

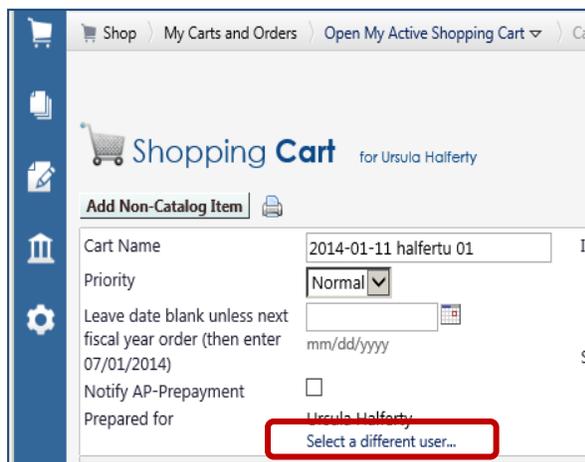
QG - Creating Shared Department PRs

The purpose of a Shared Department purchase requisition (PR) is when a department is sharing the cost of purchasing particular goods or services with one or more departments.

There are two ways to capture and add the request for Shared Department PR.

Option #1

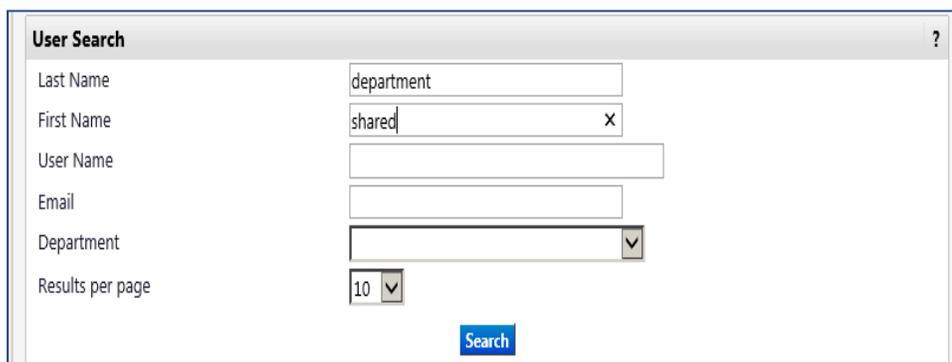
When initially creating the Shopping Cart and entering the Cart information.



From the Main Screen of HokieMart:

- Select the desired form.
- Enter Supplier Name.
- Complete General Item Info section on the top of the form.
- Below the prepared for user name, click on **“Select a different user..”**

- **Search User** box will appear.



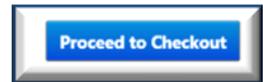
- A search results box will open.

New Search					Close
Results per page	10	Users meeting the search criteria: 1		Page 1 of 1 ?	
Name	User Name	Email	Phone	Action	
Department, Shared	wizard	rodney1@vt.edu	+1 (540) 231-9308	[select]	

- Click and select “Department, Shared”

- This will return the requestor to the Cart.
- Continue to complete the Cart as usual.
- Click “Add and go to Cart” or “Add to cart and return.”
- User will now be in the **Cart – Draft Requisition**

- Click “Proceed to Checkout.”



Option #2

If the user forgot to create a Shared Department request while creating the Shopping Cart, the requestor has a second opportunity to input this information when in the **Cart – Draft Requisition**

- Either click “General” in the Guided Checkout bar



- Or click “edit” in the **General** information box.

The General box will open.

- Click “edit.”
- The expanded “General” box will open.
- In the “Prepared for” field, click “Select a different user.”

- A User Search box will open.

- Type in “Shared Department.”
 - type “**Department**” in the Last name field
 - Type “**Shared**” in the First name field
- Click “Search.”
- A search results box will open.

Name	User Name	Email	Phone	Action
Department, Shared	wizard	rodney1@vt.edu	+1 (540) 231-9308	[select]

- Click select “Department, Shared”

“Shared Department” will now appear in the “Prepared for” line.

- Complete the PR as usual.

Follow the instructions for Requisition and Purchase Order Follow-up.

The PR will be routed to all approvers for review and will require an approval from each department that provided funding.

Tip: To find and view the PR/PO’s created for “Shared Department” follow the instructions “Document Search Feature.”