# 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 <u>purch@utrgv.edu</u> or by phone at EXT 2161.

### **STEP 1:** LOG IN TO iShopUTRGV

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

### **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 <a href="https://utrgv.edu/purchasing">https://utrgv.edu/purchasing</a>

#### **STEP 3:** APPROVING A REQUISITON

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.

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3. 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.

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4. 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.

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