



Jaggaer eProcurement System: Process Guides

Requisitions Split Between Multiple Department Cost Centers

Overview: Requesters may need to split an expense with another department. As the requester does not have access to the other department’s cost center, they will need to request that the cost center be added to the requisition line item(s).

1. Follow the steps in the “How to Place Orders (Enter Requisitions)” process guide to add items to the cart and proceed to checkout.
2. **Prior** to clicking the Place Order button, select an Ad-Hoc Approver to route the requisition to Purchasing.
3. Click on the Ad-Hoc Approver Select link, and the Ad-Hoc Approver window will open. **Important: keep the selection for After as “Submission”**. This ensures the requisition is routed to Purchasing for the cost center updates prior to routing to the next level approvers.
 - a. Enter a Purchasing Department user name.
 - b. Enter comments that specify all necessary information for the cost center split.
 - i. For example: Split the entire requisition between my cost center 123000 and Other Department cost center 789000, 50% to each.
 - ii. For example: Split Line #1 Pens to allocate 25% to my cost center 123000 and 75% to Other Department cost center 789000.
 - iii. For example: Split Line #2 Office Chairs between my cost center 123000 -Quantity 1, and Other Department cost center 789000 – Quantity 3.
 - c. Click Save.
4. The requisition will now route to Purchasing to make the requested updates to the cost centers.
5. Once the updates have been made, the requisition will then be routed to the appropriate approvers, based on who approves the cost centers that were entered.

General	
Cart Name	2022-11-17 0322254 01 - CR(1)
Description	no value
Prepared by	Jessica Waddington
Prepared for	Jessica Waddington
Ad-Hoc Approver	Select
Buyer Code	0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER
Bank Code	VDM 97a04a13-a1e2-4410-9753-0c6117f4b8dc

Ad-Hoc Approver

After: Submission

Ad-Hoc Approver: Higgins, Diana

Comments: [Text Area]

948 characters remaining

Save Close