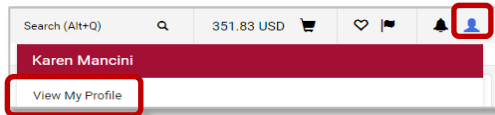


# Setting up a Substitute Approver

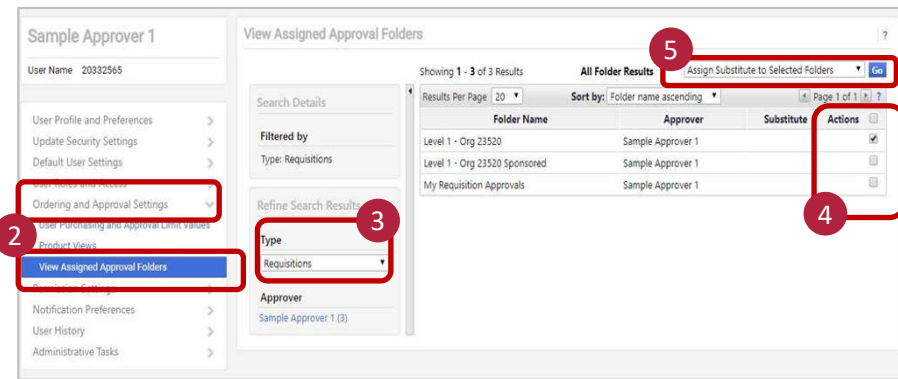


Substitute Approvers can be set up to approve items on your behalf. For example, when you are out of the office. Guidance on usage may vary by School/Unit.

- From the upper right corner of the screen, click the User icon and click **View My Profile**.



- Expand the **Ordering and Approval Settings** and click **View Assigned Approval Folders**.



- Select **Type (Requisitions only)** from the drop-down menu
  - Select **Requisitions** to cover the following requisition activity:
    - Marketplace and Non-Catalog Requests
    - Payment Requests and Non-Employee Reimbursement
    - Change Requests
  - Match Exception Invoice** substitutes are not available.
- Check the open check box(es) next to the approval queues to assign a substitute
  - Checking the folder "My Requisition Approvals" will allow the substitute to take action on requisitions assigned to you
  - Checking other folders allows your substitute to participate in unassigned incoming requisitions for a specific Org/Level
- Select **Assign Substitute to Selected Folders** from the drop-down and click **Go**.

- Search and select a **Substitute Name** and click **Assign**
  - Only those with the approver role will appear in the search results and can be added as a substitute
  - Optionally, provide a date range for the substitution

- To remove a substitute approver, follow steps 1-4, then click **Remove Substitute**.

Folder Name	Approver	Substitute	Actions
Level 1 - Org 25335	Sample Requester105	Sample Approver	<a href="#">Remove Substitute</a>
Level 1 - Org 46410	Sample Requester105		
My Requisition Approvals	Sample Requester105		

## Please note:

- Both the approver and the substitute approver will receive B2P e-mails; either can act on those requests
- Approvers can only setup one person as a substitute approver at a time
- Assigning a Substitute for "My Requisition Approvals" folder will prevent you from being used as an Ad Hoc approver