Updating Your Supplier Registration

If you have previously completed a supplier registration within Bull Marketplace and need to return to update any information please use the following login link:

On the login page enter your email and select “Next”.

Welcome to the University of South Florida Supplier Portal!

Registration is required to transact with USF.

If you have registration inquiries or wish to receive an invitation to register as a supplier interested in doing business with USF, which includes access to respond to sourcing events, please contact suppliersetup@usf.edu.

If you are already a registered USF supplier, log in with your email address and password. If you are registering for the first time via an invitation, enter your email address below, click “Next” and follow the instructions to register.

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/ucoeugdprnotic062818.docx.

Enter your email to Login/Create Account

Email

English

Next
Updating Your Supplier Registration

Enter the password you created during your initial registration and select “Login”.

If you have registration inquiries or wish to receive an invitation to register as a supplier interested in doing business with USF, which includes access to respond to sourcing events, please contact suppliersetup@usf.edu.

If you are already a registered USF supplier, log in with your email address and password. If you are registering for the first time via an invitation, enter your email address below, click “Next” and follow the instructions to register.

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.

Enter your email to Login/Create Account

Email

Password

Login

Trouble Logging In?

For login and password assistance please contact Jaggaer Supplier Support at 1-800-233-1121 or https://www.jaggaer.com/service-support/supplier-support/.

Once logged in navigate to “Manage Registration Profile”.

Welcome to the University of South Florida supplier portal!

We appreciate and look forward to our continued business relationship.

For specific questions regarding delivery or fulfillment of goods and service, contact the USF department representative who initiated your order.

Additional Contact Information:

Procurement - USFPurchasing@usf.edu

Quick Links to Common Tasks

Manage Registration Profile

Sourcing Events

Show

Opening or Closing $
Updating Your Supplier Registration

On the registration select the section with information that requires updating and revise as needed.

If you have had a change in address inactivate any address that is no longer valid by selecting “Edit” then “Make Inactive”. Add any new addresses by selecting “Add Address”. **Do not modify or update an existing address.**
If you have changes to your diversity information navigate to the Diversity tab. On this page you can edit or deleting existing information and add any new information as needed.
Updating Your Supplier Registration

When adding new Diversity information select “Add Diversity Classification”. Next select any applicable Diversity Classifications and then “Done”.

Small Business Status and Diversity Classifications

- No Classification
  - Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

Federal Diversity Classifications

- Small Business
  - 8(a) Business Development Program (8a)
  - HUBZone Small Business (HUBZ)
  - Minority Owned Small Business (MOSB)
  - Service-Disabled Veteran-Owned Small Business (SDVOSB)
  - Small Disadvantaged Business (SDB)
  - Veteran-Owned Small Business (VOSB)
  - Woman-Owned Small Business (WOSB)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Lesbian/Gay/Bisexual/Transgender Owned Business (LBGTE)
- Minority Business Enterprise (MBE)
- Veteran Owned Business (VBE)
- Woman Business Enterprise (WBE)

To complete the addition of your Diversity Classification select “Edit” and complete the additional required fields.
Updating Your Supplier Registration

Based upon your Diversity classification and your inputs into the additional required fields, you may be prompted to provide additional information. That may include a copy of your certification, and, if so, you may upload it on the Edit Diversity screen, example shown below.

Edit Diversity

- Diversity Classification *
- Are you certified by a certifying agency? *
- Certification Type *
- Expiration Date *
- Certification Number
- Upload Certificate *

* Required to Complete Registration

Your updates will be automatically saved as you move through the registration. Once you have completed your required updates you may exit the webpage. Contact suppliersetup@usf.edu if you have any questions about updating your registration.