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'.

Status Summary Revisions S Confirmations		Add Comment Add Notes to History	i 😢 Receipts	1 Invoices 1 Comme	nts 🕗 Attachments History		
		Create Quantity Receipt Create Credit Memo					
General Information		Create Invoice		Document Status			
PO/Reference No.	T000001916	Print Fax Version		A/P status	Open		
Revision No.	2			Workflow	Pending (11/2/2020 4:40 PM)		
Supplier Name Purchase Order Date	SPRINT PCS			The system distributed the purchase order using the method(s) i distributed: view			
Total	100.00			Email (HTML Attachment)	marilu.reyes@utrgv.edu		
Owner Name	Mr. Elvin Salinas Flore	es		PO Revisions are NOT set to distribute for this PO			
Owner Email	elvin.flores01@utrgv.	edu		Distribution Date/Time	10/16/2020 2:21 PM		
Requisition Number	2498407 view print			Supplier	Sent To Supplier		
Internal PO Ref #:	3193462						

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

The Univer	sitvofTexas						2		
Rio Grande Valley		TEST PO-PL NOT FU	NOT FULFILL		Purchase Order				
		Purchase Order Date		PO/Reference No.		Revision No.			
The Univer	sity of Texas Rio Grande Vall	ey Oct 16,	2020	T000001916	1	0			
1201 West Univer	rsity Drive	Buyer Information			1				
cambaig, 1X 765	33-2355	Contact	Contact Mr. Elvin Salinas Flores						
		Email		elvin.flores01@utrgv.edu					
		Phone							
		Professional Buyer	no value						
Order acceptance Please con Questions	e instructions: tact Buyers for Questions abo about the order if over \$15K.	out the order if und Information is abo	ler \$15K. Plea ove in the Buy	se contact the Pr er Information s	ofession ection.	al Buye	r for		
		PO Ter	ms						
Header	PO Terms & PO T&C Conditions	THIS ORDER IS ISSUED UNDE available at the following URI accepting this order you are	R AND GOVERNED B : https://www.utrgv.e agreeing that you hav	Y THE LAWS OF THE STATE du/procurement/_files/utry re read and agreed to these	E OF TEXAS. T gv-po-terms- e terms and o	erms and Co and-conditio onditions,	onditions are ons.pdf. By		
	Supplier Information	/endor	De	Delivery Information					
Supplier Name	SPRINT PCS	Supplier Terms and		Delivery Address					
Address	1300 N. 10TH STE 420	onditions		UTRGV	Attern Jacus Zaroa				
	MCALLEN, TX 78501 US			Attn:	Department Procurement Office				
F.O.B.	Destination			BLDG/Room EUNFS 2.110					
Payment rems	0% 0, NET 0			1407 E. Freddy Gonzalez Drive Edinburg, TX 78542 United States ShipTo Address Code UTRGV_CR Delivery Information Ship Via Best Carrier-Best Way Requested Delivery Date					
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 1010000 Live anim PO Clauses Refer bel								
	Ļ			Tota	I		1.00 USD		
Billing Information				Billing Address					
Charge to PO Lie	sted Above	TRGV	RGV						
Contract	no value	counts Payable - Office of Finance and Public Policy							
Quote number		201 W. University Driv	I W. University Drive						
PO Clauses	Refer below	inburg, TX 78539 nited States							

Note:Verify Po Number prior to sending to vendor.