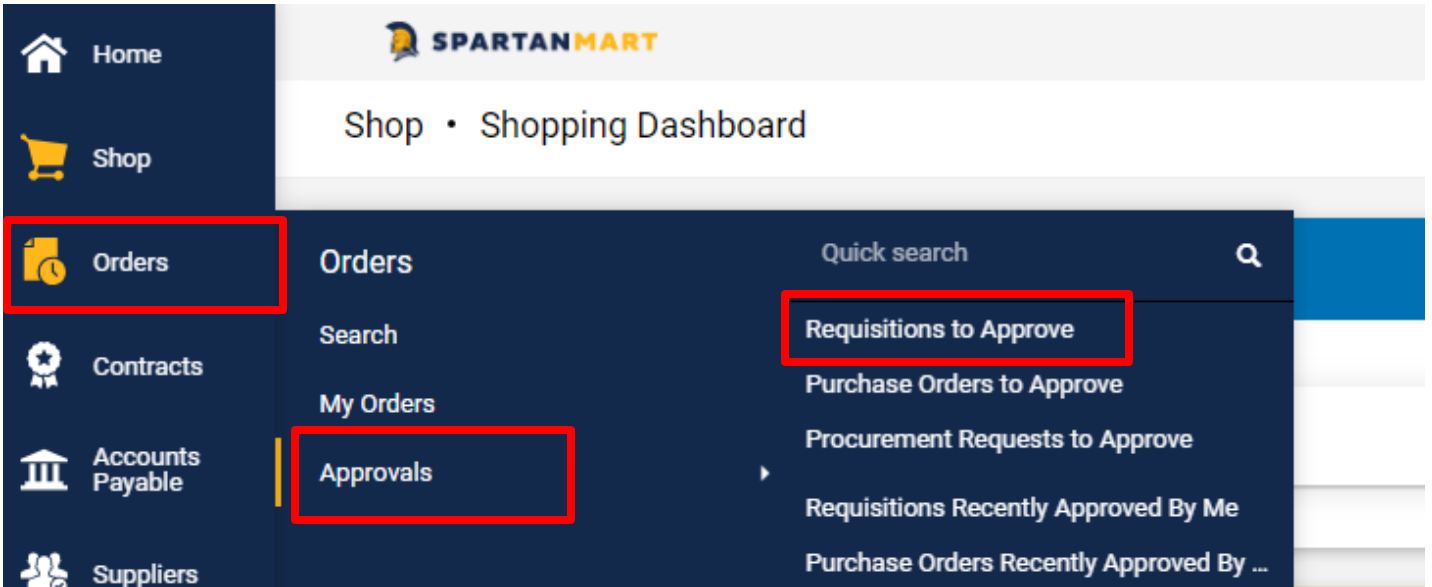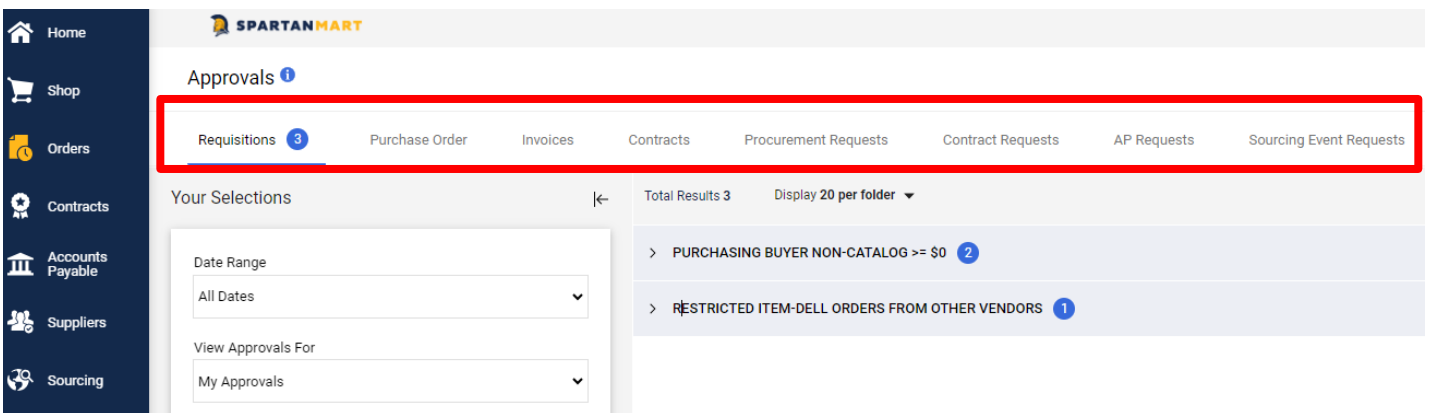# Approving a Document in SpartanMart

To make *changes* to the document or to email comments, you must be logged into Spartan Mart.
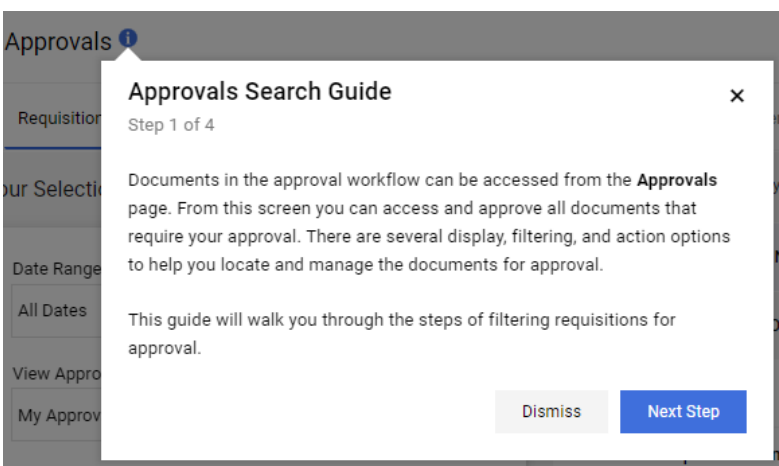
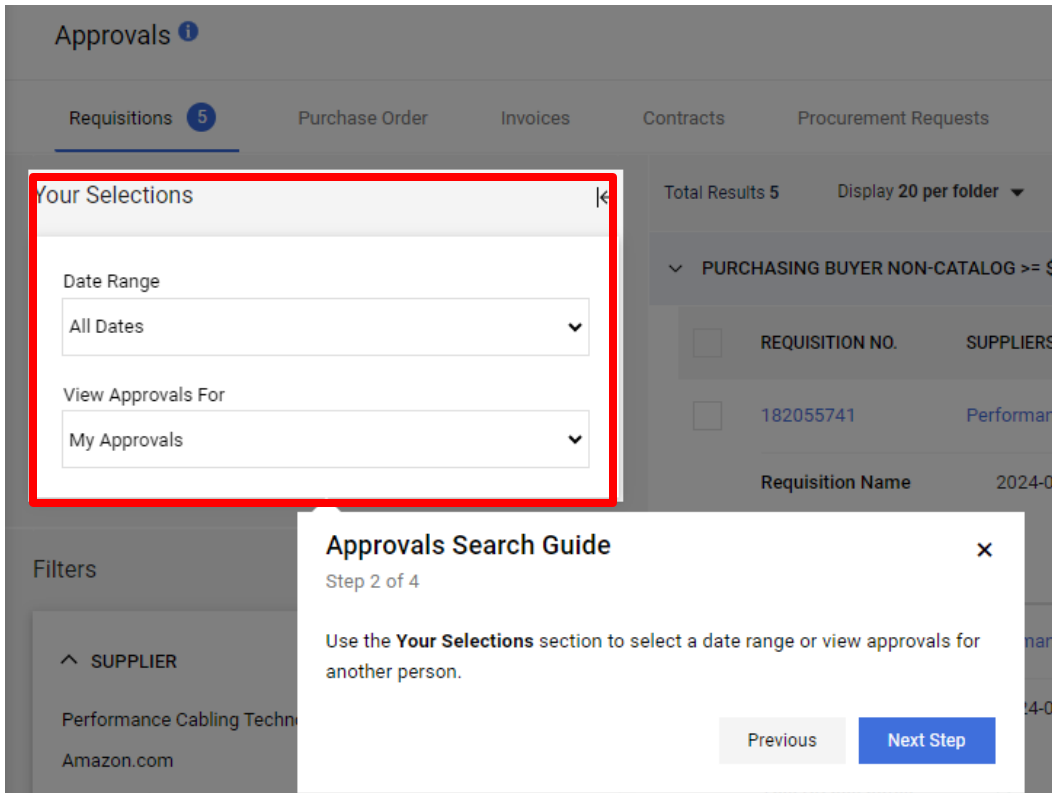1. Go to SpartanMart Home Page. Click Orders, hover over Approvals, Select Requisitions to Approve.

2. From here you can see all of your approval buckets

3. View Approval Search Guided help tool by clicking on the ⓘ icon.

4. This Guide will help you review/ change your date range selection.

5. You can also view approvals for other users if you have access to them. For example as a supervisor, some supervisors can view their employees approval folders. Or you can view approval folders for employees who name you as an approval substitute. Click Next Step.
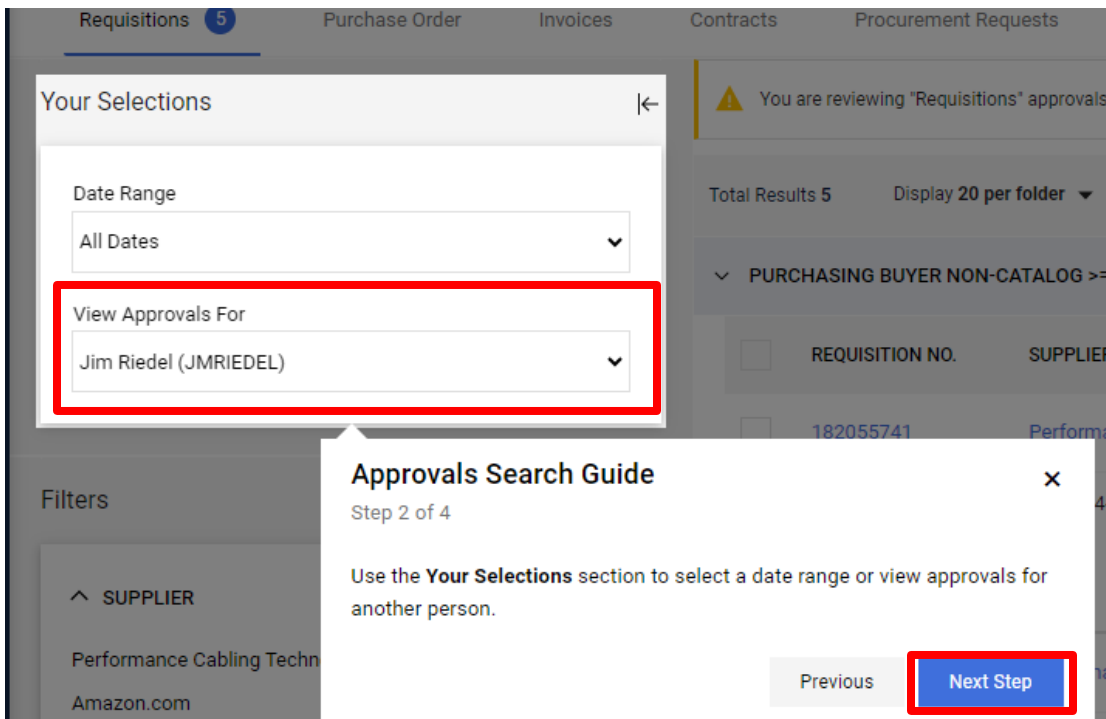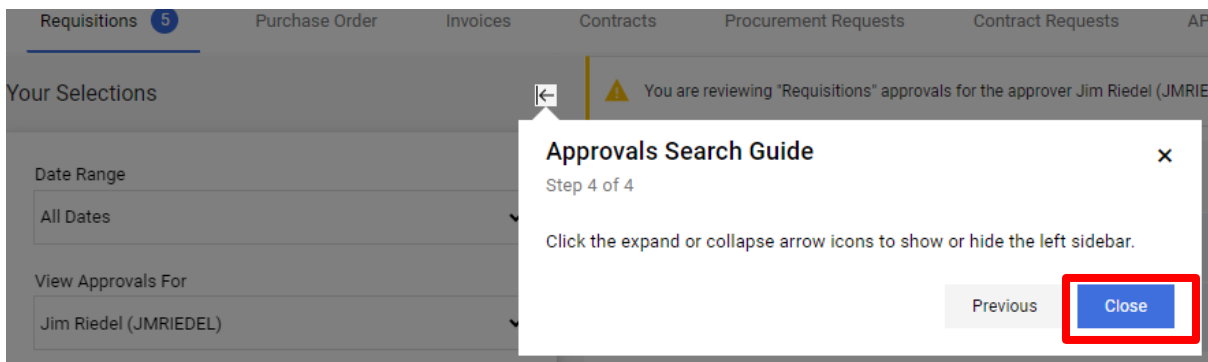
6. Now you have the option to filter your view even more should you wish. For example, you can filter to view all items to be approved for 1 vendor.
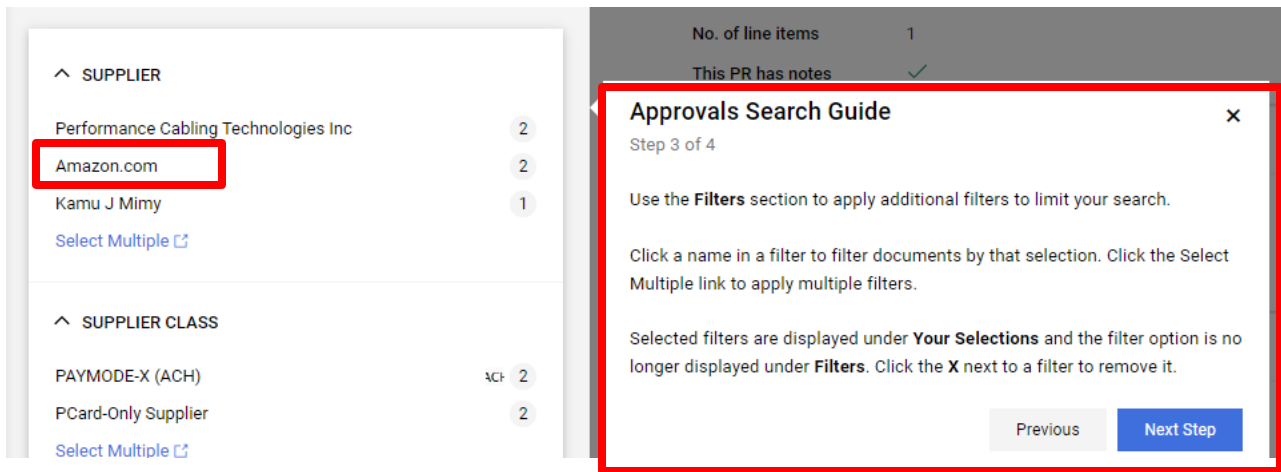
7. In this example I selected to view Jims's approvals for Amazon orders
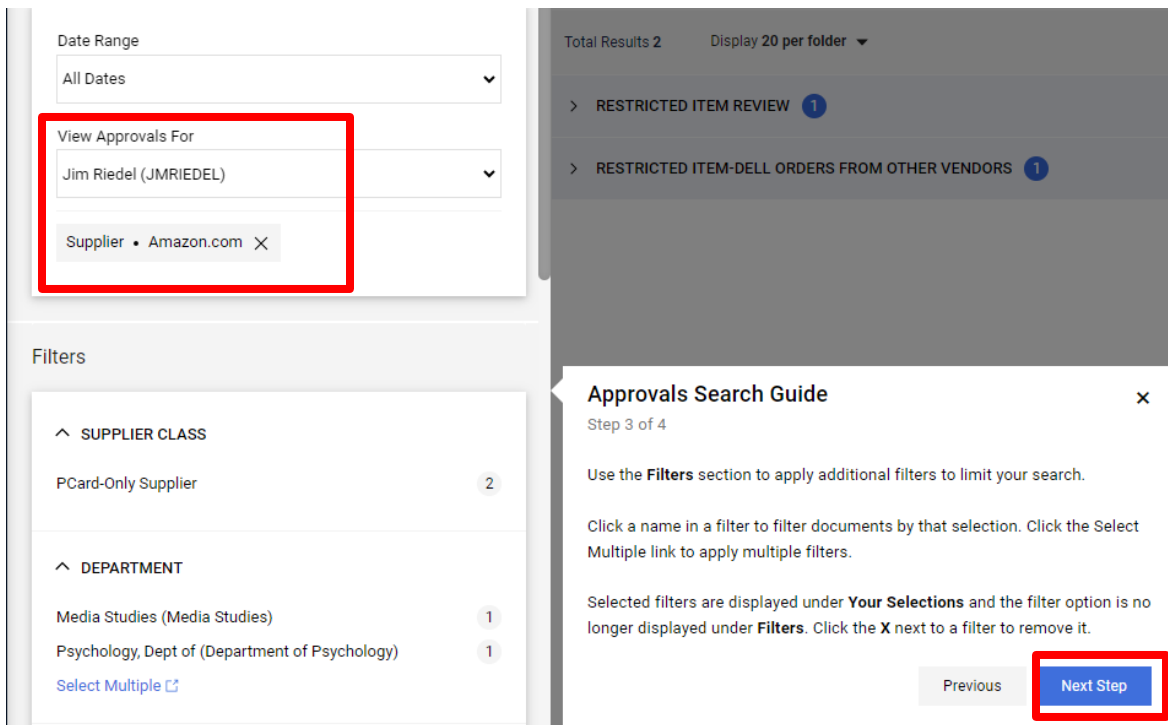
Click next step and then Click close.

8. Out of 5 requisitions 2 are for Amazon

Approvals ⓘ

Requisitions **5**	Purchase Order	Invoices	Contracts	Procurement Requests	Contract Requests	AP Requests	Sourcing Event R

Your Selections ⇤

⚠ You are reviewing "Requisitions" approvals for the approver Jim Riedel (JMRIEDEL) - Remove from View Approvals

Date Range

All Dates ▾

View Approvals For

Jim Riedel (JMRIEDEL) ▾

Supplier • Amazon.com ✕

Total Results 2   Display **20 per folder** ▾

⌄ RESTRICTED ITEM REVIEW **1**

	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER
☐	182056372	Amazon.com	Not Assigned

| Requisition Name | PSY OFFSUPP224 | Folders |
| No. of line items | 2 | |

⌄ RESTRICTED ITEM-DELL ORDERS FROM OTHER VENDORS **1**

	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER
☐	181947317	Amazon.com	Moreland Smith

| Requisition Name | 2024-01-25 SGYOUNG 01 | Folders |

Filters

⌃ SUPPLIER CLASS

PCard-Only Supplier   2

⌃ DEPARTMENT

If you have permission to approve that item, you can click the Approve button.

Procurement Requests	Contract Requests	AP Requests	Sourcing Event Requests	Supplier Registrations	Supplier Requests

are reviewing "Requisitions" approvals for the approver Jim Riedel (JMRIEDEL) - Remove from View Approvals for List

ts 2   Display **20 per folder** ▾

RICTED ITEM REVIEW **1**

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT		
182056372	Amazon.com	Not Assigned	1/29/2024 10:23 AM	Melinda Wolf	28.88 USD	⤢	**Approve**

| Requisition Name | PSY OFFSUPP224 | Folders | 0 Days in folder [Restricted Item Review] |
| No. of line items | 2 | |

If you do not have permission or if someone else is already assigned that item to themselves, you won't be able to click the Approve button.

ERS FROM OTHER VENDORS **1**

| SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT		
Amazon.com	Moreland Smith	1/25/2024 12:27 PM	Gwen Young	689.99 USD	⤢	Approve
2024-01-25 SGYOUNG 01	Folders	3 Days in folder [Restricted Item-Dell Orders from Other Vendors]				

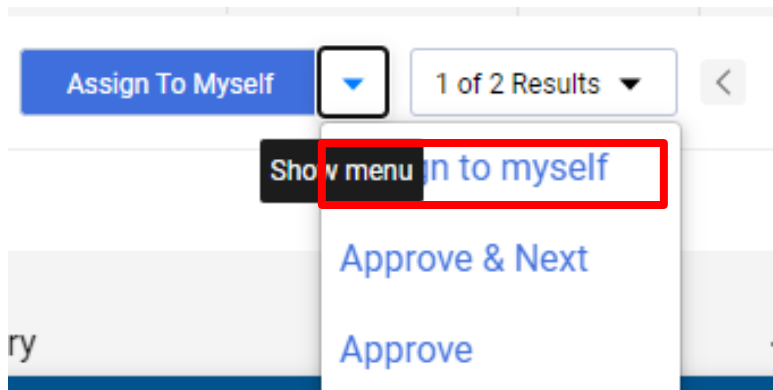9. Click on a bucket to see what is waiting for your approval.
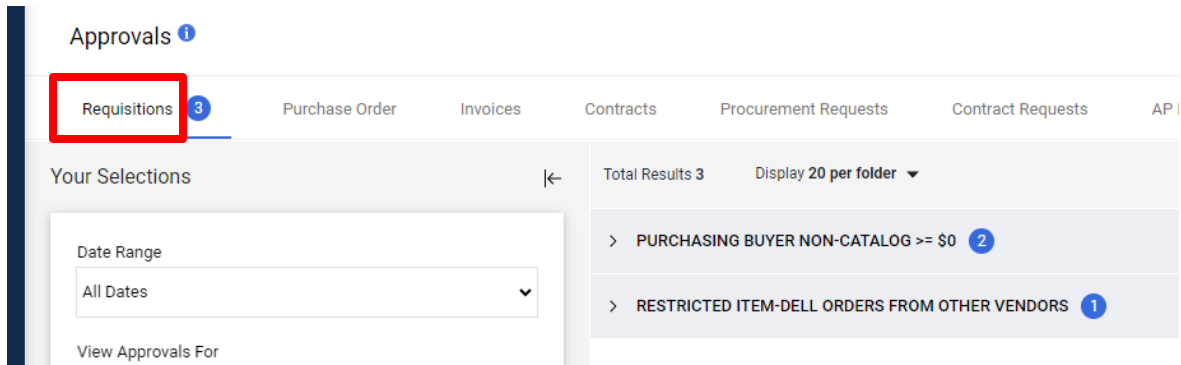
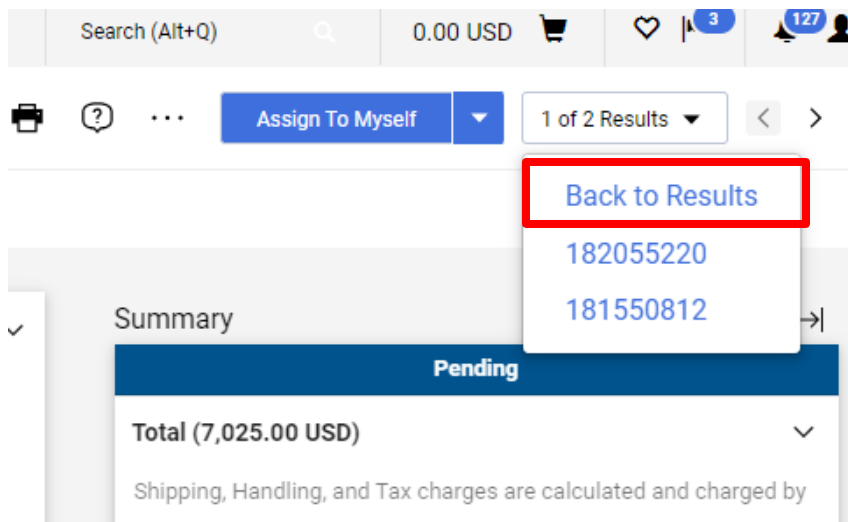10. Review the item that needs to be approved. Click on the Requisition #
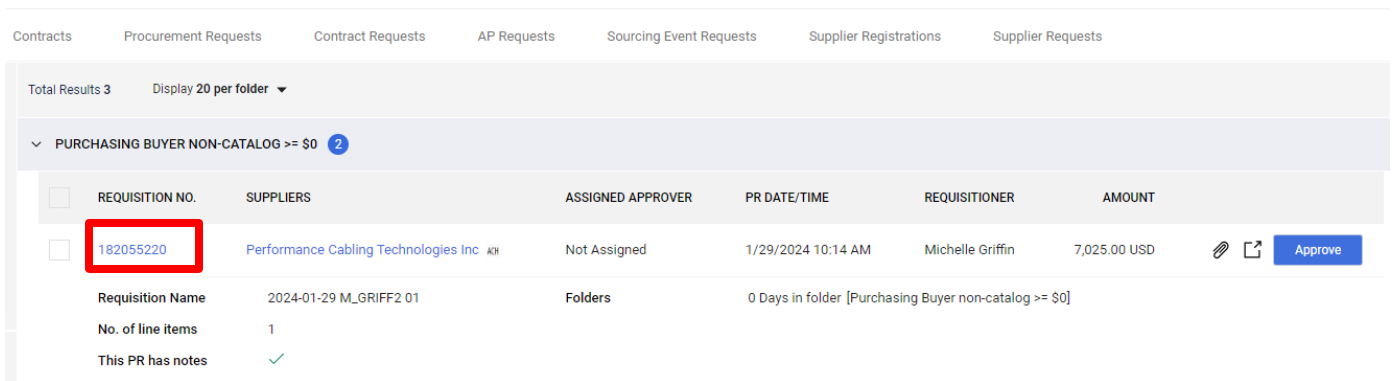
11. Assign the item for approval to you, by Clicking "**Assign To Myself"**
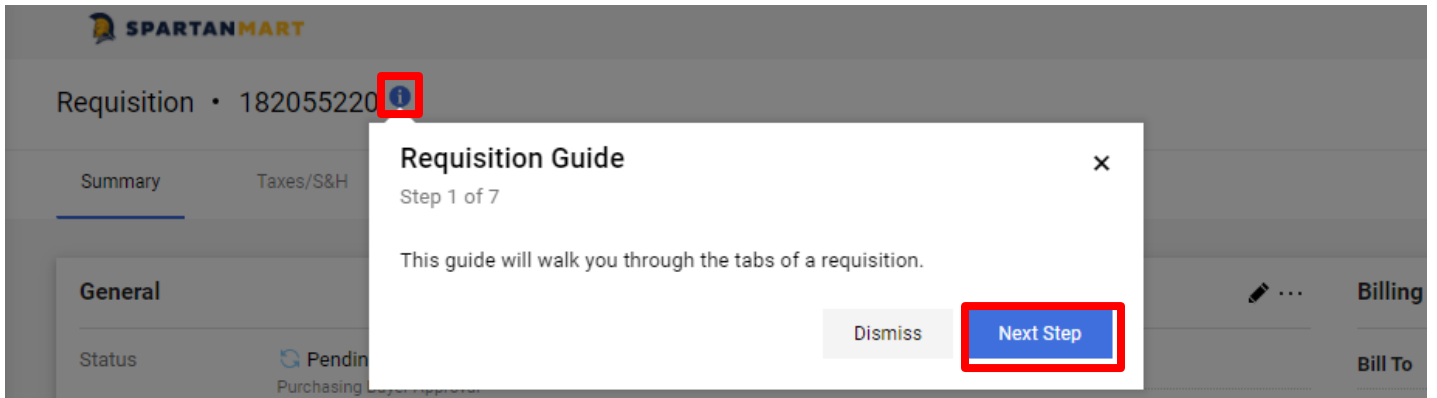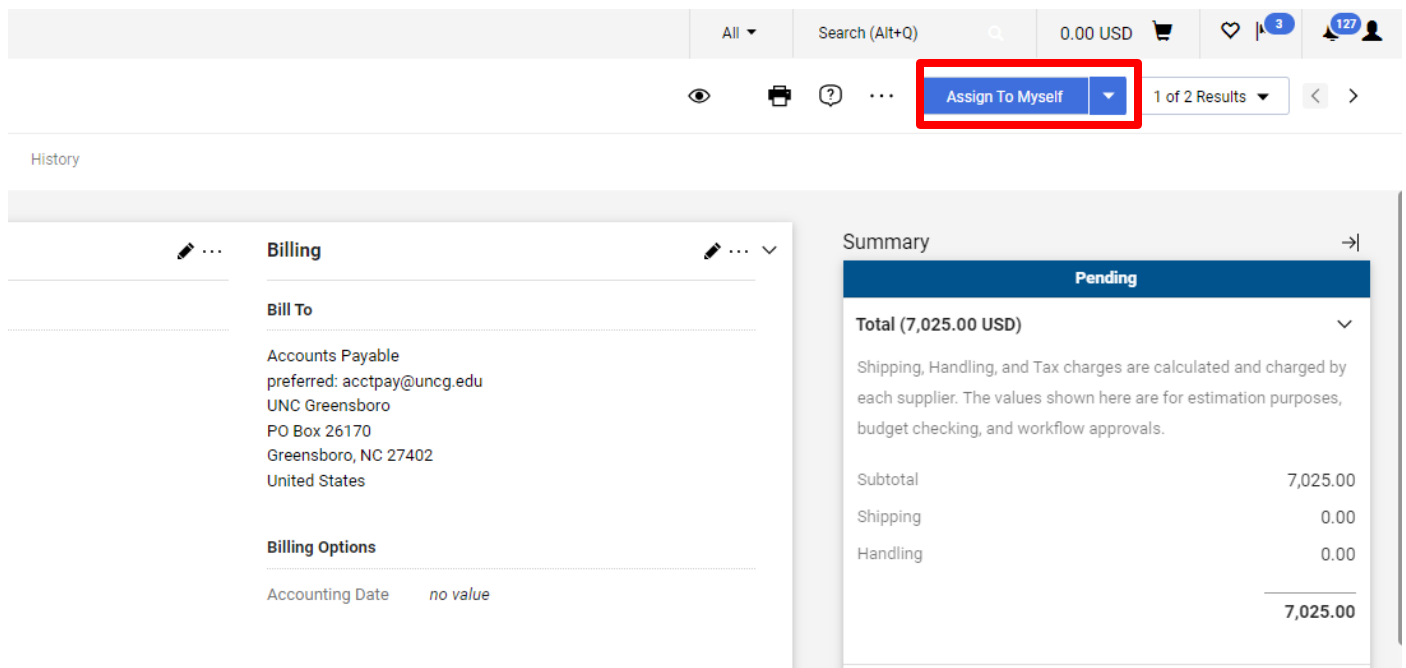
12. Other Dropdown Options:

13. If you don't want to approve this item, you can go back to the results to get back to the approval buckets.

14. If you click "Assign to Myself", other approvers in your queue cannot assign/modify the document at the same time you are viewing it. Once assigned, you have additional options available.
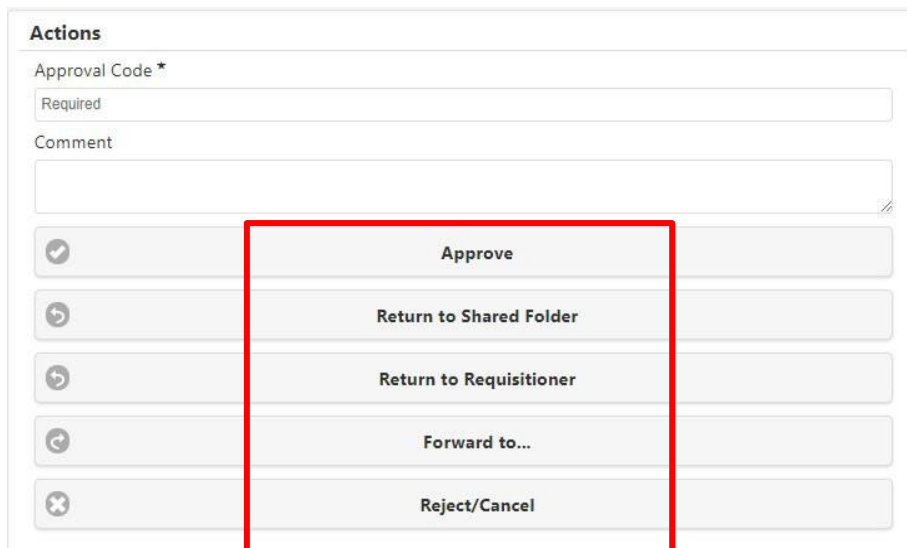
15. Adopt Guided help is also available for the document you are reviewing. See ℹ️ Icon. For more information about Adopt help tool (See **Adopt How to Guides**).