



Quick

Reference

Guide

Assigning Substitute Approvers



In This Guide

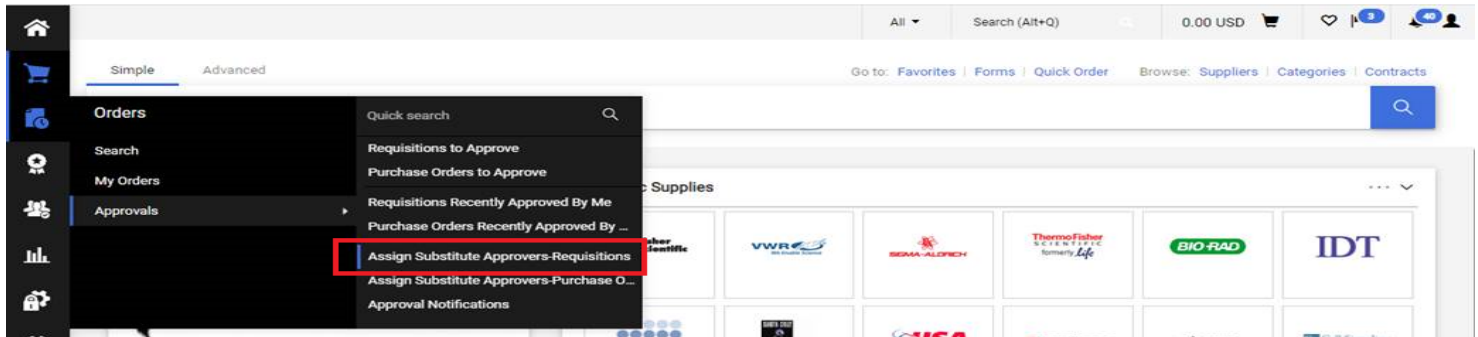
- ✓ Assigning substitute approvers
- ✓ Ending substitute approvers

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.

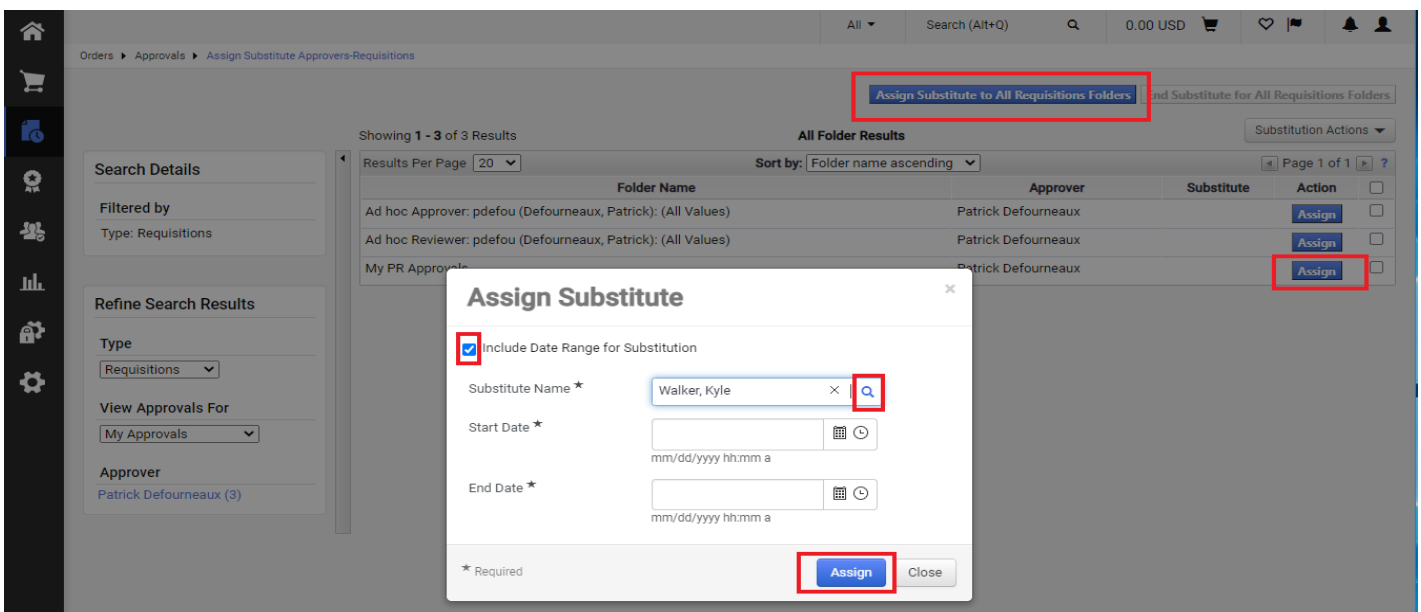
Only NEW requisitions and invoices will be routed once the substitute is designated.

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.

Orders > Approvals > Assign Substitute Approvers-Requisitions

Showing 1 - 3 of 3 Results

All Folder Results

Results Per Page: 20 | Sort by: Folder name ascending | Page 1 of 1

Folder Name	Approver	Substitute	Action
Ad hoc Approver: pdefou (Defourneaux, Patrick): (All Values)	Patrick Defourneaux		Assign <input type="checkbox"/>
Ad hoc Reviewer: pdefou (Defourneaux, Patrick): (All Values)	Patrick Defourneaux		Assign <input type="checkbox"/>
My PR Approvals	Patrick Defourneaux	<i>Kyle Walker</i> Start Date: 11/01/2021 12:00 AM → End Date: 11/06/2021 12:00 AM	Remove <input type="checkbox"/>

Search Details: Filtered by Type: Requisitions

Refine Search Results: Type: Requisitions

View Approvals For: My Approvals

Approver: Patrick Defourneaux (3)

Substitute