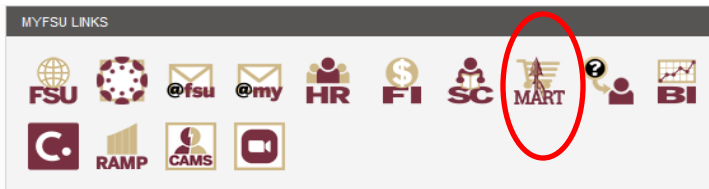


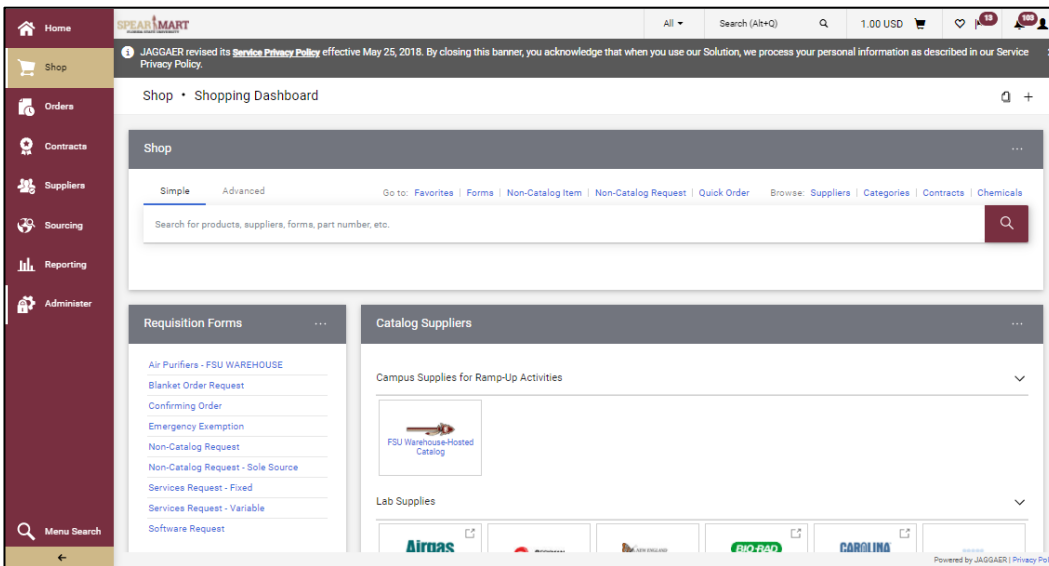
Updating a Commodity Code from a Catalog Supplier

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.

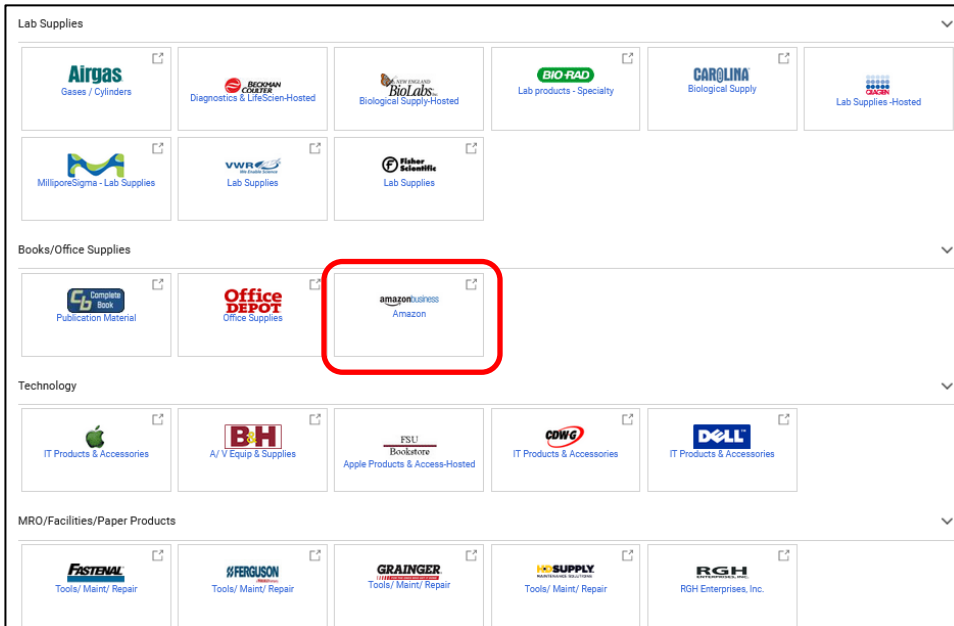
Each supplier's icon shows whether their catalog is a Punch-Out or a Hosted supplier.

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

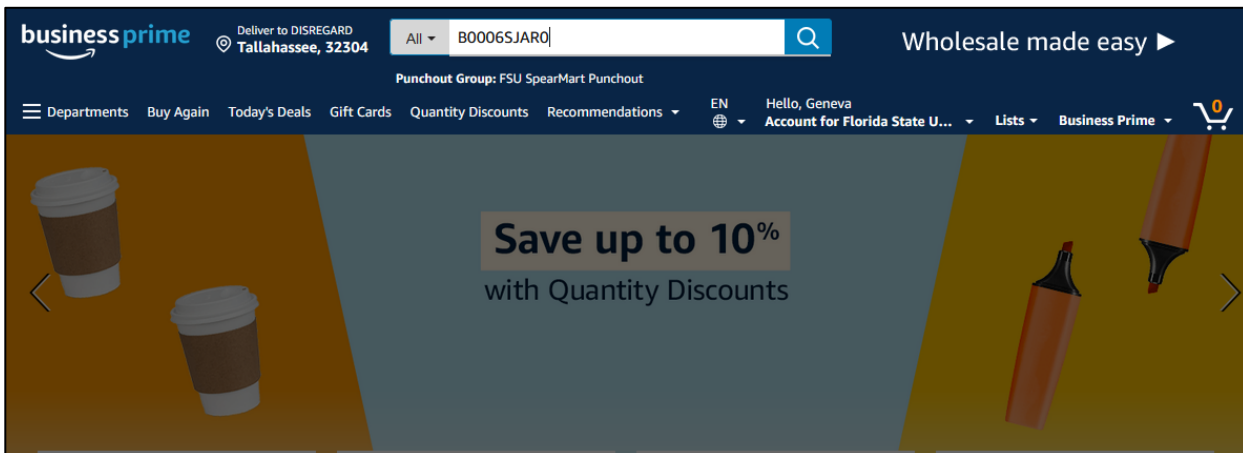
This training will focus on shopping for an item from a Punch-out catalog. The process is the same if shopping from a Hosted catalog.

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

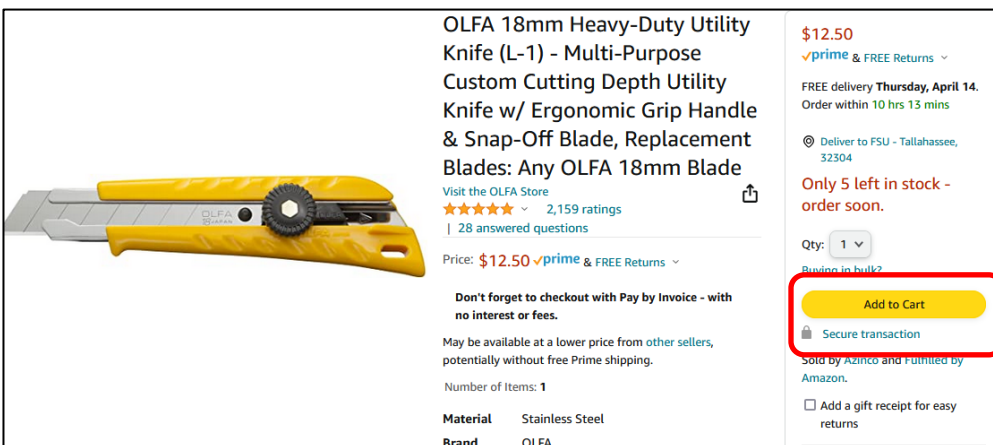
For this example, Amazon will be selected.



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".



Updating a Commodity Code from a Catalog Supplier


Click "Proceed to Checkout" when you are done shopping.

Don't forget to checkout with Pay by Invoice - with no interest or fees.

Subtotal (1 item): \$12.50
 This order contains a gift

Proceed to checkout

Shopping Cart

	Price
 <p>OLFA 18mm Heavy-Duty Utility Knife (L-1) - Multi-Purpose Custom Cutting Depth Utility Knife w/ Ergonomic Grip Only 5 left in stock - order soon. ✓ prime & FREE Returns <input type="checkbox"/> This is a gift Learn more Number of Items: 1</p> <p>Qty: 1 Delete Save for later Compare with similar items</p>	\$12.50
Subtotal (1 item): \$12.50	

Sponsored Products related to items in your cart

- Jetmore Box Cutter
★★★★★ 278
\$11.95
[See all buying options](#)
- Utility Knife, DAT
★★★★★ 125
\$10.99
[See all buying options](#)

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

Review your order

Warning: This order requires approval.

Important message: If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Group: FSU SpearMart Punchout (Florida State University)
[Change](#)

Payment method: [Change](#)

Promotional Codes:
Enter Code [Apply](#)

Shipping address: [Change](#)
DISREGARD | SHIP TO ADDRESS SET IN SPEARMART
609 W St Augustine St
Tallahassee, FL 32304
United States
Phone:

Order Summary:
Items: \$12.50
Shipping & handling: \$0.00
Total before tax: \$12.50
Estimated tax to be collected: \$0.00
Order total: \$12.50

[How are shipping costs calculated?](#)
Prime shipping benefits have been applied to your order.


Submit order for approval

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

1 Item

AMAZON CAPITAL SERVICES INC - 1 Item - 12.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
 <p>OLFA 18mm Heavy-Duty Utility Knife (L-1) - Multi-Purpose Custom Cutting</p>	B0006SJAR0	EA	12.00	Qty: 1 EA	12.00

ITEM DETAILS

Commodity Code: [Computer equip/ acces \(741153\)](#)

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".

Commodity Code Search

Code starts with... **Filter** [Clear All Filters](#)

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

Commodity Code Search

Code starts with... hand tool Filter
Clear All Filters

Code ↑	Description	
27110000	Hand Tools (741376)	+

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.

AMAZON CAPITAL SERVICES INC - 1 Item - 12.50 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 OLFA 18mm Heavy-Duty Utility Knife (L-1) - Multi-Purpose Custom Cuttin...	B0006SJAR0	EA	12.50	Qty: 1 EA	12.50

ITEM DETAILS

Commodity Code: 27110000
Hand Tools (741376)

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**”.