How to Assign a Substitute (Proxy) Approver

Shopping is Easy in ePro!

What is a Substitute Approver?

A substitute approver may not be set for a period exceeding 90 days. If a substitute approver is needed for longer than 90 days, please submit a **ServiceNow ticket** and attach a signed UNT System Approver **Proxy Request form.**

A substitute approver is a person given temporary access to approve requisitions, invoices, etc. for a specific folder (or multiple folders) on the behalf of another person.

If an approver has a planned absence, they can assign a substitute approver for the period they will be gone to keep orders moving in their absence.

Substitute approvers can be assigned on a folder-by-folder basis, or all at once.

The substitute approver will be able to approve only the documents assigned, so substitute approvers for requisitions are assigned separately from substitute approvers for invoices.

Begin by navigating to the 'Assign Substitute Approvers' page for the document you wish to assign.

▶ Invoice approvals: Go to Accounts Payable -> Approvals -> Assign Substitute Approvers-Invoices

▶ Payment Requests: Go to Accounts Payable -> Approvals -> Assign Substitute Approvers-AP Requests

▶ Requisition Approvals: Go to Orders -> Approvals -> Assign Substitute Approvers-Requisitions

▶ PO Approvals: Go to Orders -> Approvals -> Assign Substitute Approvers-Purchase Orders
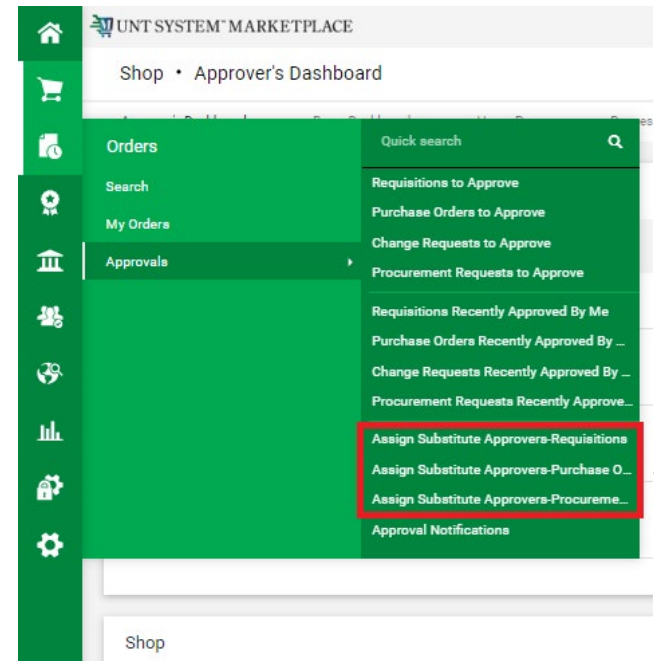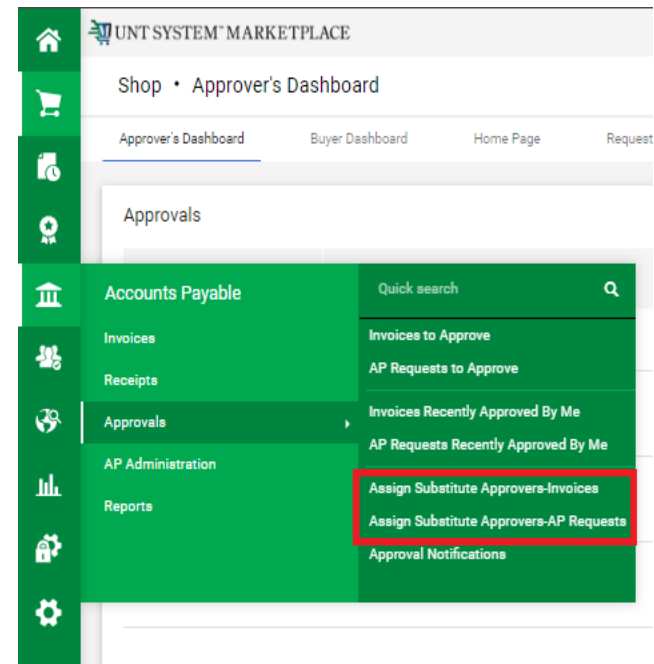
All

Search (Alt+Q)

3,500.00 USD

Logout

Orders ▸ Approvals ▸ Assign Substitute Approvers-Requisitions

5   Assign Substitute To All Requisitions Folders   End Substitute for All Requisitions Folders

Showing 1 - 20 of 245 Results   All Folder Results   4   Substitution Actions ▾

Search Details

Filtered by

Type: Requisitions

Refine Search Results

Type

Requisitions

View Approvals For

My Approvals

Approver

Owain Snyder (245)

1   Results Per Page 20   Sort by: Folder name ascending   Page 1 of 13 ?

Folder Name	Approver	Substitute	Action	
Final Purchasing Review > 25k	Owain Snyder		Assign	
Final Purchasing Review >= 100k	Owain Snyder		Assign	
My PR Approvals	Owain Snyder		Assign	
Next FY Orders Final Review	Owain Snyder		Assign	
Next FY Orders Initial Review	Owain Snyder		Assign	
Purchasing Review - 100001	Owain Snyder		Assign	
Purchasing Review - 110010	Owain Snyder		Assign	
Purchasing Review - 110140	Owain Snyder		Assign	
Purchasing Review - 110150	Owain Snyder		Assign	
Purchasing Review - 110181	Owain Snyder		Assign	
Purchasing Review - 110500	Owain Snyder		Assign	
Purchasing Review - 110501	Owain Snyder		Assign	
Purchasing Review - 110502	Owain Snyder		Assign	
Purchasing Review - 120300	Owain Snyder		Assign	
Purchasing Review - 121101	Owain Snyder		Assign	
Purchasing Review - 131000	Owain Snyder		Assign	
Purchasing Review - 131100	Owain Snyder		Assign	
Purchasing Review - 131200	Owain Snyder		Assign	
Purchasing Review - 131210	Owain Snyder		Assign	
Purchasing Review - 131220	Owain Snyder		Assign	

2   3

Results Per Page 20   Page 1 of 13

1
The far-left column shows the folders that can be assigned

2
Each folder can be assigned individually with the Assign buttons

3
The boxes can be checked to assign multiple folders to a substitute approver at once

4
When all desired boxes are checked, click Substitution Actions, then Assign Substitute to Selected Folders

5
These two buttons can be used to assign substitute approvers and end substitution for all folders at once