

ESKER'S MOBILE APPLICATION:

Approve Requisitions and Invoices Anytime, Anywhere

Esker Anywhere™, Esker's mobile application, delivers faster purchase requisition and invoice processing, improved efficiency and on-the-road accessibility for managers who review and approve spend requests or supplier invoices prior to payment.



Benefits at a Glance

- Increase productivity with on-the-go approval power
- Foster positive supplier relationships via rapid resolutions and approvals
- Improve purchase-to-pay (P2P) efficiency thanks to fewer slowdowns and less effort needed for approval



The Power of P2P Efficiency in Your Hands

Esker Anywhere™ provides users with intuitive invoice and purchase requisition approval capabilities, including the power to:

- **View the list of invoices and purchase requisitions** awaiting approval, on hold, etc.
- **Quickly check and review the image of an invoice** received by the accounting department or an original quote from a supplier.
- **Access invoice or purchase requisition key data** (e.g., supplier name, total amount, etc.), including comments from requesters and previous approvers.
- **Review coding and budget information** before approving. If needed, change the initial coding by clicking on the update button.
- **Approve, put on hold, or return an invoice** to the previous approver or AP specialist, and even leave a comment for the next person in the workflow or the requester. You also have the option to approve multiple pending invoices at once.

Application Overview

Esker Anywhere gives managers the ability to review, approve, or reject purchase requisitions and supplier invoices 24/7.

The application is available for free from the Apple App Store™ and Google Play™. Once installed, users can connect to the application to view invoices and purchase requisitions pending approval.

Login to the application is done using a secure Internet connection, ensuring that company data is kept secure.

How to Get Started

1. **Download and install** the application to your Apple® or Android™ device.
2. Log onto the application **using your Esker account login credentials**.
3. **Start approving invoices and purchase requisitions** on the go right away!



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