

Bull Marketplace - Manual

Document Search

Purpose:	To define procedures for Searching Documents (I.E. Requisitions, Purchase Orders, Forms, and
	Invoices
Navigation:	Documents > Search Documents
Notes:	There are multiple ways to search and export results, this guide will give you a single straightforward way.

1. Clicking the **ORDERS** icon on the Left Hand menu to open the fly out menu. If you know the document number you can simply type it into the quick search bar at the top of the fly out. Or, for more detailed search and filter options you can select the document type you are searching for from the list.

6	Orders	Quick search Q
0	Search	, All Orders
	My Orders	Requisitions
俞	Approvals	Purchase Orders
		Change Requests
11 2		Procurement Requests
		Invoices
\$ 9		Receipts

2. Most detailed search pages will look the same. In the search bar at the top, you can enter ANY information that is typed into a field on that type of document such as: Supplier name, date, prepared for, document number etc.

Quick Filters My Sear	rches Si	ubmitted Date: Last 90 days 1-34 of 34 Results	800		C	Add Filter 🔹 (Clear All Filters	50 Per Page
FFICE DEPOT INC SHER SCIENTIFIC DMPANY LLC	23 8	Requisition Number 🔻	Supplier	Requisition Name	Requisition Status 🔻	Prepared For	Submitted Date	Total Amount
GMA ALDRICH INC WR FUNDING INC IAGEN NORTH AMERICAI DLDINGS INC	3 0 0 1 0	159890749	OIAGEN NORTH AMERICAN HOLDINGS INC ® FISHER SCIENTIFIC COMPANY LLC ® SIGMA ALDRICH INC ® TODR-	2022-07-07 U80617160 01	Withdrawn	Fayin Zhu	7/7/2022 4:02:38 PM	0.00 USD

Add Filter Clear All Filters Find search filter Identifiers Identifiers Image: Completed Date Completed Date Show More Prepared For Image: Completed Date	Add Filter Clear All Filters Find search filter QIAGEN NORTH AMERICAN Identifiers Image: Contract Number Contract Number Show More Pending Image: Contract Number PO Number Image: Contract Number Prepared For <	OFFICE DEPOT INC 23 FISHER SCIENTIFIC 3 SIGMA ALDRICH INC 5 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 QIAGEN NORTH AMERICAN 2 QIAGEN NORTH AMERICAN 2 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 VWR FUNDING INC 3 Completed 31 Withdrawn 2 Pending 1 Pending 1 Po Number Show More Prepared For V Accounting Date Kennedy, Sandra 2 Approved Date Diame 2	OFFICE DEPOT INC 23 FISHER SCIENTIFIC 8 SIGMA ALDRICH INC 5 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 VIDENTIFIES © Show More Find search filter * See More © Show More Vithdrawn 2 Completed 31 Withdrawn 2 Po Number Completed 31 PO Number 1 Pending 1 Po Number Pending 1 1 Po Number Prepared For V Accounting Date Name 2 Approved Date Date Date Date		Quick Filters My Searches
Fisher Scientific 8 SigMa AldRich INC 5 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 QIAGEN NORTH AMERICAN 2 VWR Funding Inc 4 QIAGEN NORTH AMERICAN 2 VWR Funding Inc 4 QIAGEN NORTH AMERICAN 2 VWR Funding Inc 4 QIAGEN NORTH AMERICAN 2 Vertice Show More Find search filter Completed Gentrate Number Completed Contract Number Pending PO Number Show More Requisition Number Pending Po Number Show More Requisition Number Prepared For Accounting Date Kennedy, Sandra Approved Date Diarpo	FISHER SCIENTIFIC SIGMA ALDRICH INC SIGMA ALDRICH INC SIGMA ALDRICH INC SIGMA ALDRICH INC VWR FUNDING INC QIAGEN NORTH AMERICAN QIAGEN NORTH AMERICAN HOLDINGS INC VWR Funding Inc Status See More Show More Find search filter Completed Gontract Number Contract Number Po Number Po Number Po Number Po Number Prepared For Accounting Date Approved Date	FISHER SCIENTIFIC SIGMA ALDRICH INC SIGMA ALDRICH INC SIGMA ALDRICH INC SIGMA ALDRICH INC VWR FUNDING INC QIAGEN NORTH AMERICAN QIAGEN NORTH AMERICAN HOLDINGS INC VWR Funding Inc See More Show More Find search filter Completed Gontract Number Completed Completed Withdrawn Completed Withdrawn Pending Pending Show More Prepared For Accounting Date Approved Date	FISHER SCIENTIFIC 3 SIGMA ALDRICH INC 5 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 QIAGEN NORTH AMERICAN 2 QIAGEN NORTH AMERICAN 2 VWR FUNDING INC 4 QIAGEN NORTH AMERICAN 2 VWR FUNDING INC 3 VITION SINC 2 VUR FUNDING INC 3 VITION SINC 2 VITION SINC 2 VITION SINC 3 VITION SINC		Supplier V
Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number PO Number Requisition Number Po Number Accounting Date Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number PO Number Requisition Number Po Number Accounting Date Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number PO Number Requisition Number Po Number Accounting Date Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Find search filter Completed Completed Completed Status Completed Status Completed Status Completed Status Completed Status Pending Po Number Requisition Number Po Number Requisition Number Po Number Accounting Date Accounting Date Approved Date		OFFICE DEPOT INC 23
Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number PO Number Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number Po Number Requisition Number Po Number Requisition Number Accounting Date Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number Po Number Requisition Number Po Number Requisition Number Accounting Date Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Number PO Number Requisition Number Po Number Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date		
Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Completed Withdrawn Po Number Po Number Requisition Number Po Number Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Completed Withdrawn Po Number Po Number Requisition Number Po Number Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Completed Withdrawn Po Number Po Number Requisition Number Po Number Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Completed Withdrawn Pending Pending Pending Show More		SIGMA ALDRICH INC 5
Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Outract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Pending Prepared For Accounting Date Accounting Date	Add Filter Clear All Filters Find search filter See More Identifiers Completed Change Request No. Completed Contract Number Mithdrawn Ext. Requisition Number Pending P0 Number Pending Requisition Name Pending Requisition Number Prepared For Accounting Date Kennedy, Sandra	Add Filter Clear All Filters Find search filter See More Identifiers Completed Change Request No. Completed Contract Number Mithdrawn Ext. Requisition Number Pending P0 Number Pending Requisition Name Pending Requisition Number Prepared For Accounting Date Kennedy, Sandra	Add Filter Clear All Filters Find search filter Identifiers Change Request No. Completed Completed Outract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date		VWR FUNDING INC
Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date	Find search filter Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Po Number Requisition Number Prepared For Accounting Date Approved Date		
Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	Identifiers Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Prepared For Accounting Date Approved Date	Add Filter Clear All Filters	✓ See More
Completed 31 Completed 31 Completed 31 Completed 31 Completed 31 Withdrawn 2 Pending 1 Po Number Pending Requisition Name Show More Requisition Number Prepared For Dates Kennedy, Sandra Approved Date Dates	Completed 31 Completed 31 Completed 31 Completed 31 Completed 31 Withdrawn 2 Pending 1 Po Number Pending Requisition Name Show More Requisition Number Prepared For Dates Kennedy, Sandra Approved Date Dates	Completed 31 Completed 31 Completed 31 Completed 31 Completed 31 Withdrawn 2 Pending 1 Po Number Pending Requisition Name Show More Requisition Number Prepared For Dates Kennedy, Sandra Approved Date Dates	Completed 31 Completed 31 Completed 31 Completed 31 Completed 31 Withdrawn 2 Pending 1 Po Number Pending Requisition Name 1 Requisition Number Prepared For Dates Kennedy, Sandra Approved Date Dates	Find search filter	Requisition Status
 Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Prepared For Accounting Date Approved Date 	 Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Prepared For Accounting Date Approved Date 	 Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Prepared For Accounting Date Approved Date 	 Change Request No. Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Prepared For Accounting Date Approved Date 	Identifiers	, Completed 31
Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Dates Accounting Date Approved Date	Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	Contract Number Ext. Requisition Number PO Number Requisition Name Requisition Number Requisition Number Prepared For Accounting Date Approved Date	 We set the set of th	
 Requisition Name Requisition Number Prepared For Accounting Date Approved Date Requisition Name Requisition Number Prepared For Show More Prepared For Prepared For Show More Prepared For Prepared For<	 Requisition Name Requisition Number Prepared For Accounting Date Approved Date Requisition Name Prepared For Kennedy, Sandra Compared For 	 Requisition Name Requisition Number Prepared For Accounting Date Approved Date Requisition Name Prepared For Kennedy, Sandra Compared For 	 Requisition Name Requisition Number Prepared For Accounting Date Approved Date 		
 Requisition Number Prepared For Accounting Date Approved Date Rennedy, Sandra 	 Requisition Number Prepared For Accounting Date Approved Date Rennedy, Sandra 	Requisition Number Prepared For Dates - Kennedy, Sandra Accounting Date - Kennedy, Sandra Approved Date Dasse Diang	 Requisition Number Prepared For Accounting Date Approved Date Rennedy, Sandra Rennedy, Sandra 		C Show More
Dates Accounting Date Kennedy, Sandra 2 Approved Date Dases Dians 3	Dates Accounting Date Kennedy, Sandra 2 Approved Date Dases Dians 3	Dates Accounting Date Kennedy, Sandra 2 Approved Date Dases Dians 3	Dates Accounting Date Kennedy, Sandra 2 Approved Date Dases Dians 2		
Approved Date	Approved Date	Approved Date	Approved Date		Prepared For
					Kennedy, Sandra
					Reese, Diana

	n: select the Save As function, Clic pen and ask you to Nickname you	
b. Add a search d	escription to let you know what fi	
d. Name your per e. The next time y	sonal folder and save you need to run the same search y rtcut. The search Nickname will be	you can use the My Searches tab and select e at the top of your results
Save Search		× Hitching As
Step 1: Details		R Save As
Nickname *		Q 0
✓ Hide Description		Ten laud normal faider
		Top level personal folder Top level shared folder
500 characters remaining	, B	Subfolder of selected folder
Step 2: Select Folder Dest	nation	Add New FLORIDA PUBLIC SERVICE INC
Personal Contract Requests Working Contracts		FLORIDA PUBLIC SERVICE INC O APPIAN CORP O
✓ Shared Contract Renewals in Di	aft	OFFICE DEPOT IN
		Save Close UCF RESEARCH F
	■ Brie Test Cont	tracts
	Quick Filters My Search	es

5.	your export a. Scr b. Ful When you S depending c screen.	request. Yo een Layout l Export will ubmit, anot on the numb vnload or do	ou can also ch will give you give you mul ther screen w per of records elete exports	noose the Typ the column tl ltiple files rela ill pop up tha s it takes minu	open a pop or be. hat you see or ated to the do it will take you utes to hours onger required	n your search ocuments in a u to your dow to return resu	results so zip folder nloaded f ılts. Keep	creen r. file. Note prefreshing	
	Ехро	ort Requisition	15			All Urgers •	X	in (v-	
	Ехр	ort Request Op	tions (Step 1 of	1)					
	Title	*	E	xport request for Re	equisition				
	Type Form			characters remaining reen Layout el	g V				
							Submit	Í.	
		Suca		tatus and re	xport reques trive the file a				
Manage Ex									?
> Click to Filter	r							Refresh	this Page 💌
Title		Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
	est for Requisition	Completed	Requisition	Screen Layout (Excel)	7/28/2022 4:42:08 PM	7/28/2022 4:42:12 PM	8/4/2022	Total Records: 34	Delete
Ł Export reque									Delete
	est for Purchase Order	Completed	Purchase Order	Full Export (CSV)	7/22/2022 1:55:16 PM	7/22/2022 1:55:19 PM	7/29/2022	Total Records: 1	Delete
Ł Export reque		Completed	Purchase Order Requisition	Full Export (CSV) Full Export (CSV)	7/22/2022 1:55:16 PM 7/22/2022 1:52:52 PM	7/22/2022 1:55:19 PM 7/22/2022 1:52:55 PM	7/29/2022 7/29/2022	Total Records: 1 Total Records: 1	