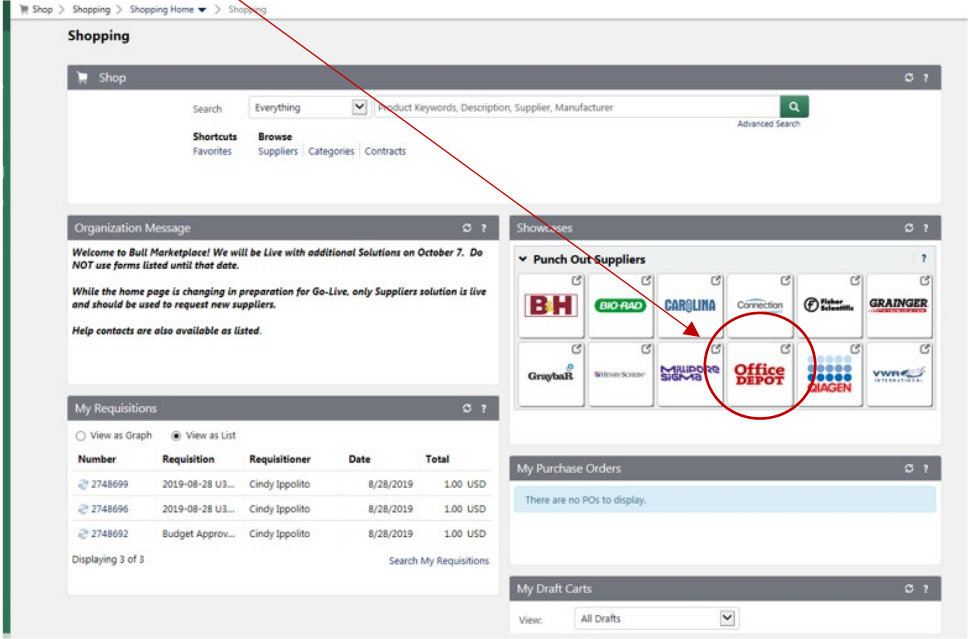
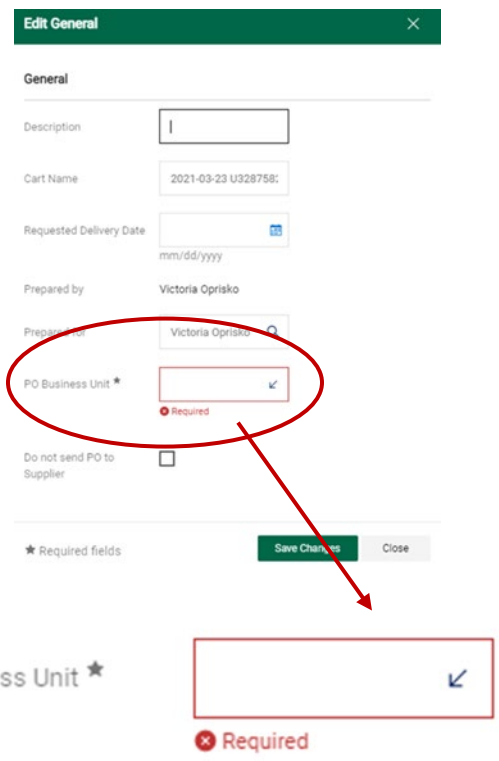
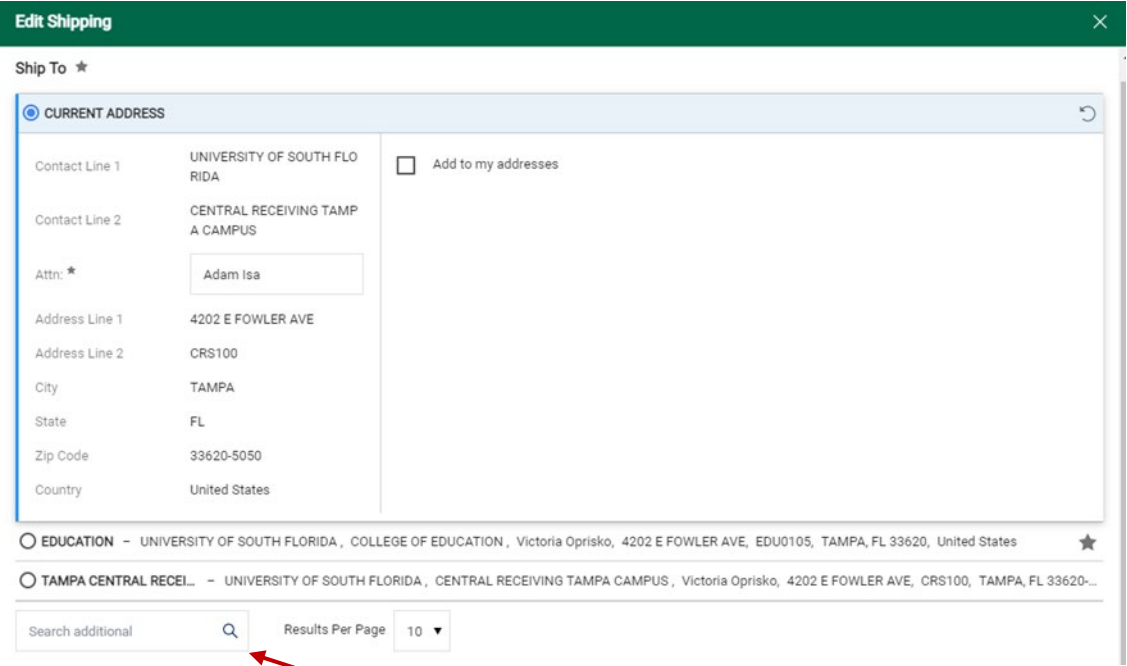
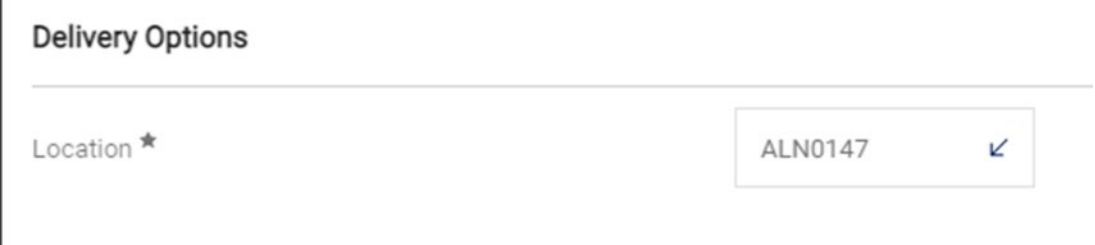


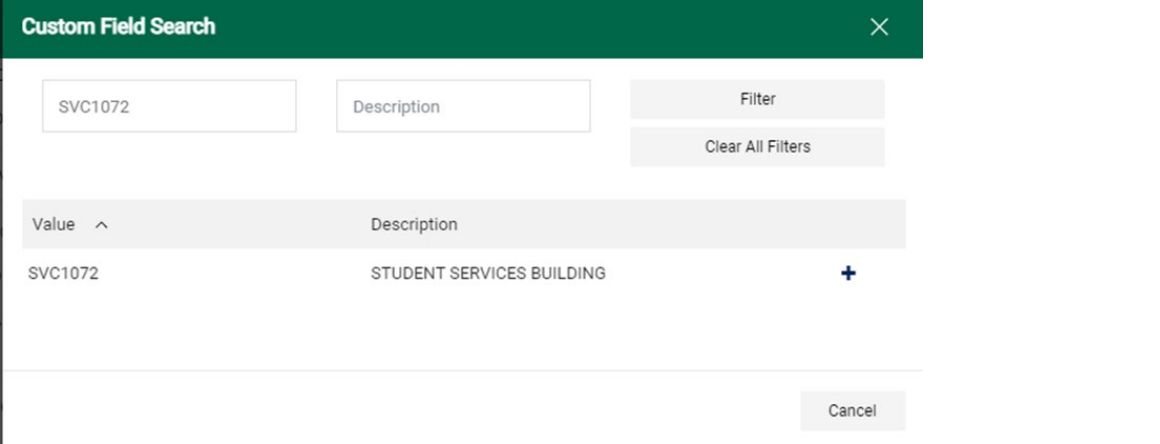



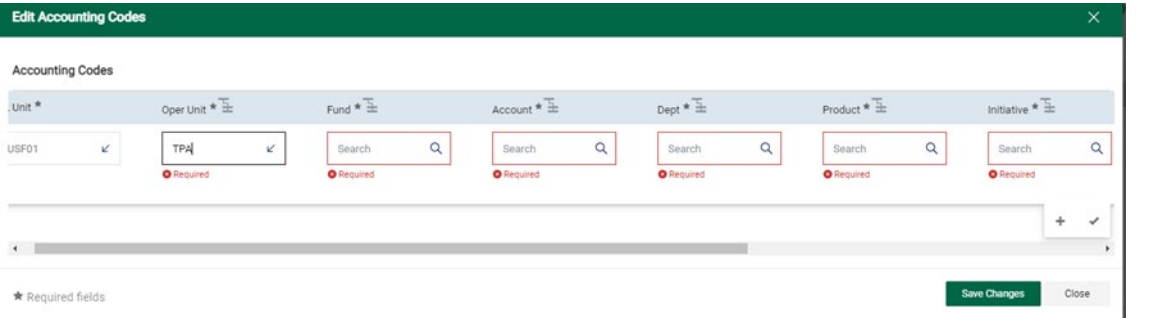
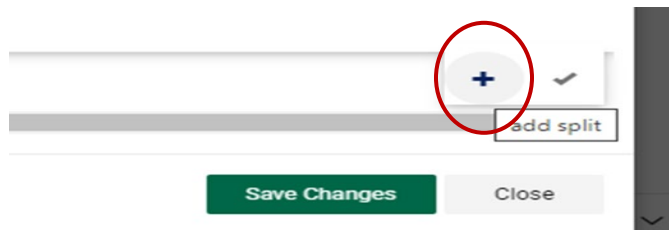
Purpose:	This section outlines the steps necessary to submit a cart for Punch-out Supplier in the Bull Marketplace.
Navigation:	Navigate in Bull Marketplace > Shopping
Notes:	<p>Department Users (a.k.a. Shoppers) will initiate a request for purchase by utilizing the e-Pro Shopping functionality. Expenses will be charged using a “ghost card”. Shopper must have a valid NetID to access Bull Marketplace.</p> <ul style="list-style-type: none"> • Shopper – any USF user without a FAST role. Can only shop using Punch-out suppliers. Can only assign carts to Requestors. Cannot place order.

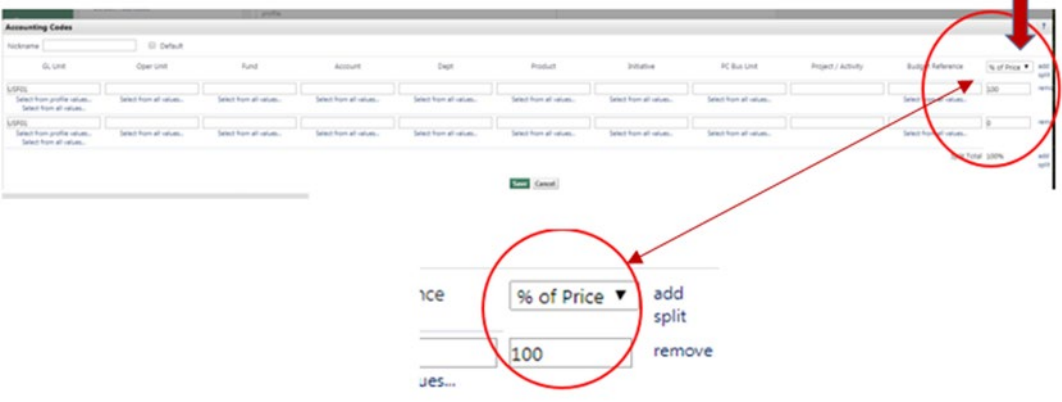
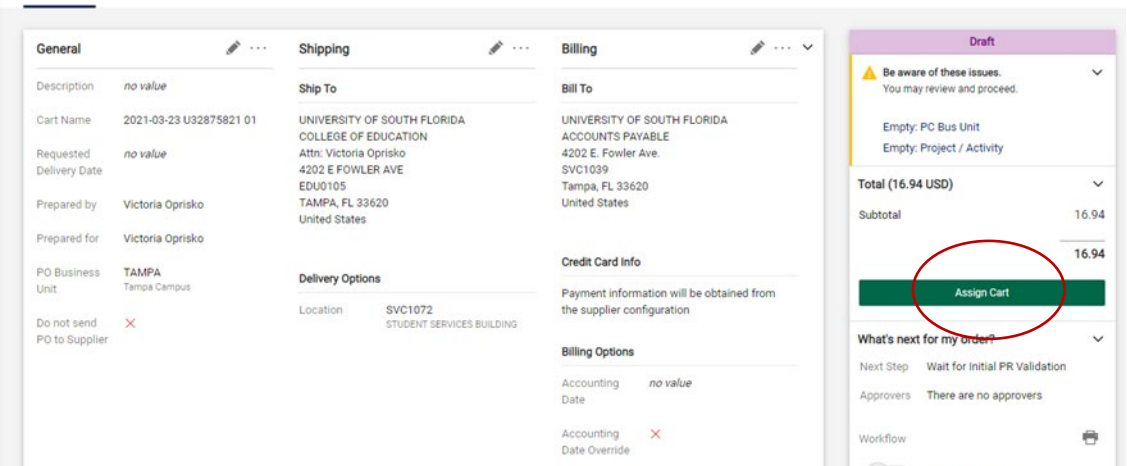
Steps	Section Header
1	<p>Shopping</p> <p>1.1 Click the supplier’s sticker</p>  <p>The screenshot shows the Bull Marketplace Shopping interface. At the top, there is a search bar and navigation tabs for 'Shortcuts' (Favorites, Suppliers, Categories, Contracts) and 'Browse'. Below this is an 'Organization Message' section with a warning about a system change on October 7. The main content area is divided into three sections: 'My Requisitions' (a table with 3 rows), 'Punch Out Suppliers' (a grid of supplier logos including BH, BIO RAD, CAROLINA, Office DEPOT, and others), and 'My Purchase Orders' (showing no POs). A red circle highlights the Office DEPOT logo in the 'Punch Out Suppliers' grid, and a red arrow points from the text 'Click the supplier’s sticker' to this logo.</p>

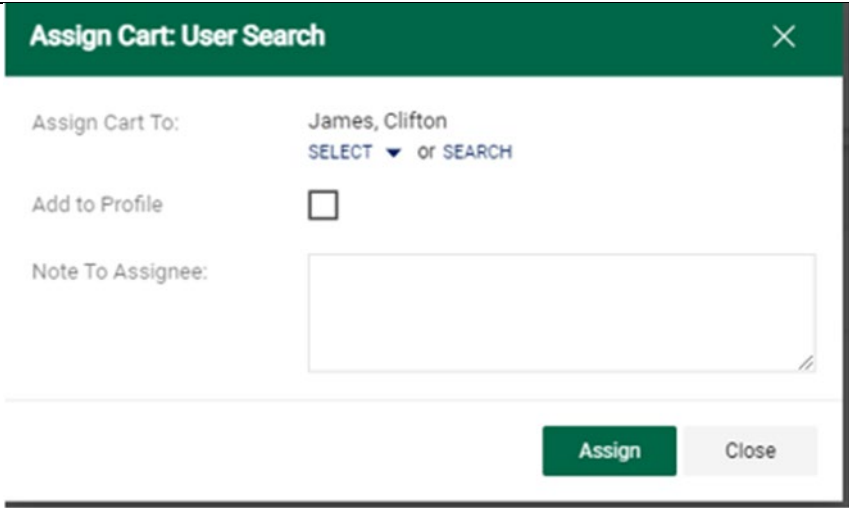
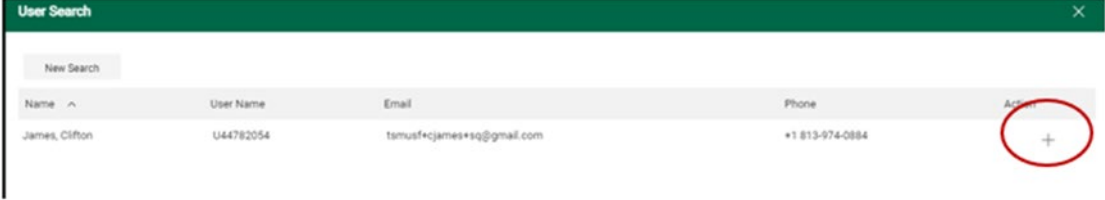
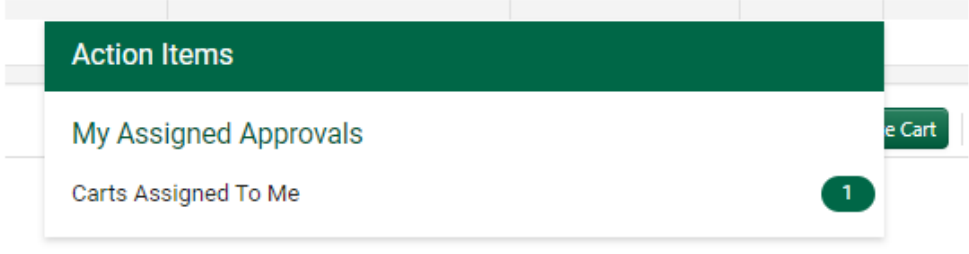
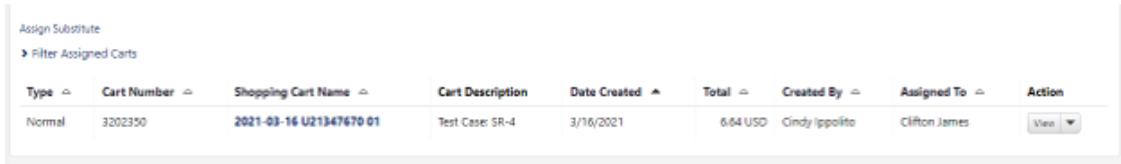
Steps	Section Header
	<p>From the Requisition Summary page, (in column) you have the General field, Shipping field, Billing field, and down below is the Accounting Codes field.</p> <p>Over to the right-hand side (in purple) it will tell you the status of your Requisition and the areas that needs to be addressed. All the “Required” fields are written in red and is a hyper-link.</p> <p>NOTE: To edit a field, you can either click on “Required” or click the pen icon under the field that needs to be edited.</p> <ul style="list-style-type: none">➤ Editing the General Section – by clicking the pen icon  <p>The screenshot shows the 'Edit General' form with the following fields: Description, Cart Name (2021-03-23 U328758), Requested Delivery Date (mm/dd/yyyy), Prepared by (Victoria Oprisko), Preparation (Victoria Oprisko), PO Business Unit (marked as Required), and Do not send PO to Supplier (checkbox). A red circle highlights the PO Business Unit field, and a red arrow points from it to a larger, detailed view of the same field below. The detailed view shows the text 'PO Business Unit' with a star icon, a red 'Required' label, and a dropdown arrow icon inside a red-bordered box.</p> <ul style="list-style-type: none">➤ Click the arrow inside the box. This will allow you to select the Business Unit. Click “Save Changes” when done. <p>PO Business Units are:</p> <ul style="list-style-type: none">TAMPA – Tampa Campus purchasesSTPTE – St Petersburg Campus purchasesSRSTA – Sarasota Campus purchases

Steps	Section Header
	<p data-bbox="332 214 954 241">➤ Editing the Shipping Section – by clicking the pen icon</p> <div data-bbox="284 273 1404 934">  </div> <ul data-bbox="332 934 1421 1123" style="list-style-type: none"> ➤ Click the pen icon ➤ If User set-up a default Ship To Address in their profile, the system will populate this field. ➤ If User has several addresses saved to their profile, they have the option to select which address to use. ➤ If the address needed for the order is not listed, click on “Search Additional” and it will bring up a list of all addresses we have in the system. <p data-bbox="284 1165 1079 1192">Also, on this page User has the option to add/update the Delivery Options</p> <div data-bbox="284 1228 1372 1470">  </div> <ul data-bbox="332 1501 771 1606" style="list-style-type: none"> ➤ Type the mail stop in the Value field ➤ Click “Filter” ➤ Click the + sign to select the location

Steps	Section Header
	 <p>The screenshot shows a 'Custom Field Search' dialog box. It has a search input field containing 'SVC1072', a 'Description' field, and buttons for 'Filter', 'Clear All Filters', and 'Cancel'. Below the search fields is a table with columns 'Value' and 'Description'. The table contains one row: 'SVC1072' and 'STUDENT SERVICES BUILDING'. A '+' icon is visible to the right of the row. A 'Cancel' button is at the bottom right.</p>

<p>3</p>	<p>Accounting Codes</p> <ul style="list-style-type: none"> ➤ This is where you enter the chartfield information. Click the pen icon. If you have “code favorites” saved in your profile you can select it or you have to input your chartfield manually. <p>See Default User Settings Job-aid steps 2.8 – 2.12 for setting up Code Favorites</p>  <p>The screenshot shows a table titled 'Accounting Codes'. The table has columns: GL Unit, Oper Unit, Fund, Account, Dept, Product, Initiative, PC Bus Unit, Project / Activity, and Budget Reference. The first row shows 'USF01' in the GL Unit column and 'no value' in the others. Below the table are 'Required' and 'Empty' indicators for various fields.</p>  <p>The screenshot shows an 'Edit Accounting Codes' dialog box. It has a header 'Accounting Codes' and a table with columns: Unit, Oper Unit, Fund, Account, Dept, Product, and Initiative. Each column has a search input field. Below the table are 'Required' indicators and a '+ sign' button. At the bottom are 'Save Changes' and 'Close' buttons.</p> <ul style="list-style-type: none"> ➤ Click “Save Changes” when done ➤ User can split distribution by clicking on the + sign  <p>A close-up of the '+ sign' button in the 'Edit Accounting Codes' dialog box. The button is circled in red. Below it is a 'add split' button. At the bottom are 'Save Changes' and 'Close' buttons.</p> <ul style="list-style-type: none"> ➤ User can distribute by % of Price or % Quantity depending on how the Requisition is set-up
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Steps	Section Header
	 <p>NOTE: A Shopper can only assign his/her cart to a Requestor. Shoppers (role) cannot place an order in the Bull Marketplace.</p>
4	<p>Assign Cart</p>  <ul style="list-style-type: none"> ➤ Click “Assign Cart” ➤ Select (if you have set-up a default Assignee) or Search (to find new Assignee)

Steps	Section Header
	
	<p>➤ Click the + sign to add a new Assignee</p>
	
	<p>➤ Click "Assign"</p>
	<p>The Requestor will receive a notification that a cart was assigned to him/her.</p> 
	<p>Requestor will review the cart. Place Order. The system will route the Requisition to the Approver based on workflow step Approver reviews and approves the Requisition. The system will generate a PO. System sends out the PO via cXML to the Supplier.</p> 

Steps	Section Header