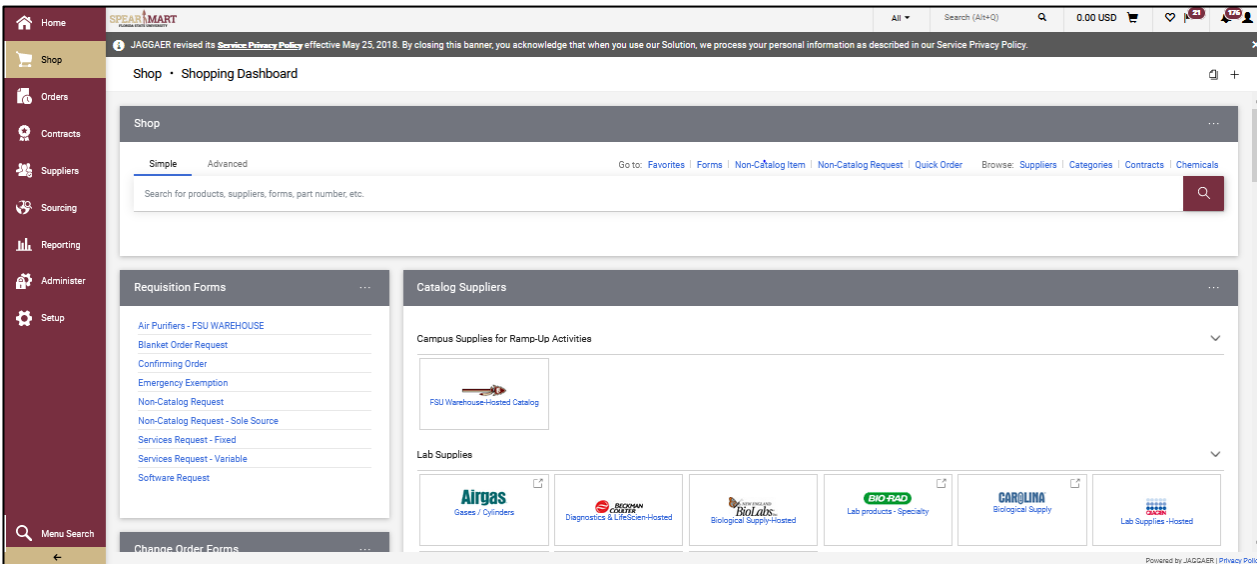


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



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

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

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

This Job Aid will focus on shopping from a Hosted catalog. To select a catalog, click on the icon for that supplier.

For this example, Qiagen will be selected. Notice that the icon says “Hosted”.

The search box will come up. You can enter a product name, such as shown below, “swab” or you can go to the top of the page and click “Advanced Search” to open the search box, then you can enter “swab” and “Qiagen” in the appropriate fields. See the options below:

OR

The advanced window opens up and you can type “swab” in the “All of these words” box, or another search criteria as needed. For this example, “swab” is used. As you begin to type the supplier name, the catalog supplier options will come up and you can then select the supplier. Then click “Search” to search for the item(s) needed.

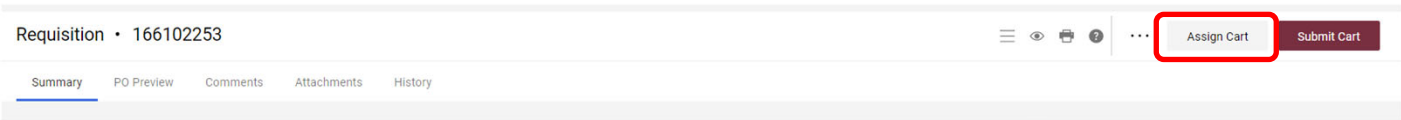
The list of items that match that search will come up. Notice that there are 58 results in Qiagen for this search. You can refine your search further by using the options in the left column, or simply scroll down for the type of swab you are searching for.

For this example, the shopper has scrolled down and found “ASSW020” which is the item they need. To select, enter the needed quantity and click “Add to Cart”.

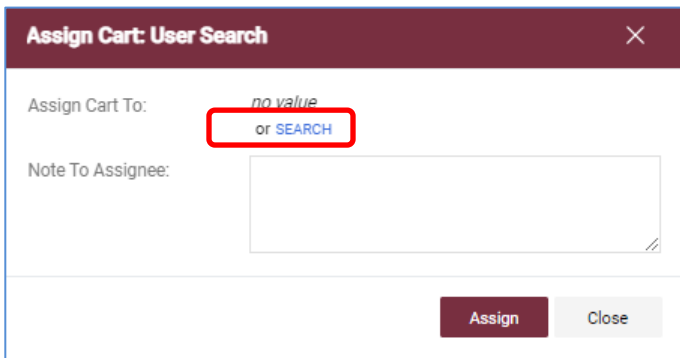
Again, the item will show as being added into the cart and you have choices. We will now click “**Check Out**” to complete this catalog order. To check out, scroll to the very top of the page and click the shopping cart.

The below window will open up. Click “Checkout”.

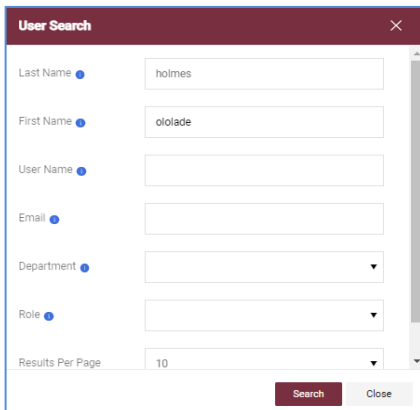
You have now pulled your cart back into the SpearMart and can click “**Assign Cart**” or “**Submit Cart**”. If you know the shipping information, budget, needed for this order, you can click “**Submit Cart**” to enter all that information. If you do not know this information or want the Requester to enter it, click “Assign Cart”.



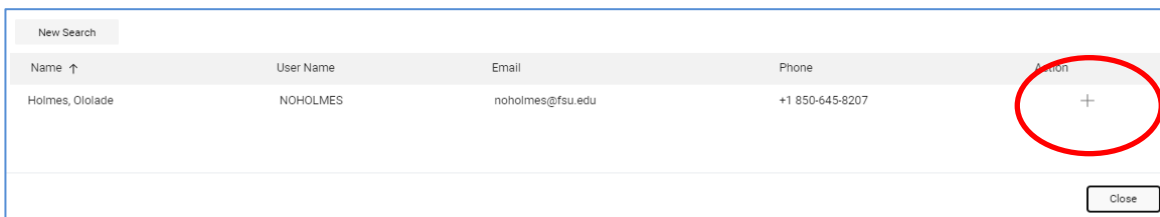
1. Assign Cart: Once you click “**Assign Cart**”, the below page will show up.



Click “**Search for an Assignee**” to find your Requester in your department to assign the cart to. Enter their first and last name in the “User Search” below.



When you find the person’s name, click the “+” link under the Action column.



Enter a note for the Requester as needed to provide order information, justification, or budget information to the Requester so they know how to code the requisition. You can also click the “Add to Profile” box to save this Requester so you can search from your profile going forward.

Click **“Assign”** to assign the cart to the selected Requester.

Requisition Summary		Options
Requisition number	155055458	Create new draft cart
Cart name	2022-03-07 gamiller 01	Recent orders
Cart total	34.00 USD	Return to your home page
Number of line items	1	

You have successfully assigned your cart to a department Requester!

Another option is to use the **“Submit Cart”** process and the Shopper can enter the requisition data and then assign the cart to their Requester.

2. Submit Cart: Once you click **“Submit Cart”**, the below page will show up. You can now enter the budget and shipping information.

General	Shipping
Cart Name: 2022-03-07 gamiller 01	Ship To
Description: no value	ATTN: Geneva A. Miller
Priority: Normal	RM/FLR/STE: A1400
Order Submitter: Geneva A. Miller	DEPT: Procurement Services
Owner/Requester: Geneva A. Miller	282 Champions Way
Budget Override Granted: false	Univ Ctr A
Request Budget Override: ✗	Tallahassee, FL 32306
Request Sponsored Project Restriction Override: ✗	United States

Click the **“Pencil”** button in the **“Shipping”** box to add or update the shipping address. For this example, the address needs to be changed.

Enter your address into the Search Additional box and select the appropriate address.

The screenshot shows the 'Edit Shipping' dialog box with a search bar containing 'Mag Lab'. Below the search bar, two search results are listed: 'Magnet Lab' and 'Magnet Lab Receiving'. A red box highlights the search bar. At the bottom right, there are 'Save' and 'Close' buttons.

Please make sure that ATTN, RM/FLR/STE, & DEPT FIELDS are filled in.

The screenshot shows the 'Ship To' section of the 'Edit Shipping' dialog box. The 'Magnet Lab Receiving' address is selected. A red box highlights the 'ATTN: *', 'RM/FLR/STE: *', and 'DEPT: *' fields. A red arrow points to the 'Add to my addresses' checkbox. A text box on the right says: 'To save this address in your profile, you can click the "Save this address for future use".'

The screenshot shows the 'Ship To' section of the 'Edit Shipping' dialog box. The 'Add to my addresses' checkbox is checked with a green checkmark. The 'Make default' checkbox is also checked with a green checkmark. A red arrow points to the 'Add to my addresses' checkbox. A red arrow points to the 'Make default' checkbox. At the bottom right, there are 'Save' and 'Close' buttons.

To save this address in your profile, you can click the "Add to my addresses box."

To save this as a default, click the "Make default" box.

Click "Save" and the address will populate the "Shipping" field.

To edit accounting information, click on the pencil icon.

Accounting Codes

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required										value	value	value

The first field is the "Business Unit GL". Click the down arrow to get the value "FSU01".

Edit Accounting Codes

Organization Values

FSU01 - Florida State University

Location * [Search] Department * [Search] Fund * [Search] PC Business Unit [Search] Project-Activity [Search] Source Type [Search] Category [Search]

*Note: The drop down will only have one value to select in this case.

The next item is Location. Click the magnifying glass.

Edit Accounting Codes

Accounting Codes

Business Unit GL * FSU01 Location * [Search] Department * [Search] Fund * [Search] PC Business Unit [Search] Project-Activity [Search] Source Type [Search] Category [Search]

Type in part of your building name and click "Filter".

Custom Field Search

[Value] mag lab [Filter] [Clear All Filters]

Page 1 of 32 1-20 of 632 Results 20 Per Page

Value	Description
0022A0100	MAG LAB - GENERAL SCIENCA0100
0022A0100A	MAG LAB - GENERAL SCIENCA0100A
0022A0100B	MAG LAB - GENERAL SCIENCA0100B
0022A0100C	MAG LAB - GENERAL SCIENCA0100C
0022A0100D	MAG LAB - GENERAL SCIENCA0100D
0022A0100F	MAG LAB - GENERAL SCIENCA0100F
0022A0101	MAG LAB - GENERAL SCIENCA0101

Cancel

Click the "+" sign to add the location.

The selection will save and you are back in the Accounting Codes area.

From there, click on the arrow in the Dept ID field.

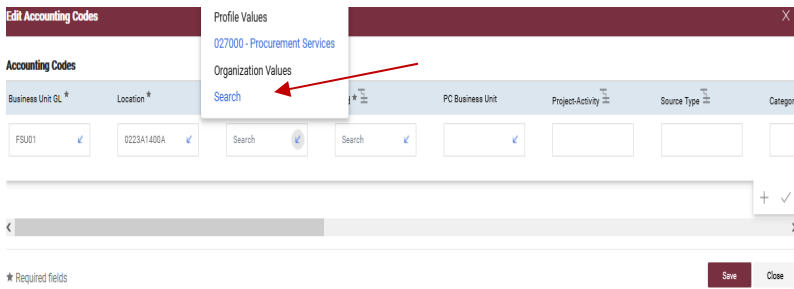
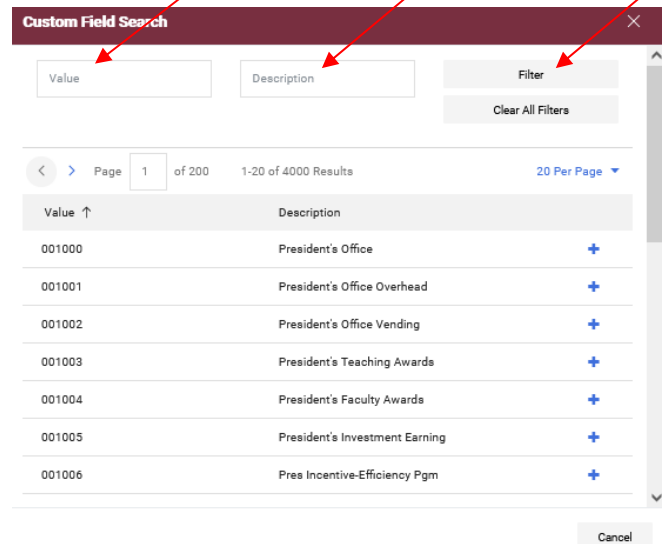
Edit Accounting Codes

Accounting Codes

Business Unit GL * FSU01 Location * 0022A0100 Department ID * [Search] Fund * 110 PC Business Unit [Search] Project-Activity [Search] Source Type [Search]

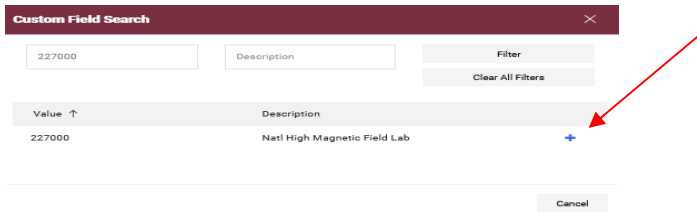
Save Close

From there, click the search link, then enter your Dept ID OR search by description and click “Filter”.

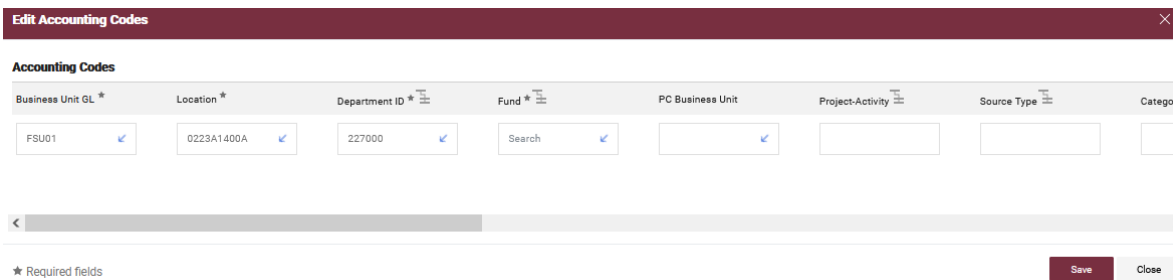
Value ↑	Description	
001000	President's Office	+
001001	President's Office Overhead	+
001002	President's Office Vending	+
001003	President's Teaching Awards	+
001004	President's Faculty Awards	+
001005	President's Investment Earning	+
001006	Pres Incentive-Efficiency Pgm	+

All locations with the search description used will come up as choices. Select a choice by clicking the “+” button to the right of the location.

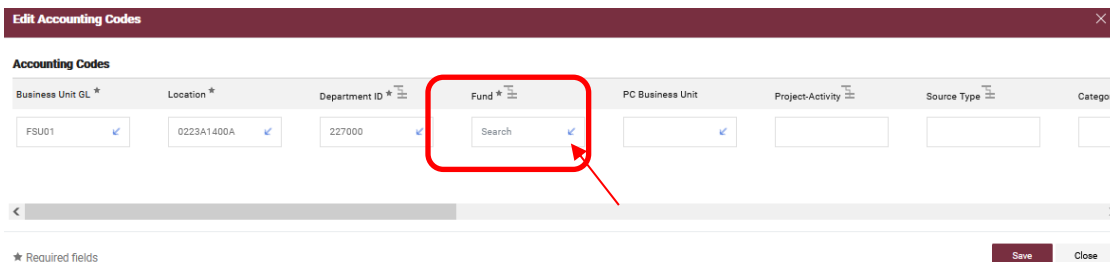


The system will take you back to the page and populate the field.

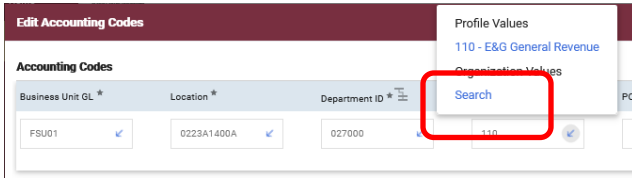
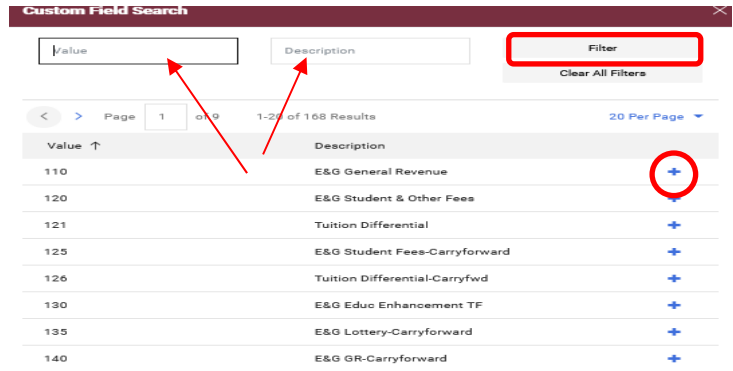
The selection will save and you are back in the Accounting Codes area.



To select a Fund code, click the “down arrow” in the field or enter a search for a particular fund code or by description.

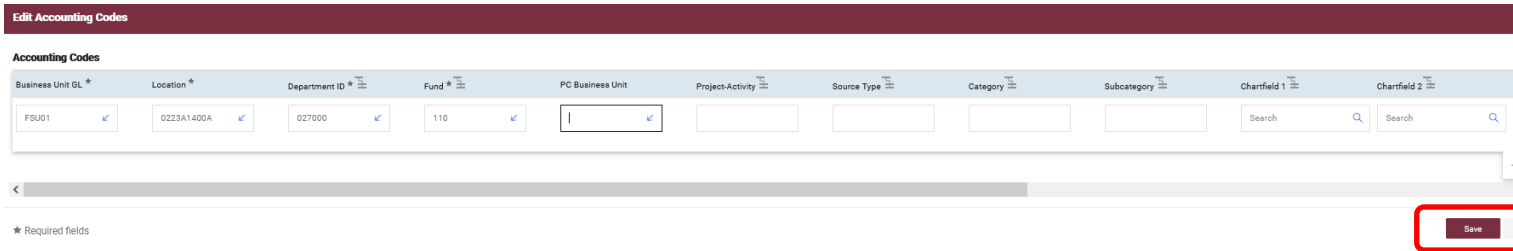


To select a Fund code, click the “**Search**” link and enter the value or description and click “Filter.” To select a fund, click the “+” next to the appropriate fund code.

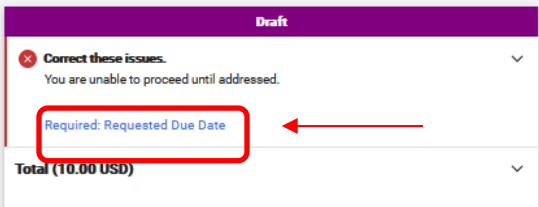



Value	Description
110	E&G General Revenue
120	E&G Student & Other Fees
121	Tuition Differential
125	E&G Student Fees-Carryforward
126	Tuition Differential-Carryfwd
130	E&G Educ Enhancement TF
135	E&G Lottery-Carryforward
140	E&G GR-Carryforward

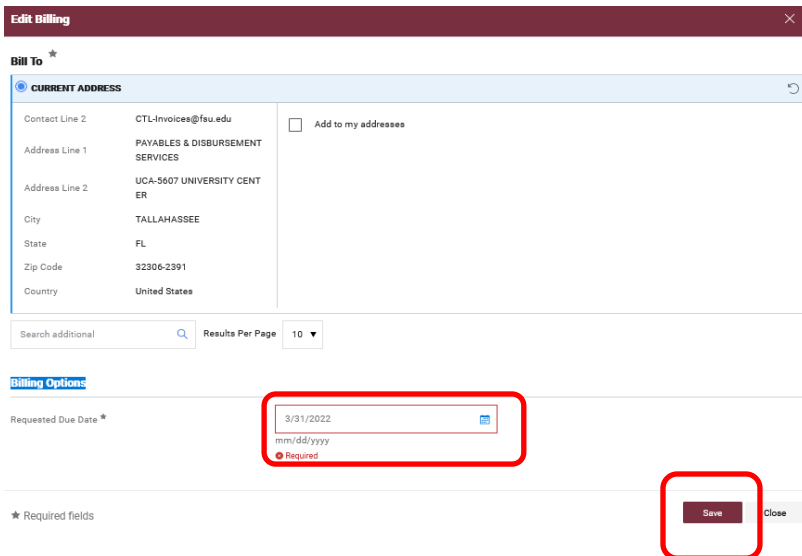
It will populate the field. If you are using a project, you will have to continue this process for the PC Business Unit, Project-Activity, and additional chartfields as required. Click “**Save**” when you have completed the accounting codes.



The next step prior to assigning or submitting your cart, is entering the “Due Date.” You will need to click on “Required: Requested Due Date.”



Enter your due date in this field and then click Save.



Your requisition can now be assigned to your departmental Requester or you may proceed to submit cart.