

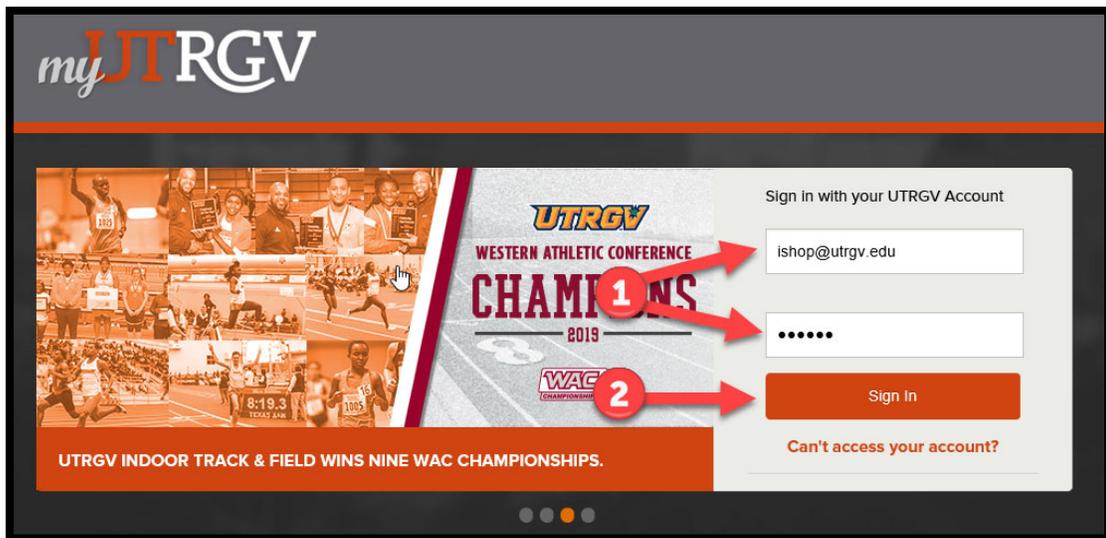
iShopUTRGV Quick Reference Guide

How to - Order a Voice Amplifier

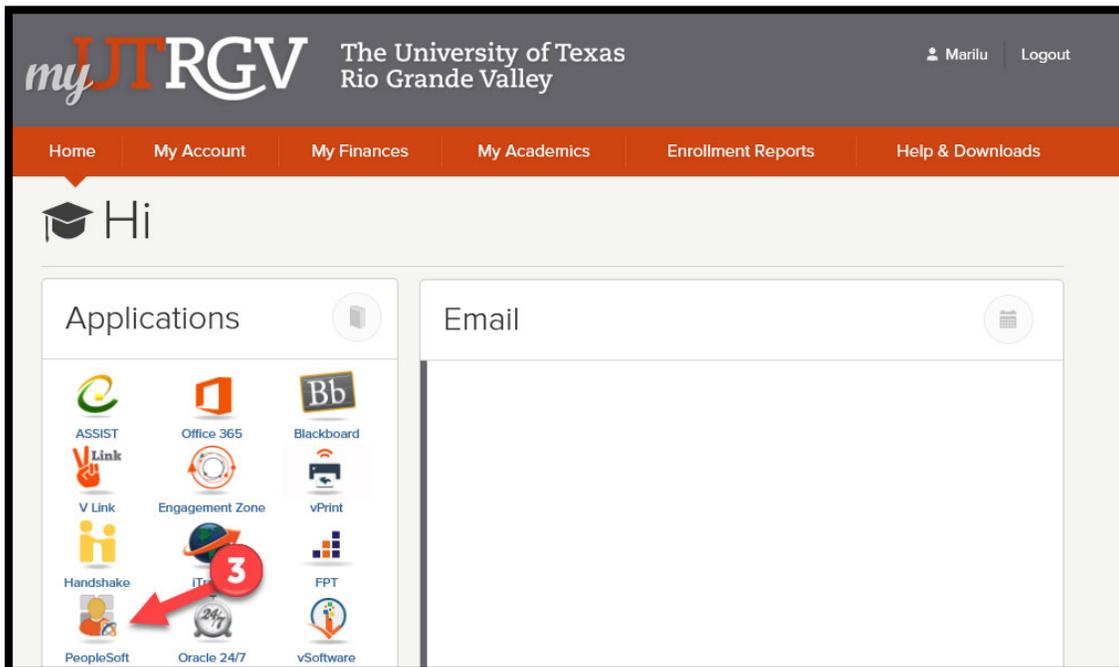
iShopUTRGV allows users to request the purchase of items through their vendor catalogs.

*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"



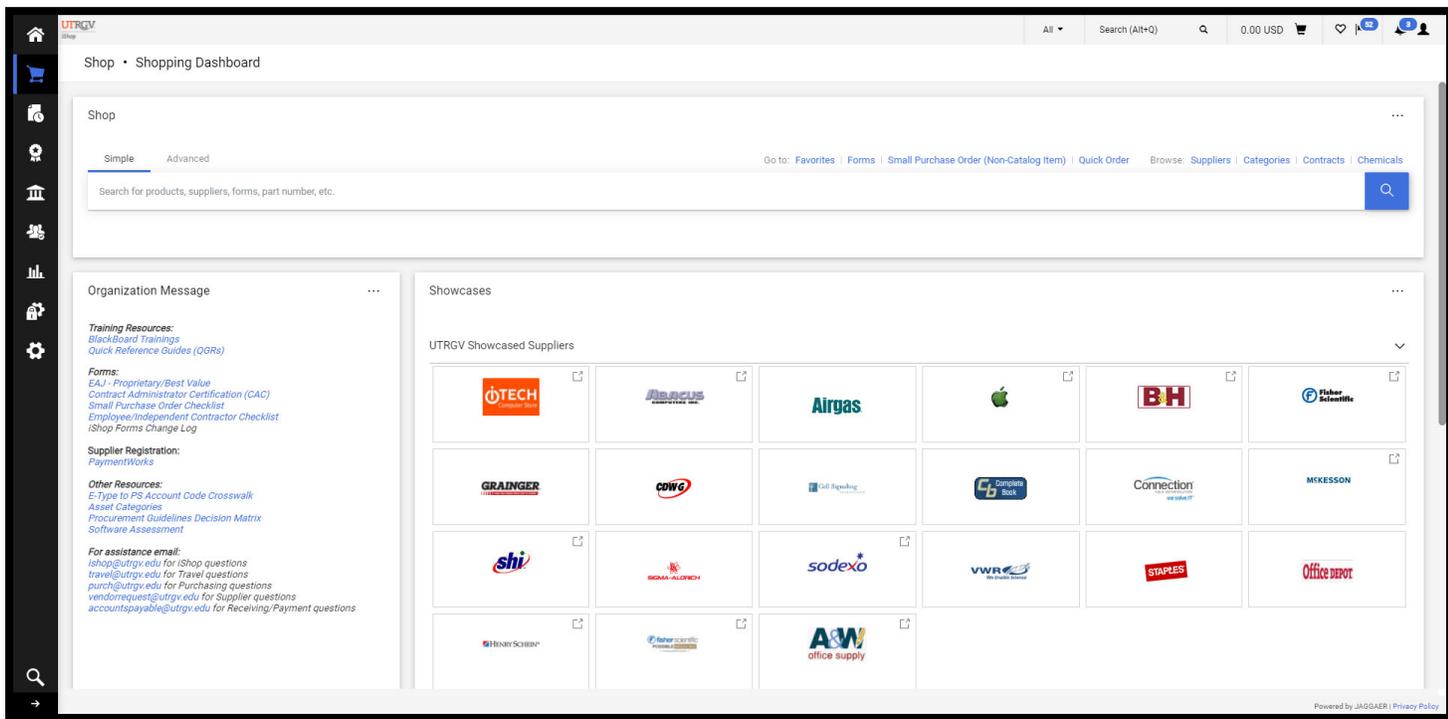
3. Click on the "PeopleSoft" Icon.



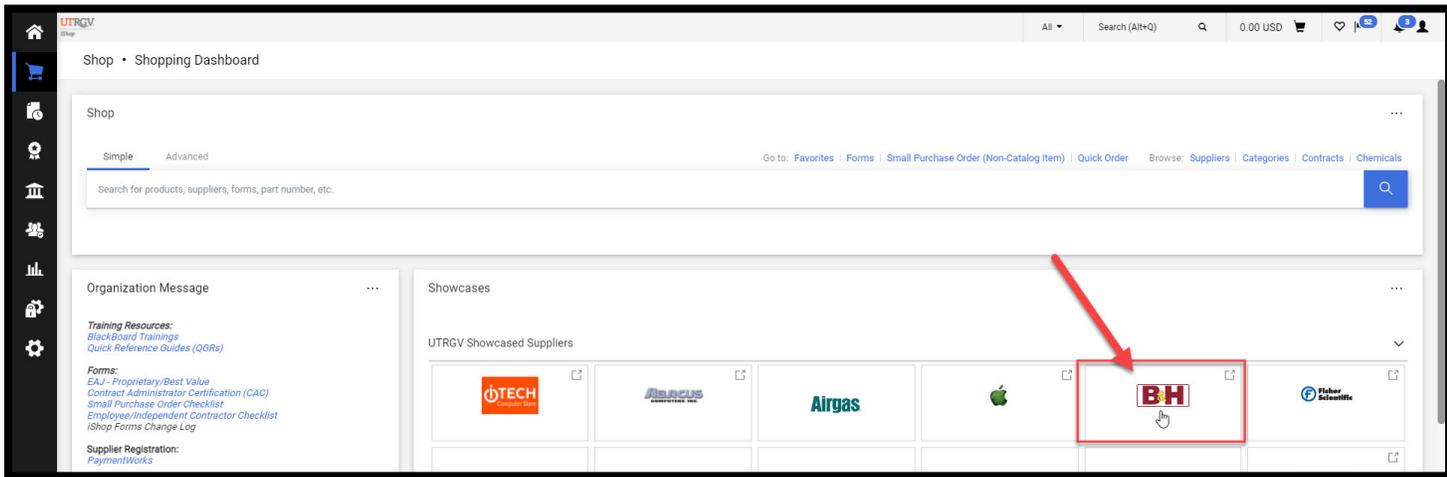
4. Click on the “Jaggaer iShop Sign In” Tile



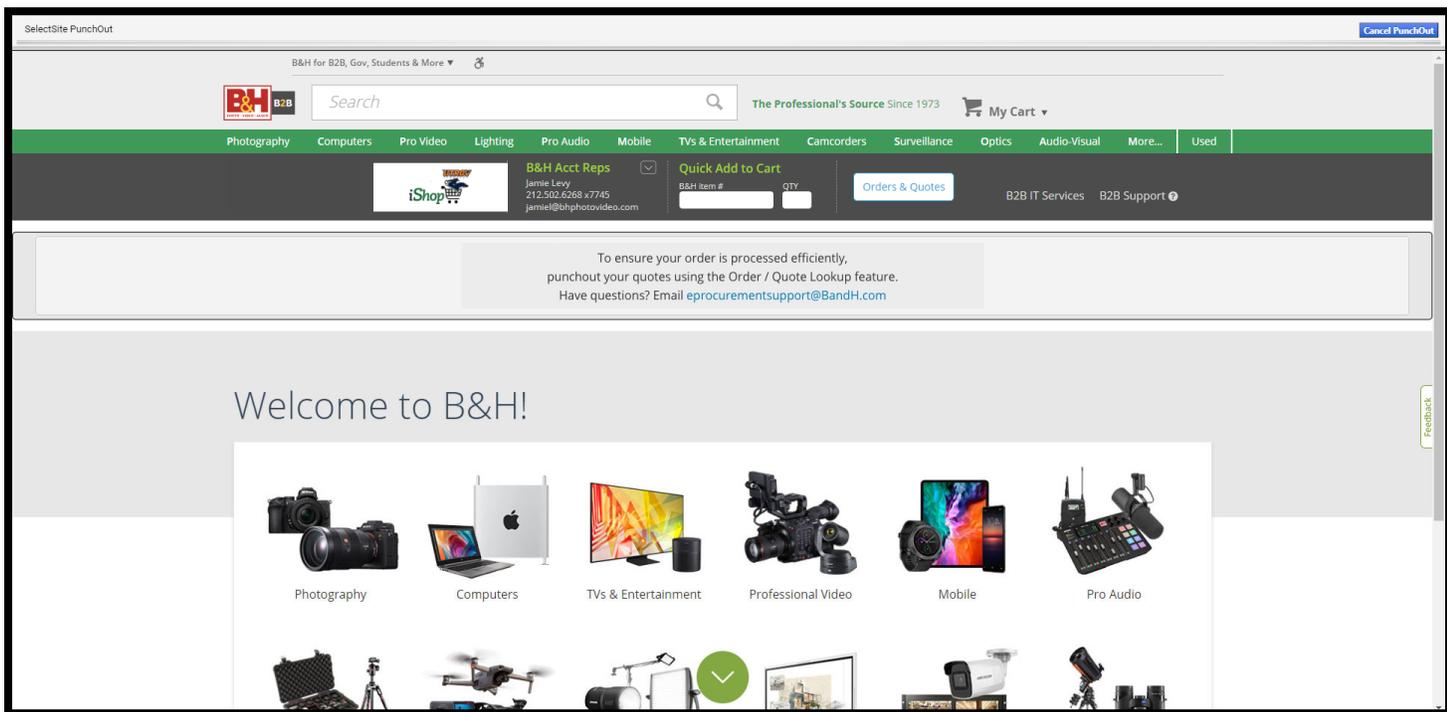
5. iShop HomePage will load



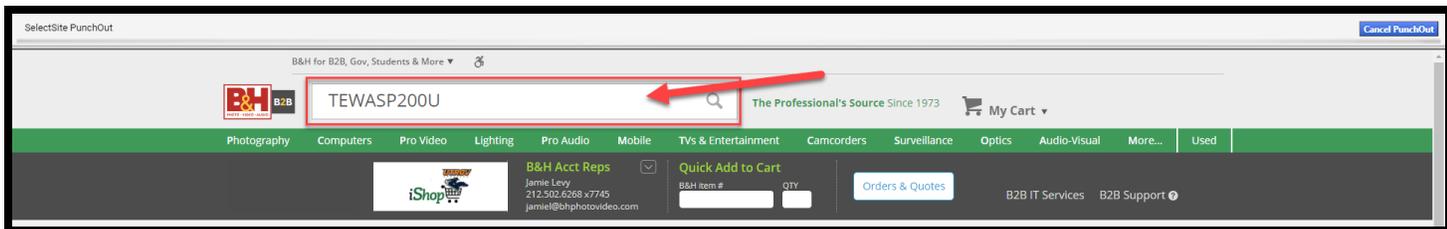
6. On the homepage of iShop, click the “B&H” tile to navigate to the vendor’s website.



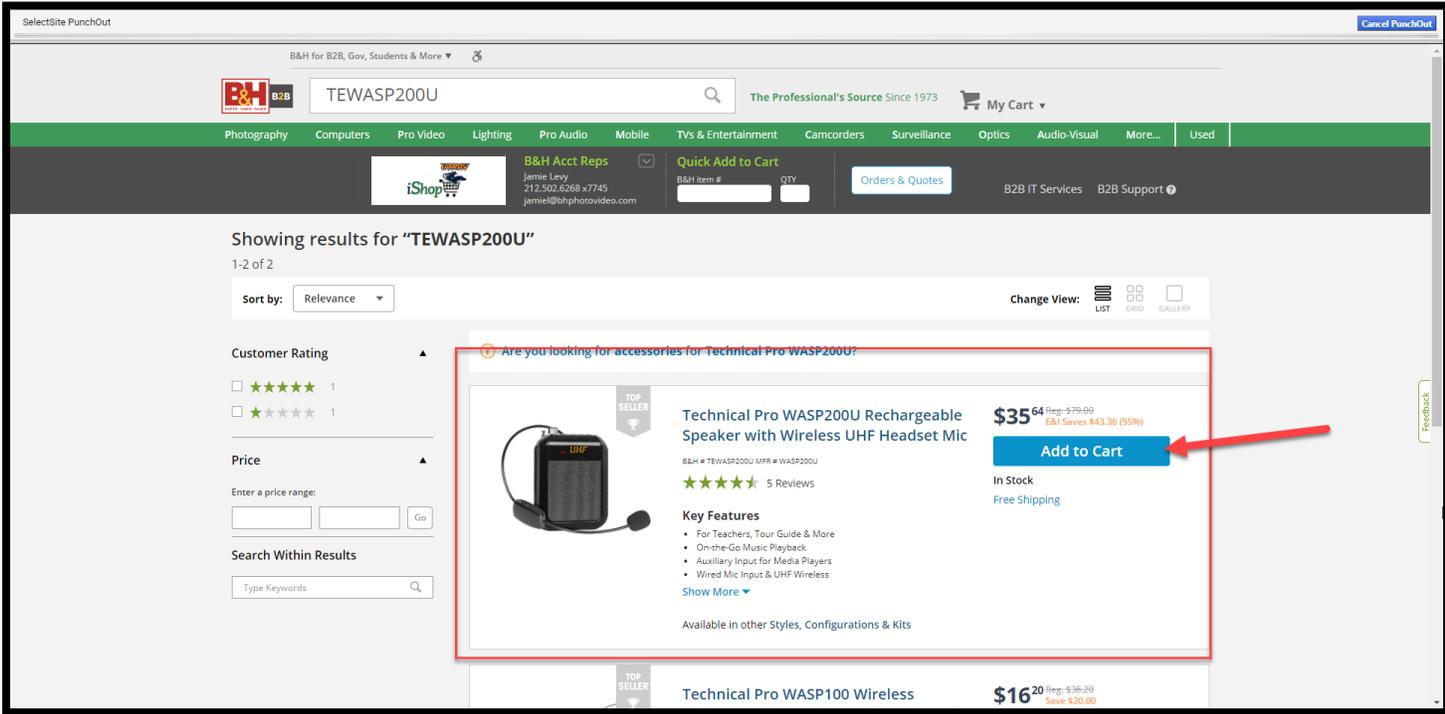
7. Website will automatically load.



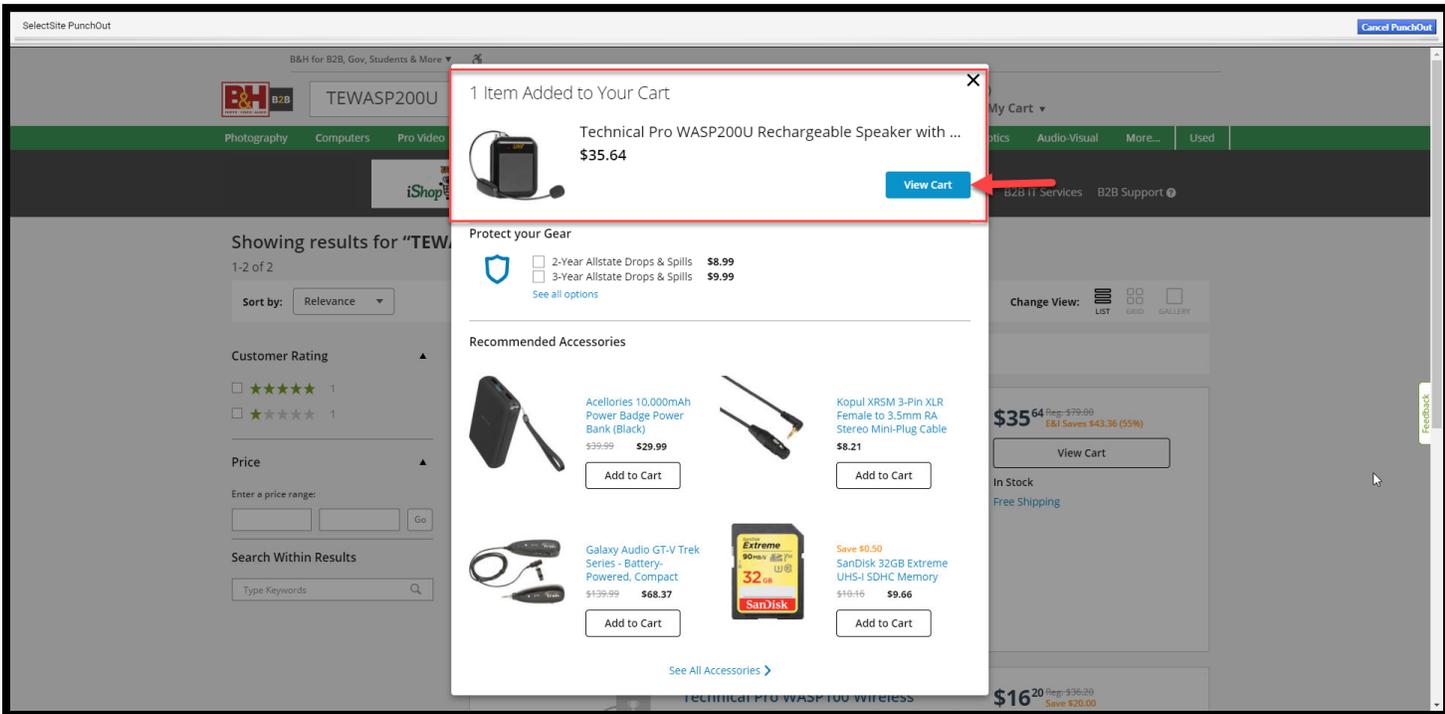
8. In the search box, type “TEWASP200U” and press enter.



9. Matching results will display. Click “add to cart.”



10. Confirmation will display. Click “View Cart.”



11. Page will refresh and display items in cart. Adjust quantity as needed.

The screenshot shows the B&H Photo Video website's shopping cart. The cart contains one item: "Technical Pro WASP200U Rechargeable Speaker with Wireless UHF Headset Mic". The quantity is set to 1, and the price is \$35.64. The item total is \$35.64. The page includes navigation menus, a search bar, and a "MY CART" section with a "Remove" button and a "Quantity" column. A red circle highlights the quantity "1" with a red arrow pointing to it.

12. Specify zip code and select shipping method.

The screenshot shows the "CALCULATE SHIPPING & TAX" section of the website. The user has selected "Shipping" as the method. The zip code "78539" is entered, and the shipping method "Super Saver" is selected, which is free. The subtotal is \$35.64. A red box highlights the zip code field, and another red box highlights the "Super Saver" option with a red arrow pointing to it.

13. Click "punchout" to bring the items back into iShop.

SelectSite PunchOut Cancel PunchOut

Choose a Shipping Method

- Super Saver**
1-5 Business Days - Based On Distance To Destination **FREE**
- FedEx Ground Delivery**
Estimated Delivery: Fri Aug 20 **\$9.17**
- FedEx Express Saver**
Estimated Delivery: Thu Aug 19 **\$13.96**
- FedEx 2 Day**
Estimated Delivery: Wed Aug 18 **\$11.49**
- FedEx Standard Overnight**
Estimated Delivery: Tue Aug 17 by end of day **\$14.25**
- FedEx Priority Overnight**
Estimated Delivery: Tue Aug 17 by 10:30am **\$15.87**

SubTotal: **\$35.64**
Est. Tax: **\$0.00**
Shipping: **Free**
Order Total: \$35.64

PUNCHOUT

[CONTINUE SHOPPING](#)

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We close every Friday afternoon to Saturday evening for Shabbos. Weekend Hours
Accessibility Statement

14. Page will refresh and display draft cart in iShop.

UTRGV iShop All Search (Alt+Q) 35.64 USD

Shopping Cart • 147389020 [Assign Cart](#) [Proceed To Checkout](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

B & H FOTO & ELECTRONICS CORP • 1 Item • 35.64 USD

SUPPLIER DETAILS [RNY:NEWYOR-03 : B&H PHOTO-VIDEO, REMITTANCE...](#)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
WASP200U Rechargeable Speaker with Wireless UHF Headset Mic TEWASP200U	TEWASP200U	EA	35.64	Qty: 1 EA	35.64

ITEM DETAILS

Contract [B&H Photo_EandI_Punchout](#)

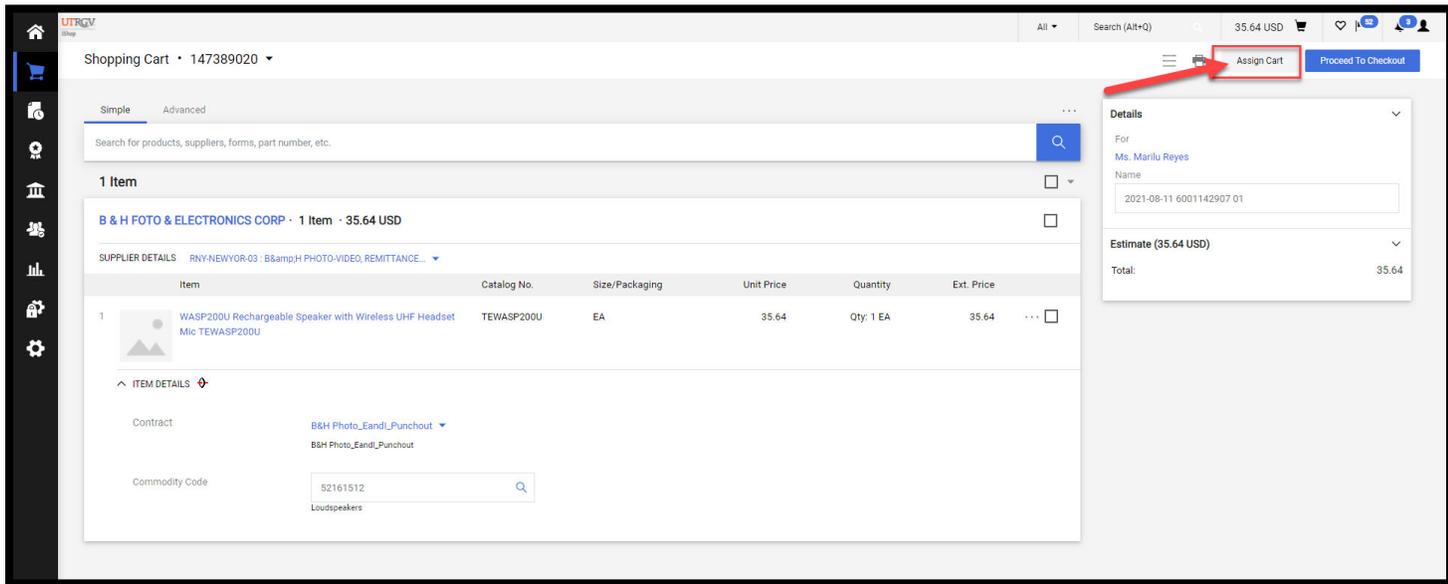
Commodity Code
Loudspeakers

Details

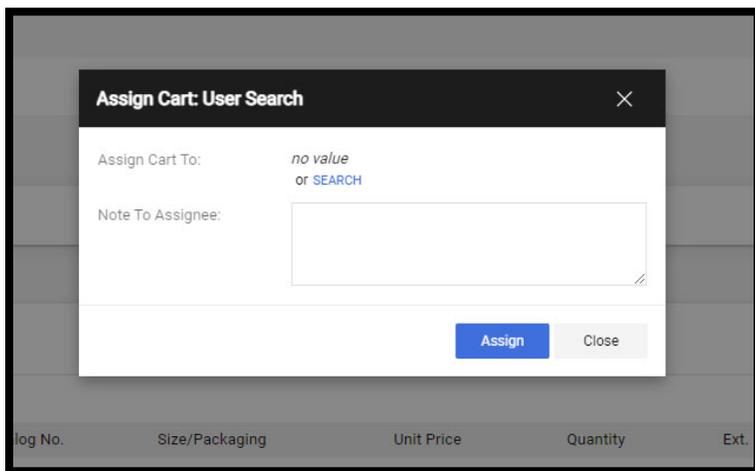
For Ms. Marilu Reyes
Name
Estimate (35.64 USD)
Total: 35.64

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15. Click on "Assign Cart"



16. Search box will display. Search and select your departmental buyer.



17. Confirmation will display. Please ensure your departmental buyer is aware of this request as they will need to complete the funding information and submit the order for approvals.

