



Updating Your Supplier Registration

If you have previously completed a supplier registration within Bull Marketplace and need to return to update any information please use the following login link:

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=USFlorida>.

On the login page enter your email and select “Next”.



UNIVERSITY OF
SOUTH FLORIDA
TAMPA BAY

Welcome to the University of South Florida Supplier Portal!

Registration is required to transact with USF.

If you have registration inquiries or wish to receive an invitation to register as a supplier interested in doing business with USF, which includes access to respond to sourcing events, please contact suppliersetup@usf.edu.

If you are already a registered USF supplier, log in with your email address and password. If you are registering for the first time via an invitation, enter your email address below, click “Next” and follow the instructions to register.

Please be informed of USF’s European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: <http://www.usf.edu/business-finance/controller/documents/ucoeu GDPRnotice062618.docx>.

Enter your email to Login/Create Account

English ▼

Next

Email

Updating Your Supplier Registration

Enter the password you created during your initial registration and select "Login".

If you have registration inquiries or wish to receive an invitation to register as a supplier interested in doing business with USF, which includes access to respond to sourcing events, please contact suppliersetup@usf.edu.

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Enter your email to Login/Create Account

English ▾

rocky+sq@



Email

Password

Login

[Trouble Logging In?](#)

For login and password assistance please contact Jaggaer Supplier Support at 1-800-233-1121 or <https://www.jaggaer.com/service-support/supplier-support/>.

Once logged in navigate to "Manage Registration Profile".

UNIVERSITY of SOUTH FLORIDA

Home ▶ Customer Portal Home

Welcome to the University of South Florida supplier portal!

We appreciate and look forward to our continued business relationship.

For specific questions regarding delivery or fulfillment of goods and service, contact the USF department representative who initiated your order.

Additional Contact Information:
Procurement - USFPurchasing@usf.edu

Quick Links to Common Tasks

- Manage Registration Profile

Sourcing Events

Show

No Results

No Results

Registration Manage Registration Profile

Registration ▶

Updating Your Supplier Registration

On the registration select the section with information that requires updating and revise as needed.

Registration > Manage Registration Profile

ROCKY T. BULL
Supplier Number:0000091807

Registration **Complete** for:
University of South Florida

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓

Registration FAQ | View History

Welcome to Supplier Registration

Welcome to the University of South Florida supplier portal!

You may need to have the following information in order to complete the registration process:

- Addresses - Ordering/Fulfillment, Physical and Remittance addresses
- Contact information (Remittance, Fulfillment, etc.)
- Signed W-9 or W-8
- Diversity information and certifications
- Bank account information for direct deposit or wire payments

By submitting this registration and saving any subsequent updates, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida.

Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: <http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx>.

Our step-by-step Supplier Portal Registration Guide is available at the following link: <https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf>

If you have had a change in address deactivate any address that is no longer valid by selecting “Edit” then “Make Inactive”. Add any new addresses by selecting “Add Address”. **Do not modify or update an existing address.**

Registration > Manage Registration Profile

ROCKY T. BULL
Supplier Number:0000091807

Registration **Complete** for:
University of South Florida

Addresses

Please enter any addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Your **Order/Fulfillment** address is where your company receives and processes purchase orders for goods/services.

Your **Remit** address is where your company receives payments for goods/services.

Your **Physical** address is where your company receives mail or other official communications. These addresses can be the same.

Instructions:

Enter your Address Line 1 in the Address Label field. For example: 123 Main St

Purchase Orders will only be sent via Email. Please choose Email for how you would like to receive POs.

For assistance determining your 9 digit postal code please visit the USPS website here: <https://tools.usps.com/go/ZipLookupActionInput.action>.

If you have had a change in address deactivate any address that is no longer valid by selecting **Edit** then **Make Inactive**. Add any new addresses by selecting **Add Address**. Do not modify or update an existing address.

Address Label	Address Types	Address
123 MAIN ST	Physical (Primary) Remittance (Primary) Fulfillment (Primary)	123 Main St Tampa, Florida, 33620-1234 United States

Add Address

Edit (dropdown menu)
Edit
Make Inactive

Updating Your Supplier Registration

The screenshot shows the 'Add Address' modal form. The background is a dimmed view of the 'Addresses' page for 'ROCKY T. BULL'. The modal has a title 'Add Address' and a close button. It is divided into 'Basic Information (Step 1 of 3)'. The first question is 'What would you like to label this address? *' with a text input field and an example: 'Example: Headquarters, Houston Office'. The second question is 'Which of the following business activities take place at this address? (select all that apply) *' with three checkboxes: 'Takes Orders (fulfillment)', 'Receives Payment (remittance)', and 'Other (physical)'. A 'Next' button is at the bottom right. A note at the bottom left of the modal says '* Required to Complete Registration'.

If you have changes to your diversity information navigate to the Diversity tab. On this page you can edit or deleting existing information and add any new information as needed.

The screenshot shows the 'Diversity' tab for 'ROCKY T. BULL'. The page title is 'Diversity'. Below the title, there is a link for more information: 'For additional information or assistance with applicable state of Florida certification and recertification for certified business enterprises, visit https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.' There are 'Instructions' and a list of certifying agencies: 'State of FL', 'City of Tampa', 'Hillsborough County', 'NMSDC', and 'WBENC'. Below this is a table with two columns: 'Diversity Classification' and 'Additional Information'. The first row shows 'Woman Business Enterprise (WBE)'. There is a yellow 'Add Diversity Classifications' button. On the right side, there is an 'Edit' dropdown menu with 'Edit' and 'Delete' options.

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When adding new Diversity information select “Add Diversity Classification”. Next select any applicable Diversity Classifications and then “Done”.

Small Business Status and Diversity Classifications ✕

▼ **No Classification**

Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

▼ **Federal Diversity Classifications**

Small Business

- 8(a) Business Development Program (8a)
- HUBZone Small Business (HUBZ)
- Minority Owned Small Business (MOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Small Disadvantaged Business (SDB)
- Veteran-Owned Small Business (VOSB)
- Woman-Owned Small Business (WOSB)

Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Disadvantaged Business Enterprise (DBE)

Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE)

Minority Business Enterprise (MBE)

Veteran Owned Business (VBE)

Woman Business Enterprise (WBE)

Done
Close

To complete the addition of your Diversity Classification select “Edit” and complete the additional required fields.

Registration > Manage Registration Profile

ROCKY T. BULL

Supplier Number: 0000091807

Registration **Complete** for:
University of South Florida

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓

Registration FAQ | View History

Diversity ?

For additional information or assistance with applicable state of Florida certification and recertification for certified business enterprises, visit https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.

Instructions:

If your Certifying Agency is not listed in the drop down, choose "State/Local/Other" for Certification Type. Note that USF currently recognizes

- State of FL
- City of Tampa
- Hillsborough County
- NWSDC
- WBENC

Diversity Classification	Additional Information
⚠ Minority Business Enterprise (MBE)	Edit ▼
Woman Business Enterprise (WBE)	Edit ▼
Add Diversity Classifications	

Supplier Management, Controller's Office
Created August 2021
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Updating Your Supplier Registration

Based upon your Diversity classification and your inputs into the additional required fields, you may be prompted to provide additional information. That may include a copy of your certification, and, if so, you may upload it on the Edit Diversity screen, example shown below.

The screenshot shows a web form titled "Edit Diversity" with a close button (X) in the top right corner. The form contains the following fields and options:

- Diversity Classification ***: Woman Business Enterprise (WBE)
- Are you certified by a certifying agency? ***: Radio buttons for Yes (selected) and No.
- Certification Type ***: A dropdown menu.
- Expiration Date ***: A date input field with a calendar icon and the format "mm/dd/yyyy".
- Certification Number**: A text input field.
- Upload Certificate ***: A file upload area with a "Select file" button and the text "Drop file to attach, or browse."

At the bottom left, there is a legend: "★ Required to Complete Registration". At the bottom right, there are two buttons: "Save Changes" (green) and "Close" (grey).

Your updates will be automatically saved as you move through the registration. Once you have completed your required updates you may exit the webpage. Contact suppliersetup@usf.edu if you have any questions about updating your registration.