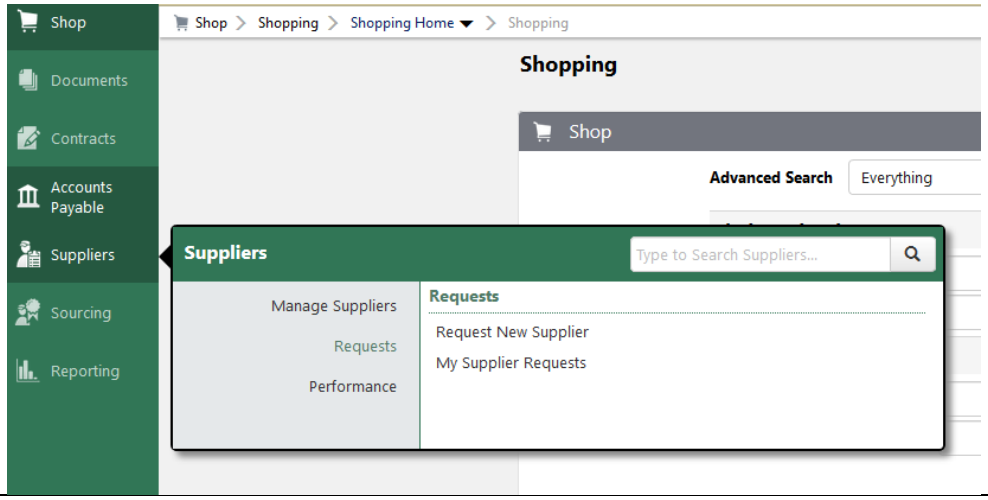
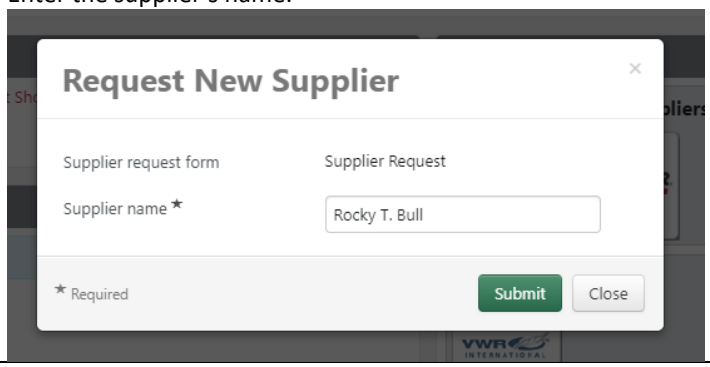
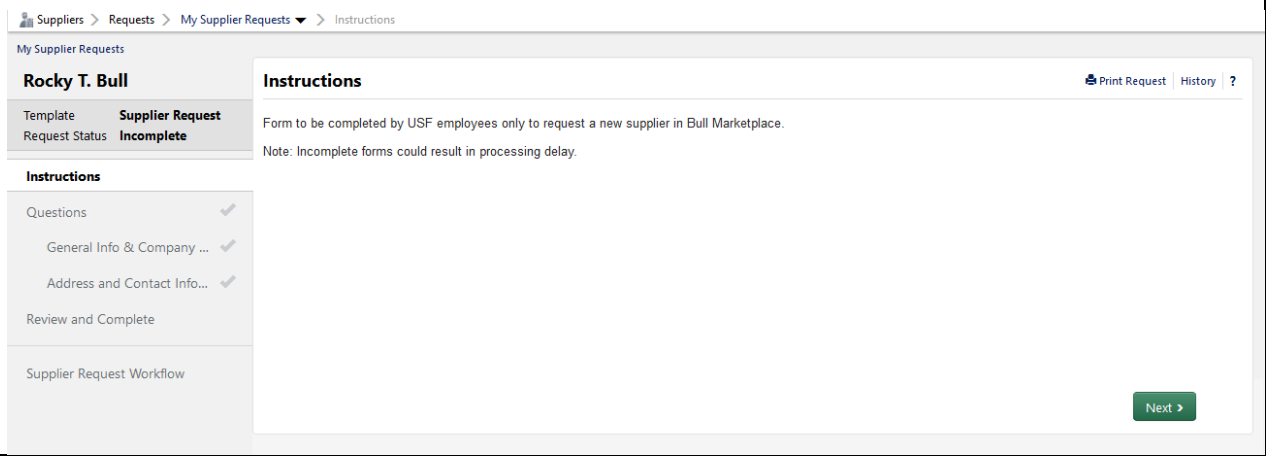
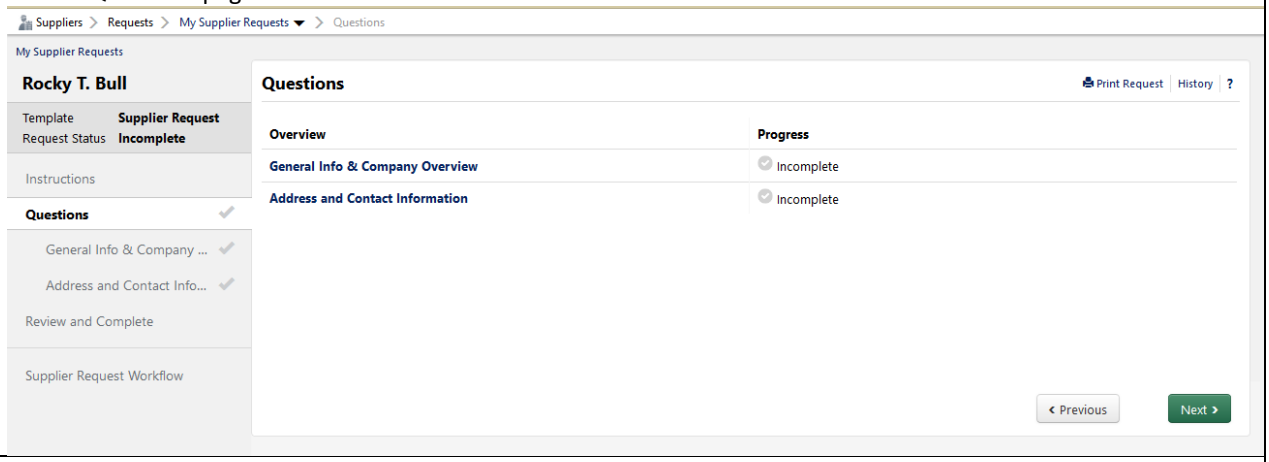
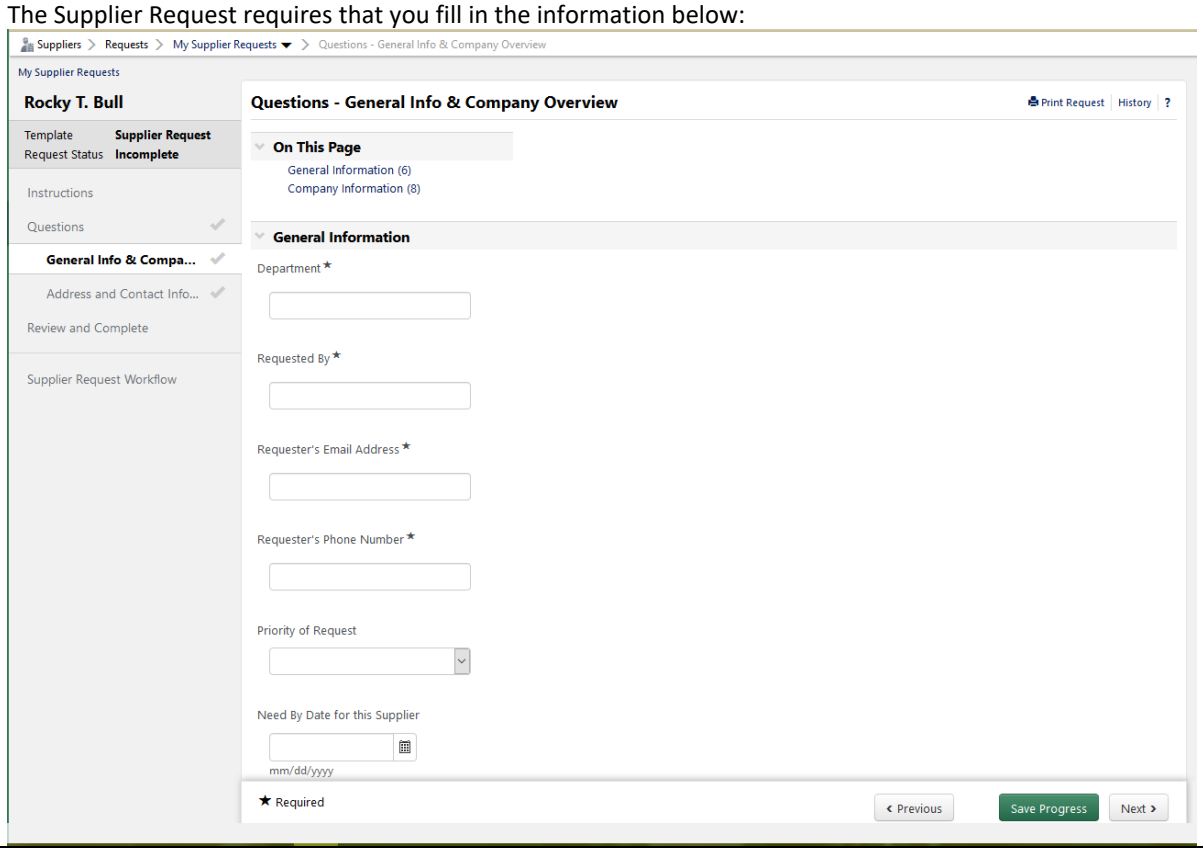
UNIVERSITY OF SOUTH FLORIDA TAMPA BAY

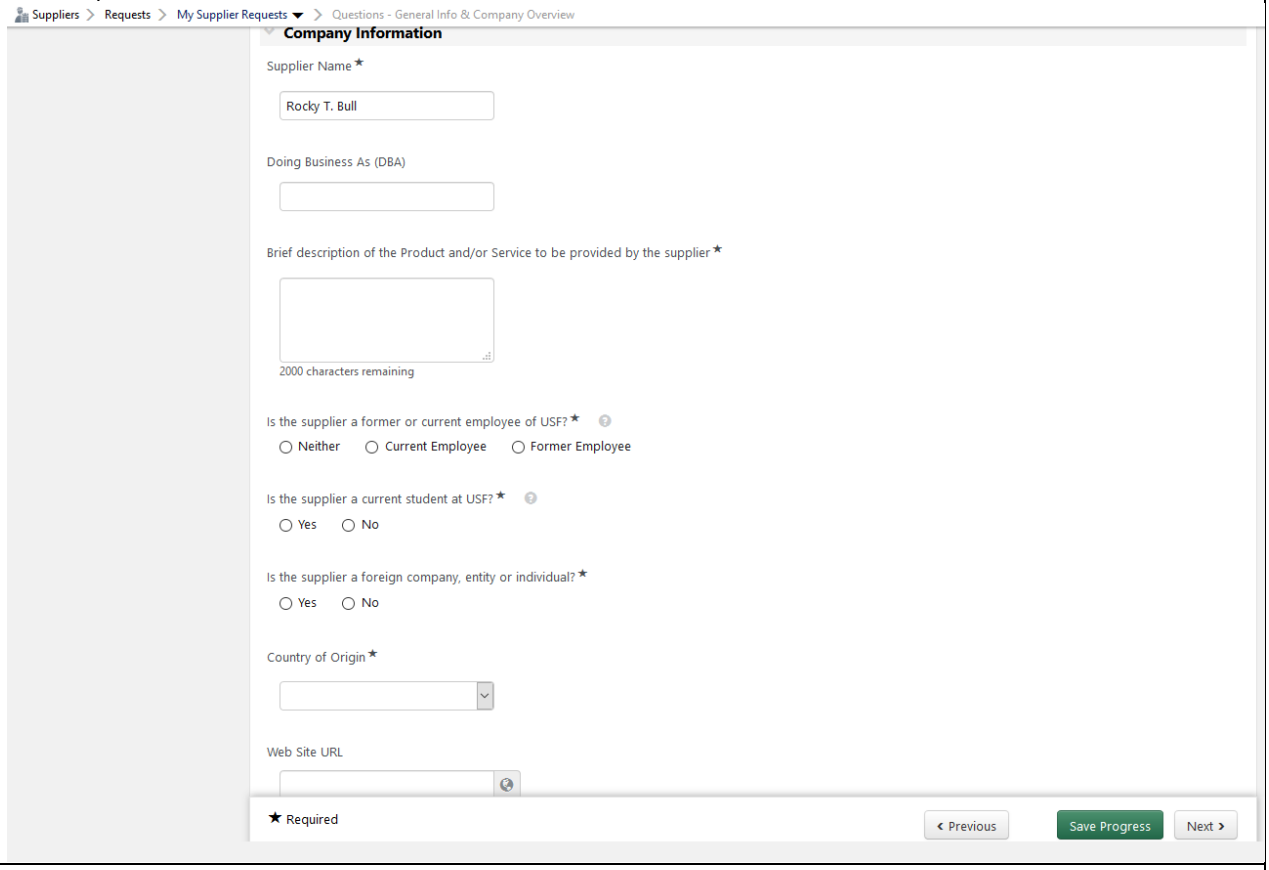
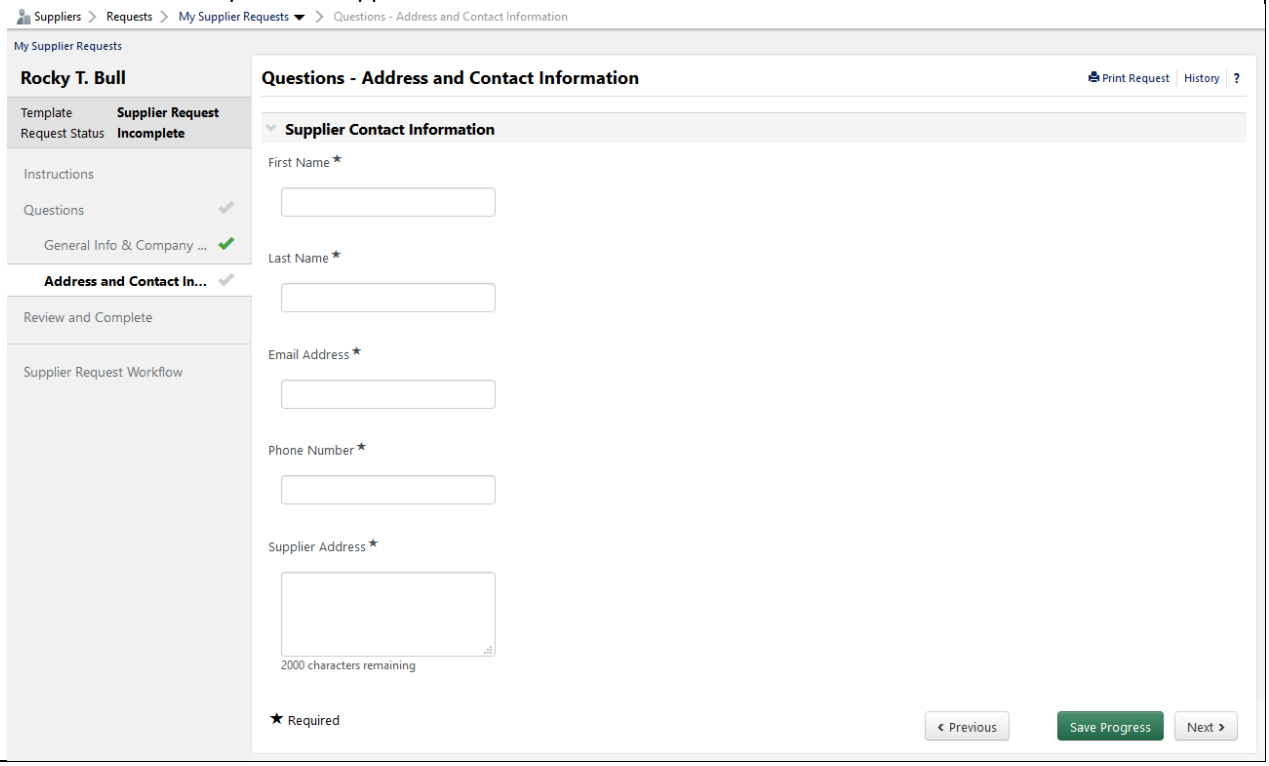
Bull Marketplace – Total Supplier Manager

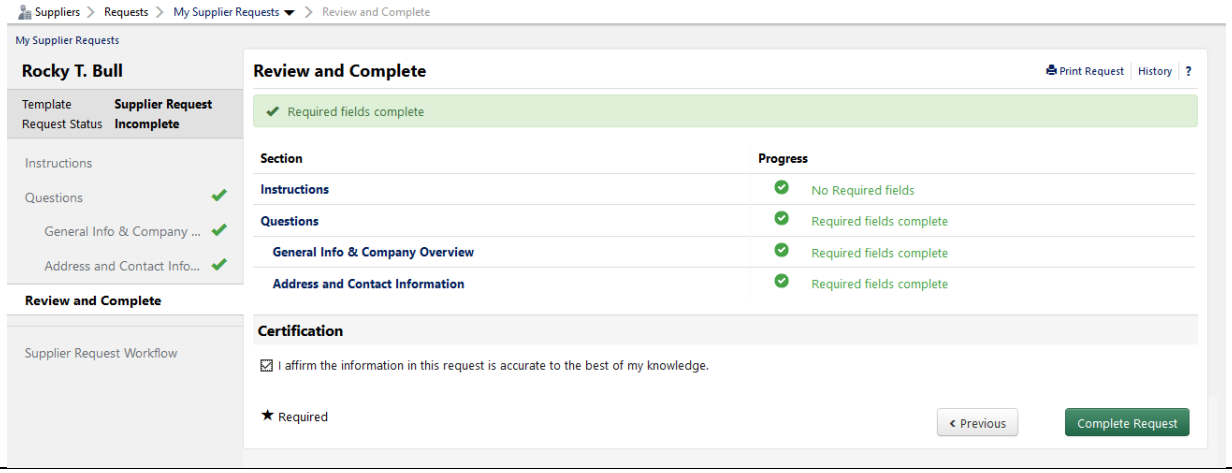
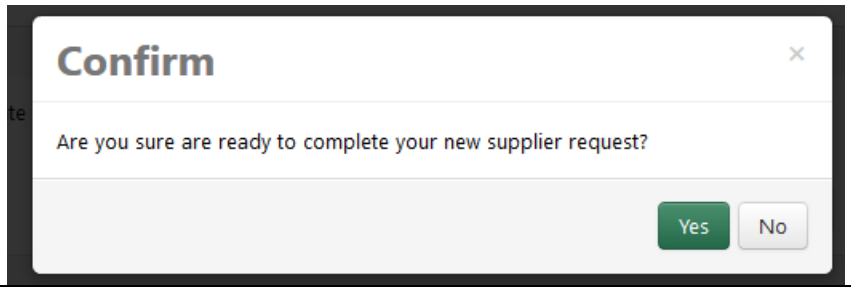
Tutorial: New Supplier Request Form

Purpose:	To define procedures for requesting new suppliers.
Navigation:	Navigate in Bull Marketplace to Suppliers > Requests > Request New Supplier
Notes:	In order to access the request form you must have a Req-Initiator, Req-Approver or Req-Manager role.

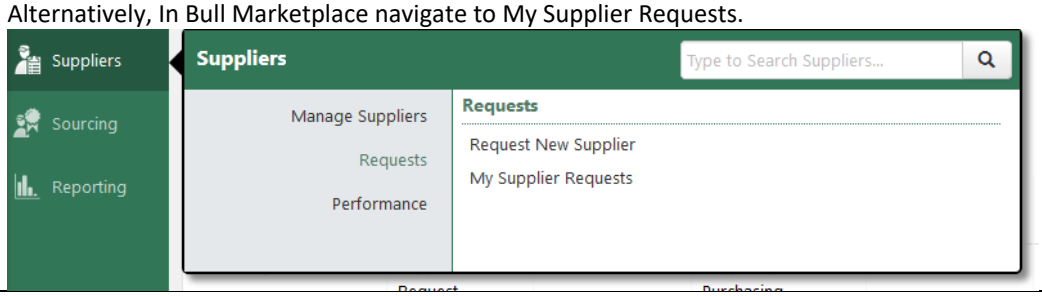
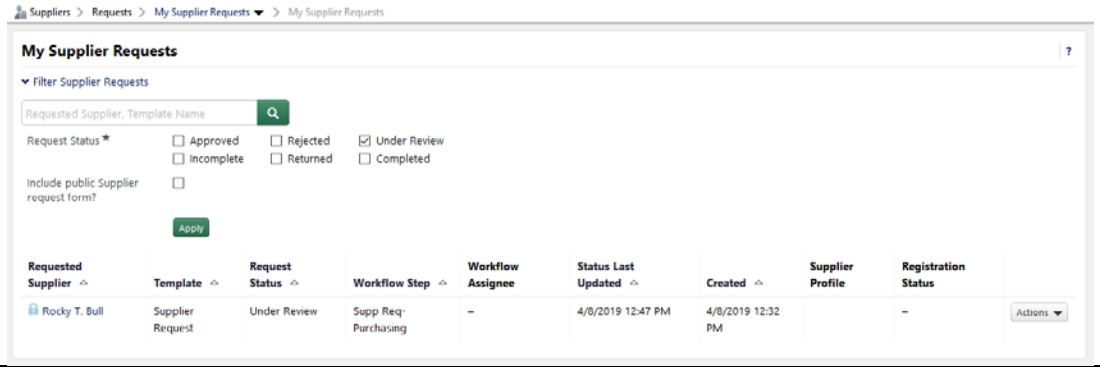
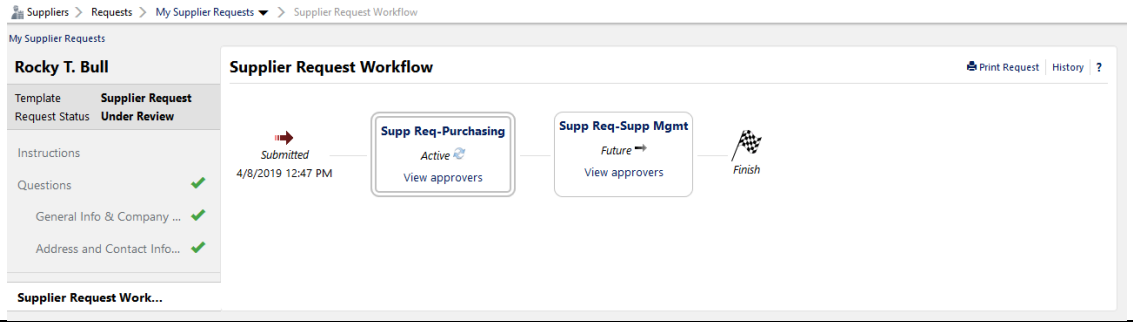
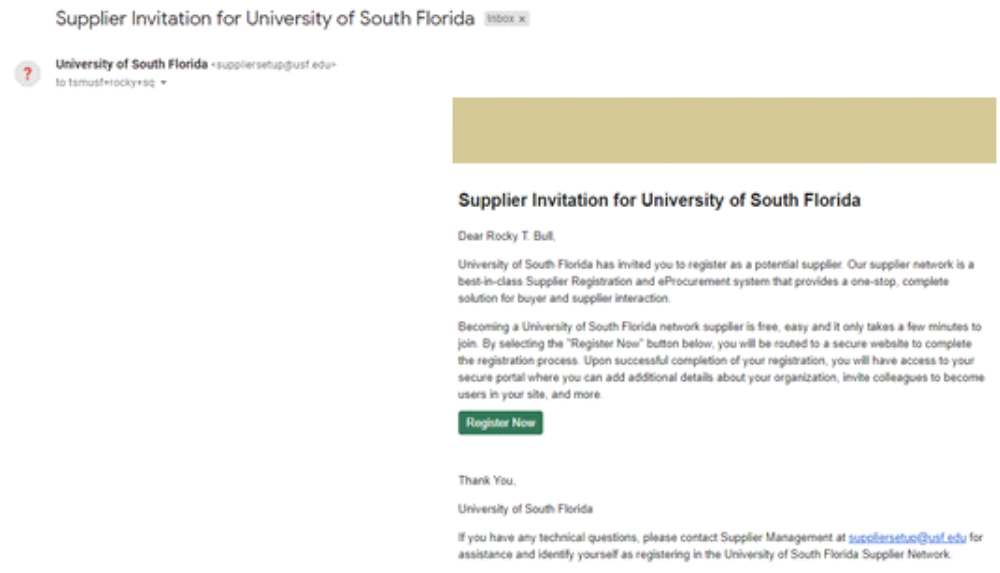
Steps	Requesting a New Supplier
1	In Bull Marketplace navigate to the New Supplier Request. 
2	Enter the supplier's name. 
3	The instructions will appear. Review and then select Next. 

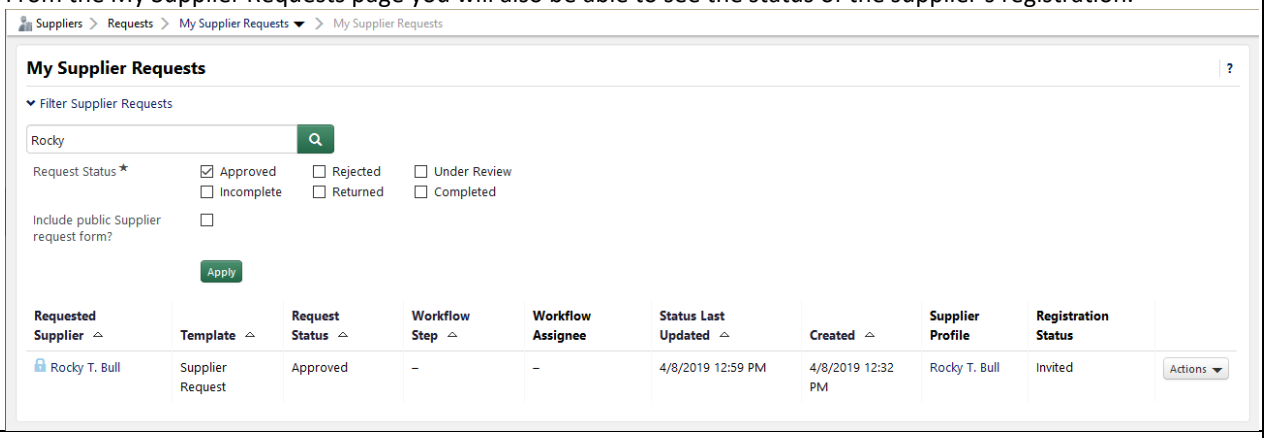
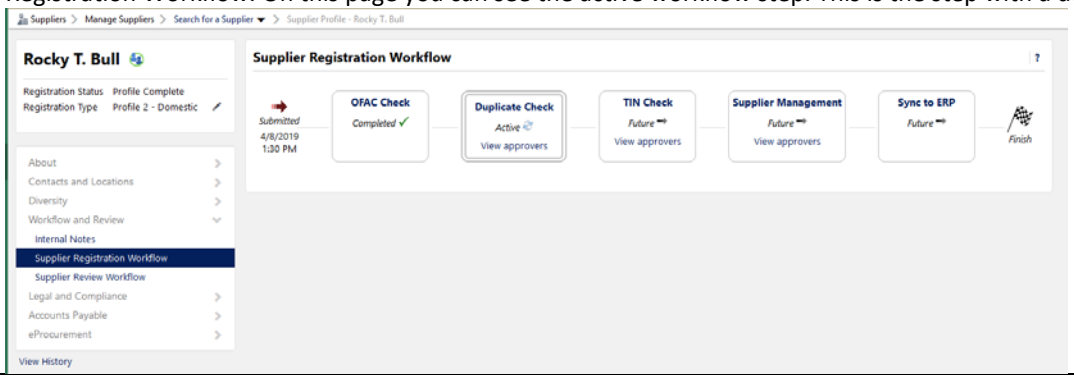
Steps	Requesting a New Supplier
4	On the Questions page select Next. 
5	The Supplier Request requires that you fill in the information below: 

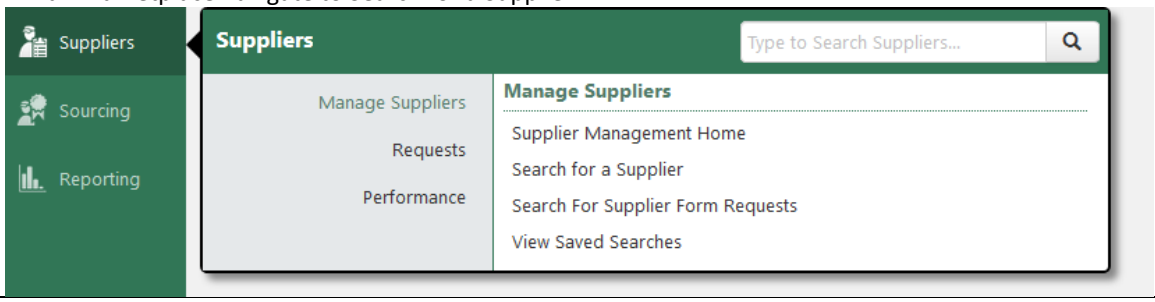
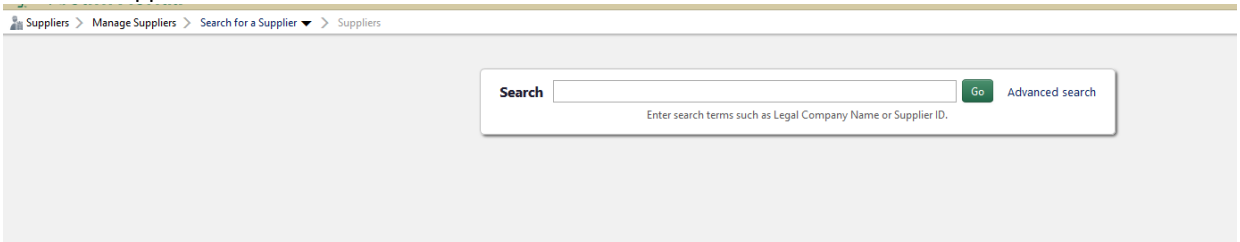
Steps	Requesting a New Supplier
6	Scroll down to see the entire form as you fill in the information. You cannot submit until all the fields with a star are completed. 
7	Select Next and complete the supplier contact information. 

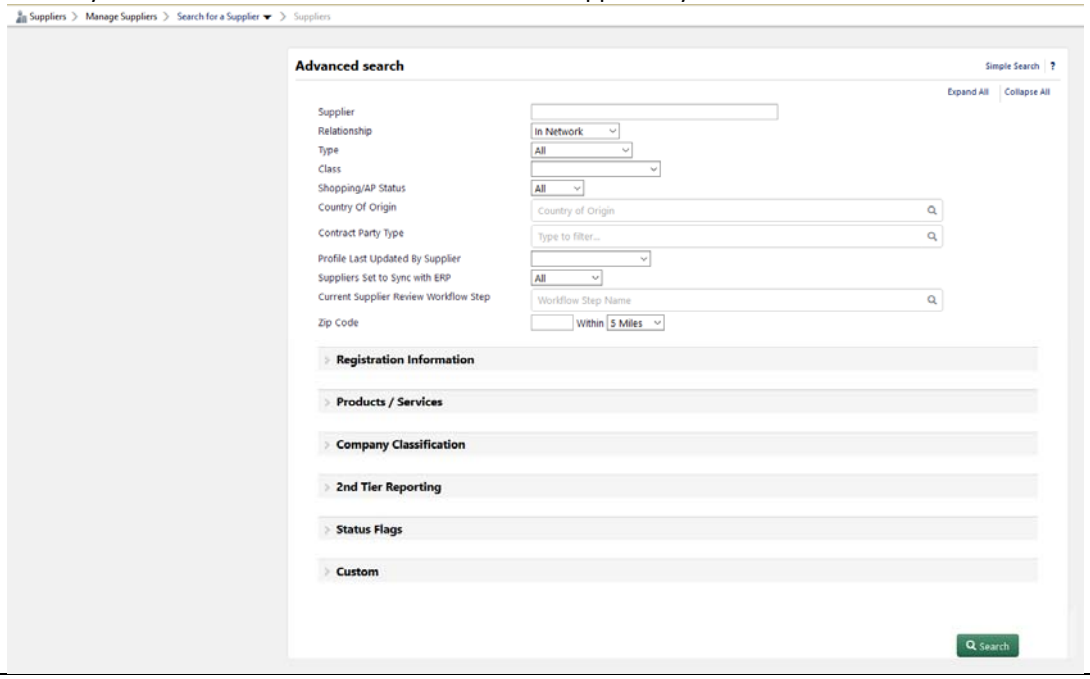
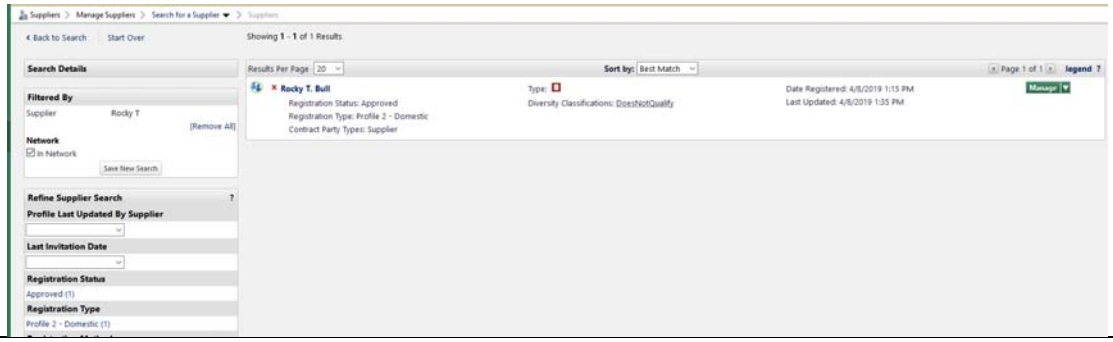
Steps	Requesting a New Supplier
8	Navigate to the Review and Complete page. Once all required fields are complete you will have all green check marks. Check the certification check box and select Complete Request. 
9	Confirm submission. 

Steps	Monitoring New Supplier Requests
1	Notifications will be sent during the supplier registration process to keep you updated. The notification contains a link to take you the request. You must be logged in to Single Sign-On in the browser you will be using Bull Marketplace for the link to work.

Steps	Monitoring New Supplier Requests
2	Alternatively, In Bull Marketplace navigate to My Supplier Requests. 
3	At the top of the page you can filter by supplier name or request status. 
4	Select a request to review further. On the Supplier Request select Supplier Request Workflow. On this page you can see the active workflow step. This is the step with a double border. 
5	When the request has been fully approved Supplier Management will send an invitation by email to the supplier requesting they complete their registration. 

Steps	Monitoring New Supplier Requests
5	From the My Supplier Requests page you will also be able to see the status of the supplier's registration. 
6	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.
7	To view the Supplier Registration Workflow select the supplier under Supplier Profile and navigate to the Supplier Registration Workflow. On this page you can see the active workflow step. This is the step with a double border. 

Steps	Searching for Suppliers
1	In Bull Marketplace navigate to Search for a Supplier 
2	Enter the supplier's name and select Go. 

Steps	Searching for Suppliers
3	You may also select Advanced Search to search for suppliers by other search criteria. 
4	Results will appear and you can see supplier information. Select the supplier name to view additional profile information.