

# buyND™ SciQuest Mobile App

## Adding a Mobile Device

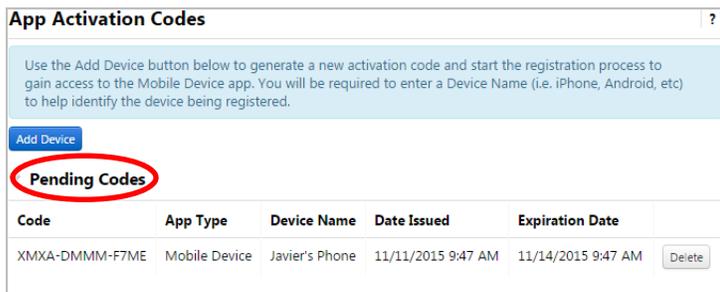
1. To activate a mobile device, you must first register your device on your computer. This is done through your **User Profile**.
2. Go to your User Profile, select **User Profile and Preferences**, and click on **App Activation Codes**.
3. Click **Add Device**.



4. Enter a **Device Name** and confirm the selection to email the Activation Code. Click **Add Device**.

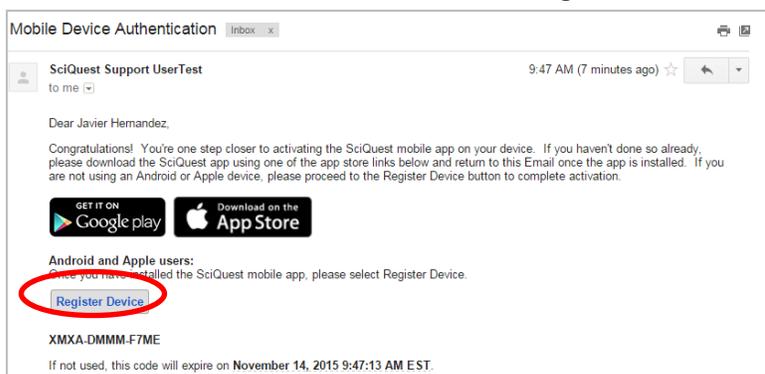


5. A pop-up window will display the activation code and the time frame to use the code before it expires.
6. The newly added device will display on the App Activation Codes screen under the **Pending Codes** heading.

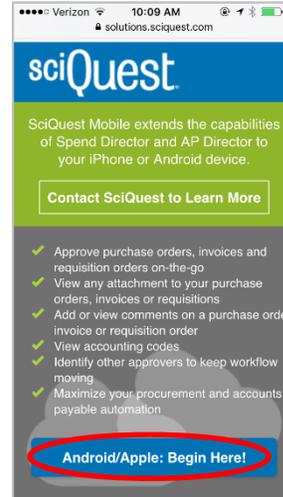


## Activating a Mobile Device

7. Open your mobile device and access your ND email account.
8. Locate the email you received from SciQuest with Subject: **Mobile Device Authentication** and click on **Register Device**.



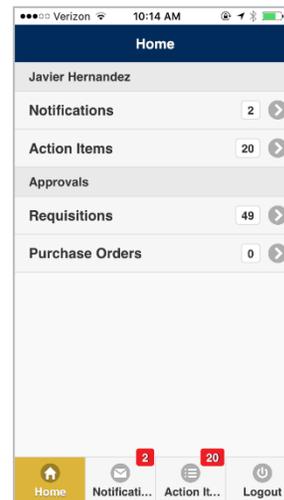
9. When selecting Register Device from your email, you will be shown the mobile splash screen. If the mobile app is not already installed before reaching the splash screen, you will be re-directed to install the app.
10. From the **Mobile Splash Screen**, select the appropriate option based on your device. Most users will select **Android/Apple: Begin Here!**



11. **Note:** If your device is not compatible with the Android/Apple SciQuest mobile app, select **Everything else: Start Here!** to complete activation on mobile web view.
12. The **Register Device** screen will open with the registration code automatically input. In the Password field, enter your **ND Password**. Click **Register Device**.



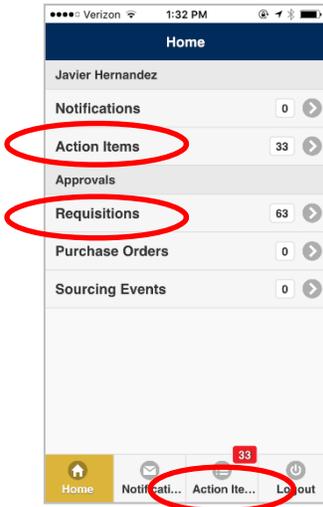
13. Your device is now connected to the mobile app. You can approve and reject requisitions, view or add comments, download attachments, and view accounting information.



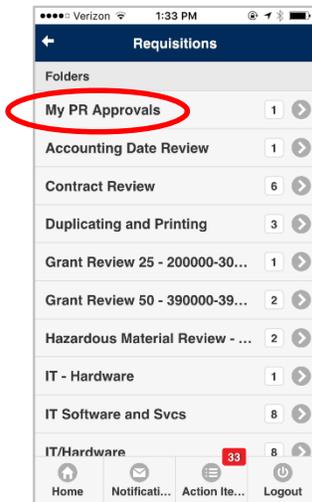
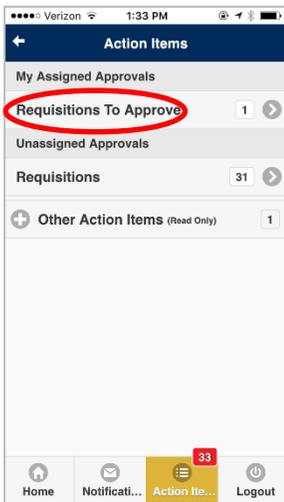
# buyND™ SciQuest Mobile App (cont.)

## Navigating the App

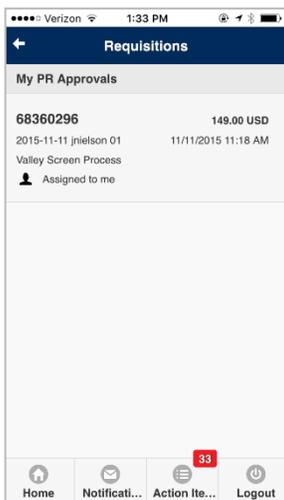
1. The **Home** screen shows **Notifications**, **Action Items**, and **Approvals** folders that have been assigned to your profile.



2. Select **Action Items** to view any open requisitions that require your approval. Alternatively, you can select **Requisitions** under Approvals to see all of your approval folders.

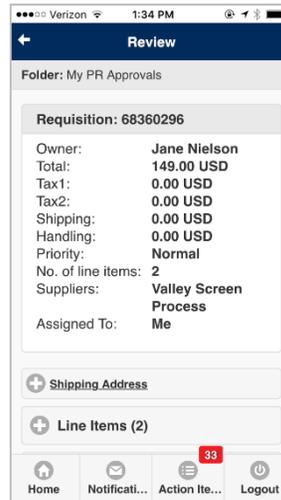


3. Select **My PR Approvals** to view requisitions that have been assigned to you.

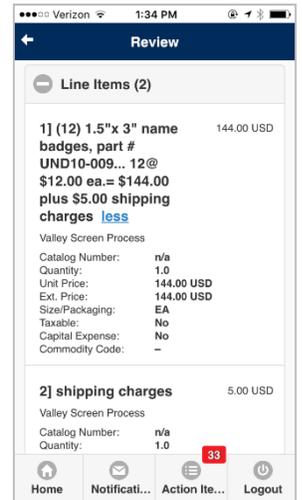


4. Clicking on a requisition will allow you to review, **but not edit**, various parts of the order, including:

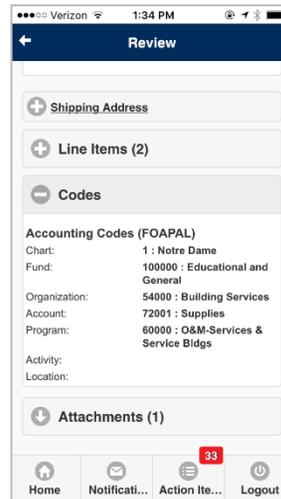
### Summary Information



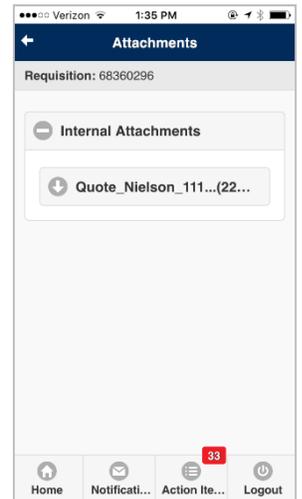
### Line Item Detail



### Codes and FOAPALS



### Attachments



4. You can add **Comments** to the requisition under **Actions**.
5. To complete an order, select **Approve** or **Reject/Cancel**.

