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"
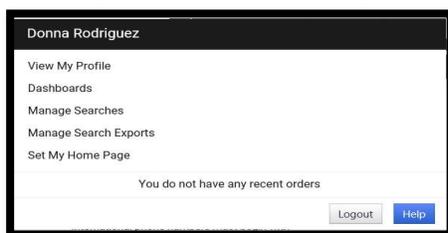
2. Click on "Default User Settings," followed by "Default Addresses"
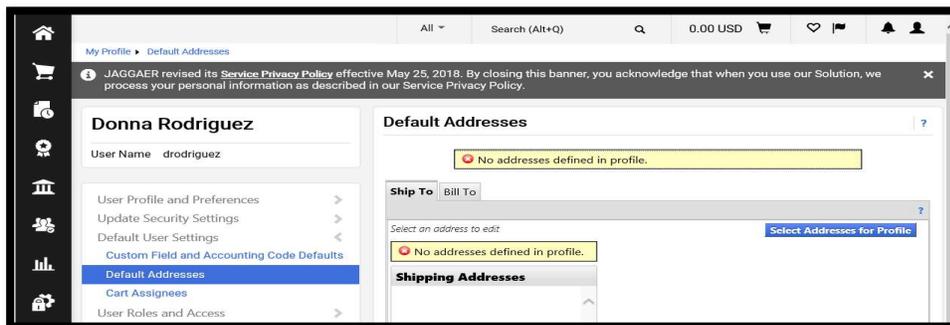
3. Click on "Select Addresses for Profile" and arrow " ⌄ " to chose the address for delivery. List of all UTRGV locations will display. Select the corresponding address.
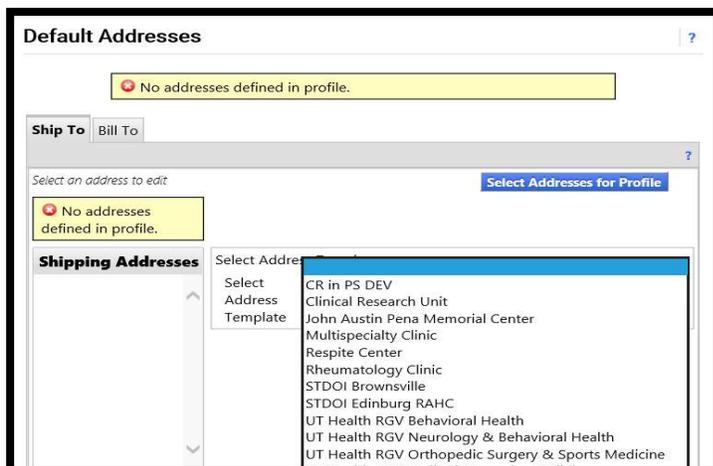
4. Add the BLDG/Room Number and click "Save."

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.*