

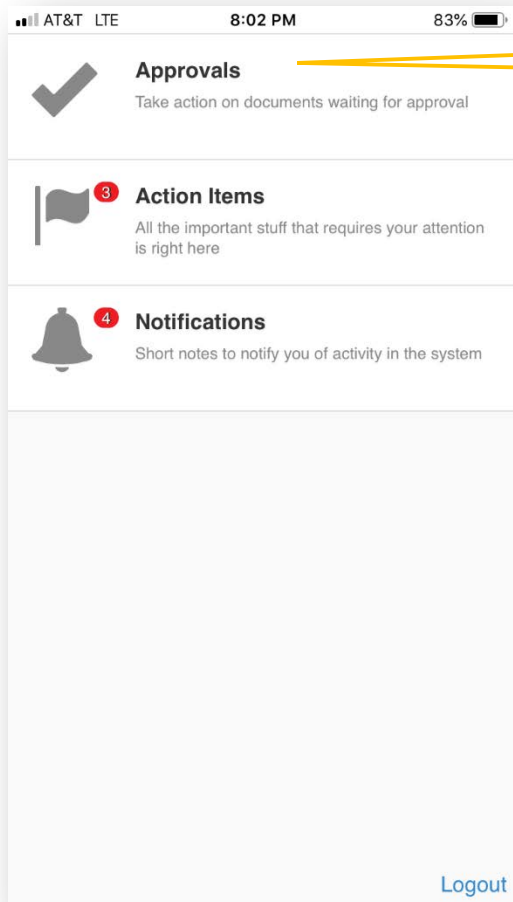
# Quick Reference Guide

## JAGGAER (Bobcat Buy)

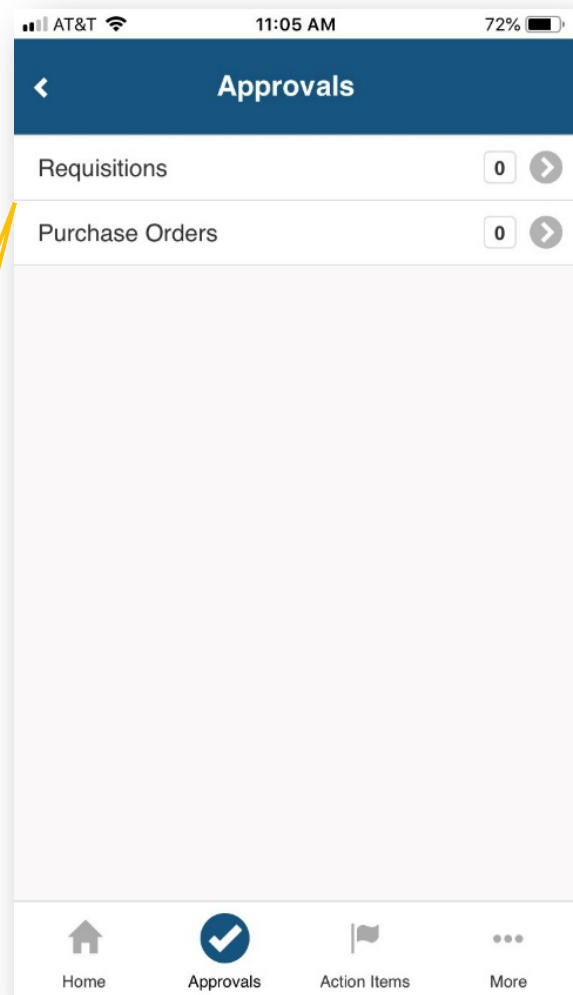
### How To Approve on Mobile App



1. **Once you have set up your mobile app**, you will be able to review and approve requisitions. Refer to “How to Set Up Mobile App” Guide number **QRG-Pro-0319-008 Rev1)**
2. **Available options after sign-in**
  - a. Approvals
  - b. Action Items
  - c. Notifications



Select "Approvals"



Select "Requisitions" or  
"Purchase Orders"

# Quick Reference Guide

## JAGGAER (Bobcat Buy)

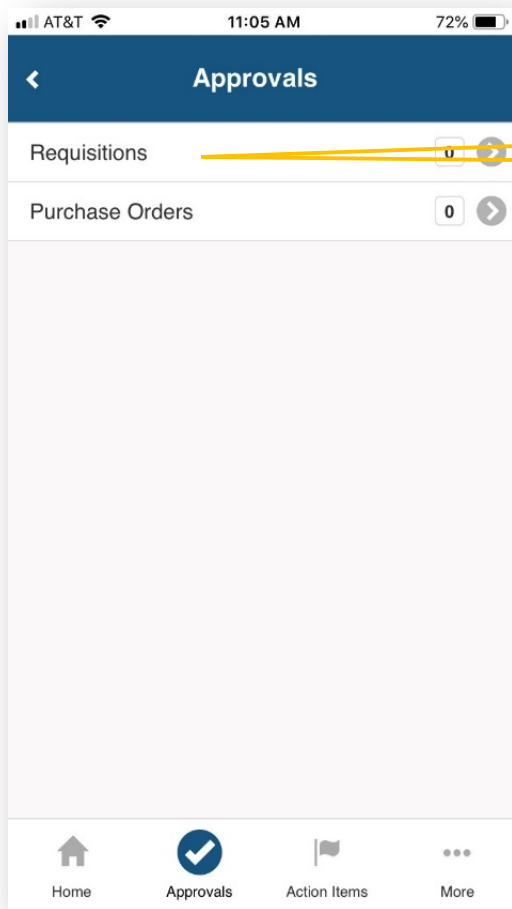
### How To Approve on Mobile App



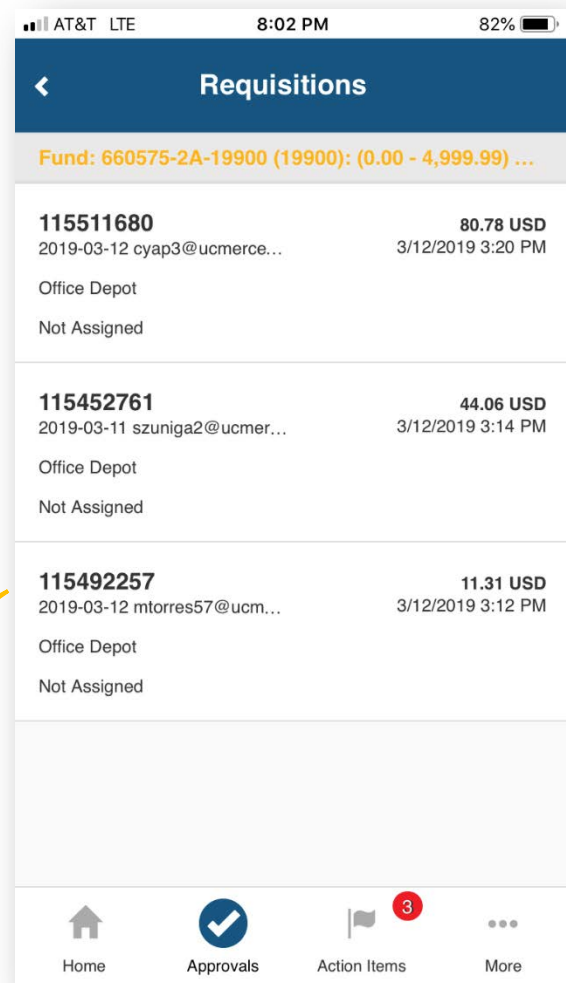
3. Available Options for “Approvals” are:

- d. “Requisitions”
- e. “Purchase Orders”

4. Select “Requisitions” to see all requisitions awaiting approval



Select “Requisitions”

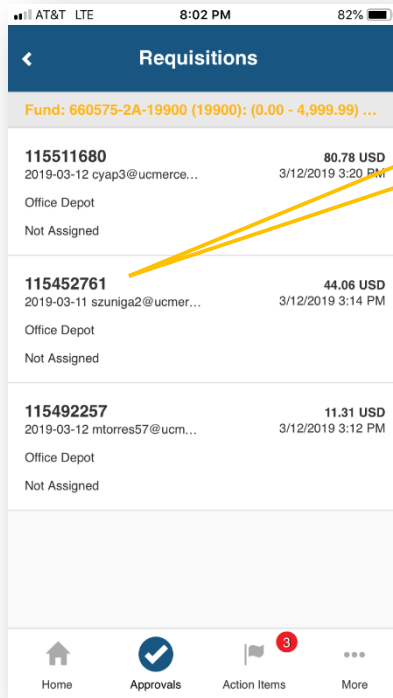


A list of all Requisition awaiting approval will appear

# Quick Reference Guide JAGGAER (Bobcat Buy) How To Approve on Mobile App



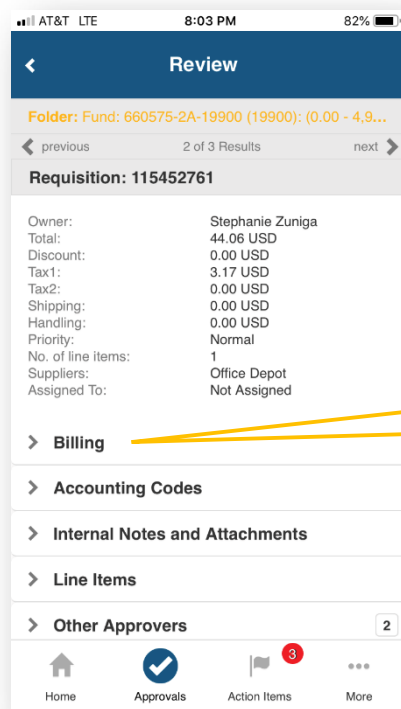
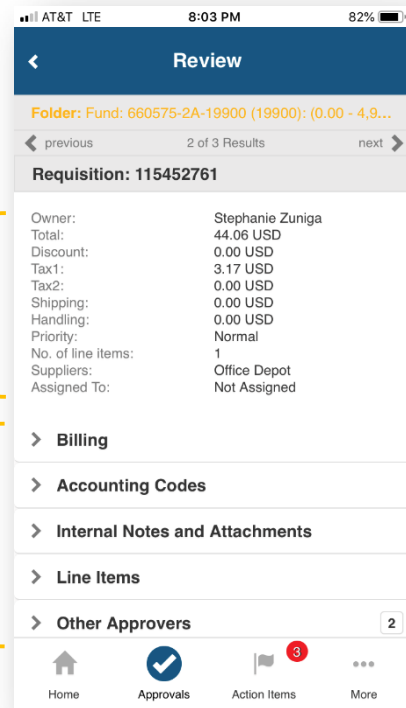
## 5. Select any requisition to view contents or make changes.



Select a requisition

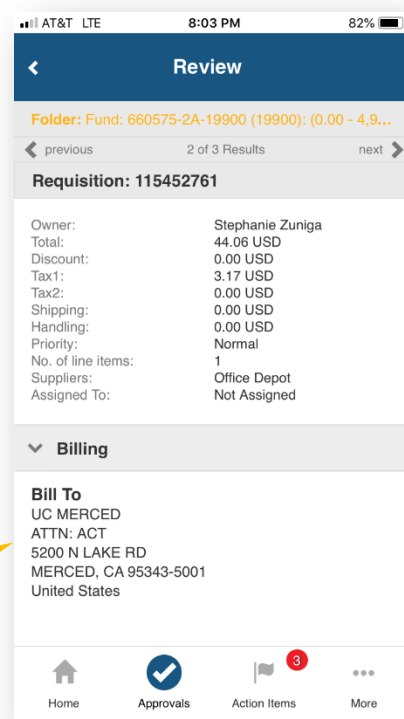
Requisition details will appear

Several options will also appear



Select "Billing" to view billing information

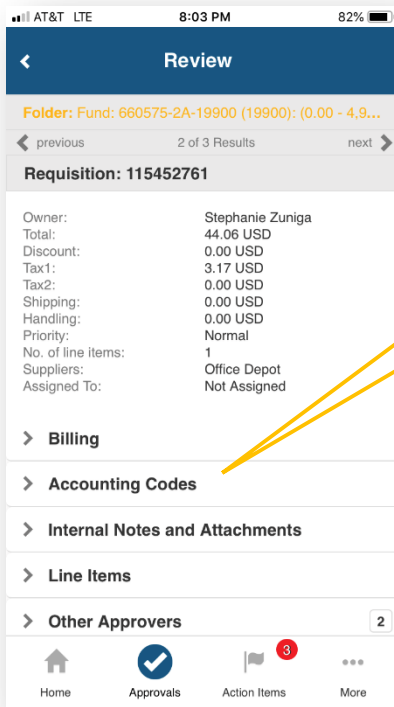
Billing information will appear



# Quick Reference Guide JAGGAER (Bobcat Buy) How To Approve on Mobile App

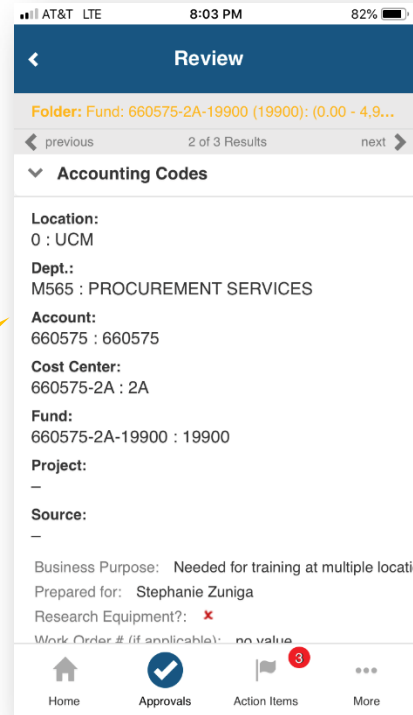


## 6. Select "Accounting Codes" to view the accounting codes for the selected requisition.

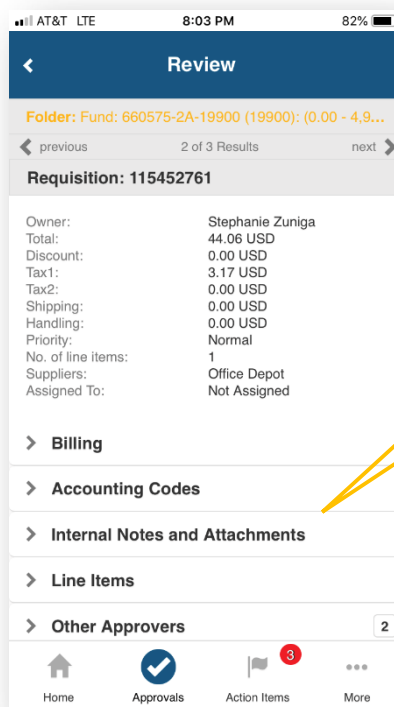


Select "Accounting Codes" to view the Codes

Accounting codes information will appear

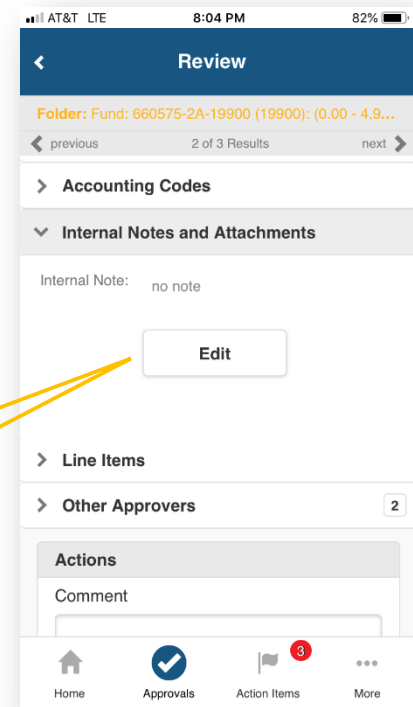


## 7. Select "Internal Notes and Attachments" to add notes or attachments.



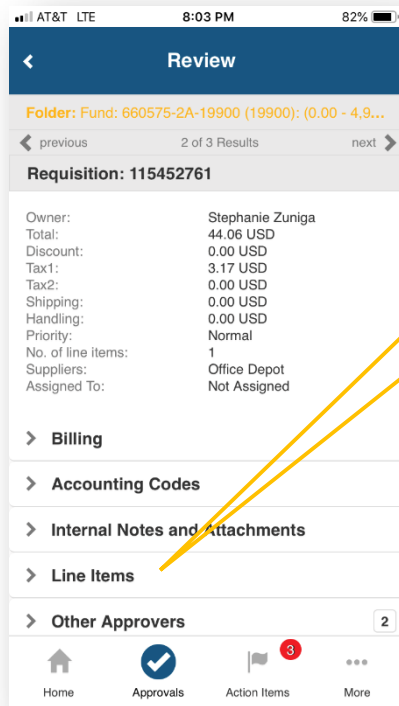
Select "Internal Notes and Attachments" to add or review any notes or documents.

Select "Edit" to add notes



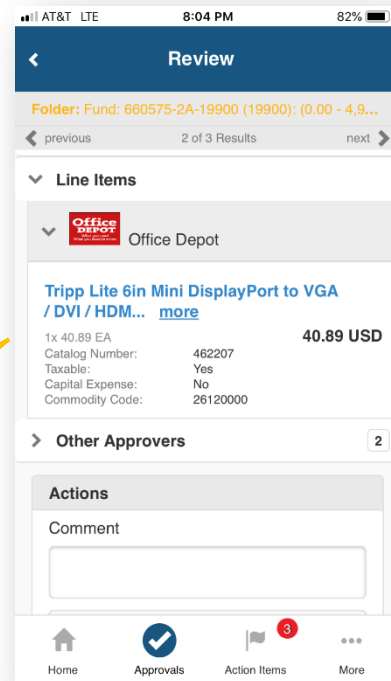
# Quick Reference Guide JAGGAER (Bobcat Buy) How To Approve on Mobile App

## 8. Select "Line Items" to view detailed line items.

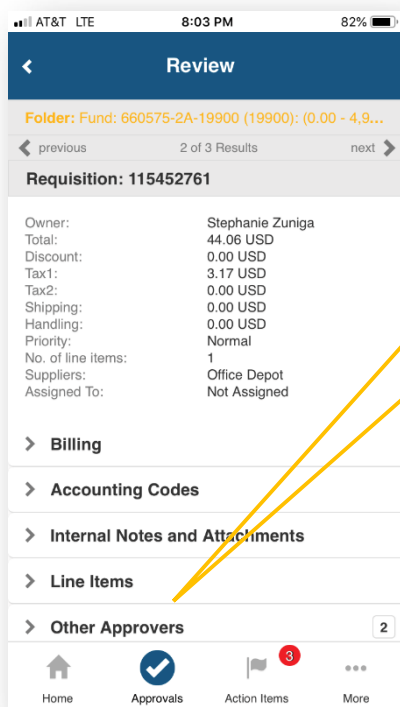


Select "Line Items"

Detailed line items will appear.

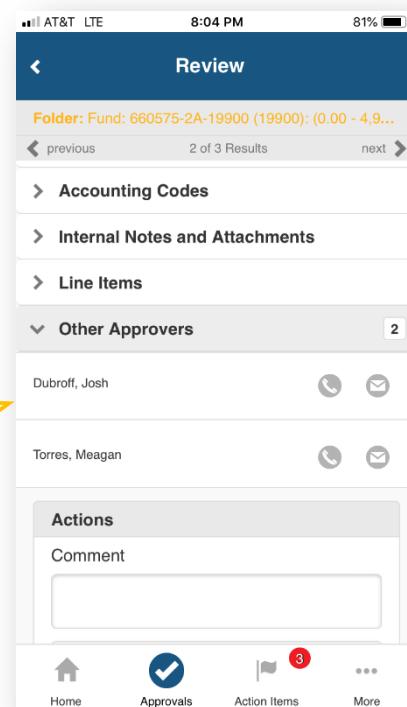


## 9. Select "Other Approvers" to view all approvers for the requisition selected.



Select "Other Approvers"

All other Approvers for the selected requisition will appear.

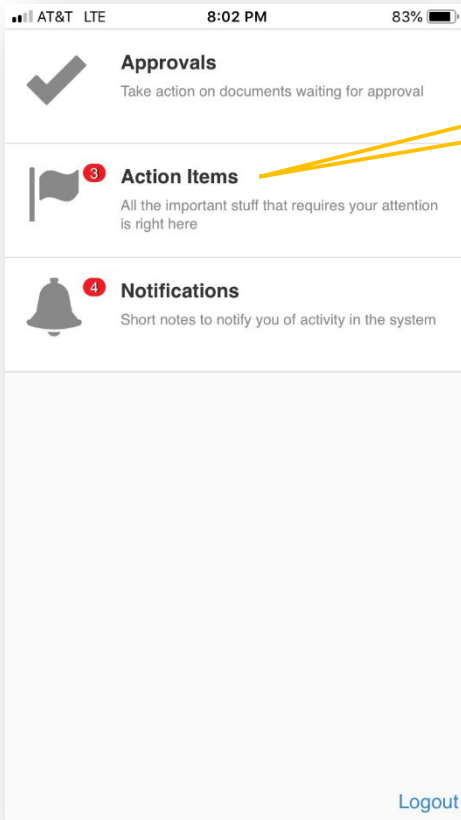


# Quick Reference Guide

## JAGGAER (Bobcat Buy)

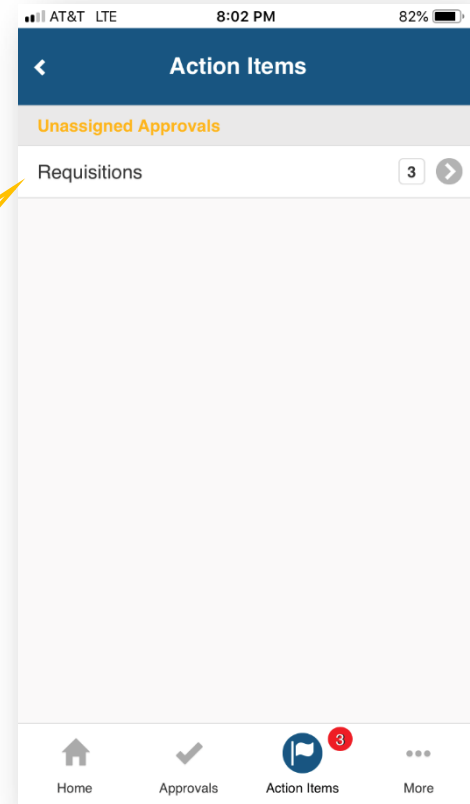
### How To Approve on Mobile App

10. Select "Action Items" to view all Items that require your attention.

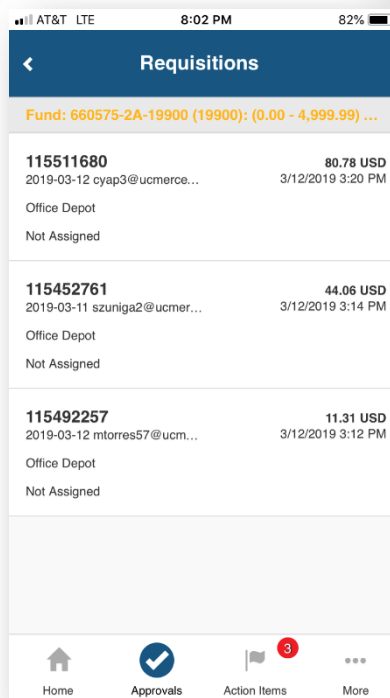


Select "Action Items"

Select "Requisitions"



A list of all Requisition awaiting approval will appear



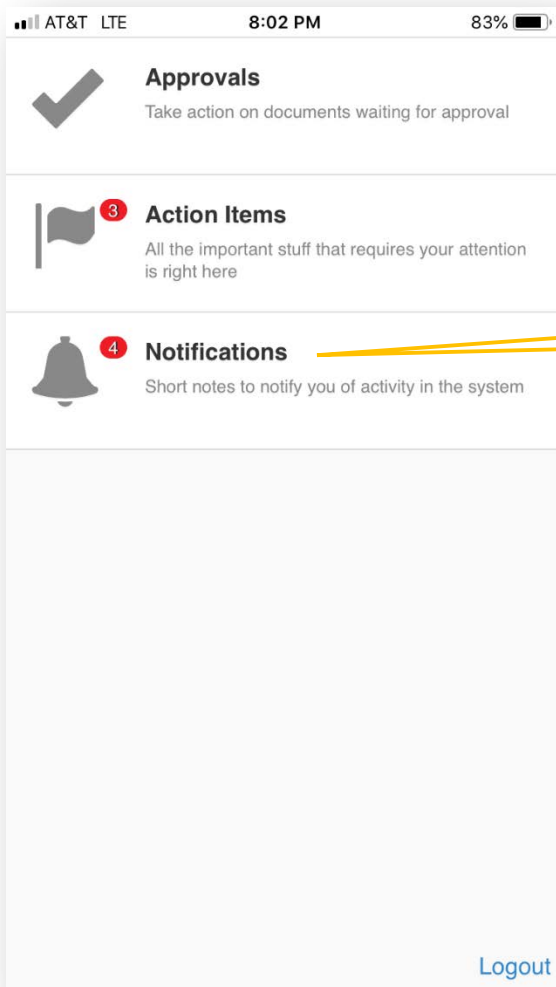
# Quick Reference Guide

## JAGGAER (Bobcat Buy)

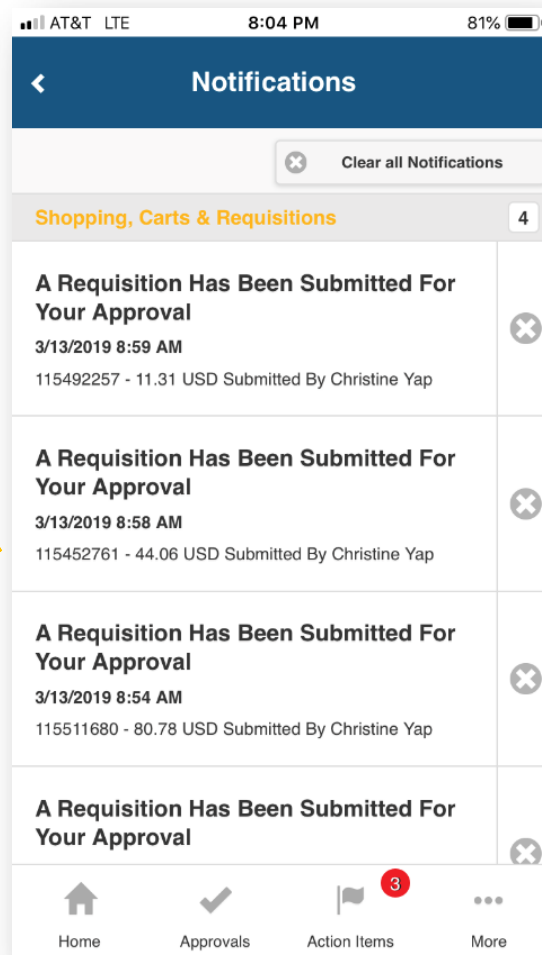
### How To Approve on Mobile App



11. Select “Notifications” to view all notifications that require your attention.



Select “Notifications”



List of all notifications will appear.