

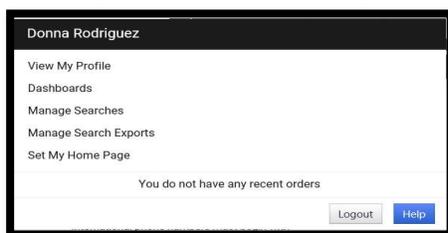
iShopUTRGV Quick Reference Guide

How to - Activate Shipping Address

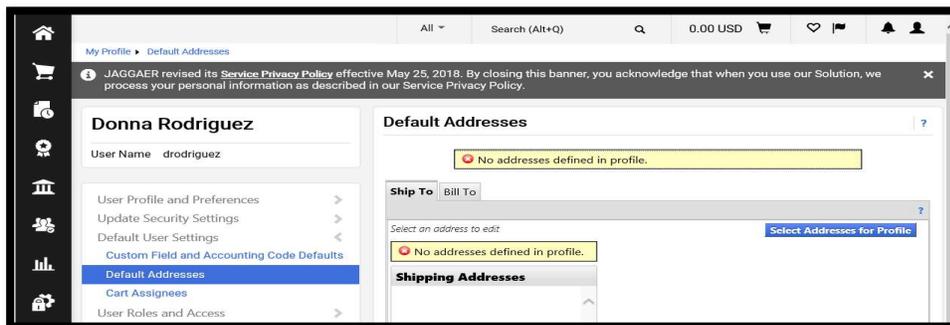
iShopUTRGV allows users to purchase from one location and ship to another, however, you cannot process a single purchase order to ship to separate locations. Orders that need to be shipped to different locations must be processed as separate requisitions. *Questions can be emailed to: ishop@utrgv.edu

ACTIVATE SHIPPING ADDRESS

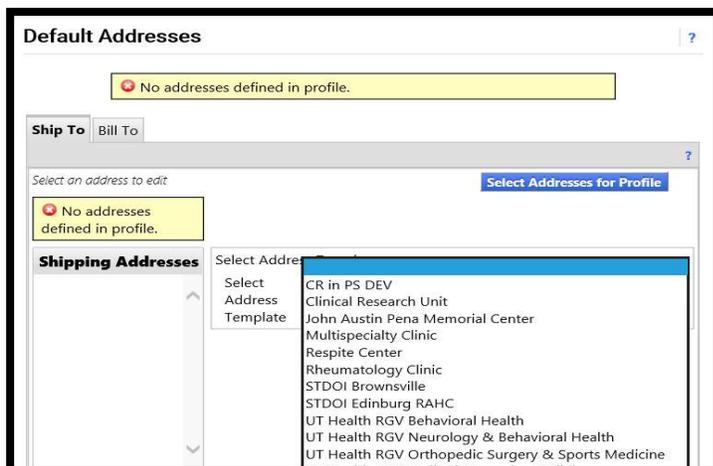
1. Click on your name followed by “View My Profile”



2. Click on “Default User Settings,” followed by “Default Addresses”



3. Click on “Select Addresses for Profile” and arrow “” to chose the address for delivery. List of all UTRGV locations will display. Select the corresponding address.



4. Add the BLDG/Room Number and click "Save."

The screenshot shows a web interface for editing a shipping address. At the top, there are tabs for 'Ship To' and 'Bill To'. Below the tabs, there are buttons for 'Select Addresses for Profile' and 'Delete Address'. A yellow message box states 'No addresses defined in profile.' The 'Shipping Addresses' list is empty. The 'Edit Selected Address' section contains the following fields:

Nickname	UT Health RGV Neurology & Behav
Default	<input checked="" type="checkbox"/>
Current Default Address	---
ADDRESS	
Attn: *	Donna Rodriguez
Department *	
BLDG/Room *	
Address Line 1	3115 Center Pointe Dr
City	Edinburg
State	TX
Zip Code	78539
Country	United States

A 'Save' button is located at the bottom right of the form.

5. If ordering for multiple locations, you can activate additional addresses. To add another default address, **repeat steps 3 – 5**. Once complete, you should see a list of addresses.

The screenshot shows the same web interface as above, but now the 'Shipping Addresses' list contains one entry: 'UT Health RGV Neurology & Behavioral Health'. The 'Edit Selected Address' section contains the following fields:

Nickname	UT Health RGV Neurology & Behav X
Default	<input checked="" type="checkbox"/>
Current Default Address	UT Health RGV Neurology & Behavioral Health
ADDRESS	
Attn: *	Donna Rodriguez
Department *	Procurement Office
BLDG/Room *	1.111
Address Line 1	3115 Center Pointe Dr
City	Edinburg
State	TX
Zip Code	78539
Country	United States

A 'Save' button is located at the bottom right of the form.