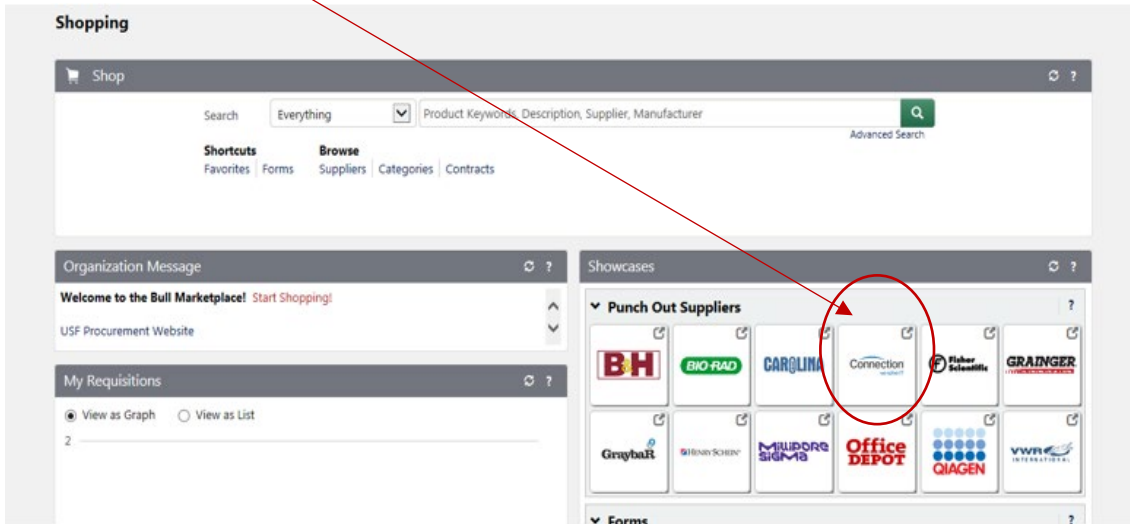




<b>Purpose:</b>	This section outlines the steps necessary to enter a Requisition for Punch-out Supplier in the Bull Marketplace.
<b>Navigation:</b>	Navigate in Bull Marketplace > Shopping
<b>Notes:</b>	<p>Department Users (a.k.a. Shoppers, Requestors) will initiate a request for purchase by utilizing the e-Pro Shopping functionality. Expenses will be charged using a “ghost card”.</p> <p>Individuals are identified in each of the units with authority to initiate requests for purchases of goods and services.</p> <p>Requisitions approved by individuals with departmental authority for approving purchases and expenditures move along for final approval and the creation of a Purchase Order.</p>

Steps	Section Header
1	<p>Shopping</p> <p>1.1 Click on the supplier’s sticker</p>  <p>The screenshot shows the 'Shopping' page with a search bar, shortcuts, and a 'Punch Out Suppliers' section. The 'Connection' supplier sticker is circled in red, and a red arrow points to it from the text '1.1 Click on the supplier’s sticker'.</p>



















Steps	Section Header																		
	<p>This will allow the User to see who needs to approve this requisition. The Approvers listed on here will get a notification that a requisition is waiting for approval.</p> <p>Final Approval</p> <p>Since this Requisition is below \$10,000 it does not need Procurement Services approval. After the Final PR Validation the system generates a Purchase Order and encumbers the fund.</p>																		
	<p>The system has generated a PO for this requisition. The PO is exported to the Supplier via CXML format.</p> <div data-bbox="293 625 1411 1640" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Purchase Order</b> ▾ : <b>C000008927 Revision 0</b></p> <p> <a href="#">Status</a>             <a href="#">Summary</a>             <a href="#">Revisions</a> <b>1</b>             <a href="#">Shipments</a> <b>2</b>             <a href="#">Change Requests</a>             <a href="#">Receipts</a> </p> <hr/> <p><b>General Information</b></p> <table border="0"> <tr> <td>PO/Reference No.</td> <td>C000008927</td> </tr> <tr> <td>Revision No.</td> <td>0</td> </tr> <tr> <td>Supplier Name</td> <td>GOVCONNECTION INC</td> </tr> <tr> <td>Purchase Order Date</td> <td>3/17/2021</td> </tr> <tr> <td>Total</td> <td>33.28</td> </tr> <tr> <td>Owner Name</td> <td>Jose Herazo-Maya</td> </tr> <tr> <td>Owner Phone</td> <td>+1 813-259-0619</td> </tr> <tr> <td>Owner Email</td> <td>jherazomaya@usf.edu</td> </tr> <tr> <td>Requisition Number</td> <td>141900636 <a href="#">view</a>   <a href="#">print</a></td> </tr> </table> </div>	PO/Reference No.	C000008927	Revision No.	0	Supplier Name	GOVCONNECTION INC	Purchase Order Date	3/17/2021	Total	33.28	Owner Name	Jose Herazo-Maya	Owner Phone	+1 813-259-0619	Owner Email	jherazomaya@usf.edu	Requisition Number	141900636 <a href="#">view</a>   <a href="#">print</a>
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