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”

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.
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.