

How to establish substitute approvers in SRM

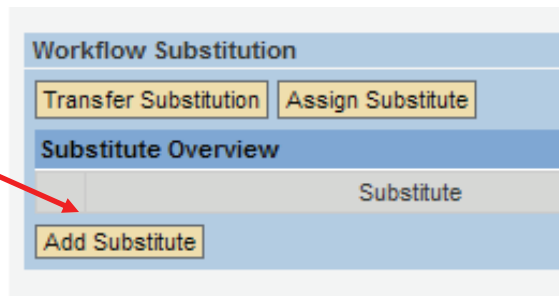
If you are an approver in the Supplier Relationship Management (SRM) module, aka, the shopping cart, sometimes you may want to establish a substitute approver for your workflow items, such as when you are away on vacation or out sick. There are two kinds of substitute approvers: **Active** or **Passive**.

You'll need to decide what kind of substitute you want to set up. An active substitute means work items needing approval automatically go to that person's inbox, whereas a passive substitute approver must go out to retrieve work items from the regular approver's SAP inbox. Before you decide, it's good practice to discuss this with the person you will be designating. You can also set time frames for the substitute.

Here's how to set up a substitute approver:

Shopping Cart Approval

1. From the SAP Portal Screen (WEB GUI) select the "Shopping Cart Approval" tab.
2. Next, look to the far right of the resulting screen and click on the **Substitute** button.
3. You will be presented with two choices, either "Transfer Substitution" or "Assign Substitution." Select "Assign Substitution."
4. Now click "Add Substitute"



5. Now fill in the date range for the substitute, select the Status or type (active or passive), as well as the name (JHED ID) of the substitute and hit, "Add."

The screenshot shows the 'Workflow Substitution' form. It includes fields for 'Start on - End on' (09/04/2008 - 12/31/9999), 'Status' (Passive: Substitute can Access my Approval Inbox), and 'Substitute' (rosen24). At the bottom, there are 'Add' and 'Cancel' buttons. A red arrow points from the text in step 5 to the 'Add' button.

Resulting screen shows the substitute you've created.

The screenshot shows the 'Workflow Substitution' interface with the 'Substitute Overview' table. The table has two columns: 'Substitute' and 'Status'. The table contains one entry: '1 Roger Rosenblatt' under 'Substitute' and 'Passive' under 'Status'. Below the table is an 'Add Substitute' button.

Substitute	Status
1 Roger Rosenblatt	Passive