How to Assign an Alternate Approver in ePro

If you are going to be out of the office and would like to assign someone else to approve requisitions for you during your absence, navigate to
eProcurement > My Profile

Select the Alternate's User ID. The naming convention of the user ID's are the first initial of the first name followed by the Last Name. Example Ken Reuter's User Id is KREUTER.

Enter the "Effective Date From" and "Effective Date To" that you require them to approve req's for you, and then click save. The "Effective Date From" should be no earlier that today's date.

Important! – Once you've completed the Alternative User information and saved it, all req's submitted between the "Effective Date From" and Effective Date To" will be forwarded to the alternate user. You will not be able to view/approve/deny any req's submitted to the alternate user ID, so please make sure your alternate is aware of this.