Overview

You will receive an email notification when a requisition has been submitted for any budget or category that you are set up to approve. There are two ways you can approve the requisition.

1. Go into SpearMart to approve.
2. Approve via the notification email. You must set up a code in your User Profile prior to being able to approve via this method.

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:

Method 1: SpearMart approvals

You will be sent to the SpearMart Home page.

There are several ways you can get to requisitions that are pending your approval. The first method is at the very top of the page. There are notification flags and a notification bell.

1. Click the notification flag to get the notifications OR click the "My approvals" link OR the click the left side Documents search menu, then click “Approvals”.

   a. View of top notification flag method. Click the flag as shown below.

   b. View of left Document Search method. If you click on "Approval Notifications", you will get to the same place to select a requisition to approve.
c. On the bottom of the Shopping Home page, under the “Action Items” widget, click on Unassigned Approvals since this particular Approver is in a pool where other Approvers are in the pool.

For this example, the top notification flag is selected. Click the flag at the top to get the requisitions window to pop up. Click on the word, “Requisitions”.

Folders will pop up as shown below. Click the arrow to open the folder. If you are one of several approvers that approve for the department, you are seeing the same requisitions as other approvers set up for the Dept ID or Project identified in the folder name.

This example shows this approver having two folders where they are an assigned approver.

If you have more than one folder, click the arrow to the left of the folder name and a list will open up with all the requisitions pending approval at your level.
To select to review and approve, click the requisition number or name link.

The selected requisition will open up so you can now review the requisition to determine if you can approve it or if changes are required prior to approval.

**Assign to myself:** There may be more than one approver for the requisitions pending in the folder, so the first step is to ensure the Available actions box has “Assign to myself” showing and click “Go” to assign the requisition to yourself and
remove it from the shared approval folder.

**Note:** The other approvers will no longer see this requisition in their list once you have assigned it to yourself. If you decide you do not want to take action on a requisition that you have assigned to yourself, you can return it to the shared approver folder by selecting “Return to Shared Folder” to allow another approver to see the requisition, assign it to themselves, and take appropriate action.

Approvers should review the requisition to ensure that the items on the requisition are for business use, an appropriate budget is being used or the items are authorized on that particular budget, and that the requisition has the appropriate information in it prior to approval.

**Step 1:** Review accounting codes to ensure budget used is correct. There are two places where accounting information is found. The first “Accounting Codes” field is in the header and will apply to all items unless the line accounting has been updated.

In the above example, there is a note that states, “Accounting Codes values vary by line” which means that the budgets have been changed at the line level. Click the “View/edit by line item” link to see the updates that were made. The line accounting overrides the header Accounting Codes.
When the line accounting codes open you can see that line #1 is not within your approval, so you can do not have to take action on that line unless the accounting codes seem to be incorrect. Line #2 is on a budget that you are set up as the approver on, so when you take action on this requisition, you will only be approving or returning this line.

If you want to see more detail on the items being purchased, you can click on the “more info” link under the description of the item being reviewed. This link will open the form that the requester used. Once you have reviewed the requisition you can the following actions.

**Step 2:** Review the items being purchased and ensure the budget(s), commodity codes and item information is correct, purchase is allowable on the type of budget, and the purchase is for official business and should be approved.

**Available Actions for Approvers to take with requisitions:**

1. **Approve:** If you agree that the requisition is valid and the budget information is correct and you want to approve the requisition, go to the “Available Actions” box at the top of the requisition and select “Approve/Complete Step” from the list, then click “Go”. This will approve the requisition and send it to the next level of approval.

2. **Return to Requester:** If you need the Requester to correct the description, price, budget, or any other portion of the requisition, you can select “Return to Requester” in the “Available Actions” box and click “Go”.

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahogany Round Conference Room table</td>
<td>MCR123456</td>
<td>1/EA</td>
<td>1,000.00</td>
<td>1 EA</td>
<td>1,000.00 USD</td>
</tr>
<tr>
<td>Black, ergonomic, vinyl, conference room chairs</td>
<td>BELC456789</td>
<td>1/EA</td>
<td>100.00</td>
<td>10 EA</td>
<td>1,000.00 USD</td>
</tr>
</tbody>
</table>
You will get a popup comment box so you can enter a note to the Requester (see below). Once you enter the note of what needs changing, click “Return to Requester” and the requisition will go back and they will get a notification.

3. **Forward to another approver**: If you need another approver that is not in the pool of approvers for the department or project to review and approve the requisition, you can forward the requisition to them. You would select “Forward to…” in the “Available Action” box, click “Go” and then select that individual from the search box. The person must be an Approver for you to take this action.

When you click “Go” a search box will come up. Enter the person’s first and last names and click “Search”, then select them from the list (see below).
Once a name is selected, you will need to enter a note and click “Forward” to complete this action.

4. **Return to Shared Folder**: If you determine you don’t want to take any action on the requisition, you can return the requisition to the approval folder. Select “Return to Shared Folder” in the “Available Actions” box, then click “Go”.

Take the appropriate action and once you have done that, you can move on to the next one or sign out of the system!

**Method 2: Email Approvals**

Prior to having this access, you must set up an approver code from within your User Profile.

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:
Click on your name at the top of the Home page.

This will open a box with actions. Select "View My Profile".

Click on "User Profile and Preferences" to add an approval code. Click "Change Email Approval Code".

Click "App Activation Codes" to add a code that you will use when approving requisitions.

Enter the code you will use to when approving and click "Save Changes". Now you are set up to approve requisitions directly from the email notification.

**Approving from the email notification:**

Open the email notification when received.
JOB AID
Approving a Requisition

227000 Approval Request for Requisition# 1778448

Dear Jane Approver,

The requisition listed below has been submitted for your approval.

Summary

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>227000</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Joe User1</td>
</tr>
<tr>
<td>Cart Name</td>
<td>2017-02-18 user01 01</td>
</tr>
<tr>
<td>Requisition</td>
<td>1778448</td>
</tr>
<tr>
<td>No. of line Items</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>158.00 USD</td>
</tr>
</tbody>
</table>

Details

VWR INTERNATIONAL LLC

[Non-Catalog] Request

| Form Type       | Non-Catalog Form |

Item 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Super Widget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog</td>
<td>ttddfghn</td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Unit Price</td>
<td>158.00 USD</td>
</tr>
<tr>
<td>Ext Price</td>
<td>158.00 USD</td>
</tr>
<tr>
<td>Size/Packaging</td>
<td>NEA</td>
</tr>
<tr>
<td>Commodity</td>
<td>41150000</td>
</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>741191 - Equip Lab/Medical Expendable</td>
</tr>
</tbody>
</table>

FORM TOTAL: 158.00 USD

TOTAL: 158.00 USD

Accounting Codes

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>FSU61 - Florida State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>00700112A - PARKING GARAGE #1 - WOOD0112A</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>227000 - Natl High Magnetic Field Lab</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>116 - E &amp; G General Revenue</td>
</tr>
<tr>
<td>Project Activity</td>
<td></td>
</tr>
<tr>
<td>Source Type</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>Subcategory</td>
<td></td>
</tr>
<tr>
<td>Chartfield 1</td>
<td></td>
</tr>
<tr>
<td>Chartfield 2</td>
<td></td>
</tr>
<tr>
<td>Chartfield 3</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
</tbody>
</table>

Ready to approve, reject or assign this document to yourself? Take Action
JOB AID
Approving a Requisition

Additional Information

Summary Details
Request Budget Override: No
Request Sponsored Project: No
Restriction Override: Supervisors:
Comments: 

Other Possible Approvers
Clyde G. Rea
Reshaye Greenlee
Jane Approver2

Shipping Address
ATTN: Joe User1
RM/FLR/STE: 123
DEPT: Procurement Services
2003 Levy Ave
AME Blog
Tallahassee, FL 32310
United States

View Requisition Approvals

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 (850) 644-6850
SpearMart@fsu.edu

Thank you,
Florida State University

Click on "Take Action" to review attachments, internal notes, and other details about the requisition.

Ready to approve, reject or assign this document to yourself? Take Action

The below window will open.
Click “Assign to myself” to ensure none of the other approvers in the shared approval folder for this requisition have access to take action.

You will see a box pop up showing that you have assigned the cart successfully.

Enter the approval code you set-up in your User Profile and click the desired action as outlined above. The choices are shown below on pages 5 through 7.

For this example, “Approve” was selected and the below is the message received once that action is complete.
Congratulations! You have approved a requisition through an email.