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.

**STEPS**

1. To access myUF Market as an approver,
   a. Log on to [http://my.ufl.edu](http://my.ufl.edu) using your Gator Link username and password
   b. Click **eProcurement > Click myUF Market**

2. Navigate to the Approvals folders
   a. Click the **Approvals** link, then click **Requisitions** on the Review Pane or “Dashboard” on the left-hand side of the Home Page, or
   b. Click **Approvals** on the top menu

3. Click the **Manage Substitutions** tab under the Approvals tab on the top menu

4. From here, you may either assign a substitute approver to all the folders or assign different substitute approvers to different folders.
   a. To search for and assign an approver to all your folders at once, click the **Assign a Substitute to All Requisition Folders** button
      o Search for the name of the temporary approver (enter the name or the first letter of the last name in the **Last Name** field and click the **Search** button)
      o Click the person's name to assign him/her to all your folders as approver
b. 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.

![Image of the myUF Market interface showing substitute approvers and actions](image-url)

- **Assign Substitute to All Requisition Folders**
- **End Substitute for All Requisition Folders**

![Assign Substitute to Selected Folders](image-url)

To remove a substitute approver, select the substitute approver from the list, then click the **Remove** button.

To remove substitute approvers from all your folders at once, click the **End Substitute for All Requisition Folders** button at the top.

To assign different substitutes to different folders, click the **Assign** button for each folder and assign individually, or check the box of each folder to which you would like to assign an approver, and click the dropdown for **Assign Substitute to Selected Folders**, then click the **Go** button.

- Search for the name of the temporary approver
- Click the person's name to assign him/her to selected folders
- Remove substitute approvers the same way as mentioned earlier in this guide

![Assign Substitute to Selected Folders](image-url)

For further assistance, please e-mail **myufmarket@ufl.edu** or call Purchasing Services at 392-1331, or visit **http://purchasing.ufl.edu/departments/myufmarket/default.asp**