## **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)....

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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.



Print to PDF without this message by purchasing novaPDF (http://www.novapdf.com/)

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**.

Non-Catalog Item	Non-Standard PC Configuration Justification form	Folder Admin		
expand all (-) collapse all	Results per page 20 💌 Total Favorites : 1	🛃 Page 1 of 1 📐		
Personal		copy   add to cart		
Select a form by clicking on the form name. The form name is now highlighted	Non-Standard PC Configuration Justification form	0.00 USD EA		
Ass Form     Cons Services     Furnite chase Form     Machin uipment Maintenance     MacThrift Supplemental Form	then click <b>View Form</b> to access the highlighted form	сору		
<ul> <li>Non-Standard PC Configuration Justification form</li> <li>Sole Source Purchase &amp; Justification form</li> </ul>				

- 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.

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16 <u>0</u> 11 12 13 14	Orders Contracts Accounts Payable Sourcing Reporting	Non-Standard PC Justification Form	SP M/	AR	ΤΑΙ	N	0	Instructions This form is completed only when a standa Prior to requesting non-standard hardware, ITS Technology Purchases: CHP [3] If the models available will not be sufficient Non-Standard PC. You will need to obtain attach your quote in the attachment field at Your request will be reviewed and you will be concerning purchasing or this form, please	ard configurat please exami t for your need quote from yo t the bottom o be notified of t contact 256-7	ion of a computer cannot be ne the computer models list (s, then please provide the in uur selected vendor for the h he result within two business TECH (8324).	Ac Ac Ac ac ac ac ac ac ac ac ac ac ac ac ac ac	dd to Cart and dd to Cart dd to Draft Ca dd to PO Revi dd to new Car pdate Favorite below to submi n order to expedi you have any que	I Return rt or Pending sion t a request for a see. Be sure to re your request.	3 PR/PO
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¢	Setup	Supplier (D						eQuote or Quotation Number						
		Choose the Supplier from the drop-down list. If the supplier is not on the list, you must choose "New Supplier' and send a completed Taxpayer ID form along with this request.					Please provide the eQuote or other Quote i							
		Existing Supplier						Other Quote Information (if applicable):						
		Enter Supplier 🖈	Select Supplier		۹				100 character	rs remaining eo	opand I clas	// ar		
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• The form will be added to the cart where you can review and continue with the requisition (See **Non-Catalog PO** instructions).

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	1 Non-Standard PC Justification Form		EA	0.00	Qty: 1 EA	0.00						
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Q Menu Search											۶	

- 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.