## **QG** - On-Behalf-Of Requestor

An On-Behalf-Of (OBO) Requestor prepares a PR for a Requestor. There are two ways to add (OBO) Requestor information.

The first option is when the OBO Requestor is creating the shopping cart. But if that opportunity is missed, the information can be added during the PR review process before submitting the PR for approval.

## Option #1

To perform this action in HokieMart while creating the Shopping Cart:

	Shop / My Carts and Orders / Open My Activ	Ve Snopping Cart V / Cart - 40354008 - Drait Requisit				
) 2	Shopping Cart for Ursula	a Halferty				
ſ	Cart Name	2014-01-06 NROS Order				
	Priority	Normal 🗸				
٥	Leave date blank unless next fiscal year order (then enter 07/01/2014) Notify AP-Prepayment Prepared for	mm/dd/yyyy				
	Supplier / Line Item Details					
	Show line details					
	New River Office Supply Inc see more info Order Address 2 2605 Research Center Dr, Blacksburg, VA 24060 US Add non-catalog item for this supplier					
	Product Description					

- Locate "Select a different user.."
- Click on that field to bring up a search window.

A pop-up box will open to choose the name of the Requestor for whom you are preparing the PR.

- Enter the individual's last name.
- If it is a common name, including the first name may be helpful to narrow the search.
- Click "Search."

		C
Jser Search		
Last Name	Atkins	×
First Name		
User Name		
Email		
Department		~
Results per page	10 🗸	

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é https://solutions.	sciquest.com/?retu	rnFuncti	on=setPrepare	dForUse	er&permissions=&Tmstmp=1	38 <b>_ 🗆 X</b>
New Search						Close
Results per page 10	] Use	ers meet	ing the search o	riteria: 1	Page	e 1 of 1 📐 📍
Name	<ul> <li>User Name</li> </ul>	~	Email	~	Phone	Action
Atkins, Regina	rdove	r	dove@vt.edu	-	+1 (540) 231-8544	[select]

ñ	HOKIEMART		Ursula Halferty 🔻	★ Action Items Notification	s 🚦 📜 234.50 USD 🔍 🔨
Ë	📜 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 👌 Cart - 46544003 - Draft Requisition				DLogout
<u>)</u>	<ul> <li>Almost ready to go! The list below needs to be addressed before the cart can be submitted.</li> <li>Requisition can only contain one supplier. Remove or Move the items to another draft cart.</li> </ul>				Continue Shopping
i⊿ £	Shopping Cart for Unsule Hollerly Add Non-Gatalog Item	Sare		2 Ite	m(s) for a total of <b>234.50</b> uso Proceed to Checkout
\$	Cart Name 2014-01-12 halfertu 02 Internal Note Priority Send to Supplier? Leave date blank unless neut fiscal year order (then enter 07/01/2014) Notify AP-Prepayment Regina Atkins	add note HolieMart Will Deliver Select from profile values Select from all values	Note to all Suppliers	add note	
	Supplier / Line Item Details				?

After adding the desired items to a Cart, the On-Behalf-Of (OBO) Requestor should click on the **"Proceed to Checkout"** button.

## **Option #2**

If the **"Prepared for"** option was missed while creating the Shopping cart, once the PR has been created, the OBO Requestor can update the information contained in the **General** section block.

Requisition	Approvals Comments Attachments History	
Summary	Shipping   Billing   Funding   Supplier Info	
Hide header		
	General	
Cart Name	2014-01-06 NROS Order	(
Priority	Normal	
Work Order	Number N/A N/A	

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- The information contained in this block contains an additional field "Prepared For".
- Click "Edit" to activate the General Section block.
- Click on "Select a different user" located just above the box Work Order Number.

	General	
Seneral		?)
Cart Name	2014-01-06 NROS Order	
Priority	Normal 🗸	
Leave date blank unless next fiscal year order (then enter 07/01/2014)	mm/dd/yyyy	
Prepared by	Ursula Halferty	
Prepared for	Ursula Halferty Select a different user	
Work Order Number	N/A	
	Select from profile values Select from all values	
	Save Cancel	

A pop-up box will open to choose the name of the Requestor for whom you are preparing the PR.

- Enter the individual's last name. If it is a common name, first name may be helpful.
- Click "Search."

é https://solutions.sciquest	.com/?Tmstmp=1389041289989270&returnFunction=set	PreparedForUs 💶 🗙
		Close
User Search		?
Last Name	Atkins ×	
First Name		
User Name		
Email		
Department	$\checkmark$	
Results per page	10 🗸	
	Search	

Possible choices will be returned in the search.

😢 https://solutions.sciquest.com/?returnFunction=setPreparedForUser&permissions=&Tmstmp=138 💶 🗖 🗙					
New Search					Close
Results per page 10 🗸	Use	ers me	eting the search criteria:	1 Page	e 1 of 1 📐 💡
Name	<ul> <li>User Name</li> </ul>		Email 🗠	Phone	Action
Atkins, Regina	rdove		rdove@vt.edu	+1 (540) 231-8544	[select]

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- Under Action. Choose "select".
- This will populate a "Prepared For" name.
- When reviewing the cart, both "Prepared by" and "Prepared for" will be displayed.
- Click "Save" and continue to process the order as usual.

-	General	?
General		? X
Cart Name	2014-01-06 NROS Order ×	
Priority	Normal 🗸	
Leave date blank unless next fiscal year order (then enter 07/01/2014)	mm/dd/yyyy	
Prepared by	Ursula Halferty	
Prepared for	Regina Atkins Select a different user	
Work Order Number	N/A	
	Select from profile values Select from all values	
	Save Cancel	

	<ul> <li>You need to be aware of the following is</li> <li>Warning: Verify delivery method in "Send to S</li> </ul>	sue(s), but it will not supplier?" field
Requisition Approvals Com	ments Attachments History	
Summary Shipping	Billing Funding Supplier Info	
Hide header		
	General	?
Cart Name	2014-01-12 halfertu 02	edit
Priority	Normal	
Leave date blank unless next f	iscal year no value	
order (then enter 07/01/2014)		
Prepared by	Ursula Halferty	
Prepared for	Regina Atkins	
Work Order Number	N/A	
	N/A	

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