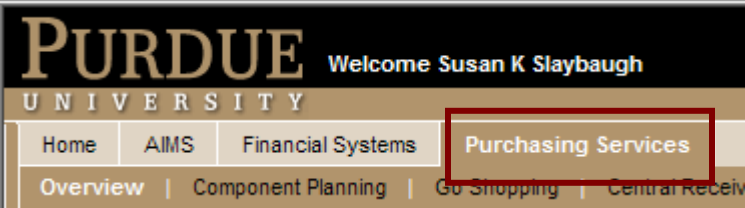

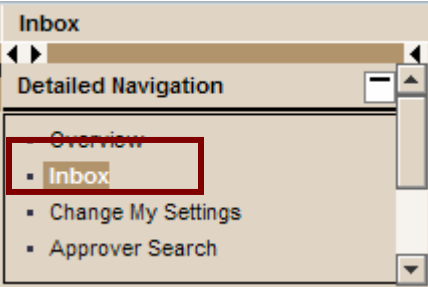





# Quick Reference Card Adopt Substitution

Perform this procedure when another user has set you up as a passive substitute and you need to view the work items in his or her Inbox. Substitutions can be active or passive. Passive substitutions require the substitute to choose to see the original user's work items via this Adopt Approvals procedure.

|  |  |
|--|--|
| <b>Beginning Steps</b>   |  |
| <b>Log into the OnePurdue Portal using your Career Account User Id and Password.</b> | <input type="text"/> User ID *<br><input type="text"/> Password *                    |
| <b>Choose the Purchasing Services link</b>   |    |
| <b>Select Workbench</b>  |   |
| <b>Choose Inbox</b>  |  |
| <b>Select Substitute</b>   |  |





# Quick Reference Card Adopt Substitution

Select Transfer Substitution

Workflow Substitution

**Transfer Substitution** Assign Substitute

Click on the line item for whom you are substituting

Workflow Substitution

Transfer Substitution Assign Substitute

Substitute Overview

|   | Substitute                         | Status  |
|---|------------------------------------|---------|
| 1 | <b>SRMINST101 Training Account</b> | Passive |

Entries that need approval appear in the upper section of the window.

**Approval** [Help](#)

Approval Messages

Here you can approve/reject shopping carts, confirmations of goods receipts, and so on. Select 'Edit' to display details

Substitute

**Approval: 52 Entries**

| Description  | Received on | Action |
|--|-------------|--------|
| <a href="#">Approve shopping cart of SRM125 Training Account with value 300.00 USD</a>     | 02/02/2007  |        |
| <a href="#">Approve shopping cart of SRM123 Training Account with value 186,800.00 USD</a> | 02/02/2007  |        |
| <a href="#">Approve shopping cart of Susan K Slaybaugh with value 160,680.00 USD</a>       | 02/01/2007  |        |
| <a href="#">Approve shopping cart of Susan K Slaybaugh with value 200,000.00 USD</a>       | 02/01/2007  |        |
| <a href="#">Approve Purchase order no. 30000495</a>  | 02/01/2007  |        |
| <a href="#">Approve Purchase order no. 30000500</a>  | 02/01/2007  |        |
| <a href="#">Approve Purchase order no. 30000496</a>  | 02/01/2007  |        |
| <a href="#">Approve Purchase order no. 30000494</a>  | 02/01/2007  |        |

Workflow Substitution

Transfer Substitution **End Substitution** Assign Substitute

Substitute Overview

|   | Substitute                  | Status  |                    |
|---|-----------------------------|---------|--------------------|
| 1 | SRMINST101 Training Account | Passive | Adopt substitution |

To return to your own inbox click the End Substitution button

Workflow Substitution

Transfer Substitution **End Substitution** Assign Substitute

Substitute Overview

|   | Substitute                  |
|---|-----------------------------|
| 1 | SRMINST101 Training Account |