iShopUTRGV Quick Reference Guide

How to - Check REQ Status

iShopUTRGV allows users to check the status of the requisition. Users can view the current approval step, along with past and future approvals. *Questions can be emailed to: ishop@utrgv.edu

1. Select Requisition Number option from the drop box, enter requisition number for inquiry and Click enter. You will see the result just below the box.

^							All 👻	2805889	-	0.00 USD	E	♡ №	1
	Approvals			Quick Search (Alt+Q)		Logout	Submi	t Date Newest	First 💌				
	Requisitions	Purchase Order	Change Requests	Contracts	Procurement Requests	Requisitions 2805889							

2. Select from Search Results

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~	Approvals						Quick Search (Alt+Q)			Logout	Submi	it Date Newest	First 💌
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0							2805889						
	Your Selections		K	Total Results 2	Display 20 per folder	•	2805889						

3. Once your request is open go to select "PO Preview" Tab. On the right side under "Pending", the screen will display the status of the "Workflow" and all the approval steps associated with the requisition.

Requisition • 2805889 •				E 🖶 🌔	Logout	1 of 2 Results 👻 < >	Approve & Next
Summary PO Preview Comments 1 Attachments His	story						
Preview PO 1				PO Number To Be Assigned		Pending Total (10.00 USD)	
NOBLE TEXAS BUILDERS · 1 Item · 10.00 USD						Subtotal	
Status Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		- 1
1 😋 📑 Test	123		10.00	1	10.00		
						What's next?	- 3
						VA/mailefilments	1.5
	Workflow	ė	^				
	Workflow Submitte 10/20/202 Donna Rod	k d 0 3:26 PM Higuez	^				
	Workflow Submitte Organization Approval Active Doma Rod	nd D 326 PM Higuez I Validation	î				
	Workflow	kd 0 3:26 PM Higuez I Validation ···· Klguez	Â				
	Workflow Submitte Dorna Red Active Dorna Red Active Dorna Red Initial PR Future Wait for Future Propriet	d 0 326 PM https://www.internet.com/ https://www.internet.com/ kiguez Validation ···· Initial PR Valida_ ···	Â				

The approval process varies based on items ordered, Account selected, or form used. Below are various approval steps:

A. IT Approval - Triggered based on the Punchout Items and the Account selected (Computers, Software, etc)



B. Privacy and Security Approval – Triggered based on answer to "Is confidential data going to be stored in this device?"

Fixed Asset Review ··· A
Future
Special Privacy/Security
Initial PR Validation 2
Wait for PR Validation 2
Create PO
Finish Future

C. Fixed Asset Review - Triggered based on the Punchout Items and the Account selected (Controlled Assets and Furniture and Equipment).



D. Buyer/Account – Triggered based on Punchout Dollar Mount over 15k Selected.



E. Form Approver – Triggered by form selected (Work Order Request, Po Over 15k / business Contracts form, AP Memo ect.). approval.



F. Director Approval – ALL OVERS Over \$15,000

