

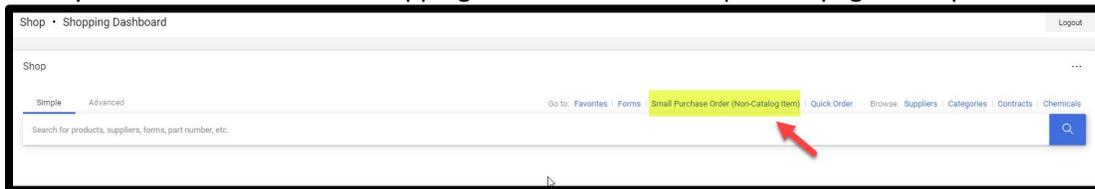
# iShopUTRGV Quick Reference Guide

## How to - Add Multiple Lines to a Requisition (Non-Catalogs and Showcased Forms)

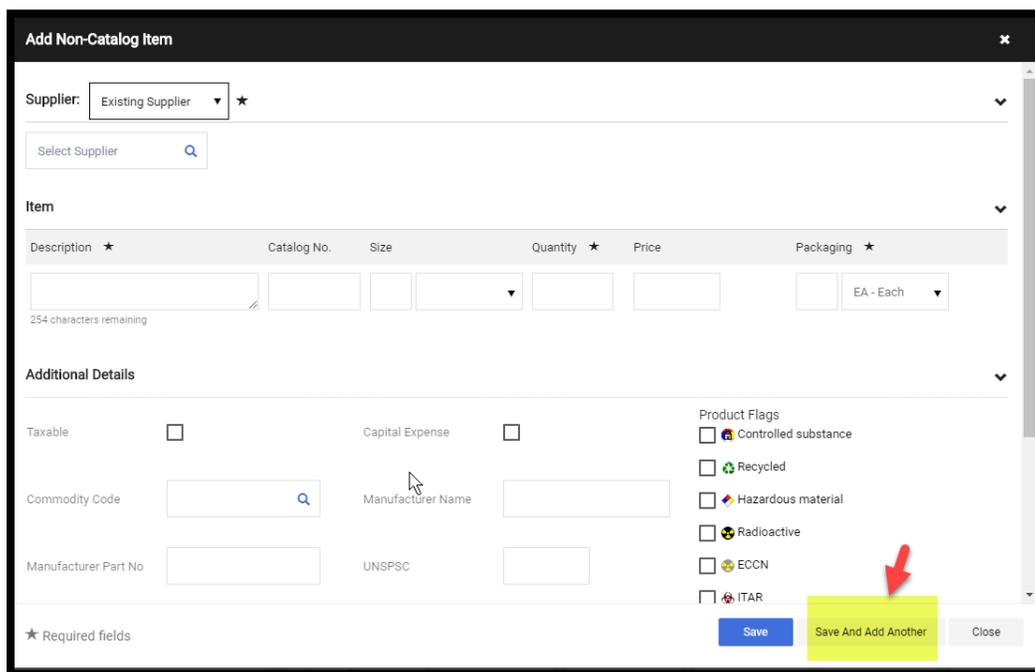
iShopUTRGV allows to add multiple lines to a requisition. Multiple lines can be added on a **Small Purchase Order Request** or on any of the **Showcased Forms**. \*Questions can be emailed to: [ishop@utrgv.edu](mailto:ishop@utrgv.edu)

### Small Purchase Order (Non Catalogs)

1. Once you have created a new shopping cart click on the iShop home page and open the “Non Catalog item”



2. Complete all requested information on the Small Purchase Order Item for your first expense (line) and click “Save And Add Another”

A screenshot of the 'Add Non-Catalog Item' form. The form has a title bar 'Add Non-Catalog Item' with a close button. It contains several sections: 'Supplier' with a dropdown menu set to 'Existing Supplier' and a search box; 'Item' with a table for adding items, including columns for Description, Catalog No., Size, Quantity, Price, and Packaging; and 'Additional Details' with checkboxes for 'Taxable' and 'Capital Expense', and a 'Product Flags' section with checkboxes for 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'ECCN', and 'ITAR'. At the bottom, there are three buttons: 'Save', 'Save And Add Another' (highlighted in yellow with a red arrow), and 'Close'. A legend indicates that fields with a star icon are required.

- You will see an overview at the top of the Small Purchase Order displaying the lines that have been added. The system will keep the supplier information but will clear the product description and all other fields. Complete the fields for the next product.

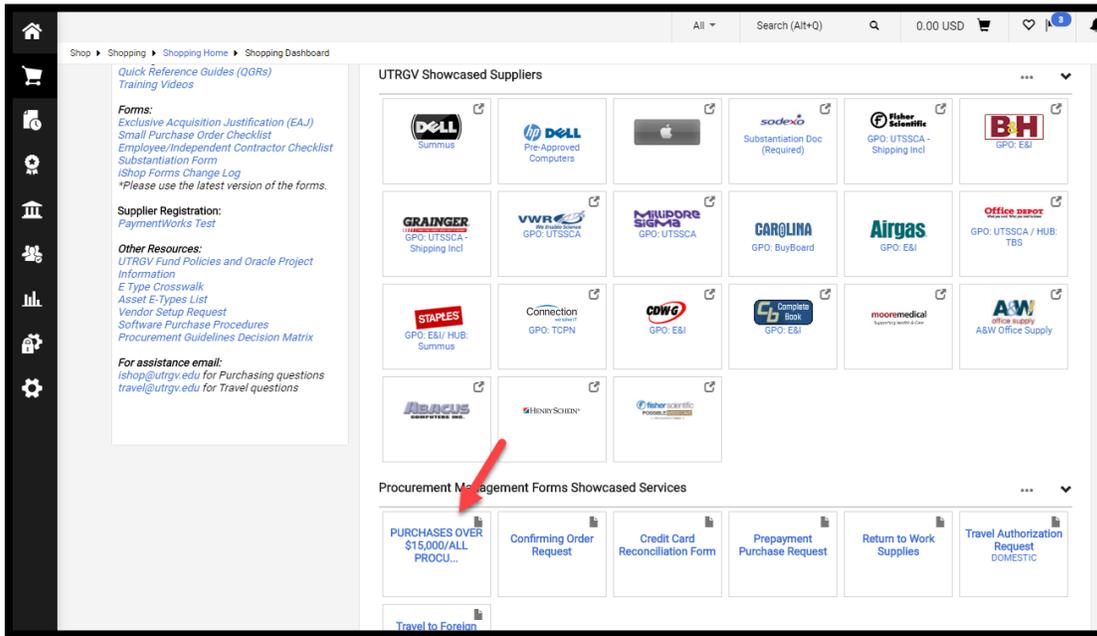
- If more expenses (lines) are needed keep clicking “Save and Add Another”. On your last item click on “Save” to go to your cart and submit requisition for approval

- You will received a notice indicating that all lines were successfully added.

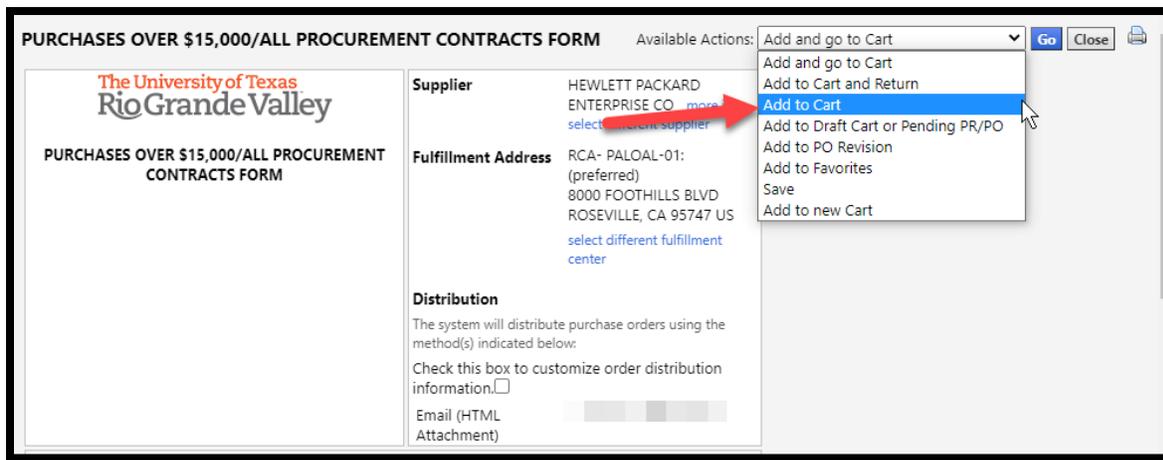


### Showcased Forms

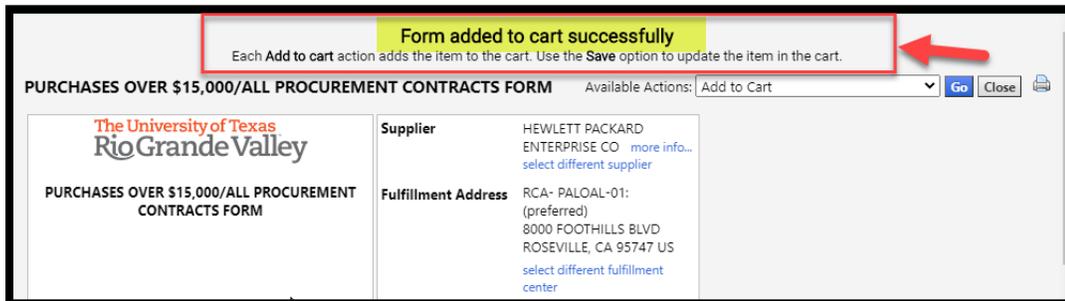
- Once you have created a new shopping cart click on the iShop home page and open the applicable form



2. Complete all requested information for your first expense (line) and click "Add to Cart" and "Go" on the top right hand side



3. The system will notify you that the Form was successfully added to your cart. All other lines on the form will reset to blank.



4. Complete the required fields for your second expense (line) overwriting your previous entry and repeat Step 3 until all lines have been added.

Your request is over \$15,000 and is available through a punch-out vendor, please process through the punchout Site

Please contact Purchasing for questions at [purch@utrgv.edu](mailto:purch@utrgv.edu) OR 956-665-2161.

**TYPE OF PURCHASE** ?

Select Anticipated Purchase Type:

Business Contract  
 Purchase Order over \$15,000

**PRODUCT DESCRIPTION** ?

Enter contract type, part/catalog number on the Expense Type Field and the item description in the Product Description Field below.

Catalog No.

Product Description   
 228 characters remaining [expand](#) | [clear](#)

Quantity

Unit Price

**PROCUREMENT METHOD** ?

Select Procurement Method:

Proprietary - Attach Quote/Contract & EAJ Form  
 Bid (IFB, RFP, RFQ, RFI) - Purchasing will solicit request  
 Other - Attach Quote (May require additional documents upon review)

**ATTACHMENTS** ?

Attach Signed Forms

Please attach the required forms/documents as noted in the PROCUREMENT METHOD section.

- On your last expense click on "Add and go to Cart" and "Go" to return to your requisition and submit it for approval

**Form added to cart successfully**  
 Each Add to cart action adds the item to the cart. Use the Save option to update the item in the cart.

**PURCHASES OVER \$15,000/ALL PROCUREMENT CONTRACTS FORM** Available Actions:

 <b>PURCHASES OVER \$15,000/ALL PROCUREMENT CONTRACTS FORM</b>	<b>Supplier</b> HEWLETT PACKARD ENTERPRISE CO <a href="#">more info...</a> <a href="#">select different supplier</a>
	<b>Fulfillment Address</b> RCA- PALOAL-01: (preferred) 8000 FOOTHILLS BLVD ROSEVILLE, CA 95747 US <a href="#">select different fulfillment center</a>

Available Actions dropdown menu:

- Add to Cart
- Add and go to Cart**
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add to Favorites
- Save
- Add to new Cart