iShopUTRGV™ *Quick Reference Guide*

How to - Check PO Distribution

iShopUTRGV allows you to add comments and attachments to requisitions and purchase orders at any time. *Questions can be emailed to: ishop@utrgv.edu

1. From the magnifying glass on the upper right hand corner to search for the document you would like to make a comment on.

2. Select the document type (REQ, PO, Invoice, etc) you would like to search and type in the document (REQ, PO, Invoice, etc) number, then click the magnifying glass to search.
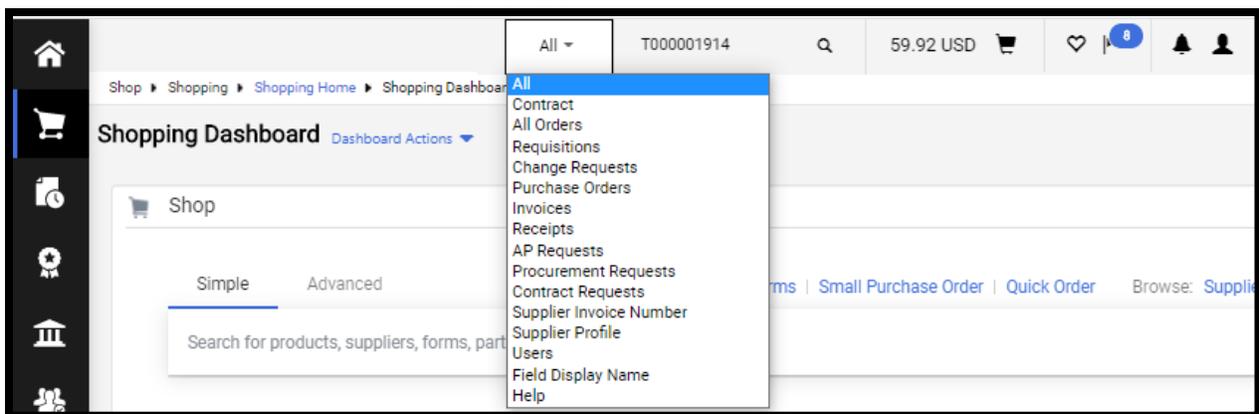
3. The corresponding documents will display. Click the document you would like to make a comment on.
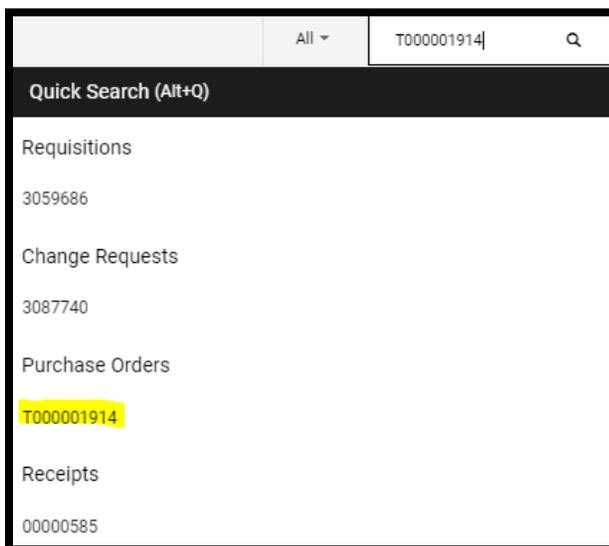
4. The document will appear on the screen. Click on the 'History' tab.
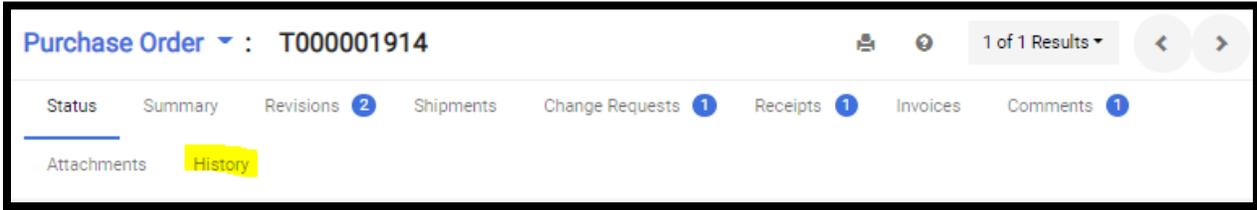
5. The history of the Purchase Order will display if the PO was imported to the ERP (Peoplesoft) and if the PO was delivered to the vendor.