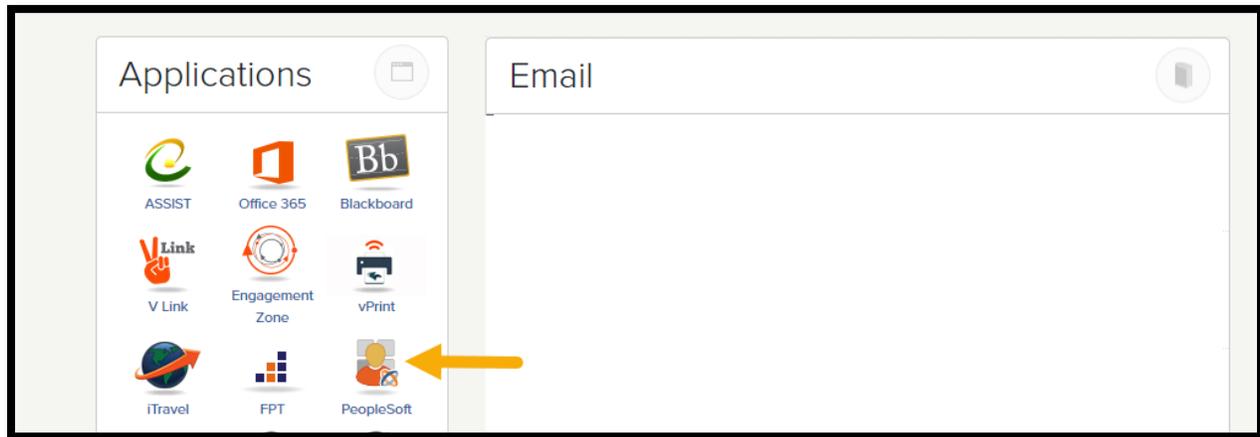


# iShopUTRGV Quick Reference Guide

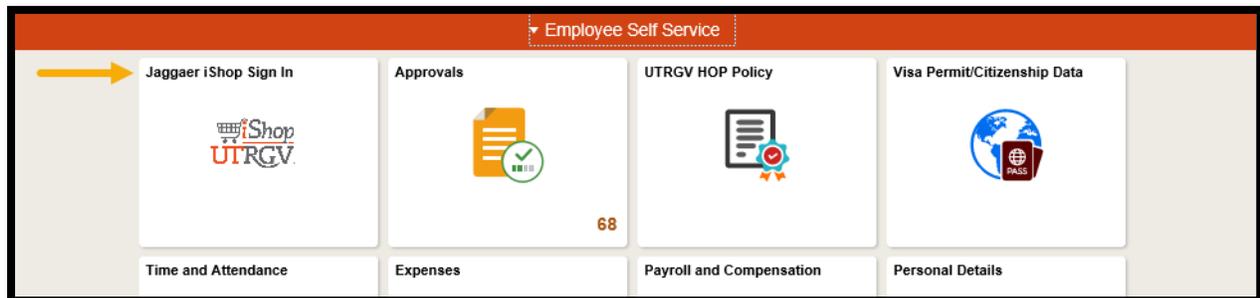
## How to - Access Supplier Registration Portal (PaymentWorks)

If the supplier you are needing is not found in iShop, you will need to send them a Registration Invitation in PaymentWorks. Once you submit the invitation, it will be sent to the Procurement Office for review of the transaction. If approved, the invitation will be sent to the supplier to complete and submit their registration. Contact [vendorrequest@utrgv.edu](mailto:vendorrequest@utrgv.edu) for assistance.

1. Login to [my.utrgv.edu](http://my.utrgv.edu) and click on 'PeopleSoft'



2. Click on the tile 'Jaggaer iShop Sign In'



3. Click on the hyperlink 'PaymentWorks' in iShop

