Rowdy Exchange May 2017 Update

- **WHAT** – Through UT System, UTSA is implementing a new one-stop purchasing platform for all goods and services that will feed PeopleSoft. The software platform is Jaggaer (formerly SciQuest), named Rowdy Exchange for UTSA’s program.

- **WHO** – Affects all employees responsible for purchasing.

- **WHERE** – All UTSA campuses and divisions.

- **WHEN** – UTSA employees will begin mandatory training in late May. System is expected to launch in July 2017.

- **WHY** – Easier ordering, easier approvals, easier invoicing. Rowdy Exchange presents an online shopping-cart experience, with many items ordered from digital catalogs. It is intuitive and comprehensive and offers greater buying power for UTSA, thus lower prices for purchasers.

You can create requisitions and purchase orders more easily than with previous systems, without duplication of effort. Shoppers can create templates for regular purchases, further speeding the buying process. You can easily search your own or your department’s buying history.

For more information, visit: www.utsa.edu/RowdyExchange
Rowdy Exchange Training

Two classes are being offered.

**AM0869: Rowdy Exchange Procurement Process Overview**

This two-hour class explains what Rowdy Exchange is and how it will operate. You will learn how to set up your profile, to shop in Rowdy Exchange, and to approve (for approvers) a requisition. The instructor will provide an overview of the requestor and receiving process.

**Who Should Attend?**

UTSA faculty and staff who current use a procard, create and approve requisition, and order goods and services.

**CT0990: Rowdy Exchange Procurement Requestor Training**

This three-hour course will walk you through how to purchase goods and services and enter all required information. You will learn the procurement processing and workflow, new business terminology, how to manage multiple shopping carts, how to receive in Rowdy Exchange, where to get support, and much more.

**Who Should Attend?**

Staff who currently enter requisitions and have taken the Purchasing Rules and Regulations (AM 580). People who take this class do not need to take the Rowdy Exchange Procurement Process Overview in addition, as much of the same content will be covered in CT0990.

Register today at [http://www.training.utsa.edu](http://www.training.utsa.edu)