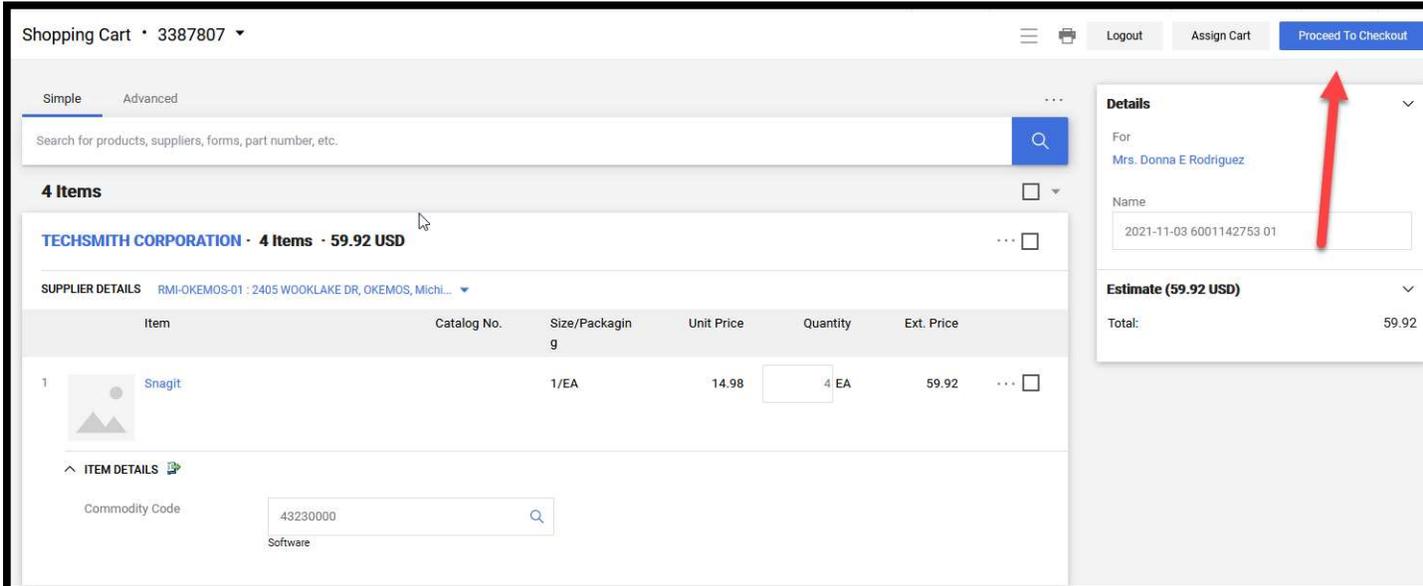


iShopUTRGV Quick Reference Guide

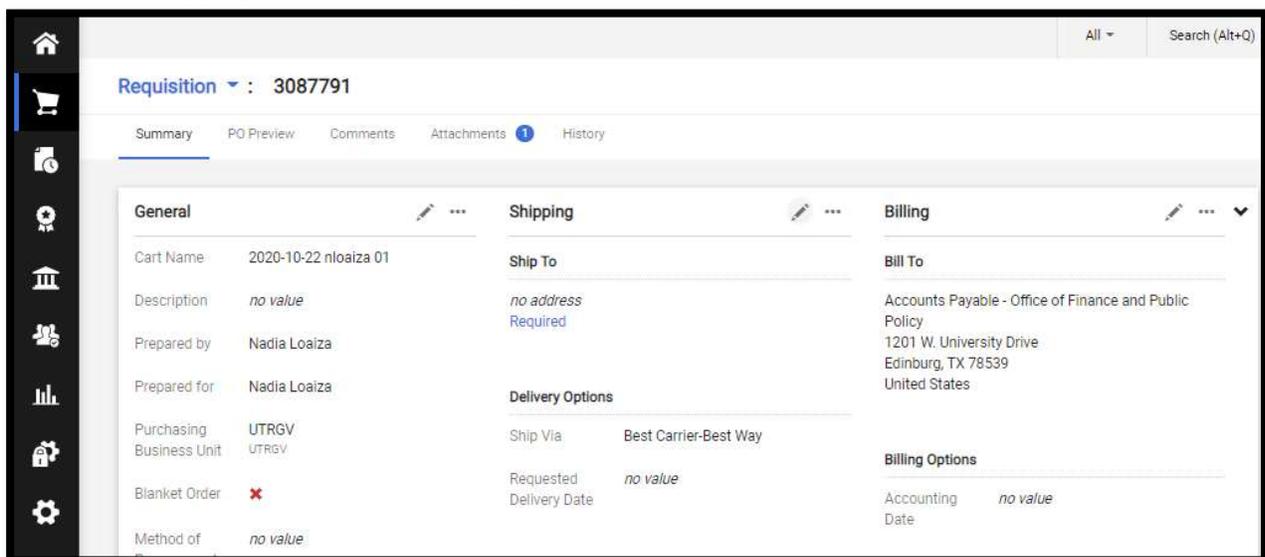
How to - Change Shipping Address

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

1. Open your Draft Cart and click on “Proceed to Checkout”



2. Next to the “Shipping” header, click on the pencil icon.



3. Click over the magnifying glass and select the correct Shipping Address. Complete any missing information and click "Save".

Edit Shipping

Ship To *

CURRENT ADDRESS

Attn: * Mrs. Donna E Rodriguez Add to my addresses

Department * Procurement Office

BLDG/Room * EUNFS 1.111

Address Line 1 1407 E. Freddy Gonzalez Drive

City Edinburg

State TX

Zip Code 78542

Country United States

CR in PS DEV - Mrs. Donna E Rodriguez, Procurement Office, EUNFS 1.111, 1407 E. Freddy Gonzalez Drive, Edinburg, TX 78542, United States

Search additional Results Per Page 10

★ Required fields

Save Close

4. Shipping Address has now been updated and you can "Assign Cart" or "Place Order".

Requisition · 3387807

Summary PO Preview Comments Attachments History

General

Cart Name 2021-11-03 6001142753 01

Description no value

Prepared by Mrs. Donna E Rodriguez

Prepared for Mrs. Donna E Rodriguez

Purchasing Business Unit UTRGV

Department Procurement Office (Procurement

Shipping

Ship To

Attn: Mrs. Donna E Rodriguez
Department Procurement Office
BLDG/Room EUNFS 1.111
1407 E. Freddy Gonzalez Drive
Edinburg, TX 78542
United States

Delivery Options

Billing

Bill To

Accounts Payable - Office of Finance and Public Policy
1201 W. University Drive
Edinburg, TX 78539
United States

Billing Options

Accounting Date no value

Draft

Total (\$9.92 USD)

Subtotal 59.92

59.92

What's next for my order?

Next Step Approval Validation

Approvers Lopez, Ms. Josefina
Bannel, Ms. Mannis D

Assign Cart Place Order