

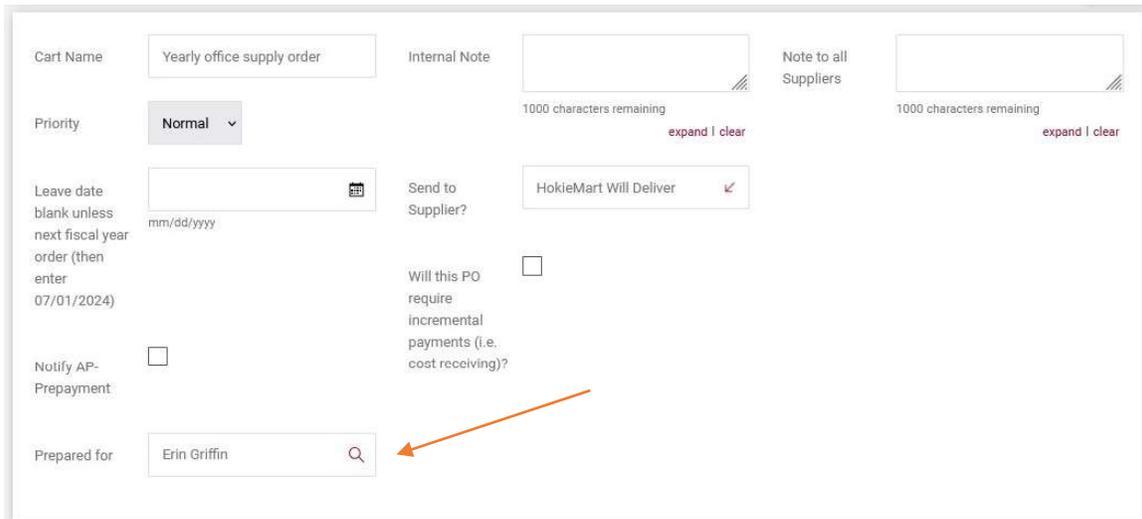
Shared Department (or On Behalf Of)

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. The Requestor entering in the order may not have access to all the funding sources that will be used. This allows the Requestor to proceed with entering in the order with assurance that the workflow will route the requisition to all applicable org level approvers for each funding source used.

****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.***

Requesters can change their requisition to be on behalf of Shared Department on either the Shopping Cart or draft Requisition document.

1. On the shopping cart, select the magnifying glass icon next to Prepared for.



The screenshot shows a shopping cart form with various fields. The 'Prepared for' field contains the name 'Erin Griffin' and a magnifying glass icon. An orange arrow points to this icon. Other fields include 'Cart Name' (Yearly office supply order), 'Priority' (Normal), 'Leave date' (07/01/2024), 'Notify AP-Prepayment' (checkbox), 'Internal Note', 'Note to all Suppliers', 'Send to Supplier?' (HokieMart Will Deliver), and 'Will this PO require incremental payments (i.e. cost receiving)?' (checkbox).

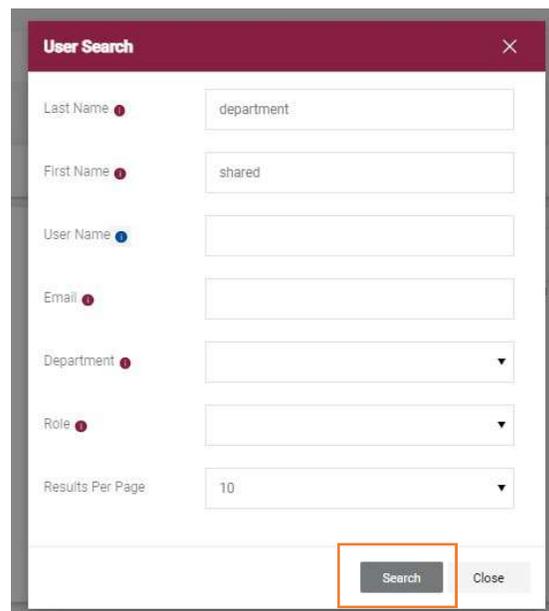
Search for the user “Shared Department.”

Last Name: **Department**

First Name: **Shared**

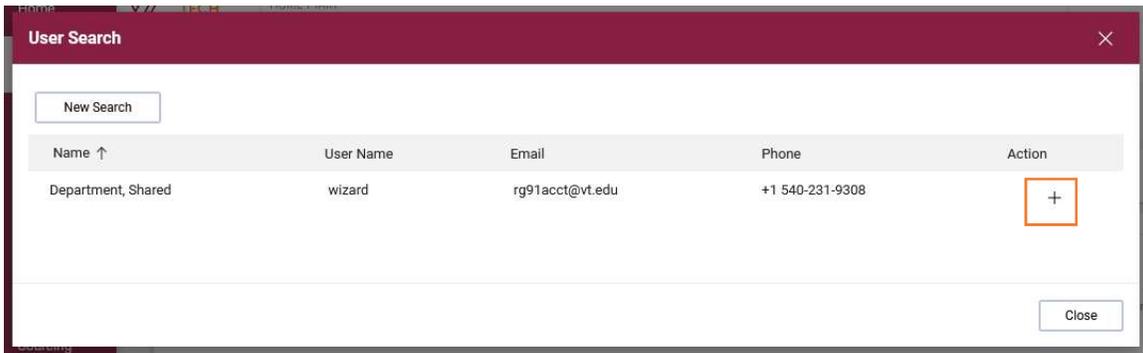
Then click **Search**.

Similarly, if you’re an On Behalf of Requestor entering the order on behalf of another user in your department, you would search for that user here.

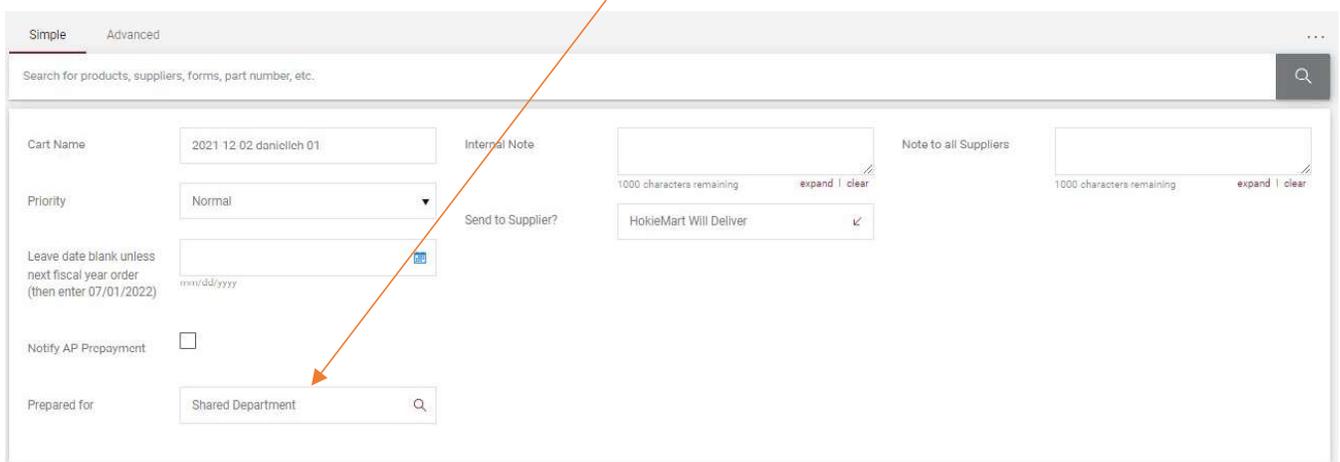


The screenshot shows a 'User Search' dialog box with the following fields: Last Name (department), First Name (shared), User Name, Email, Department (dropdown), Role (dropdown), and Results Per Page (10). A 'Search' button is highlighted with an orange box at the bottom right.

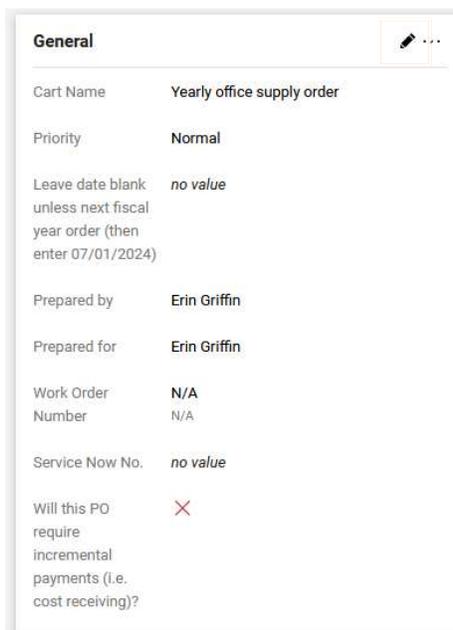
Select the + symbol to add the Shared Department user to your Shopping Cart.



The Shopping Cart has been updated to reflect “Shared Department” or another user.



2. The user can also edit the prepared for field on the draft requisition document. Before submitting the requisition, click the pencil icon in the General section to edit the field.



Follow the steps outlined above to search for the Shared Department user.