

# Find existing requisitions in Rowdy Exchange

**Finding a requisition in Rowdy Exchange can help you**

- **Check the requisition's status**
- **Learn how to set up a similar new requisition**

# Rowdy Exchange

Log in to [Rowdy Exchange](#).

For instructions on logging in, view the **Access Rowdy Exchange** job aid on the [Purchasing Training](#) webpage > Rowdy Exchange Job Aids drop-down.

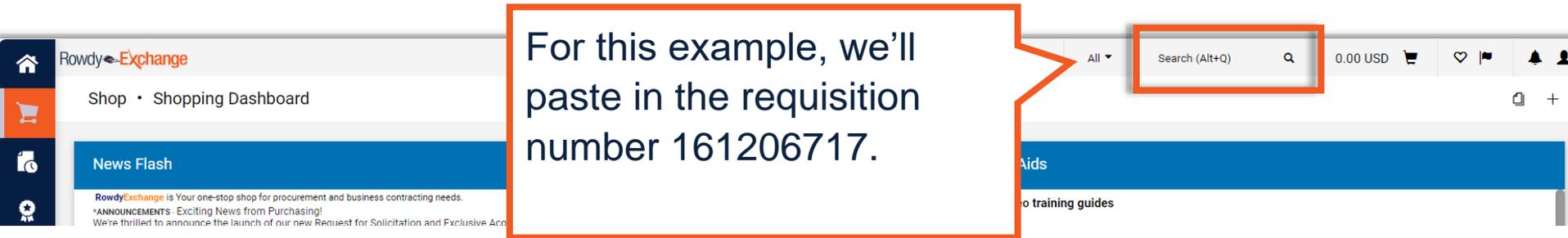
In the following slides, we'll show two ways to find an existing requisition.

# Option 1: Search by requisition number

Use the following instructions if you know the number of the requisition you want to find.

# Search bar

1. On Rowdy Exchange's Shopping Dashboard, in the search bar at the top right, add or paste in the requisition number, then select/click on the magnifying glass icon.

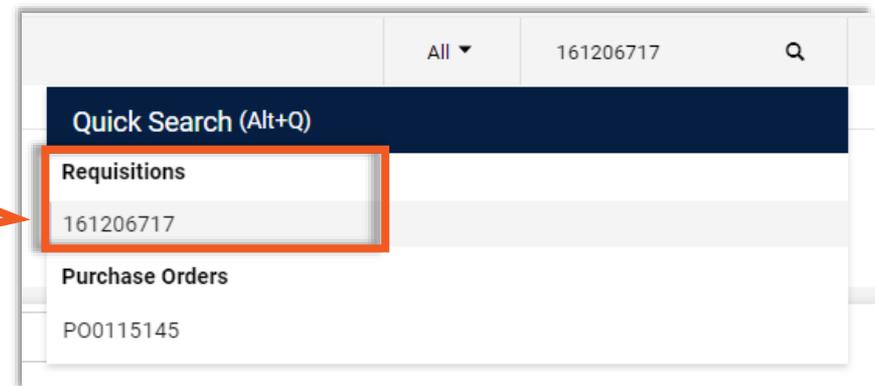


# Quick Search

2. Quick Search then shows related results.

Select the relevant result.

For this example, we'll select requisition 161206717.



# Requisition workflow status

3. This displays the requisition.

Requisition • 161206717

Summary Comments Attachments 2 History

General	Shipping	Billing
Status <span>✓ Completed</span> <small>(8/10/2022 1:18 PM)</small>	<b>Ship To</b> The University of Texas at San Antonio 501 W Cesar E. Chavez Blvd Durango Bldg - Central Receiving San Antonio, TX 78207 United States	<b>Bill To</b> UTSA - Disbursements and Travel Services One UTSA Circle Disbursements.Travel@utsa.edu San Antonio, TX 78249
Submitted 8/10/2022 1:16 PM	Ship Via Best Ca	Requested no value
Cart Name 2022-2023 Coffee Supplies/ Water MB 1.410	Delivery Date	
Description 2022-2023 Coffee Supplies/Water MB 1.410		
Prepared by UTSA employee name		
Department UTSA department		
Prepared for UTSA employee name		
Purchase Order <a href="#">P00115145</a> view   print		
PO Clauses 1 <a href="#">View details</a>		
Purchasing Business Unit UTSA1 UTSA		
Next Fiscal Year <span>✗</span>		
Purchasing Review Required <span>✗</span>		
Sourcing Required? <span>✗</span>		
RCO Date no value		

**Summary** Completed

**Total (294.14 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 294.14

**294.14**

**Related Documents**

- [Purchase Order: P00115145](#)
- [Voucher: R0038565](#)
- [Voucher: R0038574](#)
- [Voucher: R0038621](#)
- [Voucher: R0038624](#)

**What's next?**

Workflow

✓ **Submitted**  
8/10/2022 1:16 PM  
UTSA employee name

Start - Parallel Steps

Under Summary to the right, use the scroll bar to view the requisition's workflow status.

# Requisition comments

Requisition • 161206717

1 of 1 Results

Summary **Comments** Attachments 2 History

General	Shipping	Billing
Status	Completed (8/10/2022 1:18 PM)	Bill To
Submitted	8/10/2022 1:16 PM	Events and Travel Services
Cart Name	2022-2023 Coffee 1.410	avel@utsa.edu 8249
Description	2022-2023 Coffee 1.410	
Prepared by	UTSA employee	
Department	UTSA department	
Prepared for	UTSA employee	
Purchase Order	PO0115145 <a href="#">view</a>	
PO Clauses	1 <a href="#">View details</a>	
Purchasing Business Unit	UTSA1 UTSA	
Next Fiscal Year	×	
Purchasing Review Required	×	
Sourcing Required?	×	
RCO Date	no value	

Selecting the Comments tab near the top will show comments, if any.

Comments can provide more information on the status of the requisition (for example, if a required attachment is missing).

Summary
Completed

# Requisition Accounting Codes section

A

Using the page's scroll bar, scroll down to the Accounting Codes section.

Requisition • 161206717

Summary Comments Attachments 2 History

## Accounting Codes

Codes Added Here Will Be Applied to All Lines

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity
63001 Consumable Non-Office Supplies	DXM033 PURCH DISTR SERV OPS INST	UTSA1	3100 DES Organized Act Rel to Instr	BAA004 PURCHASING DEPARTMENT	DXM033 PURCHASING OFFICE OPS	700 Institutional Support	no value	no value	no value

B

If you want to learn how to do a similar new requisition, you can refer to the codes here.

# Requisition Commodity Code

Requisition • 161206717

Summary Comments Attachments 2 History

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity
1	✓ Niagara Purified Drinking Water Bottles, 16.9 Fl Oz, Pack Of 24 Bottles	3632816	Case	14.99	5Case

ITEM DETAILS

Manufacturer Name	NIAGARA DRINKING WATERS INC.	Contract:	no value	Internal Note	no value
Manufacturer Part Number	NDW05L24PDRPBN84	Taxable	×	Internal Attachments	
Supplier Part Auxiliary ID	3632816	Commodity Code	50202301 / Water		
more info...		Service Start Date (mm/dd/yyyy)	no value		
		Service End Date (mm/dd/yyyy)	no value		
		Amount Only	×		

**A** Scroll further down.

**B** You will see the individual items (“line items”) on the requisition. If you want to learn how to do a similar new requisition, under a line item’s **Item Details**, you can find its commodity code.

## Option 2: Search by item

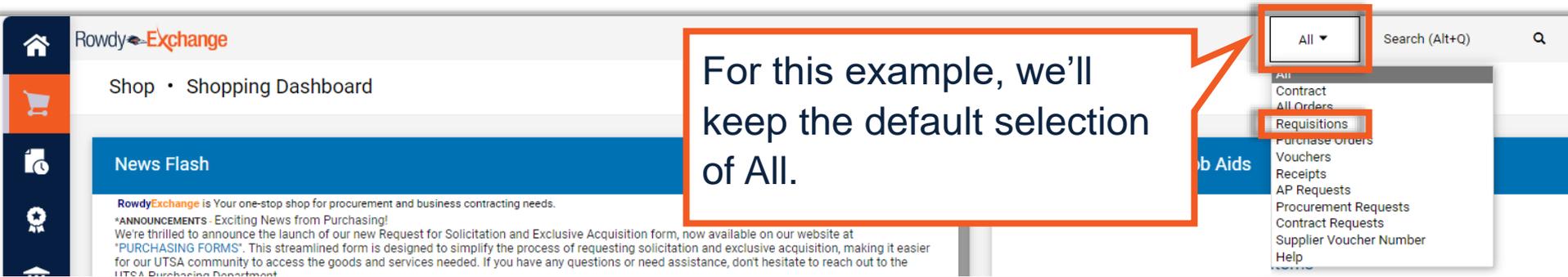
Use the following instructions to search using the item (good/service) purchased.

Use these instructions if you **do not know** the requisition number.

These instructions assume you want to learn how to do a similar new requisition.

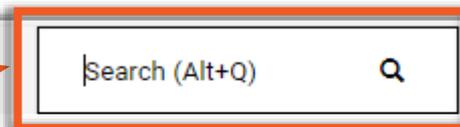
# Search bar (by item)

1. On Rowdy Exchange's Shopping Dashboard, next to the search bar at the top right, you can leave the drop-down selection as All or select Requisitions.



2. In the search box, enter the item you want to look up and select the magnifying glass icon.

For this example, we'll search for **purified drinking water bottles.**



# Quick Search (by item)

3. Quick Search then shows related requisitions, purchase orders, etc.

You can select each result shown in turn.

Or, like in this example, you can select **Additional results found** to view more documents.

The screenshot shows a search interface with a search bar containing the text "purified drinking water bottles" and a dropdown menu set to "All". Below the search bar, a dark blue header reads "Quick Search (Alt+Q)". Underneath, the results are organized into sections: "Requisitions" with two entries (162370174 and 156577132), and "Purchase Orders". A link with the text "Additional results found. See all results..." is highlighted with a red rectangular border.

# Search results (by item)

4. This displays a list of requisitions, purchase orders, etc., matching your search.

Review the requisitions to find one that's relevant. We recommend selecting a more recent requisition. Select the requisition number.

Submitted Date: All  ✕ 🔍 ? Add Filter Clear All Filters ?

⚙️ 20 Per Page

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	<b>161206717</b>	TODAYS BUSINESS SOLUTIONS	2022-2023 Coffee Supplies/ Water MB 1.410	Completed	UTSA employee name	8/10/2022 1:16:26 PM	294.14 USD
<input type="checkbox"/>	154732796	TODAYS BUSINESS SOLUTIONS	2022-02-25 6001022799 01	Completed	UTSA employee name	3/24/2022 8:52:57 AM	158.45 USD

For this example, we'll select requisition 161206717.

# Requisition workflow status (by item)

5. This displays the requisition.

Requisition • 161206717

Summary Comments Attachments 2 History

General	Shipping	Billing
Status <span>✓ Completed</span> <small>(8/10/2022 1:18 PM)</small>	<b>Ship To</b> The University of Texas at San Antonio 501 W Cesar E. Chavez Blvd Durango Bldg - Central Receiving San Antonio, TX 78207 United States	<b>Bill To</b> UTSA - Disbursements and Travel Services One UTSA Circle Disbursements.Travel@utsa.edu San Antonio, TX 78249
Submitted: 8/10/2022 1:16 PM	Ship Via: Best Ca	Requested: no value
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Description: 2022-2023 Coffee Supplies/Water MB 1.410		
Prepared by: UTSA employee name		
Department: UTSA department		
Prepared for: UTSA employee name		
Purchase Order: <a href="#">P00115145</a> view   print		
PO Clauses: 1 <a href="#">View details</a>		
Purchasing Business Unit: UTSA1 UTSA		
Next Fiscal Year: ✗		
Purchasing Review Required: ✗		
Sourcing Required?: ✗		
RCO Date: no value		

**Summary** Completed

**Total (294.14 USD)** ✓

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Subtotal	294.14
	294.14

**Related Documents**

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- [Voucher: R0038565](#)
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**What's next?**

Workflow

Submitted  
8/10/2022 1:16 PM  
UTSA employee name

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Under Summary to the right, use the scroll bar to view the requisition's workflow status.

# Requisition Accounting Codes section (by item)

A

Using the page's scroll bar, scroll down to the Accounting Codes section.

Requisition • 161206717

Summary Comments Attachments 2 History

## Accounting Codes

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You can refer to the codes here.

# Requisition Commodity Code (by item)

Requisition • 161206717

Summary Comments Attachments 2 History

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity
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^ ITEM DETAILS ↕

Manufacturer Name	NIAGARA DRINKING WATERS INC.	Contract:	no value	Internal Note	no value
Manufacturer Part Number	NDW05L24PDRPBN84	Taxable	×	Internal Attachments	
Supplier Part Auxiliary ID	3632816	Commodity Code	50202301 / Water		
more info...		Service Start Date (mm/dd/yyyy)	no value		
		Service End Date (mm/dd/yyyy)	no value		
		Amount Only	×		

A

Scroll further down.

B

You will see the individual items (“line items”) on the requisition.  
Under a line item’s **Item Details**, you can find its commodity code.

# Contact Us

If you have questions about this job aid, you can contact us at

## **Purchasing Department**

[Website](#)

Email: [Purchasing@utsa.edu](mailto:Purchasing@utsa.edu)

Phone: (210) 458-4060

# Thank you

The University of Texas at San Antonio

**UTSA** Financial Affairs

[utsa.edu/financialaffairs](https://utsa.edu/financialaffairs)