

Setting Up and Approving Requisitions in the iBuy Mobile Application

Departmental Approvers and Invoice Acknowledgers can approve requisitions through a smartphone application. The functionality is similar to the Email Approval feature.

The approver reactions for Requisitions and Invoices include:

- Approval
- Return to Requestor
- Reject
- Forward
- View Comments and Accounting information
- Download Attachments

NOTE: There are two steps to implementing the iBuy Mobile Application. The first step requires logging into iBuy on your computer, and the second step is completed on your smartphone.

Setting up an Activation Code in iBuy

Step	Task
1.	Log in to iBuy on a computer.
2.	Click User (silhouette) at the top right of the page to access profile settings.
3.	Select View My Profile .
4.	Select App Activation Codes under User Profile and Preferences .
5.	Click Add Device .
6.	Create and confirm an Application Password . NOTE: You should use the same password you use to log in to iBuy.
7.	Enter a Device Name .
8.	Select Yes to Email Activation Code to User . NOTE: An activation code will appear on the screen and will also be emailed to you.
9.	Click Add Device .
10.	Click Close .

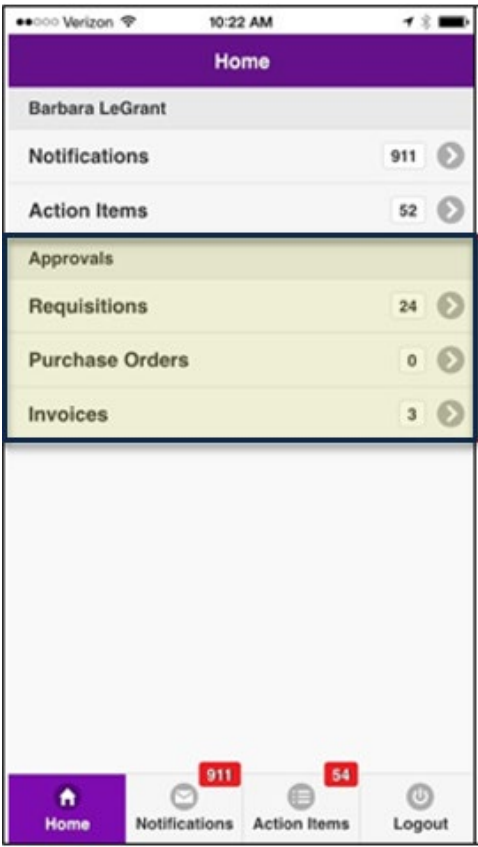
Installing the iBuy Mobile Application


NOTE: The application is not available for use on tablets.


Step	Task
1.	Locate the Jaggaer Mobile App from your smartphone's App Store.
2.	Download the Jaggaer Mobile App to your smartphone.
3.	Tap the Jaggaer Mobile App .

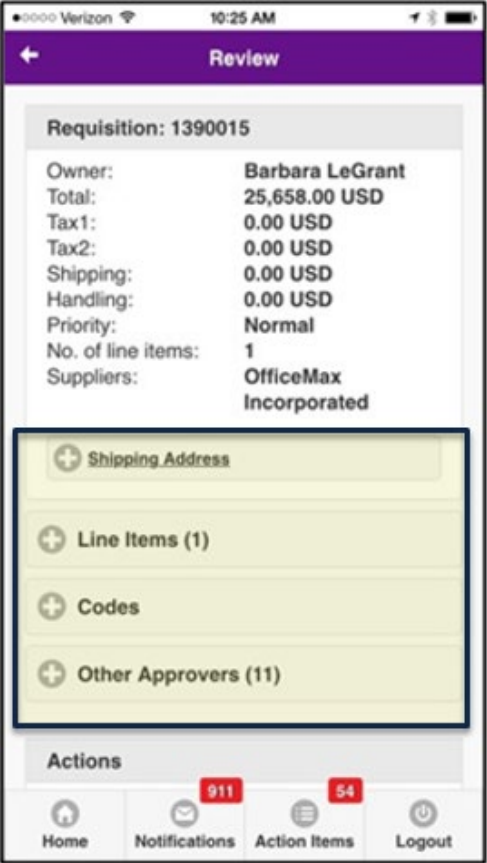
Step	Task
4.	Enter the Activation Code and Password .
5.	Tap Register Device .

Approving Requisitions on the Mobile Application

Step	Task
1.	<p>Tap the category to review.</p> 

Step	Task
2.	<p>Tap the approval queue to review.</p> <p>NOTE: Only the approval queue(s) that have documents requiring action are displayed.</p>  <p>The screenshot shows a mobile application interface titled 'Requisitions'. It features a list of folders under the heading 'Folders'. Each folder entry includes a description, a count in a small box, and a right-pointing arrow. The folders listed are:</p> <ul style="list-style-type: none"> 1-344 between 10000 and 49999.99" (1) 2-577 between 10000 and 49999.99" (1) 4-660 between 0.01 and 4999.99 (11) 4-660 between 10000 and 49999.99 (3) 4-660 between 5000 and 9999.99 (1) 4-660 between 50000 and 249999.99 (6) 9-959 between 5000.00 and 9999.99 (1) <p>At the bottom of the screen is a navigation bar with four icons: Home, Notifications (with a red badge showing '911'), Action Items (with a red badge showing '54'), and Logout.</p>

Step	Task
3.	<p>Tap the requisition to be reviewed.</p>  <p>The screenshot shows a mobile application interface with a purple header titled "Requisitions". Below the header, there is a filter text "1-344 between 10000 and 49999.99". A single requisition is displayed with the following details: ID "1390015", amount "25,658.00 USD", date "2015-07-16 legant 01", and time "7/16/2015 10:11 AM". The vendor name "OfficeMax Incorporated" is listed below. At the bottom of the screen is a navigation bar with four items: "Home", "Notifications" (with a red badge showing "911"), "Action Items" (with a red badge showing "54"), and "Logout".</p>

Step	Task
<p>4.</p>	<p>Tap the plus sign to expand for more detail.</p> <p>NOTE: All approvers in the queue will be visible by selecting Other Approvers. You may contact any of the Approvers by clicking on the corresponding icon next to their name.</p> 
<p>5.</p>	<p>Swipe up to view Actions. Actions that are available include Return to Requisitioner, Assign to myself, Approve, and Reject/Cancel.</p> <p>NOTE: Confirmation will appear once an action is selected.</p>
<p>6.</p>	<p>Tap Logout to end your session.</p>