Approval Delegates
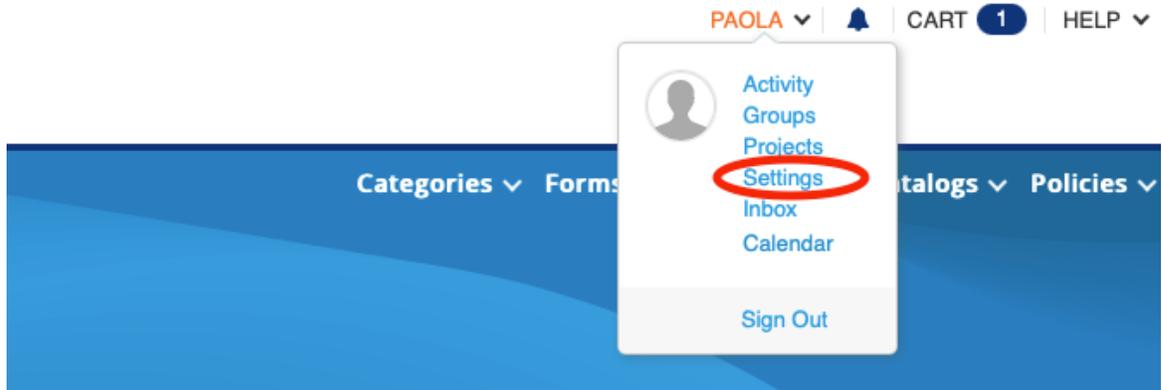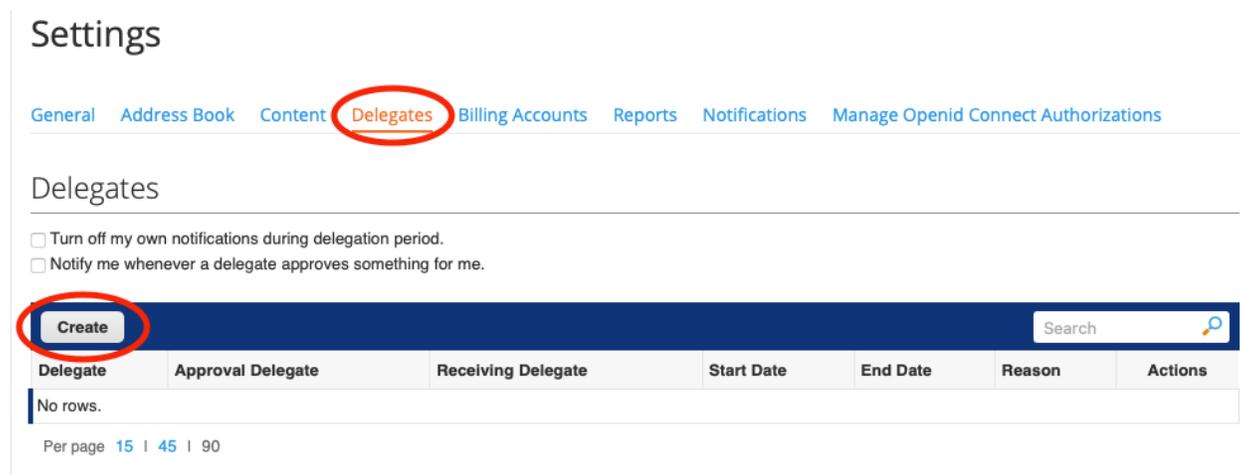
Follow the instruction below to delegate your approval responsibilities during an absence:

- Log in to Coupa and navigate to Settings from the drop down menu next to your name.

- Click Delegates from the top of the page, then click Create.

- Enter the following information for your Delegate, then click Save:
  - Check off Approval and Invoice Requester Access
  - Delegate Name
  - Start Date
  - End Date
  - Reason

Delegates

* Delegate Type	☐ Approval ⬅
	☐ Receiving
	☐ Invoice Requester Access ⬅
* Delegate	Select
* Start Date	mm/dd/yy 📅
* End Date	mm/dd/yy 📅
* Reason	

You will continue to receive approvals and receiving notifications

Cancel **Save**

- You will be rerouted, and a green banner will appear stating "Delegation created successfully."

Settings

Delegation created successfully.   ✕

General   Address Book   Content   Delegates   Billing Accounts   Reports   Notifications   Manage Openid Connect Authorizations