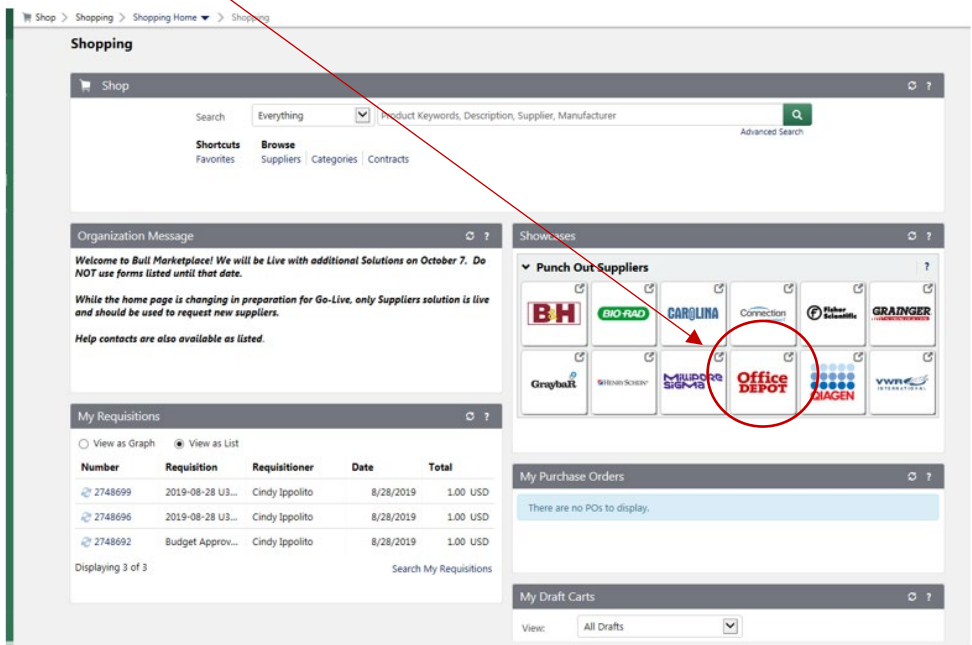
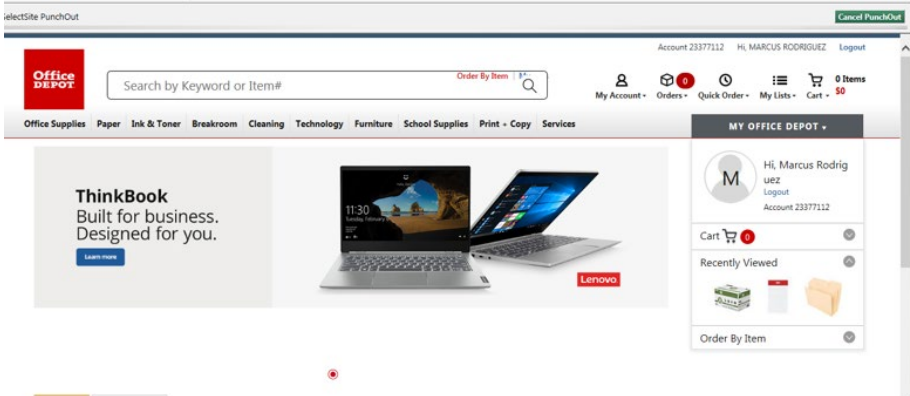
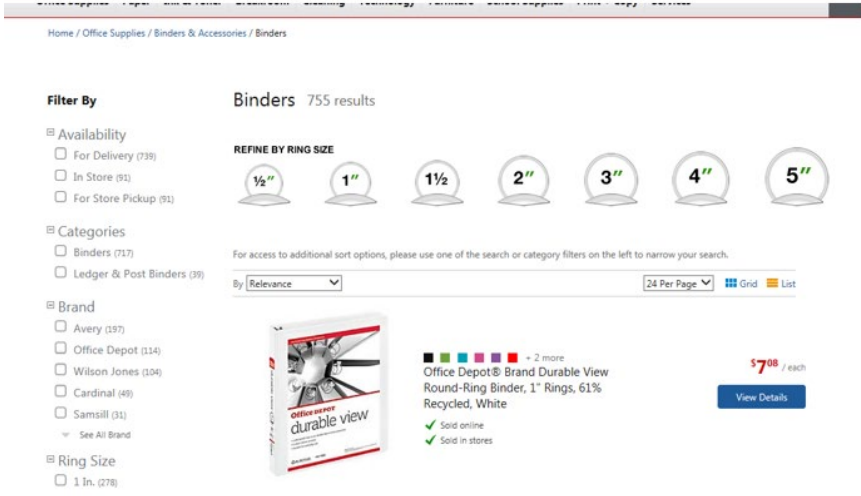












Purpose:	This section outlines the steps necessary to submit a cart for Punch-out Supplier in the Bull Marketplace.
Navigation:	Navigate in Bull Marketplace > Shopping
Notes:	<p>Department Users (a.k.a. Shoppers) will initiate a request for purchase by utilizing the e-Pro Shopping functionality. Expenses 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> 

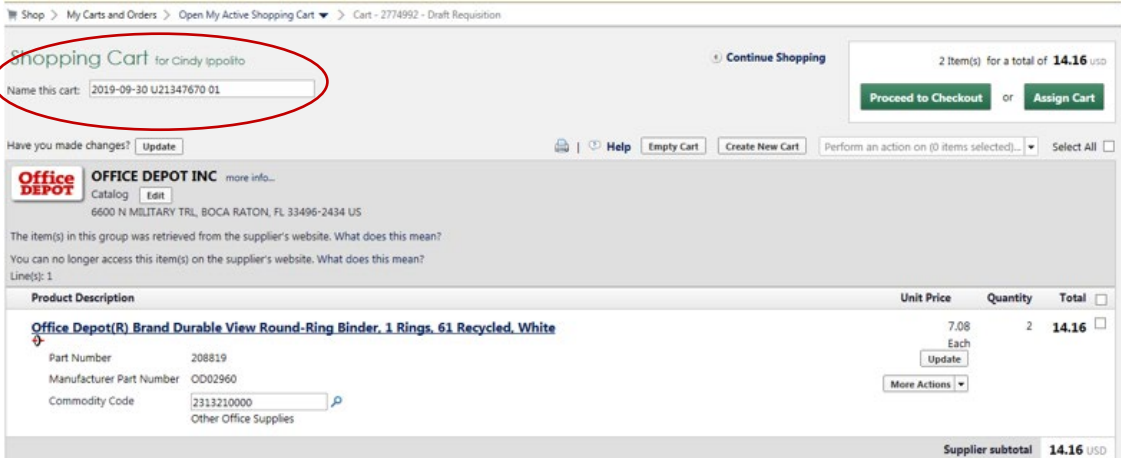
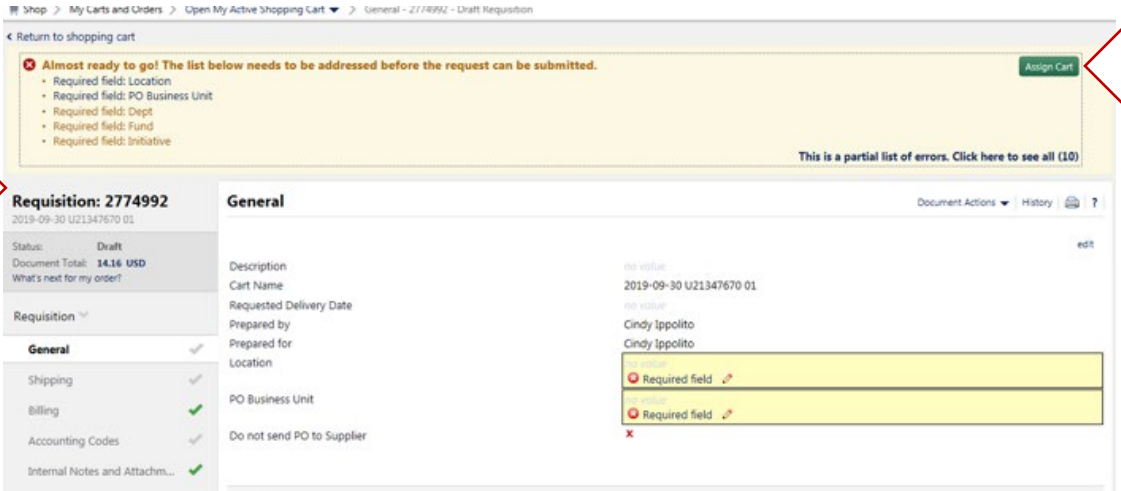
Requisition Process for Shoppers

Steps	Section Header
	<p data-bbox="293 243 867 275">1.2 This will take you to the supplier's online website</p>  <p data-bbox="293 714 797 745">1.3 You start shopping just like you do online.</p> 

Requisition Process for Shoppers

Steps	Section Header						
	<p data-bbox="386 220 625 241">Item # 208819 Entered Item # 208819</p> <div data-bbox="386 262 1307 913"><p data-bbox="860 283 958 304">\$ 7.08 / each</p><p data-bbox="860 378 1039 399">Price may vary by product option</p><p data-bbox="860 409 950 430">Color: White</p><p data-bbox="860 556 958 577">Ring Size: 1 in.</p><p data-bbox="868 588 1177 619">1 1/2 in. 1 in. 1/2 in. 2 in. 3 in.</p><p data-bbox="860 661 1136 682">Free Delivery on qualifying \$49.99 orders</p><p data-bbox="860 682 1055 703">Next Business Day Delivery</p><p data-bbox="860 703 1242 724">Order in the next 4 hours 55 minutes and get it Tuesday, October 1</p><p data-bbox="860 724 966 745">Availability: 2,866</p><p data-bbox="860 756 958 777">Sold in Stores</p><p data-bbox="860 840 933 871">Qty 2</p><p data-bbox="974 829 1193 861">Add to Cart</p><p data-bbox="950 871 1193 903">Add to Shopping List</p><p data-bbox="1274 756 1429 934">Click Add to Cart</p></div> <div data-bbox="300 955 1372 1470"><p data-bbox="422 997 950 1018">Search by Keyword or Item# Order By Item</p><p data-bbox="1079 945 1347 966">Account 23377112 Hi, MARCUS RODRIGUEZ Logout</p><p data-bbox="1006 987 1347 1029">My Account Orders Quick Order My Lists Cart 1 Items \$14.16</p><p data-bbox="300 1039 990 1071">Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies Print - Copy Services</p><p data-bbox="1169 1039 1372 1071">MY OFFICE DEPOT</p><p data-bbox="430 1081 560 1102">Home / Find Your Product</p><p data-bbox="430 1113 1055 1144">The item listed below was added to your shopping cart.</p><table border="1" data-bbox="430 1155 1055 1291"><thead><tr><th>Description</th><th>Your Price/unit</th><th>Qty.</th></tr></thead><tbody><tr><td> Office Depot® Brand Durable View Round-Ring Binder, 1" Rings, 61% Recycled, White Item # 208819 Entered Item # 208819 BEST VALUE Eco-conscious Recycled content</td><td>\$7.08 /each</td><td>2</td></tr></tbody></table><p data-bbox="430 1344 511 1365">Continue Shopping</p><p data-bbox="893 1365 1055 1396">SHOPPING CART CHECK OUT</p><p data-bbox="1071 1113 1218 1186">Customers with Similar Interests Also Viewed</p><p data-bbox="1120 1291 1258 1449">Click Check out</p></div> <p data-bbox="308 1522 1404 1585">NOTE: Other suppliers might have their website configured differently from the example used.</p>	Description	Your Price/unit	Qty.	 Office Depot® Brand Durable View Round-Ring Binder, 1" Rings, 61% Recycled, White Item # 208819 Entered Item # 208819 BEST VALUE Eco-conscious Recycled content	\$7.08 /each	2
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Requisition Process for Shoppers

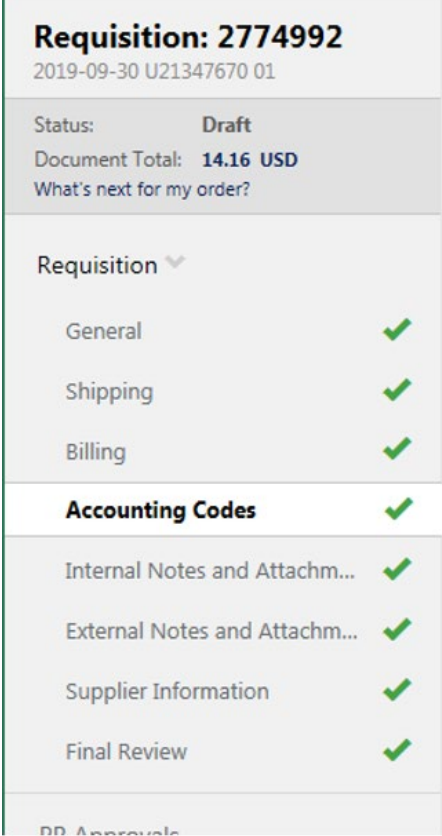
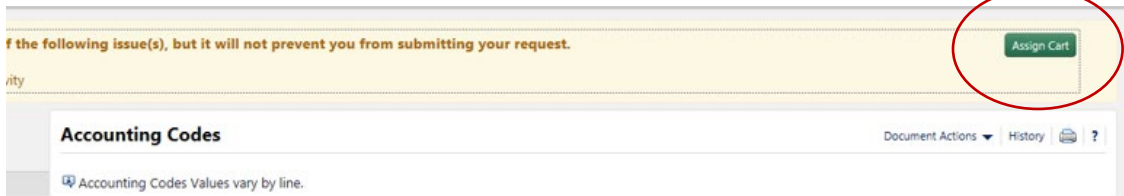
Steps	Section Header
	<p>2. This will take you back to the Bull Marketplace Shopping Cart page. The system will assign a cart name to your order. Review your order and click “Proceed to Check Out”</p>  <p>2.1 At this stage, the system will assign a Requisition number to your draft cart. You will be required to enter missing information which will be highlighted yellow. A list of items that needs to be addressed will show on the upper part of your screen.</p>  <p>At this point, you can either complete the missing information required in the Requisition (proceed to Steps 2.2) or click “Assign” to assign your cart to a Department Requestor to complete the process.</p>

Steps	Section Header																		
	<div data-bbox="467 214 1286 268"> <h2 style="text-align: center;">Assign Cart: User Search ×</h2> </div> <div data-bbox="467 310 1286 751"> <p> <input checked="" type="radio"/> Select from profile values ? <input type="radio"/> Search for an assignee </p> <hr/> <p> Select from profile values ? Chante Posso ▾ </p> <p> Note To Assignee: <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: 100px;"> Please complete the missing fields in my Requisition. </div> </p> <div style="text-align: right; margin-top: 20px;"> Assign Close </div> </div> <p data-bbox="295 787 820 819">Add Description, Location, and PO Business Unit</p> <div data-bbox="295 850 1404 1312"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #f5f5f5;">General</th> </tr> </thead> <tbody> <tr> <td style="width: 40%;">Description</td> <td>Binders</td> </tr> <tr> <td>Cart Name</td> <td>2019-09-30 U21347670 01</td> </tr> <tr> <td>Requested Delivery Date</td> <td><input type="text" value="mm/dd/yyyy"/></td> </tr> <tr> <td>Prepared by</td> <td>Cindy Ippolito</td> </tr> <tr> <td>Prepared for</td> <td>Cindy Ippolito Select a different user...</td> </tr> <tr> <td>Location</td> <td> <input type="text" value="ACB00005"/> Select from all values... ● Required field </td> </tr> <tr> <td>PO Business Unit</td> <td> <input type="text" value="TAMPA"/> Select from profile values... Select from all values... ● Required field </td> </tr> <tr> <td>Do not send PO to Supplier</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> Save Cancel </div> </div> <p data-bbox="295 1344 560 1375">2.2 Ship To Information</p> <ul style="list-style-type: none"> If you set-up a default in your profile you do not have to complete the section. See Default User Settings step 3.1 	General		Description	Binders	Cart Name	2019-09-30 U21347670 01	Requested Delivery Date	<input type="text" value="mm/dd/yyyy"/>	Prepared by	Cindy Ippolito	Prepared for	Cindy Ippolito Select a different user...	Location	<input type="text" value="ACB00005"/> Select from all values... ● Required field	PO Business Unit	<input type="text" value="TAMPA"/> Select from profile values... Select from all values... ● Required field	Do not send PO to Supplier	<input type="checkbox"/>
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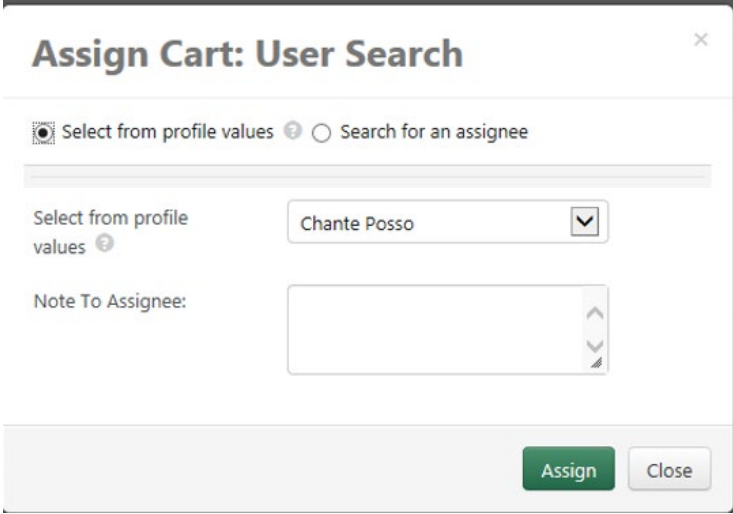
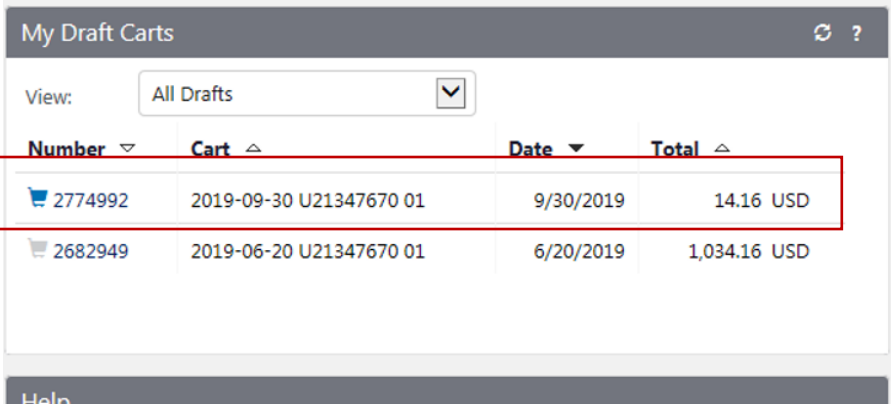
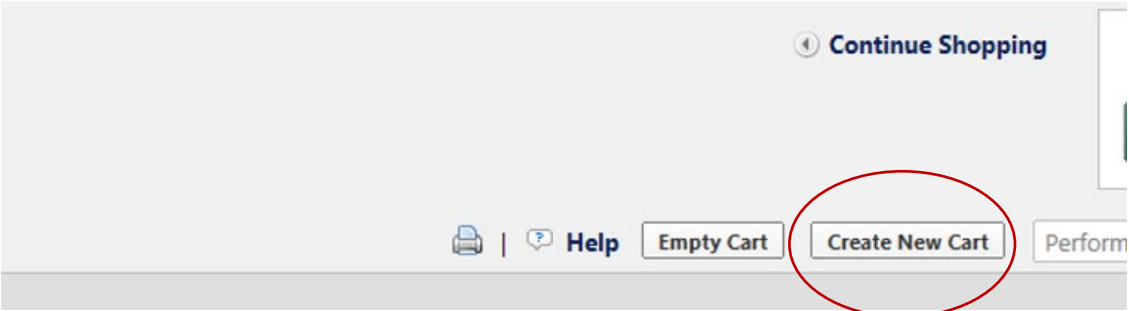
Requisition Process for Shoppers

Steps	Section Header																																																										
	<p>Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address.</p> <p>Shipping address select from org addresses</p> <p>Address Details</p> <p>Contact Line 1: ALL CHILDRENS HOSPITAL Contact Line 2: USF RECEIVING Attn: * <input type="text" value="Cindy Ippolito"/> Address Line 1: 824 4TH STREET SOUTH City: ST PETERSBURG State: FL Zip Code: 33701-4806 Country: United States</p> <p><input type="checkbox"/> Save this address for future use</p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																																																										
3	<p>Accounting Codes</p> <ul style="list-style-type: none"> This is where you enter the chartfield information. Click "Edit". 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> <div style="border: 1px solid #ccc; padding: 5px;"> <p>OFFICE DEPOT INC <small>more info...</small> Catalog 1600 N MILITARY TRL, BOCA RATON, FL 33496-2434 US</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Product Description</th> <th>Catalog No</th> <th>UOM</th> <th>Unit Price</th> <th>Quantity</th> <th>Ext. Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 Office Depot(R) Brand Durable View Round-Ring Binder, 1 Rings, 61 Recycled, White <small>more info...</small></td> <td>208819</td> <td>Each</td> <td>7.08</td> <td>2 Each</td> <td>14.16 USD</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Accounting Codes <small>values have been overridden for this line</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GL Unit</th> <th>Oper Unit</th> <th>Fund</th> <th>Account</th> <th>Dept</th> <th>Product</th> <th>Initiative</th> <th>PC Bus Unit</th> <th>Project / Activity</th> <th>Budget Reference</th> <th style="text-align: center;"><input type="button" value="edit"/></th> </tr> </thead> <tbody> <tr> <td>USF01 USF</td> <td>no value</td> <td>no value</td> <td>53000 SUPPLY/EQUIP GENERAL OFFICE</td> <td>no value</td> <td>no value</td> <td>no value</td> <td>no value</td> <td>no value</td> <td>no value</td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Accounting Codes ? X</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GL Unit</th> <th>Oper Unit</th> <th>Fund</th> <th>Account</th> <th>Dept</th> <th>Product</th> <th>Initiative</th> <th>PC Bus Unit</th> <th>Project / Activity</th> <th>Budget Reference</th> <th>add split</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="USF01"/> <small>Select from profile values... Select from all values...</small></td> <td>HSC <small>Select from all values...</small></td> <td>10000 <small>Select from all values...</small></td> <td>53000 <small>Select from all values...</small></td> <td>616400 <small>Select from all values...</small></td> <td>000000 <small>Select from all values...</small></td> <td>0000000 <small>Select from all values...</small></td> <td>no value <small>Select from all values...</small></td> <td>no value <small>Select from all values...</small></td> <td><input type="text"/> <small>Select from all values...</small></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><small>recalculate / validate</small></p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p>When completed, you will see all fields on the left hand side has a green check mark. Green means complete. Grey means need to be addressed.</p>	Product Description	Catalog No	UOM	Unit Price	Quantity	Ext. Price		1 Office Depot(R) Brand Durable View Round-Ring Binder, 1 Rings, 61 Recycled, White <small>more info...</small>	208819	Each	7.08	2 Each	14.16 USD	<input type="checkbox"/>	GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference	<input type="button" value="edit"/>	USF01 USF	no value	no value	53000 SUPPLY/EQUIP GENERAL OFFICE	no value	no value	no value	no value	no value	no value		GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference	add split	<input type="text" value="USF01"/> <small>Select from profile values... Select from all values...</small>	HSC <small>Select from all values...</small>	10000 <small>Select from all values...</small>	53000 <small>Select from all values...</small>	616400 <small>Select from all values...</small>	000000 <small>Select from all values...</small>	0000000 <small>Select from all values...</small>	no value <small>Select from all values...</small>	no value <small>Select from all values...</small>	<input type="text"/> <small>Select from all values...</small>	
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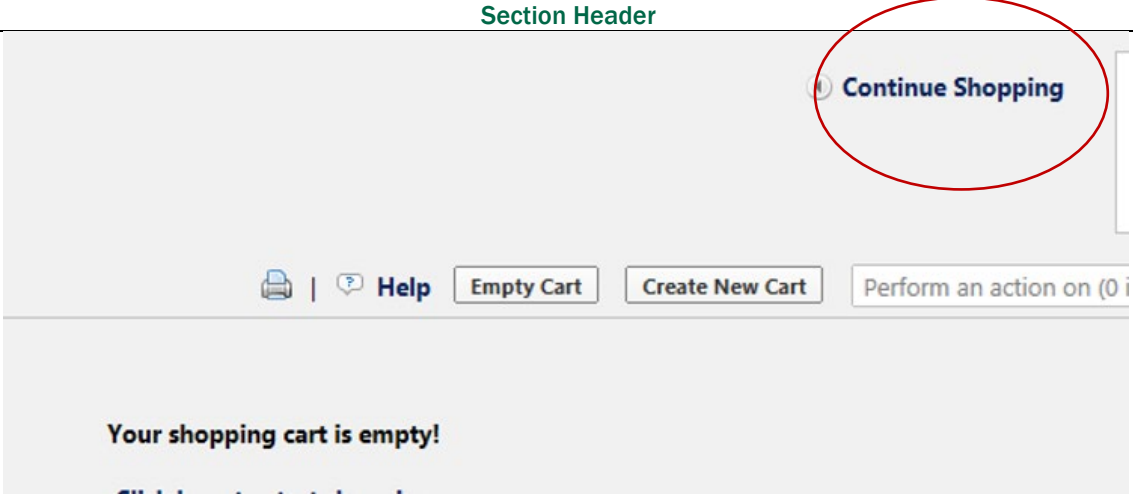
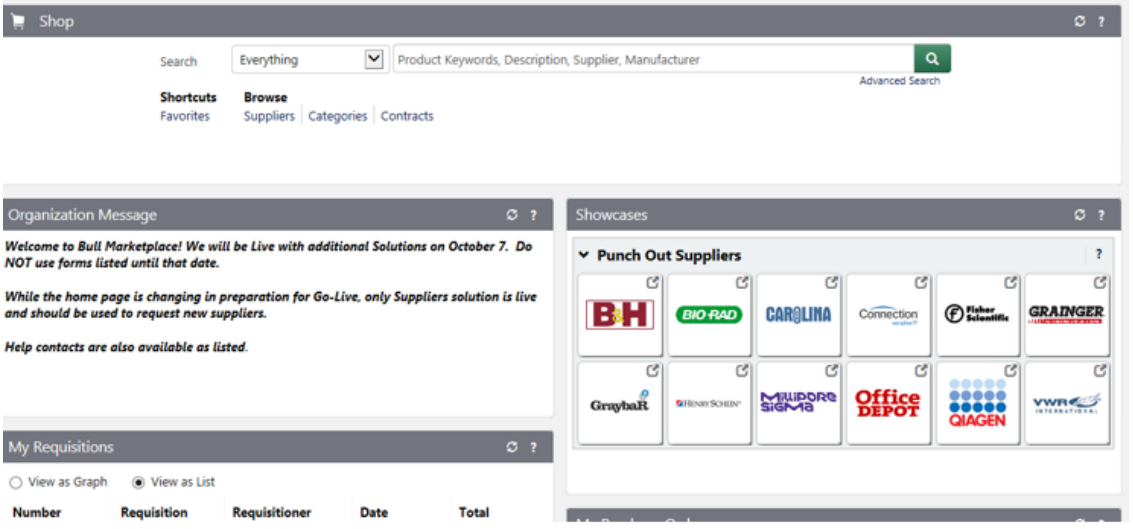
Requisition Process for Shoppers

Steps	Section Header
	 <p>Requisition: 2774992 2019-09-30 U21347670 01</p> <p>Status: Draft Document Total: 14.16 USD What's next for my order?</p> <p>Requisition ▾</p> <ul style="list-style-type: none"> General ✓ Shipping ✓ Billing ✓ <p>Accounting Codes ✓</p> <ul style="list-style-type: none"> Internal Notes and Attachm... ✓ External Notes and Attachm... ✓ Supplier Information ✓ Final Review ✓
4	<p>Assign Cart</p>  <p>If the following issue(s), but it will not prevent you from submitting your request.</p> <p>Accounting Codes</p> <p>Accounting Codes Values vary by line.</p> <p>Assign Cart</p> <p>The system will assign your cart to the Requestor associated to your profile. If you did not set-up an Assignee you can search for your department's Requestor by selecting "Search for an Assignee".</p>

Requisition Process for Shoppers

Steps	Section Header												
	<div data-bbox="402 212 1130 722"><p>The dialog box titled "Assign Cart: User Search" has a close button (X) in the top right. It contains two radio buttons: "Select from profile values" (selected) and "Search for an assignee". Below the radio buttons is a search bar. Underneath, there is a section for "Select from profile values" with a dropdown menu currently showing "Chante Posso". Below that is a "Note To Assignee:" field with a text area and scroll arrows. At the bottom right are "Assign" and "Close" buttons.</p></div> <p data-bbox="297 758 992 785">See Default User Settings Job-aid step #4 to set-up Cart Assignee</p>												
5	<p data-bbox="297 827 1015 854">How to create a new cart when you have un-approved draft carts?</p> <p data-bbox="297 890 854 917">Click on the most recent cart in your My Draft Carts</p> <div data-bbox="378 951 1263 1352"><p>The "My Draft Carts" window shows a table with columns: Number, Cart, Date, and Total. The first row is highlighted with a red box.</p><table border="1"><thead><tr><th>Number</th><th>Cart</th><th>Date</th><th>Total</th></tr></thead><tbody><tr><td>2774992</td><td>2019-09-30 U21347670 01</td><td>9/30/2019</td><td>14.16 USD</td></tr><tr><td>2682949</td><td>2019-06-20 U21347670 01</td><td>6/20/2019</td><td>1,034.16 USD</td></tr></tbody></table></div> <p data-bbox="297 1388 613 1415">5.1 Click "Create a New Cart"</p> <div data-bbox="297 1451 1419 1759"><p>The footer navigation bar contains several buttons: "Continue Shopping" (with a left arrow), "Help" (with a question mark icon), "Empty Cart", "Create New Cart" (circled in red), and "Perform".</p></div> <p data-bbox="297 1829 613 1856">5.2 Click "Continue Shopping"</p>	Number	Cart	Date	Total	2774992	2019-09-30 U21347670 01	9/30/2019	14.16 USD	2682949	2019-06-20 U21347670 01	6/20/2019	1,034.16 USD
Number	Cart	Date	Total										
2774992	2019-09-30 U21347670 01	9/30/2019	14.16 USD										
2682949	2019-06-20 U21347670 01	6/20/2019	1,034.16 USD										

Requisition Process for Shoppers

Steps	Section Header
	 <p>5.3 It will take you back to the Shopping homepage so you can start shopping again.</p> 
	<p>Follow Steps 1 – 4 to create a new shopping cart.</p>