

## Assigning Substitute Approvers



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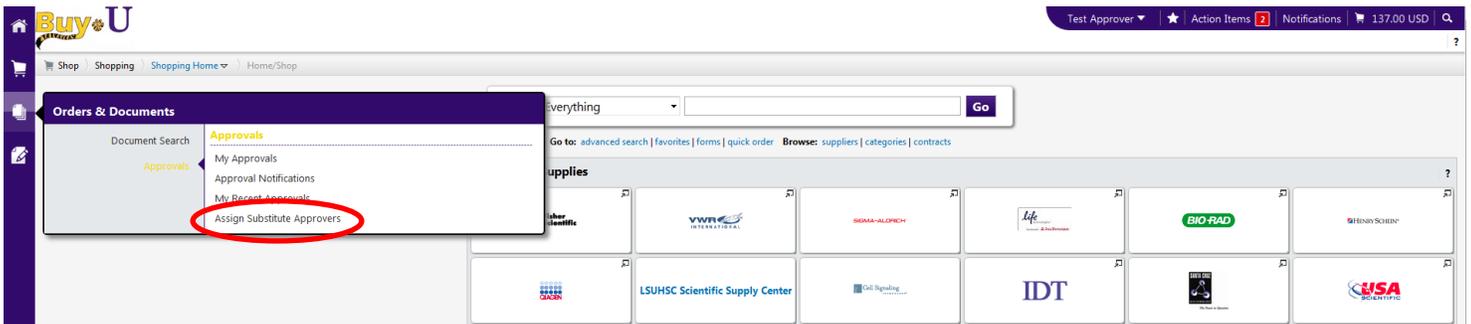
- ✓ Assigning substitute approvers
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If an approver will be absent or will not have access to **BUY-U**, they can designate another approver as their substitute. Existing requisitions must be processed before adding a substitute approver. Only new requisitions will be automatically forwarded to the substitute approver, not existing requisitions. Substitute approvers are assigned at the folder level from the requisition. If you are in an approval step that is shared by more than one person, a substitute approver may not be necessary.

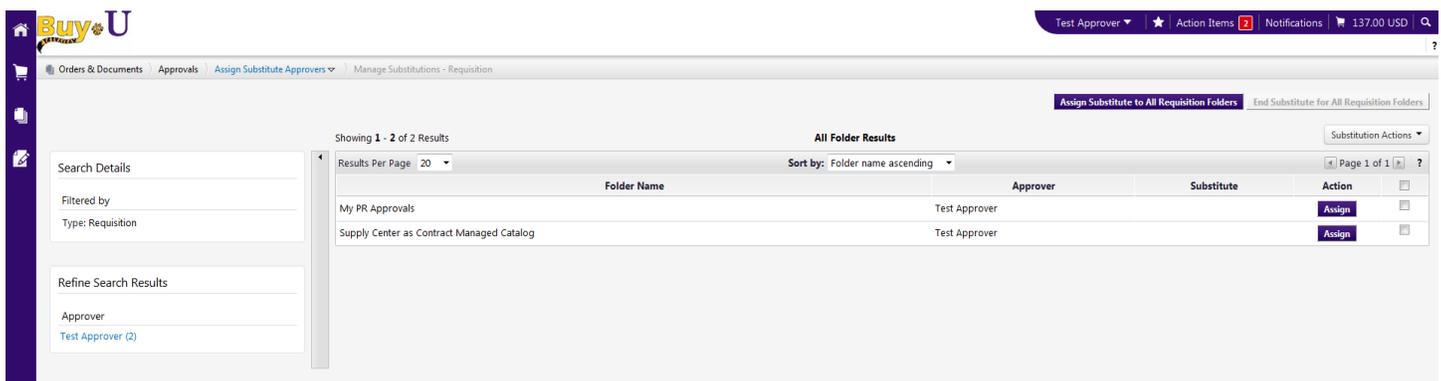
**At a minimum, it is recommended to set up a substitute approver for your My Requisition Approvals folder. Any requisitions already stored in your My Requisition Approvals folder will not automatically be routed to your assigned substitute. You must complete these approvals. Only NEW requisitions and invoices will be routed once the substitute is designated.**

### Procedure

1. Navigate to requisition approvals, by selecting the **Orders & Documents** icon → **Approvals** → **Assign Substitute Approvers** from the **BUY-U** homepage.



2. Identify the folders for which you would like to set up a substitute approver and follow the directions below for EACH folder.



# Assigning Substitute Approvers



3. Click on the **Assign** button.

- If you want to assign a single substitute to all folders, click on the **Assign substitute to All Requisition Folders...** button located at the top of the page.

4. From the resulting **User Search** pop-up window, enter the name of the user that you would like to assign as the substitute approver. Only users with an approver role can be designated as a substitute approver. Select the user from the list that appears. Per folder, only one individual can be assigned as a substitute approver.

- If the substitute will perform the assigned duties for a specified period of time, click the **Include Date Range for Substitution** checkbox to set a date and time range for the substitution.

5. The substitute approver you selected is now displayed in the **Substitute** field.

6. Later, when you want to remove the substitution setting, click the **Remove** button for individual folders or the **End Substitution for All Requisition Folders** button.

***You have successfully assigned and unassigned a substitute approver.***