## 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"

Shopping Cart * 3387807 *						Ξ 🖶	Logout	Assign Cart	Proceed To Checkout
Simple Advanced Search for products, suppliers, forms, part number, etc.							Details For Mrs. Donn	a E Rodriguez	<b>†</b> ~
4 Items TECHSMITH CORPORATION • 4 Items • 59.9	2 USD					••••	Name 2021-11	-03 6001142753 01	
SUPPLIER DETAILS RMI-OKEMOS-01 : 2405 WOOKLAKE DR	OKEMOS, Michi 💌						Estimate	59.92 USD)	~
Item	Catalog No.	Size/Packagin g	Unit Price	Quantity	Ext. Price		Total:		59.92
1 Snagit		1/EA	14.98	4 <b>EA</b>	59.92	🗆			
∧ ITEM DETAILS									
43230000 Software	C	2							

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

							All -	Search (A	lt+Q)
Requisition	• : 3087791								
Summary	PO Preview Comments	Attachme	nts 🚺 History						
General		1	Shipping		1	Billing		1	*
Cart Name	2020- <mark>1</mark> 0-22 nloaiza 01		Ship To			Bill To			
Description	no value		no address Required			Accounts Payable - Office o Policy	f Finance and	Public	
Prepared by	Nadia Loaiza					1201 W. University Drive Edinburg, TX 78539			
Prepared for	Nadia Loaiza	Nadia Loaiza		S	United States				
Purchasing Business Un	UTRGV It UTRGV		Ship Via	Best Carrier-Best Way		Billing Ontions			
Blanket Orde	н 🗙		Requested Delivery Date	no value		Accounting no value			
Method of	no value					Date			

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

lit Shipping			
ір То <sup>*</sup>		-	
CURRENT ADDRE	ss		
Attn: *	Mrs. Donna E Rodriguez	Add to my addresses	
Department *	Procurement Office		
BLDG/Room *	EUNFS 1.111		
Address Line 1	1407 E. Freddy Gonzalez Driv e		
City	Edinburg		
State	тх		
Zip Code	78542		
Country	United States		
CR in PS DEV - M	Ars. Donna E Rodriguez, Procurement Of	ce, EUNFS 1.111, 1407 E. Freddy Gonzalez Drive, Edinburg, TX 78542, United States	
earch additional	Q Results Per Page	10 🔻	
Required fields			Save Clo

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

Requisition •	3387807 🕶					Ш	۲	8	Logout	Assign Cart	Place Order
Summary P	0 Preview Comments Attachments	History								-	
General	ø	Shipping	ß	ø	Billing	1	、	/		Draft	
Cart Name	2021-11-03 6001142753 01	Ship To			Bill To				Total (59.92	USD)	~
Description	no value	Attn: Mrs. Donna E Rodriguez		Accounts Payable - Office of Finance and Public Policy 1201 W. University Drive				Subtotal	59.92		
Prepared by	Mrs. Donna E Rodriguez	BLDG/Room EUN 1407 E. Freddy G	IFS 1.111 onzalez Drive		Edinburg, TX 78539 United States						59.92
Prepared for	Mrs. Donna E Rodriguez	Edinburg, TX 785 United States	42						What's next f	or my order?	×
Purchasing Business Unit	UTRGV UTRGV				Billing Options				Next Step	Approval Validatio	n
Department	Procurement Office (Procurement	Delivery Options			Accounting Date no valu	ue			Approvers	Lopez, Ms. Josefina Rangel Ms. Maggie	D