How to Use the Buy on Behalf of Function

Sourcing & Procurement
Buy on Behalf of

The ‘Buy on Behalf of’ function is set in a shopping cart BEFORE items are added to the cart, and allows a selected individual to search* and view the shopping cart from their BUworks profile.

*When searching for a shopping cart that has been bought on your behalf, an additional setting will need to be selected in the search criteria. See Searching Shopping Carts, POs for more information (bu.edu/sourcing/how-to-place-orders/).
Buy on Behalf of

The recommended search criteria options are: **First Name** and **Last Name**.

**Step 2. Select Search Criteria**

- Select one of the following search criteria fields:
  - ‘First Name’
  - ‘Last Name’

- Select the search option ‘Contains’

**Step 3. Select Contains**
The recommended search criteria options are: First Name and Last Name.

- Enter the individual’s name using in the format shown using *asterisks*
- Click ‘Search’

*Search terms must be enclosed in *asterisks* (e.g. *First Name* and *Second Name*)
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The recommended search criteria options are: **First Name** and **Last Name**.

- Review search results
- Click grey box next appropriate name to select the individual

Step 6. Select Individual
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The Buy on Behalf of must be set BEFORE line items are added to the shopping cart.

- Confirm the individual has been assigned to the ‘Buy on Behalf of’
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Additional Resources

Ordering Information
Sourcing & Procurement:

Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:

Website: www.bu.edu/ap/resources
Email: invoices@bu.edu