

## Placing an Order for Another Person

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

1. Create a requisition.
2. Click **Proceed to Checkout** once draft cart is completed.
3. Click **Edit** (pencil icon) in the **Shipping** section.
4. Adjust the **Attn:** field to the individual who requested the order or will be receiving the shipment.
5. Click **Save Changes**.
6. Click **Edit** (pencil icon) in the **Internal Notes and Attachments** section.
  - a. **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 Internal Note information about who requested the order.
8. If Requestor, enter the C-FOAPAL and submit the requisition.
  - a. See the *Code Favorites* job aid to assist with C-FOAPAL entry.
9. If Shopper, submit the requisition into workflow for the Department Account Coder to enter C-FOAPAL.