

JOB AID FOR SPEARMART REQUESTERS

THIS JOB AID IS FOR THOSE INDIVIDUALS THAT HAVE THE FSU_PO_REQUESTER ROLE IN OMNI ONLY. THIS ROLE ALLOWS YOU TO CREATE REQUISITIONS IN THE OMNI FINANCIAL SYSTEM TO OBTAIN GOODS AND SERVICES.

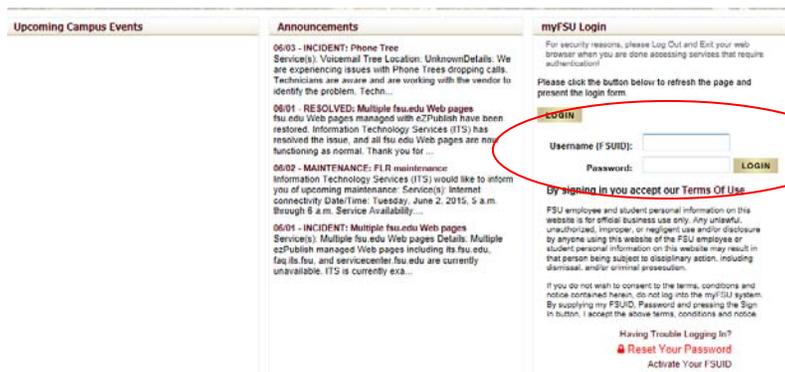
If you do not have the above listed role, then you should close this document and use the job aid titled “SpearMart SHOPPER AND ASSIGNING CARTS”.

IMPORTANT NOTE: Requesters should not enter SpearMart through the “myFSU SpearMart” link on the MyFSU portal page. Always enter SpearMart through Financials>eProcurement>Requisition. If you enter via the SpearMart icon, your Shoppers will be unable to see your name and/or assign carts to you.

There are two types of catalogs to use when shopping in SpearMart. Hosted catalogs are those that are uploaded directly via Excel spreadsheet and the user will see a list of items that are contained in the catalog. To see pictures, click on the URL for a picture of these items. You can compare items when using Hosted catalogs. When using these catalogs, you never leave SpearMart. Users can save favorites using hosted catalogs. Punch-out catalogs are larger catalogs and when selected the User will go into the supplier’s actual web site. You will create a cart in that site, then “submit” or “checkout” to complete the order and be sent back into OMNI, where you can then save the cart. Punch-out catalogs do not allow Users to save favorites.

THIS PART OF THE JOB AID SHOWS YOU HOW TO CREATE A REQUISITION AND SHOP AT THE SAME TIME

Log in to myFSU portal using your User ID and Password.



Click the “Fi” icon at the top left of the screen to get into Financials.



As a Requester, you can enter a requisition and shop at the same time. The first example is how to enter a requisition and shop using a Punch-out Catalog. For this example, CDW Government is the supplier used to order.

Navigation: Go to: eProcurement>Requisition to create a requisition.

The requisition template will open up and you will enter the Supplier ID for the Supplier “To Be Determined”, which is 0000005914, the Ship To code that coincides with where you want the order shipped, the Due Date (defaults to two weeks if left blank), and the Dept ID, Fund, and Project (if applicable) that this order is to be charged against. Then hit “OK”.

NOTE: Do not enter a category code or unit of measure.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name: _____
*Requester: NMILBURN Nancy Milburn Priority: Medium
*Currency: USD

Line Defaults
Note: The defaults specified below will be applied to requisition lines.
Supplier: 0000005914 Category: _____
Supplier Location: 001 Unit of Measure: _____

Shipping Defaults
Ship To: SUCA1400 Add One Time Address: _____
Due Date: 09/01/2015 Attention: _____

Accounting Defaults
Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source
	SUCA1400	FSU01	010000	110				

OK Cancel Refresh

On the next screen, select “SpearMart PunchOut” to get into the SpearMart site.

Create Requisition

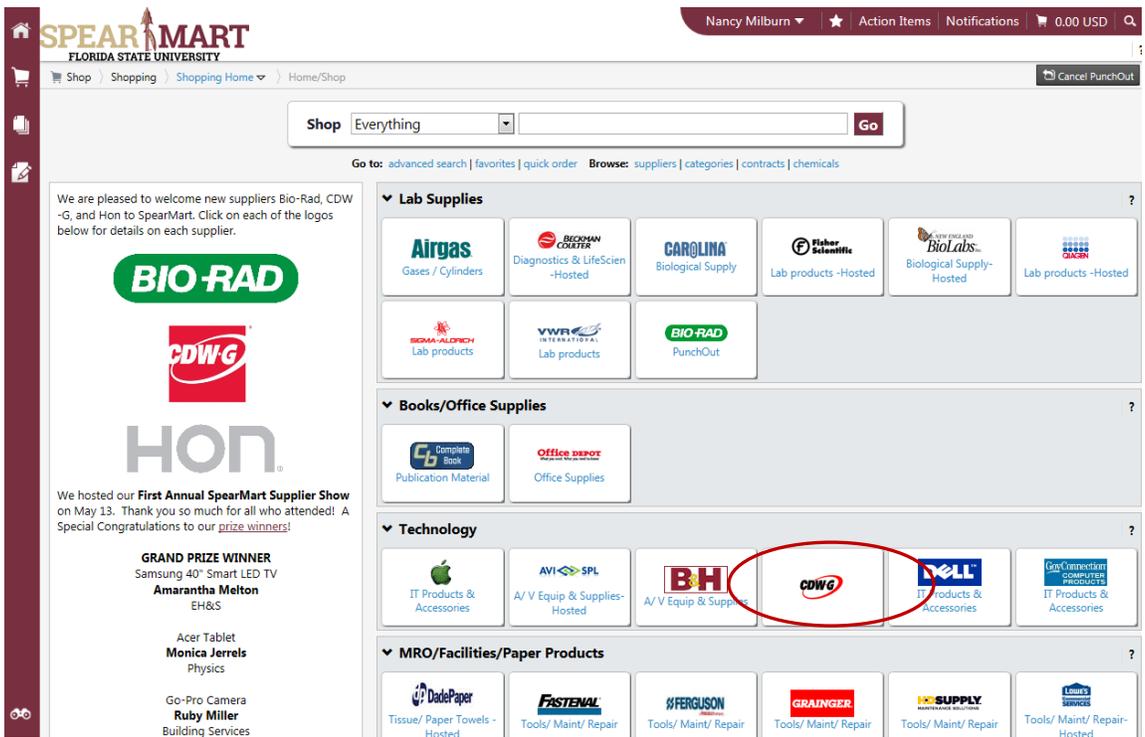
Welcome Nancy Milburn Home Requisition Settings 0 Lines Checkout

Request Options

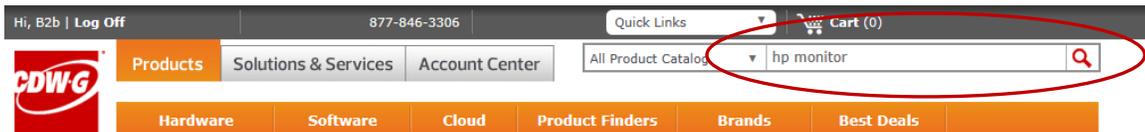
Enter search criteria or select from the menu on the right to begin creating your requisition.

- Web Browse Supplier Websites
SpearMart PunchOut
- Special Requests Create a non-catalog request
- ePro Services Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

The SpearMart page will come up. Select the catalog you want to go to by clicking the icon for that supplier. This example will be for CDW-G.



When in the catalog, search for the item(s) needed. In the CDW-G site, you can enter the item name or number in the Search field as shown below.



The search came up with a list of several HP monitors and two were selected for this example. Click to update the quantities as needed and click “Add to Cart” to add these items to the shopping cart.

Filter Mode
● Guided ○ Advanced

Subcategory
Cables (39)
Computer Accessories (36)
Computers (2086)
Data Storage Products (6)
Monitors & Projectors (161)
[+] View More Options

Contract
Epson BrighterFUTURES Printers & Scanners
Florida Aruba WSCA Data Communications
Florida Brocade WSCA Data Communications
Florida Cisco Telephony
Florida Cisco WSCA Contract
[+] View More Options

Brand
Hewlett Packard Ent. Parent (2024)
HP Inc Computrace Software (443)
HPE Server Avnet (94)
HP Inc Non Smart Buy Display (61)
HP Inc Smart Buy Display (57)
[+] View More Options

Price
Under \$25 (11)
\$25-\$50 (25)
\$50-\$75 (12)

HP EliteDisplay E2311 – LED monitor – 23" – Smart Buy
Mfg. #: F9Z10A8#ABA | CDW #: 3427194


Add to Compare

Screen Size: 23 in
Max Resolution: 1920 x 1080
Refresh Rate: 50 – 76 Hz
Contrast Ratio: 1000:1
Aspect Ratio: 16:9
[-] Expand Specs

CDW's Lowest Online Price
Availability: **In Stock**
~~\$201.25~~
NIPA-Florida State University

1 Add To Cart
Ships today if ordered within 5 hrs 33 mins
Save as Favorite

HP EliteDisplay E2411 – LED monitor – 24" – Smart Buy
Mfg. #: F0W81A8#ABA | CDW #: 3248330


Add to Compare

Screen Size: 24 in
Max Resolution: 1920 x 1200
Refresh Rate: 50 – 60 Hz
Contrast Ratio: 1000:1
Aspect Ratio: 16:10
[-] Expand Specs

Availability: **In Stock**
~~\$259.30~~
NIPA-Florida State University

1 Add To Cart
Ships today if ordered within 5 hrs 33 mins
Save as Favorite

HP EliteDisplay E2211 – LED monitor – 21.5" – Smart Buy
Mfg. #: F9Z09A8#ABA | CDW #: 3427192


Add to Compare

Screen Size: 21.5 in
Max Resolution: 1920 x 1080
Refresh Rate: 50 – 76 Hz
Contrast Ratio: 1000:1
Aspect Ratio: 16:9
[-] Expand Specs

Availability: **In Stock**
~~\$183.83~~
NIPA-Florida State University

1 Add To Cart
Ships today if ordered within 5 hrs 33 mins
Save as Favorite

When no more items are needed, verify all items are in the cart and click “Checkout”.

Shopping Cart

E-mail this Cart

Add Item to Cart: Enter CDW# or MFG#

Item	Quantity	Availability	Unit Price	Item Total	
 HP EliteDisplay E2311 - LED monitor - 23" - Smart Buy MFG Part#: F9210A8#ABA CDW Part#: 3427194 UNSPSC: 43211902 NJPA-Florida State University : \$201.25	1 Update	In Stock	\$201.25	\$201.25	Remove
Ships today if ordered within 5 hrs, 31 mins					
Show Accessories Show Warranties Show Services					
 HP EliteDisplay E201 - LED monitor - 20" - Smart Buy MFG Part#: C9V73A8#ABA CDW Part#: 2983431 UNSPSC: 43211902 NJPA-Florida State University : \$167.38	1 Update	In Stock	\$167.38	\$167.38	Remove
Ships today if ordered within 5 hrs, 31 mins					
Show Accessories Show Warranties Show Services					

Update All | Remove All

Subtotal: \$368.63
[Lease Option \(\\$11.50 /month\)](#)

Tax and shipping will be calculated in checkout.

Each site is a bit different, so for CDW-G, you will see this page. Click “Transfer Shopping Cart” to continue with the checkout process.

myFSU SpearMart Punch-out [return to SpearMart](#)



Transfer Shopping Cart

Thank You for shopping at CDW!

Please click the "Transfer Shopping Cart" button to transfer your CDW shopping cart.

Please do not click on the back button on your browser at this time. Doing so will erase your shopping cart.
Final invoice might include an environmental [recycling fee](#) for certain products shipped to certain states.

Once completely checked out with the supplier's site, the cart must be saved in the SpearMart site. Below is the cart in the FSU SpearMart. Click "Save" to ensure the cart is saved. To continue with your requisition and order the items, click "Proceed to Checkout".

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Nancy Milburn | Action Items 1 | Notifications | 368.63 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Cart - Draft Carts | Return to myFSU

Shopping Cart for Nancy Milburn

Continue Shopping

2 item(s) for a total of **368.63** USD

Name this cart: 2015-08-03 NMILBURN 01

Proceed to Checkout or Assign Cart

Have you made changes? Save

CDWG more info...
Fulfillment Address 1

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 8/3/2015 11:32:46 AM

Line(s): 1, 2

Product Description	Unit Price	Quantity	Total
Item added on Aug 3, 2015 HP EliteDisplay E231i LED monitor 23 Smart Buy Add to Favorites More Actions Part Number: 3427194 Manufacturer Info: F9Z10A8#ABA - (HP Inc Smart Buy Display) Commodity Code: 43211902	201.25 USD EA	1	201.25 USD
Item added on Aug 3, 2015 HP EliteDisplay E201 LED monitor 20 Smart Buy Add to Favorites More Actions Part Number: 2983431 Manufacturer Info: C9V73A8#ABA - (HP Inc Smart Buy Display) Commodity Code: 43211902	167.38 USD EA	1	167.38 USD

Have you made changes? Save

2 Item(s) for a total of **368.63** USD

Proceed to Checkout or Assign Cart

Click "Submit Cart to SpearMart" on this page to continue and return the cart to your requisition that was created.

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FLORIDA STATE UNIVERSITY

Nancy Milburn | Action Items 1 | No

View My Cart | Notes | Order Review

Looks good!
You can review your order details below and, when you are ready, use the **Assign Cart** or **Submit Cart to SpearMart** button to complete your purchase.

Order Review

Notes

Lines

CDWG
Fulfillment Address 1

HP EliteDisplay E231i LED monitor 23 Smart Buy	201.25 USD
Unit Price: 201.25	
Quantity: 1 EA	
HP EliteDisplay E201 LED monitor 20 Smart Buy	167.38 USD
Unit Price: 167.38	
Quantity: 1 EA	

Go To Advanced Checkout

Order Summary

Subtotal 368.63

368.63 USD

Submit Cart to SpearMart

Assign Cart

At this point, you are back in the myFSU site and notice that the supplier is now “CDW Government”, pricing is what was in the catalog and quantities are set. You cannot change this information unless you go back into SpearMart to update the shopping cart.

The only changes/updates recommended at this point are, if required, changing the Category Code from an Expense (EXP) code to an Operating Capital Outlay (OCO) code for items that cost \$5000 or more and have a life expectancy of one year or more. (See page 21 of this job aid for instructions).

Click “Save and Submit” to send this requisition to your approvers for processing.

Checkout - Review and Submit

Review the item information and submit the req for approval.

 Requisition Settings

Requisition Summary

Business Unit Florida State University Requisition Name

*Requester Nancy Milburn Priority

*Currency

Cart Summary: Total Amount 368.63 USD

Expand lines to review shipping and accounting details

 Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
▶ 1	HP EliteDisplay E2311 LED moni		CDW GOVERNMENT	1.0000	Each	201.2500	201.25			
▶ 2	HP EliteDisplay E201 LED monit		CDW GOVERNMENT	1.0000	Each	167.3800	167.38			

Select All / Deselect All Select lines to:  Delete Selected  Mass Change

Total Amount 368.63 USD

Shipping Summary

 Edit for All Lines

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

[Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

 Check Budget

 Save & submit  Save for Later  Add More Items  Preview Approvals

The below screen is the confirmation that you submitted the requisition and it is awaiting approval.

Confirmation

Your requisition has been submitted.

Requested For Nancy Milburn	Number of Lines 2
Requisition Name 0001025810	Total Amount 368.63 USD
Requisition ID 0001025810	
Business Unit FSU01	
Status Pending	
Priority Medium	
Budget Status Not Checked	

 [View printable version](#)

 [Edit This Requisition](#)

 [Check Budget](#)

Requisition Approval Workflow

Line 1: Pending HP EliteDisplay E231i LED monitor 23 Smart Buy
Req Approval Workflow Path
Pending  Multiple Approvers Dept Level 1 Approvers
Line 2: Pending HP EliteDisplay E201 LED monitor 20 Smart Buy
Req Approval Workflow Path
Pending  Multiple Approvers Dept Level 1 Approvers

[Apply Approval Changes](#)

 [Create New Requisition](#)

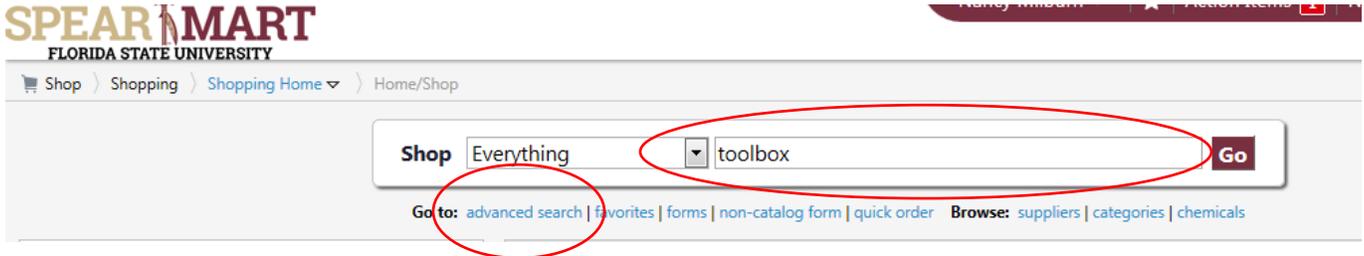
 [Manage Requisitions](#)

Congratulations! You have shopped and created a SpearMart requisition!

TO CREATE REQUISITION AND SHOP AT THE SAME TIME USING A HOSTED CATALOG

There are several choices to use when searching for items in a hosted catalog. Demonstrated below is a simple word search.

You would create the requisition just as shown above in the first few pages of this job aid until you get into the SpearMart site. If you know the item is available via a hosted catalog, use the following search choices.



To search in a hosted catalog you can either enter a word directly in the long blank field to the left of the “Go” button as shown above or click on the advanced search link to open up for a more detailed or filtered search as shown below.

Advanced Search simple search

Find Results That Have:

All of These Words Supplier

Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Exclude Words

Any of These Words

Custom Attributes

Core List

Hide Advanced Search on search results

Special Note: If you see “Order from Supplier” next to an item in the list that comes up in your search, it means the item is from a punch-out supplier and you must go to their site to order the item. Click the link circled below to go directly to that supplier’s site to order that item.



When you click “Search” you will get results for all items with the word(s) entered in the descriptions. Some of the results can be from punch-out catalog suppliers as shown in the first line below.

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Results for: Everything : toolbox

Showing 1 - 50 of 516 Results

Results Per Page: 50 | Sort by: Best Match | Page 1 of 11

By Supplier

- Airgas South (1)
- Grainger (190)
- VWR International (31)
- CDWG (3)
- Fastenal (217)

Product Name	Part Number	Manufacturer Info	Price
Heavy Duty Toolbox Outfit Handle WH200	2CZJ6	HD510T - (DUAL GUARD)	712.50 USD
Heavy Duty Toolbox Outfit Handle WH200	2CZJ7	HD300T - (DUAL GUARD)	712.50 USD
Heavy Duty Toolbox Outfit Handle WH200	2CZJ8	HD510LPT - (DUAL GUARD)	656.00 USD
Medium Duty Toolbox Outfit Handle WH100	2CZJ9	MD510T - (DUAL GUARD)	589.50 USD
Medium Duty Toolbox Outfit Handle WH100	2CZK1	MD300T - (DUAL GUARD)	589.50 USD
Toolbox 6 Drawer 20 Inch Side Cabinet W/Ball Bearing Slids			9.99 USD

The above search resulted in 516 items that contain the word “toolbox” somewhere in the description. To the left you can see which suppliers have the items that make up the results. You can filter the search further down by clicking on the specific filter type you want to reduce the number of items being viewed.

Click the filter icon in the box that you want to use to sort. For this example, the supplier filter (See above arrow) is being used. When the filter icon is clicked, a box (shown below) will pop up and you can click on one or more suppliers whose products you want to see. Then click “Filter”. Below only Lowe’s was selected.

Filter By Supplier

- Airgas South (1)
- Fisher Scientific (22)
- Grainger (212)
- Technology Integration Group (TIG) (21)
- VWR International (19)
- Fastenal (111)
- GE Healthcare Bio-Sciences (2)
- Lowe's Companies, Inc. (50)
- Sigma-Aldrich (1)

Filter Cancel

You are now only seeing Lowe's toolboxes. Click on "show all" to remove this filter if needed.

Results for: Everything : Lowe's Companies, Inc. + toolbox

Showing 1 - 50 of 50 Results Compare Selected: 0

Results Per Page: 50 Sort by: Best Match Page 1 of 1

Add Keywords

Filter Results

by Supplier

Showing only results matching:

Lowe's Companies, Inc. (50) **show all...**

by Category

Forming tools (34)

Storage chests and cabinets and trunks (16)

by Packaging UOM

EA (50)

by Result Type

Products (50)

by Manufacturer

Kobalt (11)

Red Toolbox (33)

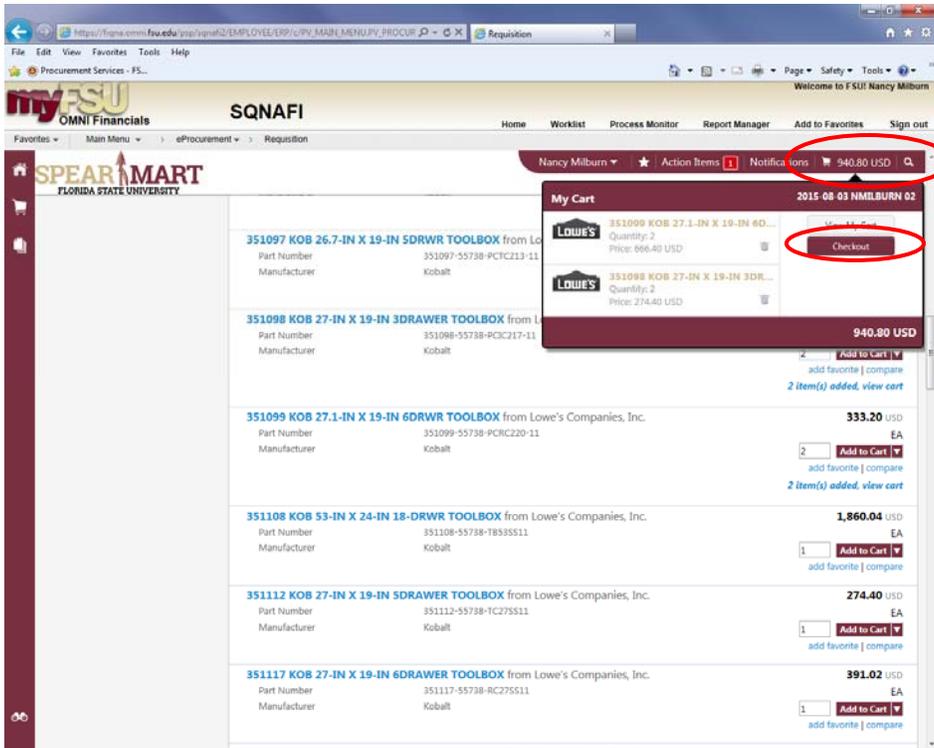
Stanley (2)

127743 RTB CLASSIC TOOLBOX from Lowe's Companies, Inc.	Part Number: 127743-18860-K012-L1 Manufacturer: Red Toolbox	12.28 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
127743 RTB CLASSIC TOOLBOX from Lowe's Companies, Inc.	Part Number: 127743-22858-K012-L1 Manufacturer: Red Toolbox	12.28 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
128453 RTB PLASTIC TOOLBOX from Lowe's Companies, Inc.	Part Number: 128453-18860-TB001 Manufacturer: Red Toolbox	6.54 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
127743 RTB CLASSIC TOOLBOX from Lowe's Companies, Inc.	Part Number: 127743-18860-RTB1100	12.28 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
174828 16-IN TOOLBOX from Lowe's Companies, Inc.	Part Number: 174828-355-174828	7.82 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
174828 16-IN TOOLBOX from Lowe's Companies, Inc.	Part Number: 174828-82673-016011R	7.82 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare

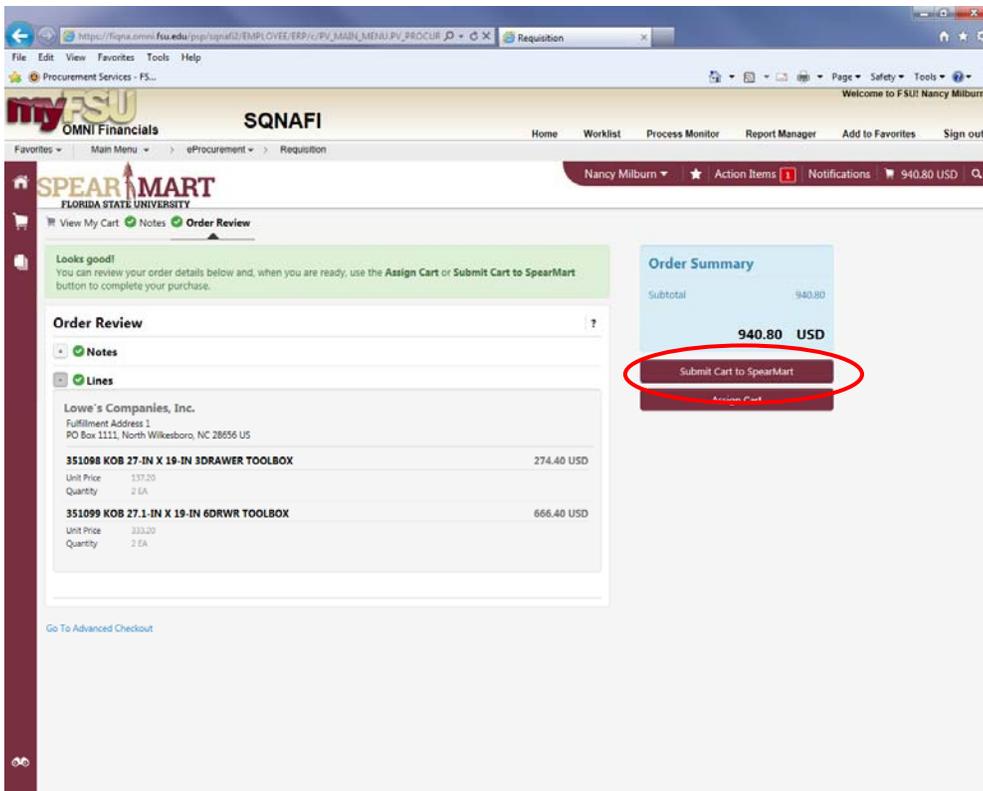
You can refine the search further using additional search criteria or filter the current results (left column) or select an item and enter a quantity.

351097 KOB 26.7-IN X 19-IN 5DRWR TOOLBOX from Lowe's Companies, Inc.	Part Number: 351097-55738-PCTC213-11 Manufacturer: Kobalt	225.40 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare
351098 KOB 27-IN X 19-IN 3DRAWER TOOLBOX from Lowe's Companies, Inc.	Part Number: 351098-55738-PCIC217-11 Manufacturer: Kobalt	137.20 USD EA	<input type="text" value="2"/> <input type="button" value="Add to Cart"/> add favorite compare 2 item(s) added, view cart
351099 KOB 27.1-IN X 19-IN 6DRWR TOOLBOX from Lowe's Companies, Inc.	Part Number: 351099-55738-PCRC220-11 Manufacturer: Kobalt	333.20 USD EA	<input type="text" value="2"/> <input type="button" value="Add to Cart"/> add favorite compare 2 item(s) added, view cart
351108 KOB 53-IN X 24-IN 18-DRWR TOOLBOX from Lowe's Companies, Inc.	Part Number: 351108-55738-TB53SS11 Manufacturer: Kobalt	1,860.04 USD EA	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> add favorite compare

When you are done selecting items for your cart and need to checkout and go back into the requisition, go to the top right of the screen and click on the cart. When the cart box opens, then click “Checkout” to continue to return to the SpearMart site.



Once done, you will see the page below. Click “Submit Cart to SpearMart” again.



The cart will look like the picture below. Click "Save" to ensure your cart is saved in SpearMart. To submit the cart to OMNI, click "Proceed to Checkout".

Shopping Cart for Nancy Milburn

4 Item(s) for a total of **940.80** USD

Proceed to Checkout

Have you made changes? **Save**

Lowe's Companies, Inc.
Fulfillment Address 1
PO Box 1111, North Wilkesboro, NC 28656 US

Product Description	Unit Price	Quantity	Total
351098 KOB 27-IN X 19-IN 3DRAWER TOOLBOX Item added on Aug 3, 2015 Part Number: 351098-55738-PCIC217-11 Manufacturer: Kobalt Commodity Code: 24112400	137.20 USD EA	2	274.40 USD
351099 KOB 27.1-IN X 19-IN 6DRWR TOOLBOX Item added on Aug 3, 2015 Part Number: 351099-55738-PCRC220-11 Manufacturer: Kobalt Commodity Code: 24112400	333.20 USD EA	2	666.40 USD

Have you made changes? **Save**

4 Item(s) for a total of **940.80** USD

Proceed to Checkout

You are now back in your OMNI requisition. Click on the "Save and Submit" to send your requisition for approval.

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit: Florida State University

*Requester: Nancy Milburn

*Currency:

Requisition Name:

Priority:

Cart Summary: Total Amount 940.80 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
1	351098 KOB 27-IN X 19-IN 3DRAW		LOWES	2.0000	Each	137.2000	274.40		Add	
2	351099 KOB 27.1-IN X 19-IN 6DR		LOWES	2.0000	Each	333.2000	666.40		Add	

Select All / Deselect All Select lines to:

Total Amount 940.80 USD

Shipping Summary

[Edit for All Lines](#)

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

[Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#)

Once submitted, the confirmation screen will come up giving you the requisition number.

Confirmation

Your requisition has been submitted.

Requested For	Nancy Milburn	Number of Lines	2
Requisition Name	0001025811	Total Amount	940.80 USD
Requisition ID	0001025811		
Business Unit	FSU01		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

[View printable version](#) [Edit This Requisition](#) [Check Budget](#)

Requisition Approval Workflow

Line 1: Pending
351098 KOB 27-IN X 19-IN 3DRAWER TOOLBOX

Req Approval Workflow Path

Pending
Multiple Approvers
Dept Level 1 Approvers

Line 2: Pending
351099 KOB 27.1-IN X 19-IN 6DRWR TOOLBOX

Req Approval Workflow Path

Pending
Multiple Approvers
Dept Level 1 Approvers

[Apply Approval Changes](#)

[Create New Requisition](#) [Manage Requisitions](#)

Special Note: When you see your requisition, verify that the correct supplier is listed and the items are correct. If “TBD” or “To Be Determined” is showing instead of the supplier you wanted (see below), click on the blue link under “Description”, which will take you back out to SpearMart cart and you can resubmit the cart again. Do not submit requisitions that are not reflecting the correct supplier name.

Requisition Lines ?										
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
▶ 1	HP EliteDisplay E2311 LED moni		TBD VENDOR TO BE DETERMINED	1.0000	Each	201.250	201.25			

Select All / Deselect All Select lines to: Delete Selected Mass Change

TO CREATE REQUISITION USING A CART ASSIGNED TO YOU BY A SHOPPER

Step #1: When one of your shoppers assigns a cart to you, an email notification will be sent to your email address. The Shopper's notes will be reflected on the email notification, so take note of the budget information and any other notes sent by the Shopper to you. Below is an example of an email.

Re: A shopping cart has been assigned to you

Cart Name: 2015-08/04 NMILBURN 01

Prepared for: Nancy Milburn (027)

Prepared by: Nancy Milburn

Dear Nancy Milburn

A shopping cart has been assigned to you BY Nancy Milburn (nmilburn@fsu.edu). The shopping cart can be accessed for review in "Draft Carts" or by selecting the URL below.

<https://solutions.sciquest.com/apps/Router/CartList?AuthUser=716624&tmstmp=1433533004112>

If applicable, the user has submitted the following additional comments:

Please put on budget 027000-110 and ship to UCA1400.

If you have any questions with regard to this shopping cart, please contact your SelectSite Support Team.

Support Team Contact Information:

+1 (850) 644-6850

SpearMart@fsu.edu

When you receive the email notification, to process this shopping cart to a requisition that will go to the supplier and order the items do the following:

Log in to myFSU portal using your User ID and Password.

The screenshot shows the myFSU portal interface. The 'myFSU Login' section is highlighted with a red circle. It includes a 'LOGIN' button, a 'Username (F SUID)' field, a 'Password' field, and a 'LOGIN' button. Below the login form, there is a checkbox for 'By logging in you accept our Terms Of Use' and a link to 'Reset Your Password'.

Click the “Fi” icon at the top left of the screen to get into Financials.



The requisition template will open up and you start the requisition as you did in the previous examples. Enter the Supplier ID for TBD (to be determined), which is 0000005914. Then enter the the Ship To code that matches where you want the items shipped, the Due Date (defaults to two weeks if left blank), and the Dept ID, Fund, Project (if applicable) that this order is to be charged against.

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Nancy Milburn Priority

*Currency

Line Defaults ?

Note: The defaults specified below will be applied to requisition lines.

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To [Add One Time Address](#)

Due Date Attention

Accounting Defaults Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SUCA1400"/>	<input type="text" value="FSU01"/>	<input type="text" value="027000"/>	<input type="text" value="110"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The SpearMart Shopper that assigned you the cart is responsible to tell you what Dept ID, Fund, Project to use for each requisition. This info should have been in the email they sent to you.

Create Requisition ?

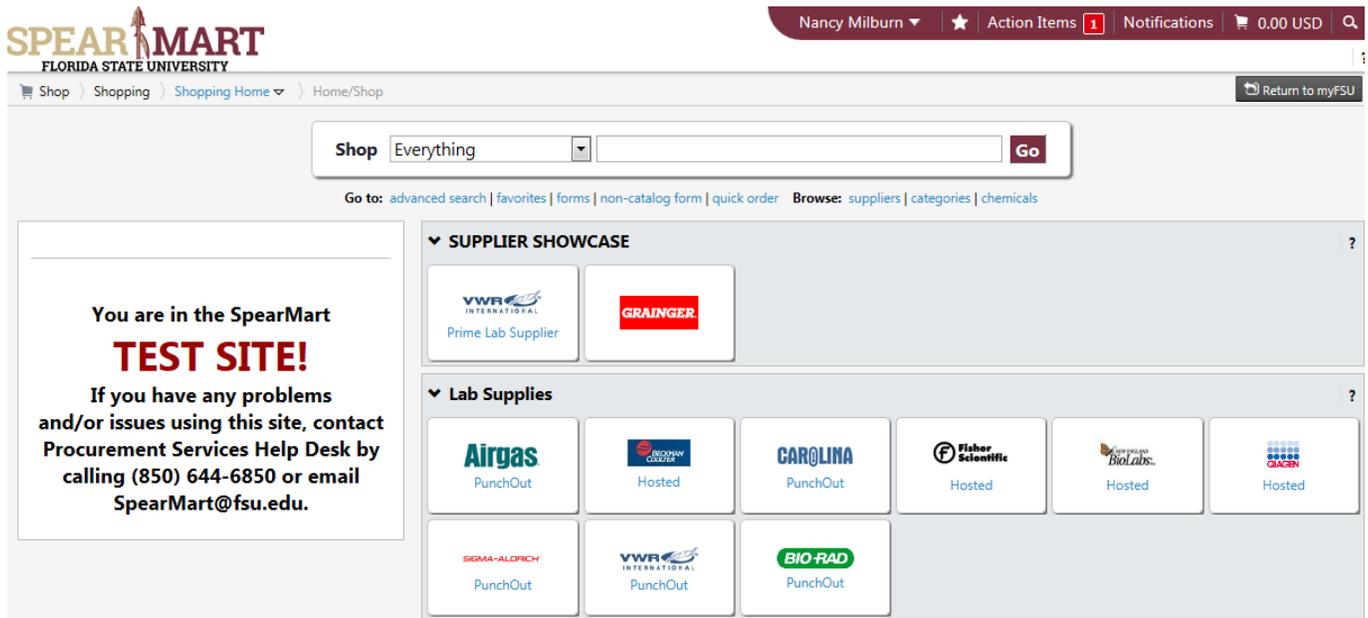
Welcome **Nancy Milburn** [Home](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options

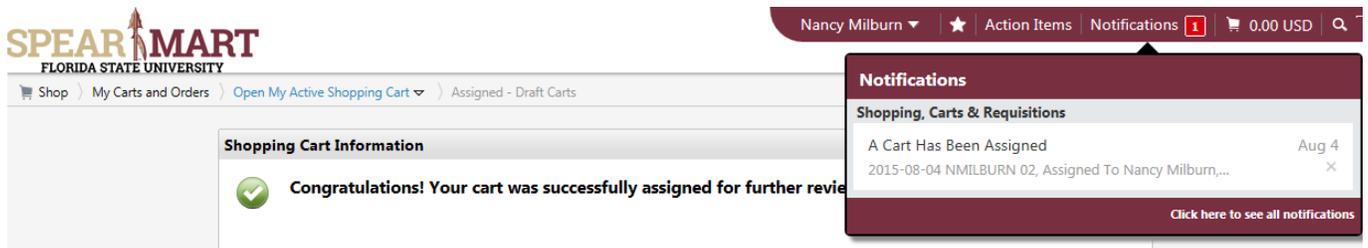
Enter search criteria or select from the menu on the right to begin creating your requisition.

- [Web](#)
 - [Browse Supplier Websites](#)
 - [SpearMart PunchOut](#)
- [Special Requests](#)
 - Create a non-catalog request
- [ePro Services](#)
 - Request Services
 - Fixed Cost Service
 - Variable Cost Service
 - Time and Materials

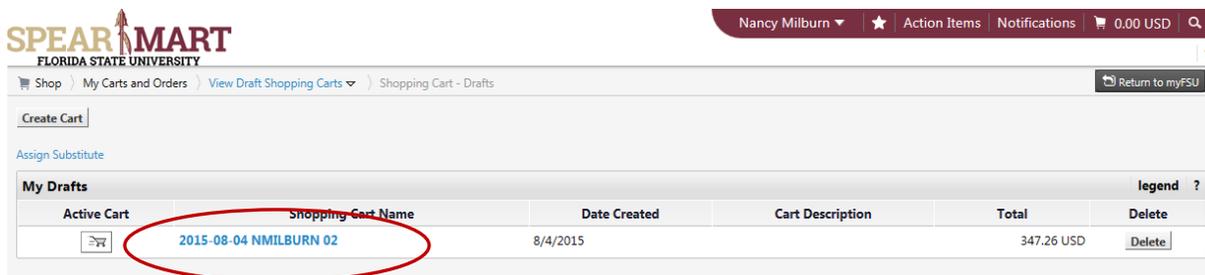
Once you are in the SpearMart, you can click on “Action Items” to find the cart assigned to you.



When you click “Notifications” in the top, a box will open to allow you to see the cart.



Click on the cart name to open the cart and submit it to the myFSU portal in the requisition you created.



Click "Save" to save the cart in the SpearMart site.

SPEAR MART
FLORIDA STATE UNIVERSITY

Nancy Milburn | Action Items | Notifications | 347.26 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Carts

Shopping Cart for Nancy Milburn

Name this cart: 2015-08-04 NMILBURN 02

1 Item(s) for a total of **347.26 USD**

Proceed to Checkout or Assign Cart

Have you made changes? **Save**

B&H Photo Video
Fulfillment Address 1

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Aug 4, 2015 Stylus TOUGH TG-4 Digital Camera (Red) OLTG4R Part Number: OLTG4R Manufacturer: Olympus Commodity Code: 45121504	347.26 USD EA	1	347.26 USD

Click "Submit Cart to SpearMart"

SPEAR MART
FLORIDA STATE UNIVERSITY

Nancy Milburn | Action Items | Notifications | 347.26 USD

View My Cart | Notes | **Order Review**

Looks good!
You can review your order details below and, when you are ready, use the **Assign Cart** or **Submit Cart to SpearMart** button to complete your purchase.

Order Review

+ Notes

- Lines

B&H Photo Video
Fulfillment Address 1

Stylus TOUGH TG-4 Digital Camera (Red) OLTG4R 347.26 USD

Unit Price: 347.26
Quantity: 1 EA

Order Summary

Subtotal 347.26

347.26 USD

Submit Cart to SpearMart

Assign Cart

[Go To Advanced Checkout](#)

This page shows up so you can review your order. Again, check for the supplier name, correct quantities, etc. then you can “Save and Submit” to send your requisition for approval.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition New Window | Help | Personalize Page |

Checkout - Review and Submit

Review the item information and submit the req for approval. Requisition Settings

Requisition Summary

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: NMILBURN Nancy Milburn Priority: Medium ▾

*Currency: USD

Cart Summary: Total Amount 347.26 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
1	Stylus TOUGH TG-4 Digital Came		B & H FOTO & ELECTRONICS CORP	1.0000	Each	347.2600	347.26		Add	

Select All / Deselect All Select lines to: Delete Selected Mass Change

Total Amount 347.26 USD

Shipping Summary

Edit for All Lines

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher [Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

Check Budget

Save & submit Save for Later Add More Items Preview Approvals

Verify the correct supplier name, quantities, and prices all came over in the requisition. If “TBD” or “To Be Determined” is showing instead of the supplier name appropriate for that cart, click on one of the blue links under “Description”, which will take you back out to the SpearMart cart and you can resubmit the cart again. Do not submit requisitions that are not reflecting the correct supplier name. Once you determined the information is correct on the requisition, click the “Save and Submit” to submit your requisition to your department approver.

Confirmation

Your requisition has been submitted.

Requested For Nancy Milburn	Number of Lines 1
Requisition Name 0001025815	Total Amount 347.26 USD
Requisition ID 0001025815	
Business Unit FSU01	
Status Pending	
Priority Medium	
Budget Status Not Checked	



[View printable version](#)



[Edit This Requisition](#)



[Check Budget](#)

Requisition Approval Workflow

▼ **Line 1:Pending**
Stylus TOUGH TG-4 Digital Camera (Red) OLTG4R

Req Approval Workflow Path

Pending

🕒 Multiple Approvers
Dept Level 1 Approvers

[Apply Approval Changes](#)



[Create New Requisition](#)



[Manage Requisitions](#)

Congratulations! You have successfully submitted the cart that was assigned to you!

TO CHANGE A CATEGORY CODE FROM EXP TO OCO ON AN EQUIPMENT ITEM.

Go through steps to create the requisition and bring back an item into OMNI to submit. All the category codes in SpearMart will come into OMNI as EXP category codes. If you see that an item is OCO (costs \geq \$5000 with life expectancy of one year or more), you must change the category code to OCO in OMNI when the cart is brought back. To do this, click on the details icon to the right of the price for that particular item or all items that need to be updated to OCO category codes. This is the ONLY change you should make to the category codes that come from the SpearMart catalogs.

Checkout - Review and Submit

Review the item information and submit the req for approval.

 Requisition Settings

Requisition Summary

Business Unit Florida State University Requisition Name

*Requester Nancy Milburn Priority

*Currency

Cart Summary: Total Amount 7,999.00 USD

Expand lines to review shipping and accounting details

 Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
1	PXW-FS7 XDCAM Super 35 Camera		B & H FOTO & ELECTRONICS CORP	1.0000	Each	7999.0000	7999.00		 Add	

Select All / Deselect All Select lines to: Delete Selected Mass Change

Total Amount 7,999.00 USD

Shipping Summary

 Edit for All Lines

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

[Add more Comments and Attachments](#)

The below page will open up and the category code that came over from the SpearMart is listed on this page. Make note or copy this number to find a corresponding OCO category. Then hit “cancel” at the bottom of the page to return to the previous page.

Line Details

Line Details ?

No Image

Line

1

PXW-FS7 XDCAM Super 35 Camera

Line Status

Pending

Item Details ?

Merchandise Amount 7999.00 USD

Item ID

Category 45121500

Original Substituted Item Description

Physical Nature Goods

Buyer GAMILLER

[Buyer Information](#)

[Configuration Info](#)

RFQ Required

Device Tracking

Zero Price Indicator

Stockless Item

Amount Only

Inspection Required

When you get back to the Checkout page, click “Mass Change” to update the category code.

Checkout - Review and Submit

Review the item information and submit the req for approval.

[Requisition Settings](#)

Requisition Summary

Business Unit FSU01

Florida State University

Requisition Name

*Requester NMILBURN

Nancy Milburn

Priority Medium

*Currency USD

Cart Summary: Total Amount 7,999.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele
1	PXW-FS7 XDCAM Super 35 Camera		B & H FOTO & ELECTRONICS CORP	1.0000	Each	7999.0000	7999.00		Add	
<input type="checkbox"/> Select All / Deselect All		Select lines to:		<input type="checkbox"/> Delete Selected		<input type="checkbox"/> Mass Change				
Total Amount							7,999.00 USD			

Shipping Summary

[Edit for All Lines](#)

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier

Show at Receipt

Shown at Voucher

[Add more Comments and Attachments](#)

This page will open up and you can search for the OCO category that matches the EXP code that came from the SpearMart catalog.

Edit Lines/Shipping/Accounting for Selected Lines x

[Help](#)

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location

Buyer Category

Shipping Information

Ship To Location Add One Time Address

Due Date Attention

Comments

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information								Personalize Find <input type="button" value="Q"/> <input type="button" value="B"/> First 1 of 1 Last
Chartfields1								Details Asset Information <input type="button" value="B"/>
Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	
1	<input type="text"/>	<input type="text"/> FSU01 <input type="button" value="Q"/>	<input type="text"/>					

When you do the search, you will get the EXP category and the OCO category code that applies. Select the OCO category code by clicking the link as shown below.

Look Up Category x

[Help](#)

Category begins with

Description begins with

 [Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last	
Category	Description
45121500	Cameras
4512150001	Camera; OCO

The OCO category code will be populated in the field when it takes you back to the previous page. Click "Ok" to continue to the Checkout page.

Edit Lines/Shipping/Accounting for Selected Lines



Help

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location
Buyer Category 4512150001

Shipping Information

Ship To Location Add One Time Address
Due Date Attention
Comments

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information								Personalize	Find	First	1 of 1	Last
Chartfields1	Details	Asset Information	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity		
1					FSU01							

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information						Personalize	Find	First	1 of 1	Last
Chartfields1	Details	Asset Information	AM Business Unit	Profile ID	Capitalize	Cost Type	Description			
1					<input checked="" type="checkbox"/>					

Special Note: If you cannot find the exact item with an OCO code to match, then remove the last two digits from the code you entered. If you still do not get a matching OCO, remove the last two digits again and then search. There may not be an OCO code for all the categories, so you may have to go to a higher level such as “electronic equipment” vs. “camera” to find an OCO code that will work. Another option to search for an OCO category code is to click on the magnifying glass next to the Description field, and enter “contains” in the box to the left, then OCO in the field at the right. This will pull up every category code that is OCO in OMNI. Select the closest category code to the one you are trying to match, and then hit “Apply”.

If all the items are being changed to OCO, click the “All Distribution Lines” choice. If only selected items were changed to the OCO category code, click “Matching Distribution Lines” choice. Then click “OK”.

Distribution Change Options ✕

[Help](#)

For the selected requisition lines that are available for sourcing, apply distribution changes to

All Distribution Lines

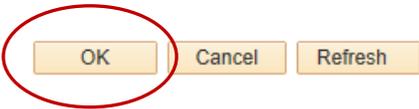
Apply changes to all existing distribution lines.

Matching Distribution Lines

Apply changes to each existing distribution line by matching the distribution line numbers.

Replace Distribution Lines

Remove the existing distribution lines and replace with the distribution lines changes.



To verify, you can click the Details icon again on the Checkout page to verify the OCO category code is listed for the items changed. See below.

Line Details ?

No Image

Line

1

 PXW-FS7 XDCAM Super 35 Camera

Line Status

Pending

Item Details ?

Merchandise Amount 7999.00 USD

Item ID

Category 4512150001

Original Substituted Item Description

Physical Nature

Goods

Buyer

GAMILLER

[Buyer Information](#)

[Configuration Info](#)

RFQ Required

Device Tracking

Zero Price Indicator

Stockless Item

Amount Only

Inspection Required

When you are satisfied that all items are changed to OCO that need to be, click “Save and submit” to send the requisition to the approvers for processing.