

## Placing an Order for Another Person

Effective April 2019, the **On Behalf Of** functions have been updated to avoid various issues that were being caused by the old functionality.

The old **On Behalf Of** option has been removed. Instead, the detail of who you are placing an order for can be added as **Internal Notes** as well as the **Attn:** field of the **Shipping Address**.

### Adding Detail on Who You Are Ordering For

Step	Task
1.	Create a requisition.
2.	Click <b>Proceed to Checkout</b> once draft cart is completed.
3.	Click <b>Edit</b> in the <b>Shipping</b> section.
4.	Adjust the <b>Attn:</b> field to the individual who requested the order or will be receiving the shipment.
5.	Click <b>Save Changes</b> .
6.	Click <b>Edit</b> in the <b>Internal Notes and Attachments</b> section.  IMPORTANT: Internal Notes and Attachments are not shared with the vendor. External Notes and Attachments will be sent out to the vendor with the PO. External Attachments should be in PDF format.
7.	Enter information about who requested the order.
8.	Click <b>Save</b> .
9.	If Requestor, enter the C-FOAPAL and submit the requisition. <i>See Code Favorites job aid to assist with C-FOAPAL entry.</i>  If Shopper, submit the requisition into workflow for the Department Account Coder to enter C-FOAPAL.