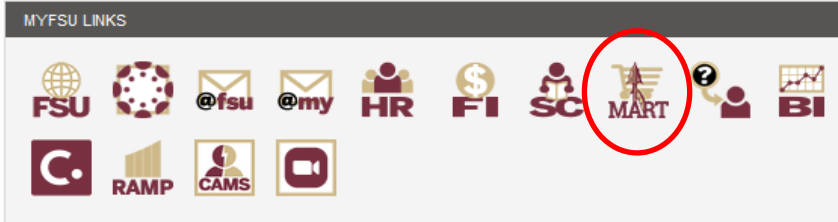
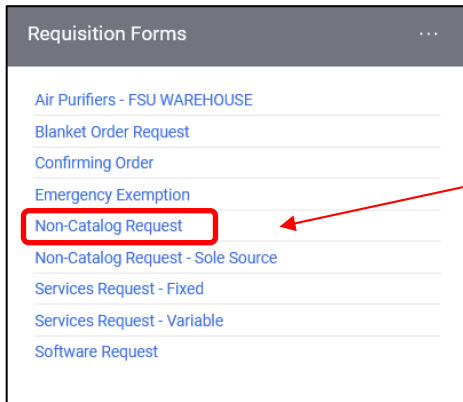


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

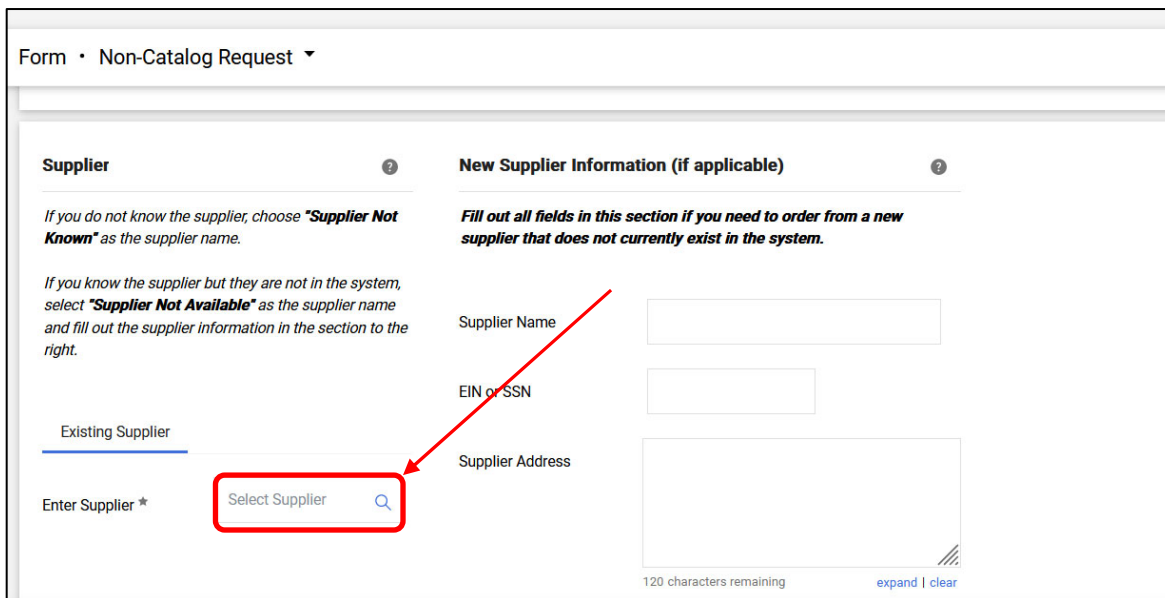


There are times when you will need to order items that are not found in the supplier catalogs, have special pricing, etc. For these orders, you will use the Non-Catalog Request Form to create these orders.

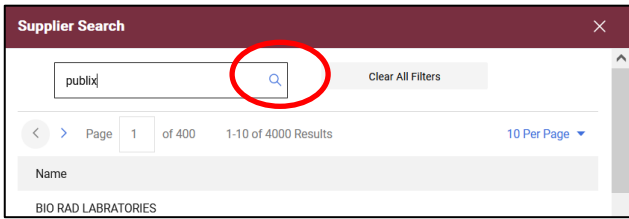


Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons. Click on the **Non-Catalog Request**.

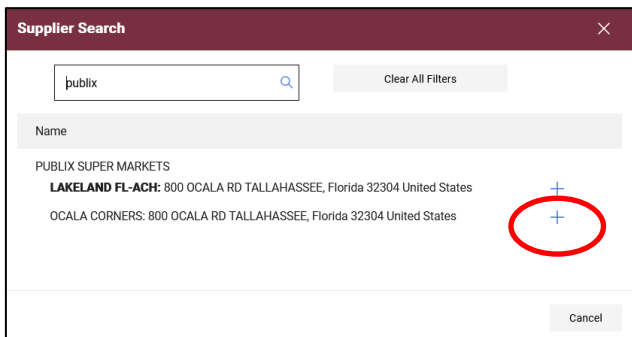
The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the magnifying glass to the right of "Select Supplier." For this example, the magnifying glass was clicked.



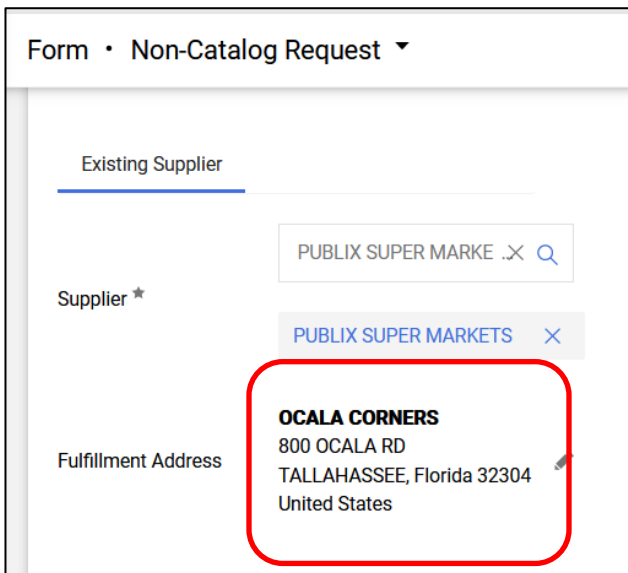
Enter a supplier name in the field and click the magnifying glass.



All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Ocala Corners location. To select the address, click the “+” button for the appropriate address.



Once selected, the supplier address will populate in the form.



**Special Note:** For SpearMart suppliers, the SpearMart address is the default address. When using the non-catalog form, you must click “Select Different Fulfillment Center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a non-catalog form.

Form • Non-Catalog Request ▾

I acknowledge that if I used Supplier Not Known or Supplier Not Available as my Supplier above that I am responsible for ensuring the Supplier completes the FSU Substitute IRS Form W9. Procurement Services cannot set up your supplier without this completed form.

I acknowledge the above statement

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**Product Information**

Was a contract executed in the Contracts module for this purchase?

Yes  
 No

If yes was selected, please enter the system-generated contract number (Fiscal Year-Work Group-Number):

(Manual entry field)

Select "Yes" if a contract was entered into the Contracts Module for the purchase.

If "Yes" is selected, you will need to enter that system generated number.

Product/Service Description \*   
214 characters remaining [expand](#) | [clear](#)

Quantity \*

Unit of Measurement (Packaging)  EA - Each ▾

Unit Price \*

Commodity Code \*  🔍

Catalog No.

Manufacturer Name

**Product/Service Description:** Enter the details of what is being purchased in this field. For commodities, you need to include the name of the item, color, size, etc.

**Commodity Code:** Click the magnifying glass to find the appropriate commodity code. See screen shots below. Enter the data in the following required fields (a field is required if the field name is bold)

**Comments:** These can be a continuation of the item description for the supplier.

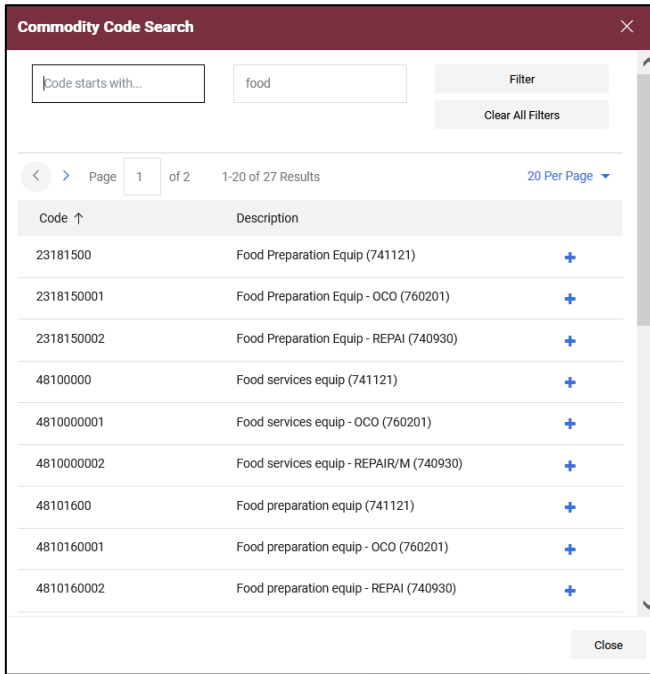
Comments:   
972 characters remaining [expand](#) | [clear](#)

To search for a commodity, enter a string of letters in the description. For the example below, "food" is entered. Click "Filter" to pull up all commodity codes that match that description.

**Commodity Code Search** ✕

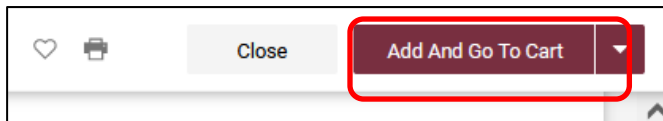
Code starts with...

Select the most appropriate choice in the list. To select your choice, click the “+” sign.

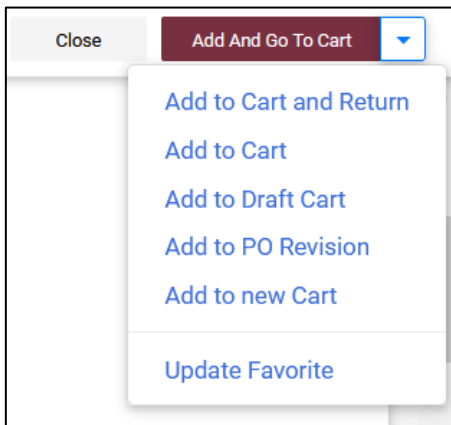


Code ↑	Description	
23181500	Food Preparation Equip (741121)	+
2318150001	Food Preparation Equip - OCO (760201)	+
2318150002	Food Preparation Equip - REPAI (740930)	+
48100000	Food services equip (741121)	+
4810000001	Food services equip - OCO (760201)	+
4810000002	Food services equip - REPAIR/M (740930)	+
48101600	Food preparation equip (741121)	+
4810160001	Food preparation equip - OCO (760201)	+
4810160002	Food preparation equip - REPAI (740930)	+

Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisitions, click “Add and go to Cart”, then click “Go”. For this example, it will be a one-line cart.



**Note:** If you have more than one line, you can click the arrow next to “Add and go to Cart” to get the other options and select, “Add to Cart and Return”. This will save the first line and then take you to the form to add additional line(s). When you are entering the last line, select, “Add and go to Cart” as state above to go to the next step.



Once you have clicked “Add and Go to Cart”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your departmental requested or “Proceed to Checkout” to add the accounting details to the requisition.

