign Cart" or "Proceed to Checkout" depending on your role in SpearMart. For more information on assigning or submitting carts, see the job aids titled, "Assigning Your Shopping Cart" or "Completing a Requisition".