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 is submitted simply by clicking on “What’s next for my order” after clicking on Proceed to Checkout.

Click the arrow to see a preview of the Approval Workflow.

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Clicking on the blue text for any one of the workflow steps will trigger a popup that shows all of the approvers for that step. In this example, any one of the names displayed can approve to move the requisition forward.

**Immediately After Your Requisition is Submitted**

<table>
<thead>
<tr>
<th>Requisition 154867390 Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
</tr>
<tr>
<td>Requisition number</td>
</tr>
<tr>
<td>Requisition status</td>
</tr>
<tr>
<td>Cart name</td>
</tr>
<tr>
<td>Requisition date</td>
</tr>
<tr>
<td>Cart total</td>
</tr>
<tr>
<td>Number of line items</td>
</tr>
</tbody>
</table>

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 using several methods. For this Job Aid, we’ll cover the top 3 ways to view your order status:

1. From the My Requisition Widget (bottom of the Shopping Homepage)

   Icons in front of the Requisition Number indicate the status.
   - Double circle arrows – Pending
   - Green Check – All Approvals Complete
   - Click on the Req # to open the requisition

2. 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.

3. From the Shop Menu
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.