

## Step-by-Step Guide

### Assigning Substitute Requisition Approvers

#### In This Guide

You can designate another requisition Approver as your substitute in the event you will be unable to access CU Marketplace. Once your substitute is designated, new requisitions pending your approval will instead route to your substitute. You will need to complete the approval process for any requisitions pending your approval before your substitute was assigned.

This guide discusses:

✓ [Assigning substitute Approvers](#)

✓ [Ending substitution](#)

It is recommended for each SpeedType to have assigned multiple Approvers within CU Marketplace. When done, it might not be necessary to assign a substitute Approver because other individuals are already set up to approve the same requisition.

#### Assigning Substitute Approvers

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Using your side navigation bar, go to **Orders & Documents > Approvals > Assign Substitute Approvers**.
3. If you are able to approve both requisitions and vouchers, use the **Type** dropdown (left side of your screen) to select *Requisition* or *Invoice*.

Marketplace

Heather Hoyer

58

0.00 USD

Search (Alt+Q)

Orders and Documents > Approvals > Assign Substitute Approvers > Manage Substitutions - Requisition

Assign Substitute to All Requisition Folders

Substitute for All Requisition Folders

Showing 1 - 6 of 6 Results

All Folder Results

Results Per Page: 20

Sort by: Folder name ascending

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Folder Name	Approver	Substitute	Action
My PR Approvals	Heather Hoyer		Assign
My PR Approvals (Katie Approver)	Katie Approver	Heather Hoyer	
PO Req Approval	Heather Hoyer		Assign
PO Requisition Assignment	Heather Hoyer		Assign
SPO Req Approval	Heather Hoyer		Assign
SPO Requisition Assignment	Heather Hoyer	Danielle Hinz	Remove

Results Per Page: 20

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Search Details

Filtered by

Type: Requisition

Refine Search Results

Type

Requisition

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### Assigning Substitute Requisition Approvers

4. Your substitute can be assigned for specific folders, or for all of your folders at once.

To assign your substitute for all of your folders at once, click the **Assign Substitute to All Requisition Folders** button at the top of the page.

To assign your substitute for specific folders, click the **Assign** button to the right of an individual folder.

5. The **Assign Substitute** window will appear. Enter search criteria – such as first name, last name, or email address – to find the Approver you want to assign as your substitute Approver.

6. A list of results will appear as you enter your criteria. Select the appropriate substitute Approver by clicking on the individual's name.

7. Click the **Assign** button.

8. Your substitute Approver now appears under the Substitute column.

9. If needed, repeat the above procedure for additional folders.

Folder Name	Approver	Substitute	Action
My PR Approvals	Heather Hoyer		Assign
My PR Approvals (Katie Approver)	Katie Approver	Heather Hoyer	
PO Req Approval	Heather Hoyer		Assign
PO Requisition Assignment	Heather Hoyer		Assign
SPO Req Approval	Heather Hoyer		Assign
SPO Requisition Assignment	Heather Hoyer	Danielle Hinz	Remove

### Ending Substitution

To end approver substitution, click the **End Substitute for All Requisition Folders** button at the top of the page to end substitution for all of your folders at once...or, click the **Remove** button to the right of an individual folder.