

## **Bull Marketplace – ePro & AP Solutions**

Go-Live October 7, 2019

### **Frequently Asked Questions**

#### General

- What are the Bull Marketplace ePro & AP Solutions?

The Bull Marketplace is a suite of procure to pay solutions USF's is implementing. The solutions provide the ability to shop directly on identified high volume supplier websites utilizing sourced contracts. Requisitions for all other purchase requests will be submitted through the tool. Payment Request Forms for payment for allowable transactions will also be submitted through the tool. Purchase Order management and AP functions will take place in the tools.

- Will existing procure to pay functions in FAST go away?

Starting October 7, requisitions will be required to be submitted in the Bull Marketplace. Existing FAST PO's will continue to be managed in FAST except for Add Line requisitions which will require a new PO through the Bull Marketplace. Existing FAST POs are not being loaded in the Bull Marketplace.

Payment Request Forms will be required to be submitted in the Bull Marketplace. Bull Marketplace will NOT be used for payments to employees, students or study subjects. A separate form, not in the Bull Marketplace, will be provided by AP for employee, student and study subject payments.

Upon October 7 go-live, requisitions and payment request forms will be required to be submitted in the Bull Marketplace.

- What roles are in the Bull Marketplace and how do I request them?

User will have either the Requestor, Approver or Receiver role. Users will have these roles automatically assigned based on roles and workflow assignments they have in FAST. New requests for these roles can be requested using the existing process. The request form is being updated for these roles.

#### Punch Out Suppliers

- Are we required to use the Bull Marketplace when buying from the Punch Out Suppliers?

The expectation is the Bull Marketplace will be the primary vehicle to buy from the Punch Out Suppliers. It is understood many PCard holders who order from the Punch Out Suppliers do not have the Requestor role and the Shopper role will have to be communicated to the University Community to further train how orders can be placed in the Bull Marketplace. Department should continue to work to define how their processes can take advantage of the Punch Out Supplier process. Advantages include reducing the volume of reconciliation and insuring that contracting pricing is used.

- Will the Punch Out Suppliers increase beyond the 12 listed?

Yes. Procurement will continually evaluate opportunities to add to the Punch Out Suppliers. Department may also request a review to add a supplier.

- Can we use our personal PCard for purchases made with the Punch Out Suppliers?

Not through the Bull Marketplace. A ghost card assigned to each Punch Out Supplier will be used to pay for orders placed with the Punch Out Suppliers through the Bull Marketplace.

- Since we now have a ghost card. Do we no longer need to request PCard increase if ordering through the Punch Out suppliers?

No. The ghost cards will not have any limit restrictions. Punch Out order over \$10,000 will be routed to Procurement Services for review. Assets ordered from Punch Out Suppliers should not be ordered through the Punch Out sites but instead submitted using the Requisition Form.

- What happens when we must return items ordered through the Punch Out Suppliers?

As with any order made on PCard, the supplier will need to be engaged to process a return.

- Will we still be able to purchase items via Office Depot in-person or is that discouraged now that we have this new online process?

Office Depot purchases may still be made in store as needed.

- Will there be any need for a PCard at all?

The PCard is still used for travel and can be used to pay supplier that are not Punch Out Suppliers for allowable purchases.

- Can someone only be allowed Punch Out access?

All employees who do not have the Requestor, Approver or Receiver role will be given the Shopper role which allows creating a cart with a Punch Out Supplier that will have to be assigned to a Requestor to submit the order.

- We are going need some sort of backup for our general ledger reconciliation. Will there be an order/invoice that we can print for the Punch Out orders?

Orders and Shipping notices can be printed for backup.

- What happens if I have a special discount code through a vendor like Sigma Aldrich? Going through the Bull Marketplace, will we be able to use such codes for additional discounts?

The Bull Marketplace Punch Out Suppliers take you to their website to create your cart. Most have a field to enter a promo code. If it is not applied properly, the supplier will have to be contacted.

- What if we use a supplier who is not in the Punch Out Suppliers section? Such as Mancomm or Safeware for supplies. Our department makes purchases to those two suppliers every so often.

Suppliers not in the Punch Out showcase will have to have orders processed via a requisition or using an individual's PCard. If the volume is sufficient, Procurement Services may be contacted to investigate options to add the supplier to the Punch Out Supplier list.

- Can you select multiple prepared for users?

No. Only one Prepared For is allowed per order.

- Currently most Office Depot orders arrive within 1 business day. Will this new system extend delivery dates in any way?

No. Delivery performance will remain the same once order is place with the Punch Out Supplier.

### Requisition Form

- Project and activity are currently separate fields in the FAST chartfield. Are they being combined into one?

Yes.

- Do Fund Approvers receive details of the purchases?

Yes. They can view all the information included in a requisition.

- Can we attach a document to a requisition and have that document automatically sent with the PO?

Yes. Attachment made as an external attachment are sent with the PO to the supplier. Internal attachments are not sent.

- Are Sub-agreements considered a USF contract?

Not as it relates to the Header Information question. Sub-Agreements have a separate check box that allows for the addition of Sub-agreement information. A USF Contract for this purpose is a contract processed by Procurement Services through the Contract Management System.

- What happens when you have a zero \$ amount that has to be on a PO as a line item?

\$0 lines are allowed in the Requisition Form.

### Receiving

- Is there going to be any verification at the department level to ensure items were received before invoices get paid?

Yes. A three-way match is still required for a payment against a Purchase Order to be processed. Receiving is required as part of the three-way match.

- What will happen if the amount of the PO is not the same as the receipt that the supplier sent out to be paid?

Depending on the situation, a corrected receipt will be required from the Supplier or a change order on the Purchase Order will have to be processed.

- Will we be able to attach the invoice to the receipt or will we need to email it to AP?

Invoices need to be emailed to [apinvoices@usf.edu](mailto:apinvoices@usf.edu) to ensure processing by AP just as they are now. Invoices may be added to a receipt if desired but that does not insure processing.

### Payment Request Form

- Is the req initiator role needed to submit a PRF?

Only Requestors or Approvers may submit a PRF. The Requestor role is automatically assigned to those who have a Req Initiator role in FAST

- What is the turnaround time for payment on a submitted PRF?

Payment timing is dependent on PRF backlog volume, accuracy of submitted information and allowability/complexity of request.

- Do we need honorarium recipients to sign the PRF?

Honorarium recipients currently are not required to sign anything and will not be required to do so moving forward. Since the honorarium is a token of our appreciation extended to the individual, all we require is the letter of offer, and we don't expect that to be signed by the recipient. Some departments may want that signed only to solidify the arrangement, but that is up to the department.

**Bull Marketplace Roles** *(next page)*

## Bull Marketplace Roles

*The information below is provided to clear up confusion regarding how Roles are assigned in the Bull Marketplace, which are based on Roles and workflow in FAST.*

ROLE	WHY DO I HAVE THIS ROLE?	WHAT CAN I DO WITH THIS ROLE?
APPROVER	Assigned to you if you had <u>any</u> requisition workflow approval in FAST as a Req_Manager/Req_Approver. (These two workflow roles are being transitioned to the Approver.)	<ul style="list-style-type: none"> <li>• The Approver Role provides the permission to approve requisitions and payment request forms for assigned chartfields in Bull Marketplace.</li> <li>• Note, the Bull Marketplace has robust controls for separation of duties. Approvers can submit requisitions, but they CANNOT approve their own requisitions. Also, Approvers WILL NOT have the Receiver Role.</li> <li>• <b><i>If you had old and/or obsolete FAST workflow, you were still given the Approver Role in Bull Marketplace for those chartfields. Departments and staff are required to keep their roles and workflow current.</i></b></li> </ul>
REQUESTOR	Assigned if you had the FAST Req Initiator Role (USF_PO_REQINIT) and did not have the Approver Role in Bull Marketplace.	<ul style="list-style-type: none"> <li>• Requestors can receive and do not need the Receiver Role.</li> <li>• Requestors CANNOT approve and cannot have the Approver Role.</li> </ul>
RECEIVER	Assigned if you had the FAST Receiver Role (USF_PO_RECVRTV) and did not have the Requestor or Approver role in Bull Marketplace.	<ul style="list-style-type: none"> <li>• Requestor can receive so adding the Receiver role is not necessary.</li> <li>• Approvers may not receive due to separation of duties requirements.</li> </ul>
<p><b>HOW DO I REVIEW MY CURRENT ROLES?</b></p> <ul style="list-style-type: none"> <li>• Roles: go to Bull Marketplace, View My Profile → User Roles and Access → Assigned Roles.</li> <li>• Workflow: in FAST, use one of the first two menu items on the left of the General Information Tile: Search Sig Auth By Chartfield or Search Sig Auth By User.</li> </ul>		
<p><b>HOW DO I UPDATE MY CURRENT ROLES?</b></p> <ul style="list-style-type: none"> <li>• Roles: use the FAST Security Access Request (Requestor or Receiver) on the <a href="#">Controller's website</a>. (Note: Workflow assigns the Approver role.)</li> <li>• Workflow: use FAST Purchasing Workflow Request on the <a href="#">Controller's website</a>. Workflow is setup at the individual Project ID, Initiative, Fund or OU/Department.</li> </ul>		