Familiarize Yourself With New Purchasing Terminology
With Rowdy Exchange classes underway, there is new purchasing terminology you should get to know.

- **Rowdy Exchange** – eProcurement Marketplace offering one-stop shopping for goods and services.
- **Cart** – Basket/list of products, services or internal forms captured for the creation of a Requisition.
- **PR Validation** – “Purchase Request,” process to confirm valid Chartfield combination and available funds to pay for purchase.
- **E-Invoice** – “Electronic” invoice submitted through Rowdy Exchange for processing by DTS; no approvals or manual intervention required for payment.
- **Non-Catalog Item** – The process of placing an order with a supplier when the goods and/or services are not available in either a Hosted or Punch-Out catalog.
- **Hosted Catalog** – Product content (description, manufacturer part number, etc.) and UTSA pricing are maintained within Rowdy Exchange.
- **Punch-Out Catalog** – The process for a purchaser to buy from the supplier website through Rowdy Exchange. These are the showcase link that will take you directly to the supplier’s external UTSA specific website.
- **Punch-Out Catalog (Level-2)** – “Order from Supplier” link takes you directly to the supplier’s website to view the specific item and UTSA contracted price.
- **Approver** – Department representative who evaluates requisition by reviewing for accuracy, compliance, completeness, appropriate funding account, appropriateness of purchase, end-user and delivery location. The representative that contains the budget approval for cost centers, Capital Projects or Sponsor Programs.
- **Commodity Code** – Standard classification codes for products and services used to categorize funding spent within an organization. See UNSPSC.
- **Dashboard** – A view of the Rowdy Exchange “Desktop,” which can be customized to present key information for the user.
- **Purchase Order** – Legal document that authorizes a purchase transaction. When accepted by the seller, it becomes a binding contract for both parties.
- **Requisition** – A purchase request subject to approval. Once fully approved by the requestor, requisition routes to Approver.
- **Requestor / Requisitioner** – Department representative who enters funding account, funding period, budget checks, appropriateness of purchase, compliance and submits requisition for approval.
- **Shopper** – Department representative who can request items and services from catalogs or manually enter non-catalog items into a cart. Once completed, the cart form is forwarded to the Requestor for review, document completion and approval.
- **Showcase** – A collection of catalogs available for shopping. Catalogs are awarded through processes that comply with UTSA Purchasing Rules.
- **UNSPSC (United Nations Standard Products and Services Code)** coding will be used in Rowdy Exchange to categorize each item. This coding system is a global standard for categorizing goods and services. Codes are now eight (8) digits:
  - 2-Digit Segment (Aggregation of Families)
  - 2-Digit Family (Familial Grouping)
  - 2-Digit Class (Grouped by Function)
  - 2-Digit Commodity (Product or Service)

Note: UNSPSC codes defaulted with catalog Items; required on requisition lines.
UNSPSC Website: unspsc.org