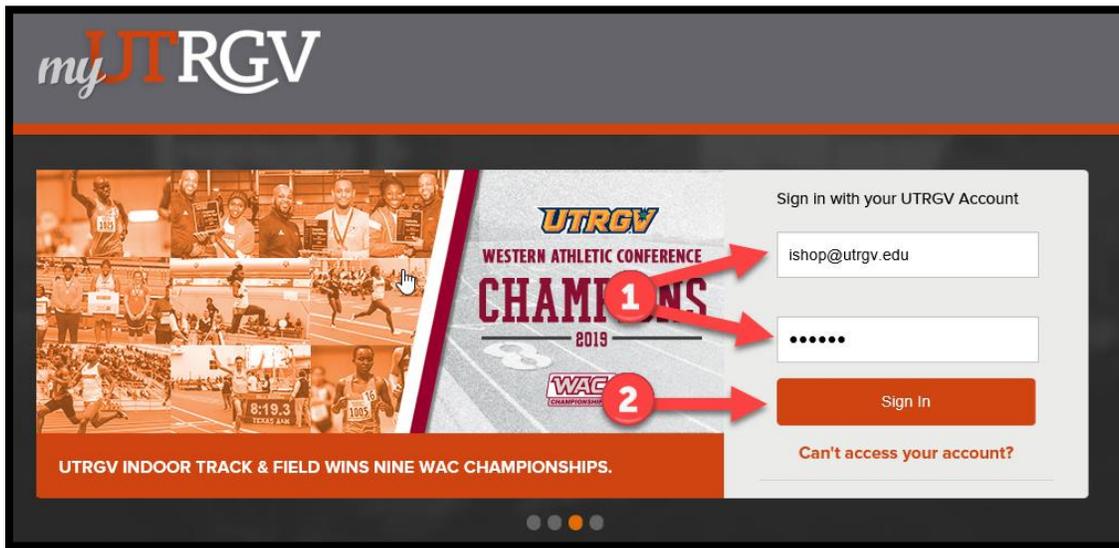


iShopUTRGV Quick Reference Guide

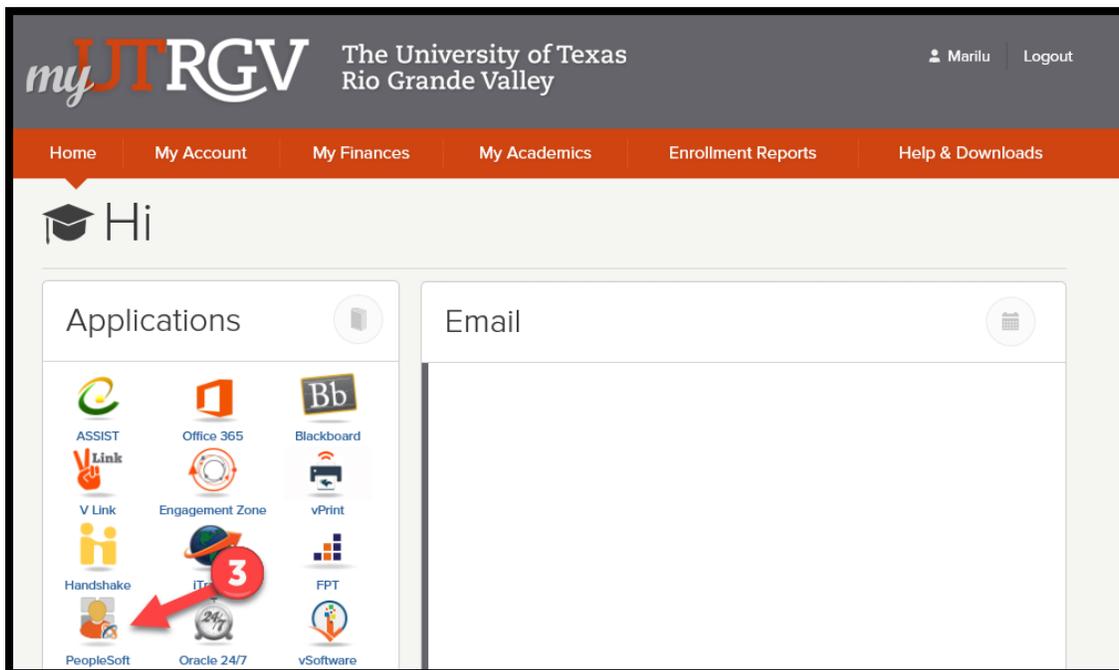
How to - Approve a REQ

iShopUTRGV allows users with the “Approver” role approve requisitions. This role is granted only to cost center/project managers and their alternate approvers. Only one individual is required to approve the requisition. *Questions can be emailed to: ishop@utrgv.edu

1. Go to <http://my.utrgv.edu> and type in your UTRGV credentials.
2. Click “Sign In”



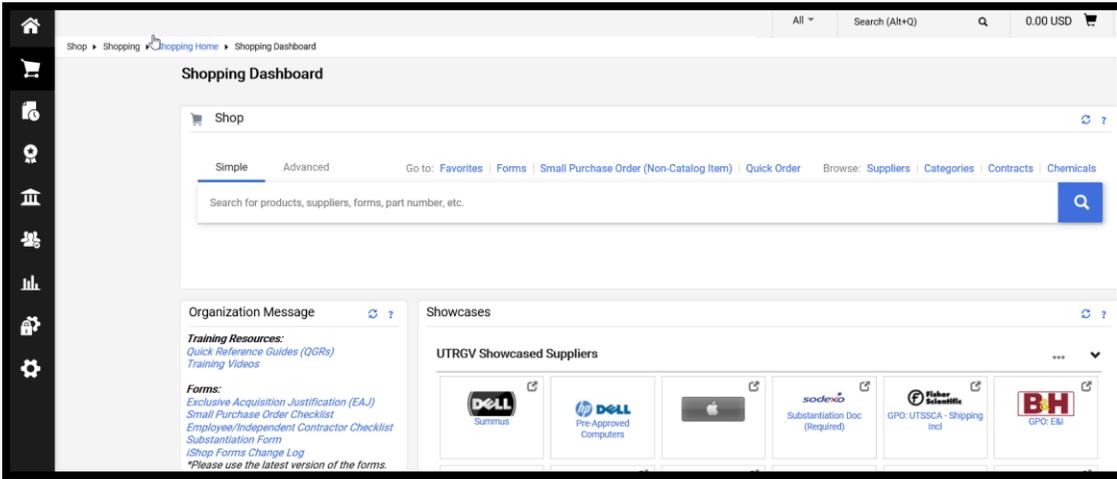
3. Click on the “PeopleSoft” Icon.



4. Click on the “Jaggaer iShop Sign In” Tile



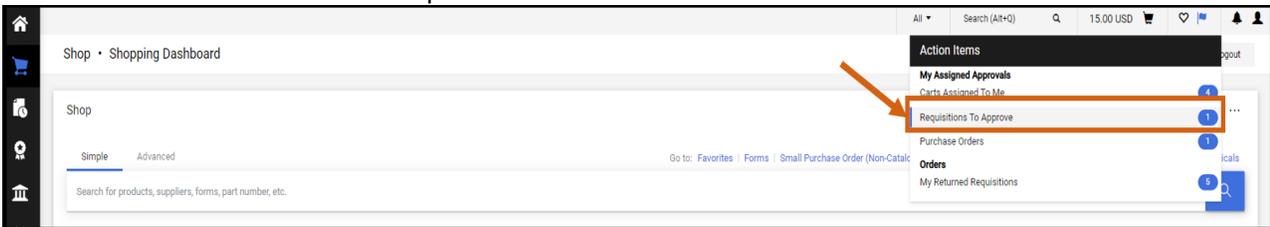
5. iShop HomePage will load



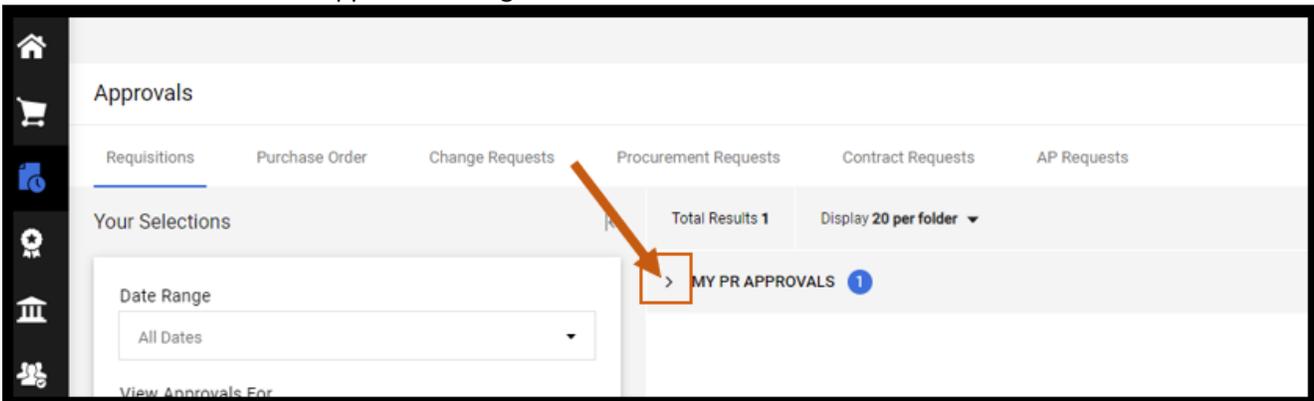
6. On the homepage of iShop, the “Action Items” link will display all pending approvals. Click on “Action Items.”



7. On the “Action Items” Click on “Requisitions”.



8. Click on > to show MY PR Approvals listing



9. Click on Requisition number to review the request

The screenshot shows the 'Approvals' page in a procurement system. The page has a navigation bar with tabs for 'Requisitions', 'Purchase Order', 'Change Requests', 'Procurement Requests', 'Contract Requests', and 'AP Requests'. Below the navigation bar, there's a section for 'Your Selections' with filters for 'Date Range' (set to 'All Dates') and 'View Approvals For' (set to 'My Approvals'). The main content area displays a table of requisitions under the heading 'MY PR APPROVALS'. The table has columns for 'REQUISITION NO.', 'SUPPLIERS', 'ASSIGNED APPROVER', 'PR DATE/TIME', 'REQUISITIONER', and 'AMOUNT'. One requisition is listed with the number 3394189, supplier '123 SCREEN PRINTING LLC', and approver 'Jerry Escobedo'. An orange arrow points to the requisition number 3394189. Below the table, there are summary statistics: 'Requisition Name: 2021-11-08 6001149878 01', 'Folders: 0 Days in folder [My PR Approvals]', and 'No. of line items: 1'.

10. Once the requisition has been reviewed requisition may be approved. Click on Approve

The screenshot shows the 'Requisition' detail page for requisition 3394189. The page has a navigation bar with tabs for 'Summary', 'PO Preview', 'Comments', 'Attachments', and 'History'. The main content area is divided into several sections: 'General', 'Shipping', 'Billing', and 'Pending'. The 'General' section shows the status as 'Pending' and the submitted date as '11/11/2021 1:33 PM'. The 'Shipping' section shows the ship to address for 'Attn: Ms. Ayla Celeste Ortiz'. The 'Billing' section shows the bill to address for 'Accounts Payable - Office of Finance and Public Policy'. The 'Pending' section shows a total of '20.00 USD' and a 'What's next?' section with a 'Submitted' status. An orange arrow points to the 'Approve' button in the top right corner of the page.