

## 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.**

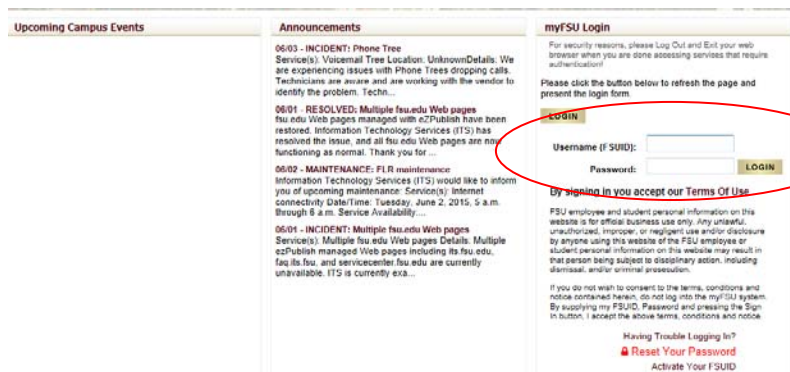
**If you do not have the above listed role, then you should close this document and use the job aid titled “SpearMart SHOPPER AND ASSIGNING CARTS”.**

**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.**

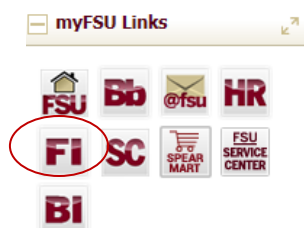
There are two types of catalogs to use when shopping in SpearMart. Hosted catalogs are those that are uploaded directly via Excel spreadsheet and the user will see a list of items that are contained in the catalog. To see pictures, click on the URL for a picture of these items. You can compare items 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  
Chartfields1 Details Asset Information  
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

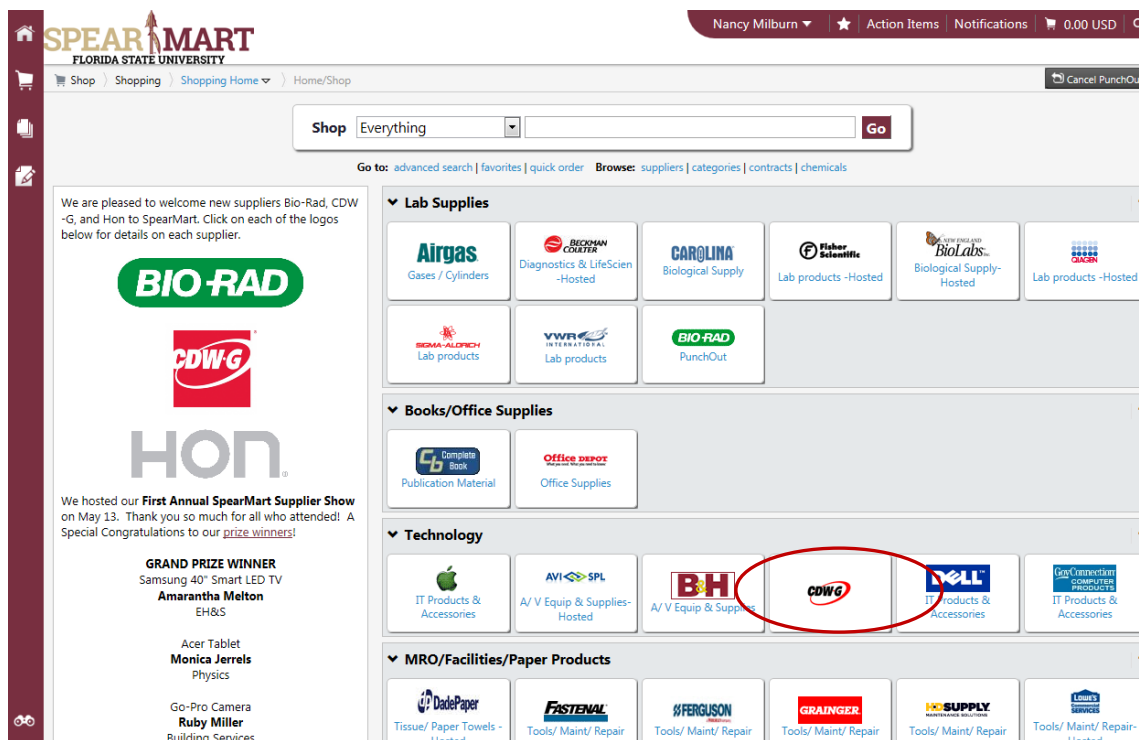


ePro Services

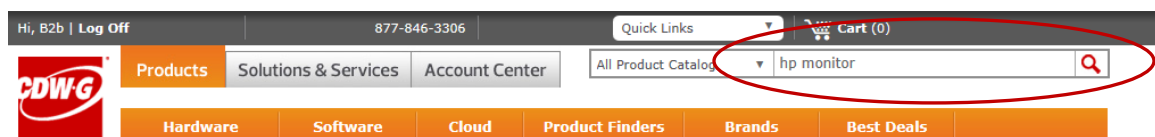
Request Services

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

Add to Compare

HP EliteDisplay E2311 – LED monitor – 23" – Smart Buy

Mfg. #: F9Z10A8#ABA | CDW #: 3427194

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**

NJPA-Florida State University

1

Add To Cart

Ships today if ordered within 5 hrs 33 mins

Save as Favorite

HP EliteDisplay E2411

Add to Compare

HP EliteDisplay E2411 – LED monitor – 24" – Smart Buy

Mfg. #: F0W81A8#ABA | CDW #: 3248330

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**

NJPA-Florida State University

1

Add To Cart

Ships today if ordered within 5 hrs 33 mins

Save as Favorite

HP EliteDisplay E2211

Add to Compare

HP EliteDisplay E2211 – LED monitor – 21.5" – Smart Buy

Mfg. #: F9Z09A8#ABA | CDW #: 3427192

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**

NJPA-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                                                                 |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|------------|----------------------------------------------------------------------------|--------------------------|
| <b>HP EliteDisplay E231i - LED monitor - 23" - Smart Buy</b><br>MFG Part#: F9Z10A8#ABA<br>CDW Part#: 3427194<br>UNSPSC: 43211902<br>NJPA-Florida State University : \$201.25 | 1<br><a href="#">Update</a> | In Stock     | \$201.25   | \$201.25                                                                   | <a href="#">Remove</a>   |
| Ships today if ordered within 5 hrs, 31 mins                                                                                                                                 |                             |              |            |                                                                            |                          |
| <a href="#">Show Accessories</a> <a href="#">Show Warranties</a> <a href="#">Show Services</a>                                                                               |                             |              |            |                                                                            |                          |
| <b>HP EliteDisplay E201 - LED monitor - 20" - Smart Buy</b><br>MFG Part#: C9V73A8#ABA<br>CDW Part#: 2983431<br>UNSPSC: 43211902<br>NJPA-Florida State University : \$167.38  | 1<br><a href="#">Update</a> | In Stock     | \$167.38   | \$167.38                                                                   | <a href="#">Remove</a>   |
| Ships today if ordered within 5 hrs, 31 mins                                                                                                                                 |                             |              |            |                                                                            |                          |
| <a href="#">Show Accessories</a> <a href="#">Show Warranties</a> <a href="#">Show Services</a>                                                                               |                             |              |            |                                                                            |                          |
| <a href="#">Update All</a>   <a href="#">Remove All</a>                                                                                                                      |                             |              |            |                                                                            |                          |
| <a href="#">Continue Shopping</a>                                                                                                                                            |                             |              |            | <b>Subtotal: \$368.63</b><br><a href="#">Lease Option (\$11.50 /month)</a> | <a href="#">Checkout</a> |
| 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.

[Transfer 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".

**SPEAR MART**  
FLORIDA STATE UNIVERSITY

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

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      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------------|
| <p>Item added on Aug 3, 2015</p> <p><b>HP EliteDisplay E231i LED monitor 23 Smart Buy</b></p> <p>Part Number 3427194</p> <p>Manufacturer Info F9Z10A8#ABA - (HP Inc Smart Buy Display)</p> <p>Commodity Code 43211902</p> | 201.25 USD EA | 1        | 201.25 USD |
| <p>Item added on Aug 3, 2015</p> <p><b>HP EliteDisplay E201 LED monitor 20 Smart Buy</b></p> <p>Part Number 2983431</p> <p>Manufacturer Info C9V73A8#ABA - (HP Inc Smart Buy Display)</p> <p>Commodity Code 43211902</p>  | 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.

**SPEAR MART**  
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

|                                                                                                            |            |
|------------------------------------------------------------------------------------------------------------|------------|
| <p><b>HP EliteDisplay E231i LED monitor 23 Smart Buy</b></p> <p>Unit Price 201.25</p> <p>Quantity 1 EA</p> | 201.25 USD |
| <p><b>HP EliteDisplay E201 LED monitor 20 Smart Buy</b></p> <p>Unit Price 167.38</p> <p>Quantity 1 EA</p>  | 167.38 USD |

**Order Summary**

Subtotal 368.63

**368.63 USD**

**Submit Cart to SpearMart**

Assign Cart

Go To Advanced Checkout

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 Summary

Business UnitFSU01Florida State University

\*RequesterNMILBURNNancy Milburn

\*CurrencyUSD

Requisition Name

PriorityMedium

Cart Summary: Total Amount 368.63 USD

Expand lines to review shipping and accounting details

Requisition Lines

| Line | Description                    | Item ID | Supplier       | Quantity | UOM  | Price    | Total  | Details | Comments | Dele |
|------|--------------------------------|---------|----------------|----------|------|----------|--------|---------|----------|------|
| 1    | HP EliteDisplay E231i LED moni |         | CDW GOVERNMENT | 1.0000   | Each | 201.2500 | 201.25 |         | Add      |      |
| 2    | HP EliteDisplay E201 LED monit |         | CDW GOVERNMENT | 1.0000   | Each | 167.3800 | 167.38 |         | Add      |      |

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

7

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](#)

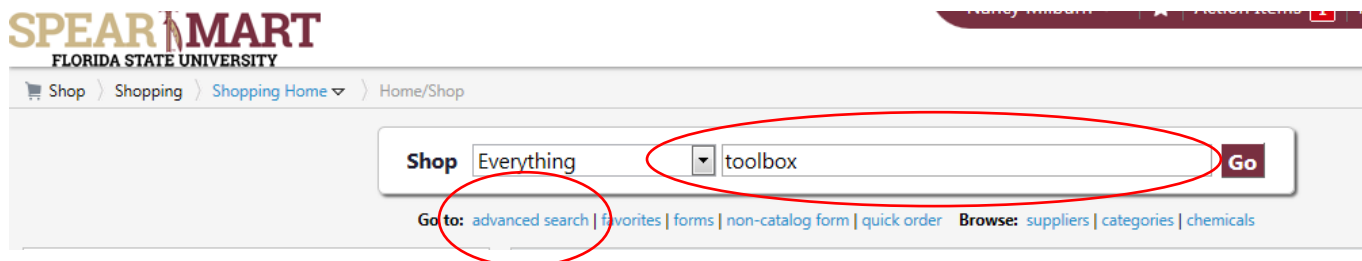
Congratulations! You have shopped and created a SpearMart requisition!



## 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.



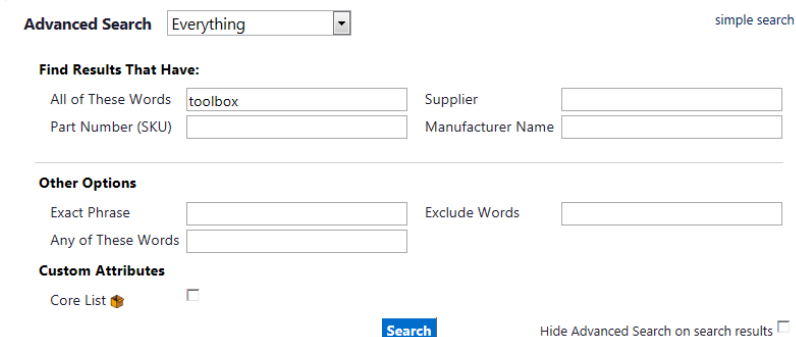
**SPEARMART**  
FLORIDA STATE UNIVERSITY

Shop > Shopping > Shopping Home > Home/Shop

Shop Everything  Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog form](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [chemicals](#)

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 ☐

[Search](#) 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.



 **Combination Torch Toolbox Outfit** from WW Grainger, Inc.

Part Number 22UM02

Manufacturer Info HBA30300 - (MILLER ELECTRIC)

[Order from Supplier](#) 

[add favorite](#) | [compare](#)

[larger image](#)

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.

**SPEAR MART**  
FLORIDA STATE UNIVERSITY

Results for: Everything : toolbox

Showing 1 - 50 of 516 Results

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

**Filter Results**

**By Product Flag**

Green (12)

**By Supplier**

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

**By Supplier Class**

Most Preferred Supplier (221)  
Preferred Supplier (1)

**By Category**

Automotive trim (2)  
Blow torch (7)  
cDNA Synthesis Kits (1)  
Cleaning Equipment and Accessories (1)  
Computer accessory kits (1)

**By Packaging UOM**

EA (500)  
KT (16)

**By Result Type**

Products (516)

**Heavy Duty Toolbox Outfit Handle WH200** from Grainger  
Part Number: 2CZJ6  
Manufacturer Info: HD510T - (DUAL GUARD)  
712.50 USD  
EA  
Add to Cart

**Heavy Duty Toolbox Outfit Handle WH200** from Grainger  
Part Number: 2CZJ7  
Manufacturer Info: HD300T - (DUAL GUARD)  
712.50 USD  
EA  
Add to Cart

**Heavy Duty Toolbox Outfit Handle WH200** from Grainger  
Part Number: 2CZJ8  
Manufacturer Info: HD510LPT - (DUAL GUARD)  
656.00 USD  
EA  
Add to Cart

**Medium Duty Toolbox Outfit Handle WH100** from Grainger  
Part Number: 2CZJ9  
Manufacturer Info: MD510T - (DUAL GUARD)  
589.50 USD  
EA  
Add to Cart

**Medium Duty Toolbox Outfit Handle WH100** from Grainger  
Part Number: 2CZK1  
Manufacturer Info: MD300T - (DUAL GUARD)  
589.50 USD  
EA  
Add to Cart

**Toolbox 6 Drawer 20 Inch Side Cabinet W/Ball Bearing Slids** from Grainger  
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

Add Keywords

Go

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)

Results Per Page 50

Sort by: Best Match

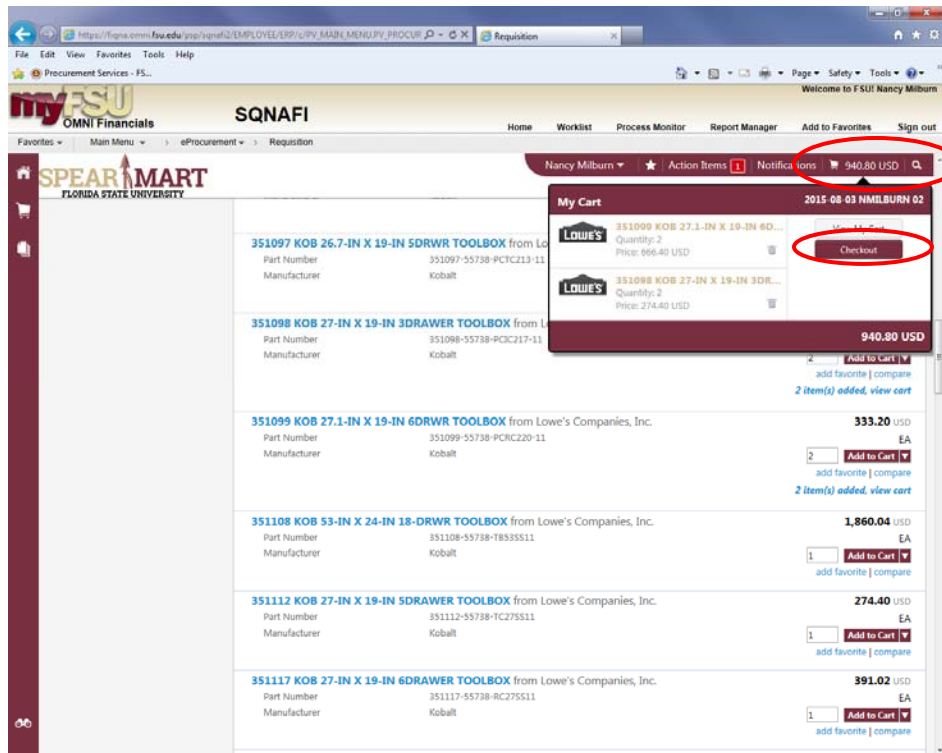
Page 1 of 1

|                                                               |                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>127743 RTB CLASSIC TOOLBOX</b> from Lowe's Companies, Inc. | 12.28 USD                                                                                               |
| Part Number 127743-18860-K012-L1                              | EA                                                                                                      |
| Manufacturer Red Toolbox                                      | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |
| <b>127743 RTB CLASSIC TOOLBOX</b> from Lowe's Companies, Inc. | 12.28 USD                                                                                               |
| Part Number 127743-22858-K012-L1                              | EA                                                                                                      |
| Manufacturer Red Toolbox                                      | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |
| <b>128453 RTB PLASTIC TOOLBOX</b> from Lowe's Companies, Inc. | 6.54 USD                                                                                                |
| Part Number 128453-18860-TB001                                | EA                                                                                                      |
| Manufacturer Red Toolbox                                      | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |
| <b>127743 RTB CLASSIC TOOLBOX</b> from Lowe's Companies, Inc. | 12.28 USD                                                                                               |
| Part Number 127743-18860-RTB1100                              | EA                                                                                                      |
|                                                               | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |
| <b>174828 16-IN TOOLBOX</b> from Lowe's Companies, Inc.       | 7.82 USD                                                                                                |
| Part Number 174828-355-174828                                 | EA                                                                                                      |
|                                                               | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |
| <b>174828 16-IN TOOLBOX</b> from Lowe's Companies, Inc.       | 7.82 USD                                                                                                |
| Part Number 174828-82673-016011R                              | EA                                                                                                      |
|                                                               | <div>1 <span>Add to Cart</span></div> <div><a href="#">add favorite</a>   <a href="#">compare</a></div> |

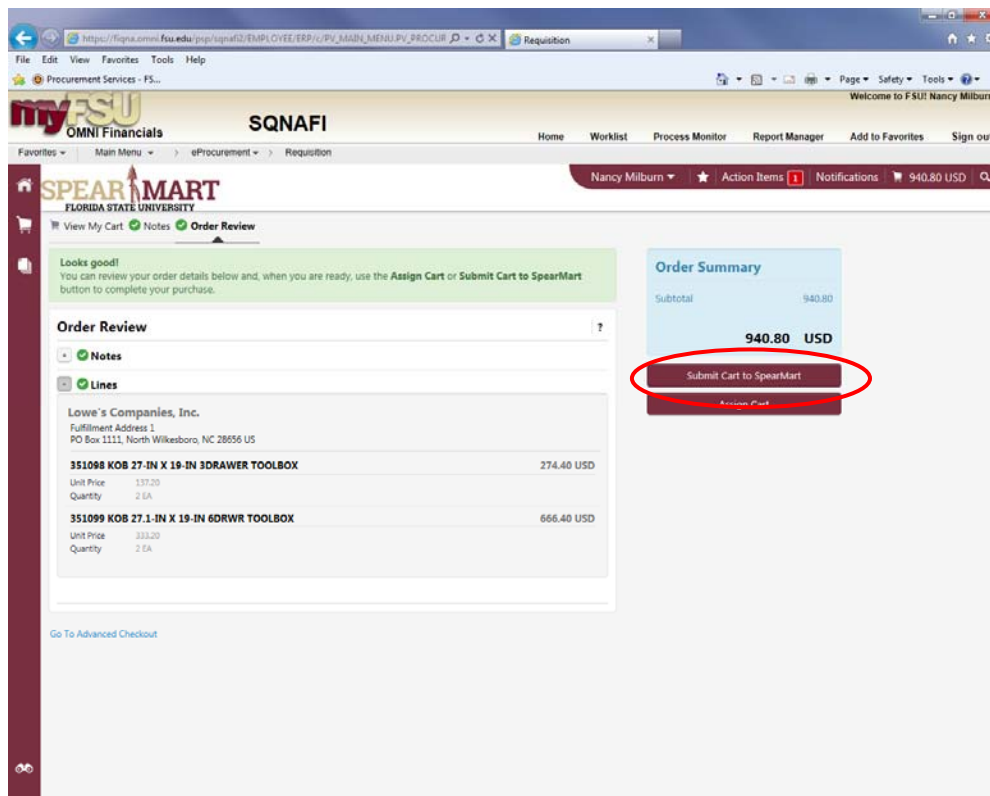
You can refine the search further using additional search criteria or filter the current results (left column) or select an item and enter a quantity.

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

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

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

Proceed to Checkout

Have you made changes? **Save**

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

| Product Description                                                                                                                                                   | Unit Price    | Quantity | Total      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------------|
| Item added on Aug 3, 2015<br><b>351098 KOB 27-IN X 19-IN 3DRAWER TOOLBOX</b><br>Part Number 351098-55738-PCIC217-11<br>Manufacturer Kobalt<br>Commodity Code 24112400 | 137.20 USD EA | 2        | 274.40 USD |
| Item added on Aug 3, 2015<br><b>351099 KOB 27.1-IN X 19-IN 6DRWR TOOLBOX</b><br>Part Number 351099-55738-PCRC220-11<br>Manufacturer Kobalt<br>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 **FSU01** Florida State University Requisition Name   
 \*Requester **NMILBURN** Nancy Milburn Priority **Medium**  
 \*Currency **USD**

##### 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                                                                                  | Delete                                                                                |
| ▶ 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 |  |
| <input type="checkbox"/> Select All / Deselect All |                                                                                                                    | Select lines to: |          |          |  Delete Selected |          |  Mass Change |                                                                                       |                                                                                           |                                                                                       |
| 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](#)

**Save & submit** [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

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

Confirmation

Your requisition has been submitted.

Requested For

Nancy Milburn

Requisition Name

0001025811

Requisition ID

0001025811

Business Unit

FSU01

Status

Pending

Priority

Medium

Budget Status

Not Checked

Number of Lines

2

Total Amount

940.80 USD

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 |
| 1                                                  | HP EliteDisplay E2311 LED moni |                  | TBD VENDOR TO BE DETERMINED | 1.0000          | Each | 201.250     | 201.25 |         | Add      |
| <input type="checkbox"/> 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](mailto: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](mailto: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.

Upcoming Campus Events

Announcements

06/03 - INCIDENT: Phone Tree Service(s). Voicemail Tree Location: UnknownDetails: We are experiencing issues with Phone Trees dropping calls. Technicians are aware and are working with the vendor to identify the problem. Techn...

06/01 - RESOLVED: Multiple fsu.edu Web pages fsu.edu Web pages managed with ezPublish have been restored. Information Technology Services (ITS) has resolved the issue, and all fsu.edu Web pages are now functioning as normal. Thank you for ...

06/02 - MAINTENANCE: FLIR maintenance Information Technology Services (ITS) would like to inform you of upcoming maintenance: Service(s): Internet connectivity Date/Time: Tuesday, June 2, 2015, 5 a.m. through 6 a.m. Service Availability: ...

06/01 - INCIDENT: Multiple fsu.edu Web pages Service(s): Multiple fsu.edu Web pages Details: Multiple ezPublish managed Web pages including its fsu.edu, fsu.edu, and servicecenter fsu.edu are currently unavailable. ITS is currently awa...

myFSU Login

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Please click the button below to refresh the page and present the login form.

LOGIN

Username (FSUID):

Password:

LOGIN

By logging in you accept our Terms Of Use

FSU employee and student personal information on this website is for official business use only. Any unlawful, unauthorized, improper, or negligent use and/or disclosure by anyone using this website of the FSU employee or student personal information on this website may result in that person being subject to disciplinary action, including dismissal, and/or criminal prosecution.

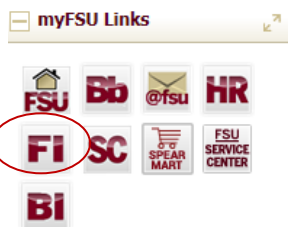
If you do not wish to consent to the terms, conditions and notice contained herein, do not log into the myFSU system. By supplying my FSUID, Password and pressing the Sign-In button, I accept the above terms, conditions and notice.

Having Trouble Logging In?

[Reset Your Password](#)

[Activate Your FSUID](#)

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

**Chartfields1** Details Asset Information

| 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**



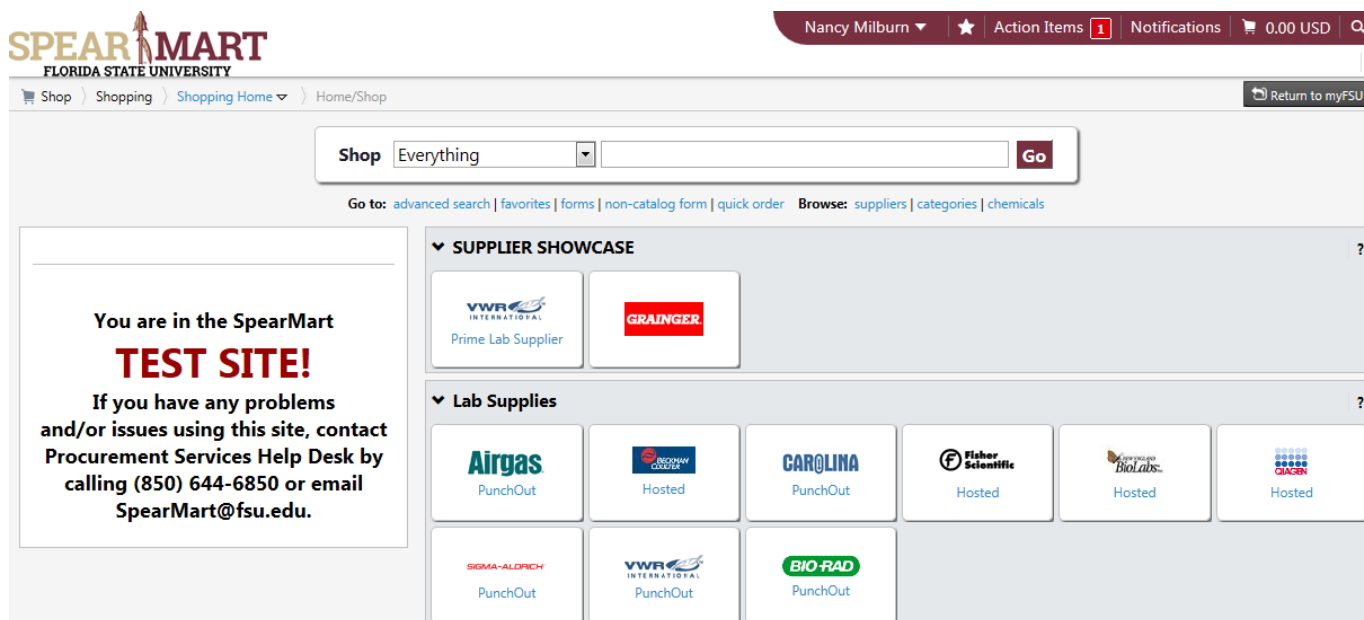
Special Requests  
Create a non-catalog request



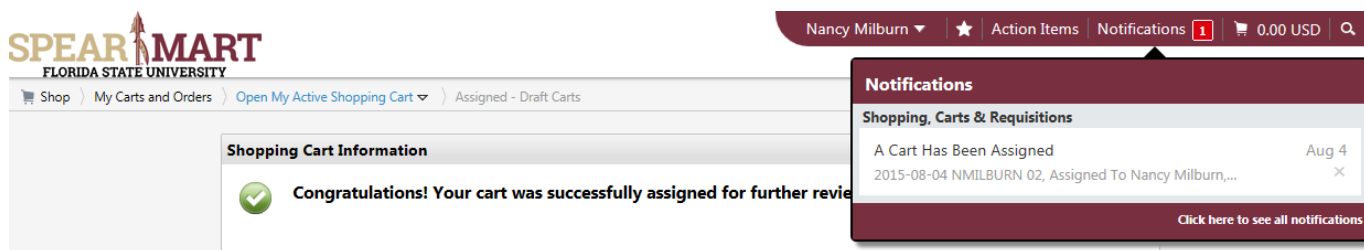
ePro Services  
Request Services  
Fixed Cost Service  
Variable Cost Service  
Time and Materials



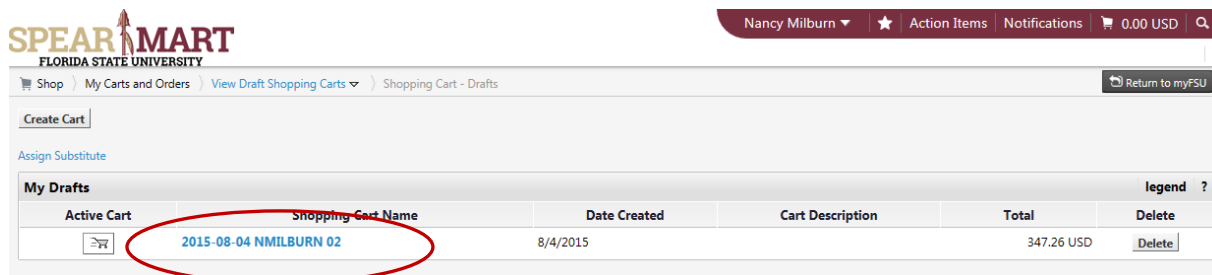
Once you are in the SpearMart, you can click on “Action Items” to find the cart assigned to you.



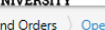
When you click “Notifications” in the top, a box will open to allow you to see the cart.



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



| Active Cart | Shopping Cart Name     | Date Created | Cart Description | Total      | Delete |
|-------------|------------------------|--------------|------------------|------------|--------|
|             | 2015-08-04 NMILBURN 02 | 8/4/2015     |                  | 347.26 USD | Delete |



FLORIDA STATE UNIVERSITY

Nancy Milburn

★ Action Items

Notifications

347.26 USD

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

Return to myFSU

Shopping Cart for Nancy Milburn

Continue Shopping


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

Proceed to Checkout or Assign Cart

Name this cart:

Have you made changes?

Help Empty cart Perform an action on (0 items selected)... Select All



**B&H Photo Video** [more info...](#)

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             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|-------------------|
| <div> <div>Item added on Aug 4, 2015</div> <div> <input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/> </div> </div> <p><a href="#">Stylus TOUGH TG-4 Digital Camera (Red) OLTG4R</a></p> <p>Part Number OLTG4R</p> <p>Manufacturer Olympus</p> <p>Commodity Code 45121504</p> | 347.26 USD<br>EA | 1        | <b>347.26 USD</b> |

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](#)

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 | <input type="text" value="FSU01"/>    | Florida State University | Requisition Name | <input type="text"/>                |
| *Requester    | <input type="text" value="NMILBURN"/> | Nancy Milburn            | Priority         | <input type="text" value="Medium"/> |
| *Currency     | <input type="text" value="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      |  |  |  |
| 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 Amount7999.00 USD

Item ID

Category45121500

Original Substituted Item Description

Physical NatureGoods

BuyerGAMILLER

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 UnitFSU01

Florida State University

Requisition Name

\*RequesterNMILBURN

Nancy Milburn

PriorityMedium

\*CurrencyUSD

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 Amount7,999.00 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

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

Due Date

Comments

Add One Time Address

Attention

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   |      |      |             |         |          |

OK Cancel Refresh

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

Help

Category begins with

Description begins with

Look Up

Clear

Cancel

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

Due Date

Comments

Add One Time Address

Attention

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   |      |      |             |         |          |

OK

Cancel

Refresh

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"/> |           |             |

OK

Cancel

Refresh



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.

OK

Cancel

Refresh

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.