

<b>Purpose:</b>	This manual outlines general navigation features of Bull Marketplace.
<b>Navigation:</b>	Shop > Shopping > Shopping Home

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# The Shopping Page

**1.** Left hand navigation will take you to different modules within BMP. Different icons will populate depending on your role.

**2.** Look here for important messages & announcements.

**3.** Search for goods & compare different items from Punch Out Suppliers.

**4.** Quick access to your requisitions & purchase orders.

**5.** Easily view your notifications, action items & your profile settings from the top icons.

**6.** Punch Out suppliers offer a variety of goods which offer contract pricing and charge directly to your chartfield. No need to handle receipts! Drill down on each category using the Arrows.

**7.** BMP now showcases Preferred suppliers who offer contract pricing that you can access using a P-card.

**8.** Procurement forms for Requisition Requests, PRF, Address changes & UTSB approval

# The Requisition Page

1. Each Requisition document is given a unique identifying number you can use to search by. Navigation at the top will take you to sections you can provide comments, additional attachments and view history.

2. The General section is where you will find information on shipping, billing, delivery & who owns the document. It's also an easy place to check the status.

3. You may hear this Accounting Code section also referred to as the "Header Line". Chartfield information is displayed here IF it applies to the entire document.

4. View internal notes & attachments here as well as documents that are sent to the supplier.

5. Look here for document status & total price. This menu also contains links to related documents such as change requests or purchase orders and will outline the workflow steps. You can click the print icon to save a copy for your records.

Requisition • 160739356

Summary Comments Attachments History

**General**

Status: ✓ Completed (7/29/2022 9:13 AM)

Description: no value

Submitted: 7/29/2022 8:52 AM

Cart Name: 2022-07-28 UT4238931 03

Requested Delivery Date: no value

Prepared by: Jason Hepburn

PO Business Unit: TAMPA  
Tampa Campus

Do not send PO to Supplier:

**Shipping**

**Ship To**

UNIVERSITY OF SOUTH FLORIDA  
HEALTH SCIENCE CENTER RECEIVING  
Attn: Jason Hepburn  
12901 BRUCE B DOWNS BLVD  
MDC1410  
TAMPA, FL 33612-4799  
United States

**Delivery Options**

Location: MON1033  
HEALTH SCIENCE NURSING

**Billing**

**Bill To**

UNIVERSITY OF SOUTH FLORIDA  
ACCOUNTS PAYABLE  
4200 E Fowler Ave  
SAL 1039  
Tampa, FL 33620  
United States

**Credit Card Info**

Payment information will be obtained from the supplier configuration

**Billing Options**

Accounting Date: 7/29/2022

Accounting Date Override:

GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference
USF01	HSC	11000	55100	620100	000000	0000000	no value	no value	no value
001	USF HEALTH	TUTORSH	SUPPL EQUIP COMPUTER	COLLEGE OF NURSING	DEPT PRODUCT	DEFAULT INITIATIVE			

**Internal Notes and Attachments**

Close/Cancel the PO:

PR Validation Override:

Internal Note: no value

Internal Attachments

**External Notes and Attachments**

Note to all Suppliers: no value

Attachments for all suppliers

PO Clauses: [View details](#)

**1 Item**

**GOVCONNECTION INC - 1 Item - 69.00 USD**

↑ SUPPLIER DETAILS Catalog: 7503 STANDISH PL ROCKVILLE, Maryland 20855-2731 United States

**Completed**

Total (69.00 USD)

Subtotal: 69.00

69.00

**Related Documents**

Purchase Order: C000020646

**What's next?**

Workflow

Show skipped steps

- Submitted  
7/29/2022 8:52 AM  
Jason Hepburn
- Start - Parallel Steps
- Initial PR Validation  
Completed
- Wait for Initial PR Validation  
Approved
- End - Parallel Steps
- Department Approval  
Approved  
Jessica Delabart
- Start - Parallel Steps
- Final PR Validation  
Completed
- Wait for Final PR Validation  
Approved
- End - Parallel Steps

6. At the bottom of the document you can see supplier information. Continue to scroll down & you will see the line items associated with your purchase.

1. Supplier hyperlink will take you to the pop out Supplier 360 page for summary information & contracts. Displays the total cost and number of lines.

2. Link to the Requisition Form. Punch Out Requisitions will not have a Requisition Form link.

3. Completed Requisitions will have a hyperlink to the Purchase Order.

4. Detailed line information on the purchase including the unit of measure, price per unit, quantity & total price. Below each line you can see the commodity code and accounting codes that apply to the line.

**2 Items**

**EMPIRE OFFICE LLC · 2 Items · 32,000.00 USD**

^ SUPPLIER DETAILS

Contract: *no value* PO Number: P000019377

PO Clauses

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓	<a href="#">Requisition Form</a>					

Contract: *no value*

1 ✓ E&G - BLANKET PO FOR MOVING SERVICES FROM 7/1/1/2022 TO 6/30/2023 LO 2,000.00 1 2,000.00

^ ITEM DETAILS

Commodity Code: 2710000000 / Campus Moves Tag Number: *no value*

External Note: *no value* Internal Note: *no value*

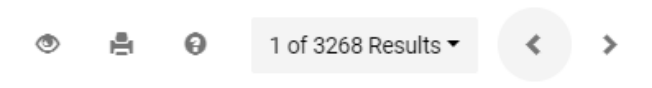
Internal Attachments

PO Clauses

^ ACCOUNTING CODES Values have been overridden for this line

GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference
USF01 USF	TPA TAMPA	10000 GENERAL REVENUE	52310 DELIVERY SERVICES	025006 MOVES	000000 DEFAULT PRODUCT	0000000 DEFAULT INITIATIVE	<i>no value</i>	<i>no value</i>	<i>no value</i>

1. In the upper-right hand corner of the requisition you will see the following:

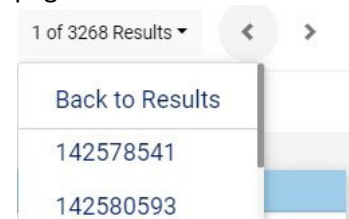


The “eye” allows the user filter the view of the Summary tab:

The “Printer” allows the user to print a copy of their requisition

The “?” brings up a general glossary of terms

The results tab allows the user to navigate between recent requisitions, or return to their search page:



2. The edit icon “Pencil”, allows the user to update the information in the section (provided they have the appropriate permissions to do so). Clicking this icon will pop up an edit section.



# The Purchase Order

1. Each PO document is given a unique identifying number you can use to search by. The revision count will show if the PO has been changed, and the drop down arrow will present additional PO options.

2. Navigation at the top will take you to sections of the document you can provide comments, additional attachments, receipts, invoices & view history

3. Other sections of this document will look like the Requisition request with general information, line details & status bar to the right-hand side. Sections of the PO can only be edited with a Change Request.

Purchase Order • P000019377 Revision 0 ▾

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments 3 History

General Information		Document Status	
PO/Reference No.	P000019377	A/P status	Open
Revision No.	0	Workflow	✓ Completed (7/29/2022 9:18 AM)
Supplier Name	EMPIRE OFFICE LLC	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Purchase Order Date	7/29/2022	Email (HTML Body)	khansen@empireoffice.com
Total	\$2,000.00	Manual	
Owner Name	Adelle Amison	Distribution Date/Time	7/29/2022 9:18 AM
Owner Phone	+1 813-974-2080	Supplier	Sent To Supplier
Owner Email	aamison@usf.edu	Receiving	none
Requisition Number	160645599 view   print	Invoicing	none
		Matching	No Matches

Line Details														
Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price								
1 ✓	ESG - BLANKET PO FOR MOVING SERVICES FROM 7/1/1/2022 TO 6/30/2023 Procurement Request: Requisition Form		LO	2,000.00	1	2,000.00								
<table border="1"> <thead> <tr> <th>Supplier</th> <th>Receiving</th> <th>Invoicing</th> <th>Matching</th> </tr> </thead> <tbody> <tr> <td>Sent To Supplier</td> <td>none</td> <td>none</td> <td>No Matches</td> </tr> </tbody> </table>							Supplier	Receiving	Invoicing	Matching	Sent To Supplier	none	none	No Matches
Supplier	Receiving	Invoicing	Matching											
Sent To Supplier	none	none	No Matches											
2 ✓	AUX - BLANKET PO FOR MOVING SERVICES FROM 7/1/1/2022 TO 6/30/2023 Procurement Request: Requisition Form		LO	30,000.00	1	30,000.00								
<table border="1"> <thead> <tr> <th>Supplier</th> <th>Receiving</th> <th>Invoicing</th> <th>Matching</th> </tr> </thead> <tbody> <tr> <td>Sent To Supplier</td> <td>none</td> <td>none</td> <td>No Matches</td> </tr> </tbody> </table>							Supplier	Receiving	Invoicing	Matching	Sent To Supplier	none	none	No Matches
Supplier	Receiving	Invoicing	Matching											
Sent To Supplier	none	none	No Matches											

Completed	
<b>Details</b>	Supplier Status
	Sent To Supplier
	Supplier
	EMPIRE OFFICE LLC
<b>Total (\$2,000.00 USD)</b>	
Subtotal	32,000.00
	<b>32,000.00</b>
<b>Related Documents</b>	Requisition: 160645599
<b>What's next?</b>	Workflow Status: Completed
	Workflow: Show skipped steps
	Submitted: 7/29/2022 9:18 AM, Adelle Amison
	Revise PO: Completed
	PO Distribution: Completed
	PO Requires Cost Matching: Completed
	POExport: Completed



# The Contract

1. Status of the contract is at the top. Contract actions will be limited depending on your role.

2. Each contract is given a unique contract number depending on the type of agreement. The summary box shows overview information of the contract. You can also download a copy of the contract from the "View Contract" drop down.

3. Navigate through sections of the document using the left-hand menu. Most sections mirror the contract request.

4. Some sections of this page are not in use. You can ignore these.

**Out for Signature** This contract is out for signature. This contract must be in a Fully Executed status before it can be made active for shopping. Contract Actions ▾

**2022-002679-CA-PRO**  
Proquest CSA Agreement (CNTR0012179)

Type: Continuing Service Agreement  
2nd Party: PROQUEST LLC  
Dates: 12/11/2015 - 7/31/2023  
Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
TCV: 0.00 USD

> Lifetime Spend (USD)  
[View Contract](#) ▾

**Header** ✓

- Departmental Information ✓
- Background Information ✓
- Supplier Information ✓
- Funding Information ✓
- Sourcing Information ✓
- Commodity Codes ✓
- Attachments 5
- Review Rounds 0
- eSignature 2
- Approvals

eProcurement Setup

Budget and Spend

Applies To

Goods and Services

PO Clauses

### Contract Header

Contract Number \* 2022-002679-CA-PRO Parent Contract -

Contract Name \* Proquest CSA Agreement (CNTR0012179) Use eSignature for this contract? \* Yes

Contract Type \* Continuing Service Agreement Show on Supplier Portal ⓘ Inherit From General Contract Settings -- Current Setting: Yes

Work Group \* Procurement Services Value 0.00

Summary Proquest continuing service agreement award as result of ITN15-29-MH , migrated from CMS (CNTR0012179)

### Contract Parties

Name	Currently Visible	Type	Contact	Contract Address
The University of South Florida Board of Trustees		First Party (Primary)	-	4202 E. Fowler Ave ALN 147 Tampa, Florida, 33620-9951 US
PROQUEST LLC	✘	Second Party (Primary) ⓘ	-	6216 PAYSPHERE CIR CHICAGO, Illinois, 60674-0062 US

### Dates and Renewal

Time Zone \* EST - Eastern Standard Time (EST) Renewals Remaining -

Start Date \* 12/11/2015 12:00:00 AM Automatically Apply Price File with Renewal No

✘ Update Start Date Upon Execution ⓘ

End Date \* Expires On 7/31/2023 11:59:59 PM Renewal Term -

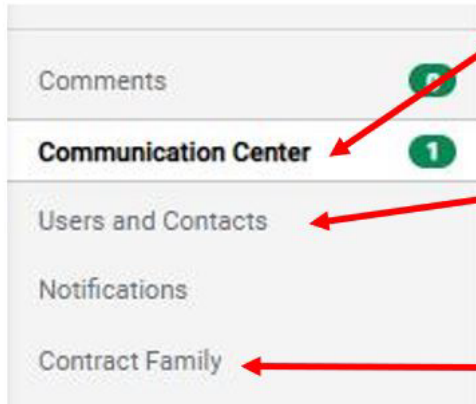
Review Date - Auto-Renew No

Review Term -

Reviews Remaining -

> **Additional Details**

## The Contract Continued



1. Use the communication center to speak with the Procurement Contract Facilitator assigned to your agreement. You can add attachments and provide additional details.

2. Users and Contacts will show you who has been assigned to your contract & tell you which stakeholders will receive notifications.

3. If your agreement is subject to the terms of a Master agreement, has been amended or is related to another agreement (i.e. events) you may find those related documents under the Contract Family tab.