There are times when shopping with a catalog supplier (IE: Amazon) that you will need to update a commodity code to buy an item in SpearMart. All catalog commodity codes will be brought back into SpearMart upon check out and the Shopper or Requester must update the code due to an incorrect code (A code that does not match what is being purchased). The following job aid will show you how to update the commodity code.

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.

All catalog suppliers are shown on the main page directly under the Catalog Suppliers heading.

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 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, Amazon will be selected.

It will take a few seconds to take you to the supplier’s web site. 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 this search, “B0006SJAR0” (OLFA 18mm heavy-duty utility knife) is entered.

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

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Click “Proceed to Checkout” when you are done shopping.

Then click “Submit order for approval” to go to the next step.

You are now back in SpearMart and the commodity code for this item is “Computer equip/access”, which needs to be updated.

Click the search magnifying glass to search for the commodity code that matches the item you are wanting to purchase. Type in the appropriate description (or code) and click “Filter”.
Select the commodity code for the OCO item as shown below.

When you select, you will be returned to the previous page and now you see that the item is coded correctly as a hand tool.

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”. 