

# iShopUTRGV Quick Reference Guide

## Approver Role

WELCOME TO iShopUTRGV!

Please do not hesitate to contact the Purchasing Office with any questions you may have. You can reach us via email at [purch@utrgv.edu](mailto:purch@utrgv.edu) or by phone at EXT 2161.

### STEP 1: LOG IN TO iShopUTRGV

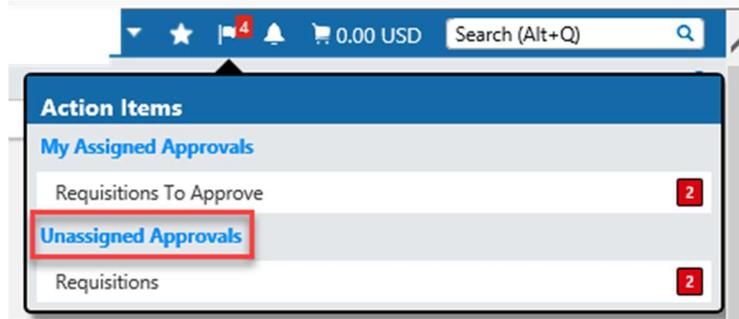
1. Log into iShopUTRGV at <https://my.utrgv.edu/home> using your Oracle credentials and select the PeopleSoft icon. For more detailed instructions refer to How to Access iSHOP at <https://utrgv.edu/purchasing>

### STEP 2: APPROVER ROLE

1. As an Approver, you will have the same responsibility as a Shopper, Requestor, PLUS the ability to approve, reject, or return requisitions.
2. For more detailed instructions on how to shop and request in iShopUTRGV, please see the SHOPPER'S QUICK GUIDE and REQUESTOR'S QUICK GUIDE at <https://utrgv.edu/purchasing>

### STEP 3: APPROVING A REQUISITION

1. The "Action Items" link will display all approvals under "Unassigned Approvals." Click on the link to display approvals.



2. Requisitions are shared between Cost Center Managers and Alternate Managers and require that they be assigned for approval. Click the "Assign" button.

Total Results Found: 2      All Dates      Assign      Go

Sort by: Submit date newest first

Hide requisition details expand all collapse all      Results per folder: 20

Buyer Review [2 results]

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
106462528	VALLEY SOUTH TEXAS INTERIORS	Not Assigned	8/3/2018 9:12 AM	Maria Concepcion Espinoza	47,975.00 USD	Assign

Requisition Name: Accoustical Panels-MSLC      Folders: 0 Days in folder [Buyer Review]

No. of line items: 1

- Once assigned, the requisition will display under “MY PR Approvals.” Note: this may look like a duplicate request but it is not. Open the requisition by clicking on the Requisition No.

Total Results Found: 2 All Dates Assign Go

Sort by: Submit date newest first ?

Hide requisition details expand all collapse all Results per folder: 20

**My PR Approvals [3 results]**

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
<b>106040179</b>	MOOD DBA PROSOUND INC	Mr. Jesus E Zerpa	8/6/2018 2:14 PM	Mrs. Leticia Salinas	27,577.75 USD	<span style="background-color: #0070C0; color: white; padding: 2px;">Approve</span>
Requisition Name		2018-07-20 GRODRIGUEZ PWE18-01 Weslaco CIC - MOOD		Folders 2 Days in folder [My PR Approvals] 3 Days in folder [Buyer Review]		
No. of line items		4				
This PR has notes		✓				
<b>106255417</b>	PARKMOBILE	Mr. Jesus E Zerpa	7/30/2018 8:34 AM	Mrs. Melissa L Sandoval	0.00 USD	<span style="background-color: #0070C0; color: white; padding: 2px;">Approve</span>
Requisition Name		ParkMobile App Business Contract FY2019		Folders 10 Days in folder [My PR Approvals]		
No. of line items		1				

- Once the requisition is open, click on the “Available Actions” drop down menu. You can Approve, Return or Reject the requisitions. Make sure you review all information prior to taking action of the request.

**Approve/Complete option allow the REQ to move forward to the next approver so that a PO can be created.**

**Requisitions can be returned to the requisitioner for modifications. Once the change is made, the requisitioner is able to resubmit the requisition.**

**Rejecting a requisition does not allow for modifications. If rejected, a new request will need to be submitted.**

The screenshot shows the requisition details for requisition number 106040179. The 'Available Actions' dropdown menu is open, showing options: Approve/Complete Step, Return to Shared Folder, Place on Hold, Return to Requisitioner, Forward to..., Copy to New Cart, Add Comment, Add Notes to History, and Reject Requisition. The main page displays requisition details such as Status (Pending), Submitted date (8/3/2018 4:00 PM), and various options like Ship To, Billing To, and Delivery Options.