****  **Memorandum** 

Date:            June 30, 2017

To:                All employees

From:            Kathryn Funk-Baxter

                     Vice President for Business Affairs

Subject:        Rowdy Exchange Online Purchasing Goes Live Monday, July 17

 **UPDATE:** All current requisitions in progress must be approved in PeopleSoft by July 14

The **go-live** date of UTSA’s new online purchasing system, [Rowdy Exchange](http://www.utsa.edu/RowdyExchange), will now be **Monday, July 17**. From that date onward, **all new purchase order requisitions for the entire university** must be entered through [Rowdy Exchange](http://www.utsa.edu/rowdyexchange),without exception.

This additional week will allow more time for everyone involved in the purchasing process to attend training classes, to review web-based instruction and videos, and to attend a Rowdy Exchange Road Show.

**Take Training by July 14**

Everyone involved in any aspect of the purchasing process for goods and services, including purchases with the Procard, must take one of the two Rowdy Exchange training classes before July 14. The classes will help ensure that you have the skills and knowledge to effectively use this new system.

 [Rowdy Exchange Procurement Process Overview](https://mytraining.utsa.edu/classroom/) #AM0869

This class is for UTSA employees who currently use a Procard, anyone who creates and/or approves purchase order requisitions, and those who order goods and services. You will learn about Rowdy Exchange and how to shop and to approve orders.

 [Rowdy Exchange Procurement Requester Training](https://mytraining.utsa.edu/classroom/) #CT0990

This is for those employees who currently enter requisitions into UTShare/PeopleSoft. You will learn how to purchase goods and services in Rowdy Exchange and to enter all the required information.

If you haven’t already, sign up for one of these classes*today* at mytraining.utsa.edu/classroom

**Rowdy Exchange Labs**

Starting Monday, July 17, staff who have taken Rowdy Exchange training can get one-on-one assistance for submitting requisitions at the **Rowdy Exchange Labs**. They will be held in the Financial Affairs Training Room, NPB 1.412. Read the [website](http://www.utsa.edu/RowdyExchange) for details.

**Important Note**

Purchase orders **approved** in UTShare/PeopleSoft on or before Friday, **July 14** will remain active up through payment in UTShare/PeopleSoft, and there will be no need for those to be transferred into Rowdy Exchange. If requisitions are not approved and POs are not created in UTShare/PeopleSoft by July 14, requesters must re-enter the information into Rowdy Exchange on or after July 17.

**Rowdy Exchange Road Shows**

We invite you to stop by a **Rowdy Exchange Road Show** between now and July 14 to learn more. The schedule is on the website.

For more information, visit [www.utsa.edu/RowdyExchange](http://www.utsa.edu/RowdyExchange) or email rowdyexchange@utsa.edu.