

Helpful Insights for Bull Marketplace Supplier Management

Have you submitted a New Supplier Request and wondered “What’s next?” The helpful hints below will provide additional insights to guide you with tracking your requests in Bull Marketplace.

- With the implementation of Bull Marketplace you now have direct access to view the progress and status of your New Supplier Requests.
 - To track the status of your New Supplier Requests in Bull Marketplace you may either search the supplier’s name or navigate to Suppliers > Request > My Supplier Requests. From this page you can see the supplier’s registration status. The registration statuses are as follows:
 - Invited* – Invitation to register sent by email to supplier and is awaiting their login.
 - In Progress* – The supplier has started though not completed and submitted their registration for USF review.
 - Profile Complete** – Supplier has submitted their registration for USF review. Although the registration was submitted, additional verification steps are required.
 - Approved – Supplier Management has approved the registration and the supplier record is now available for use.

* Should a supplier record show one of these as the status, please follow up with the supplier contact and encourage them to complete and submit their registration for USF review.

** Should a supplier record show this status, the registration was submitted and the Supplier Management team is currently working through USF’s fraud control validations. In some cases, Supplier Management is required to obtain additional information from the supplier.

- Bull Marketplace offers you enhanced access to updates regarding the progress and status of your supplier requests. You can directly view this information to check for updates in the supplier registration.
 - To view the supplier’s registration, status, and up-to-date activity, search for and select the supplier’s name and you will be redirected to their registration.
 - Once on the supplier registration you can select the supplier history for detailed activity and updated progress.
 - If the registration was returned to the supplier and is awaiting their action, that will be indicated within the history.

- At go live, Supplier Management imported only active suppliers from FAST for use in Bull Marketplace. These suppliers were not initially invited to update their registrations. As needed the Supplier Management team will invite suppliers to manage and update their registration.
 - When you search for a supplier in Bull Marketplace the Registration Status can assist you in determining if they have previously been invited to register. If a supplier's status is "None" they have not yet been invited to register.
 - If an active supplier has not previously been invited to register in Bull Marketplace and needs access to update their supplier record, direct them to contact suppliersetup@usf.edu.
 - In addition, on the Summary page within a supplier record you can see who has been invited, when they were invited and the Supplier Support Contacts who currently have access to the registration.

As a reminder, the [Supplier Management website](#) has guidance to reference when requesting new suppliers and step-by-step instructions to assist suppliers in completing their registrations.

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

Thank you,

Supplier Management

University Controller's Office, Payment Services
University of South Florida
Tampa Campus
suppliersetup@usf.edu
[Supplier Management Website](#)