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 <u>vendorrequest@utrgv.edu</u> for assistance.

1. Login to my.utrgv.edu and click on 'PeopleSoft'

Applications		Email	
ASSIST Office 365	Bb		
V Link	vPrint		
	PeopleSoft	_	

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

Employee Self Service							
\rightarrow	Jaggaer iShop Sign In	Approvals	UTRGV HOP Policy	Visa Permit/Citizenship Data			
	^{∰ÎShop} UTRCV						
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	Time and Attendance	Expenses	Payroll and Compensation	Personal Details			

3. Click on the hyperlink 'PaymentWorks' in iShop

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<u>ö</u>	Simple Advanced Go to: Favorites Forms Small Purchase Order Quick Order Browse: Suppliers Categories Cont	tracts Chemicals					
血	Search for products, suppliers, forms, part number, etc.						
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ക	Organization Message C ? Showcases	Ø ?					
8	Training Resources: Utrack Reference Suides (QGRs) Quick Reference Suides (Vers) UTRGV Showcased Suppliers Training Videos UTRGV Showcased Suppliers	···· 🗸					
	Forms: Exclusive Acquisition Justification (EAJ) Small Purchase Order Checklist Employee/Independent Contractor Checklist Substantiation Form Ishop Forms Change Log "Please use the latest version of the forms.	GPO: E&I					
	Supplier Registration: PaymentWorks Test GPO: UTSSCA	Office DEPOT Wage and War provides War GPO: UTSSCA / HUB:					