

Quick Guide: Shared Department (or On Behalf Of)

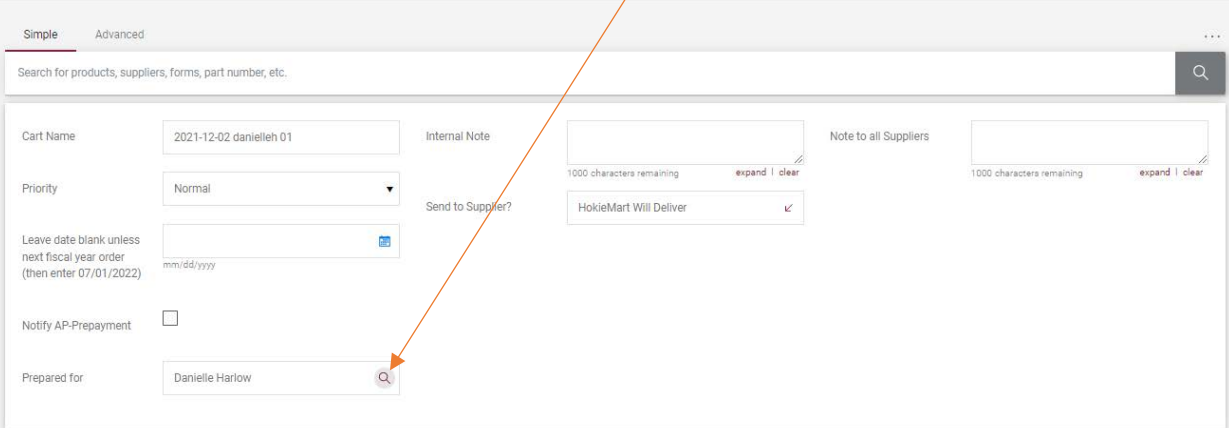
The purpose of a Shared Department PR is when a department is sharing the cost of purchasing particular goods or services with one or more departments.

**Note the steps to create a PR for a shared department are similar to the steps required to create a PR for an On Behalf Of 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)

Notify AP-Prepayment

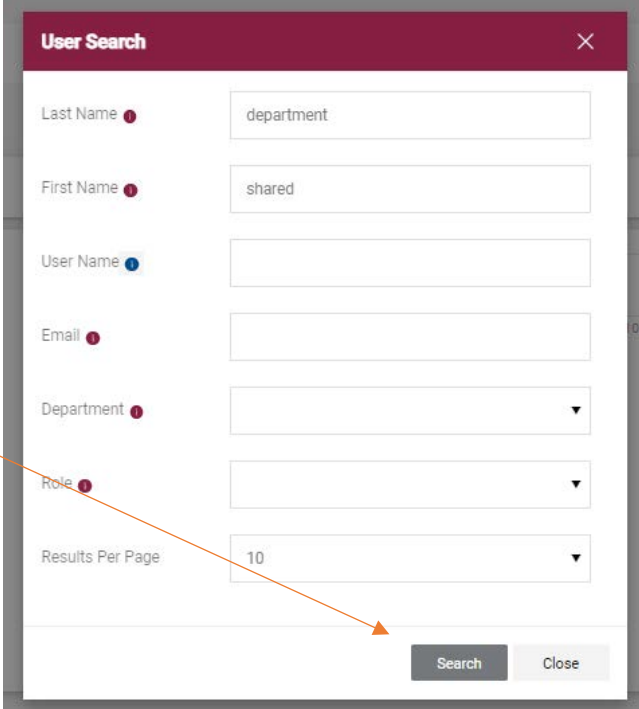
Prepared for: Danielle Harlow 


Search for the user "Shared Department"


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


Then click **Search**


If you are an On Behalf of Requestor entering the order on behalf of another user in your department, you would search for that user here.





User Search 


Last Name  department

First Name  shared

User Name 

Email 

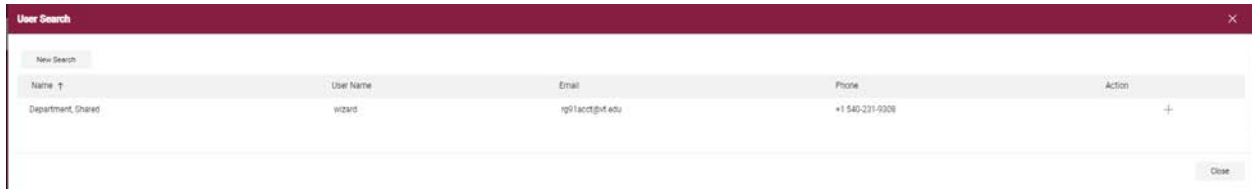
Department 

Role 

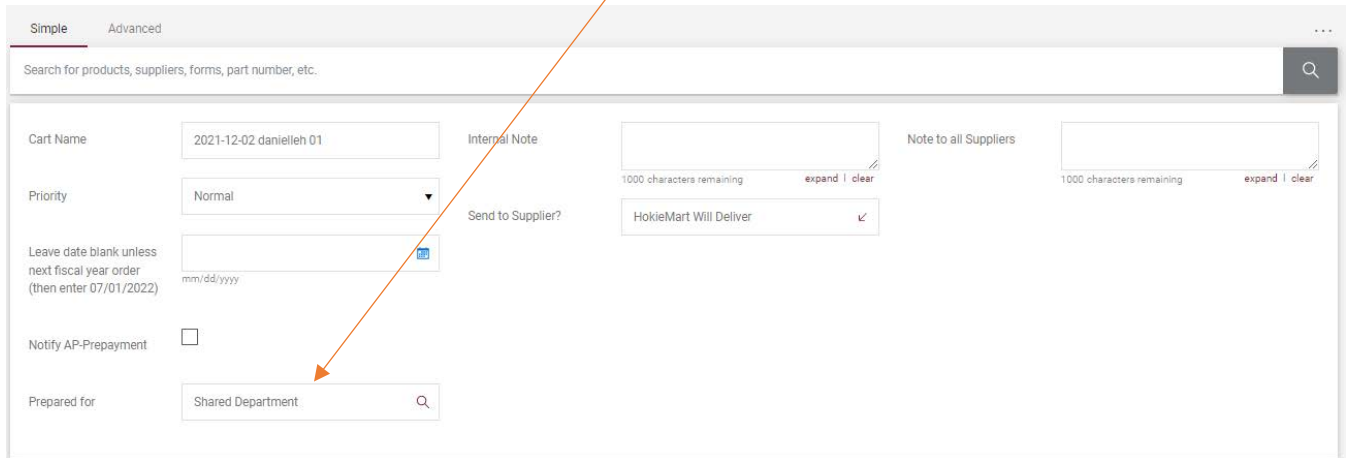
Results Per Page 10

Search Close

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



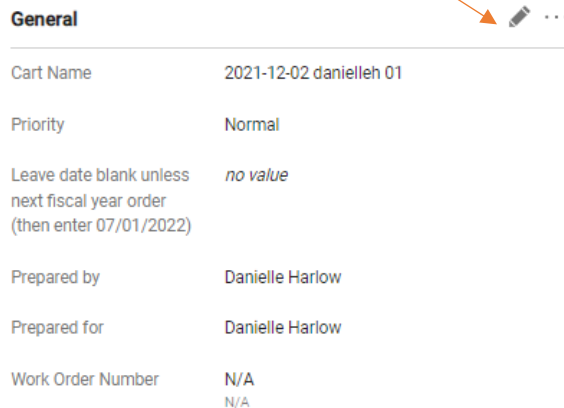
The Shopping Cart has been updated to reflect "Shared Department" or another user



Option #2

If the user forgot to create a Shared Department or On Behalf Of 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



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