Preparing a Requisition on Behalf of Another User

1. After completing your shopping, select **Proceed to Checkout** (Figure 1).

![Figure 1]

2. During checkout, in the “General” tab, select **Edit** (Figure 2).

![Figure 2]

3. A pop up menu will appear. In the “Prepared for” row, click **Select a different user...** (Figure 3).

(Note: the default prepared for user will always be the person creating the requisition.)
4. In the User Search window, enter the search criteria to search for the appropriate user. Once complete, select **Search** (Figure 4). *Note: not all the criteria needs to be completed. See in the example below, only the user's last name was used to search.*
5. After searching, select the appropriate user by clicking [select] under the “Action” column (Figure 5).

![Figure 5]

6. Once the Prepared for user has been selected, select Update. Notice the prepared for user has been updated (Figure 6).

![Figure 6]

7. Now that the requisition has been prepared for on behalf of another user, you can complete the checkout process (Figure 7). Hint: when a requisition is prepared for on behalf of another user, the prepared for user’s saved ship to addresses will be available to user entering the requisition. Additionally, the prepared for user will receive the notifications for the requisition.

![Figure 7]
8. Once all fields are completed, you can complete your order by selecting Place Order (Figure 8).

![Figure 8](image-url)