

Quick Guide: Shared Department

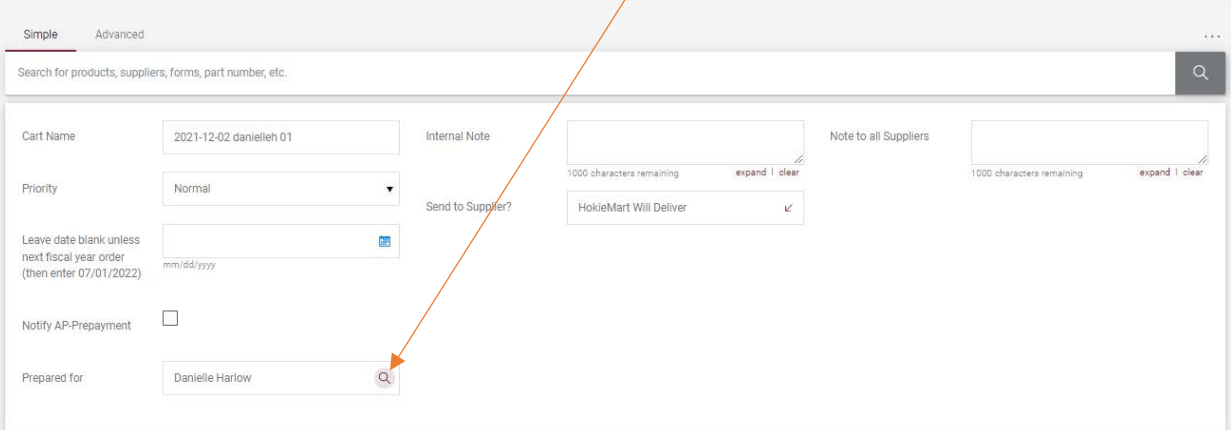
The purpose of a Shared Department PR is when a department is sharing the cost of purchasing particular goods or services with one or more departments.

**Note the steps to create a PR for a shared department are similar to the steps required to create a PR for an OBO requestor.*

There are two areas where users can create a Shared Department PR


Option #1

When processing the shopping chart, select the  icon next to "Prepared for"



Shopping Cart • Shopping Cart ▾

Simple Advanced

Search for products, suppliers, forms, part number, etc. 


Cart Name: 2021-12-02 danielleh 01 Internal Note: Note to all Suppliers:

Priority: Normal

Send to Supplier? HokieMart Will Deliver

Leave date blank unless next fiscal year order (then enter 07/01/2022) mm/dd/yyyy

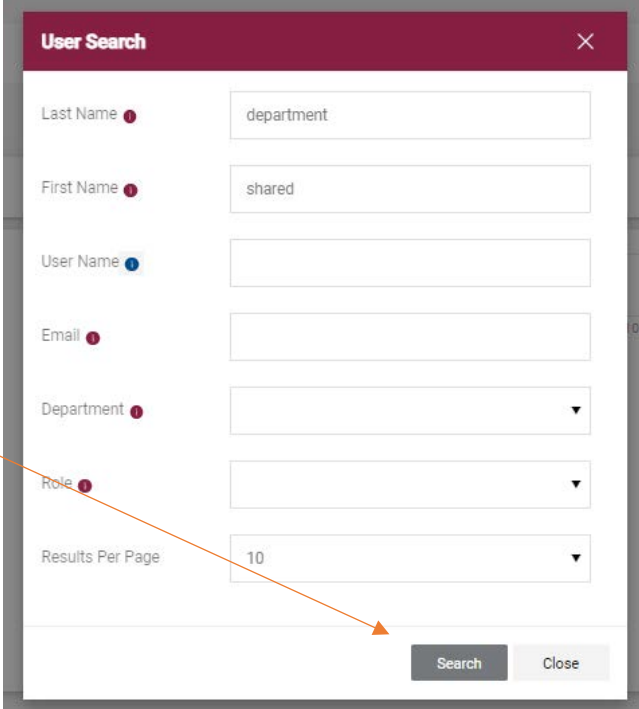
Notify AP-Prepayment


Prepared for: Danielle Harlow 


Search for the user "Shared Department"


- Last Name: **Department**
- First Name: **Shared**


Then click **Search**





User Search 


Last Name  department

First Name  shared

User Name 

Email 

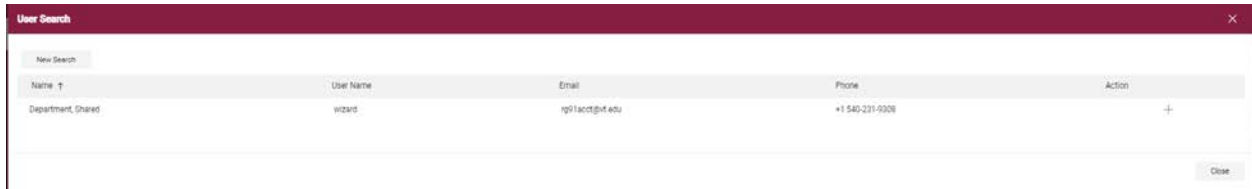
Department 

Role 

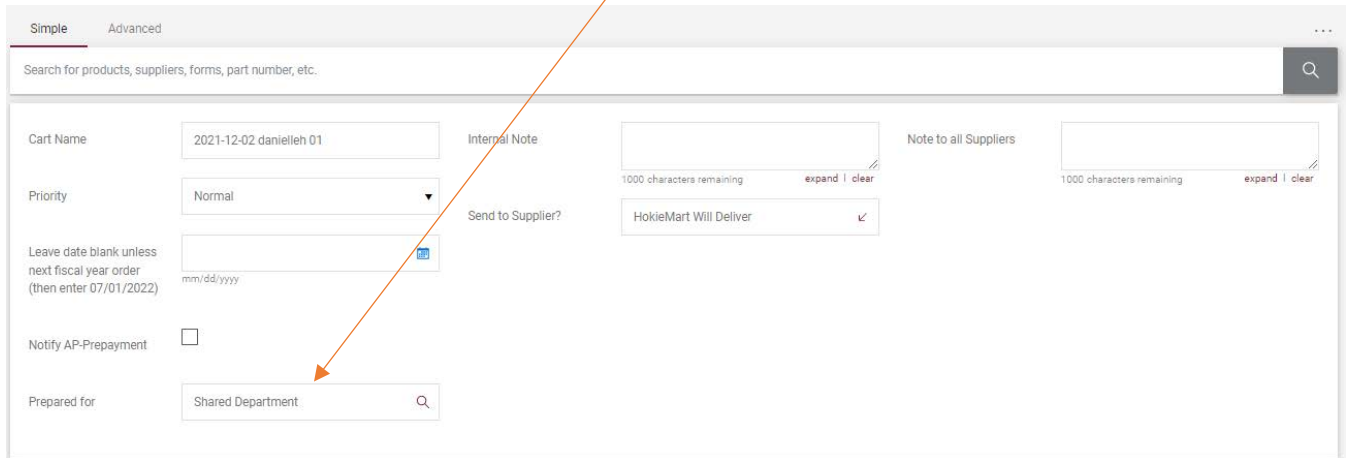
Results Per Page 10

Search Close

Select the "+" symbol to add the Shared Department user to your Shopping Cart



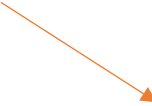
The Shopping Cart has been updated to reflect "Shared Department"





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.

Before submitting the PR, users can edit the General section by selecting the  symbol



General  

Cart Name	2021-12-02 danielleh 01
Priority	Normal
Leave date blank unless next fiscal year order (then enter 07/01/2022)	<i>no value</i>
Prepared by	Danielle Harlow
Prepared for	Danielle Harlow
Work Order Number	N/A N/A

Follow steps above in Option#1 to search, select, and update the "Prepared for" field to "Shared Department"