From AggieBuy Home page click on contracts ribbon, then APPROVALS, and then ASSIGN SUBSTITUTE APPROVERS – CONTRACT REQUESTS.

Click on Assign Substitute to All Form Request Folders and this box will appear

When the box appears be sure to "check" the "Include Date Range for Substitution" if there is a certain time frame you would like to assign for. If indefinitely then no need to assign a date range. You can remove the assignment whenever you would like.

In the "Substitute Name" box search for the substitute, select the substitute name, then select assign. If you are not able to locate the substitute then that means that substitute has not logged into AggieBuy and you would need to ask them to login before you are able to assign.