iShopUTRGV Quick Reference Guide

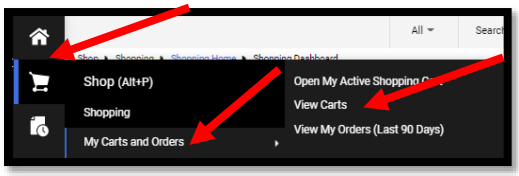
How to – Submit a Cart (Departmental Buyers Only)

iShopUTRGV allows select users to submit carts into the workflow for approval. This access is limited as users with this access are considered the Departmental Buyer and must have a full understanding of the accounting and budgets for the department. *Questions can be emailed to: ishop@utrgv.edu

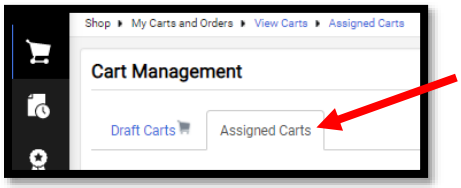
1) Submitting a Cart

Only users with Requestor Access can submit carts. Submission of carts requires completion of Accounting Codes information, which is provided to Requestors during the required Chart of Accounts Trainings

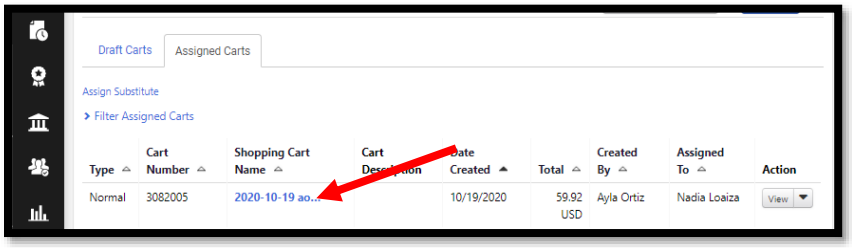
a) Click the **Shopping Cart** icon,
b) Click on **My Carts and Orders**
c) Click on **View Carts**



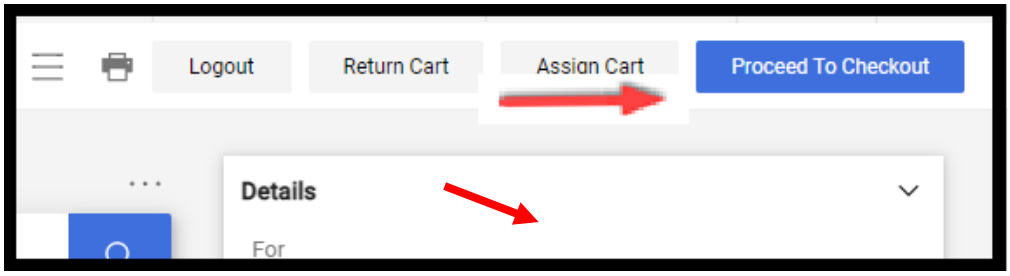
d) Carts page will display. Click on **Assigned Carts.**



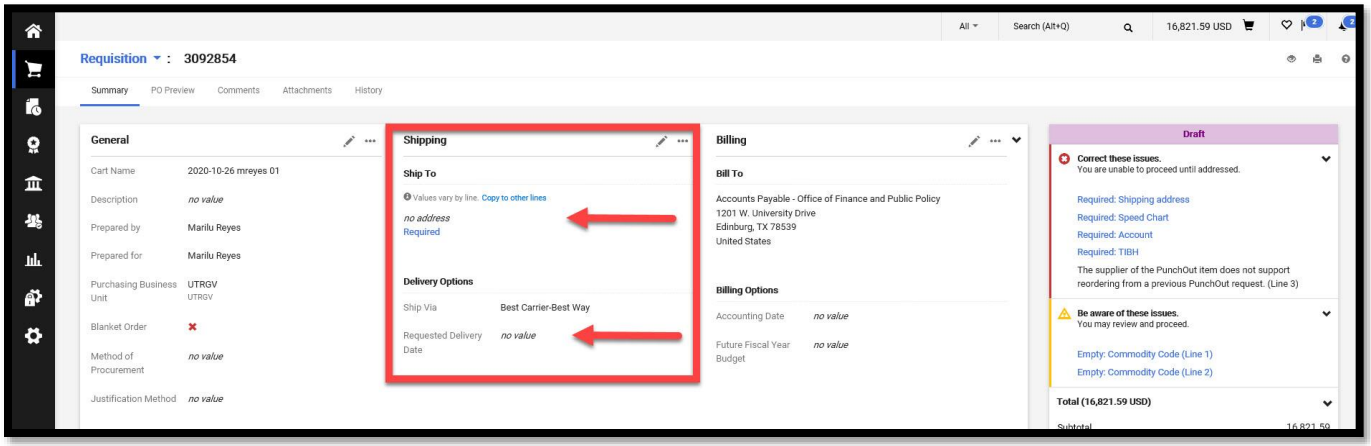
e) All assigned carts will display. Find Cart Number for corresponding Cart and Click on **View**



f) Click on **Proceed to Checkout**



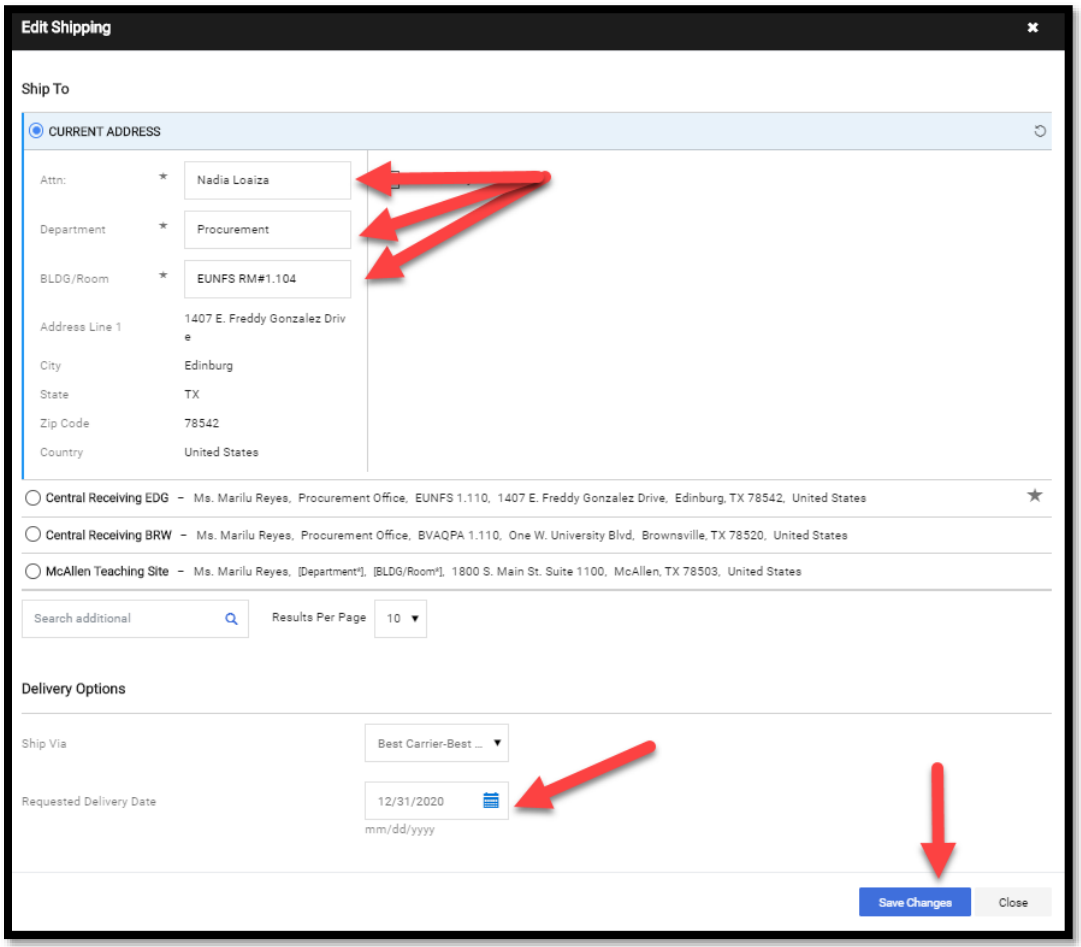
g) Locate and click over the Shipping Address in the middle of the screen. Click the pencil icon to edit.



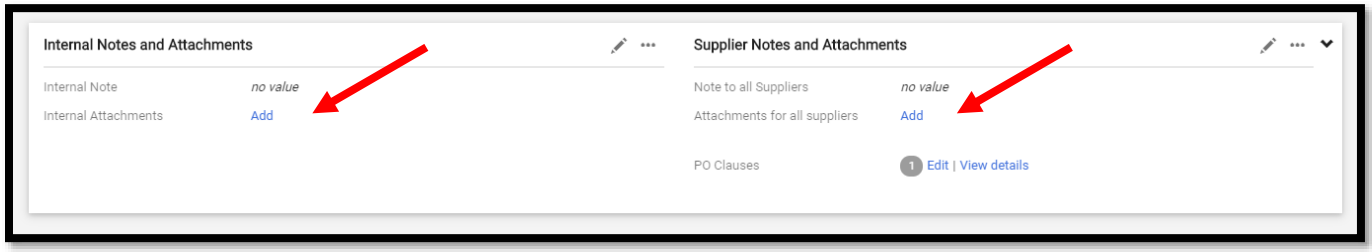
h) Click on the drop-down menu and select your address. If address does not appear, reference "How to - Change Shipping Address" Guide.

a. Verify the Address Details section is correct including Attn: (Name of Person Receiving), Department, BLDG/Room, Address Line 1, City, State, Zip Code, and Country.
b. Scroll down to modify the Delivery Date information. If goods/services are required by a certain date, include a **Requested Delivery Date.** If the date is not included, the vendor will not know there is a deadline to be met.

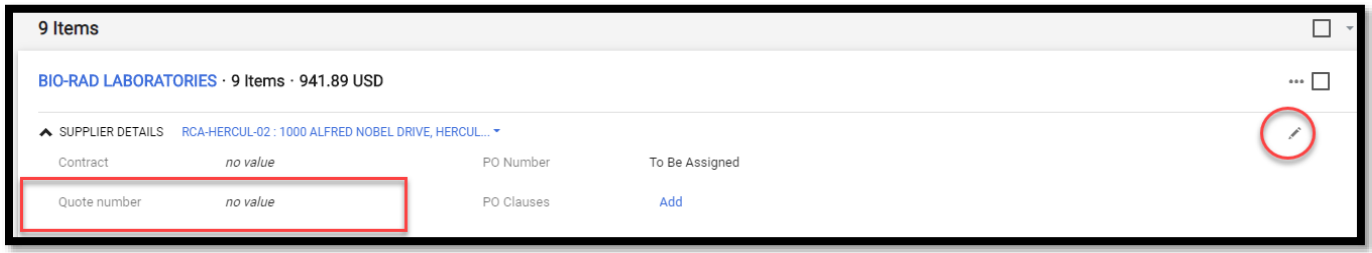
Click Save one all fields have been completed.



i) Scroll down and add a quote from the vendor under the **Supplier Notes and Attachments.** Note that if the quote is added under the Internal Notes and Attachments, the vendor will not receive a copy.

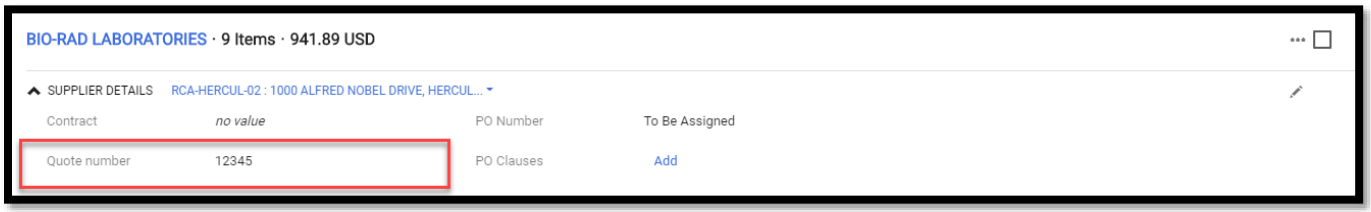


j) Scroll down to the line items. Under the Supplier Name you will see an area for the Quote Number. Click on the pencil icon to edit.

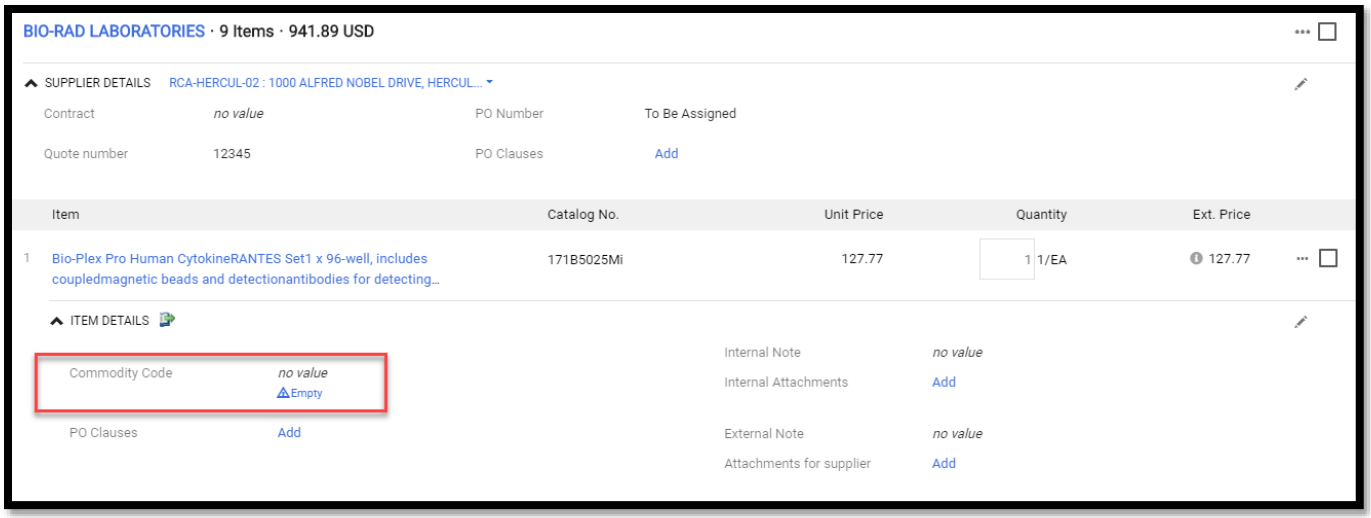


k) The page will refresh and you will now be able to add a quote number. Modify then click on the checkmark icon.

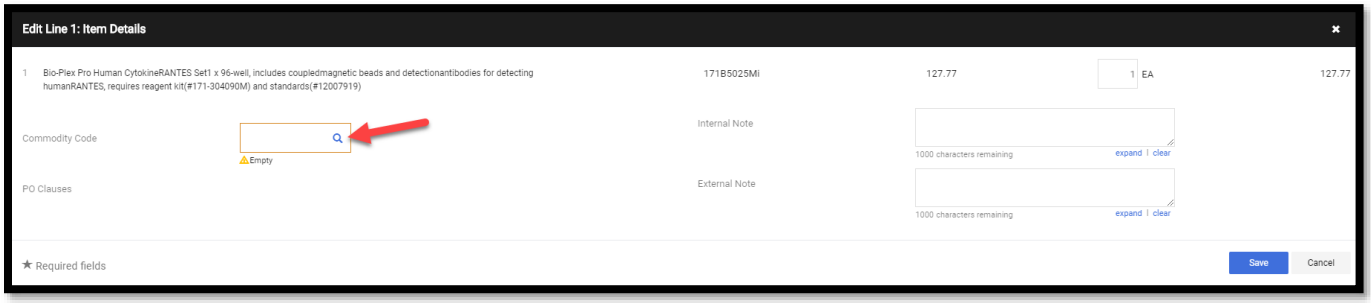
l) Confirm that Quote number is now indicated.



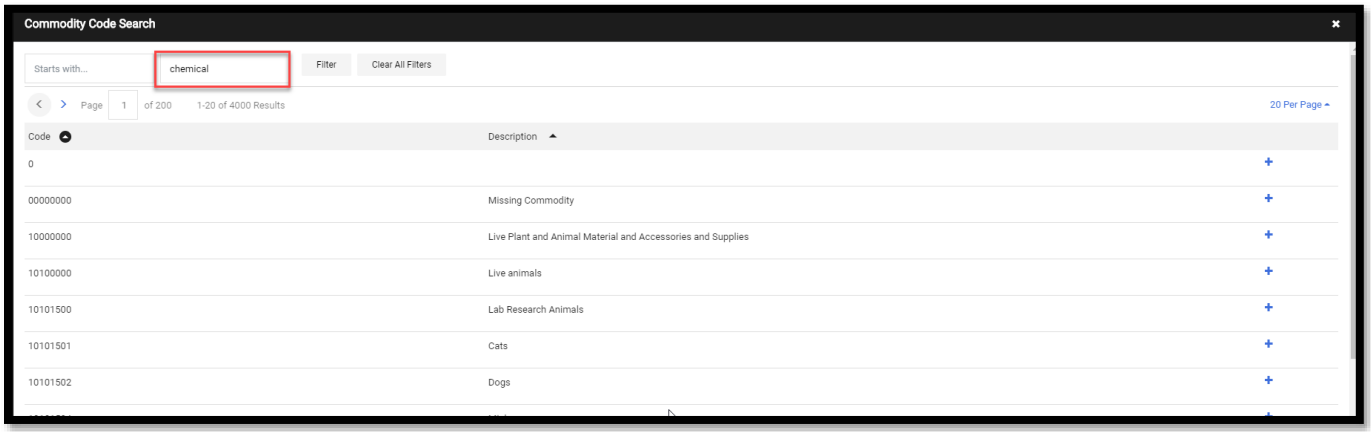
m) Proceed to line items to ensure commodity codes are complete. Most punchout vendors will automatically populate these, however, if submitting a Non Catalog or a Form, these will need to be completed manually. *



n) Page will refresh. Click on the magnifying glass.

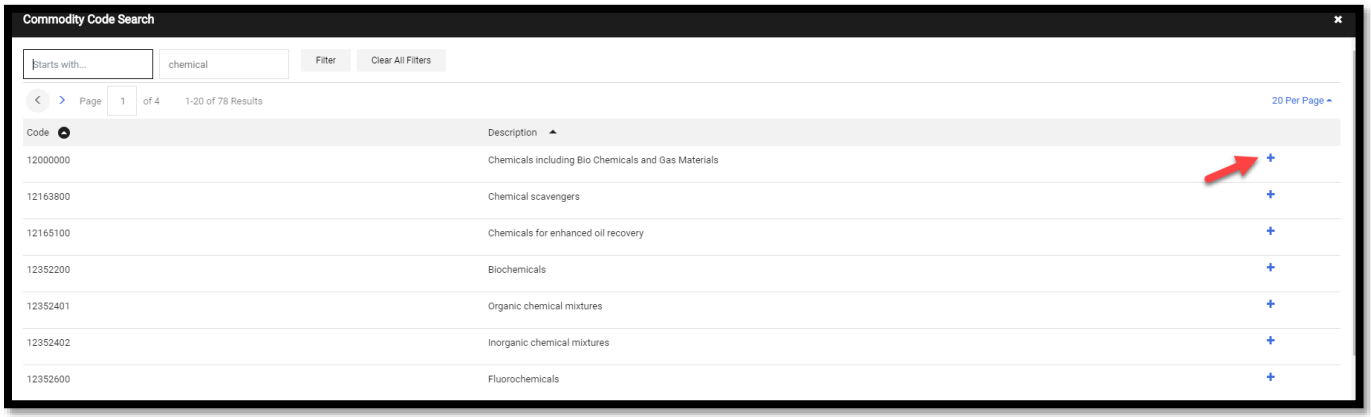


o) Page will refresh. You can now search by a keyword depending on your purchase. Type in the keyword and click the "enter" button on your keyboard.

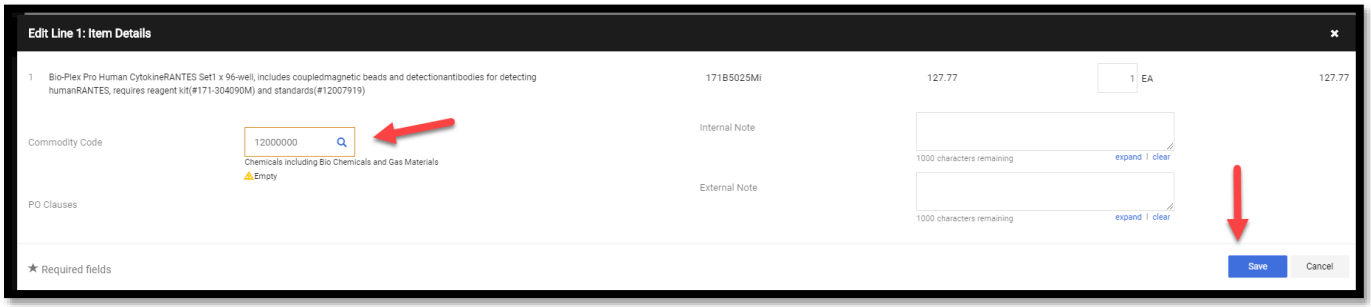


p) Matching commodity codes will display. Please select the commodity codes that best fits the goods/services being purchased by clicking on the "+" sign.

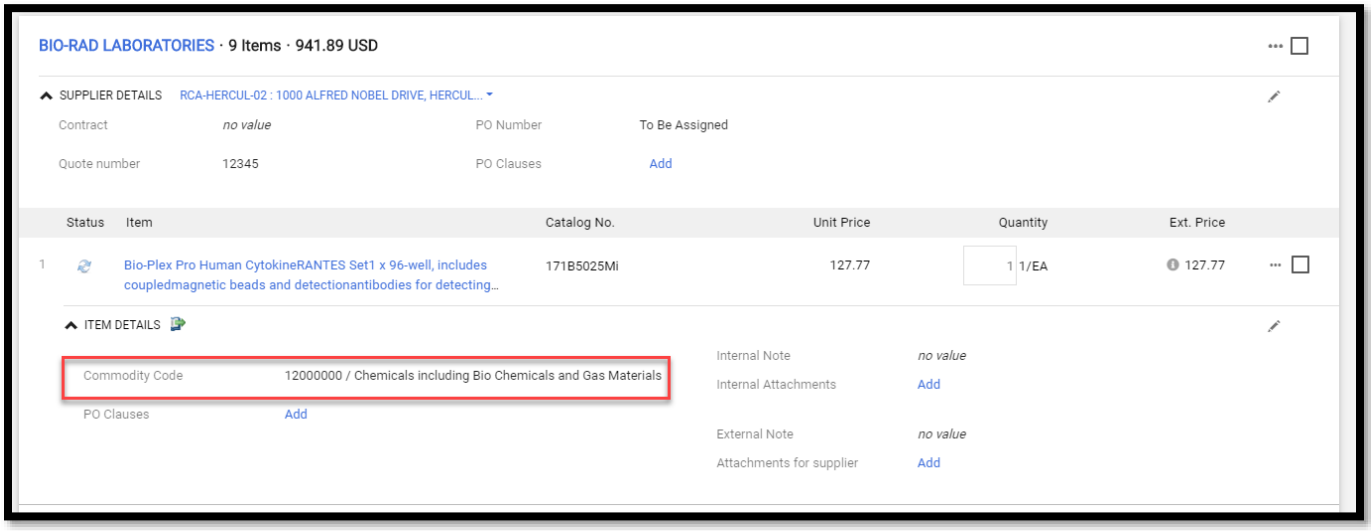
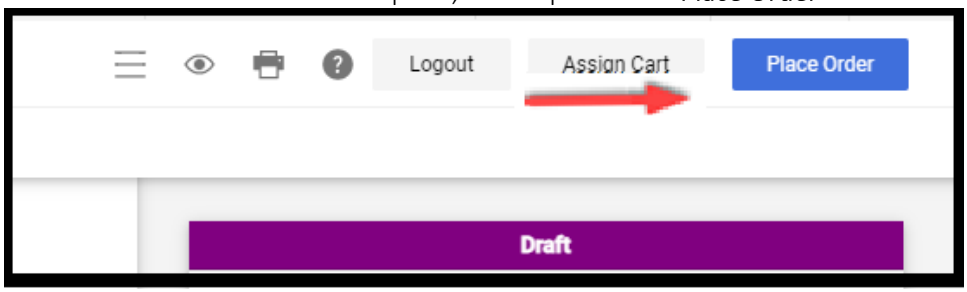
Note: 00000000 Missing Commodity is only allowed for travel.



q) Commodity Code has now been select. Click on Save.



r) Confirm that Commodify Code has been updated. Repeat Steps M-S for all lines on the REQ that are missing a commodity code.



s) Once all information has been complete, scroll up and click **Place Order**.