Guide to Setting up the SciQuest (Gateway) Mobile App

Gateway can be accessed and utilized from your mobile device. The tasks you can perform include approving requisitions, purchase orders and invoices. In addition, you can view/add comments, download attachments, view accounting information and view notifications and action items.

**MOBILE APP FOR IOS AND ANDROID**

The SciQuest mobile app is available for IOS (Apple products) and Android devices. The app is available from the Apple App Store and from Google Play Store. Note: Although the app will function on the Apple iPad, it is scaled for the smaller iPhone screen so it may not display as well.

**MOBILE WEB VIEW FOR OTHER DEVICES**

For devices that are not IOS or Android, a mobile “Web View” is available. The same app can be downloaded from Google Play on to these devices; however, the user will be re-routed to the correct web view URL when attempting to register the app on the device.

**Step 1: ADD THE MOBILE DEVICE TO YOUR GATEWAY PROFILE AND OBTAIN THE ACTIVATION CODE**

Prior to using the mobile app or mobile web view on a device, you are required to enter an activation code and password in order to register the device.

ADD THE MOBILE DEVICE in your Gateway user profile by clicking on your user name at the top right of the screen. Click View My Profile >User Profile and Preferences > App Activation Codes. Click on Add Device, type in a nickname for your device and indicate if you want the activation code emailed to you (to open the email on your device). Click Add Device and the 12 character activation code is generated. This code will be used one time to authenticate your device (the code expires in 72 hours). If you are not prompted to create a password when adding a device then you should use your Gateway password. The newly activated device will display on the App Activation Codes screen under the pending Codes heading.

**Step 2: ACTIVATE THE MOBILE DEVICE USING ONE OF THE FOLLOWING METHODS:**

- If the code was emailed to you, you can activate it directly from the email. Open the email on the device and click on the Register Device button in the email body. The Register Device screen will open with the registration code automatically input. Enter the password in the password field and click Register Device. The device will then have access to the mobile app.

- If you do not have an email with the code you will need to enter it manually in the app on the device. With the activation code on hand, open the app on the device. The Register Device screen will open. Enter the code in the Typeable Token field. In the password field, enter your Gateway password. Click Register Device and you will have access to the mobile app.