

With the holidays approaching, there will be plenty of people traveling and taking time off. We wanted to let you know about [Setting Up Substitute Approvers](#) in BennyBuy.

If you click on the link, it will take you to our tip sheet located on the [eProcurement webpage](#). The tip sheet walks through the steps of setting up a backup for you while you are away. The substitute person has to have the same level of permissions as you do. IE: you will not be able to substitute your approval authority to someone who does not already have an approval role in BennyBuy.

While you have the Substitute Approver setting activated, only that person will get notifications and the ability to approve. You can set up substitutes for specific date ranges or permanently until turned off.

Please feel free to contact the help desk if you have any questions about how to setup substitute approvers.