Helpful Insights for Bull Marketplace Supplier Management
Sent via Travel ListServ | February 21, 2020

Supplier Management has been live in Bull Marketplace for nine months now!

As a reminder, the Supplier Management website has guidance for USF users to reference when requesting new suppliers and step-by-step instructions to assist suppliers in completing their registrations.

Additionally, below are some helpful insights to assist you:

- Once a New Supplier Request is approved by Supplier Management an email invitation to register is sent to the supplier. To view the status of your new supplier requests in Bull Marketplace navigate to Suppliers > Request > My Supplier Requests. From this page you will be able to see the supplier's registration status. The registration statuses are as follows:
    - Invited – Invitation to register sent by email to supplier
    - In Progress – The supplier has started though not submitted their registration
    - Profile Complete – Supplier has completed their registration and it has been submitted for USF review.
    - Approved – Supplier registration has been approved through the workflow and is now available for use.

  To view the supplier's registration, select the supplier name and you will be redirected to their registration. Once on the supplier registration you can review the status of the request, the supplier history or supplier registration workflow for additional information.

- We have configured Bull Marketplace to send end users notifications throughout the supplier request and supplier registration processes. We recommend that you review your default user settings to ensure your notification preferences are turned on to receive Supplier Management updates. A guide to default user settings is available on the Procurement website here.

- If a supplier exists in Bull Marketplace but is inactive, a New Supplier Request form must be submitted in order to reactivate the supplier.

- Should a supplier have a change in their information an update to their supplier registration will be required. If the supplier has previously logged into Bull Marketplace please request they log back into Bull Marketplace to update any information that may have changed. If the supplier has not previously been invited to register in Bull Marketplace please request they contact suppliersetup@usf.edu so that our team may work with them to update their information.

Questions related to Supplier Management may be directed to suppliersetup@usf.edu.

Thank you,

Supplier Management
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