

**Temporary Substitution for Approvers**

**Overview**

Assign a substitute approver to approve requisitions for your assigned folders in your absence. When you return, you may unassign your substitute and resume approving requisitions. This instruction guide is for those with the role

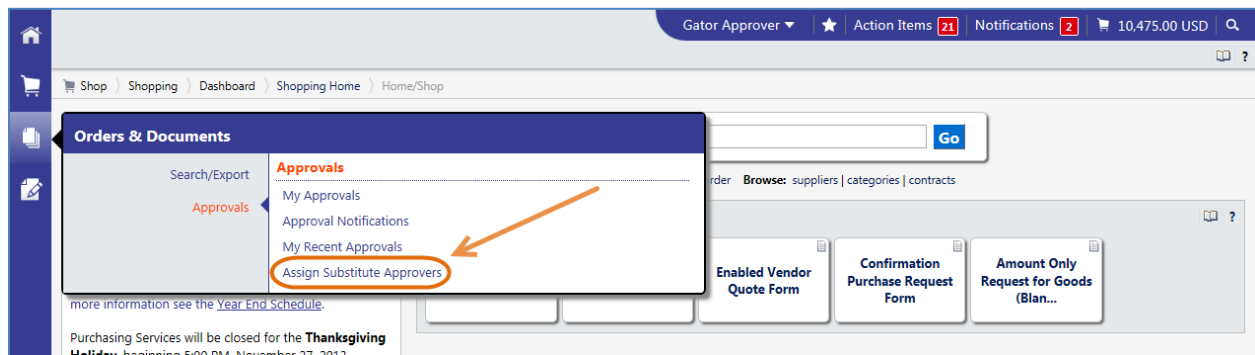
**UF\_N\_MKT\_Financial Approver.** Approvers must select someone who is NOT a requestor as a substitute. If a long term substitution needs to take place (more than two weeks) then a new Approver should be established by your Department Security Administrator, rather than by using substitution.

To access myUF Market as an approver:

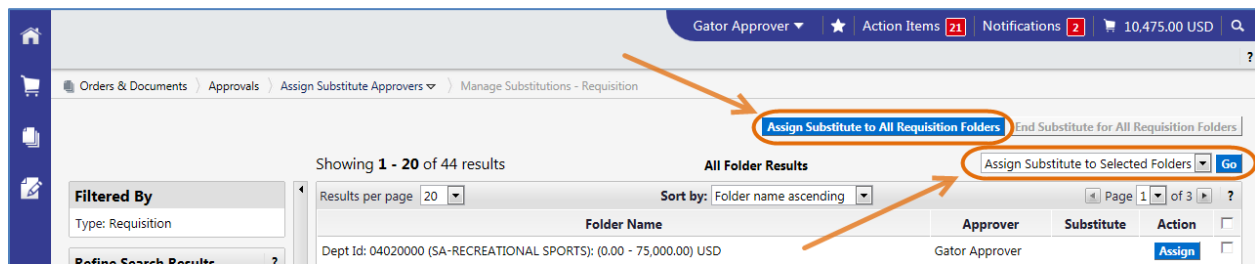
- a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
- b. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

**Assign Substitute Approvers**

1. Mouse over the **Orders & Documents icon** on the left side of the page.
2. Mouse over **Approvals** in the flyout menu and click **Assign Substitute Approvers.**



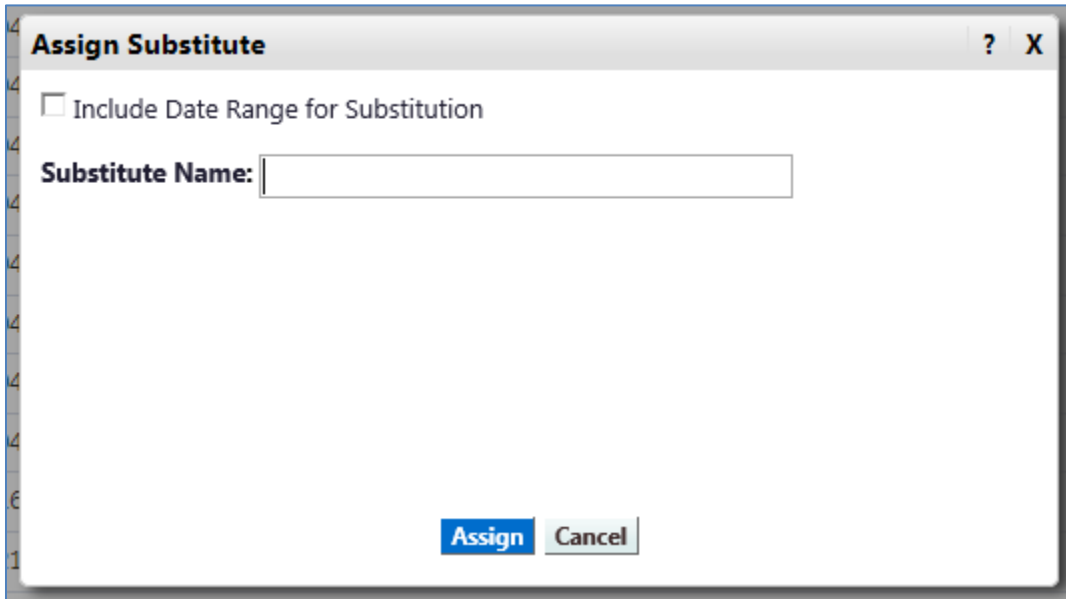
3. Click the **Assign Substitute to All Requisition Folders** button, at the top of the page to assign one substitute to all your folders.



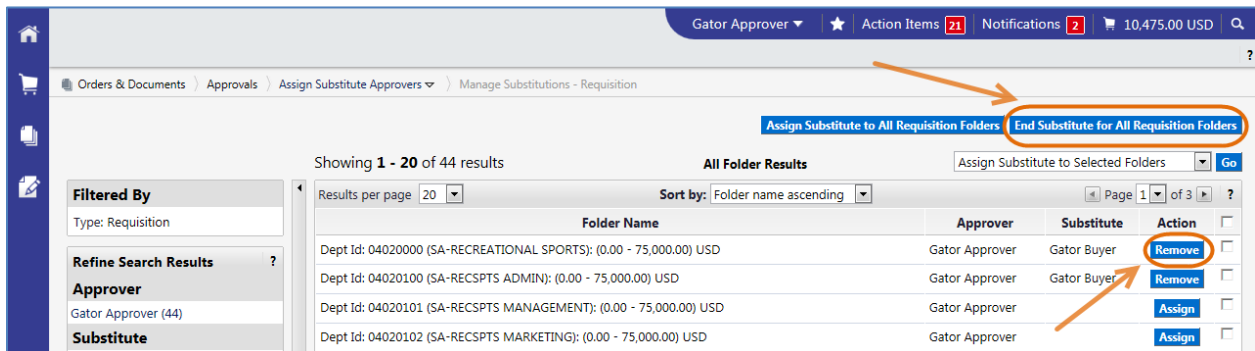
4. Or click the **Go** button beside "Assign Substitute to Selected Folders" to assign specific substitutes to specific folders. Select folders to be assigned by clicking the check box in line with the folder listed. Or assign individually by using the **Assign** button just beside the check box.

5. Search for the name of the temporary approver (enter the name or the first letter of the last name in the **Substitute Name** field and click the **Assign** button).

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6. Select **Include Date Range for Substitution** if you want the substitution to end automatically on the date given.
7. To remove a substitute approver, click the **Remove** button to remove the name from a certain folder, or click the **End Substitute for All Requisition Folders** button at the top to remove the substitute from all your folders at once.



For further assistance, please e-mail [procurement@ufl.edu](mailto:procurement@ufl.edu) or call Procurement Services Help Desk at 392-1335.