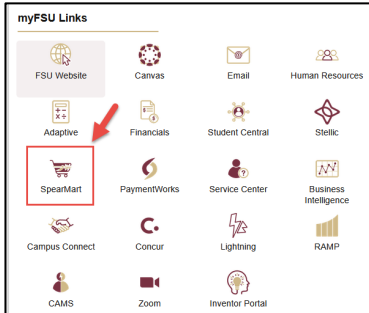


Overview

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

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:



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

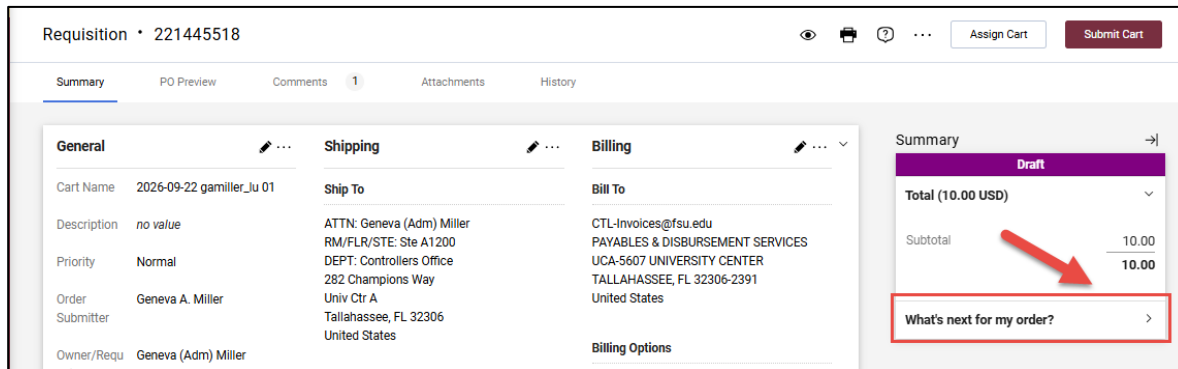
- [Before your requisition is submitted](#)
- [Immediately after your requisition is submitted](#)
- [Anytime after your requisition is submitted](#)

Before Your Requisition is Submitted

You can always view the approval workflow for your requisition before your shopping cart it's submitted simply by clicking on "What's next for my order" after clicking on **Proceed to Checkout**.



If the section is not already expanded, click the arrow to see a preview of the Approval Workflow.



This shows the date, time, & name of the user that submitted the request & the date/time that the request was approved and by whom. By clicking on **the blue text** for any one of the workflow steps, you can view all of the approvers for that step. In this example, any one of the names displayed can approve to move the requisition forward.

Summary Pending

Total (4.00 USD)

Subtotal 4.00

What's next?

Workflow

Show skipped steps

Submitted
Submitted - 7/12/2024 11:05 AM - Geneva (test) Miller

Start - Parallel Steps

Awaiting Budget Response 1
Approved

Sending Budget Validation 1
Completed

End - Parallel Steps

Department Level 1 Approval
Approved - 7/12/2024 11:06 AM - Geneva A. Miller

Procurement Approval
Pending - Unassigned

Start - Parallel Steps

Awaiting Budget Response 2
Future

Summary

Department Level 1 Approval
Future

027000

Mary E. Lovett
med06f@fsu.edu
+1 850-645-2789

Rosella M. Murton
rmurton@fsu.edu
+1 850-644-9719

Procurement Approval
Future

Less than \$25K

Angelena K. Turvaille
aklang@fsu.edu
+1 850-644-9723

Aoife White
aw22a@fsu.edu
+1 850-644-9728

Christopher M. Wise
cmw23c@fsu.edu
+1 850-645-3462

Korey T. Washington
kw24p@fsu.edu
+1 850-644-9721

Lauren N. Beck
lnb13c@fsu.edu
+1 850-645-1754

Michael C. Pendergast
mcpendergast@fsu.edu

Natalie Mize
nlm20e@fsu.edu
+1 850-644-3437

Stephen J. Talevich
stj22d@fsu.edu
+1 850-645-8207

Start - Parallel Steps

Immediately After Your Requisition is Submitted, you will see this:

Requisition 154867390 Submitted

Summary	Options
Requisition number 154867390	Print
Requisition status Pending	Recent orders
Cart name 2022-03-02 gamiller_Ju 01	Return to your home page
Requisition date 3/11/2022	
Cart total 10.00 USD	
Number of line items 1	

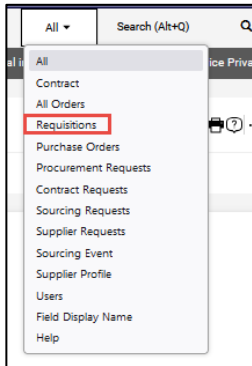
The screen above is what you will see immediately after Submitting Your Cart into workflow. If you click on the **requisition number**, You will see the same screen as at the top of this page which shows the workflow for the requisition.

Anytime After Your Requisition is Submitted.

You can view the approval status of your requisition any time after your requisition is submitted.

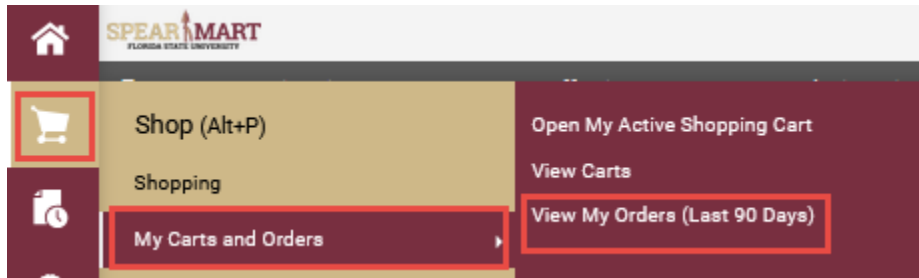
For this Job Aid, we'll cover 2 ways to view your order status:

1. 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.

2. From the Shop Menu



My Orders							
Quick Filters							
Supplier		Submitted Date: Last 90 days Quick search Add Filter Clear All Filters ?					
PUBLIX SUPER MARKETS 82		Page 1 of 5 1-20 of 83 Results 20 Per Page					
FISHER SCIENTIFIC COMPANY LLC 1							
Show More							
Department		Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date
Controller (029) 83		4068060	PUBLIX SUPER MARKETS	2024-07-12 gamiller_test 01	Pending	Geneva (test) Miller	7/12/2024 1:30:39 PM
		4058689	PUBLIX SUPER MARKETS	2024-07-03 gamiller_test 02	Pending	Geneva (test) Miller	7/8/2024 8:07:41 AM
Prepared For		4043853	PUBLIX SUPER MARKETS	2024-06-17 gamiller_test 01	Completed	Geneva (test) Miller	6/17/2024 8:48:36 AM
Miller, Geneva (test) 83		Total Amount					
		4.00 USD					
		5,001.00 USD					
		2.00 USD					

Summary Pending

Total (4.00 USD)

Subtotal 4.00

What's next?

Workflow ...

☐ Show skipped steps

Submitted
Submitted - 7/12/2024 1:30 PM · Geneva (test) Miller

Start - Parallel Steps

Awaiting Budget Response 1
Approved

Sending Budget Validation 1
Completed

End - Parallel Steps

Department Level 1 Approval
Approved - 7/12/2024 1:31 PM · Geneva A. Miller

Procurement Approval
Pending - Unassigned

Start - Parallel Steps

Awaiting Budget Response 2
Future

Notice in the above example, the checks indicate the workflow step is complete. The Blue link indicates where the requisition currently is pending in workflow.

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.