

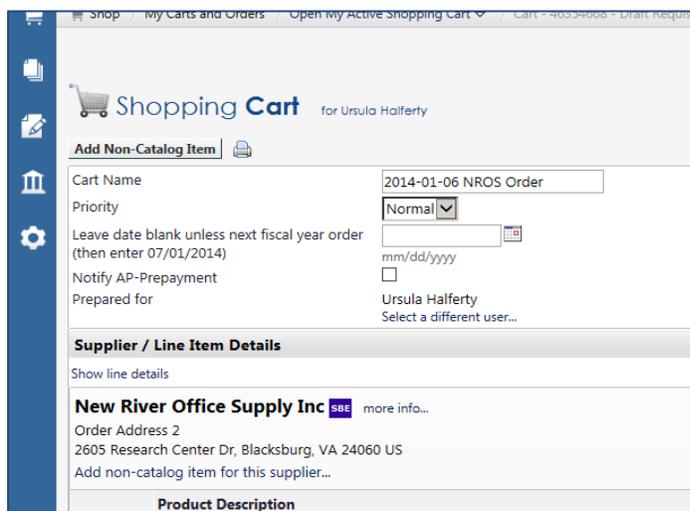
QG - On-Behalf-Of Requestor

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

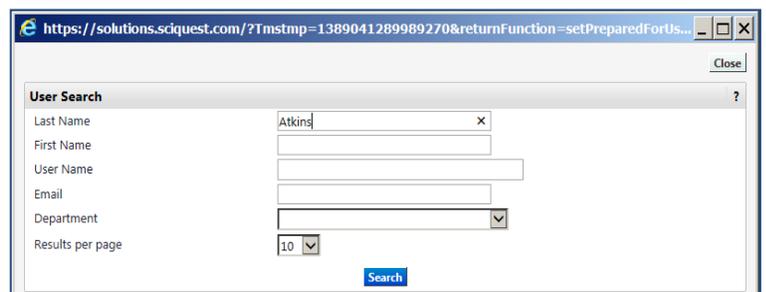
To perform this action in HokieMart while creating the Shopping Cart:



- 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.

Name	User Name	Email	Phone	Action
Atkins, Regina	rdove	rdove@vt.edu	+1 (540) 231-8544	[select]

Almost ready to go! The list below needs to be addressed before the cart can be submitted.
• Requisition can only contain one supplier. Remove or Move the items to another draft cart.

Shopping Cart for Ursula Halferty
2 Item(s) for a total of 234.50 USD
Proceed to Checkout

Cart Name: 2014-01-12 halfertu 02
Priority: Normal
Prepared for: Regina Atkins

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 Summary

General

Cart Name: 2014-01-06 NROS Order
Priority: Normal
Prepared by: Ursula Halferty
Prepared for: Ursula Halferty
Work Order Number: N/A

- 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.

Name	User Name	Email	Phone	Action
Atkins, Regina	rdove	rdove@vt.edu	+1 (540) 231-8544	[select]

- 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

Cart Name: 2014-01-06 NROS Order

Priority: Normal

Leave date blank unless next fiscal year order (then enter 07/01/2014):

Prepared by: Ursula Halferty

Prepared for: Regina Atkins

Work Order Number: N/A

Buttons: Save, Cancel

HOKIE MART

Requisition can only contain one supplier. Remove or Move the items to another requisition.

You need to be aware of the following issue(s), but it will not prevent you from saving.

- Warning: Verify delivery method in "Send to Supplier?" field

Requisition Summary Shipping Billing Funding Supplier Info

Hide header

General	
Cart Name	2014-01-12 halfertu 02
Priority	Normal
Leave date blank unless next fiscal year order (then enter 07/01/2014)	no value
Prepared by	Ursula Halferty
Prepared for	Regina Atkins
Work Order Number	N/A