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:

- 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.”
Possible choices will be returned in the search.

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.
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.

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.”

Possible choices will be returned in the search.
- 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.