ELAWARE. EXCHANGE

Custom Search with Line Item Data For Department Purchasing Specialists *Revised 6/4/2023*



Retrieving Line Item Data for Requisitions

 A custom search template has been created and shared with Department Purchasing Specialists in UD Exchange to allow an export of line item data associated with requisitions.









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a,	Hess, Maggie (11) Gabriel-Perez, Brandon (2)	3760346	MEALOR PAUL	TEST-WIRE WORKFLOW-Commission fee for composition work 06.27.22	Pending	Maggie Hess	4/26/2023 9:31:20 AM	6,100.00 USD





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Your file will be available for download on the **Export Requests** tab.

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Custom Search Templates

- A DPS may also customize and create their own templates, but they cannot be shared.
- To create a custom search template in any area of Enhanced Search (Requisitions, Purchase Orders, or Vouchers), choose:
 - **Type:** User Defined Template
 - **Template:** New Template
 - The export wizard will walk you through the steps to include on your export.
- A DPS can also search for users in order to manage user roles for their department, but there are no custom templates in this area.



Questions:

• procurement@udel.edu

Resources:

- Procurement Services Website
- Enhanced Search
- Finding Users and User Information in UD Exchange

