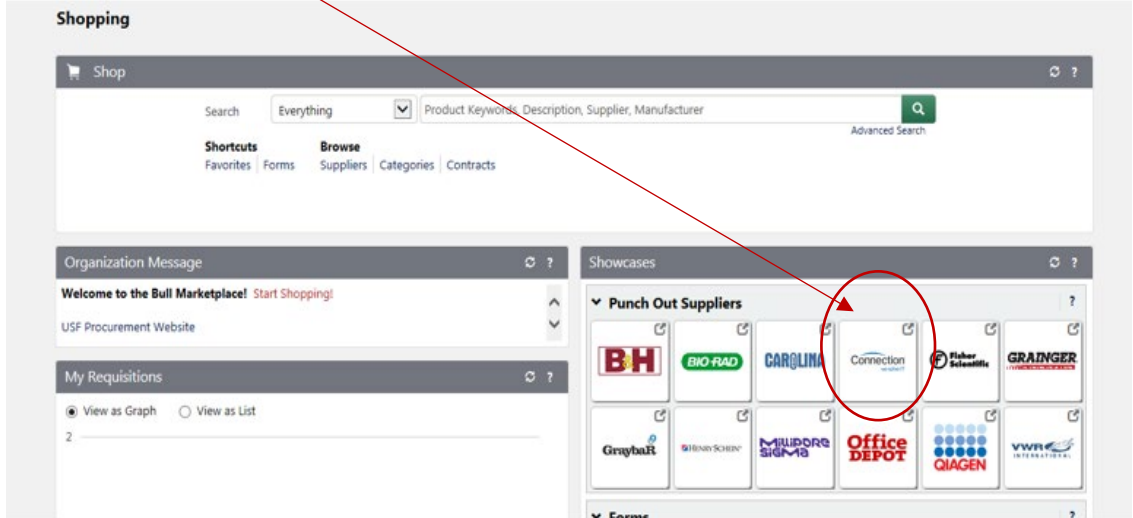




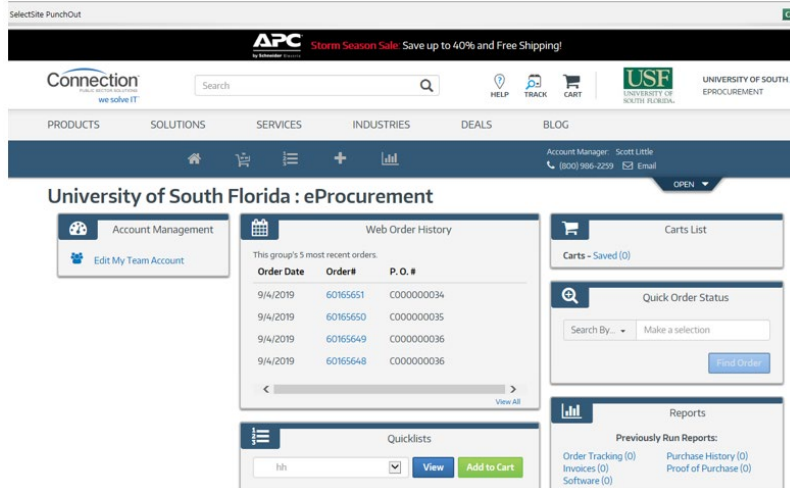
Purpose:	This section outlines the steps necessary to enter a Requisition for Punch-out Supplier in the Bull Marketplace.
Navigation:	Navigate in Bull Marketplace > Shopping
Notes:	<p>Department Users (a.k.a. Shoppers, Requestors) will initiate a request for purchase by utilizing the e-Pro Shopping functionality. 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 data-bbox="289 804 394 831">Shopping</p> <p data-bbox="289 867 662 894">1.1 Click on the supplier’s sticker</p> 

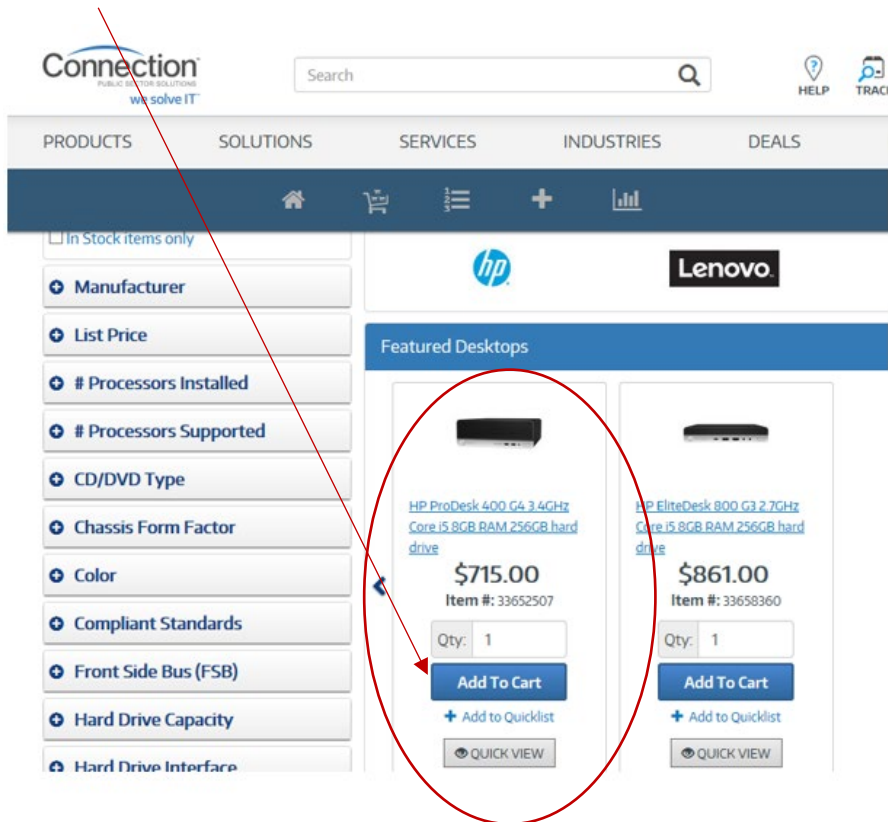
Step
s

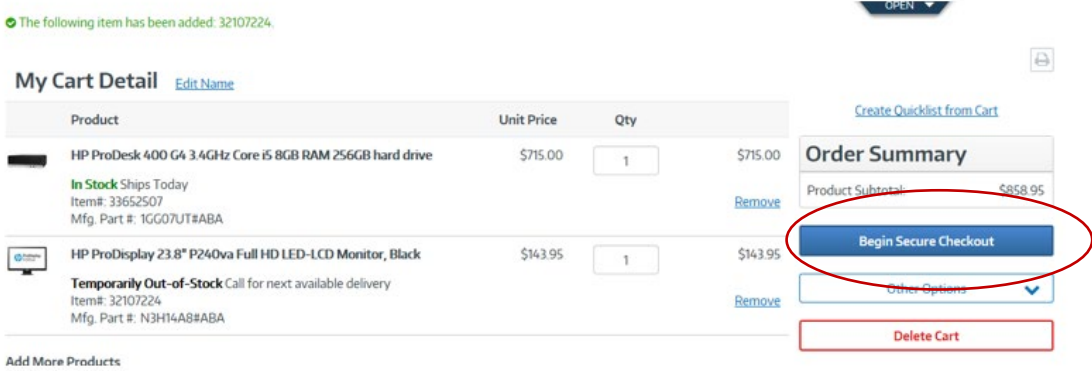
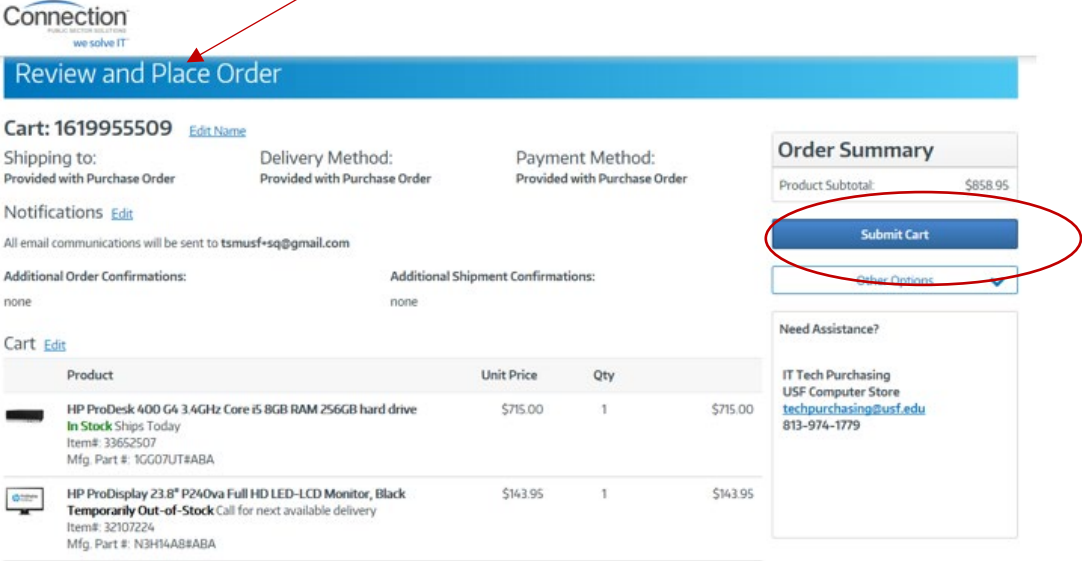
Section Header

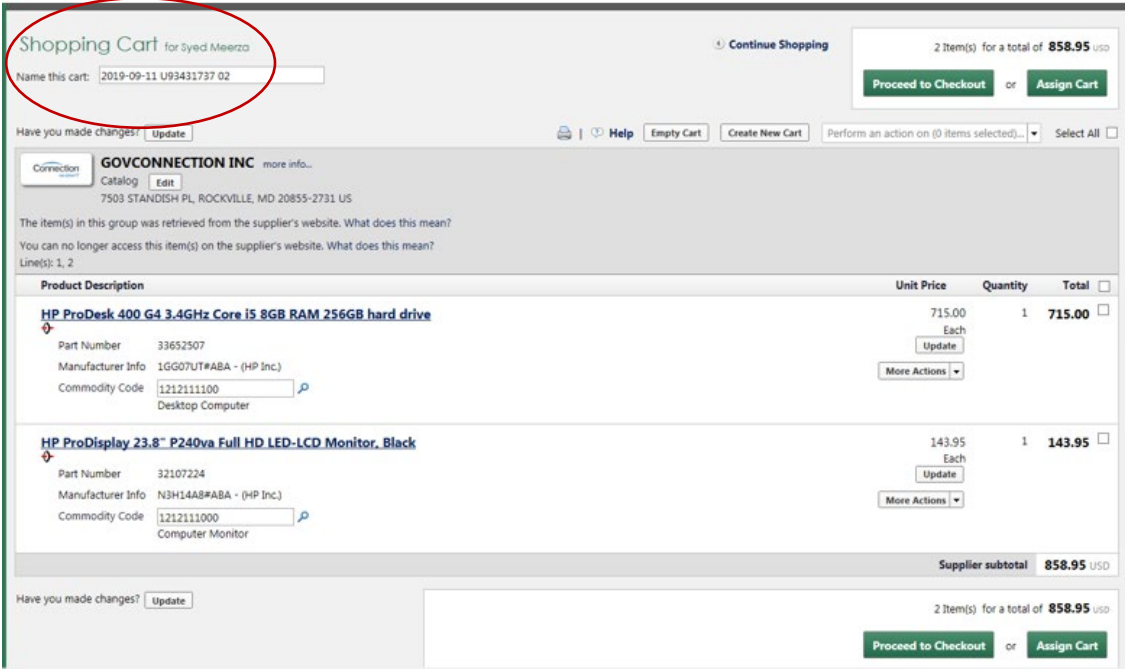
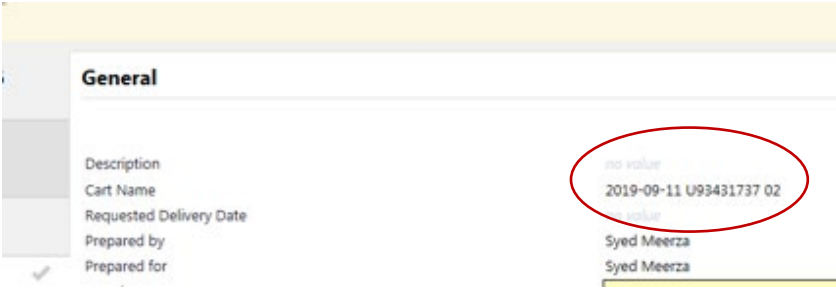
1.2 This will take you to the supplier's online website

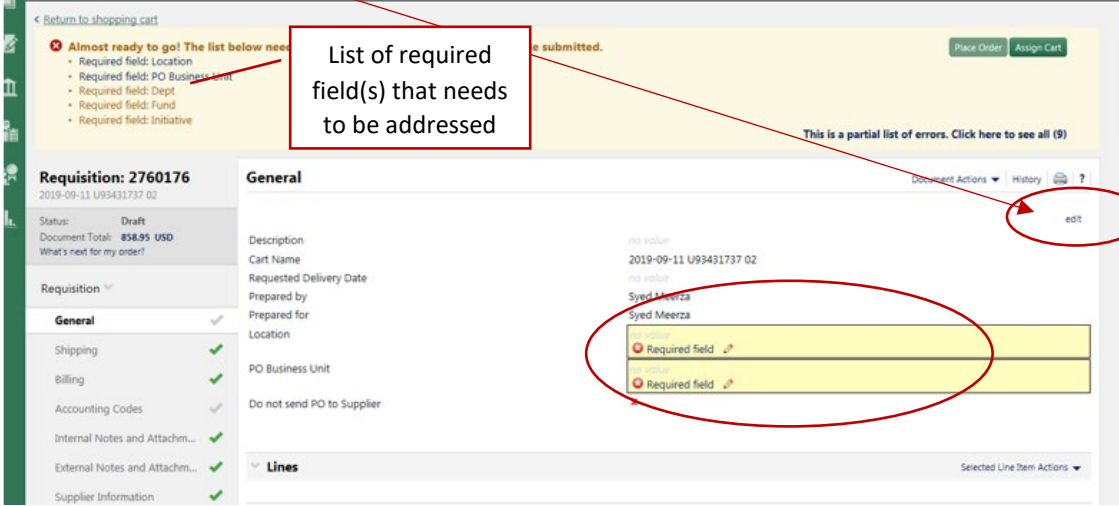
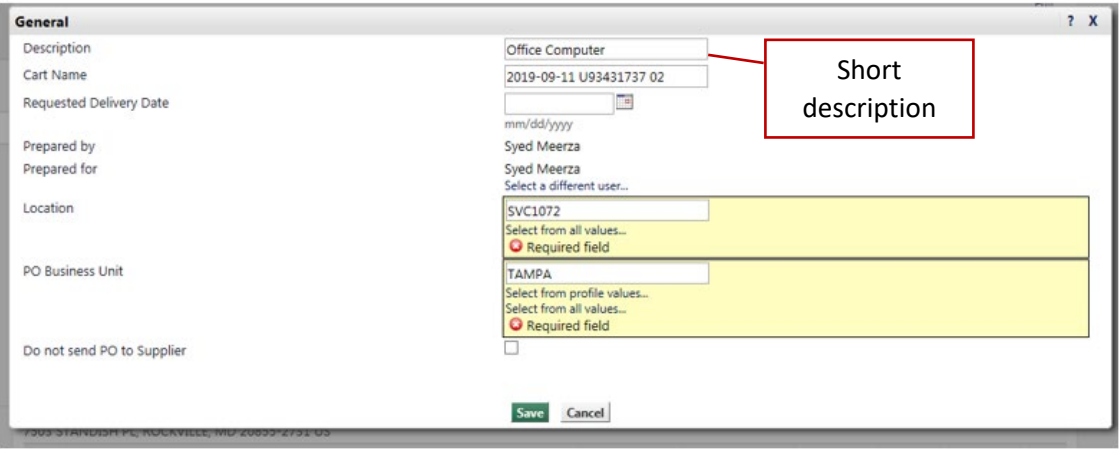


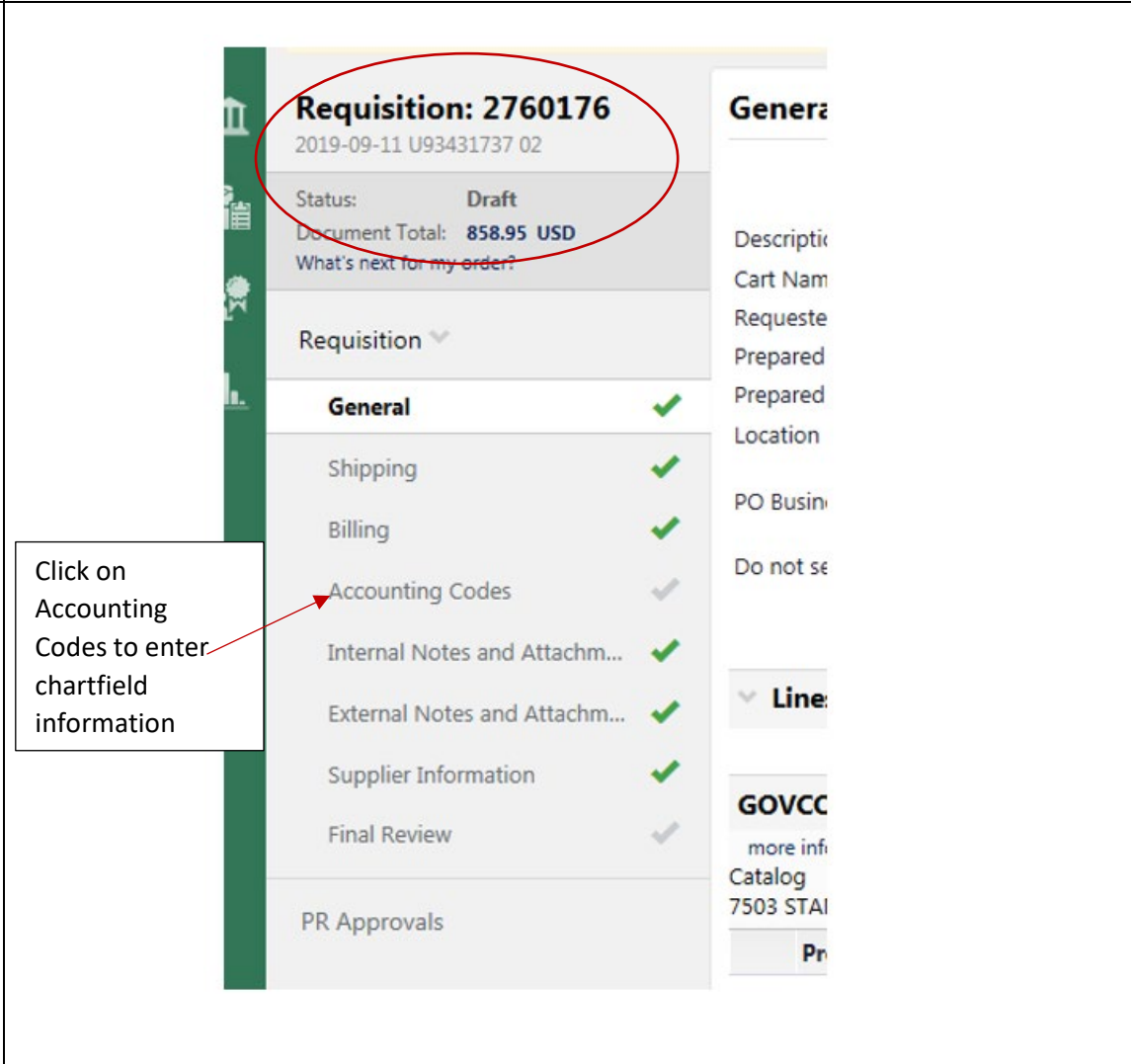
1.3 From here you browse through their products, select the product you want, select the quantity and click "Add to Cart".



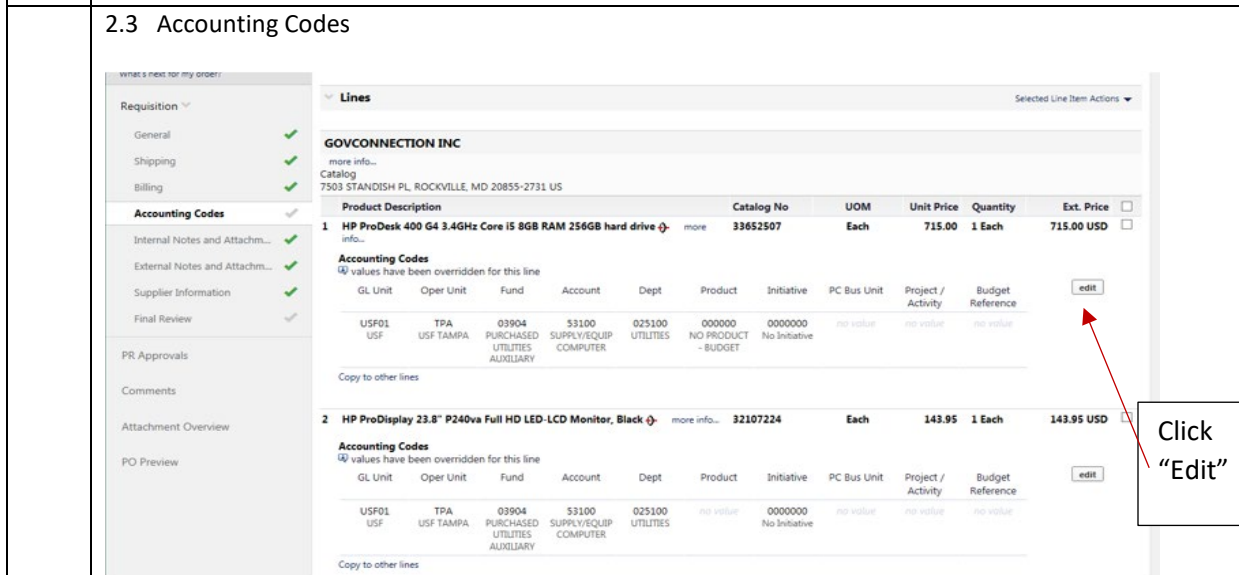
Steps	Section Header
	<p>1.4 To continue shopping, repeat Steps 1.3. When done shopping you will see “My Cart Detail” Click “Begin Secure Checkout”</p> 
	<p>1.5 It will take you to the “Review and Place Order” page. Click “Submit Cart”</p>  <p>NOTE: Other suppliers might have their website configured differently from the example used.</p>

Steps	Section Header
	<p>1.6 This will take you back to the Bull Marketplace Shopping Cart page. The system will assign a cart name to your order. Review your order and click “Proceed to Check-out”.</p> 
	<p>1.7 Click Proceed to Checkout or Assign Cart</p> <p>The default Name of Cart is composed of the date the cart is created (2019-09-11) and the preparer’s U number (U93431737). Users can rename their cart by using an event, semester, name or course coupled with the user’s ID or department number.</p> <p>The Cart Name will also appear in the General Information field.</p> 

Steps	Section Header
2	<p>Editing General Information</p> <p>The screen below will appear. On the top part of the screen you will see a list of required field(s) that needs to be addressed before the request can be submitted. This will also appear as highlighted field in the General Information section. A Description can also be added to the requisition. To update these information click on “Edit”.</p> 
	<p>At this point, the system has assigned a Requisition number to the cart.</p> <p>NOTE: Description can be a short name to provide additional information to a requisition or group of requisitions. This is alpha/numeric character field that is not case sensitive. It is not restricted by user ID. This is an optional field. If it is not used, it will show “no value”. This cannot be use as a search criteria.</p>
2.1	<p>This is how it will look like after all edits are made. Click Save to save changes.</p> 
2.2	<p>If all fields are completed, you will see a green check mark on the left hand side of your screen. Green means completed. Gray means needs to be addressed. Your Requisition is still in “Draft” status until you place your order.</p>

Steps	Section Header
	 <p>Requisition: 2760176 2019-09-11 U93431737 02</p> <p>Status: Draft Document Total: 858.95 USD What's next for my order?</p> <p>Requisition ▾</p> <ul style="list-style-type: none"> General ✓ Shipping ✓ Billing ✓ Accounting Codes ✗ Internal Notes and Attachm... ✓ External Notes and Attachm... ✓ Supplier Information ✓ Final Review ✗ <p>PR Approvals</p> <p>General</p> <p>Descripti Cart Nam Requeste Prepared Prepared Location PO Busin Do not se</p> <p>Line: GOVCC more infi Catalog 7503 STAI Pr</p> <p>Click on Accounting Codes to enter chartfield information</p>

2.3 Accounting Codes



what's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✗
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Supplier Information ✓
- Final Review ✗

PR Approvals

Comments

Attachment Overview

PO Preview

Lines Selected Line Item Actions ▾

GOVCONNECTION INC
more info...
Catalog
7503 STANDISH PL, ROCKVILLE, MD 20855-2731 US

Product Description	Catalog No	UOM	Unit Price	Quantity	Ext. Price
1 HP ProDesk 400 G4 3.4GHz Core i5 8GB RAM 256GB hard drive	33652507	Each	715.00	1 Each	715.00 USD

Accounting Codes
values have been overridden for this line

GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference
USF01	TPA	03904	53100	025100	000000	0000000	no value	no value	no value
USF	USF TAMPA	PURCHASED UTILITIES AUXILIARY	SUPPLY/EQUIP COMPUTER	UTILITIES	NO PRODUCT - BUDGET	No Initiative			

Copy to other lines

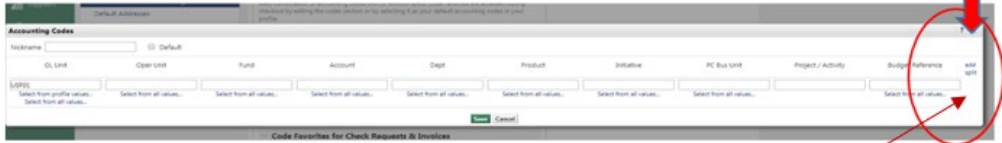
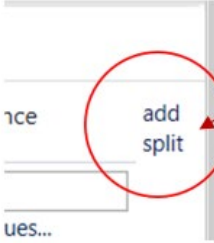
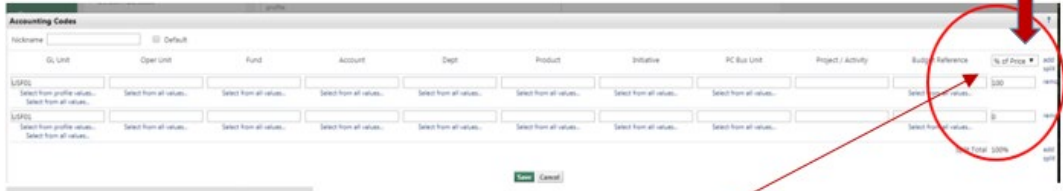

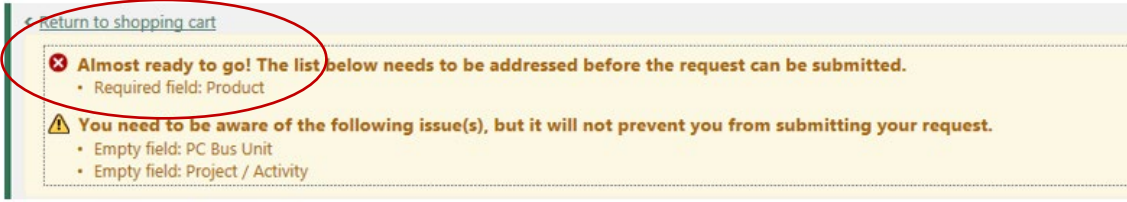
Product Description	Catalog No	UOM	Unit Price	Quantity	Ext. Price
2 HP ProDisplay 23.8" P240va Full HD LED-LCD Monitor, Black	32107224	Each	143.95	1 Each	143.95 USD

Accounting Codes
values have been overridden for this line

GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference
USF01	TPA	03904	53100	025100	no value	0000000	no value	no value	no value
USF	USF TAMPA	PURCHASED UTILITIES AUXILIARY	SUPPLY/EQUIP COMPUTER	UTILITIES		No Initiative			

Copy to other lines

Click "Edit"

Steps	Section Header
	<p>2.4 Click “Edit”</p> <p>2.5 Input your chartfield distribution. If you have a Code Favorite, click on the “nickname”. You also have the ability to split your chartfield by clicking “Add/Split”.</p>   <p>You can distribute by % of Price or % of Quantity</p>   <p>NOTE: When splitting chartfield by Amount of Price make sure you do this on the Line level especially if you have a multiple line requisition.</p>
	<ul style="list-style-type: none"> The screen below will let you know if you are missing some information. In this scenario, the chartfield string on Line 2 is missing a Product code.  <p>return to shopping cart</p> <p>⚠ Almost ready to go! The list below needs to be addressed before the request can be submitted.</p> <ul style="list-style-type: none"> Required field: Product <p>⚠ You need to be aware of the following issue(s), but it will not prevent you from submitting your request.</p> <ul style="list-style-type: none"> Empty field: PC Bus Unit Empty field: Project / Activity

Steps **Section Header**

What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓

Accounting Codes ✓

- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Supplier Information ✓
- Final Review ✓

PR Approvals

Comments

Attachment Overview

PO Preview

Lines Selected Line Item Actions ▾

GOVCONNECTION INC

more info...
Catalog
7503 STANDISH PL, ROCKVILLE, MD 20855-2731 US

Product Description	Catalog No	UOM	Unit Price	Quantity	Ext. Price					
1 HP ProDesk 400 G4 3.4GHz Core i5 8GB RAM 256GB hard drive <small>more info...</small>	33652507	Each	715.00	1 Each	715.00 USD	<input type="checkbox"/>				
Accounting Codes <small>values have been overridden for this line</small>										
GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference	<input type="button" value="edit"/>
USFD1 USF	TPA USF TAMPA	03904 PURCHASED UTILITIES AUXILIARY	53100 SUPPLY/EQUIP COMPUTER	025100 UTILITIES	000000 NO PRODUCT - BUDGET	0000000 No Initiative	no value	no value	no value	
<small>Copy to other lines</small>										
2 HP ProDisplay 23.8" P240va Full HD LED-LCD Monitor, Black <small>more info...</small>	32107224	Each	143.95	1 Each	143.95 USD	<input type="checkbox"/>				
Accounting Codes <small>values have been overridden for this line</small>										
GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference	<input type="button" value="edit"/>
USFD1 USF	TPA USF TAMPA	03904 PURCHASED UTILITIES AUXILIARY	53100 SUPPLY/EQUIP COMPUTER	025100 UTILITIES	no value	0000000 No Initiative	no value	no value	no value	
<small>Copy to other lines</small>										

When all information is completed you will see all fields have a green check mark.

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓

Accounting Codes ✓

- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Supplier Information ✓
- Final Review ✓

4 Place Order

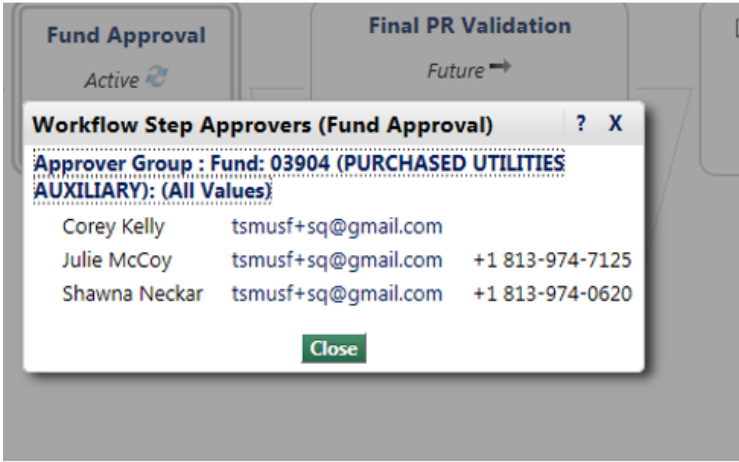
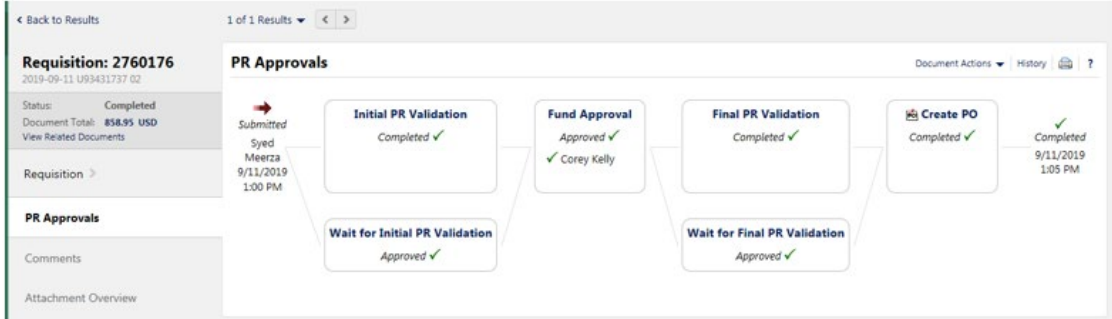
Place Order

Assign Cart

Document Actions ▾ | History | | ?

NOTE: Only Requestors has the ability to Place Order. A Shopper can only assign cart to a Requestor.

Steps	Section Header												
	<p data-bbox="289 243 878 273">4.1 Your Requisition has been submitted for approval.</p> <div data-bbox="418 306 1252 1146"><p data-bbox="467 310 529 336">Policy.</p><div data-bbox="451 380 1252 741"><p data-bbox="451 380 808 422">Requisition Submitted</p><p data-bbox="467 457 597 485">Next Steps</p><p data-bbox="467 495 1227 520">You can view or print this at: Requisition 2760176, or via the Document Search page</p><ul data-bbox="505 537 781 726" style="list-style-type: none">View Approval StatusSearch for another itemView order historyCheck the status of an orderReturn to your home pageCreate new draft cart</div><div data-bbox="451 772 1252 1146"><p data-bbox="451 783 704 810">Requisition Summary</p><table data-bbox="451 831 971 1146"><tr><td>Requisition number</td><td>2760176 Quick View</td></tr><tr><td>Requisition status</td><td>Pending</td></tr><tr><td>Cart name</td><td>2019-09-11 U93431737 02</td></tr><tr><td>Requisition date</td><td>9/11/2019</td></tr><tr><td>Requisition total</td><td>858.95 USD</td></tr><tr><td>Number of line items</td><td>2</td></tr></table></div></div> <p data-bbox="289 537 412 653">Click View Approval Status</p> <p data-bbox="289 1213 883 1276">4.2 PR Approvals</p> <ul data-bbox="337 1251 883 1276" style="list-style-type: none">This is the Workflow route for this requisition. <div data-bbox="297 1314 1320 1619"><p data-bbox="310 1335 456 1356">Requisition: 2760176</p><p data-bbox="310 1356 423 1371">2019-09-11 U93431737 02</p><p data-bbox="310 1377 423 1392">Status: Pending</p><p data-bbox="310 1392 423 1407">Document Total: 858.95 USD</p><p data-bbox="310 1430 375 1444">Requisition ></p><p data-bbox="310 1472 375 1486">PR Approvals</p><p data-bbox="310 1507 358 1522">Comments</p><p data-bbox="310 1535 407 1549">Attachment Overview</p><p data-bbox="310 1577 358 1591">PO Preview</p><p data-bbox="505 1335 586 1350">PR Approvals</p><p data-bbox="505 1377 553 1392">Submitted</p><p data-bbox="505 1392 553 1407">Syed Meerza</p><p data-bbox="505 1407 553 1421">9/11/2019</p><p data-bbox="505 1421 553 1436">1:00 PM</p><p data-bbox="618 1377 732 1392">Initial PR Validation</p><p data-bbox="634 1392 716 1407">Completed ✓</p><p data-bbox="594 1493 756 1507">Wait for Initial PR Validation</p><p data-bbox="634 1522 716 1537">Approved ✓</p><p data-bbox="813 1377 894 1392">Fund Approval</p><p data-bbox="829 1392 878 1407">Active</p><p data-bbox="829 1407 911 1421">View approvers</p><p data-bbox="959 1377 1073 1392">Final PR Validation</p><p data-bbox="976 1392 1024 1407">Future ↔</p><p data-bbox="943 1493 1105 1507">Wait for Final PR Validation</p><p data-bbox="976 1522 1057 1537">Future ↔</p><p data-bbox="976 1537 1057 1551">View approvers</p><p data-bbox="1138 1377 1219 1392">Create PO</p><p data-bbox="1154 1392 1203 1407">Future ↔</p><p data-bbox="1268 1421 1300 1436">Finish</p><p data-bbox="781 1545 943 1608">Click on View Approvers</p></div>	Requisition number	2760176 Quick View	Requisition status	Pending	Cart name	2019-09-11 U93431737 02	Requisition date	9/11/2019	Requisition total	858.95 USD	Number of line items	2
Requisition number	2760176 Quick View												
Requisition status	Pending												
Cart name	2019-09-11 U93431737 02												
Requisition date	9/11/2019												
Requisition total	858.95 USD												
Number of line items	2												

Steps	Section Header
	 <p>This will let the user know who needs to approve this requisition. The Approvers listed on here will get a notification that a requisition is waiting for approval.</p>
5	<p>Final Approval</p> <ul style="list-style-type: none"> 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. 
6	<ul style="list-style-type: none"> The system has generated a PO for this requisition. The PO is exported to the Supplier via CXML format. 