iShopUTRGV Quick Reference Guide

How to - Add Comments/Attachments to a User Group

iShopUTRGV allows you to add comments and attachments to requisitions and purchase orders at any time. *Questions can be emailed to: ishop@utrgv.edu

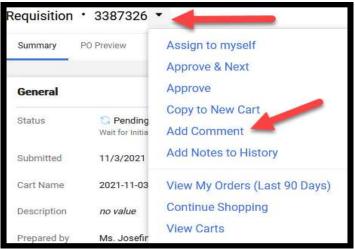
Step 1: Select Requisition Number option from the drop box, enter requisition number for inquiry and press enter.

俞		Requisitions -	Search (4	Alt+Q)	٩
1	Shop • Shopping Dashboard	All Contract All Orders			
16	Shop	Requisitions Change Requests Purchase Orders	-		
e t	Simple Advanced Go to: Favorites Forms Small Purchase Order (Search for products, suppliers, forms, part number, etc.	Receipts AP Requests Procurement Requests		Browse:	Supplier
ᅶ		Contract Requests Supplier Invoice Number Supplier Profile			
յու	Organization Manager	Help			

Step 2: The corresponding document will display.

equisition	• 3387326 •				
Summary (Comments Attachments	History			
General		• • •	Shipping	 Billing	🗸
Status	Completed (11/3/2021 4:07 PM)		Ship To	Bill To	
	5	3	Attn: Ms. Josefina Lopez	Accounts Payable - Office of Financ	e and Public Policy
Submitted	11/3/2021 8:12 AM		Department Business Information Systems	1201 W. University Drive	
Cart Name	2021-11-03 6001136182 0		BLDG/Room EMASS3.146	Edinburg, TX 78539	
cart name	2021-11-03 0001130182 0		1407 E. Freddy Gonzalez Drive Edinburg, TX 78542	United States	
Description	no value		United States		
				Billing Options	

Step 3: The document will appear on the screen. Click on "Requisition" and select "Add Comment" from the drop down box.



Step 4: A window will pop up to complete the comment information. Click on "Add recipient" to search for the user group: iShop, Accounts Payable, or BSC.

Add Comment			×
email indicating tha Email notification(s	t a comment has be	nt. If you select a user they een added to the document. , Approved) <josie.lopez@ut< th=""><th></th></josie.lopez@ut<>	
1000 characters remain	ning		expand I clear
Attach file (optional	90 9 		
Attachment Type)	Link/URL	
File Name	V INC U	Entry One	
File	Choose File	Upload your file	

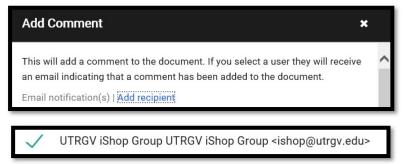
Step 5: To Search for another Recipient. Clink on "Add recipient". Add any filters to the User Search. Clink on "Search".

Last Name 🕦		
Last Name	2	
Filst Name 🕚		
User Name 🕕		
Email 🕕	ishop@utrgv.edu	
Department 🐠		
Role 🕕		•
Results Per Page	10	•

Step 6: User Search will display. Click on "+"

User Search								×
	ishop	٩	0	Add Filter -				
Name	•				User Name 🔻	Email 🔻	Phone	
UTRGV	iShop Group UTRG	V iShop Group			UTRGV iShop Group	ishop@utrgv.edu	+1 956-665-2161	+

Step 7: User Group will display as selected.



Step 8: Complete comment information and add an attachment if required then click on 'Add Comment'

Add Comment *							
This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.							
Email notification(s)	Add recipient						
Donna Rodrigue	z (Prepared by) <don< td=""><td>na.rodriguez@utrgv.edu></td><td></td></don<>	na.rodriguez@utrgv.edu>					
UTRGV iShop	Group UTRGV iSho	p Group <ishop@utrgv.< td=""><td>edu></td></ishop@utrgv.<>	edu>				
1000 characters remaining	1	expan	d clear				
Attach file (optional)							
Attachment Type	🖲 File 🔿 Lii	nk/URL					
File Name							
File	Choose File	Upload your file	×				
		Add Comment	Close				