

## REMINDER AMAZON - TRAINING & LAUNCH DATE

Brienne Matier <bmatier@usf.edu>

Wed 11/1/2023 10:00 AM

To: PURCHASING@LISTSERV.USF.EDU <purchasing@listserv.usf.edu>

Hello Procurement Friends!

**AMAZON BUSINESS** is coming to BULL MARKETPLACE in JUST **13** BUSINESS DAYS and will be available **NOVEMBER 20th!**

**Did you mark your calendar for training? It's not to late – sessions are happening next week!**

**TRAINING: Making the most of Bull Marketplace**

### TOPICS COVERED:

- What Roles are available in BMP and what do they do?
- Assigning, Approving and Rejecting Carts in BMP
- Submitting a Cart to workflow
- Approving a Cart in workflow
- Setting Cart defaults for more efficient ordering
- Transitioning your business process to BMP

Users should walk away with a sense that you can get the approvals you need and the approvals the system requires all within BMP - efficiently and effectively.

There will be a heavy focus on how to seamlessly transition your current business process of P-card ordering into BMP with examples from real department workflows.

**WHO SHOULD ATTEND:** all users looking to make purchases from Amazon Business, or other Punch Out suppliers, all budget and chartfield approvers.

**WHEN?** : Available sessions are listed below – no need to register, just click the link and select Download, then open the file to add the invitation to your calendar! All trainings will be virtual on TEAMS.

[Monday November 6 @10:00 AM](#)

[Tuesday November 7 @ 10:00 AM](#)

[Wednesday November 8 @1:00 PM](#)

[Thursday November 9 @1:00 PM](#)

Not able to make it? Recorded sessions will be available on our [Website](#).



**Reminder:** *The SSO Experience is now Live, meaning that existing Amazon Business account users will be required to use their "netid@usf.edu" e-mail addresses to access their account.*

**Brie Matier, MSc**

Associate Director  
UCO/Procurement Services  
University of South Florida  
bmatier@usf.edu  
813-974-6210



*Due to Florida's broad open records law, email to or from university employees is public record, available to the public and the media upon request.*