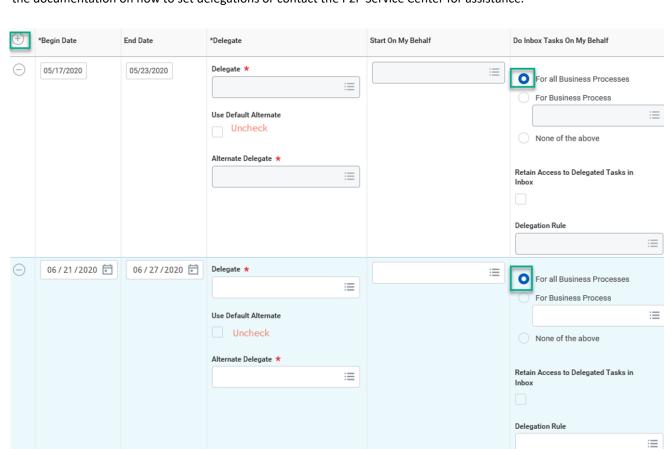


UR Procurement May 8, 2020



Setting Delegations

If you are an approver and will be out of the office (i.e. vacation, disability, partial furlough), please remember to set up a delegation for your approvals. Instructions (<u>Video</u> and <u>Quick Reference Guide</u>) can be found in the P2P Self Help Section. Please note you are able to setup multiple delegations based on date ranges (see below). Please review the documentation on how to set delegations or contact the P2P Service Center for assistance.



Trouble Accessing P2P Self Help Videos

If you are having difficulty accessing P2P Videos in the Self Help section, you will have to disconnect from VPN access and then try to play the video.