iShopUTRGV Quick Reference Guide

How to - Assign a Cart

iShopUTRGV allows all users to assign carts to their Departmental Buyer for completion. *Questions can be emailed to: ishop@utrgv.edu

1. Once items have been added to your cart, users have the Option to "Proceed to Checkout" or "Assign Cart".

If you would like to add funding source, comments, attachments, etc, click "Proceed to Checkout" and reference the *"How to – Add Comments and Attachments*" guide.

2. Click the "Assign Cart" button located on the top middle-hand corner of the screen.

Shopping Cart 🔻	2020-10-23 jcavazos 01						÷	Θ
Simple Adva	nced suppliers, forms, part numbe	er, etc.				 Q	Be aware of these issues. You may review and proceed. Empty: Commodity Code (Li	↓ ne 1)
2 Items	AINING INC · 2 Items	· 34.40 USD				🗆	Empty: Commodity Code (Li Estimate (34.40 USD) Total:	ne 2) • 34.40
SUPPLIER DETAILS	em	Catalog No.	Unit Price	Quantity	Ext. Price	_	Proceed To Checkout Assign Cart	
1	-	,	17.00	0thr 1	17.00			

3. Window will display. Click on Search.



4. Search by user Last Name and click on enter on keyboard.



5. Search results will display.

User Search				×
Cavazos Q Add Filter ~				
< > Page 2 of 2 11-17 of 17 Results				10 Per Page +
Name 🔺	User Name 🔻	Email 🔻	Phone	
Ms Judith Natalie Cavazos	6001146489	judith.n.cavazos01@utrgv.edu	+1 956-665-3166	+
Jessica Cavazos	jcavazos	jessica.cavazos@utrgv.edu	-	+
Jessica M Cavazos	6001148131	jessica.cavazos@utrgv.edu	-	+
Mr. Lionel Javier Cavazos	6001035367	javier.cavazos@utrgv.edu	+1 956-882-7678	+
Miss Alyssa Guadalupe Cavazos	6001132878	alyssa.cavazos@utrgv.edu	+1 956-665-3441	+
Mr. Raul A Cavazos	6001135467	raul.a.cavazos@utrgv.edu	+1 956-296-1914	+
Mr. Francisco Javier Tamez Cavazos	6001150446	francisco.tamezcavazos01@utrgv.edu	+1 956-665-2932	+
Page 2 of 2 11-17 of 17 Results				10 Per Page +

6. Verify Selected User is correct. Include any notes if needed and then click "+" Sign.

User Search				×
cavazos Q Add Filter •				
< > Page 2 of 2 11-17 of 17 Results				10 Per Page +
Name 🔺	User Name 🔻	Email 💌	Phone	
Ms Judith Natalie Cavazos	6001146489	judith.n.cavazos01@utrgv.edu	+1 956-665-3166	±
Jessica Cavazos	jcavazos	jessica.cavazos@utrgv.edu	-	+
Jessica M Cavazos	6001148131	jessica.cavazos@utrgv.edu	-	+
Mr. Lionel Javier Cavazos	6001035367	javier.cavazos@utrgv.edu	+1 956-882-7678	+
Miss Alyssa Guadalupe Cavazos	6001132878	alyssa.cavazos@utrgv.edu	+1 956-665-3441	+
Mr. Raul A Cavazos	6001135467	raul.a.cavazos@utrgv.edu	+1 956-296-1914	+
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< > Page 2 of 2 11-17 of 17 Results				10 Per Page 🔺

7. Verify Selected User is correct and click Assign.

Assign Cart: User Search 🗙				
Assign Cart To:	Jessica M Cavazos			
Add to Profile				
Note To Assignee:				
		Assign	Close	

8. Confirmation page will display. Note that cart has been assigned and is pending with Requestor. Requestor will need to review and Submit to Workflow to being the approval process.

Requisition Summary		Options			
Requisition number	3089772	Create new draft cart			
Cart name	2020-10-23 jcavazos 01	Recent orders			
Requisition total	34.40 USD	Return to your home page			
Number of line items	2				