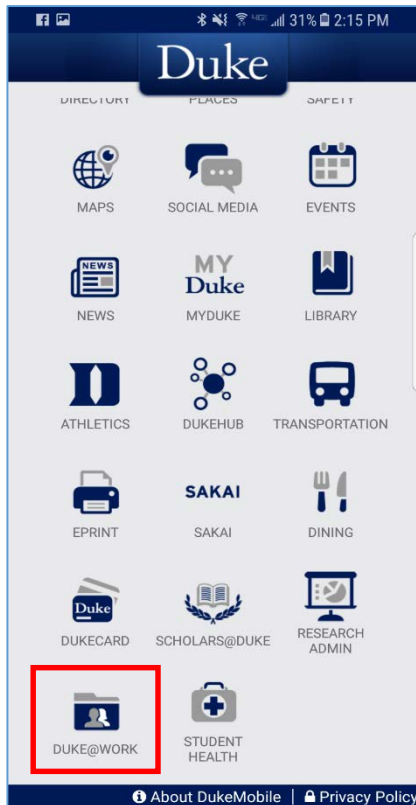




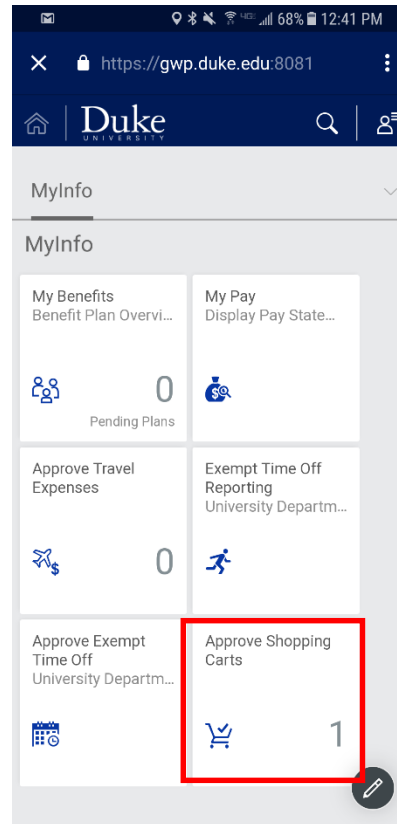
DukeMobile – Buy@Duke Shopping Cart Approval

Please note: screen displays and messages displayed when opening attachments may vary based upon your mobile device. These instructions provide general guidance for all mobile devices. For instructions on how to download DukeMobile, visit oit.duke.edu and search on DukeMobile.

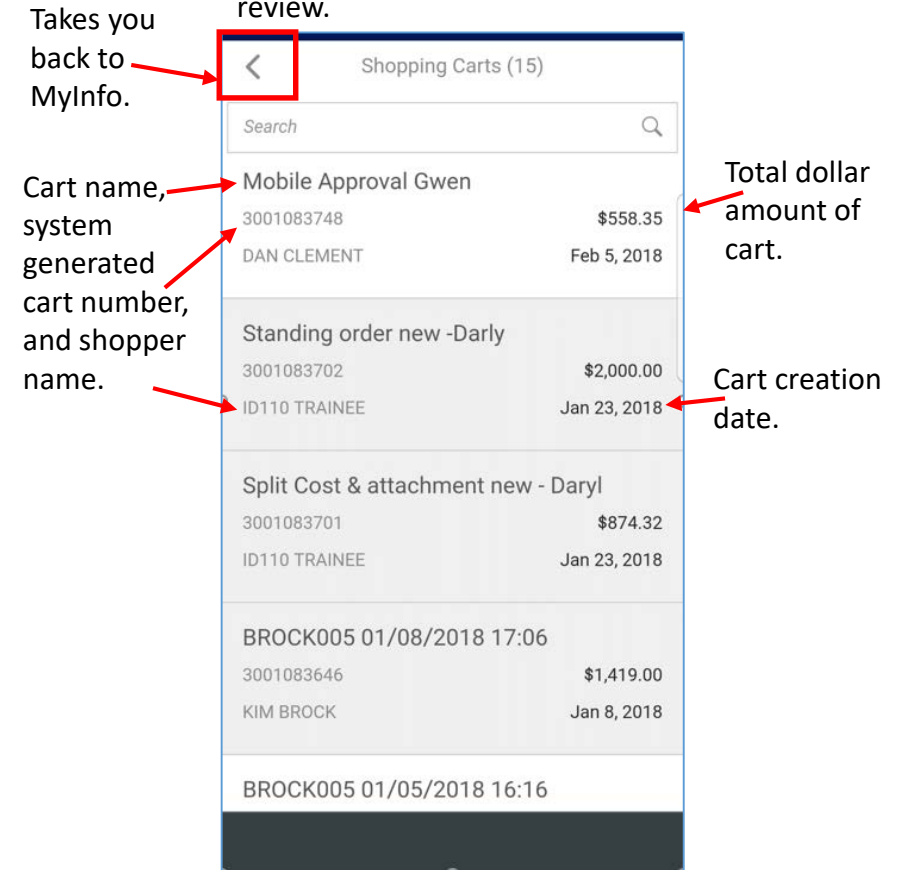
1. From DukeMobile, select the Duke@Work icon. Multi-factor Authentication is required.



2. From “MyInfo”, select “Approve Shopping Carts”.



3. You will see a list of all shopping carts awaiting approval. Use the touchscreen to select the shopping cart you want to review.





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4. The detailed shopping cart is displayed. Using the touchscreen, you can access details including notes, attachments and approvers in the top portion of the screen.

5. The touchscreen can be used in the lower portion of the screen to display details of items in the cart including funding information. Scroll down the page to see additional information including vendor, delivery address, and cart approvers. Action buttons always display at the bottom of the screen. When the review is complete, take the appropriate action. You will be prompted if comments are required.

Move between items in the cart.

Move down the page using the touch screen to view additional information.

If you encounter issues approving the cart, please contact Procurement Services at 681-1872.