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”
3. **Available Options for “Approvals” are:**
   d. “Requisitions”
   e. “Purchase Orders”

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

A list of all Requisition awaiting approval will appear
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
6. Select “Accounting Codes” to view the accounting codes for the selected requisition.

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.
8. **Select “Line Items” to view detailed line items.**

9. **Select “Other Approvers” to view all approvers for the requisition selected.**
10. Select “Action Items” to view all Items that require your attention.

A list of all Requisition awaiting approval will appear.
11. Select “Notifications” to view all notifications that require your attention.

List of all notifications will appear.