

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](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
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*.

The screenshot displays the 'Assign Substitute Approvers' page in the CU Marketplace. The top navigation bar includes 'Marketplace', 'Kyle Approver', 'Action Items 101', 'Notifications', and '45.80 USD'. The breadcrumb trail is 'Orders & Documents > Approvals > Assign Substitute Approvers > Manage Substitutions - Requisition'. The main content area shows a table of folders with columns for 'Folder Name', 'Approver', 'Substitute', and 'Action'. The 'Type' dropdown is set to 'Requisition'. The 'Assign Substitute to All Requisition Folders' button is highlighted with a red circle. The 'Assign' button for the 'Speedtype: 41010764 (Eas-Academic Supt): (All Values)' folder is also highlighted with a red circle.

| Folder Name | Approver | Substitute | Action |
|--|---------------|---------------|------------------------|
| My PR Approvals | Kyle Approver | Heather Hoyer | Remove |
| 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.

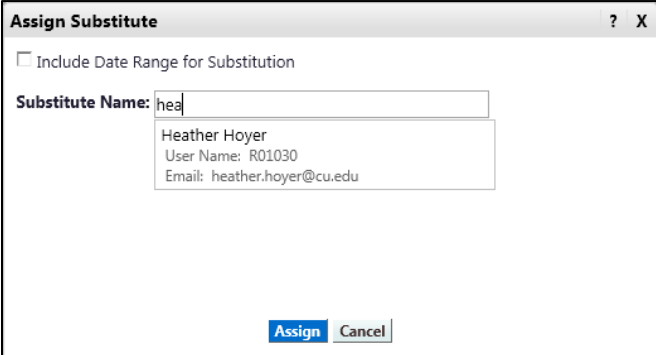
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Assigning Substitute Requisition Approvers

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.



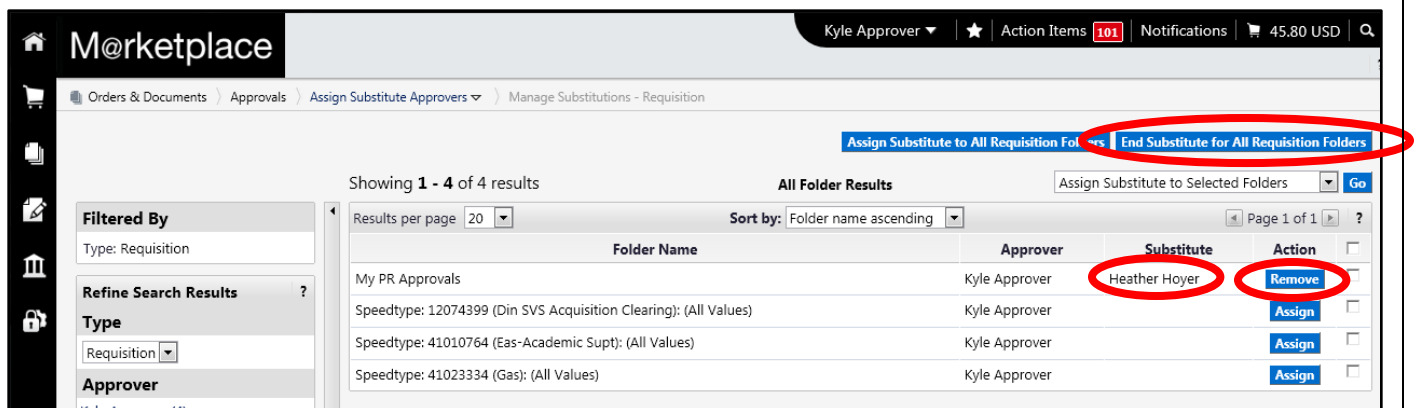
The 'Assign Substitute' window is a modal dialog box. It has a title bar with a question mark and a close button (X). Inside, there is a checkbox labeled 'Include Date Range for Substitution'. Below it is a text input field labeled 'Substitute Name:' with the text 'hea' entered. A dropdown menu is open below the input field, showing a list of search results: 'Heather Hoyer', 'User Name: R01030', and 'Email: heather.hoyer@cu.edu'. At the bottom right of the window 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 is a navigation bar with 'Marketplace' and a user profile 'Kyle Approver'. Below the navigation bar, there is a breadcrumb trail: 'Orders & Documents > Approvals > Assign Substitute Approvers > Manage Substitutions - Requisition'. The main content area shows a table of requisition folders. The table has columns: 'Folder Name', 'Approver', 'Substitute', and 'Action'. The first row shows '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 shows 'Speedtype: 12074399 (Din SVS Acquisition Clearing): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. The third row shows 'Speedtype: 41010764 (Eas-Academic Supt): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. The fourth row shows 'Speedtype: 41023334 (Gas): (All Values)' with 'Kyle Approver' as the Approver and an 'Assign' button. At the top 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. The 'Remove' button in the 'Action' column for the first row is also circled in red.

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.