TAMPA BAY



Bull Marketplace - ePro Job Aid

UNIVERSITY OF **Tutorial: Requisition Process for Sub-agreements**

Purpose:	This section outlines the steps necessary to submit a sub-agreement requisition in the Bull Marketplace
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.

Steps	Section Header	
1	Shopping > Requisition Form	
	Shopping Dashboard Actions - Very Another Dashboard -	
	📜 Shop 🛛 ?	
	Search Everything Product Keywords, Description, Supplier, Manufacturer Advanced Search	
	Shortcuts Browse Advanced Search Favorites Forms Suppliers Contracts	
	Organization Message $arsigma$? Showcases $arsigma$?	
	Welcome to Bull Marketplace! PunchOut Suppliers ?	
	We are Live October 7 with additional solutions, ePro & AP. Submit your Purchase Requisitions and Payment Request Forms clicking on the Stickers in the Forms Showcase. Place addres statefy with are Punch Out Suppliers as well!	
	For more information, training resources and job aids, visit the Procurement Services or Accounts Payable websites.	
	My Requisitions	
	There are no Requisitions to display. ? ? Regulation Payment ?	
	Form Form	
	catalog items a mecicio moice	
2	Select the Supplier. Make sure supplier is active in the system to be able to submit a requisition. T	VDO
2	part of the supplier's name in the Supplier field and click "Search"	ypc
		_
	< Back to Shopping Home Requisition Form Suppliers Request Actions History ?	
	Form Number 1909544 Purpose Procurement Request Supplier Please select a fulfillment center below.	
	Status Incomplete	
	Instructions Search Registered Suppliers Suppliers Supplier Moffitt	
	Form Fields	
	Requisition Information 🛷 Zip Code Within S Miles 🔻	
	Line Information 🗸 Clear Q Search)
	Review and Submit	
	< Previous Next >	
	Select the appropriate Supplier and location by clicking "Select"	

Steps	Section Header					
	Supplier Name Doing Business As Fulfillment Centers Action					
	S MOFFITT CANCER RESEARCH CENTER	H LEE MOFFIT CANCER CTR RSRCH	12902 MAC ACCT: (pre 12902 MAG TAMPA, FL H LEE MOFI 12902 MAG CANCONT, US	SNOLIA DR MBC- ferred) NOLIA DR MBC-ACCT, 33612-0000 US FITT CANCER CENTER NOLIA DR MRC- TAMPA, FL 33612-0000 NOLIA DR MBC2- Select		
			12902 MAG	T PHARMACY, TAMPA,		
3	 Does this requisition inv You will be prompted to 	formation his purchase associated wi olve any of the following? enter the Sub-agreement och the sub-agreement or t	Select Sub-agreements number.			
	 Header Information 					
	Is this purchase associated with a USF Contract? *	0				
	Does this requisition involve any of the following?					
	Construction or renovation of Tampa buildings/grounds Use of a USF logo Services provided by an Independent Contractor	Perquisites for employees Departmental copier leases Non-standard technology requiring UTSB approval	Cell phone/cell data/computer air cards Blanket Purchase Order Purchase of Vehicles	Subagreements Purchase of Assets Direct Order Purchase Order (DOPO)		
	Subagreement Number * 💿					
	Quote Information Please attach the quote from your selected supplier. For department, provided all required information is supplied Primary quote upload *	or orders under \$25,000 total, quotes may be fr ed (a "verbal quote"). Either way, please attach	om the supplier directly (a "written quo the quote in PDF format for review.	rte") or they can be written by the		

Steps		Se	ection Header
•		formation: Select "Policy E sub-agreement original wa	Exemption" (U) Sponsored Research Exemption aiver as back-up.
	✓ Sourcing Information	n	
	How was this purchase sour	ced? * 🔞	
	Policy Exemption	ns men competitive solicitation ontract per terms of original contract ompetition not required	
	 Policy Exemption 		
			lation USF4.02010 and BOG Regulations.
	sponsored research), you will	be prompted for additional information.	hoose requires an explanation or justification (such as the annual certification list or division of
	Exemption per USF regulation	n number USF4.02010(IV)(A)(3) *	
	(u) Sponsored Research	Exempti 🗸	
	 Sponsored Research 	Exemption	
	Sponsored Research Exempt	ion upload *	
	± Sub-agreement Uplo	ad) -	
4	Line Information	_	
	 Product De period of period 	erformance v code: Subcontracts	number; modification number (if any); project title;
5	Add and go to Cart		
	< Back to Shopping Home		
	Requisition Form Form Number 559668	Review and Subsait	Request Actions 👻 History ?
	Purpose Procurement Request Status Incomplete	 Required Fields Complete 	
	Instructions	Section Pr Suppliers	rogress Required Fields Concepte
	Suppliers 🗸	Form Fields	Required Fields Complete
	Form Fields		
	Requisition Information		
	Review and Submit		
			< Previous Add to Favorites Add and go to Cart 🔻

Steps	Section Header
	Proceed to Checkout
	Shopping Cart 2021-04-08 U32875821
	Simple Advanced Estimate (10.00 USD) V
	Search for products, suppliers, forms, part number, etc. 20 Total: 10.00
	2 Items Proceed To Checkout Assign Cart
	SACS- STHRN ASSN OF COLLEGES & SCHOOLS · 2 Items · 10.00 USD
	SUPPLIER DETAILS
6	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
	I Cost Reimbursable Sub-agreement# 6157-1004-00- 5.00 I 5.00 You may rev A for (title) Period of Performance First \$25,000 I 5.00 I
	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 Line 1: Accounting Codes
	GL Unit * Oper Unit * The Fund * The Account * The Dept * The Product * The Initiative * The Account * The Dept * The Product * The Initiative * The Product
	USF01 L Search Q Search Q Search Q Search Q Search Q Search Q
	+
	* Required fields Close
	Do the same for Line 2. Make sure you use the correct Account code for Line 2.
7	External Notes and Attachments (Header)
	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	Place order - When every field is complete click "Place Order"

Steps	Section Header
8	Modifications to a sub-agreement - This is normally done via Change Request
	 If the modification is just 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
	Shop > Shopping > View Forms Shop < Back to Change Request Requisition Form
	Orders
	 If the modification is 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)
	Line Information Requisition Lines
	Review and Submit How many lines will be on your requisition?*
	 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"
	Home South FLORIDA
	Shop Back to Change Request
	C Orders Requisition Form Form F
	Form Number 550600