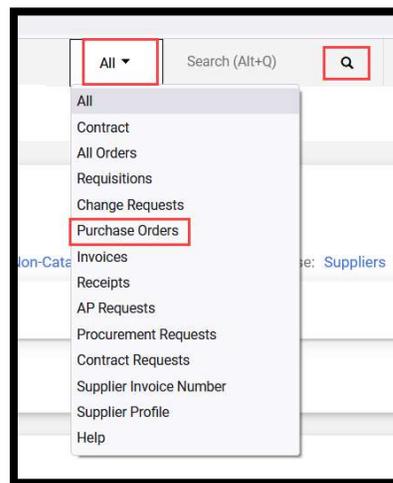


iShopUTRGV Quick Reference Guide

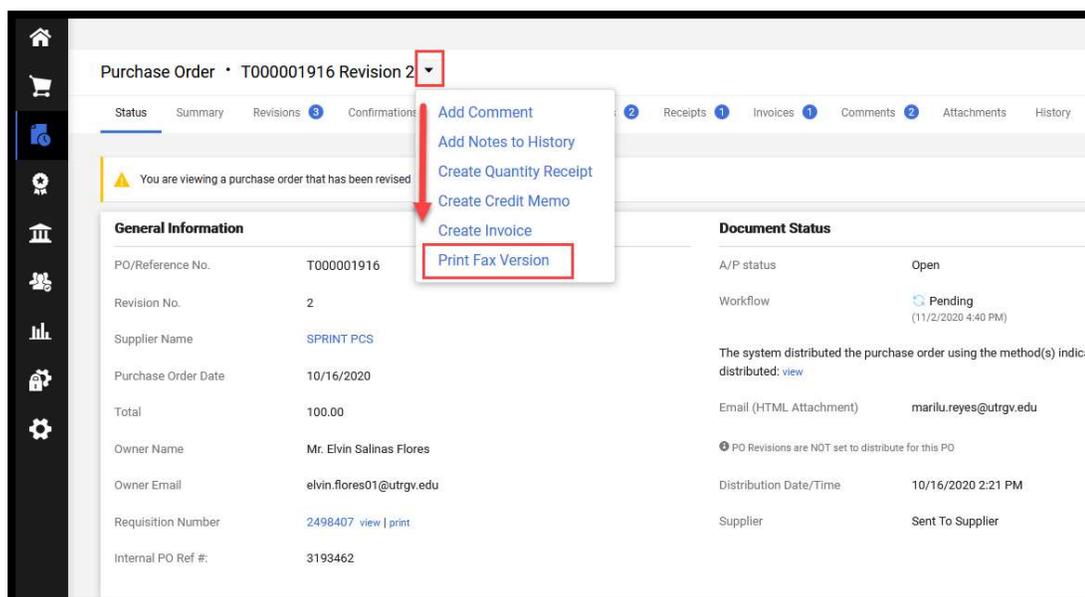
How to - Print a Purchase Order

Purchase Orders are distributed by the system based on the information provided when requesting a vendor set up (i.e. email or fax). If a distribution method is not indicated on the request, the vendor will be set up as 'manual' and the end user must manually distribute the PO. *Questions can be emailed to: ishop@utrgv.edu

1. On the upper righthand corner, locate purchase order through the 'Quick Search' function. Enter Purchase Order No and click the search icon.



2. Once the PO is found, Click on located word **Purchase Order** for the Available Actions dropdown bar and select 'Print Fax Version'.



3. A new window will open and display the PO. You can now print or save this file.

 <p>The University of Texas Rio Grande Valley 1201 West University Drive Edinburg, TX 78539-2999</p>		<p align="center">TEST PO-PLEASE DO NOT FULFILL</p>		<p align="center">Purchase Order</p>																																												
<p>Purchase Order Date</p>		<p>PO/Reference No.</p>		<p>Revision No.</p>																																												
<p align="center">Oct 16, 2020</p>		<p align="center">T000001916</p>		<p align="center">0</p>																																												
<p>Buyer Information</p>																																																
<p>Contact</p>		<p>Mr. Elvin Salinas Flores</p>																																														
<p>Email</p>		<p>elvin.flores01@utrgv.edu</p>																																														
<p>Phone</p>		<p></p>																																														
<p>Professional Buyer</p>		<p>no value</p>																																														
<p>Order acceptance instructions:</p> <p>Please contact Buyers for Questions about the order if under \$15K. Please contact the Professional Buyer for Questions about the order if over \$15K. Information is above in the Buyer Information section.</p>																																																
<p align="center">PO Terms</p>																																																
<p>Header</p>		<p>PO Terms & Conditions</p>		<p>PO T&C</p>																																												
<p>THIS ORDER IS ISSUED UNDER AND GOVERNED BY THE LAWS OF THE STATE OF TEXAS. Terms and Conditions are available at the following URL: https://www.utrgv.edu/procurement/_files/utrgv-po-terms-and-conditions.pdf. By accepting this order you are agreeing that you have read and agreed to these terms and conditions.</p>																																																
<p align="center">Supplier Information</p>		<p align="center">Notes To Vendor</p>			<p align="center">Delivery Information</p>																																											
<p>Supplier Name</p>		<p>SPRINT PCS</p>			<p>Delivery Address</p>																																											
<p>Address</p>		<p>1300 N. 10TH STE 420 MCALLEN, TX 78501 US</p>			<p>UTRGV</p>																																											
<p>F.O.B.</p>		<p>Destination</p>			<p>Attn: Jesus Zerpa</p>																																											
<p>Payment Terms</p>		<p>0% 0, Net 0</p>			<p>Department Procurement Office</p>																																											
					<p>BLDG/Room EUNFS 2.110</p>																																											
					<p>1407 E. Freddy Gonzalez Drive</p>																																											
					<p>Edinburg, TX 78542</p>																																											
					<p>United States</p>																																											
					<p>ShipTo Address Code UTRGV_CR</p>																																											
					<p>Delivery Information</p>																																											
					<p>Ship Via Best Carrier-Best Way</p>																																											
					<p>Requested Delivery Date</p>																																											
<table border="1"> <thead> <tr> <th>Line No.</th> <th>Product Description</th> <th>Catalog No.</th> <th>Size / Packaging</th> <th>Unit Price</th> <th>Quantity</th> <th>Ext. Price</th> </tr> </thead> <tbody> <tr> <td>1 of 1</td> <td>Test</td> <td></td> <td>1/EA</td> <td>1.00 USD</td> <td>1 EA</td> <td>1.00 USD</td> </tr> <tr> <td></td> <td>Commodity Code</td> <td>10100000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Live animals</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>PO Clauses</td> <td>Refer below</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>1.00 USD</td> </tr> </tbody> </table>							Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price	1 of 1	Test		1/EA	1.00 USD	1 EA	1.00 USD		Commodity Code	10100000							Live animals						PO Clauses	Refer below					Total						1.00 USD
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<p>Charge to PO Listed Above</p>				<p>UTRGV</p>																																												
<p>Contract</p>				<p>Accounts Payable - Office of Finance and Public Policy</p>																																												
<p>Quote number</p>				<p>1201 W. University Drive</p>																																												
<p>PO Clauses</p>				<p>Edinburg, TX 78539</p>																																												
<p>Refer below</p>				<p>United States</p>																																												

Note:Verify Po Number prior to sending to vendor.