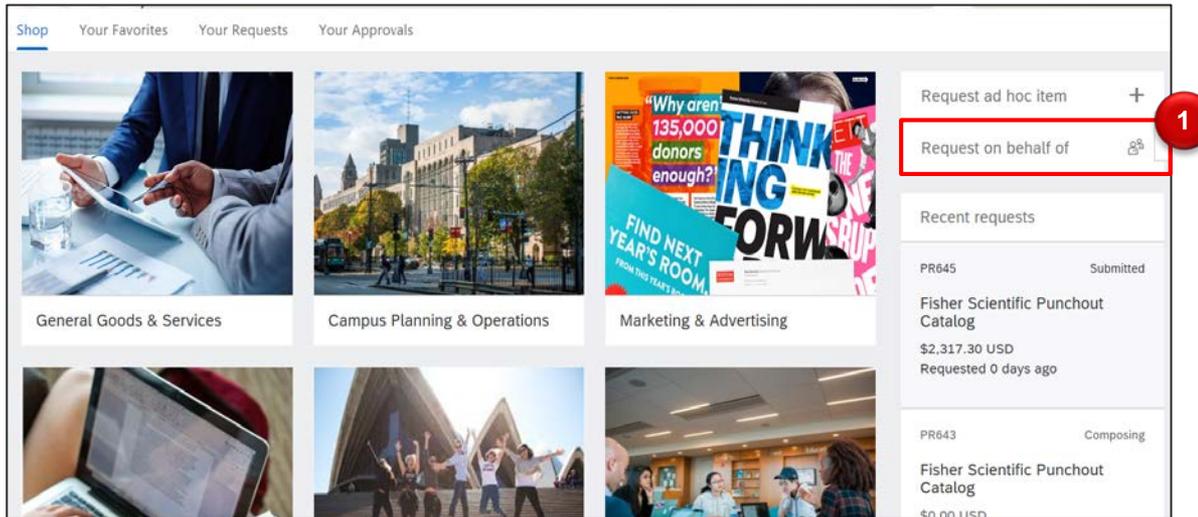


Request on Behalf of in **Guided BU**ying



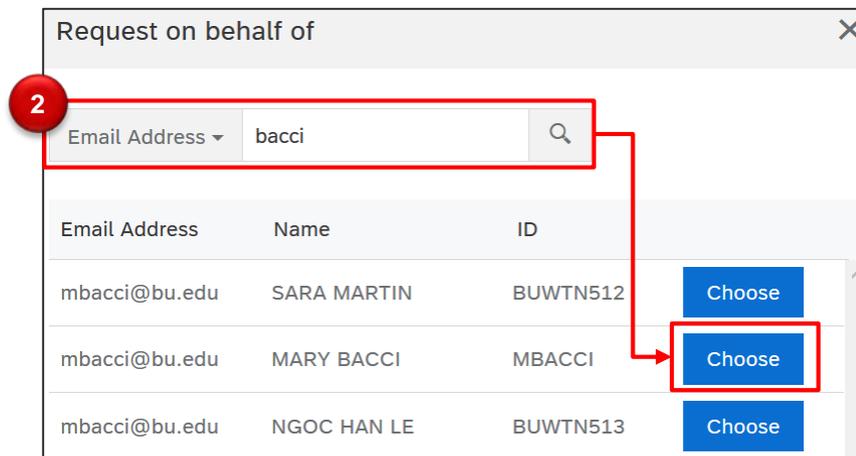
Request on Behalf of in Guided **BU**ying

Requisitioners will have the ability to request on behalf of another Requisitioner if that Requisitioner has access to **Guided **BU**ying**. That Requisitioner, will be added to the PR as a watcher.



1 Navigate to the **Guided **BU**ying** homepage and select **Request on behalf of**.

2 Search for the appropriate Requisitioner and click **Choose** next to their name.



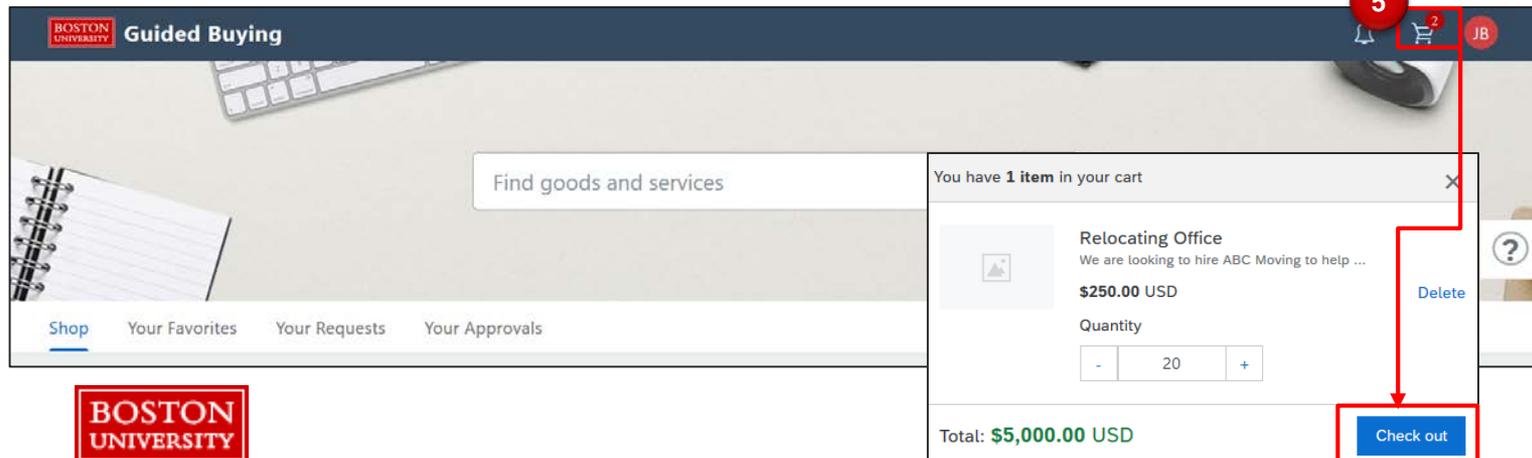
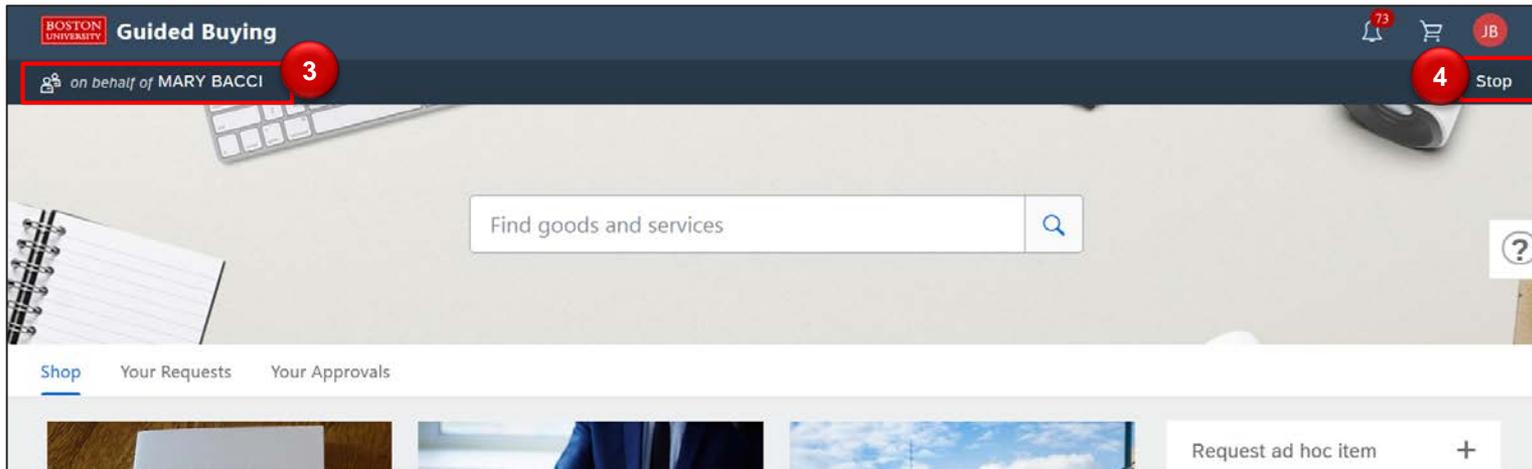
Request on Behalf of in Guided BUying

Add necessary items to your cart and proceed to checkout. At check out, information from the personal profile of the Requisitioner you are requesting on behalf of will populate into the request.

3 Once you select the Requisitioner, you will see **on behalf of NAME**, in the top left corner.

4 Click **Stop** to end requesting on behalf of Requisitioner.

5 After all items have been added to your cart, navigate to check out.



Request on Behalf of in Guided BUying

At check out, information from the personal profile of the Requisitioner you are requesting on behalf of will populate into the PR.

6 Proceed through checkout and update any necessary fields.

BOSTON UNIVERSITY Guided Buying

Microscope
Checkout / PR14380

Submit Save and exit

Ship to Manage locations	Charge to Manage details	Total cost \$5,000.00 USD
1 Raleigh Street Boston, MA 02215 United States	Cost Center (1020400003 (SOURCING & PROC))	Net amount \$5,000.00 USD

Need-by Date

Requester

Company Code

Deliver To

Is Team Requisition Yes No

[Hide additional details](#)

Items (1)