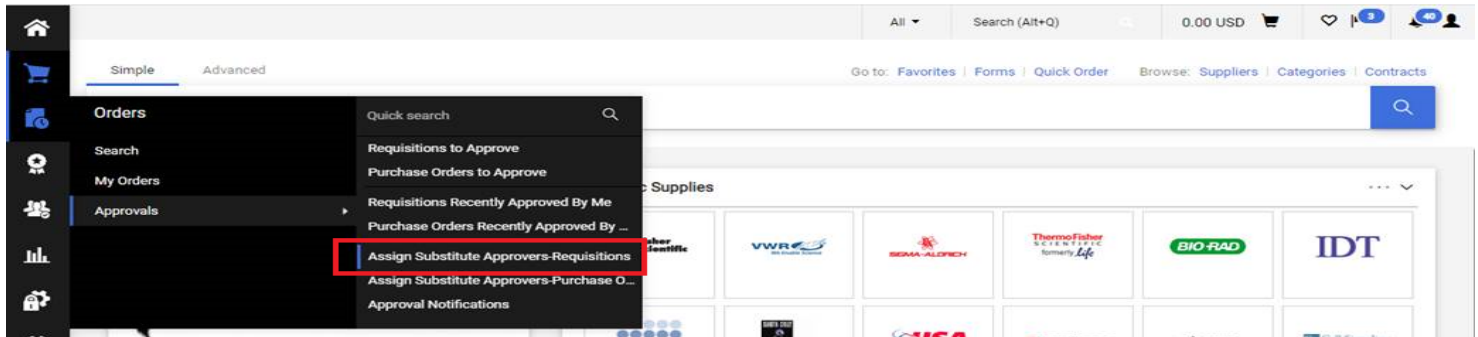## Assigning Substitute Approvers

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In This Guide

✓ Assigning substitute approvers

✓ Ending substitute approvers

If an approver will be absent or will not have access to **BUY-U**, they can designate another approver as their substitute. Only new requisitions will be automatically forwarded to the substitute approver, not existing requisitions. If you are in an approval step that is shared by more than one person, a substitute approver may not be necessary.

Only NEW requisitions and invoices will be routed once the substitute is designated.

Procedure

1. Hover over the **Orders Tab**, then **Approvals**, then Click "**Assign Substitute Approver**"

2. Click "**Assign**" next to the appropriate folder, or "**Assign substitute to all Requisition Folders**".
   Search for substitute name. Check the box for "**Include Date Range for Substitution**" and add dates.
   Click "**Assign**" to complete.
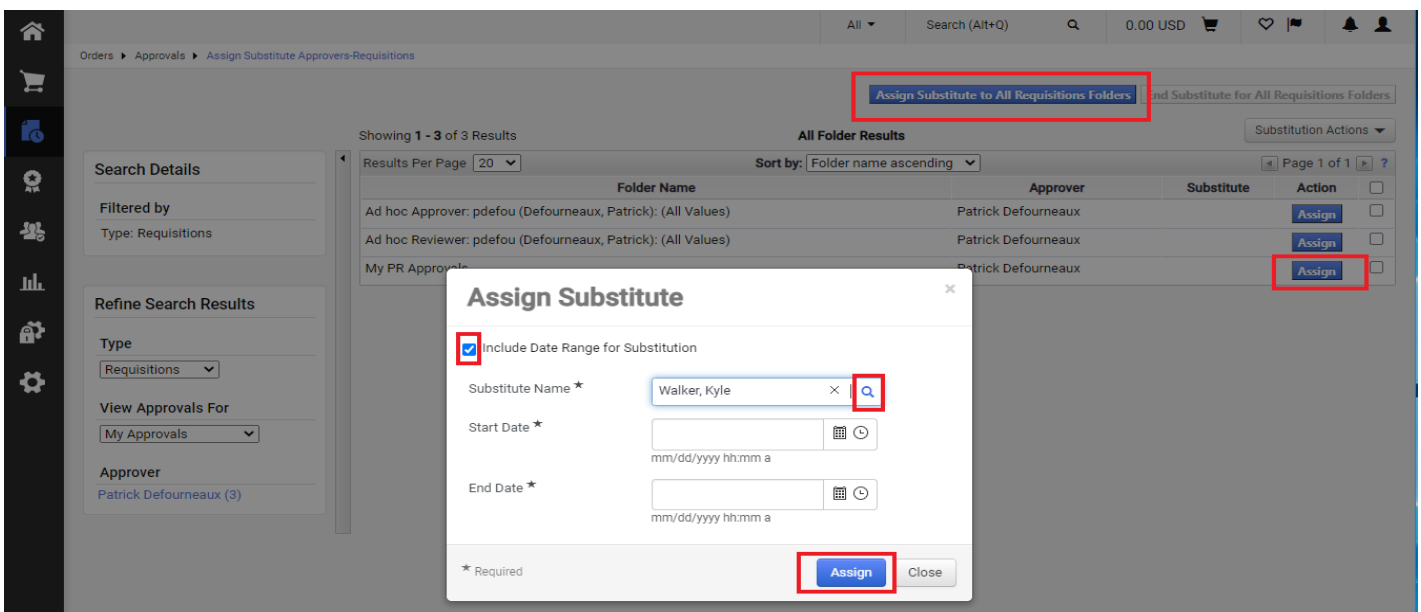
5. The substitute approver you selected is now displayed in the **Substitute** field.

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.