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. 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.