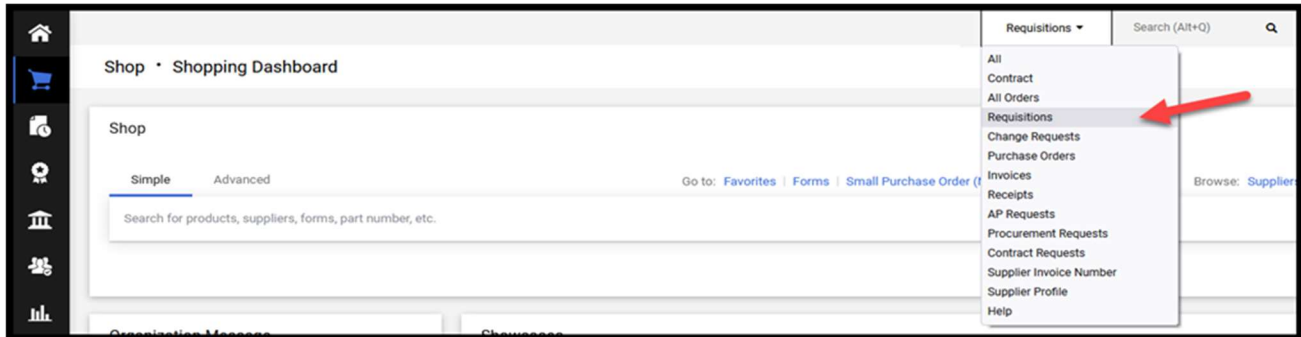# iShopUTRGV *Quick Reference Guide*

How to – Add Comments and Attachments

iShopUTRGV allows you to add comments and attachments to requisitions and purchase orders at any time. *Questions can be emailed to: ishop@utrgv.edu
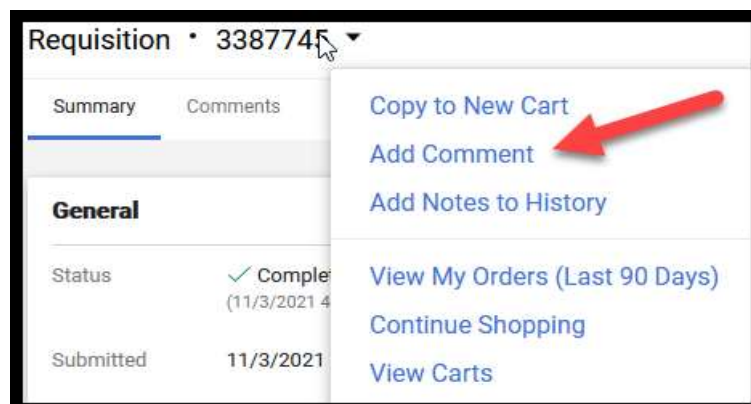
1. Select Requisition Number option from the drop box, enter requisition number for inquiry and press enter.

2. The corresponding documents will display. Click the document you would like to make a comment on.
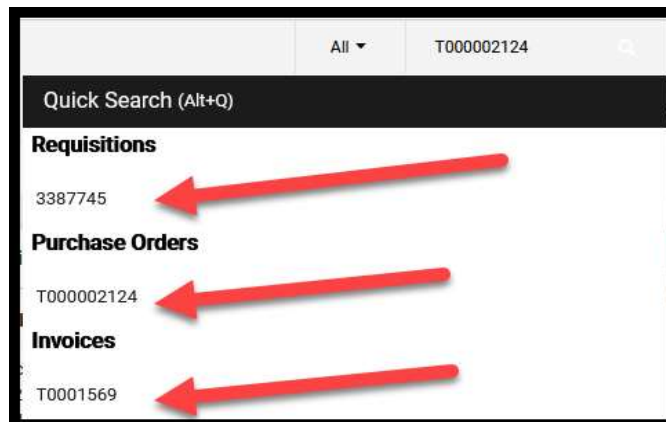
3. The document will appear on the screen. Select 'Add Comment' from the Available Actions drop down box and click on Enter.

4. A window will pop up to complete the comment information. Once complete 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

☐ Laura Juarez (Approver) <laura.juarez@utrgv.edu>

☐ Marilu Reyes (Approved) <marilu.reyes@utrgv.edu>

☐ Ms. Marilu Reyes (Prepared by) <marilu.reyes@utrgv.edu>

1000 characters remaining   expand | clear

Attach file (optional)

Attachment Type   ◉ File   ○ Link/URL

File Name

File   Choose File   Upload your file
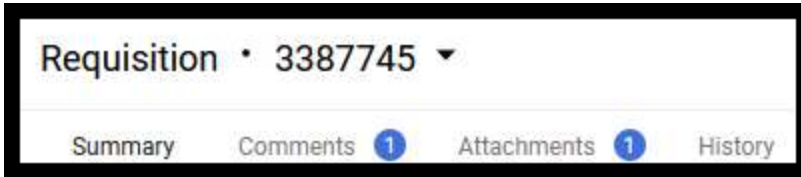
Add Comment   Close

You must select an individual to send the comment to. Users who have been part of the request will auto appear. If the user is does not appear, click on 'add email recipient' and complete the search. *Note: If a user is not indicated, a comment will be added to the document, however, no one will be notified by the system.

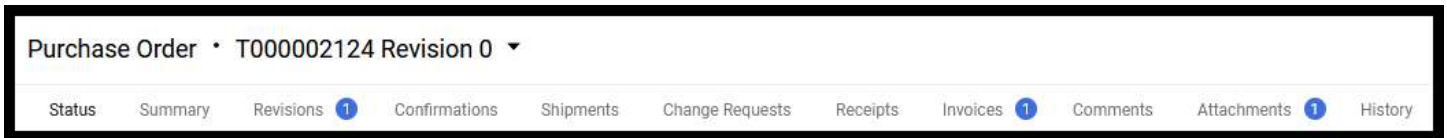You can type your message or comment in the box available.

If you would like to add an attachment (invoice, quote, travel voucher, email, etc), you can browse for the file.

5. You will be rerouted to the document. Click on the 'Comments' tab to view comments. *Note: Tabs may vary based on document type.
6.

Requisition · 3387745 ▾

Summary   Comments ❶   Attachments ❶   History

or

Purchase Order · T000002124 Revision 0 ▾

Status   Summary   Revisions ❶   Confirmations   Shipments   Change Requests   Receipts   Invoices ❶   Comments   Attachments ❶   History

7. Confirm that comment has been added and sent to a user.

Mrs. Donna E Rodriguez - 11/3/2021 5:42:11 PM   Requisition - 3387745   Comment Added   ↺

Test

Email sent: Mrs. Donna E Rodriguez <donna.rodriguez@utrgv.edu>