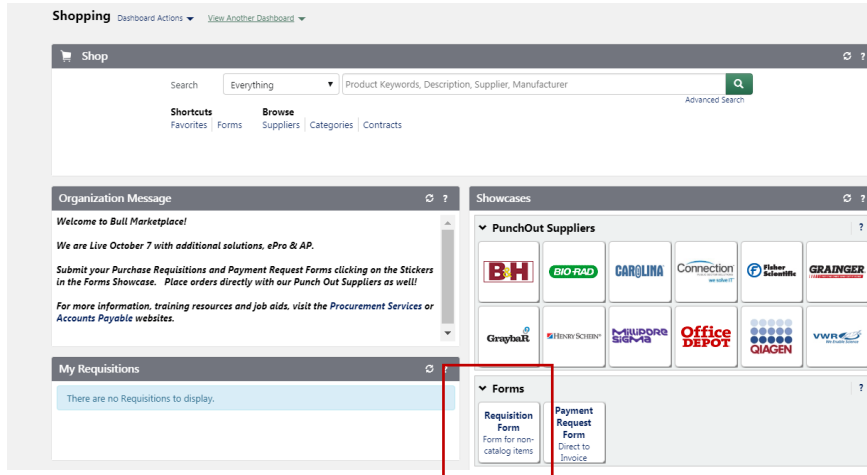
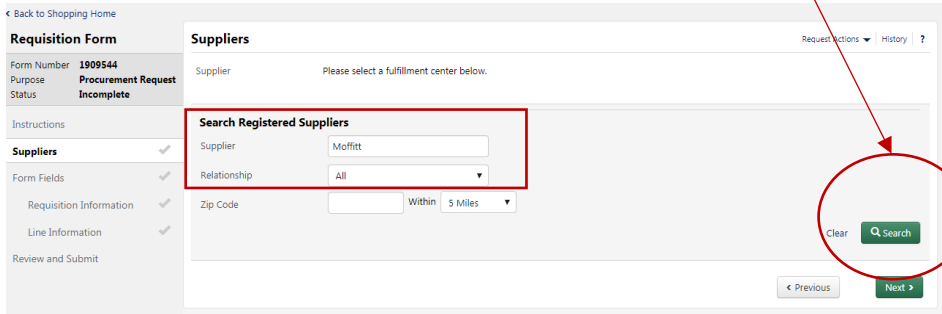


Purpose:	This section outlines the steps necessary to submit a sub-agreement requisition in the Bull Marketplace. REFER TO MANUAL ON HOW TO PURCHASE FROM A NON-PUNCH OUT SUPPLIER FOR MORE DETAILED INFORMATION ON REQUISITION REQUESTS
Navigation:	Navigate in Bull Marketplace > Shopping > Requisition Form
Notes:	After the department receives a copy of the fully executed sub-agreement; and budget is in place Requestors can now submit a requisition to encumber the funds.

1. Navigate from the Shopping page > Requisition Form




2. **Select the Supplier.** Make sure supplier is active in the system to be able to submit a requisition. Type part of the supplier’s name in the Supplier field and click “Search”



The screenshot shows the 'Suppliers' search page. The 'Search Registered Suppliers' section is highlighted with a red box. The 'Supplier' field contains 'Moffitt', and the 'Search' button is circled in red. A red arrow points from the search button back to the 'Search Registered Suppliers' section.

Select the appropriate Supplier and location by clicking “Select”

Supplier Name	Doing Business As	Fulfillment Centers	Action
 MOFFITT CANCER RESEARCH CENTER	H LEE MOFFITT CANCER CTR RSRCH INST HOS	12902 MAGNOLIA DR MBC-ACCT: (preferred) 12902 MAGNOLIA DR MBC-ACCT, TAMPA, FL 33612-0000 US H LEE MOFFITT CANCER CENTER 12902 MAGNOLIA DR MRC-CANCONT, TAMPA, FL 33612-0000 US 12902 MAGNOLIA DR MBC2-M2GEN 12902 MAGNOLIA DR, OUTPATIENT PHARMACY, TAMPA, FL 33612-0000 US	<div style="border: 1px solid red; border-radius: 50%; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">Select</div> <div style="border: 1px solid gray; border-radius: 50%; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">Select</div> <div style="border: 1px solid gray; border-radius: 50%; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;">Select</div>

3. Requisition Information

1. **Header Information:** Is this purchase associated with a USF Contract? **NO**
2. **Does this requisition involve any of the following? Select Sub-agreements.** You will be prompted to enter the Sub-agreement number.
3. **Quote Information:** Attach the sub-agreement or the modification as your primary quote
4. **Sourcing Information:** Select "Policy Exemption" (U) Sponsored Research Exemption Attach the sub-agreement original waiver as back-up.

▼ Header Information

Is this purchase associated with a USF Contract? *

Yes No

Does this requisition involve any of the following?

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Construction or renovation of Tampa buildings/grounds | <input type="checkbox"/> Perquisites for employees | <input type="checkbox"/> Cell phone/cell data/computer air cards | <input checked="" type="checkbox"/> Subagreements |
| <input type="checkbox"/> Use of a USF logo | <input type="checkbox"/> Departmental copier leases | <input type="checkbox"/> Blanket Purchase Order | <input type="checkbox"/> Purchase of Assets |
| <input type="checkbox"/> Services provided by an Independent Contractor | <input type="checkbox"/> Non-standard technology requiring UTSB approval | <input type="checkbox"/> Purchase of Vehicles | <input type="checkbox"/> Direct Order Purchase Order (DOPO) |

Subagreement Number *

6157-1004-00-A

▼ Quote Information

Please attach the quote from your selected supplier. For orders under \$25,000 total, quotes may be from the supplier directly (a "written quote") or they can be written by the department, provided all required information is supplied (a "verbal quote"). Either way, please attach the quote in PDF format for review.

Primary quote upload *

6157-1004-00-A Upload

▼ Sourcing Information

How was this purchase sourced? *

- USF Public Solicitation (ITN/ITB)
- Competitive Quotations
- Emergency Purchase
- Single/Sole Source
- Non-USF public and open competitive solicitation
- Policy Exemption
- Renewal of existing contract per terms of original contract
- Order under \$5,000, competition not required
- Other (explanation required)

▼ Policy Exemption

Exceptions to the quote and bidding requirements are enlisted in regulation [USF4.02010](#) and BOG Regulations.

Please choose an exemption from the list below. If the exemption you choose requires an explanation or justification (such as the annual certification list or division of sponsored research), you will be prompted for additional information.

Exemption per USF regulation number USF4.02010(IV)(A)(3)... *

(u) Sponsored Research Exempti

▼ Sponsored Research Exemption

Sponsored Research Exemption upload *

Sub-agreement Upload

4. Line Information

1. Unit of Measure : LO – Lot
2. Product Description: Sub-agreement number; modification number (if any); project title; period of performance
3. Commodity code: Subcontracts (2117000000)
4. Click “Next”
5. Click “Add and go to Cart”

NOTE: FEDERAL SUBCONTRACTS SHOULD HAVE 2 LINES WITH \$25,000 ON LINE 1

Back to Shopping Home

Requisition Form

Form Number: 559668
Purpose: Procurement Request
Status: Incomplete

Review and Submit

Request Actions | History ?

✓ Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Instructions

- Suppliers ✓
- Form Fields ✓
- Requisition Information ✓
- Line Information ✓

Review and Submit

< Previous Add to Favorites **Add and go to Cart**

6. Click “Proceed to Checkout”

Shopping Cart | 2021-04-08 U32875821

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

2 Items

SACS- STHRN ASSN OF COLLEGES & SCHOOLS · 2 Items · 10.00 USD

SUPPLIER DETAILS

Estimate (10.00 USD)
Total: 10.00

Proceed To Checkout
Assign Cart

5. Accounting Codes

For federal sub-agreements where you have to account for the first \$25,000, **Line 1** should have an Account code of **51900**. **Line 2** should have an Account code of **51800**.

Commodity code: 2117000000 (subcontracts)

NOTE: If sub-agreement has 2 lines, put your Accounting code on the Line level not in the Header level.

- Click the 3 dots along the line to bring up the Accounting Code fields for Line 1
- Then, repeat the process for Line 2. Make sure you use the correct Account code for Line 2.

1 | Cost Reimbursable Sub-agreement# 6157-1004-00-A for (title) Period of Performance First \$25,000 | 5.00 | 1 | 5.00 | ...

Be aware of You may rev

ITEM DETAILS

Commodity Code	2117000000 / Subcontracts (C&G only)	Tag Number	no value
External Note	no value	Internal Note	no value
		Internal Attachments	Add
		PO Clauses	Add

Override
General
Bill To
Credit Card Info
Accounting Codes

Override Line 1: Accounting Codes
✕

GL Unit *	Oper Unit * <small>⌵</small>	Fund * <small>⌵</small>	Account * <small>⌵</small>	Dept * <small>⌵</small>	Product * <small>⌵</small>	Initiative * <small>⌵</small>
<input type="text" value="JSP01"/>	<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

+
✓

★ Required fields

Save
Close

6. External Notes and Attachments (Header)

Modify for your specific agreement:

Example: Subagreement No. 2104-1258-00-A Modification No. 2

Amendment(s) to Original Terms and Conditions

Extends Period of Performance to August 31, 2020.

Additional funding in the amount of \$42,552.00 in accordance with the attached budget.

7. When every field is complete click **“Place Order”**

8. Modifications to a sub-agreement via Change Request

a. For Additional Funding:

- Follow the steps in the Change Requests & PO Revisions job-aid
- Add a comment stating the changes you’re making (increase the PO)
- Attach a copy of the Modification as back-up to the Change Request
- Navigate to the Requisition Form > Line Information
- Increase the line that needs to be increased
- Go back to Change Request > Submit Request

b. For additional funding AND extend the period of performance

- follow the steps in the Change Request & PO Revisions job-aid
- Add comment stating the changes you’re making (Add a line to the existing PO)
- Attach a copy of the Modification as back-up to the Change Request
- Navigate to the Requisition Form > Line Information
- Increase the number of PO lines (example: from 1 to 2)
- Add your description (Modification number, additional funding and the extended date)
- Unit Price, Quantity, Unit of Measure, and Commodity code
- Save progress
- Go back to Change Request then “Submit Request”