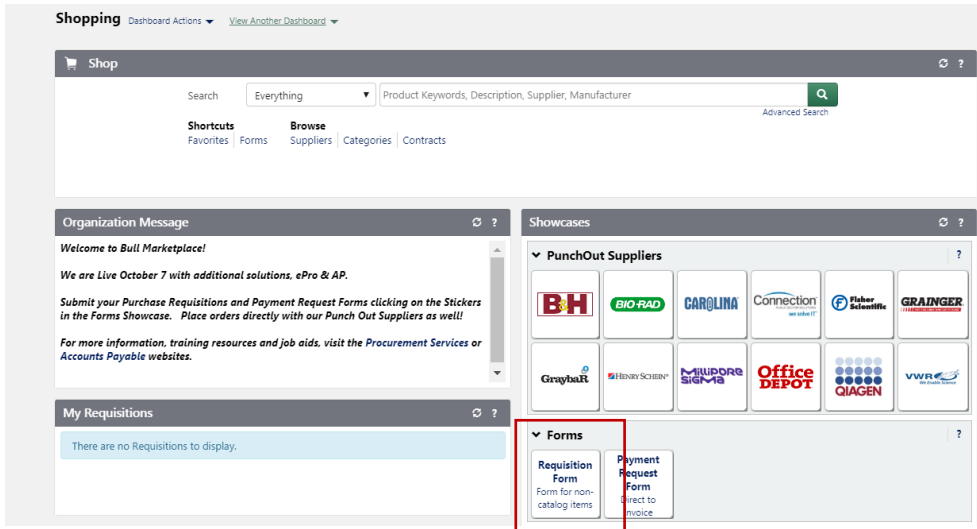
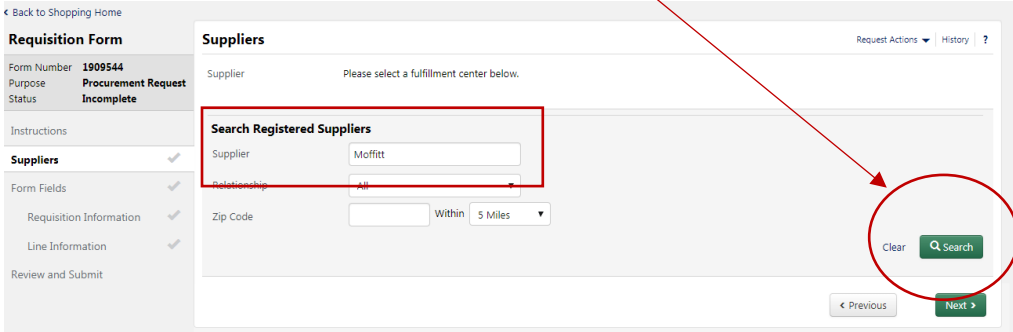





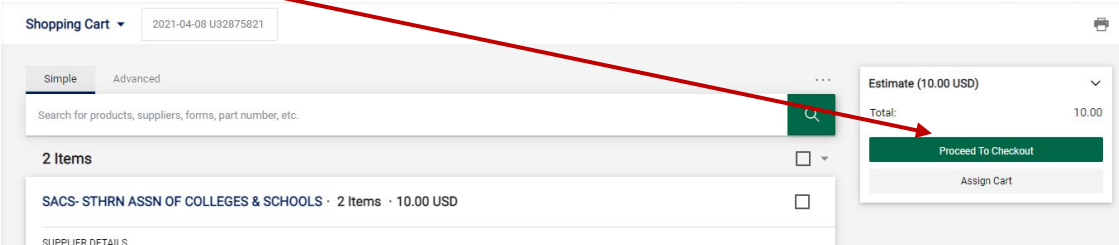
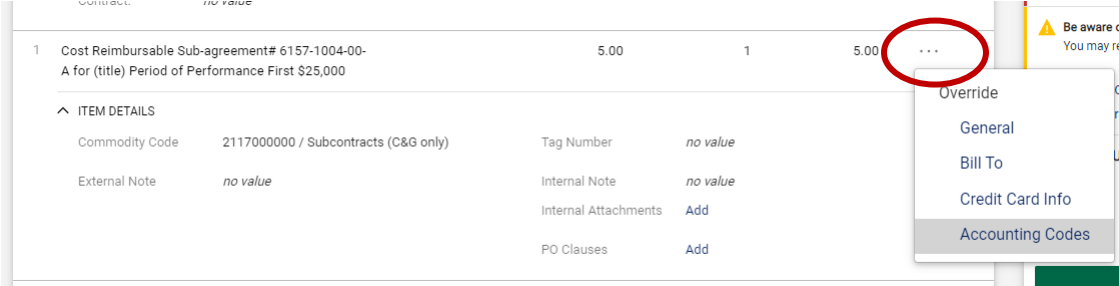
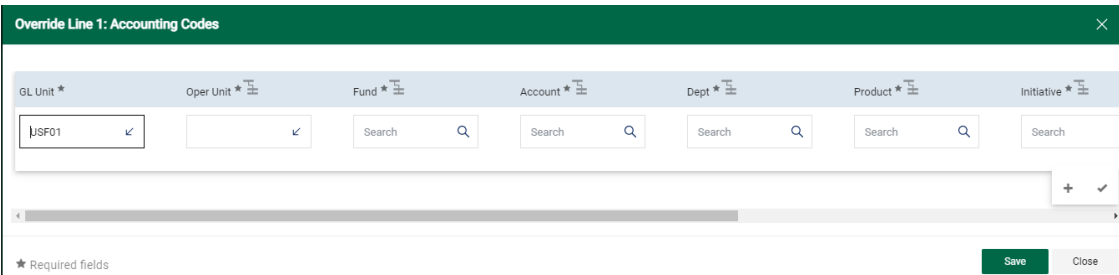


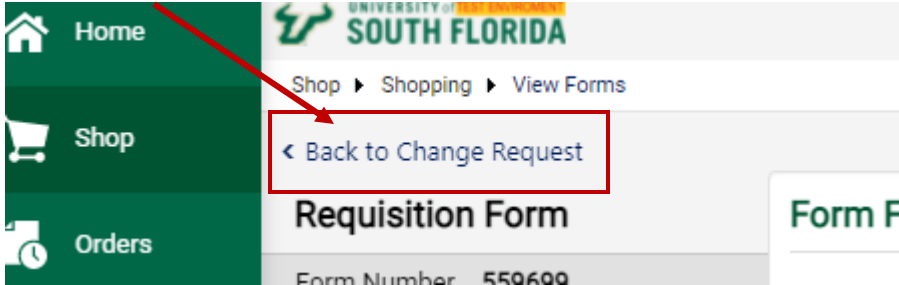

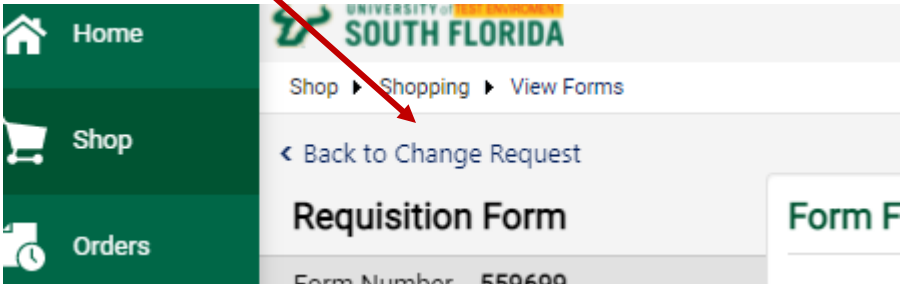
| | |
|--------------------|---|
| Purpose: | This section outlines the steps necessary to submit a sub-agreement requisition in the Bull Marketplace |
| Navigation: | Navigate in Bull Marketplace > Shopping > Requisition Form |
| Notes: | After the department receives a copy of the fully executed sub-agreement; and budget is in place Requestors can now submit a requisition to encumber the funds. |

| Steps | Section Header |
|-------|--|
| 1 | <p>Shopping > Requisition Form</p>  |
| 2 | <p>Select the Supplier. Make sure supplier is active in the system to be able to submit a requisition. Type part of the supplier’s name in the Supplier field and click “Search”</p>  <p>Select the appropriate Supplier and location by clicking “Select”</p> |

| Steps | Section Header | | | | | | | | | | | | |
|--|---|---|---|--|---|--|---|---|---|---|--|---|---|
| | <table border="1"> <thead> <tr> <th data-bbox="324 220 714 252">Supplier Name</th> <th data-bbox="714 220 1088 252">Doing Business As</th> <th data-bbox="1088 220 1299 252">Fulfillment Centers</th> <th data-bbox="1299 220 1430 252">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 252 714 588">  MOFFITT CANCER RESEARCH CENTER </td> <td data-bbox="714 252 1088 588">H LEE MOFFITT CANCER CTR, RSRCH INST HOS</td> <td data-bbox="1088 252 1299 588"> 12902 MAGNOLIA DR MBC-ACCT: (preferred) 12902 MAGNOLIA DR MBC-ACCT, TAMPA, FL 33612-0000 US H LEE MOFFITT CANCER CENTER 12902 MAGNOLIA DR MRC-CANCONT, TAMPA, FL 33612-0000 US 12902 MAGNOLIA DR MBC2-M2GEN 12902 MAGNOLIA DR, OUTPATIENT PHARMACY, TAMPA, FL 33612-0000 US </td> <td data-bbox="1299 252 1430 588"> <input type="button" value="Select"/> <input type="button" value="Select"/> <input type="button" value="Select"/> </td> </tr> </tbody> </table> | Supplier Name | Doing Business As | Fulfillment Centers | Action |  MOFFITT CANCER RESEARCH CENTER | H LEE MOFFITT CANCER CTR, RSRCH INST HOS | 12902 MAGNOLIA DR MBC-ACCT: (preferred) 12902 MAGNOLIA DR MBC-ACCT, TAMPA, FL 33612-0000 US H LEE MOFFITT CANCER CENTER 12902 MAGNOLIA DR MRC-CANCONT, TAMPA, FL 33612-0000 US 12902 MAGNOLIA DR MBC2-M2GEN 12902 MAGNOLIA DR, OUTPATIENT PHARMACY, TAMPA, FL 33612-0000 US | <input type="button" value="Select"/> <input type="button" value="Select"/> <input type="button" value="Select"/> | | | | |
| Supplier Name | Doing Business As | Fulfillment Centers | Action | | | | | | | | | | |
|  MOFFITT CANCER RESEARCH CENTER | H LEE MOFFITT CANCER CTR, RSRCH INST HOS | 12902 MAGNOLIA DR MBC-ACCT: (preferred) 12902 MAGNOLIA DR MBC-ACCT, TAMPA, FL 33612-0000 US H LEE MOFFITT CANCER CENTER 12902 MAGNOLIA DR MRC-CANCONT, TAMPA, FL 33612-0000 US 12902 MAGNOLIA DR MBC2-M2GEN 12902 MAGNOLIA DR, OUTPATIENT PHARMACY, TAMPA, FL 33612-0000 US | <input type="button" value="Select"/> <input type="button" value="Select"/> <input type="button" value="Select"/> | | | | | | | | | | |
| 3 | <p>Requisition Form > Requisition Information</p> <ol style="list-style-type: none"> Header Information: Is this purchase associated with a USF Contract? NO Does this requisition involve any of the following? Select Sub-agreements You will be prompted to enter the Sub-agreement number. Quote Information: Attach the sub-agreement or the modification as your primary quote <p>Header Information</p> <p>Is this purchase associated with a USF Contract? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Does this requisition involve any of the following?</p> <table border="0"> <tr> <td><input type="checkbox"/> Construction or renovation of Tampa buildings/grounds</td> <td><input type="checkbox"/> Perquisites for employees</td> <td><input type="checkbox"/> Cell phone/cell data/computer air cards</td> <td><input checked="" type="checkbox"/> Subagreements</td> </tr> <tr> <td><input type="checkbox"/> Use of a USF logo</td> <td><input type="checkbox"/> Departmental copier leases</td> <td><input type="checkbox"/> Blanket Purchase Order</td> <td><input type="checkbox"/> Purchase of Assets</td> </tr> <tr> <td><input type="checkbox"/> Services provided by an Independent Contractor</td> <td><input type="checkbox"/> Non-standard technology requiring UTSB approval</td> <td><input type="checkbox"/> Purchase of Vehicles</td> <td><input type="checkbox"/> Direct Order Purchase Order (DOPO)</td> </tr> </table> <p>Subagreement Number *</p> <p>6157-1004-00-A</p> <p>Quote Information</p> <p>Please attach the quote from your selected supplier. For orders under \$25,000 total, quotes may be from the supplier directly (a "written quote") or they can be written by the department, provided all required information is supplied (a "verbal quote"). Either way, please attach the quote in PDF format for review.</p> <p>Primary quote upload *</p> <p>6157-1004-00-A Upload</p> | <input type="checkbox"/> Construction or renovation of Tampa buildings/grounds | <input type="checkbox"/> Perquisites for employees | <input type="checkbox"/> Cell phone/cell data/computer air cards | <input checked="" type="checkbox"/> Subagreements | <input type="checkbox"/> Use of a USF logo | <input type="checkbox"/> Departmental copier leases | <input type="checkbox"/> Blanket Purchase Order | <input type="checkbox"/> Purchase of Assets | <input type="checkbox"/> Services provided by an Independent Contractor | <input type="checkbox"/> Non-standard technology requiring UTSB approval | <input type="checkbox"/> Purchase of Vehicles | <input type="checkbox"/> Direct Order Purchase Order (DOPO) |
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| Steps | Section Header |
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| | <p>4. Sourcing Information: Select “Policy Exemption” (U) Sponsored Research Exemption Attach the sub-agreement original waiver as back-up.</p> <div data-bbox="321 310 1414 1050"> <p>Sourcing Information</p> <p>How was this purchase sourced? *</p> <ul style="list-style-type: none"> <input type="radio"/> USF Public Solicitation (ITN/ITB) <input type="radio"/> Competitive Quotations <input type="radio"/> Emergency Purchase <input type="radio"/> Single/Sole Source <input type="radio"/> Non-USF public and open competitive solicitation <input checked="" type="radio"/> Policy Exemption <input type="radio"/> Renewal of existing contract per terms of original contract <input type="radio"/> Order under \$5,000, competition not required <input type="radio"/> Other (explanation required) <p>Policy Exemption</p> <p>Exceptions to the quote and bidding requirements are enlisted in regulation USF4.02010 and BOG Regulations.</p> <p>Please choose an exemption from the list below. If the exemption you choose requires an explanation or justification (such as the annual certification list or division of sponsored research), you will be prompted for additional information.</p> <p>Exemption per USF regulation number USF4.02010(IV)(A)(3)... *</p> <p>(u) Sponsored Research Exempti</p> <p>Sponsored Research Exemption</p> <p>Sponsored Research Exemption upload *</p> <p>Sub-agreement Upload</p> </div> |

| Steps | Section Header |
|----------|--|
| | <p>Proceed to Checkout</p>  |
| <p>6</p> | <p>Accounting Codes</p> <p>For federal sub-agreements where you have to account for the first \$25,000, Line 1 should have an Account code of 51900. Line 2 should have an Account code of 51800.</p> <p>Commodity code: 2117000000 (subcontracts) NOTE: If sub-agreement has 2 lines, put your Accounting code on the Line level not in the Header level.</p> <ul style="list-style-type: none"> ➤ Click the 3 dots along the line to bring up the Accounting Code fields for Line 1   <ul style="list-style-type: none"> ➤ Do the same for Line 2. Make sure you use the correct Account code for Line 2. |
| <p>7</p> | <p>External Notes and Attachments (Header)</p> <p>Example: Subagreement No. 2104-1258-00-A Modification No. 2 Amendment(s) to Original Terms and Conditions Extends Period of Performance to August 31, 2020. Additional funding in the amount of \$42,552.00 in accordance with the attached budget.</p> |
| <p>7</p> | <p>Place order - When every field is complete click "Place Order"</p> |

| Steps | Section Header |
|-------|---|
| 8 | <p>Modifications to a sub-agreement - This is normally done via Change Request</p> <ul style="list-style-type: none"> ➤ If the modification is just for additional funding, follow the steps in the Change Requests & PO Revisions job-aid ➤ Add a comment stating the changes you're making (increase the PO) ➤ Attach a copy of the Modification as back-up to the Change Request ➤ Navigate to the Requisition Form > Line Information ➤ Increase the line that needs to be increased ➤ Go back to Change Request > Submit Request  <ul style="list-style-type: none"> ➤ If the modification is for additional funding AND extend the period of performance, follow the steps in the Change Request & PO Revisions job-aid ➤ Add comment stating the changes you're making (Add a line to the existing PO) ➤ Attach a copy of the Modification as back-up to the Change Request ➤ Navigate to the Requisition Form > Line Information ➤ Increase the number of PO lines (example: from 1 to 2)  <ul style="list-style-type: none"> ➤ Add your description (Modification number, additional funding and the extended date) ➤ Unit Price, Quantity, Unit of Measure, and Commodity code ➤ Save progress ➤ Go back to Change Request then "Submit Request"  |