

iShopUTRGV Quick Reference Guide

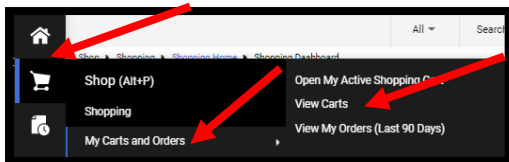
How to - Submit a Cart (Departmental Buyers Only)

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

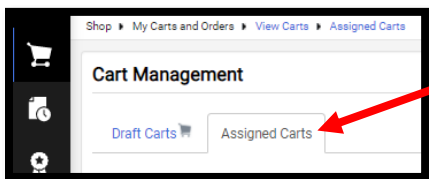
1) Submitting a Cart

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

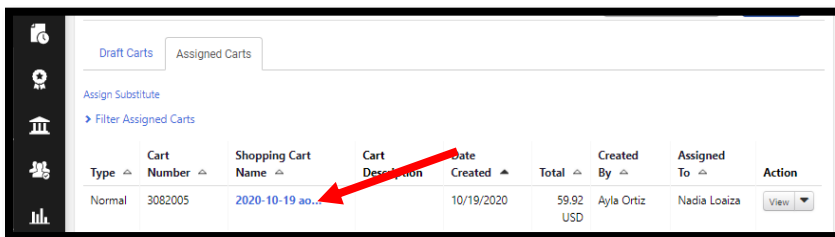
- a) Click the **Shopping Cart** icon,
- b) Click on **My Carts and Orders**
- c) Click on **View Carts**



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

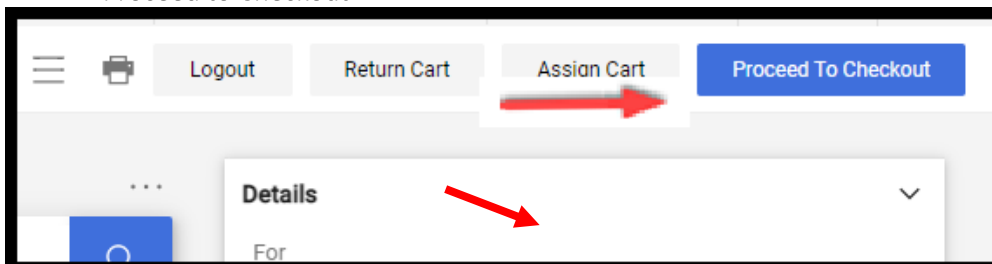


- e) All assigned carts will display. Find Cart Number for corresponding Cart and Click on **View**

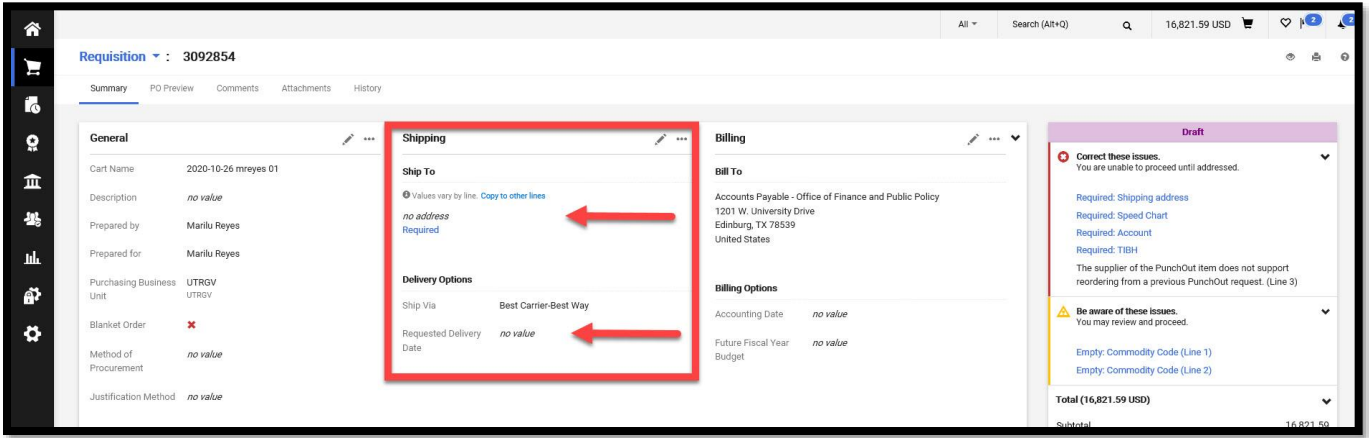


Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	3082005	2020-10-19 ao...		10/19/2020	59.92 USD	Ayla Ortiz	Nadia Loaliza	View

- f) Click on **Proceed to Checkout**



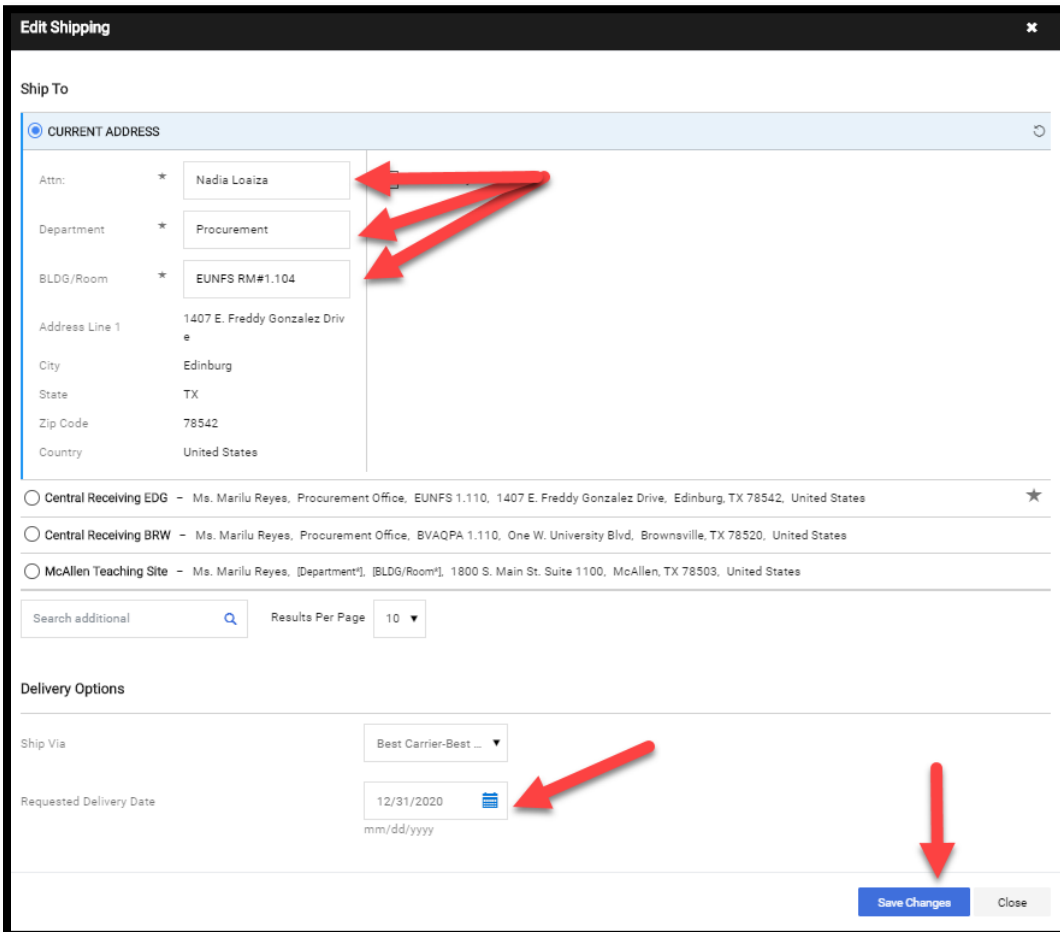
g) Locate and click over the Shipping Address in the middle of the screen. Click the pencil icon to edit.



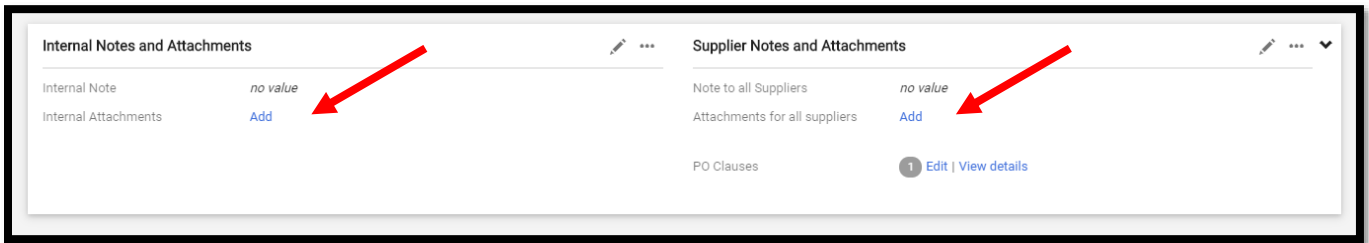
h) Click on the drop-down menu and select your address. If address does not appear, reference “How to - Change Shipping Address” Guide.

- 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.
- 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.

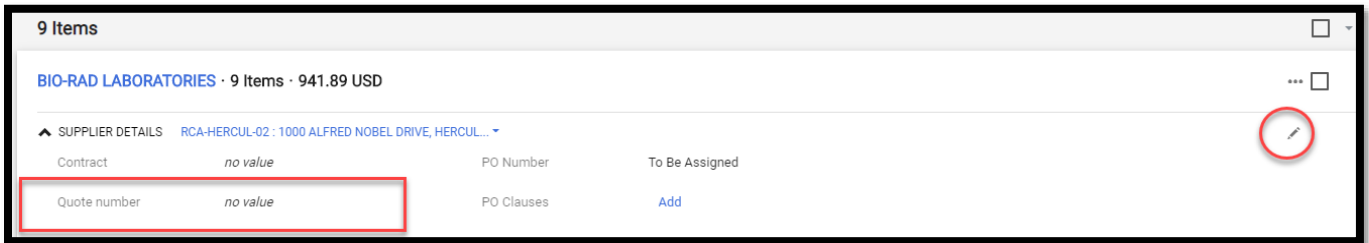
Click Save one all fields have been completed.



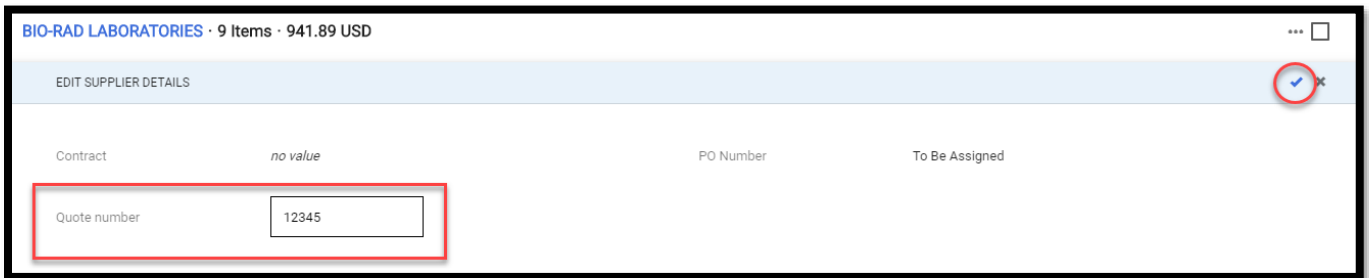
- i) Scroll down and add a quote from the vendor under the **Supplier Notes and Attachments**. Note that if the quote is added under the Internal Notes and Attachments, the vendor will not receive a copy.



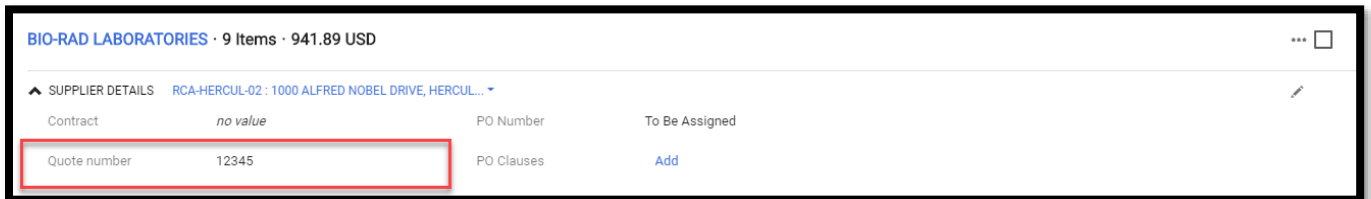
- j) Scroll down to the line items. Under the Supplier Name you will see an area for the Quote Number. Click on the pencil icon to edit.



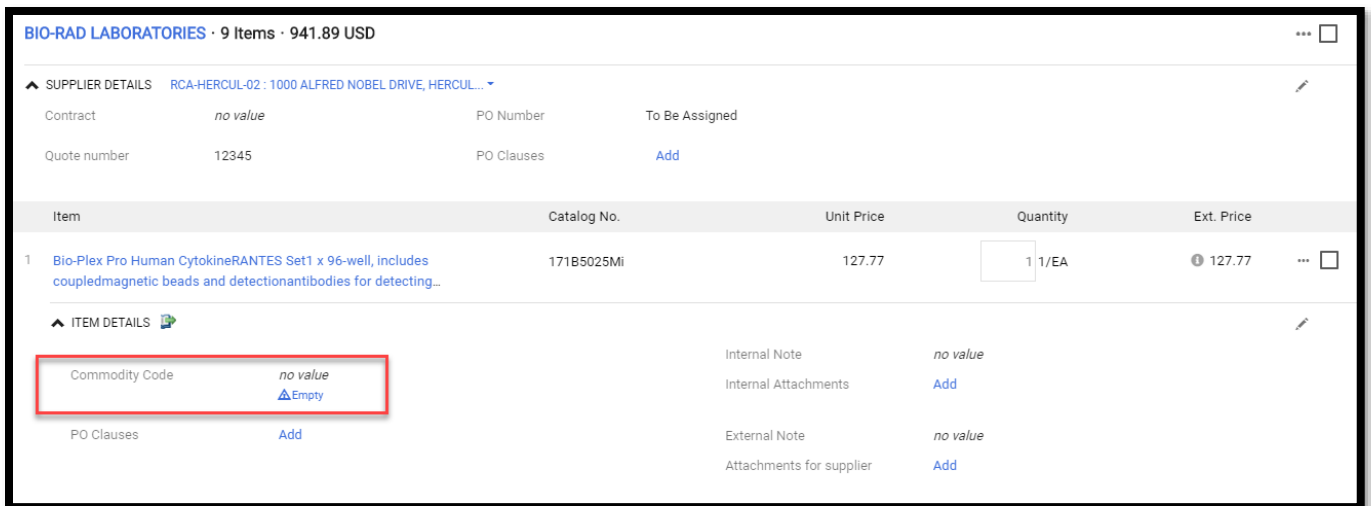
- k) The page will refresh and you will now be able to add a quote number. Modify then click on the checkmark icon.



- 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.

1 Bio-Plex Pro Human CytokineRANTES Set1 x 96-well, includes coupledmagnetic beads and detectionantibodies for detecting humanRANTES, requires reagent kit(#171-304090M) and standards(#12007919) 171B5025MI 127.77 1 EA 127.77

Commodity Code  

PO Clauses Internal Note External Note

★ Required fields Save Cancel

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.

Starts with... Filter Clear All Filters

Page 1 of 200 1-20 of 4000 Results 20 Per Page

Code	Description	
0		+
00000000	Missing Commodity	+
10000000	Live Plant and Animal Material and Accessories and Supplies	+
10100000	Live animals	+
10101500	Lab Research Animals	+
10101501	Cats	+
10101502	Dogs	+

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.



Starts with... Filter Clear All Filters

Page 1 of 4 1-20 of 78 Results 20 Per Page


Code	Description	
12000000	Chemicals including Bio Chemicals and Gas Materials	+
12163800	Chemical scavengers	+
12165100	Chemicals for enhanced oil recovery	+
12352200	Biochemicals	+
12352401	Organic chemical mixtures	+
12352402	Inorganic chemical mixtures	+
12352600	Fluorochemicals	+

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

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Commodity Code  
Chemicals including Bio Chemicals and Gas Materials

PO Clauses Internal Note External Note

★ Required fields Save Cancel 

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

BIO-RAD LABORATORIES · 9 Items · 941.89 USD

SUPPLIER DETAILS RCA-HERCUL-02: 1000 ALFRED NOBEL DRIVE, HERCUL...

Contract: no value | PO Number: To Be Assigned
Quote number: 12345 | PO Clauses: Add

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	Bio-Plex Pro Human Cytokine RANTES Set1 x 96-well, includes coupled magnetic beads and detection antibodies for detecting...	171B5025MI	127.77	1 1/EA	127.77

ITEM DETAILS

Commodity Code: 12000000 / Chemicals including Bio Chemicals and Gas Materials (highlighted in red box)

Internal Note: no value
Internal Attachments: Add
External Note: no value
Attachments for supplier: Add

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

Navigation bar: Logout, Assign Cart, Place Order

Red arrow points from 'Assign Cart' to 'Place Order'

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