## 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"

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	My Profile      Default Addresses								
7	3 JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.								
í.	Donna Rodriguez	Default Add	dresses						?
<u>Q</u>	User Name drodriguez	C	No addresses defined	in profile.					
血	User Profile and Preferences	Ship To Bill To							2
<b>-12</b> 2	Update Security Settings > Default User Settings <	Select an address	to edit			Select	Addresses f	or Profile	
հղ	Custom Field and Accounting Code Defaults Default Addresses	Shipping A	ddresses						
<b>a</b> 7	Cart Assignees User Roles and Access		^						

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.

Default Addresses			?
S No addres	ses defined in	n profile.	
Ship To Bill To			-
Select an address to edit		Select Addresses for Profile	
Shipping Addresses	Select Addre	CR in PS DEV	
^	Address Template	Clinical Research Unit John Austin Pena Memorial Center Multimediate Clinic	
		Respite Center Rheumatology Clinic STDOL Brownsville	
~		UT Health RGV Behavioral Health UT Health RGV Neurology & Behavioral Health UT Health RGV Orthopedic Surgery & Sports Medicine	

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

Ship To Bill To					
				?	
Select an address to edit		Sel	ect Addresses for Profile Delete Add	dress	
ONO addresses defined in profile.					
Shipping Addresses		Edit Selected Address			
	$\sim$	Nickname Default	UT Health RGV Neurology & Behav		
		Current Default Address			
		A D D R E S S			
		Attn: *	Donna Rodriguez		
		Department *			
		BLDG/Room *			
		Address Line 1	3115 Center Pointe Dr		
		City	Edinburg		
		State	TX		
		Zip Code	78539		
		Country	United States		
			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.

Ship To Bill To						
		?				
Select an address to edit		Select Addresses for Profile Delete Address				
Shipping Addresses	Edit Sele	Edit Selected Address ?				
UT Health RGV Neurology & Behavioral Health	Nickname Default	e UT Health RGV Neurology & Bel ×				
	Current E Address	Default UT Health RGV Neurology & Behavioral Health				
	ADDR	A D D R E S S				
	Attn: *	Donna Rodriguez				
	Departme	nt * Procurement Office				
	BLDG/Roo	om * 1.111				
	Address Li	ne 1 3115 Center Pointe Dr				
	City	Edinburg				
	State	ТХ				
	Zip Code	78539				
	Country	United States				
		Save				