UNIVERSITY OF SOUTH FLORIDA TAMPA BAY

Bull Marketplace – Total Supplier Manager
Tutorial: Supplier Registration Instructions
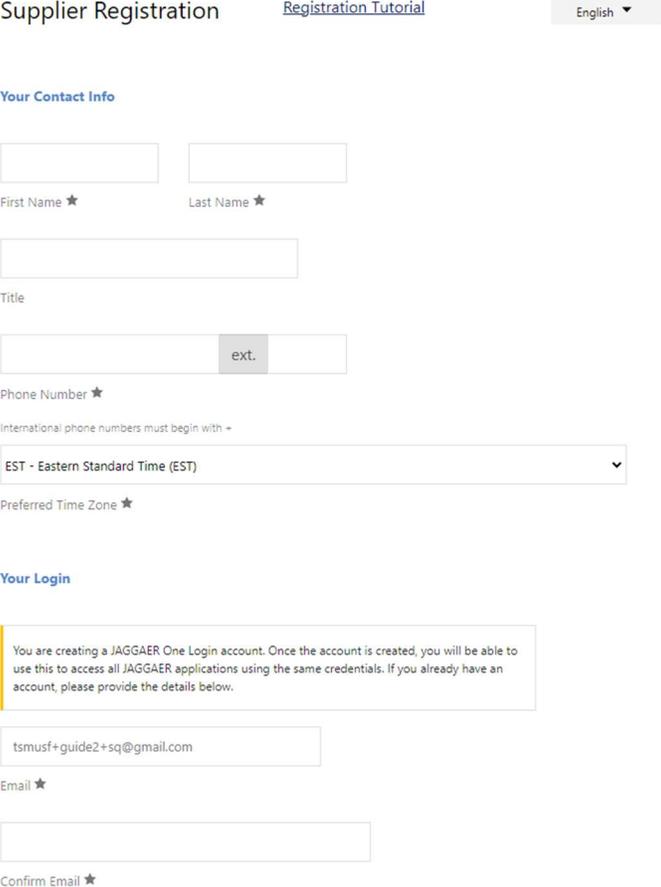
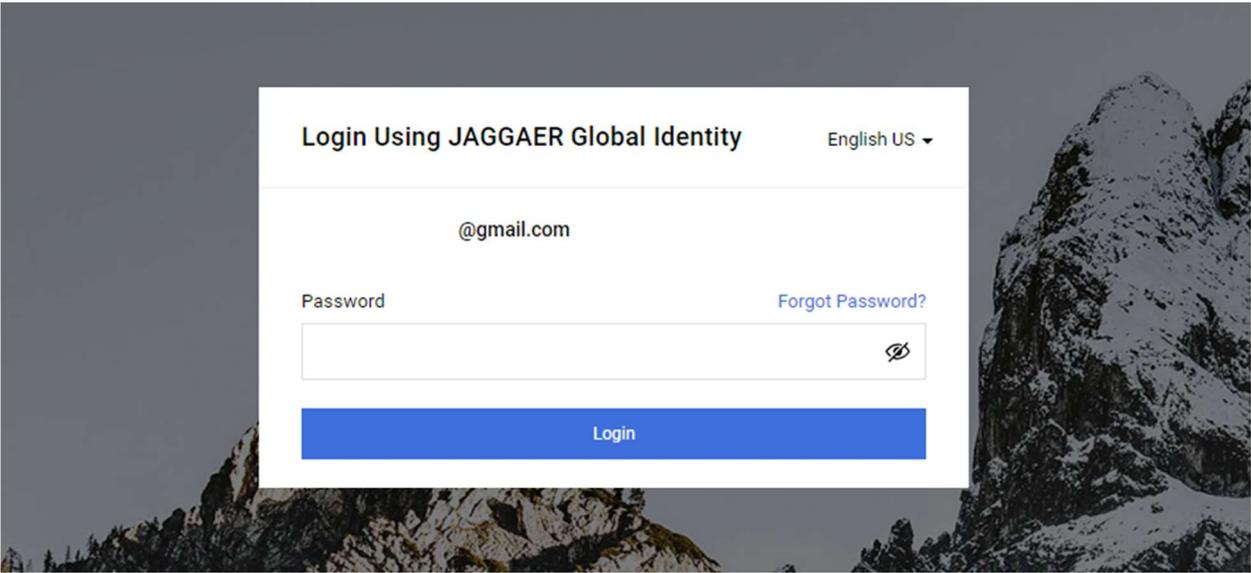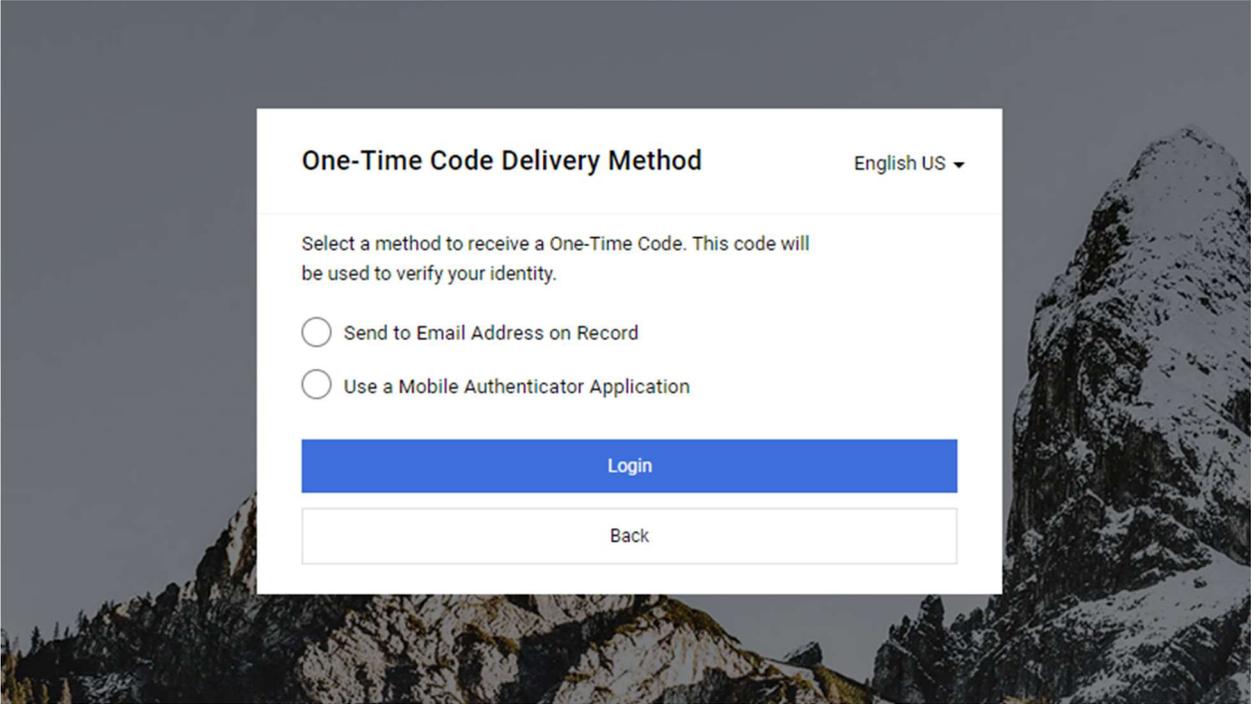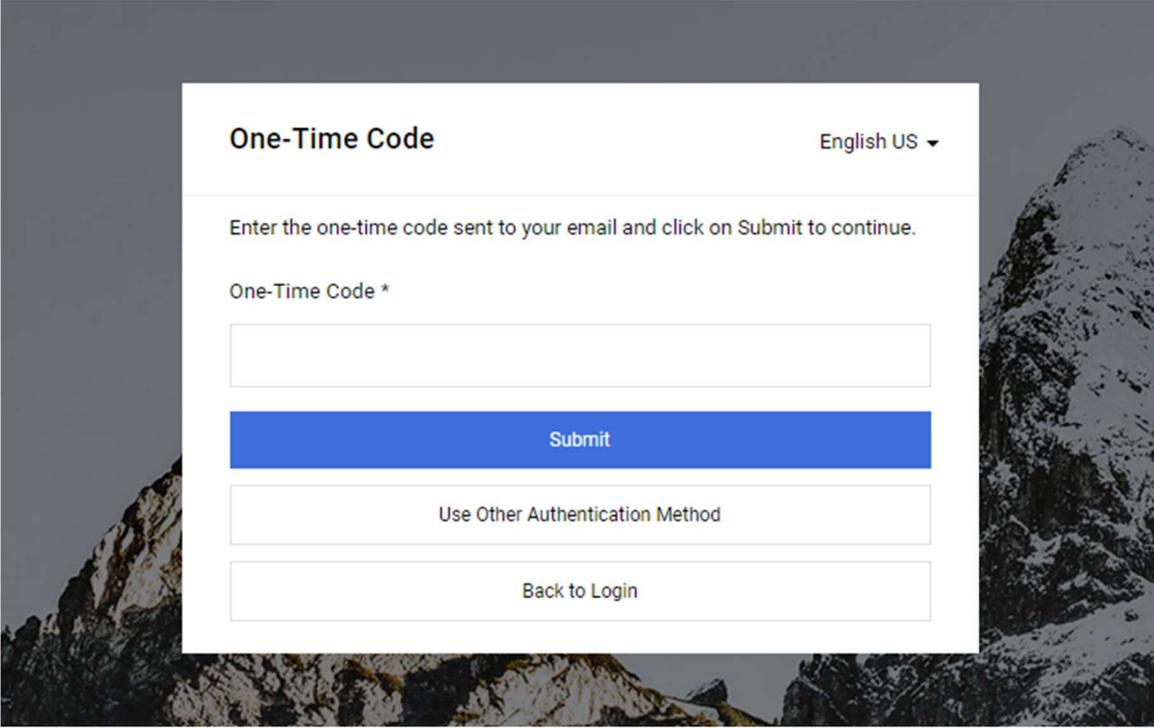|	
Purpose:	Below are instructions for completing your registration with the University of South Florida's (USF) Supplier Portal.

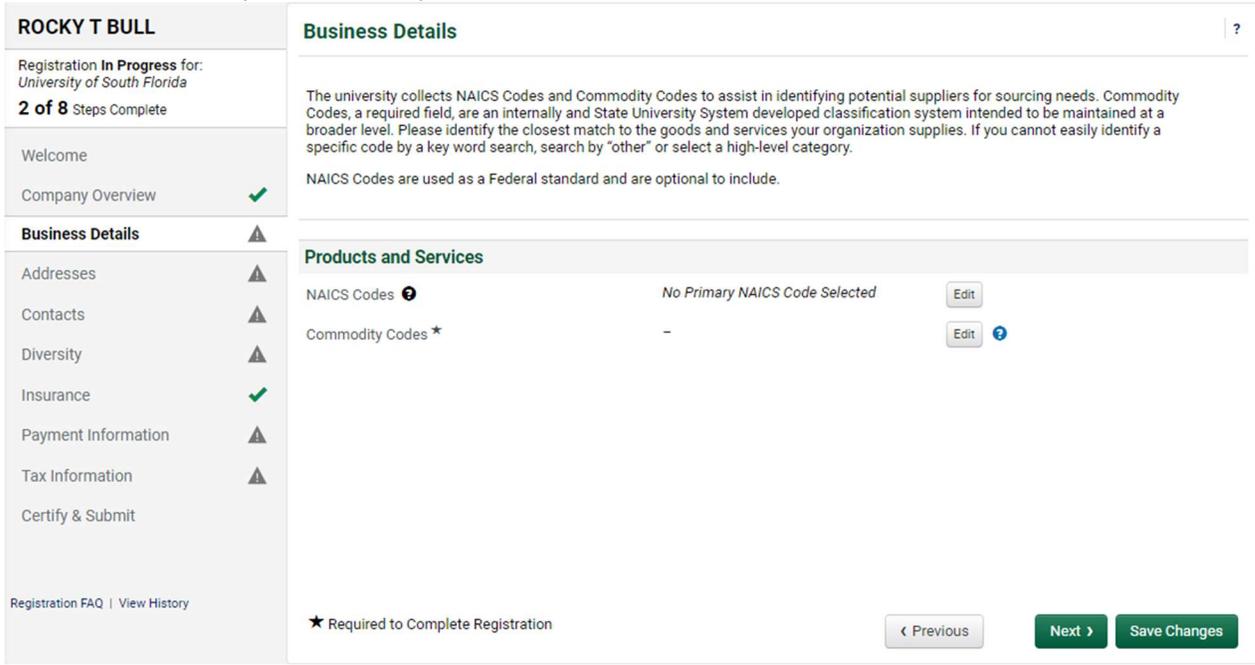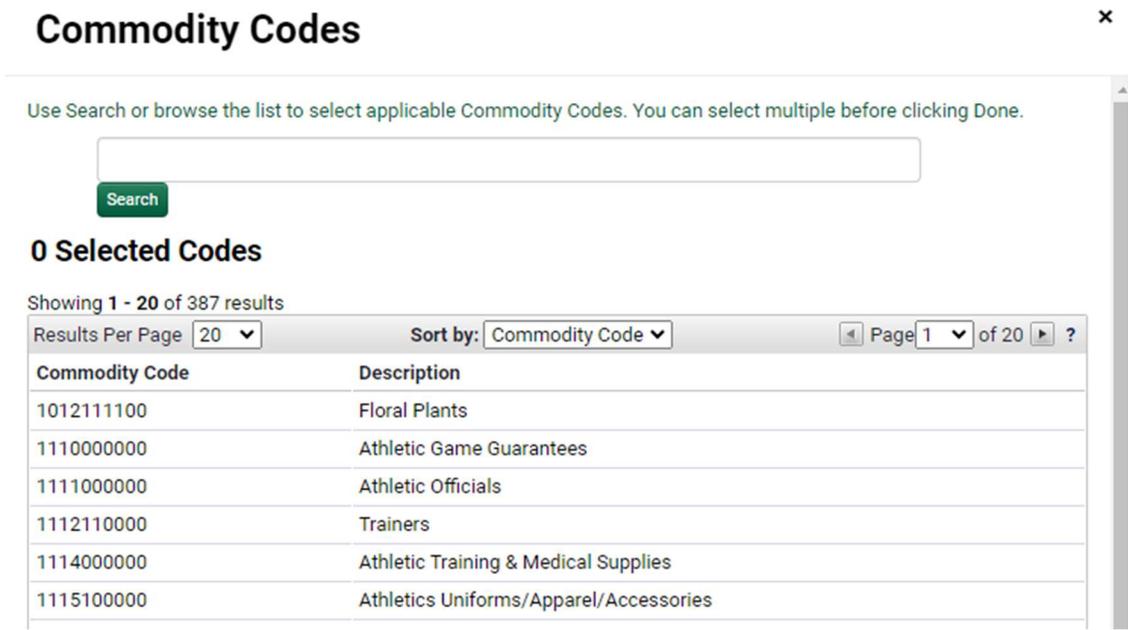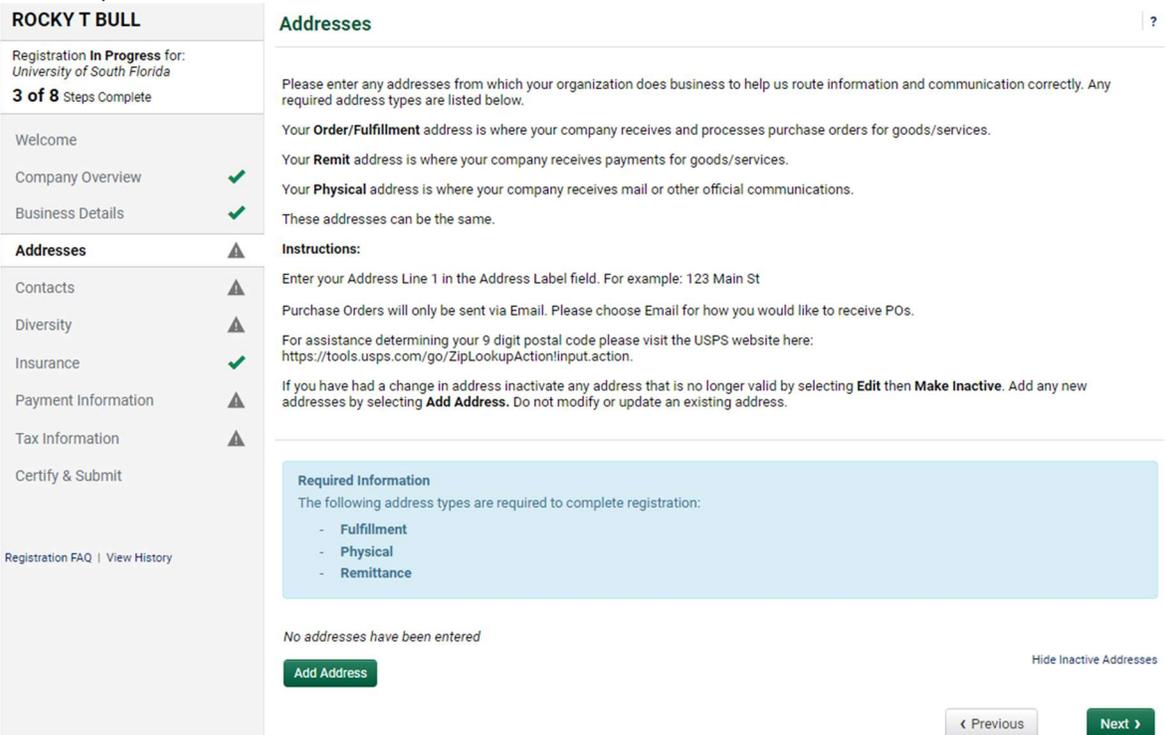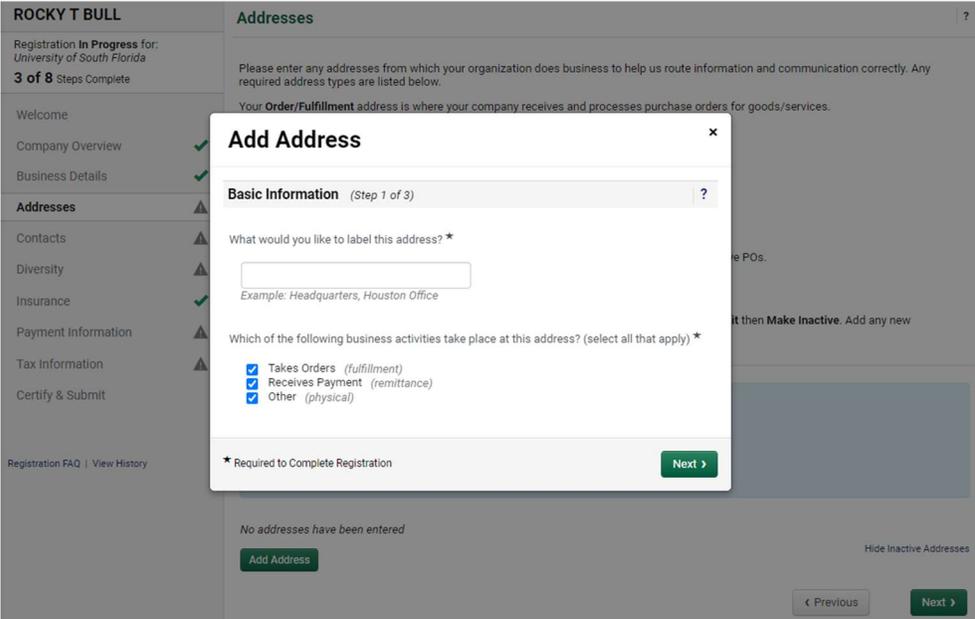| Steps	Supplier Registration
1	When an USF department invites you to register for the supplier portal, you will receive the following email from USFdonotreply@jaggaer.com. University of South Florida <USFdonotreply@jaggaer.com> to tsmusf+guide2+sq **UNIVERSITY of TEST ENVIROMENT SOUTH FLORIDA** Supplier Invitation for University of South Florida Dear ROCKY T BULL, University of South Florida has invited you to register as a potential supplier. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process where you can confirm and update your payment, contact and tax information. For reference, our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf **Register Now** Please note, you must select the link within this email to complete the required registration. This registration should be completed using the email address that received this invitation. If you are not the proper point of contact for your organization to complete this registration contact suppliersetup@usf.edu. Thank You, University of South Florida If you have questions regarding your registration, please contact Supplier Management at suppliersetup@usf.edu and identify yourself as registering in the University of South Florida Supplier Network. Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile. You must use the Register Now link contained in the email to access your profile. If you do not receive the link, please contact suppliersetup@usf.edu. If you start your registration, but need to come back to it at a later date, you can access you profile here.

Steps	Supplier Registration
2	Once you click the Register Now link in the email, you will be brought to the welcome page for the supplier registration. Please click Continue with Registration, you will then be taken to a page where you can create your account and set up your login information. **Registration Checklist** Registration FAQ Registration Tutorial **Welcome to Supplier Registration** — English ▼ ***Welcome to the University of South Florida supplier portal!*** You may need to have the following information in order to complete the registration process: • Addresses - Ordering/Fulfillment, Physical and Remittance addresses • Contact information (Remittance, Fulfillment, etc.) • Signed W-9 or W-8 • Diversity information and certifications • Bank account information for direct deposit or wire payments By submitting this registration and saving any subsequent updates, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida. Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx. Our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf **Continue With Registration**
3	Complete all fields that have the star symbol next to them and click Create Account. **Supplier Registration** — Registration Tutorial — English ▼ **Your Contact Info** First Name ★ Last Name ★ Title Phone Number ★ ext. International phone numbers must begin with + EST - Eastern Standard Time (EST) ▼ Preferred Time Zone ★ **Your Login** You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below. tsmusf+guide2+sq@gmail.com Email ★ Confirm Email ★

Steps	Supplier Registration
4	The next page will appear for you to enter with your newly created password and select "Login". Login Using JAGGAER Global Identity English US ▾ @gmail.com Password Forgot Password? [Login]
5	Next, choose a method of delivery to receive a One-Time verification code. One-Time Code Delivery Method English US ▾ Select a method to receive a One-Time Code. This code will be used to verify your identity. ◯ Send to Email Address on Record ◯ Use a Mobile Authenticator Application [Login] [Back]

Steps	Supplier Registration
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Steps	Supplier Registration
8	Verify your legal company name. This is the name that will be entered on all Soliciation Responses, Purchase Orders and Payments. **The Legal Company Name entered on the registration must match line 1 of your W-9 or W-8.** If your company's legal name is different from the one you were invited under, this is where you would correct it. Verify the information and click Next.
9	This is the page where you can add your DBA (doing business as) name, if applicable, and your tax information. International suppliers should select Non-US Based Entity or Foreign Individual as their Legal Structure. When you have completed the information on this page, click Next.

Steps	Supplier Registration
10	This is where you will provide your NAICS and Commodity codes. Selecting NAICS Codes are optional, however Commodity Codes are required. **ROCKY T BULL** Registration **In Progress** for: *University of South Florida* **2 of 8** Steps Complete Welcome Company Overview ✔ **Business Details** ⚠ Addresses ⚠ Contacts ⚠ Diversity ⚠ Insurance ✔ Payment Information ⚠ Tax Information ⚠ Certify & Submit Registration FAQ	View History **Business Details** ? The university collects NAICS Codes and Commodity Codes to assist in identifying potential suppliers for sourcing needs. Commodity Codes, a required field, are an internally and State University System developed classification system intended to be maintained at a broader level. Please identify the closest match to the goods and services your organization supplies. If you cannot easily identify a specific code by a key word search, search by "other" or select a high-level category. NAICS Codes are used as a Federal standard and are optional to include. **Products and Services** NAICS Codes ❓ *No Primary NAICS Code Selected* Edit Commodity Codes ★ – Edit ❓ ★ Required to Complete Registration ‹ Previous Next › Save Changes
11	We recommend using the search feature to determine your NAICS and Commodity codes. Enter text related to the type of business you do. To get the most complete list of available options enter just one keyword related to the kind of business. If you have any questions about the appropriate commodity code to select please contact USFPurchasing@usf.edu. **Commodity Codes** ✕ Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done. [Search] **0 Selected Codes** Showing **1 - 20** of 387 results Results Per Page [20 ▾] Sort by: [Commodity Code ▾] ◄ Page [1 ▾] of 20 ► ? | Commodity Code	Description | |---|---| | 1012111100 | Floral Plants | | 1110000000 | Athletic Game Guarantees | | 1111000000 | Athletic Officials | | 1112110000 | Trainers | | 1114000000 | Athletic Training & Medical Supplies | | 1115100000 | Athletics Uniforms/Apparel/Accessories |

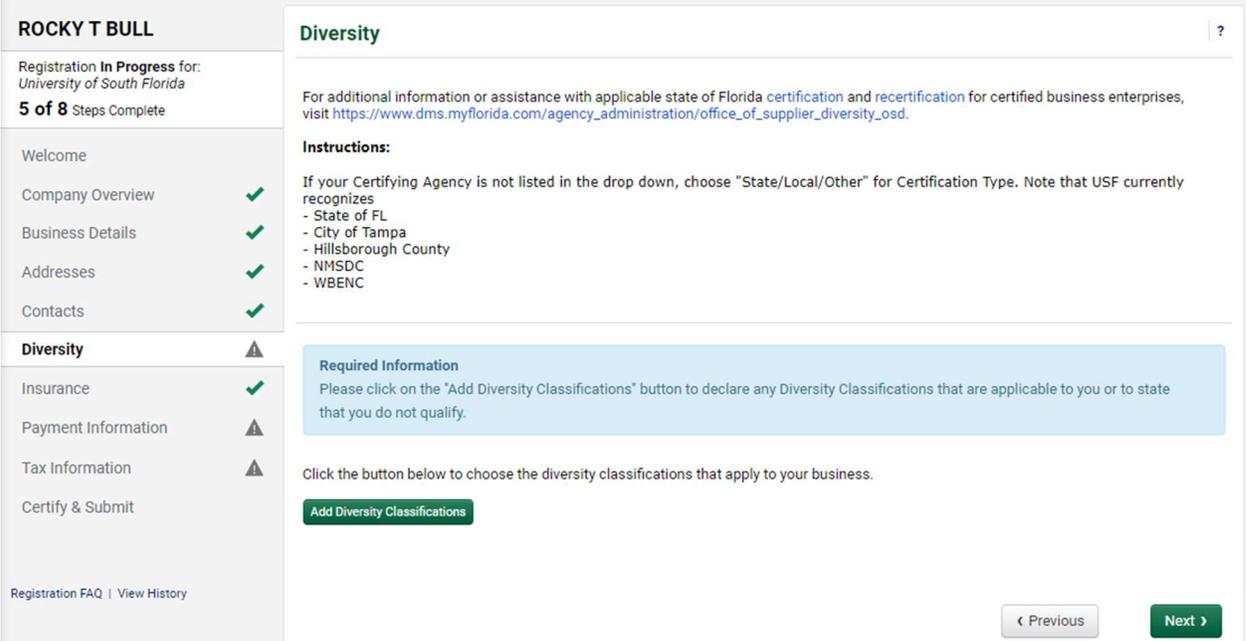| Steps	Supplier Registration
12	You will need to enter fulfillment, physical and remit to addresses in order to proceed. **The remittance address is where payment will be sent and must match the remit to address on your invoices.** The address provided on the W9 must be included as an address in this section.
13	Click on the Add Address button. Enter line one of your address as the address label. Check all address types that apply to the address you will be entering and click Next.

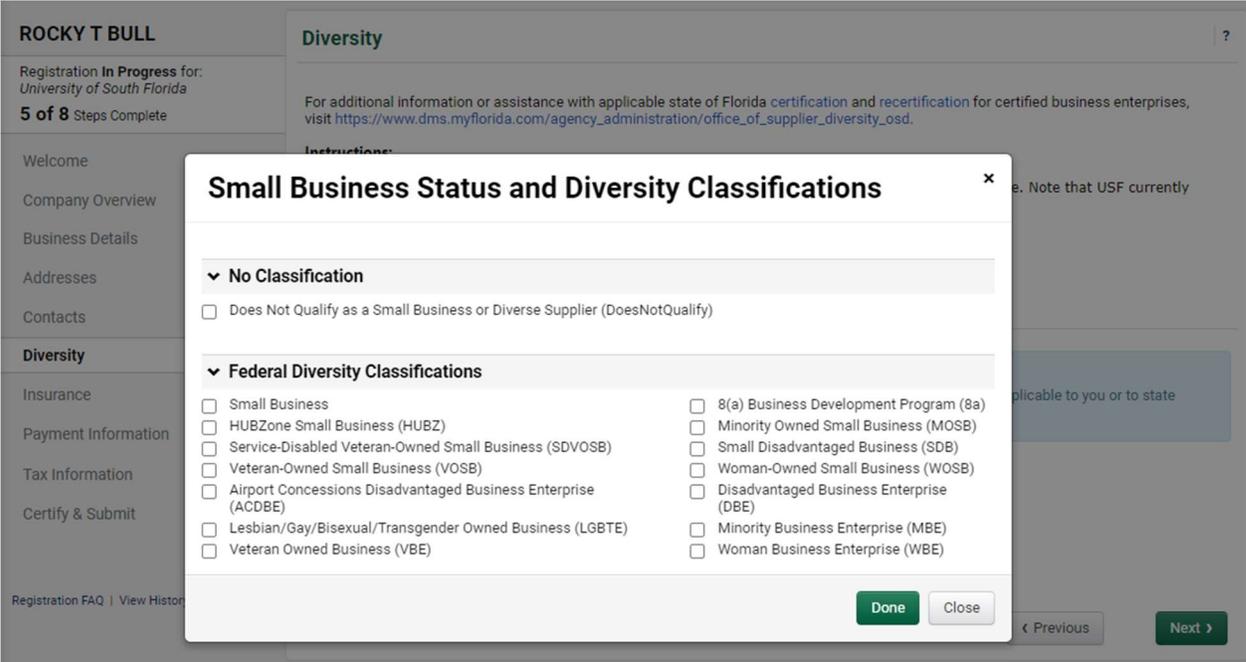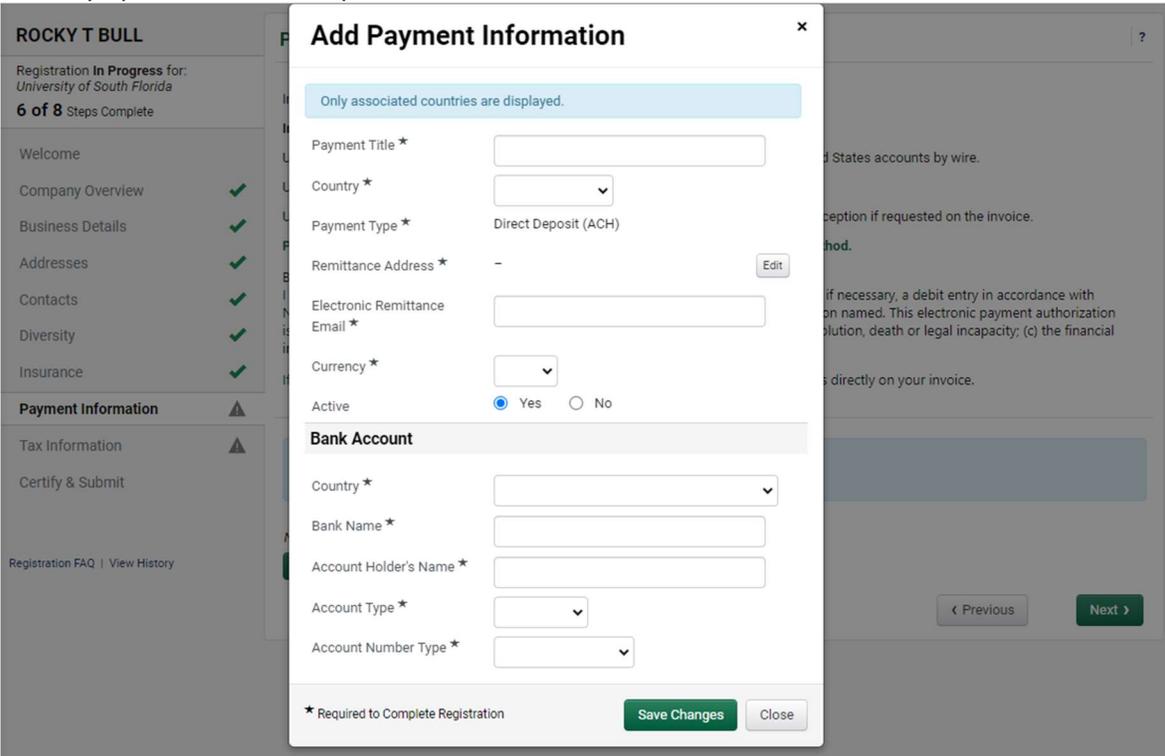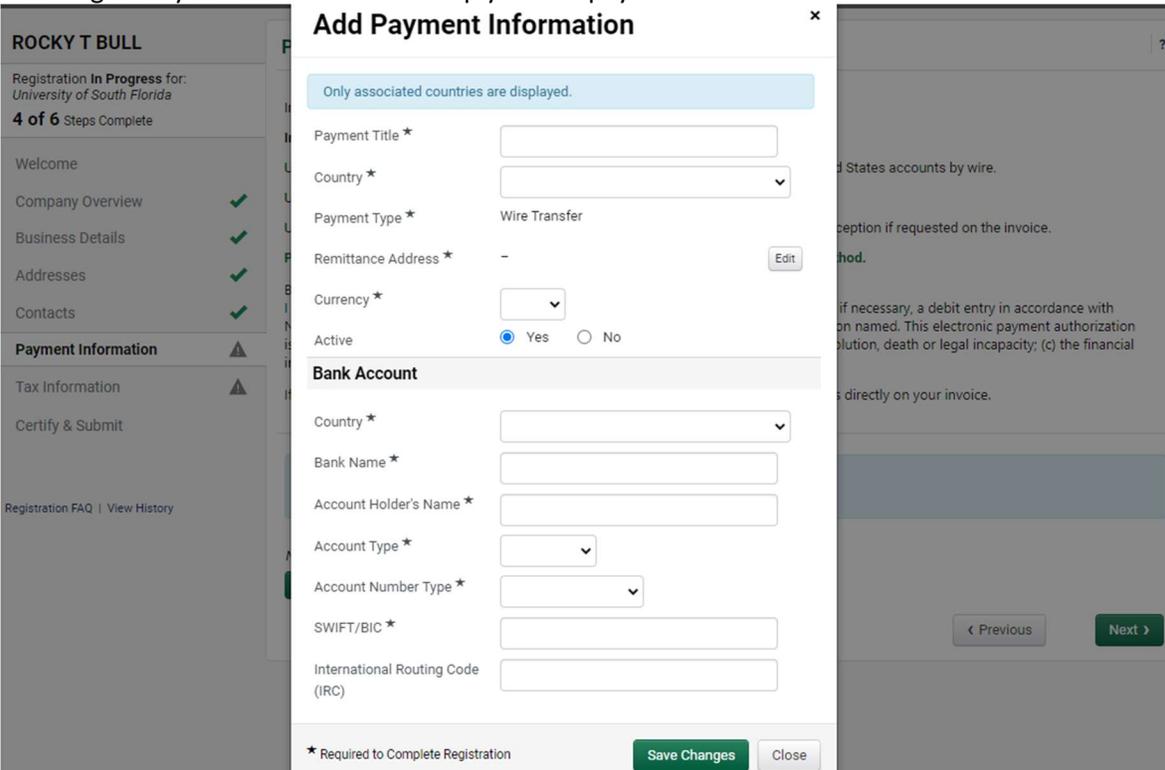| Steps	Supplier Registration
14	If the entry is for fulfillment, you will need to enter an email where POs can be sent. Fill out all the required information and click Next.
15	You will then be able to add contact information. You may also select Not Applicable and add the contact information on the next page.
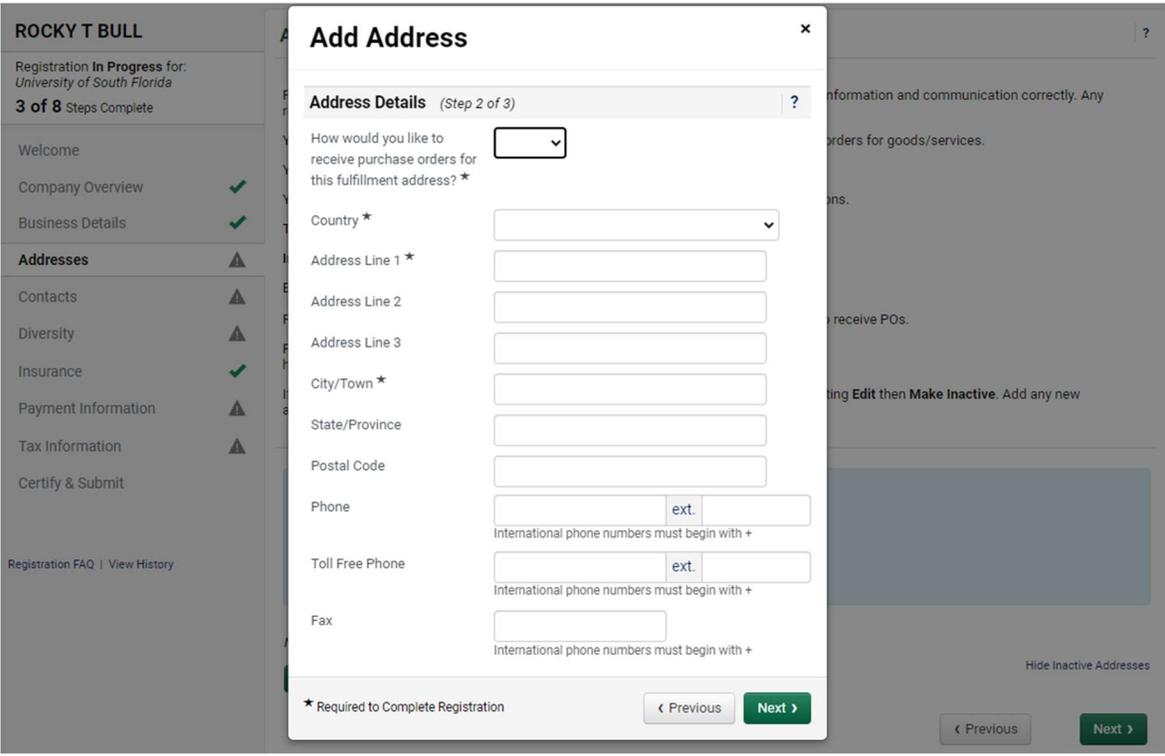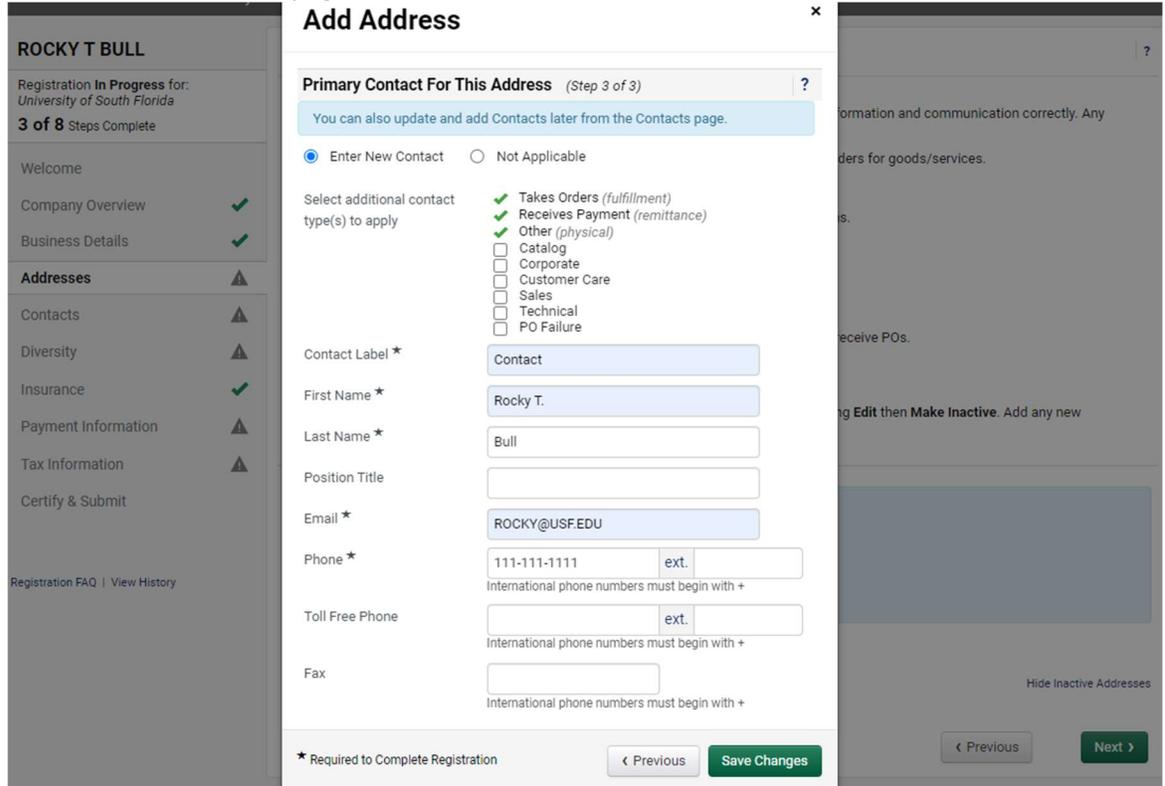
Steps	Supplier Registration
16	If contact information was not provided on the previous page you will be required to provide a remittance contact. Additional contacts may also be added.

Steps	Supplier Registration
17	USF is committed to utilizing small-, minority-, veteran- and women-owned businesses in the procurement of goods, services, supplies and construction service contracts. USF continues to actively pursue diverse businesses for contracting opportunities. For additional information about the USF supplier diversity program, please visit: www.usf.edu/osd.
18	You must select Add Diveristy Classification. If there is no classification, you will need to select "Does not Qualify" or complete the requested information as applicable to your business.

Steps	Supplier Registration
19	Providing insurance information is optional. If insurance information is not provided it may be requested later if required during our procurement processes. **ROCKY T BULL** Registration **In Progress** for: *University of South Florida* **6 of 8** Steps Complete Welcome Company Overview ✔ Business Details ✔ Addresses ✔ Contacts ✔ Diversity ✔ **Insurance** ✔ Payment Information ⚠ Tax Information ⚠ Certify & Submit Registration FAQ | View History **Insurance** ? USF wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs. *No Insurance has been entered.* Add Insurance ▾ ‹ Previous Next ›
20	We issue payments to domestic accounts by ACH and to foreign accounts by wire. Click Add Payment Information to select your payment method and provide required payment information. A Remittance Address must be selected for each payment method. Each remittance address may only be associated with a single payment type (ACH or wire). **ROCKY T BULL** Registration **In Progress** for: *University of South Florida* **6 of 8** Steps Complete Welcome Company Overview ✔ Business Details ✔ Addresses ✔ Contacts ✔ Diversity ✔ Insurance ✔ **Payment Information** ⚠ Tax Information ⚠ Certify & Submit Registration FAQ | View History **Payment Information** ? Information on this page is used to determine how and where you will receive payment. **Instructions:** USF issues payments to United States accounts by ACH - Direct Deposit and to Non-United States accounts by wire. USF does not support CCD+ and CTX . For Direct Deposit please select ACH. USF issues payments in USD. For wire payments, USF will pay in other currencies as an exception if requested on the invoice. **Please note: Each remittance address may only be associated with a single payment method.** By providing "ACH – Direct Deposit" information you agree to the following: I hereby authorize and request the University of South Florida to initiate credit entries and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. This electronic payment authorization is to remain in effect until withdrawn by: (a) an authorized supplier representative; (b) dissolution, death or legal incapacity; (c) the financial institution or (d) the University. If you are providing wire transfer information, please also provide wire transfer instructions directly on your invoice. **Required Information** At least one payment type is required to complete this section. *No payment information has been entered.* Add Payment Information ▾ ‹ Previous Next ›

Steps	Supplier Registration
21	To receive payments by ACH complete the following information. For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method. ACH is the only option for Direct Deposit Format.
22	For wire transfers the following information is required. The requirements will be different based on the country your bank is located in. For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method.

Steps	Supplier Registration
23	On this page you will be required to upload your tax document. You have the option to use the pre-populated document, which has been completed by the system based on your previous answers. If you do not use the pre-populated form, please be sure to use the most recent IRS version of the form. If you are a domestic supplier, your only choice will be a W-9. International suppliers will be shown a list of W-8s to choose from. If you have questions about which form to use, please refer to the W-8 resource guide on our website: https://www.usf.edu/business-finance/controller/payment-services/vendors.aspx
24	

Steps	Supplier Registration
25	All completed sections of the registration should now have a green checkmark. If not, please review the section for any fields marked (*) as required. Once all sections are complete you must certify and submit your registration for final review. **ROCKY T BULL** Registration **In Progress** for: *University of South Florida* **8 of 8** Steps Complete Welcome Company Overview ✔ Business Details ✔ Addresses ✔ Contacts ✔ Diversity ✔ Insurance ✔ Payment Information ✔ Tax Information ✔ **Certify & Submit** Registration FAQ | View History **Certify & Submit** | ? Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays. Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida. Preparer's Initials * R B Preparer's Name * Rocky Bull Preparer's Title * Mascot Preparer's Email Address * ROCKY@USF.EDU Today's Date 4/30/2024 Certification * ☑ I certify that all information provided is true and accurate. ★ Required to Complete Registration Submit
26	Once submitted your registration is now complete. It will be reviewed by USF's Supplier Management team and you will be contacted if more information is required. If you have any questions during this process, please contact suppliersetup@usf.edu. Registration ▸ Manage Registration Profile Logout **Thank You for Registering** | ? ✔ Registration Complete for ROCKY T BULL! **Next Steps** • You will receive a confirmation email with information on what to expect next. • Bookmark this site in your browser so you can easily make updates to your business profile. • Send new user request to an additional portal user. • Return to the homepage and check for any other outstanding tasks. • Return to Registration Profile