Within the Procurement Partners system, one of your responsibilities may be to approve orders and/or invoices that are assigned to you. The Procurement Partners Mobile App offers the convenient ability to perform these roles on the go. The following documentation contains details on how to install the Procurement Partners app on your mobile device as well as usage instructions.

Contents

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Installation Directions

To install the Procurement Partners mobile app on your Android device, please follow these directions.

1. Navigate to the Procurement Partners log-in screen on your phone:
   https://buyer.procurementpartners.com

2. Click the **Android App** link at the bottom of the log-in window

3. You may get a prompt that says *"This type of file can harm your device. Do you want to keep procure.apk anyway?"* – click **OK**

4. In your downloads you will see an item called *procure.apk* – click this to proceed with install

5. You may get a prompt that says "*For security, your phone is set to block installation of apps obtained from unknown sources."* – click **Settings**
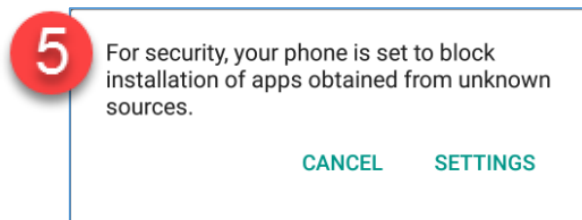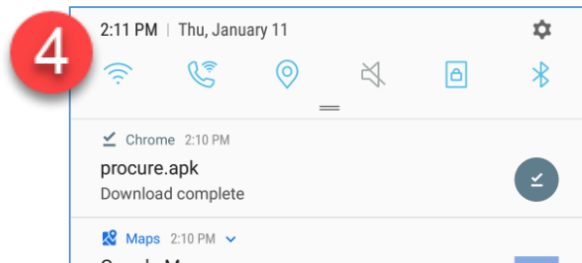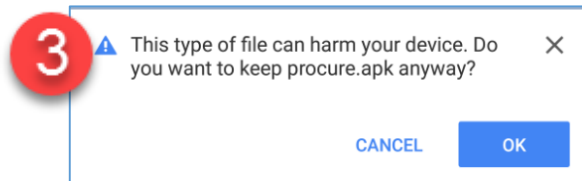
6. This will take you to the *Lock Screen and Security* page; click the **Unknown sources** slider

7. A prompt will appear with a warning; leave the *"Allow this installation only"* check box checked, and click **OK**

8. A screen will appear stating *"Do you want to install this application? It does not require any special access."* – click **Install**, then wait for the app to install
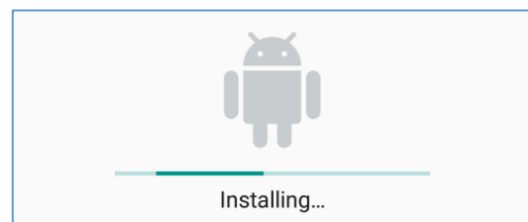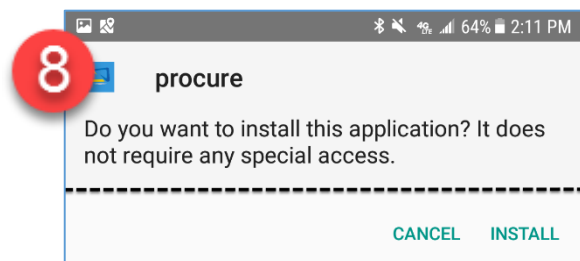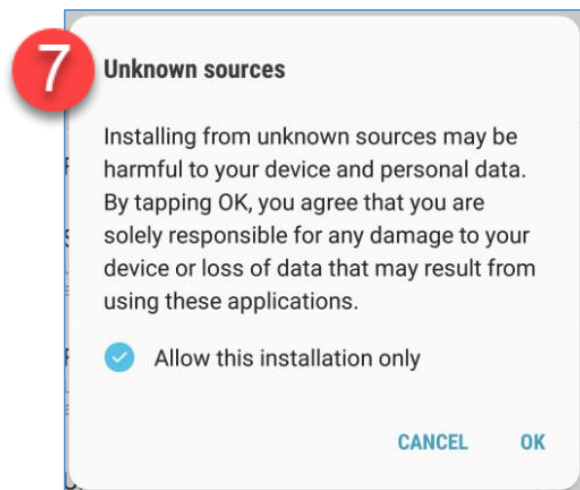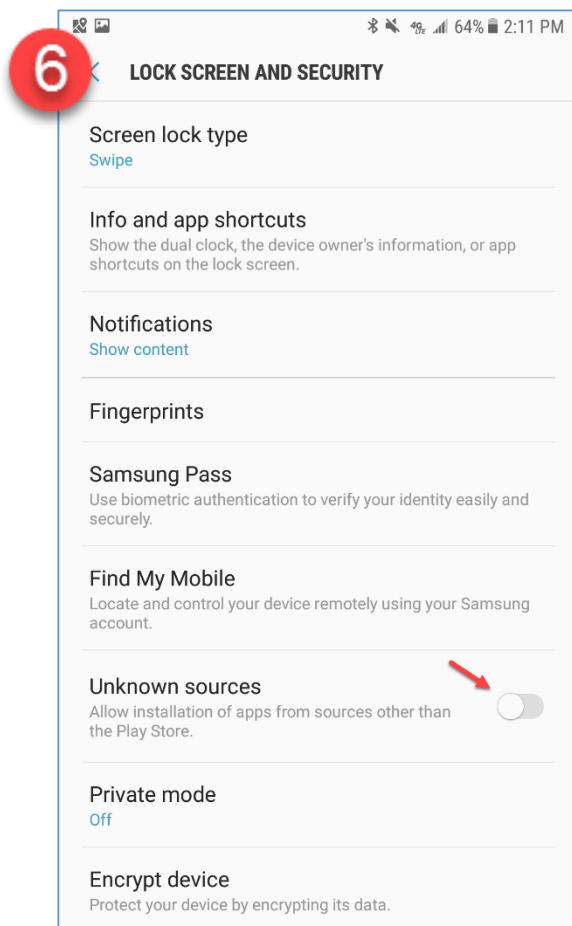
9. When the installation completes you will receive a checkmark stating that the app is installed; to open the app, click **Open**

10. This will take you to the app log-in screen; you can now log into the mobile app
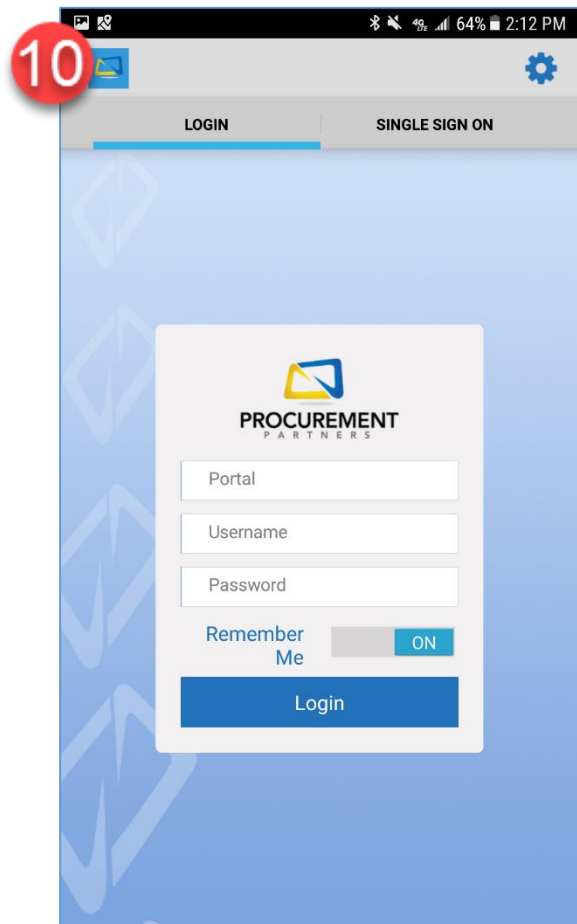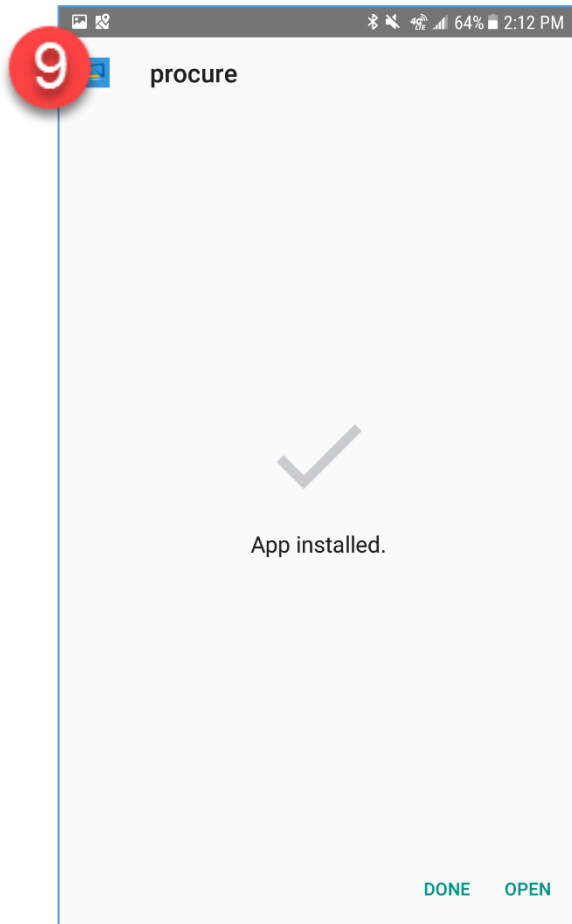
## Using the Procurement Partners App

Once you log into the Procurement Partners app you will be greeted with a **News Feed** screen that contains your announcements as well as **Invoice Charts** and **Order Charts** screens. These screens contain reports that display the invoices posted and orders placed within the last six months and contain the month, number of invoices / orders, and amount spent.
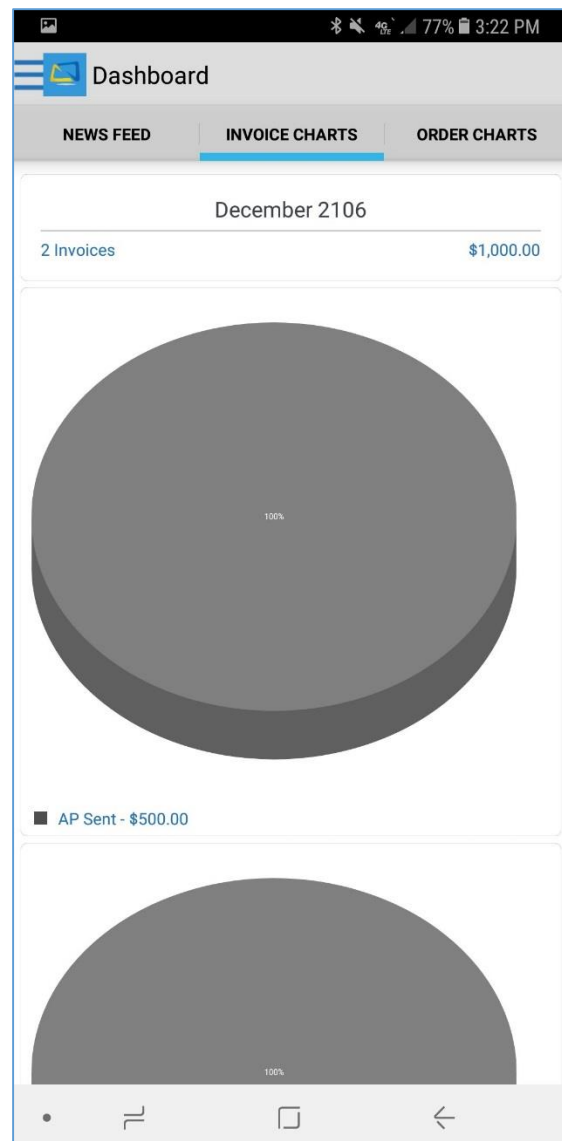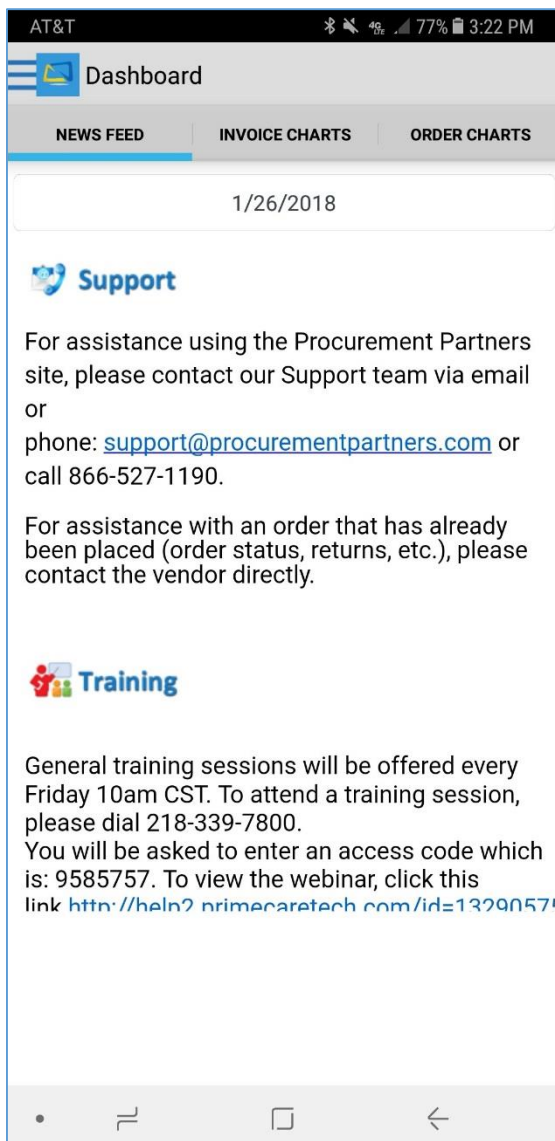
By clicking the **Menu** icon in the upper left corner of the screen, you will be presented with a menu that contains the various mobile aspects of the Procurement Partners system that can be accessed:
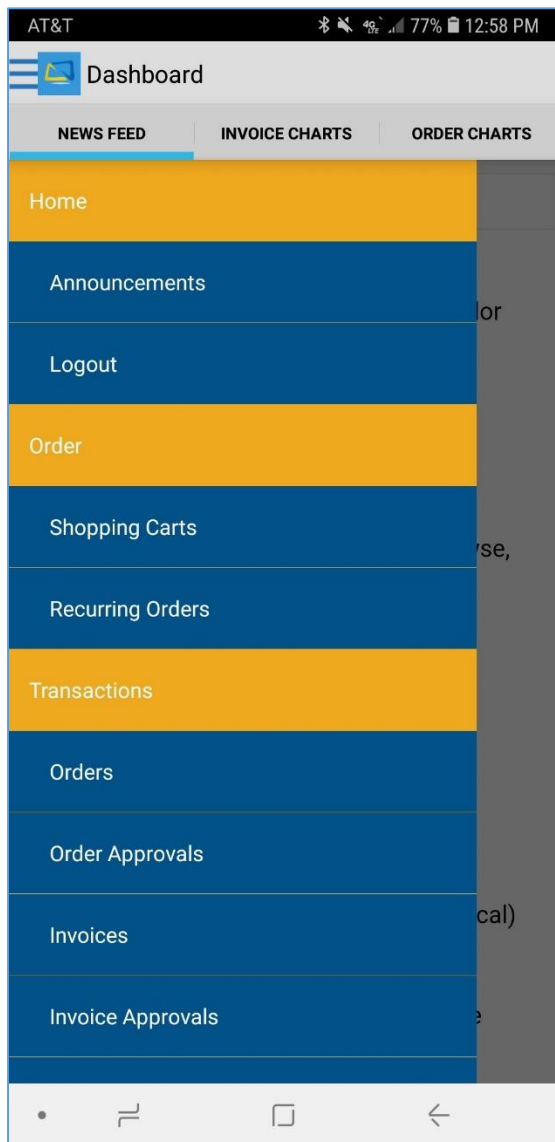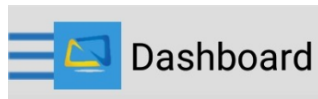
- Announcements – Return to the News Feed

- Logout – Log out of the mobile app

- Shopping Carts – View, modify and check out shopping carts

- Recurring Orders – View, modify and add existing recurring orders to your shopping cart

- Orders – View recent orders for your organization

- Order Approvals – View and approve orders that are assigned to you

- Invoices – View recent invoices for your organization

- Invoice Approvals – View and approve invoices that are assigned to you

- Hold – View invoices that are on hold, if any

- Offline Invoice Entry – View offline invoices that have been entered

When you select the **Recurring Orders** tab, you will see a list of all recurring orders you've created. To create new recurring orders or add new items to an existing recurring order, you will need to use the Procurement Partners website. However, you can add items from your recurring orders to your shopping cart as well as adjust the quantity of items to order using the mobile app.
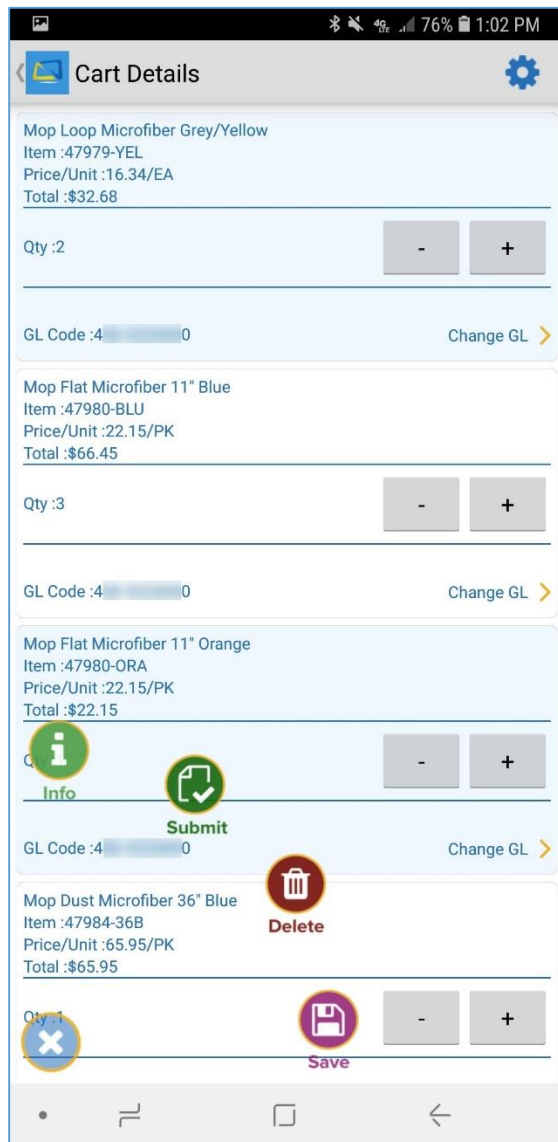
You can use the **+** and **-** buttons to increase or decrease the quantity of items you want to add to your cart. You can also change the GL code of the items before adding them to your cart with the **Change GL** link next to each GL code.

Show more information about this recurring order

Submit your recurring order to your shopping cart

Delete the recurring order

Save any changes to the recurring order

Close the options menu

When you select the **Shopping Carts** tab, you will see all of your active shopping carts. You can use this tab to modify and submit your shopping carts. The list will show the user to whom the cart belongs, the location for the order, the vendor that the order will be submitted to, and the total. Click on a shopping cart to view more details about the cart.

You can use the **+** and **-** buttons to increase or decrease the quantity of items in your cart; make sure to click the Save button after making changes. You can also change the GL code of the items with the **Change GL** link next to each GL code.

Show more information about this shopping cart

Submit your order

Delete the shopping cart

Save any changes to the shopping cart
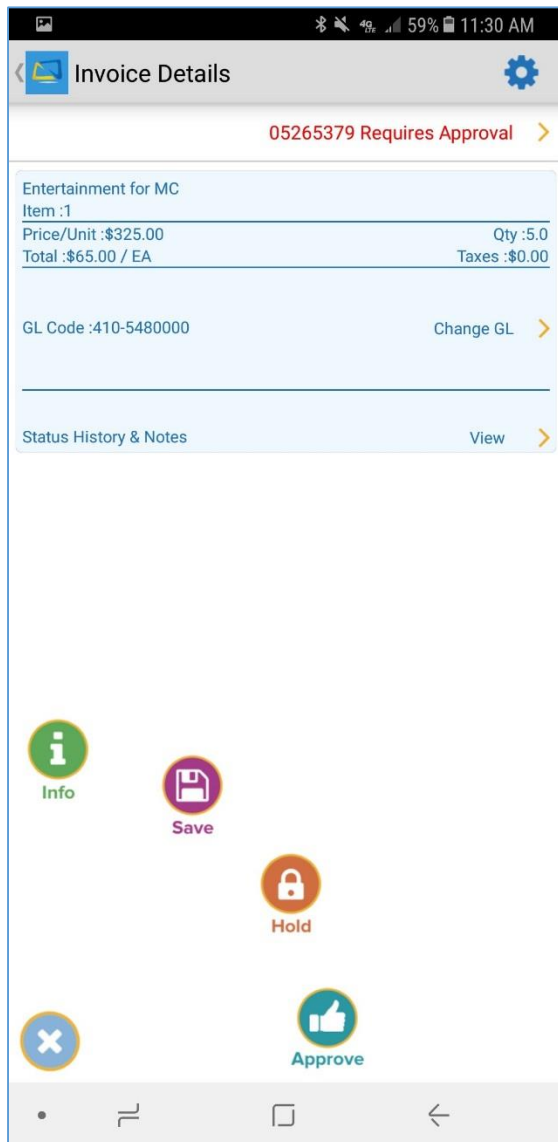
Close the options menu

When you select the **Order Approvals** or **Invoice Approvals** tab, you can see a list of orders or invoices that are awaiting your approval. Selecting an invoice will bring you to a screen that contains more details.

On this screen, you can view more details about the Status History and Notes by clicking the **View** button to the right of said text. You can also change the GL code with the **Change GL** arrow.
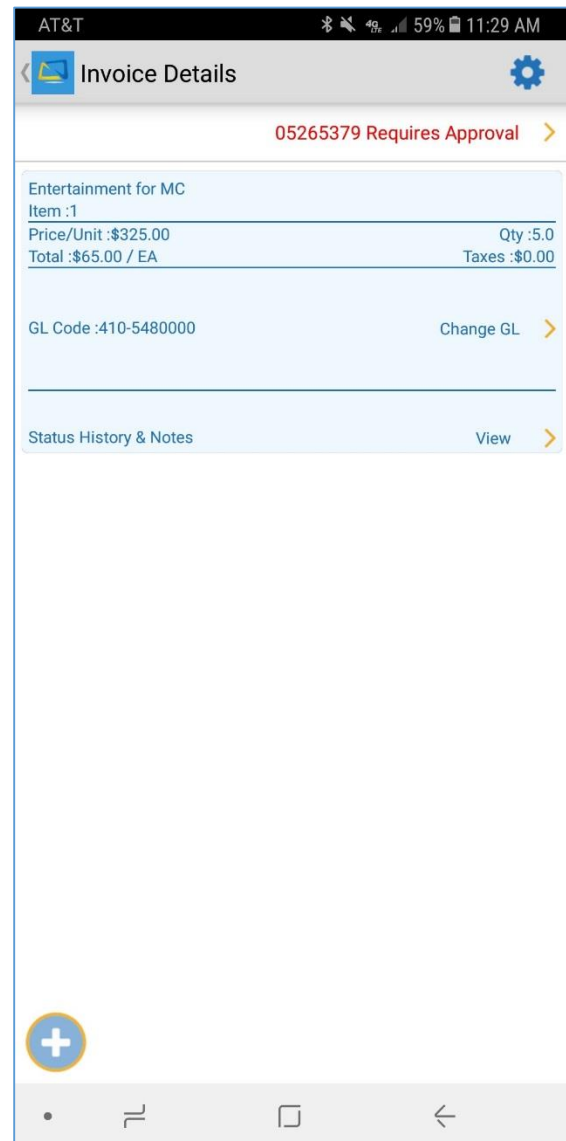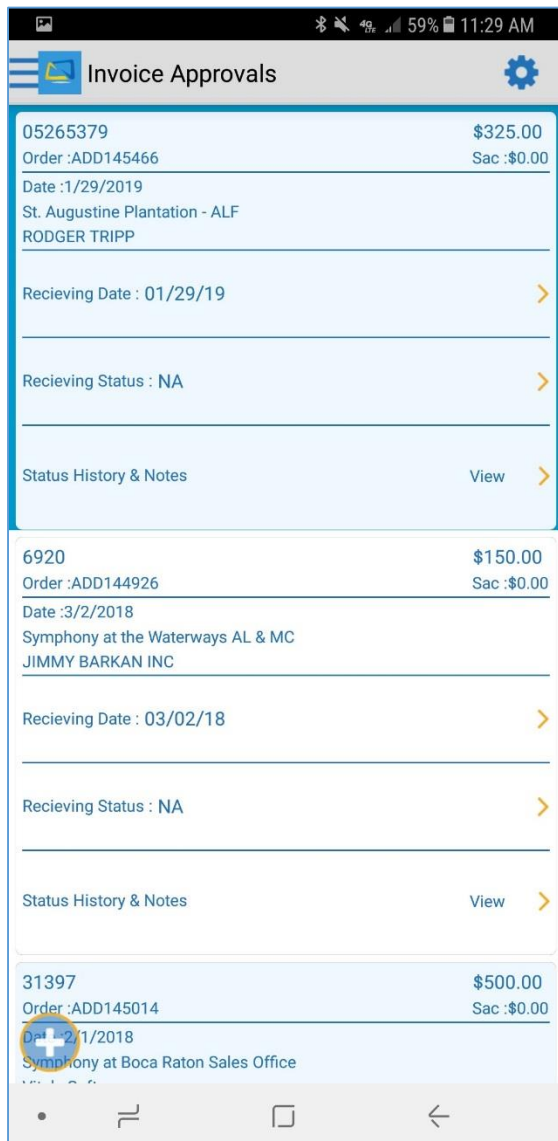
Clicking the plus sign in the bottom left corner will expand to show more options (note that these options may change slightly based on the screen you're viewing):

Show more information about this invoice

Save your changes to the invoice

Place the invoice on hold, if applicable

Approve the selected invoice

Close the options menu

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com