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.

**Beginning Steps**

Log into the OnePurdue Portal using your Career Account User Id and Password.

**Choose the Purchasing Services link**

**Select Workbench**

**Choose Inbox**

**Select Substitute**

Approval

Messages

Here you can see e-mails on the purchase transaction.
Select Transfer Substitution

Click on the line item for whom you are substituting

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

To return to your own inbox click the End Substitution button