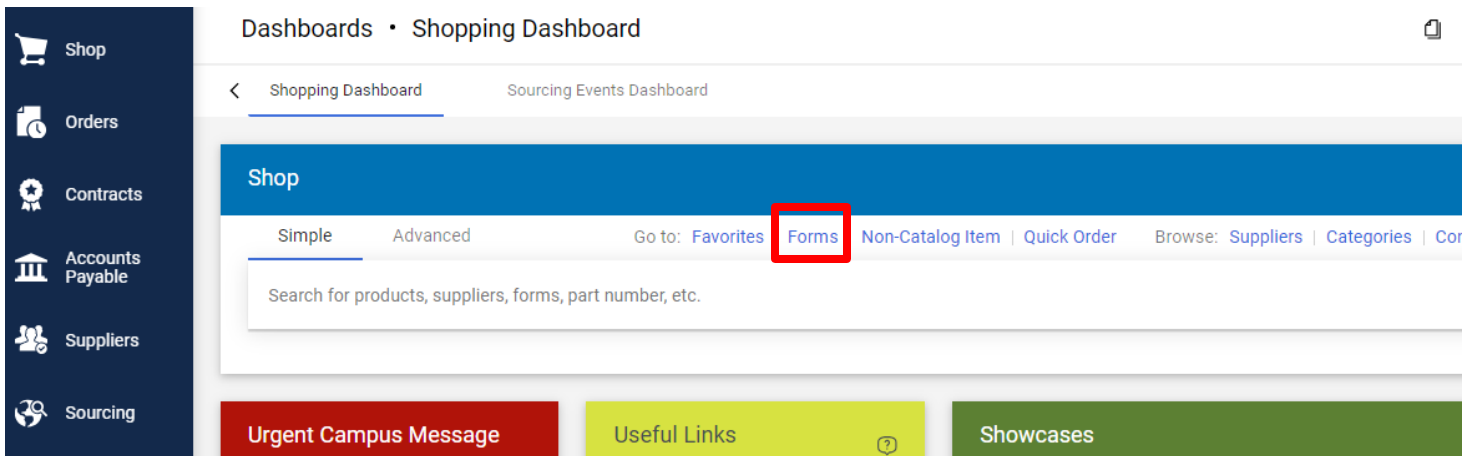
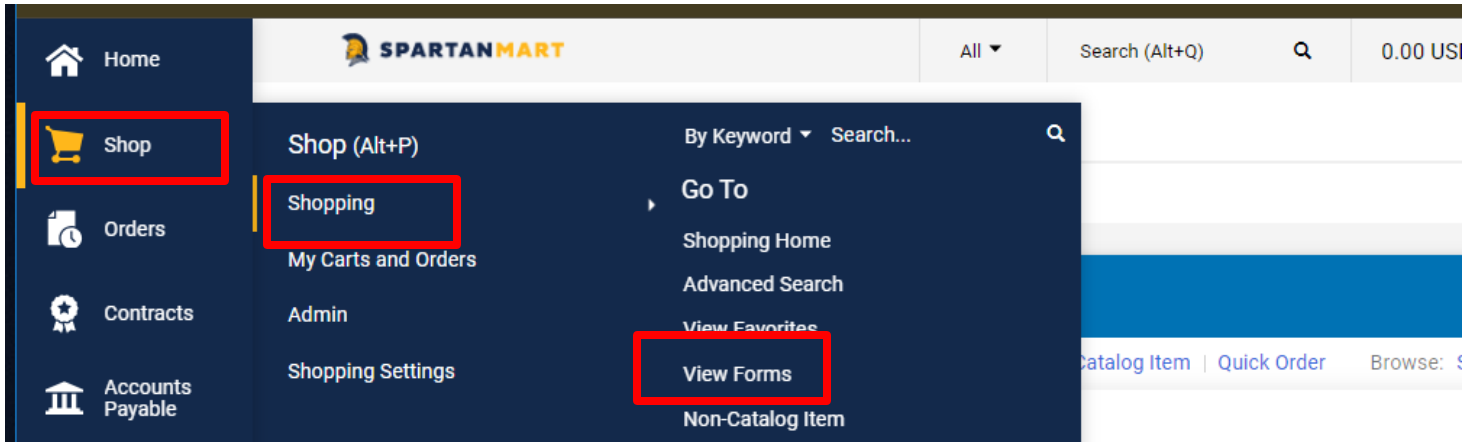


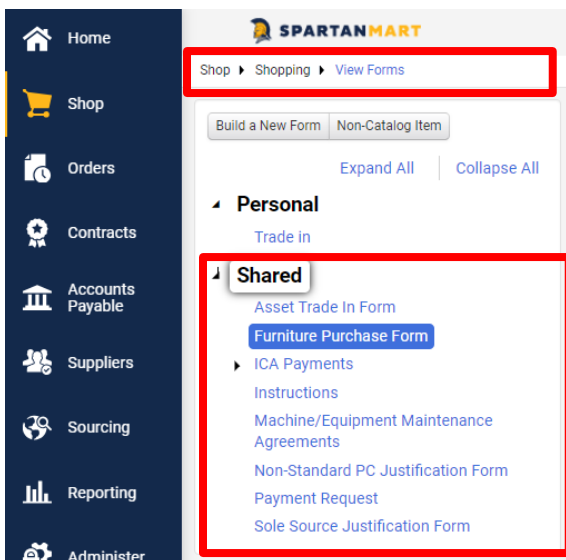
Forms

Use the **forms** section to access forms shared by SpartanMart users such as Asset Trade-In Form, Machine/Equipment Maintenance Agreements, Non-Standard PC Configuration Justification, Payment request form(required AP training to use)....

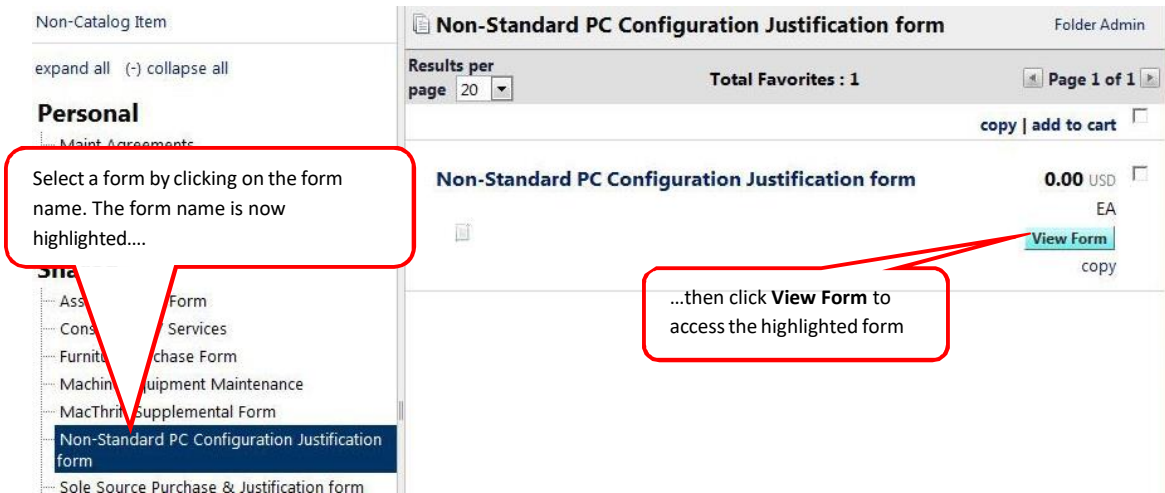
1. Hover over the 'Shop>Shopping' icon and click 'View Forms' link or click 'forms' on the "Go to: bar.



- The available forms shared by SpartanMart users will be listed under the Shared folder.

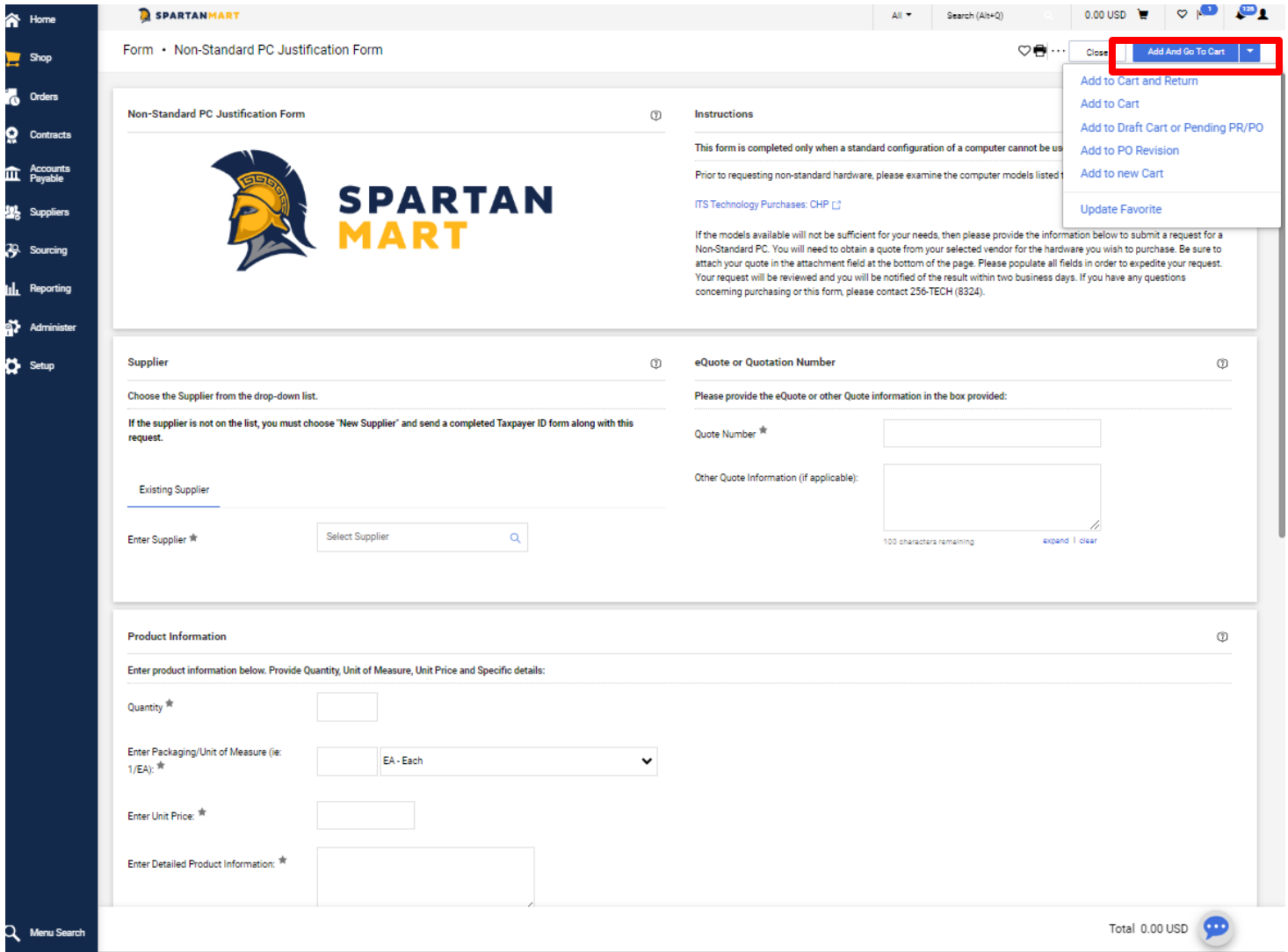


2. Select a form that fits your needs, such as Non-Standard PC Justification form to access the form. The form is now highlighted then click **View Form**.



3. Complete the form with the required information. Once completed, you have several options:

- **Add and go to Cart** – adds the order to your cart and takes you to the cart.
 - Select **Add and go to Cart** from the Available Actions dropdown.



- The form will be added to the cart where you can review and continue with the requisition (See **Non-Catalog PO** instructions).

The screenshot displays the SpartanMart Shopping Cart interface. The top navigation bar includes 'Home', 'Shop', 'Orders', 'Contracts', 'Accounts Payable', 'Suppliers', 'Sourcing', 'Reporting', 'Administer', and 'Setup'. The main content area is titled 'Shopping Cart' and features a search bar and a 'Proceed To Checkout' button. The cart contains one item: 'Non-Standard PC Justification Form' with a quantity of 1 EA and an extended price of 0.00 USD. The item details section shows a red error message: 'Correct these issues. You are unable to proceed until addressed. The form 'Non-Standard PC Justification Form' is incomplete or has errors. Open the form and correct the errors. Required: Commodity Code (Line 1)'. The summary panel on the right shows a subtotal of 0.00, shipping of 0.00, handling of 0.00, and a total of 0.00.

- The order will be added to your cart and you will be returned to a blank form for the same vendor.
- Fill out all the required information and proceed as you normally would for a non-catalog order.