

### **Overview**

This Job Aid will discuss how you can view the approval status of your requisition.

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



There are several ways you can access the approval status of your requisition:

- Before your requisition is submitted
- Immediately after your requisition is submitted
- Anytime after your requisition is submitted

### Before Your Requisition is Submitted

You can always view the approval workflow for your requisition before your shopping cart its submitted simply by clicking on the PR Approvals Tab after clicking on **Proceed to Checkout**.

📸 Home	SPEAR MART FLORIDA STATE UNIVERSITY IF Shop > My Carts and Orders > Open My Active Shopping Cart III > Cart - Duft Carts	Johnny Tester 🔻 🔺 🏴 🛕 🧟 🐂 2,615.00 USD 🛛 Search (Alt+C]) 🔍 🔍				
Documents	Shopping Cart for Johnny Tester Name this cart: New Lab Order	Continue Shopping     Sitem(c) for a total of 2,615.00 upp     Proceed to Checkout				
Reporting	Have you made changes? Sere ADVENTURE LANDING more info-	😫   🍄 Help   Empty cert. Perform an action on 10 items selected). 🔸 Select All				
	Product Description	Unit Price Quantity Total 🗌				
	Image: State	523.00 viso 5 <b>2,615.00</b> viso 1/EA				

Click **PR Approvals** to see a preview of the Approval Workflow.

ñ Home	SPEARMART				Johnny Tester 🔫 ★ 🏴	2.615.00 USD Search (Alt+Q)					
Shop	FLORIDA STATE UNIVERSITY IN Shop > My Carts and Orders > Open My Active Shopping Cart ~ > Summary - Public Carts										
Documents	🧭 General 🥏 Shipping 💽 Billing 🐼 Accour	tion Codel	N.			Submit Cart					
📝 Contracts	and the stand of the stand of the stand	and cones and analysis and analysis				Assign Cart					
Sourcing	Co to Express Checkout (1) Ruturn to thopping cart (1)										
Reporting		viewed the details, you may continue by									
	Requisition PR Approvals PO Preview Comments	Attachments History									
	Summary Shipping Billing Accounting C	odes Supplier Info				G 1					
	Hide header					Hide value descriptions					
	General			Shipping 7		Billing 7					
	Cart Name New Lab Ord Description	er edit	Ship To ATTN: Johnny Tester	edit	BIII To PAYABLES / DISBURSEMENTS	edit					



📸 Home	SPEAR MART
🍃 Shop	FLOREDA STATĖ ÚNIVERSITY  Shop > My Carts and Orders > Open My Active Shopping Cart + > Approvals - Drah Carts
Documents	Submit Cart
🗭 Contracts	Assign Cart
Sourcing	O Go to Express Checkoid *      O Return to shopping cart *      O Continue Shopping     All done! The required information has been completed and this request is ready to be submitted.
h. Reporting	Once you have reviewed the details, you may continue by clicking the button at the top of the page.
	Requisition PR Approvals PO Preview Comments Attachments History
	A 1
	Awaiting Budget Response 1 Robine
ा Menu Search (सन्म)	

Clicking on **View Approvals** for any one of the workflow steps will trigger a popup that shows all of the approvers for that step. In this example, any one of the names displayed can approve to move the requisition forward.

### Immediately After Your Requisition is Submitted

n Home	SPEAR MA FLORIDA STATE UNIVERSI	C Open My Active Shopping Cart -> Submitted - Requisition 177	776446	Johnny Tester 🔭 🖈 🏴 👫 0.00 USD 🛛 Search (All+O) 🔍 🔍
Documents	Requisition Sul	omitted		
😰 Contracts 👷 Sourcing	Next Steps You can view or print this in Apacous 244 view order history Checkthe status of Return to your hom Strate new draft ca	an ocder s.pags		
	Requisition Summary			
	Requisition number equisition status Cart name Requisition date Cart total Number of line items	177446 Guds View Pending New Lab Order 2/22/2017 2,615.00 USD 1		

The screen above is what you will see immediately after Submitting Your Cart into workflow. If you click on **View Approval Status**, You will see the same screen as at the top of this page which shows the workflow for the requisition.



### Anytime After Your Requisition is Submitted.

You can view the approval status of your requisition any time after your requisition is submitted using several methods. For this Job Aid, we'll cover the top 3 ways to view your order status:

1. From the My Requisition Widget (bottom of the Shopping Homepage)

O View as Graph	h 🔘 View as Lis	at.			
Number	Requisition	Requester	Date	Total	
£ 1781176	2017-02-22 jte	Johnny Tester	2/22/2017	2,615.00	US
₽ 1781123	More Lab Wid	Johnny Tester	2/22/2017	23.96	US
2 1780875	2017-02-22 jte,	Johnny Tester	2/22/2017	23.96	US
2 1780838	2017-02-22 jte	Johnny Tester	2/22/2017	23.96	US
¥ 1780827	Lab Widgets #3	Johnny Tester	2/22/2017	26.97	USI
isplaying 5 of 14	6		Se	arch My Requi	itio

- Icons in front of the Requisition Number indicate the status.
   Double circle arrows Pending
  - Green Check All Approvals Complete
- Click on the Req # to open the requisition

#### 2. Using the QuickSearch (Top Right)



Select **Requisition Number** and enter the number to the right as shown and then click the magnifying glass in the far right

#### 3. From the Shop Menu



Documents			Showing 1 - 14 of 14 Results		Last 90 days (11/25/2016-2	/22/2017)			
Contracts	Search Details	2 1	Results Per Page 20 ~		Sort by: Best match	V.		Page 1 of 1 2	
Sourcing			Requisition No.	Supplier(s)	Requisition Name	Requester	Requisition Date/Time	Requisition Total	
Te sourcing	Search Terms		@ 1781176 3	ADVENTURE LANDING	2017-02-22 Jester 04	Johnny Tester	2/22/2017 11:51 AM	2,615.00 USD	
Reporting	Prepared For Johnny Tester		@ 1781123	ADVENTURE LANDING	More Lab Widgets	Johnny Tester	2/22/2017 10:41 AM	23.96 USD	
			2 1780875 BA	ADVENTURE LANDING	2017-02-22 jtester 03	Johnny Tester	2/22/2017 9:00 AM	23.96 USD	
	Filtered by		@ 1780838 Q	ADVENTURE LANDING	2017-02-22 jtester 01	Johnny Tester	2/22/2017 8:42 AM	23.96 USD	
	Date Range: Last 90 days		✓ 1780827 <sup>1</sup>	ADVENTURE LANDING	Lab Widgets #3	Johnny Tester	2/22/2017 8:01 AM	26.97 USD	
	Save New Search Export Search		@ 1780213	ADVENTURE LANDING	2017-02-21 jtester 01	Johnny Tester	2/22/2017 7:59 AM	26.97 USD	
			¥ 1777449 🖎	ADVENTURE LANDING	Lab Widgets #2	Johnny Tester	2/17/2017 8:24 AM	17.97 USD	
	Refine Search Results 7		¥ 1777027 🕰	ADVENTURE LANDING	Lab Widgets	Johnny Tester	2/17/2017 8:21 AM	17.97 USD	
		7	✓ 1774472 (3).	ADVENTURE LANDING	2017-02-15 jtester 05	Johnny Tester	2/15/2017 10:24 AM	675.00 USD	
	Date Range			¥ 1774470 🖄	VWR INTERNATIONAL LLC	2017-02-15 jtester 04	Johnny Tester	2/15/2017 8:27 AM	175.30 USD
	Last 90 days		✓ 1774447 <sup>™</sup>	VWR INTERNATIONAL LLC	2017-02-15 jtester 03	Johnny Tester	2/15/2017 7:36 AM	282.97 USD	
			¥ 1774445 🕰	VWR INTERNATIONAL LLC	2017-02-15 dester 01	Johnny Tester	2/15/2017 7:34 AM	11.65 USD	
	Workflow Status	Te	✓ 1768202 B	ACE SURGICAL SUPPLY COMPANY	2017-02-07 jtester 01	Johnny Tester	2/15/2017 7:33 AM	89.00 USD	
	Completed (9) Pending (5)		¥ 1767021 🖎	W W GRAINGER INC	2017-02-06 jtester 01	Johnny Tester	2/6/2017 9:52 PM	405.25 USD	
	Pending (5)		Results Per Page 20 💛					R Page 1 of 1	



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Te Shop	FLORIDA STATE UNIVE	TRSITY nt Search Discuments 🗢 🐟 Summ	sary - Requisition 1785838							
Documents		_						Available Actions: Withdra	aw Entire Requisition 👻 Go	
Contracts	Regulation R Approvals PO Preview Comments Attachments History Summary Shoning Riling Accounting Codes Supplet Ho									
Sourcing	Summary Shipping	g Billing Accounting Codes S	upplier into						Hide value descriptions	
TA Sourcing		General	1		Shipping	7		Billing	3	
<b>M.</b> Reporting	Status	Pending Department Level 1 A	pproval (Ian R. Robbins)	The second se			BIII To PAVABLES / DISBURSEMENTS			
<ul> <li>Documents</li> <li>Contracts</li> </ul>	Requisition PR Approva	Is PO Preview Comments Attachment	s History							
👷 Sourcing										
<b>M.</b> Reporting	Submitted Johnny Tester 2/22/2017 8:42 AM	Awaiting Budget Response 1 Approved 🗸	Department Level 1 Appr Active & Sian R. Robbins view approvers	S Procurement App Ruture ** wew approvers	Awaiting Budget Response 2 <i>Future</i>	R Create PO Future →	Finish			
		Sending Budget Validation 1	1		Sending Budget Validation 2 Future ==					

Notice in the above example, the green checks indicate the workflow step is complete. The Double Circle Icon indicates pending and the "Active" means that workflow step is where your requisition is. If an Approver has assigned the requisition to himself/herself for their review, the step will look as shown above with the approver's name above the **view approvers** link.

If you would like to view the approval status of requisitions from someone other than you or by specific fund, project, approver, requester etc., use **Document Search**. See the Document Search Job Aid for additional information.