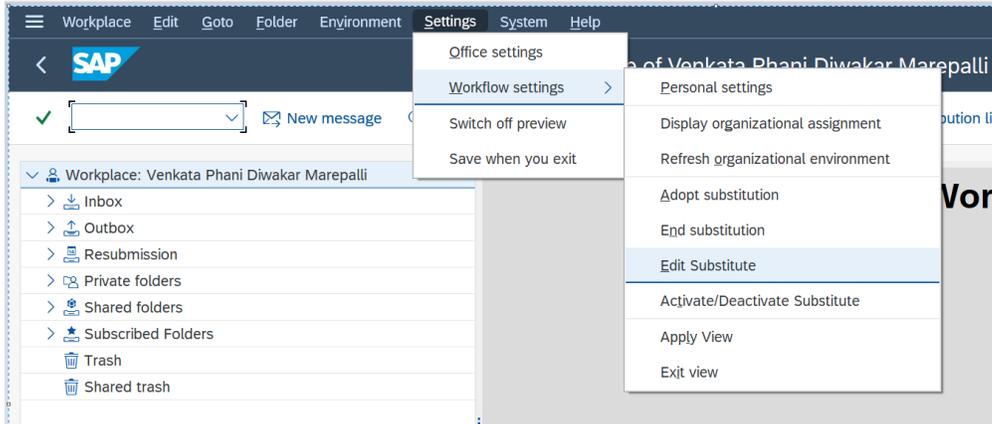


SAP Business Workplace – Personal Substitution

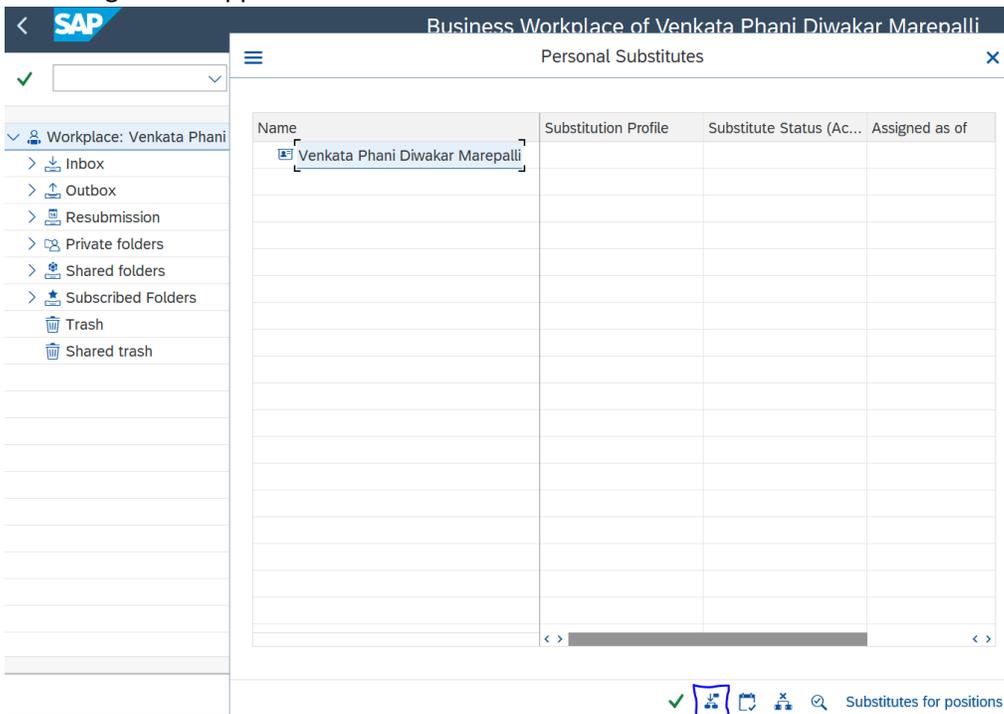
1. Go to transaction SBWP (SAP Business Workplace)

Go to following path to set the personal substitution as shown below

Settings-→Workflow settings-→Edit Substitute



2. Following screen appears



3. Place the cursor on the name and click on the above highlighted button

4. Following screen appears



☰ User (3) ✕

S: Search Term Users by Address Data > ✓

User:

Last name:

First name:

Department:

Building code:

Room Number:

Extension:

Cost center:

Internal mail:

Company:

Company name:

City:

Maximum No. of Hits:

✓ Start Search ↕ Multiple Selection ☒ Close

5. Provide the user ID if you know it. Otherwise, based on the first name and last name find out the user id to be substituted. *[Note: during testing, we found using the user ID more successful]*
- **The person you choose as a substitute MUST already have the authorisation to approve invoices etc. If they do not have this permission, they will not be able to approve on your behalf.**

☰ User (3) ✕
 S: Search Term Users by Address Data > ✓

User:
 Last name:
 First name:
 Department:
 Building code:
 Room Number:
 Extension:
 Cost center:
 Internal mail:
 Company:
 Company name:
 City:
 Maximum No. of Hits:

✓ Start Search ↕ Multiple Selection ✕ Close

6. Click on Start search button and following screen appears

S: Search Term Users by Address Data > ✓

✓ ✕ 🔍 🔍+ ★ 🔄 🖨️ 📄

| User Name | Last name | First name | Department | Buildings | Room No. | Extension | Cost ctr |
|-----------|-----------|------------|------------|-----------|----------|-----------|----------|
| E0ISHAIK | SHAIK | IMDADULLA | Commercial | | | | |
| E0SHSHAIK | SHAIK | SHAMSUDDIN | | | | | |

7. Select user id to be substituted as shown



| Name | Substitution Profile | Substitute Status (Ac... | Assigned as of |
|---------------------------------|----------------------|--------------------------|----------------|
| Venkata Phani Diwakar Marepalli | | | |

Detail Screen Substitution

Substitute for: Venkata Phani Diwakar Marepalli

Substitute: Shamsuddin Shaik

Personal substitution

Substitution data

Validity: 17.01.2023 to 31.12.9999

Profile: General substitution

Substitution active

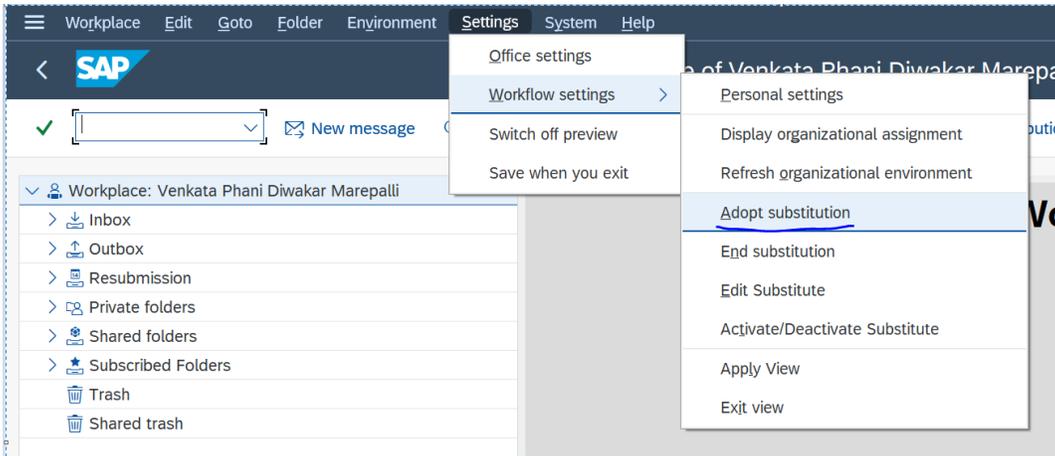
Substitutes for positions

- 8. Provide the validity period for which substitution is required – ensure a start **and** end date is chosen.

If you check the check box “**Substitution active**” Substitution active , then during that period work items are forwarded to the substitute user id automatically.

Click on the Save button.

- 9. If substitution check box is not checked Substitution active , you must manually do the substitution using **Adopt substitution** as shown.
Settings-→Workflow settings-→Adopt substitution



Also, you can do it by clicking on End substitution.

To do substitution for others, then use the transaction code **RMPS_SET_SUBSTITUTE**.

10. **For your substitute to approve Workflow items in your absence, they will need to have the corresponding GL and Cost Centre codes. Please ensure you have provided them with this before you are away from work.**
 - These codes will need to be entered at approval stage. Ensure they know how and when to do this.

11. When you return from annual leave, ensure you have cancelled the substitution so your settings return to normal. Do this by clicking Settings ->Workflow settings->End substitution