

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*.

The screenshot displays the 'Assign Substitute Approvers' page in CU Marketplace. The top navigation bar includes 'Kyle Approver', 'Action Items 101', 'Notifications', and '45.80 USD'. The breadcrumb trail is 'Orders & Documents > Approvals > Assign Substitute Approvers > Manage Substitutions - Requisition'. The left sidebar shows 'Filtered By' with 'Type: Requisition' and 'Refine Search Results' with 'Type' set to 'Requisition'. The main content area shows 'Showing 1 - 4 of 4 results' and 'All Folder Results'. A table lists four requisition folders, each with an 'Approver' (Kyle Approver) and a 'Substitute' (Heather Hoyer). The 'Action' column for each folder has a 'Remove' button and an 'Assign' button. The 'Assign' button for the first folder is highlighted with a red circle. Above the table, there are two buttons: 'Assign Substitute to All Requisition Folders' (highlighted with a red circle) and 'Assign Substitute for All Requisition Folders'.

Folder Name	Approver	Substitute	Action
My PR Approvals	Kyle Approver	Heather Hoyer	Remove Assign
Speedtype: 12074399 (Din SVS Acquisition Clearing): (All Values)	Kyle Approver		Assign
Speedtype: 41010764 (Eas-Academic Supt): (All Values)	Kyle Approver		Assign
Speedtype: 41023334 (Gas): (All Values)	Kyle Approver		Assign

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

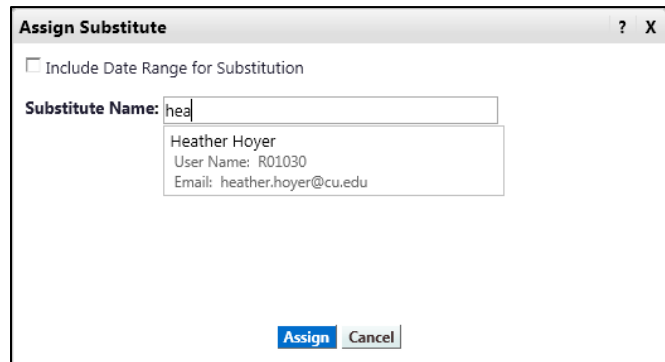
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Assigning Substitute Requisition Approvers

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.

- 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.



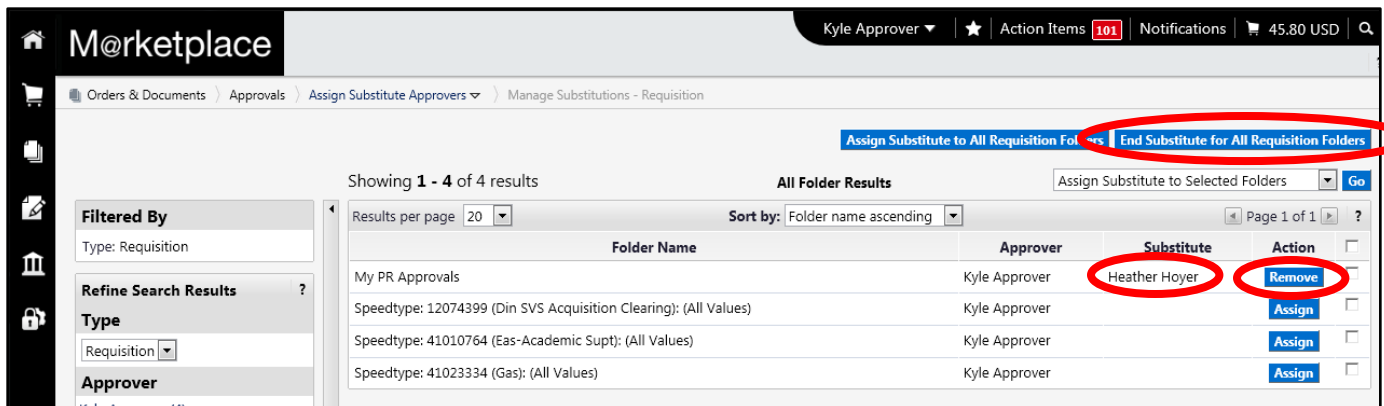
The 'Assign Substitute' window is a modal dialog with a title bar containing a question mark and a close button. It has a checkbox labeled 'Include Date Range for Substitution'. Below this is a text input field for 'Substitute Name' with the value 'hea'. A dropdown menu is open, showing a list of search results: 'Heather Hoyer', 'User Name: R01030', and 'Email: heather.hoyer@cu.edu'. At the bottom right are two buttons: 'Assign' and 'Cancel'.

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

- Click the **Assign** button.

- Your substitute Approver now appears under the Substitute column.

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



The screenshot shows the 'Marketplace' interface. At the top, there's a navigation bar with 'Orders & Documents', 'Approvals', 'Assign Substitute Approvers', and 'Manage Substitutions - Requisition'. Below this, there's a table with columns: 'Folder Name', 'Approver', 'Substitute', and 'Action'. The table shows four rows of data. The first row is 'My PR Approvals' with 'Kyle Approver' as the Approver and 'Heather Hoyer' as the Substitute. The 'Action' column for this row has a 'Remove' button. The second row is 'Speedtype: 12074399 (Din SVS Acquisition Clearing): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. The third row is 'Speedtype: 41010764 (Eas-Academic Supt): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. The fourth row is 'Speedtype: 41023334 (Gas): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. At the top right of the table, there are two buttons: 'Assign Substitute to All Requisition Folders' and 'End Substitute for All Requisition Folders'. The 'End Substitute for All Requisition Folders' button is circled in red. On the left side, there's a sidebar with 'Filtered By' and 'Refine Search Results' sections. The 'Filtered By' section shows 'Type: Requisition' and 'Approver: Kyle Approver (4)'. The 'Refine Search Results' section shows 'Type: Requisition' and 'Approver: Kyle Approver (4)'. At the bottom left, there's a 'Revised 12.10.15' date.

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.