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.

	All 👻	T000001914	٩		
Quick Search (Alt+Q)					
Requisitions					
3059686					
Change Requests					
3087740					
Purchase Orders					
T000001914					
Receipts					
00000585					

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.

Purcha	ise Order 🝷	: T000001914			
Status	Summary	Revisions 2 Shipments (Change Requests 1 Receipts 1	Invoices Comment	ts 1 Attachments History
		9/23/2020 2:16 PM System	PO Revision Finalized		
	original	9/23/2020 2:15 PM Ms. Mar Reyes	rilu PO note added		PO successfully
	original	9/23/2020 2:15 PM Ms. Mar Reyes	rilu PO placed in workflow revision is finalized	after the	distributed to ERP (Peoplesoft)
	1	9/23/2020 2:15 PM Ms. Mar Reyes	rilu PO modified	Blanket Order	
	original	9/23/2020 2:15 PM System	PO Approvals complet	ed	
	original	9/23/2020 2:15 PM System	PO Export sent to exte system	rnal	The PO was successfully distributed to the ERP system.
[original	9/23/2020 2:14 PM System	PO Sent via HTML atta email	ched	POs@testvendor.com
	original	9/23/2020 2:14 PM System	PO Revision Finalized		. /
	original	9/23/2020 2:14 PM System	PO created (via System	n) F	PO successfully distributed to vendor via email or fax.