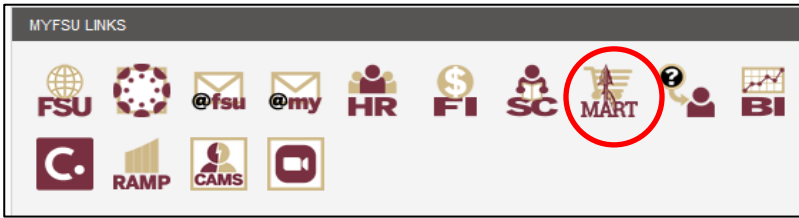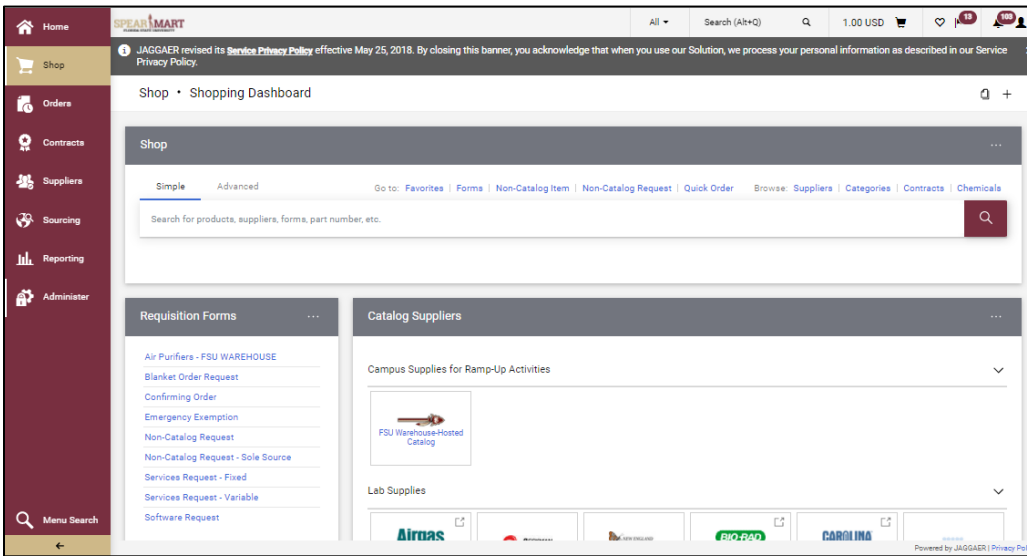Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:


The SpearMart Home page will open.

Requesters may need to make updates to a requisition after it has been returned via system issue or an approver. Requesters will receive an email notification for any return that will contain a comment as to what needs to be addressed/updated.

Notice that a new notification has appeared next to the **bell icon** in the panel at the top of the page. Click on the **bell icon**. This shows you a list of your notifications. Notice that the first notification says "**A Requisition Prepared By You Has Been Returned**". Click on this notification.
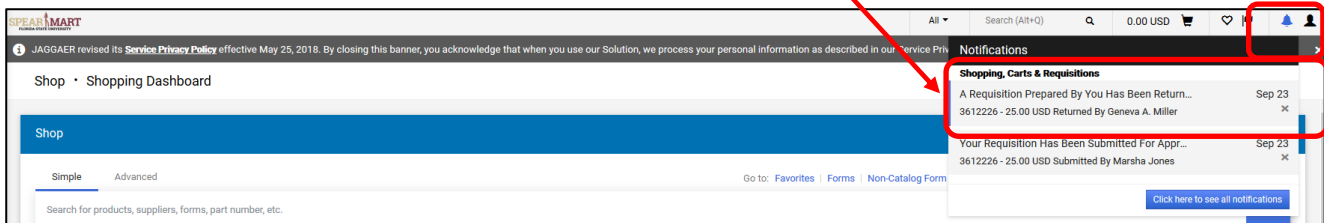
In this case, this request was returned by a buyer due to an incorrect funding source. If your requisition has been returned by an approver, there will be a comment noted to alert you to the reason.

If the requisition was returned by a system generated issue, you will need to check the history tab.

To update the accounting information, click on the pencil icon and the box below will open. From there, click on the blue arrow(s) to make the necessary updates and then click save.

Once the updates are made, click on "Activate Cart"

Then click on "Submit Cart"

Once submitted, you will see the confirmation that your requisition has been submitted.

✔ Requisition 3612226 Submitted

Summary

Requisition number	3612226
Requisition status	Pending
Cart name	2022-09-23 MEJ18O 01
Requisition date	12/16/2022
Cart total	25.00 USD
Number of line items	1

Options

🗗 Print

Recent orders

Return to your home page