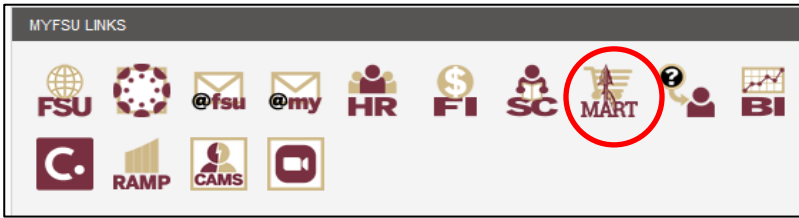
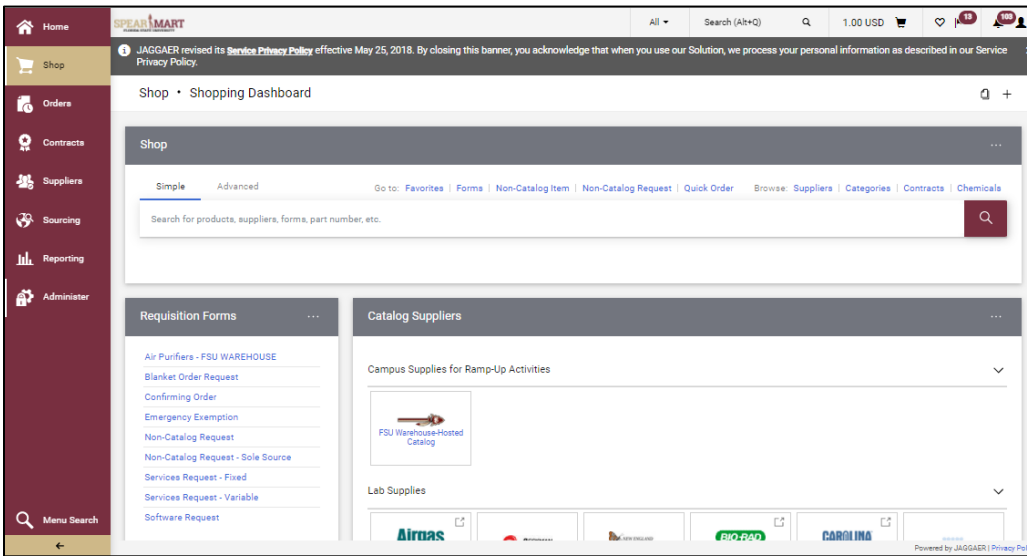


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

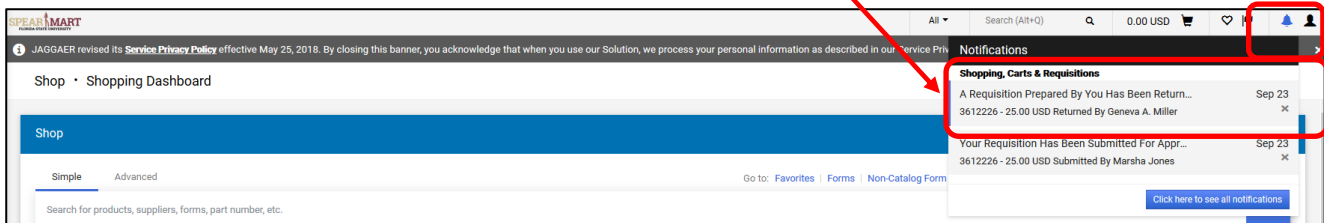


The SpearMart Home page will open.



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.

Requisition • 166104789

Summary PO Preview **Comments 1** Attachments **History**

General		Shipping	Billing
Cart Name	2022-12-14 gamiller 01	<b>Ship To</b>	<b>Bill To</b>
Description	no value	ATTN: Geneva A. Miller RM/FLR/STE: A1400 DEPT: Procurement Services 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States	CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States
Priority	Normal		
Order Submitter	Geneva A. Miller		
Owner/Requester	Geneva A. Miller		
Budget Override Granted	false		<b>Billing Options</b>
Request Budget Override	✗		Requested Due Date (For FSU internal use ONLY) 12/31/2022

Summary PO Preview **Comments 1** Attachments History

Records found: 1 Show comments for Requisition +

Geneva (Adm) Miller - 12/16/2022 2:32:16 PM Requisition - 166104789 Comment Added ↻

Please update funding source, as these items are not allowable with E&G funding. Thank you!

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.

**Accounting Codes** ✎ ... ▾

Business Unit GL	Department Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	Work Order	FAC-Phase
FSU01	0223A1400A	227000	110	no value	no value	no value	no value	no value	no value	no value	no value	no value
	UNIVERSITY CENTER - BLDGA1400A	Natl High Magnetic Field Lab	E&G General Revenue		value	value					value	value

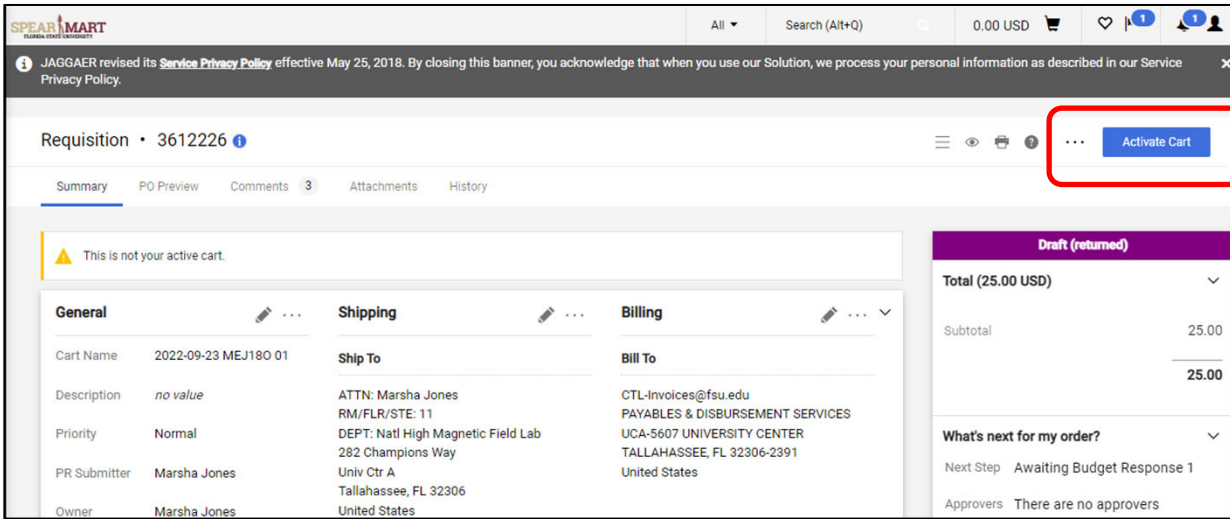
**Edit Accounting Codes** ✕

Accounting Codes

Business Unit GL *	Location *	Department ID *	Fund *	PC Business Unit	Project-Activity	Source Type	Cate
FSU01	0223A1400A	227000	110				

★ Required fields **Save** Close

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



Requisition • 3612226

Summary PO Preview Comments 3 Attachments History

**General**

Cart Name	2022-09-23 MEJ180 01
Description	no value
Priority	Normal
PR Submitter	Marsha Jones
Owner	Marsha Jones

**Shipping**

Ship To	ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States
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**Billing**

Bill To	CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States
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**Draft (returned)**

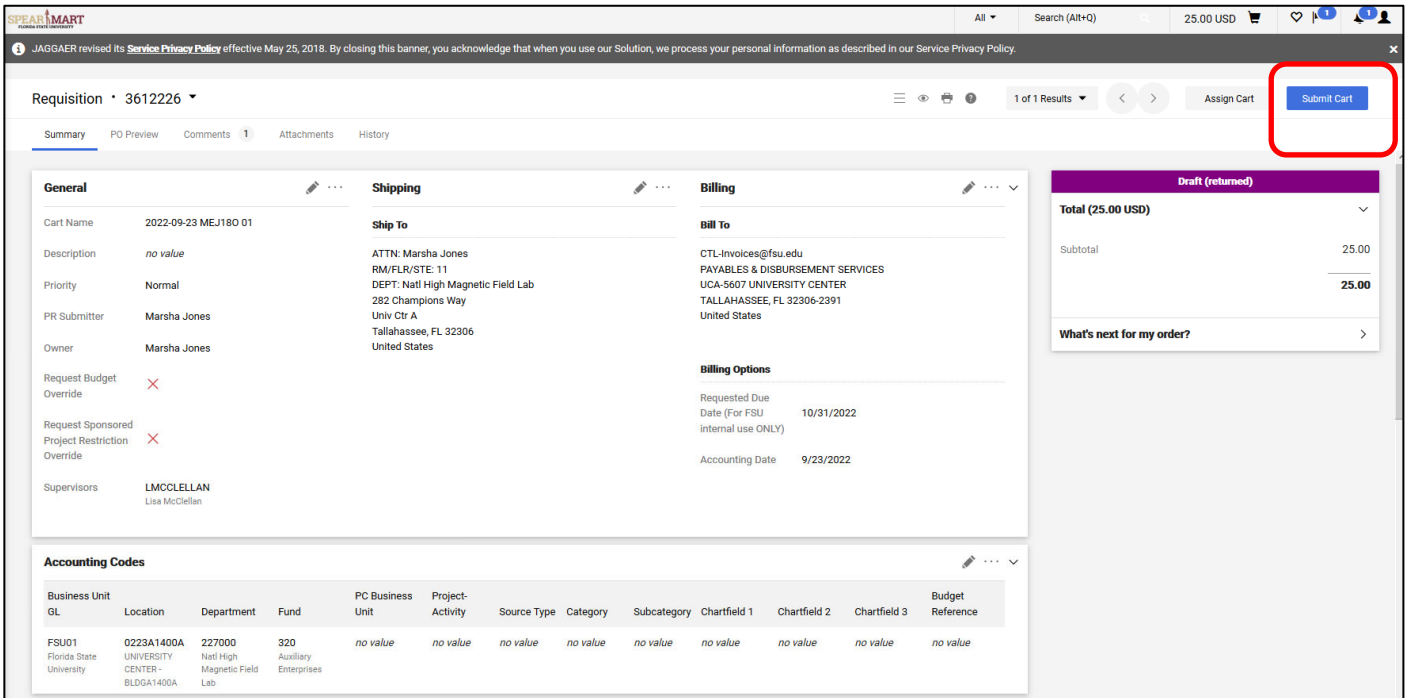
Total (25.00 USD)	
Subtotal	25.00
	<b>25.00</b>

**What's next for my order?**

Next Step Awaiting Budget Response 1

Approvers There are no approvers

Then click on "Submit Cart"



Requisition • 3612226

Summary PO Preview Comments 1 Attachments History

**General**

Cart Name	2022-09-23 MEJ180 01
Description	no value
Priority	Normal
PR Submitter	Marsha Jones
Owner	Marsha Jones
Request Budget Override	<input checked="" type="checkbox"/>
Request Sponsored Project Restriction Override	<input checked="" type="checkbox"/>
Supervisors	LMCCLELLAN Lisa McClellan

**Shipping**

Ship To	ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States
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**Billing**

Bill To	CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States
Billing Options	Requested Due Date (For FSU internal use ONLY) 10/31/2022 Accounting Date 9/23/2022

**Draft (returned)**

Total (25.00 USD)	
Subtotal	25.00
	<b>25.00</b>

**Accounting Codes**

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01	0223A1400A	227000	320	no value	no value	no value	no value	no value	no value	no value	no value	no value
Florida State University	UNIVERSITY CENTER - BLDGA1400A	Natl High Magnetic Field Lab	Applinary Enterprises									

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

✔ Requisition 3612226 Submitted

Summary	Options
Requisition number <a href="#">3612226</a>	<a href="#">Print</a>
Requisition status <b>Pending</b>	<a href="#">Recent orders</a>
Cart name <b>2022-09-23 MEJ180 01</b>	<a href="#">Return to your home page</a>
Requisition date <b>12/16/2022</b>	
Cart total <b>25.00 USD</b>	
Number of line items <b>1</b>	