How to Check the Status of Approvals in Marketplace

Step 1: Log into SAP Portal and Marketplace as per normal. At the Welcome Page, in the upper left-hand corner, click “Shop”

1A) Under Shop, select “My Carts and Orders” and then select “View My Orders”
Your screen will now show all your previous orders, looking like:

Step 2: Select the Requisition you would like to view or in the Search bar in the upper right-hand corner enter the number and select “Requisition” from the drop-down menu.
2A) Click on “PR Approvals” Tab

If you have received an email saying your requisition was rejected, this is where you can see why it was. Please Note: 90% of the rejections will be because the “Initial Budget Check” or “Accounting Information” has been entered incorrectly.

Step 3: Click on any workflow to “View Approvers”