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 <u>http://my.utrgv.edu</u> and type in your UTRGV credentials.
- 2. Click "Sign In"

my TRGV		
UTRGV INDOOR TRACK & FIELD WINS NINE WAR	WESTERN ATHLETIC CONFERENCE CHAMPIONSHIPS.	Sign in with your UTRGV Account ishop@utrgv.edu Sign In Can't access your account?

3. Click on the "PeopleSoft" Icon.

my TRGV The University of Texas 2 Marilu Logout Rio Grande Valley								
Home My Account	My Finances	My Academics	Enrollment Reports	Help & Downloads				
Hi Hi								
Applications		Email						
ASSIST Office 365	Blackboard							
Handshake PeopleSoft Oracle 24/7	FPT vSoftware							

4. Click on the "Jaggaer I Shop Sign In" Tile

The University RioGrand	de Valley	 Employee Self Service 	🔍 🔎 🏫		۲
2	Jaggaer iShop Sign In	Approvals	UTRGV HOP Policy)	^
	₩ <u>iShop</u> UIRGV	4			
	Visa Permit/Citizenship Data	Time and Attendance	Expenses		

5. iShop HomePage will load

â	UTRCV. Blog				All 🕶	Search (Alt+Q) Q	0.00 USD 👻 🗢 🏴 🍹	D 1
	Shop • Shopping Dashboard							
								-
Ío	Shop							
<u>e</u>	Simple Advanced			Go to: Favorites Forms Small Pu	urchase Order (Non-Catalog Item) 0	uick Order Browse: Suppliers	Categories Contracts Chemicals	
血	Search for products, suppliers, forms, part number, etc.						Q	
425								1
հե								-1
ه ټ	Organization Message	Showcases						
\$	Training Resources: BlackBoard Trainings Quick Reference Guides (QGRs)	UTRGV Showcased Suppliers					~	
	Forms: EAJ - Frogrintary/Best Value Contract Administrator Centification (CAC) Small Purchase Order Checklast Employee/Independent Contractor Checklast Stepp Forms Change Log		C Abacus	Airgas.	ć	BH	E Elabor Elabor Scientific	
	Supplier Registration: PaymentWorks Other Beasuras: E-Type to PC Account Code Crosswalk Asset Calegories Procurement Guidelines Decision Matrix Software Assessment For assistance email Ishop@utry.edu for Taval Questions trave@utry.edu for Taval Questions purch@utry.edu for Taval Questions wednerquest@utry.edu for Psupplier questions wednerquest@utry.edu for Psupplier questions	GRAINGER	0W9	Cell Squaling	C Damplets Book	Conection we adw IT	L ^a Mikesson	
		ت الم	SOM-ALOPCI	් sodexo	FOR Brade Dame	STAPLES	Office depot	
a,	excenting of persons and the second starting of a great of the second starting of a great of the second starting o	Ei Hinar/Sciente		office supply				
→							Powered by JAGGAER Prive	acy Policy

6. On the homepage of iShop, click the "B&H" tile to navigate to the vendor's website.

Shap							All 🗸	Search (Alt+Q)	٩	0.00 USD 🎽	! ♡ №	9 1 91
Sł	hop • Shopping Dashboard											
់ ទ	shop											
<u>0</u>	Simple Advanced Go to: Favorites Forms Small Furchase Order (Non-Catalog Item) Quick Order Browse: Suppliers Categories Contracts Chemicals											
Ê	Search for products, suppliers, forms, part number, etc.											Q
-25 Id.							•					_
٥ ه	organization Message .		Showcases									
	'raining Resources: lackBoard Trainings Juick Reference Guides (QGRs)		UTRGV Showcased Suppliers				_					~
Fd EA Co Si EI IS	oms: AJ - Proprietary/Best Value ontract Administrator Certification (CAC) imall Purchase Order Checklist mployee/indepandent Contractor Checklist shop Forms Change Log		OTECH Computer Stare	C Abacus	Airgas	ú	C	B	H)		Flahor Scientific	Ľ
Su Pa	upplier Registration: <i>aymentWorks</i>											Ľ

7. Website will automatically load.

SelectSite PunchOut											Cancel PunchOut
	B&H	for B2B, Gov, Stud	ents & More 🔻 🛛 者								<u>^</u>
	B2B	Search			(The Profession	nal's Source Since 1973	🦊 My Car	rt 🔻		
Phot	otography	Computers	Pro Video Ligi	nting Pro Audio	Mobile TVs & E	ntertainment Can	ncorders Surveillance	Optics	Audio-Visual	More Used	
			iShop	B&H Acct Re Jamie Levy 212.502.6268 x77 jamiel@bhphoto	ps Quick B&H iten ideo.com	Add to Cart	Orders & Quotes	B2B	IT Services B2B S	Support 🕑	
				punchou Have q	To ensure your orde t your quotes using t uestions? Email epro	is processed efficie ne Order / Quote Lo curementsupport@f	ntly, okup feature. BandH.com				
V	Welc	ome	to B&	H!							Feedback
	file		1	ć							
						0.25		-	· · · · · · ·		
	Ph	otography	Comp	uters T	's & Entertainment	Professional \	/ideo M	obile	Pro Auc	dio	
				5			4		今		*

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

SelectSite PunchOut													Cancel PunchOut
B8	H for B2B, Gov, St	udents & More 🔻	ð										*
B2B	TEWAS	5P200U				C The Prot	fessional's Sou	rce Since 1973	📜 My Ca	irt 🔻			
Photography					Mobile	TVs & Entertainment	Camcorders	Surveillance	Optics	Audio-Visual	More	Used	
		iShop		B&H Acct Reps Jamie Levy 212.502.6268 x7745 jamiel@bhphotovid	; 🔍 ; eo.com	Quick Add to Cart	<u> </u>	Orders & Quotes	B2I	3 IT Services E	32B Support 🛛	,	

9. Matching results will display. Click "add to cart."

SelectSite PunchOut		Cancel PunchOut
B&H for B2B, Gov, Students & More ▼	ð	
TEWASP200U	Q, The Professional's Source Since 1973 🏾 🎏 My Cart 👻	
Photography Computers Pro Video	Lighting Pro Audio Mobile TVs & Entertainment Camcorders Surveillance Optics Audio-Visual More User	d
iShop	B&H Acct Reps ✓ Quick Add to Cart Jamie Levy 2125005:698:7745 jamiel@bhphotoxideo.com B2B IT Services B2B Support ♥	
Showing results for "TEW. 1-2 of 2	SP200U"	
Sort by: Relevance 💌	Change View: 📑 吕 🗆	
Customer Rating ▲ ★★★★★ 1 ★★★★★ 1 Price ▲ Enter a price range: Go	Are you looking for accessories for Technical Pro WASP200U?	Freeback
Search Within Results Type Keywords Q	Oriente-Go Multice Highedoc Acuality Inputs for Media Players Wired Mic Input & UHF Wireless Show More ▼ Available in other Styles, Configurations & Kits	
	Technical Pro WASP100 Wireless \$16 ^{20 Hgr 53640} Swe 12000	

10. Confirmation will display. Click "View Cart."

SelectSite PunchOut	Carcel Punch
88.H for B28, Gov, Students & More ¥ EXAMPLE 1828 TEWASP200U Photography Computers Pro Video IShop	A 1 Item Added to Your Cart Technical Pro WASP200U Rechargeable Speaker with \$35.64 View Cart B26 II Services B2B Support @
Showing results for "TEW. 1-2 of 2 Sort by: Relevance • Customer Rating • ****** 1 ****** 1 Price • Enter a price range: Go Search Within Results Type Keywords Q	Protect your Gear Protect your Gear Protect allstate Drops & Splits Sp.99 See all options Recommended Accessories Acelories 10.000mAh Bak (Bak) Sp.99 Sp.99 Sp.99 Acelories 10.000mAh Bak (Bak) Sp.99 Sp.99 Sp.99 Sp.99 Sp.99 Sp.99 Sp.99 Sp.99 Add to Cart Change View:

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

SelectSite PunchOut										Cancel PunchOut
ð										
B2B	Search		Q,	The Professional	's Source Since 1973		, My с	lart 🔻		
Photography	Computers Pro Video	ighting Pro Audio N	Mobile TVs &	Entertainment	Camcorders Surveillance	e Optics	Audio-Visual	More		
	iShop	B&H Acct Reps Jamie Levy 212.502.6268 x7745 jamiel@bhphotovideo.com	Quick Ad	d to Cart	Orders & Quotes	B2B IT Servio	ces B2B Support	0		
	MY CART					#363450996	03			
						📾 email 🗎 print	t			_
	Select All Re	move			Quantity	Price			2	_
	Accessories	Accessories Technical Pro WASP200U Rechargeable Speaker with Wireless UHF Headset Mic B&H #TEWASP200U - MFR #WASP200U Free Shipping								Feedback
	PL	ANS Protection Plan	ns starting at \$8.9	See Options						-
					Item Total:	\$35.64				
	HELPFUL LINKS		CALC	ULATE SHIPPI	NG & TAX					
	 > Shipping Information > Your Privacy and > Our Return Policy Security 		Shi	pping	Store Pickup					
					e supersone					-

12. Specify zip code and select shipping method.

SelectSite PunchOut				Cancel PunchOut			
Select All Remo	ive	Quantity	Price	•			
HELPFUL LINKS	CALCULATE SHI	PING & TAX					
> Shipping Information > Our Return Policy	 Your Privacy and Security Shipping 	Store Pickup NYC SuperStore					
	USA	~ 7853 ZIP	39 Code match found				
	Choose a Shipp Super Saver 1-5 Business Doys- Base	hoose a Shipping Method Super Saver Super Saver FREE FREE					
C ₂	O FedEx Groun Estimated Delivery: Fri Au	l Delivery 8 ²⁰	\$9.17	Feetbac			
	O FedEx Express Estimated Delivery: Thu A	s Saver	\$13.96				
	O FedEx 2 Day Estimated Delivery: Wed	lug 18	\$11.49				
	O FedEx Standa Estimated Delivery: Tue A	rd Overnight ug 17 by end of day	\$14.25				
	O FedEx Priorit Estimated Delivery: Tue A	/ Overnight ug 17 by 10:30am	\$15.87				
	SubTotal:	\$35.64		•			

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

SelectSite PunchOut	Cancel PunchOut
	Choose a Shipping Method Super Saver 1-5 Bourness Days - Based On Distance To Destination FREE PedEx Ground Delivery Estimated Delivery, Fir Alug 30 PedEx Express Saver Estimated Delivery, The Alug 19 PedEx 2 Day Estimated Delivery, Wed Alug 18 PedEx Standard Overnight Estimated Delivery, Tue Alug 17 by ros of any S11.49 PedEx Standard Overnight Estimated Delivery, Tue Alug 17 by ros of any S15.87 SubTotal: \$35.64 Est. Tax: (0) 50.00 Shipping: Free Order Total: \$35.64 PUNCHOUT
© 2000-2021 B & H Foto & Electronics Corp. 420 9th Ave, New York, NY 10001 Privecy & Security User Agreement & Disclaimer Export Policy California Privecy Note: Site Map Prives, specifications, and images are subject to change without notice. Not responsible for typographical or illustrative ences. Manufacturer retweats, terms, conditions, and explored dates are subject to change without notice. Not Lic: Enc. Store #0905/12 Eec. & Home App. Senv. Deat. #0907905; Sec. Hd. Deat. Gen. #0907906	noon Accessibility Statement 🔝 Accessibility Statement

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

ŝ	UTRG	V									All 🔻	Search (Alt+Q) 0. 35.64 USD	ä 💩 📷 🐔 T
	s	Shopp	oing Cart	• 147389020 •	•							Assign Cart	Proceed To Checkout
「「「」」で、「」」で、「」」で、「」」で、「」」で、「」」で、「」」で、「」		Simp Searc 1 Ite B & SUPP	ple Ar ch for produce em H FOTO &	dvanced tts, suppliers, forms, pa ELECTRONICS CO S RNY-NEWYOR-03 : B Item	rt number, etc. IRP + 1 Item + 35.64 USD ISamp H PHOTO-VIDEO, REMITTANCE ▼	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	 Q 	Details For Ms. Marilu Reyes Name 2021-08-11 6001142907 01 Estimate (35.64 USD) Totat:	× 35.64
a ₽		WASP200U Rechargeable Speaker with Wireless UHF Headset Mic TEWASP200U			TEWASP200U	EA	35.64	Qty: 1 EA	35.64	…			
			Contract	AILS 🕈	B&H Photo_EandL.Punchout B&H Photo_EandL.Punchout 52161512 Loudspeakers	٩	Ν						
Q,							43						
-													· strend by propriet (11/20) Policy

15. Click on "Assign Cart"

â	UTROV Day						All 🕶	Search (Alt+Q)	35.64 USD	e ⊂ k≊ * 3T
	Shopping Cart • 147389020 •								Assign Cart	Proceed To Checkout
íc	Simple Advanced							Details		~
õ	Search for products, suppliers, forms, part number, etc.						Q	For Ms. Marilu F	Reyes	
血	1 Item							Name 2021-08-1	1 6001142907 01	
-12 <u>-</u>	B & H FOTO & ELECTRONICS CORP · 1 Item · 35.64 USD	B & H FOTO & ELECTRONICS CORP + 1 Item + 35.64 USD								
հր	SUPPLIER DETAILS RNY-NEWYOR-03 : B&,H PHOTO-VIDEO, REMITTANCE V	Catalog No.	Cies (Declassing	Unit Drive	Quantity	Ext Price		Total:	,	35.64
₽ •	MASP200U Rechargeable Speaker with Wireless UHF Headset Mic TEWASP200U	TEWASP200U	EA	35.64	Qty: 1 EA	35.64	🗆	_		
	∧ ITEM DETAILS ♦									
	Contract B&H Photo_EandLPunchout ▼ B&H Photo_EandLPunchout									
	Commodity Code 52161512 Loudspeakers	Q								

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

	Assign Cart: User Sea	rch		×
-	Assign Cart To:	no value or SEARCH		
	Note To Assignee:			
				1
			Assign	Close
og No.	Size/Packaging		Unit Price	Quantity

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.

A Bap						All 🕶	Search (Alt+Q)	Q.	0.00 USD	Ä	♡ №	1
)	Simple Advanced		Go to: Non-Catalog Item F	avorites Forms Shop Quick Order	Browse: Suppliers	Categorie	s Contracts Ch	emicals				
í.	Search for products, suppliers	, forms, part number, etc.						Q				
<u>o</u>	Cart Assigned	ed										
	Requisition Summary			Options								
생동	Requisition number	147389020		Create new draft cart								
հե	Cart name	2021-08-11 6001142907 01		Recent orders								
Ť	Requisition total	35.64 USD		Return to your home page								
0												