# iShopUTRGV *Quick Reference Guide*

How to - Return a REQ

iShopUTRGV allows users with the "Approver" role return requisitions. If a requisition is returned, the requisitioner (departmental buyer) can modify the requisition as needed and resubmit. This role is granted only to cost center/project managers and their alternate approvers. Only one individual is required to approve the requisition. *Questions can be emailed to: ishop@utrgv.edu
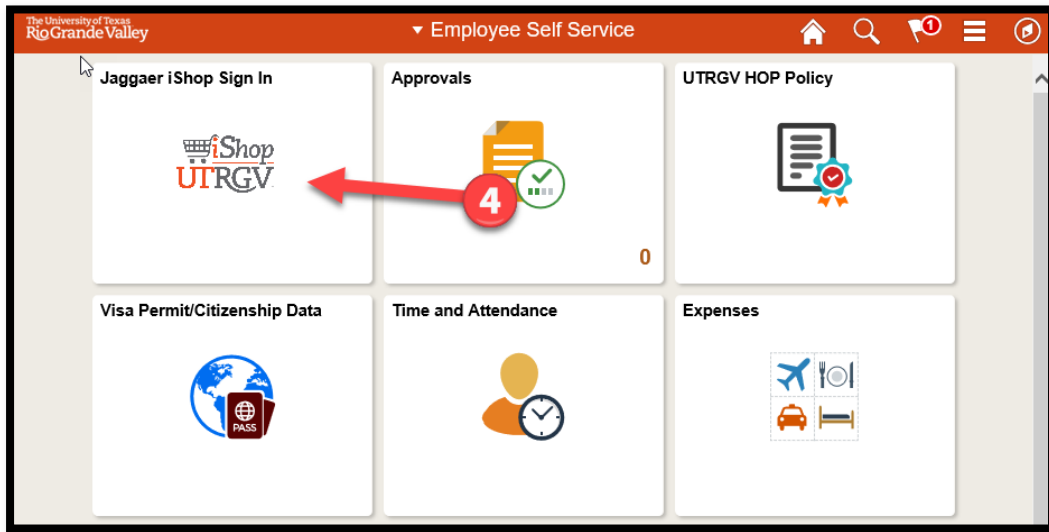
1. Go to http://my.utrgv.edu and type in your UTRGV credentials.
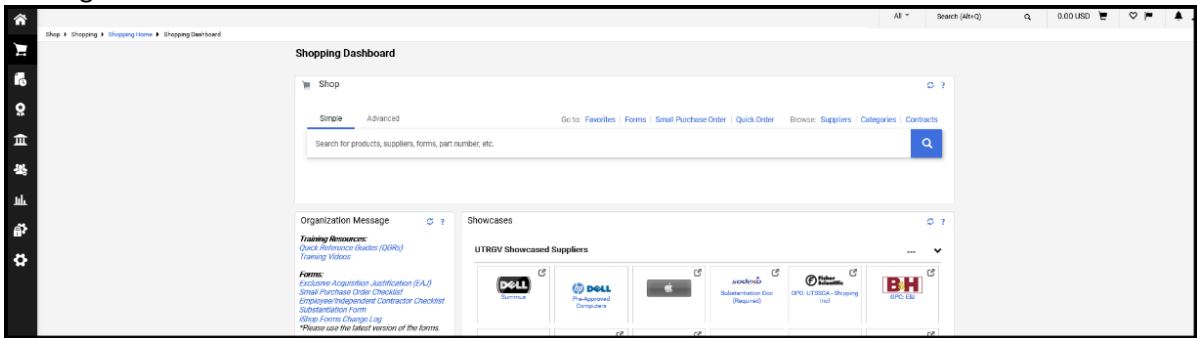2. Click "Sign In"
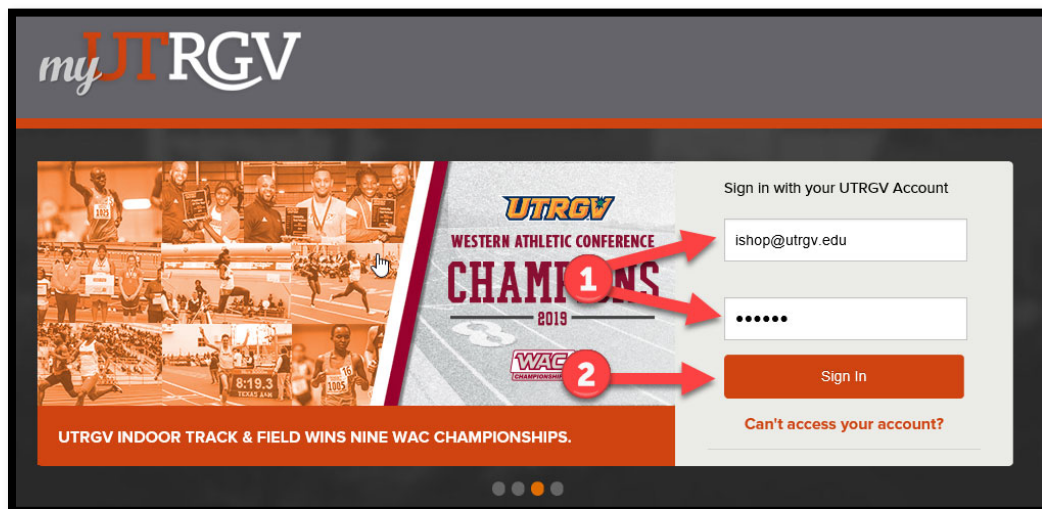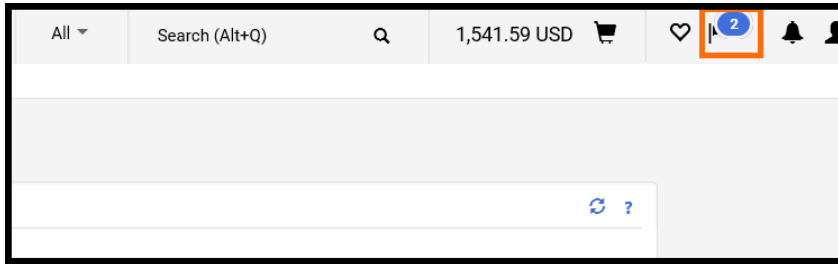

3. Click on the "PeopleSoft" Icon.
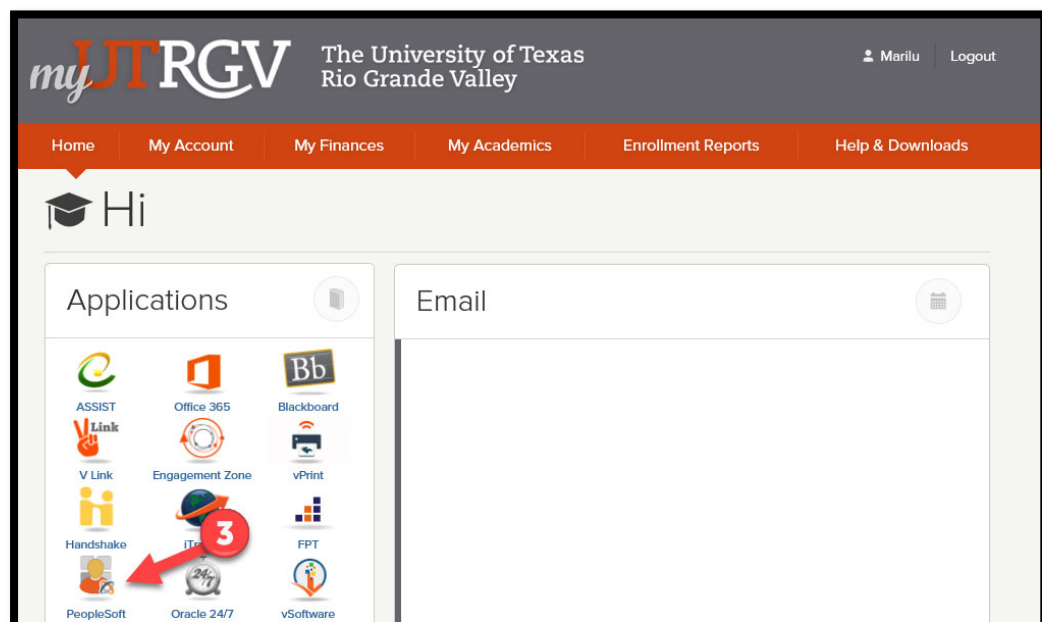
4. Click on the "Jaggaer I Shop Sign In" Tile
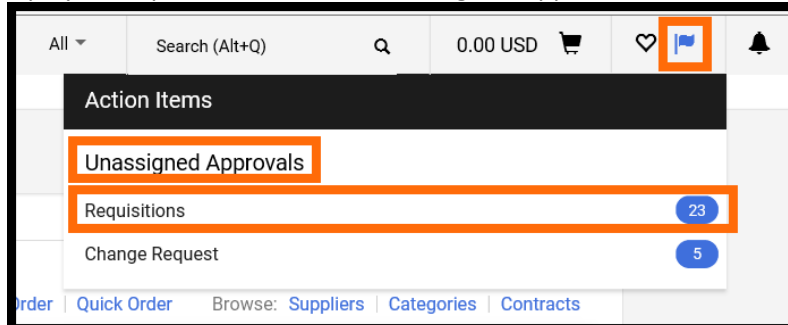

5. iShop HomePage will load

6. On the homepage of iShop, the "Action Items" link will display all pending approvals. Click on "Action Items."

7. The "Action Items" will display all requisitions that are "Unassigned Approvals." Click on "Requisitions"

8. Approvals will appear in folders. If you have multiple Cost Centers, you will see different folders for each Cost Center. Click on the triangle to expand the folder.
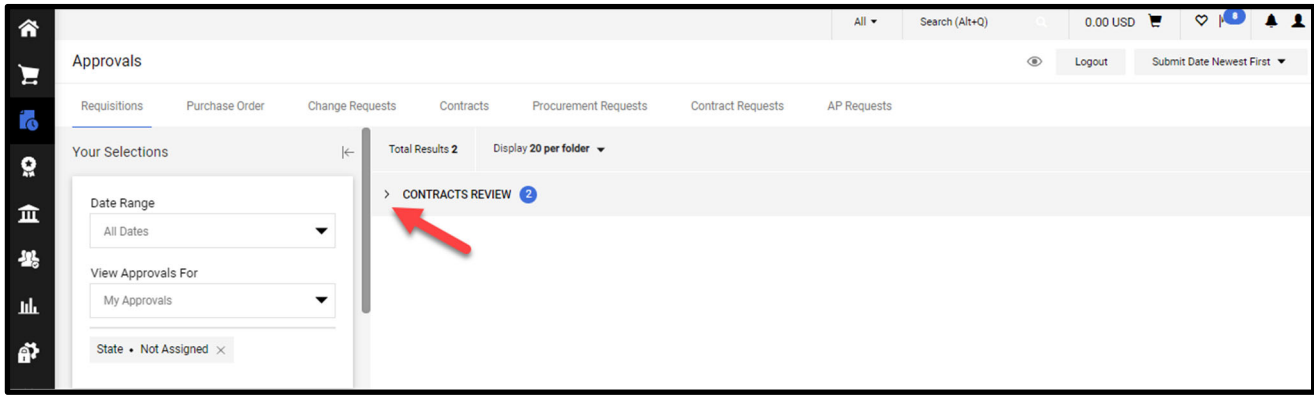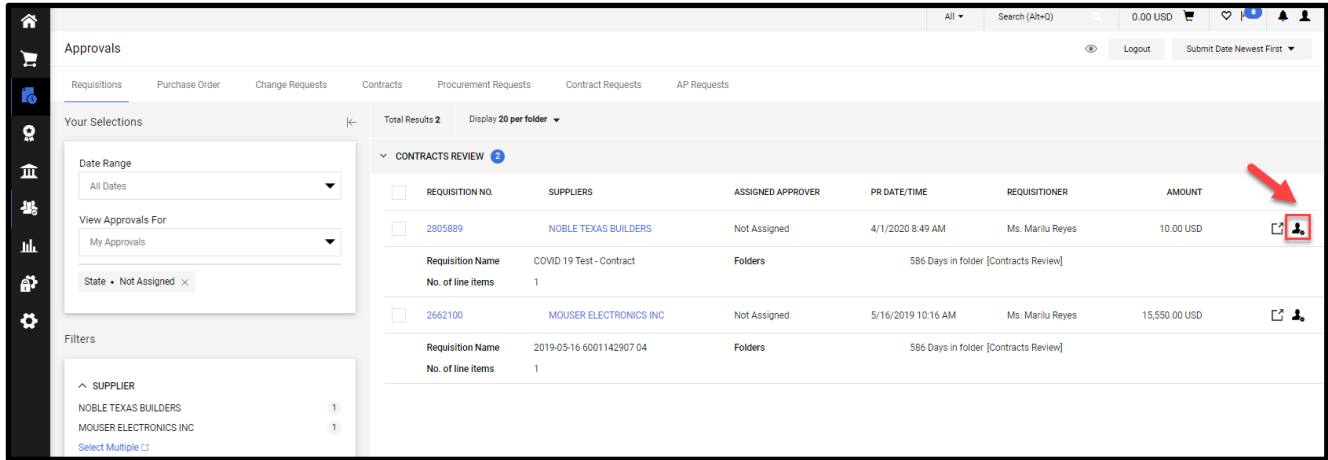

9. You can have a quick view of the Requisition by clicking on the square with an arrow icon
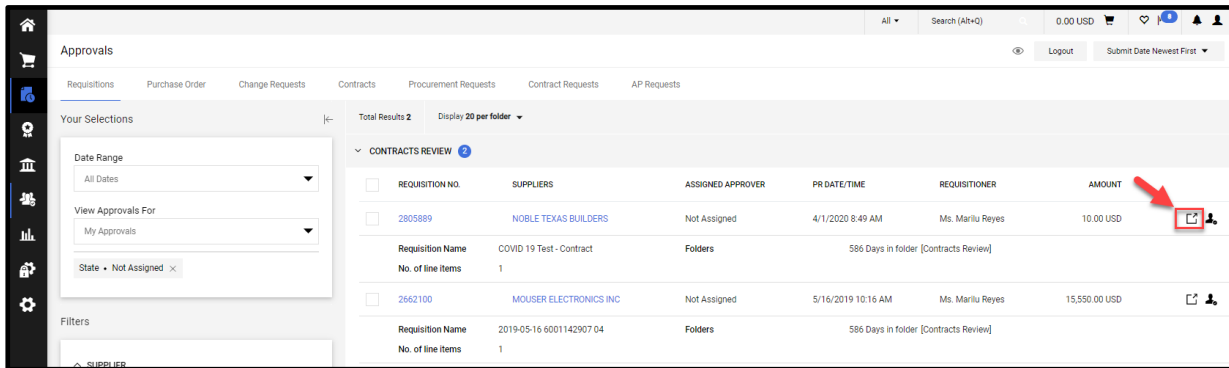
10. The Requisition's Quick View will display
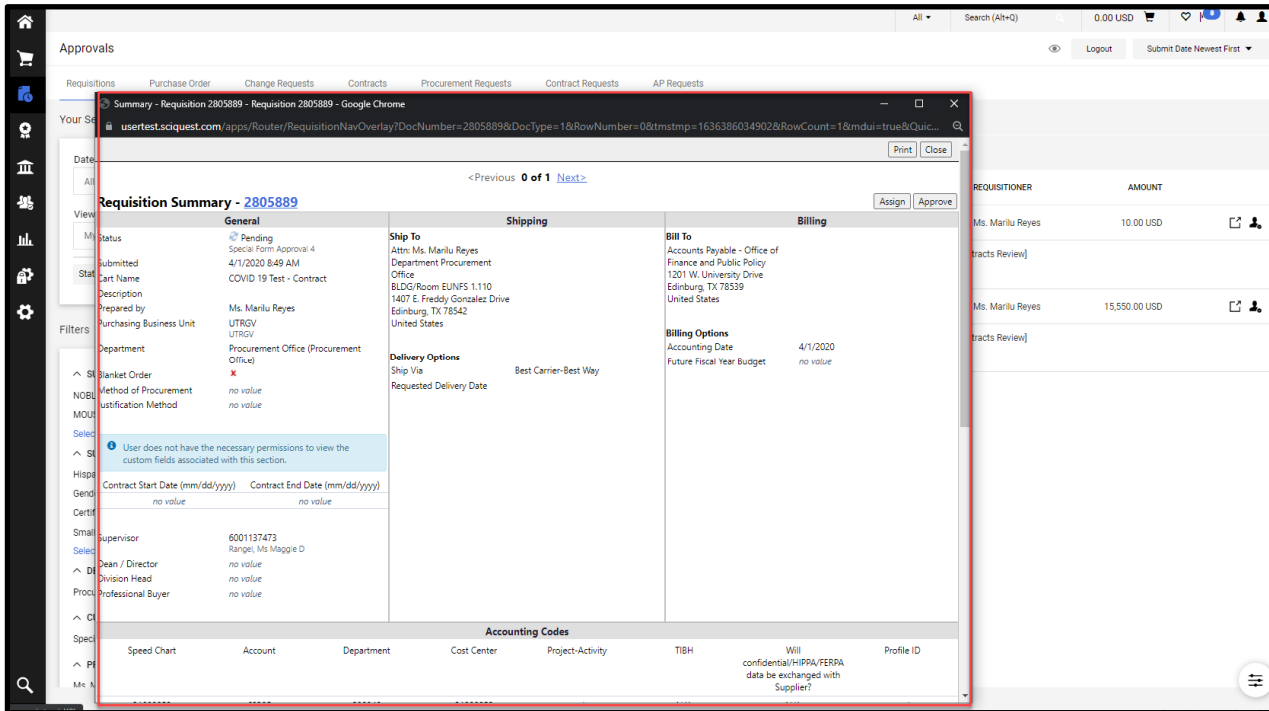
11. Requisitions are shared between Cost Center Managers and Cost Center Alternate Managers so iShop requires for the Approver to "assign" the REQ prior to approval. Click on the profile icon to Assign to yourself.

12. Once assigned, you may receive a notification as "Empty List" No documents available. This is because you have now assigned the REQ and no longer have "Unassigned REQs"
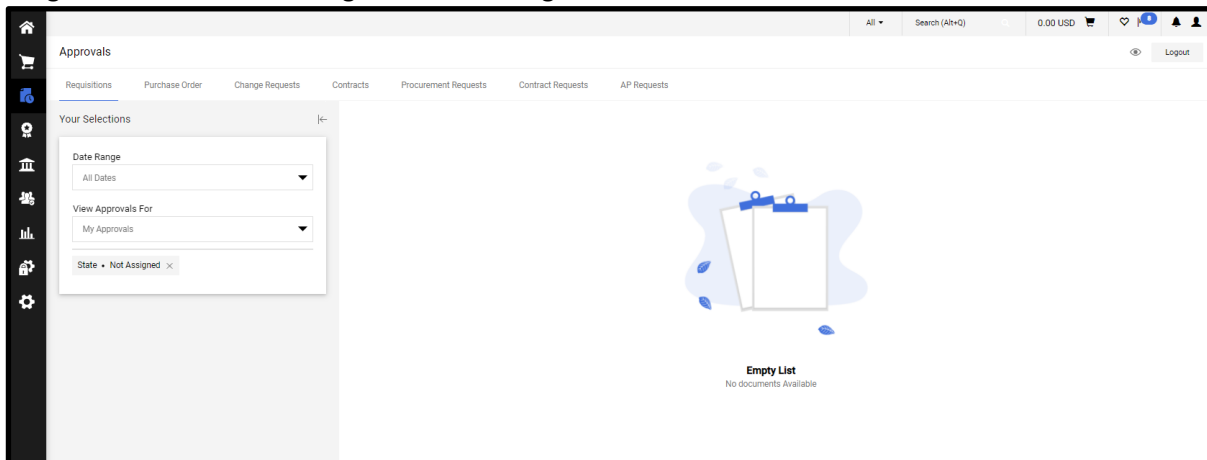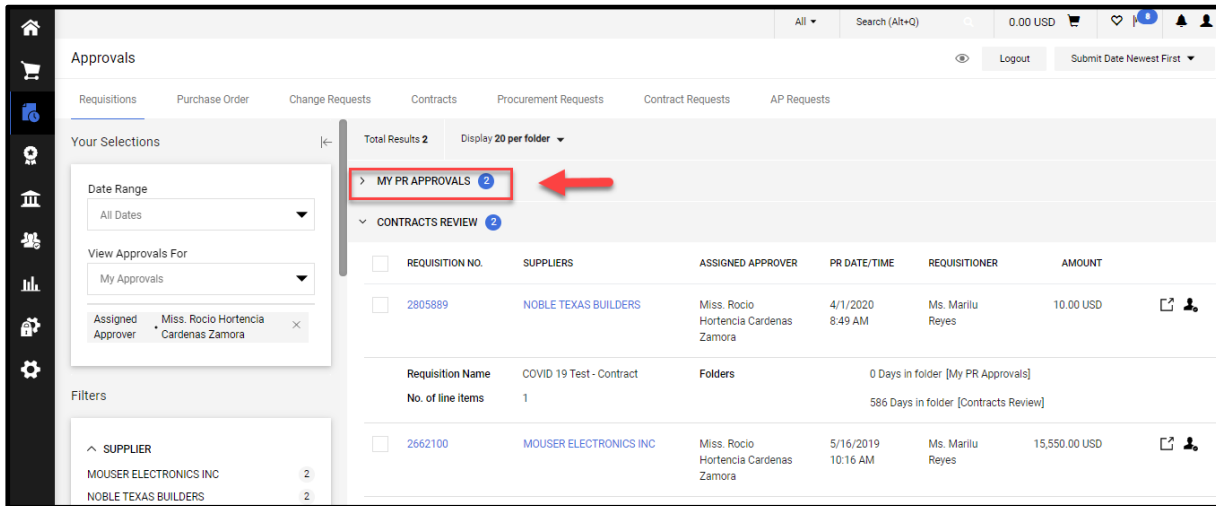

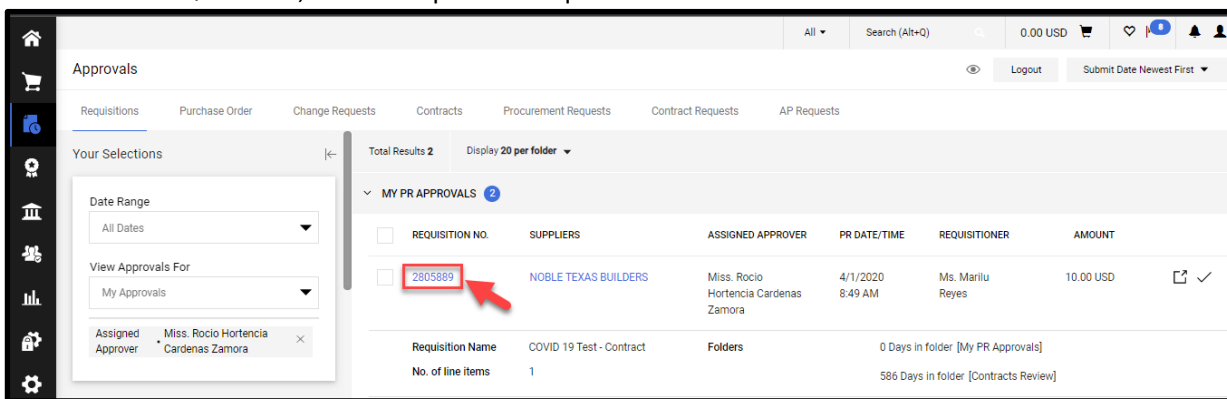13. On the homepage of iShop, click the "Action Items" link again.

14. The "Action Items" now displays "My Assigned Approvals." Click on "Requisitions to Approve"

15. Approvals will appear in folders. You will notice that you have a folder titled "My PR Approvals." Expand this folder.

16. Click on the REQ number, order to open the requisition.

17. Once the requisition is open, click on the "Downward arrow" for "Available Actions" drop down menu to select "Return to Requisitioner".