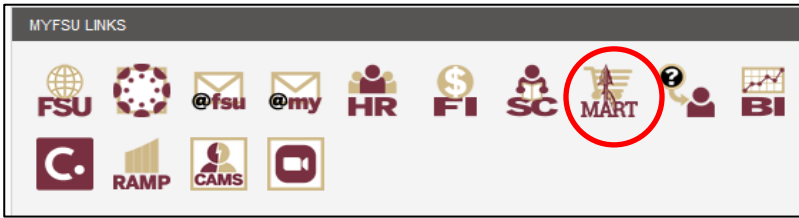
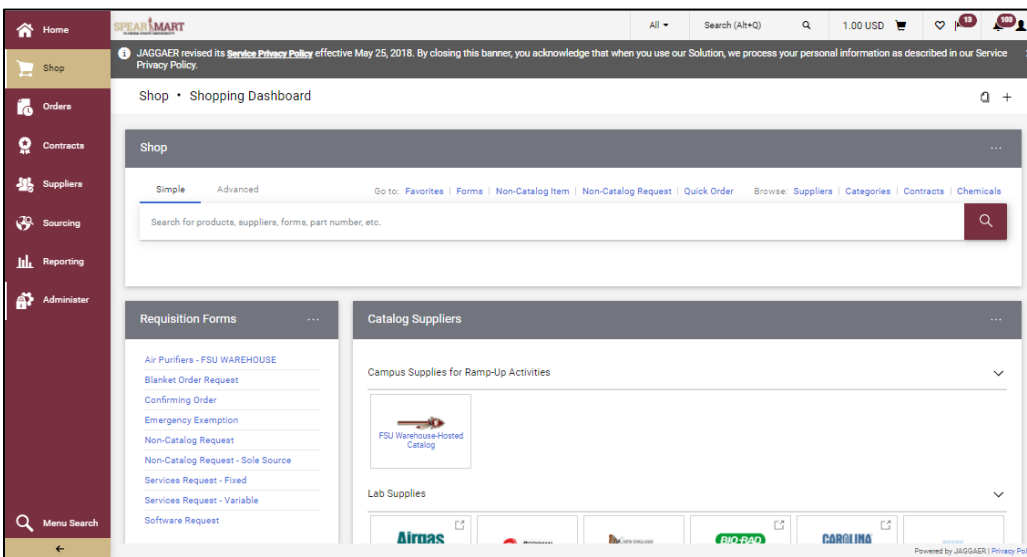


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

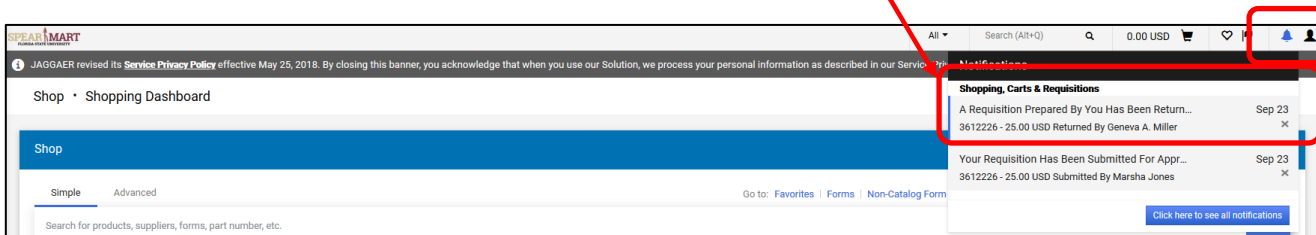


The SpearMart Home page will open.



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 • 3612226

Summary PO Preview **Comments 1** Attachments History

This is not your active cart.

General	Shipping	Billing
<b>Cart Name</b> 2022-09-23 MEJ180 01 <b>Description</b> no value <b>Priority</b> Normal <b>PR Submitter</b> Marsha Jones <b>Owner</b> Marsha Jones <b>Request Budget Override</b> <input checked="" type="checkbox"/> <b>Request Sponsored Project Restriction Override</b> <input checked="" type="checkbox"/> <b>Supervisors</b> LMCLELLAN Lisa McClellan	<b>Ship To</b> ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States	<b>Bill To</b> CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States  <b>Billing Options</b> 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

**25.00**

What's next for my order? >

Summary PO Preview **Comments 1** Attachments History

This is not your active cart.

**Records found: 1**

**Geneva A. Miller** - 9/23/2022 1:37:36 PM

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	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	0223A1400A UNIVERSITY CENTER - BLDGA1400A	227000 Natl High Magnetic Field Lab	110 E&G General Revenue_test	no value	no value	no value	no value	no value	no value	no value	no value	no value

**Edit Accounting Codes**

Accounting Codes

Business Unit GL *	Location *	Department *	Fund *	PC Business Unit	Project-Activity	Source Type	Category	Subcategory
FSU01 <input checked="" type="checkbox"/>	0223A1400A <input checked="" type="checkbox"/>	227000 <input checked="" type="checkbox"/>	110 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Close

\* Required fields

Once the updates are made, click on “Activate Cart”

The screenshot shows the SpearMart requisition page for requisition 3612226. The page is in the 'Draft' state. A red box highlights the 'Activate Cart' button in the top right corner. The page displays various requisition details including General, Shipping, and Billing information.

General	Shipping	Billing
<b>Cart Name</b> 2022-09-23 MEJ180 01 <b>Description</b> no value <b>Priority</b> Normal <b>PR Submitter</b> Marsha Jones <b>Owner</b> Marsha Jones <b>Request Budget Override</b> <input checked="" type="checkbox"/> <b>Request Sponsored Project Restriction Override</b> <input checked="" type="checkbox"/> <b>Supervisors</b> LMCCELLELLAN Lisa McClellan	<b>Ship To</b> ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States	<b>Bill To</b> CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States  <b>Billing Options</b> 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

**25.00**

What's next for my order? >

Then click on “Submit Cart”

The screenshot shows the SpearMart requisition page for requisition 3612226. The page is now in the 'Submitted' state. A red box highlights the 'Submit Cart' button in the top right corner. The page displays various requisition details including General, Shipping, Billing, and Accounting Codes.

General	Shipping	Billing
<b>Cart Name</b> 2022-09-23 MEJ180 01 <b>Description</b> no value <b>Priority</b> Normal <b>PR Submitter</b> Marsha Jones <b>Owner</b> Marsha Jones <b>Request Budget Override</b> <input checked="" type="checkbox"/> <b>Request Sponsored Project Restriction Override</b> <input checked="" type="checkbox"/> <b>Supervisors</b> LMCCELLELLAN Lisa McClellan	<b>Ship To</b> ATTN: Marsha Jones RM/FLR/STE: 11 DEPT: Natl High Magnetic Field Lab 282 Champions Way Univ Ctr A Tallahassee, FL 32306 United States	<b>Bill To</b> CTL-Invoices@fsu.edu PAYABLES & DISBURSEMENT SERVICES UCA-5607 UNIVERSITY CENTER TALLAHASSEE, FL 32306-2391 United States  <b>Billing Options</b> 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

**25.00**

What's next for my order? >

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	0223A1400A UNIVERSITY CENTER - BLDGA1400A	227900 Natl High Magnetic Field Lab	320 Auxiliary Enterprises	no value	no value	no value	no value	no value	no value	no value	no value	no value

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: Pending	<a href="#">Recent orders</a>
Cart name: 2022-09-23 MEJ180 01	<a href="#">Return to your home page</a>
Requisition date: 9/23/2022	
Cart total: 25.00 USD	
Number of line items: 1	