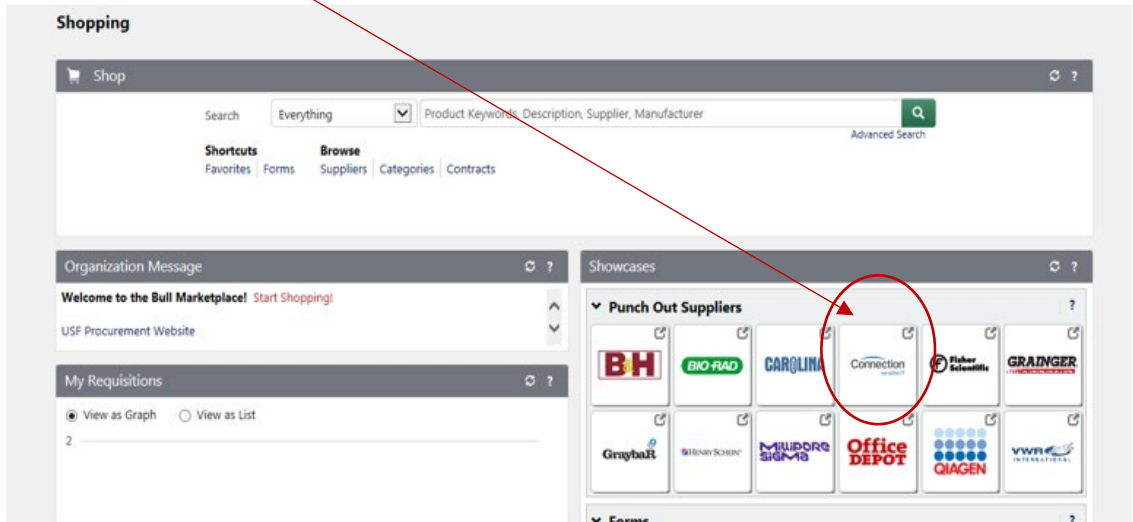




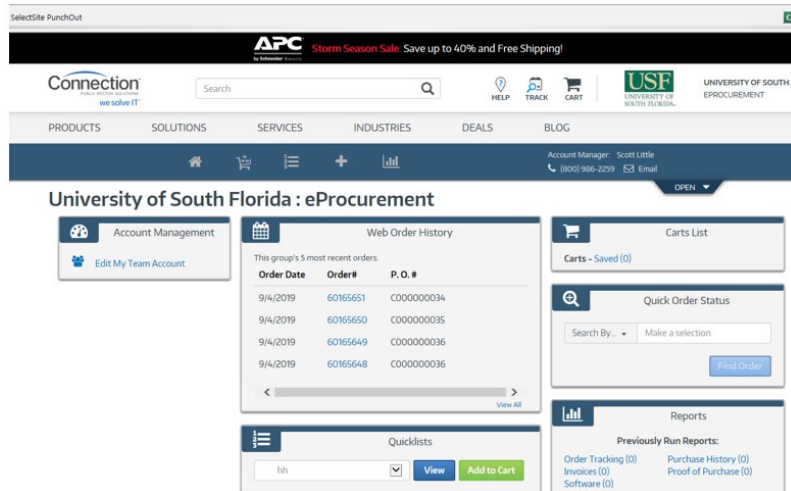
<b>Purpose:</b>	This section outlines the steps necessary to enter a Requisition for Punch-out Supplier in the Bull Marketplace.
<b>Navigation:</b>	Navigate in Bull Marketplace > Shopping
<b>Notes:</b>	<p>Department Users (a.k.a. Shoppers, Requestors) will initiate a request for purchase by utilizing 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> 

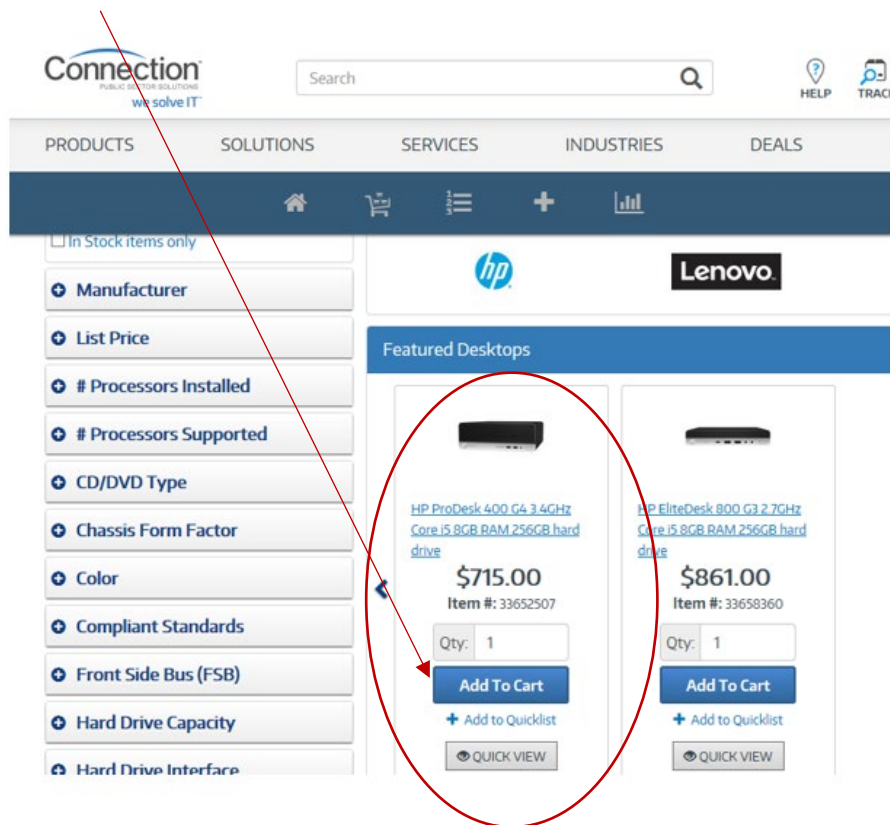
Steps

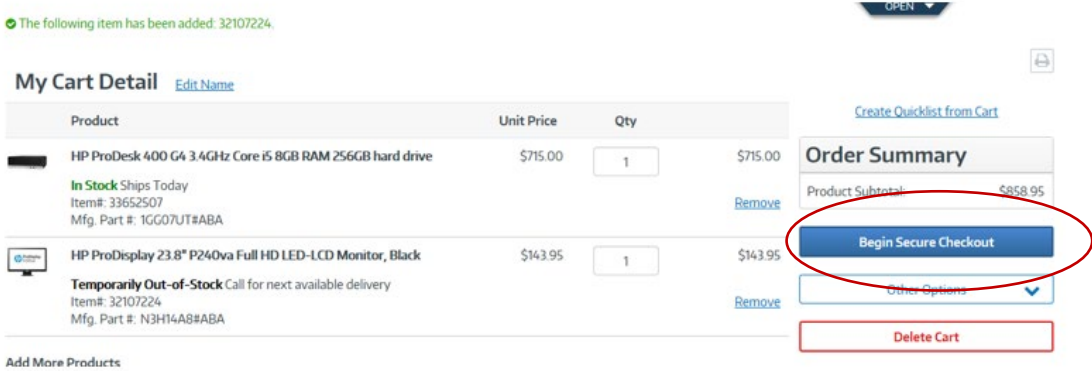
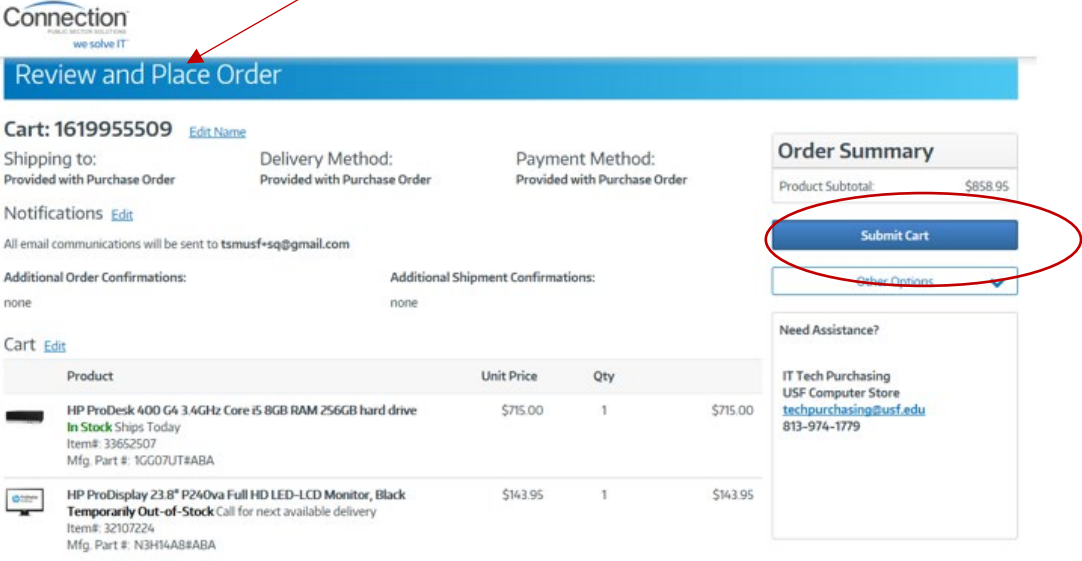
Section Header

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”. Also, from this page User can edit the Commodity code if needed.</p> 
	<p>NOTE: A Shopper (role) can only assign his/her cart to a Requestor (role) to place the order in the Bull Marketplace.</p> <ul style="list-style-type: none"> <li>➤ Click Proceed to Checkout</li> </ul> <p>The default Name of Cart is composed of the date the cart is created (2021-03-23) and the preparer’s U number (U32875821). Users can rename their cart by using an event, semester, name or course coupled with the user’s ID or department number.</p> <p>From the Requisition Summary page, (in column) you have the General field, Shipping field, Billing field, and down below is the Accounting codes field.</p> <p>Over to the right-hand side (in purple) it will tell you the status of your Requisition and the areas that needs to be addressed. All the “Required” fields are written in red and is a hyper-link.</p> <p>NOTE: To edit a field, you can either click on “Required” or click the pen icon under the field that needs to be edited.</p>

Step  
s

### Section Header

**Requisition** : 3216555

Summary | PO Preview | Comments | Attachments | History

General	Shipping	Billing
Description: <i>no value</i>	<b>Ship To</b>	<b>Bill To</b>
Cart Name: 2021-03-23 U32875821 01	UNIVERSITY OF SOUTH FLORIDA COLLEGE OF EDUCATION Attn: Victoria Oprisko 4202 E FOWLER AVE EDU0105 TAMPA, FL 33620 United States	UNIVERSITY OF SOUTH FLORIDA ACCOUNTS PAYABLE 4202 E. Fowler Ave. SVC1039 Tampa, FL 33620 United States
Requested Delivery Date: <i>no value</i>		
Prepared by: Victoria Oprisko		
Prepared for: Victoria Oprisko		
PO Business Unit: <i>no value</i> <span style="color: red;">● Required</span>	<b>Delivery Options</b>	<b>Credit Card Info</b>
Do not send PO to Supplier: <input checked="" type="checkbox"/>	Location: <i>no value</i> <span style="color: red;">● Required</span>	Payment information will be obtained from the supplier configuration
		<b>Billing Options</b>
		Accounting Date: <i>no value</i>
		Accounting Date Override: <input checked="" type="checkbox"/>

Accounting Codes									
GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference
USF01	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
USF	<span style="color: red;">● Required</span>	<span style="color: red;">● Required</span>	<span style="color: red;">● Required</span>	<span style="color: red;">● Required</span>	<span style="color: red;">● Required</span>	<span style="color: red;">● Required</span>	<span style="color: orange;">▲ Empty</span>	<span style="color: orange;">▲ Empty</span>	

Draft

✖ **Correct these issues.**  
You are unable to proceed until addressed.

- Required: PO Business Unit
- Required: Location
- Required: Oper Unit
- Required: Fund
- Required: Account
- Required: Dept
- Required: Product
- Required: Initiative

▲ **Be aware of these issues.**  
You may review and proceed.

- Empty: PC Bus Unit
- Empty: Project / Activity

**Total (16.94 USD)**

Subtotal: 16.94

---

16.94

Assign Cart

**What's next for my order?**

Next Step: Wait for Initial PR Validation

Approvers: There are no approvers

List of required fields that need to be addressed

Editing the General Section – by clicking on the pen icon

Edit General
✕

**General**

Description:

Cart Name:

Requested Delivery Date:

Prepared by: Victoria Oprisko

Prepared for:

PO Business Unit ★:  ● Required

Do not send PO to Supplier:

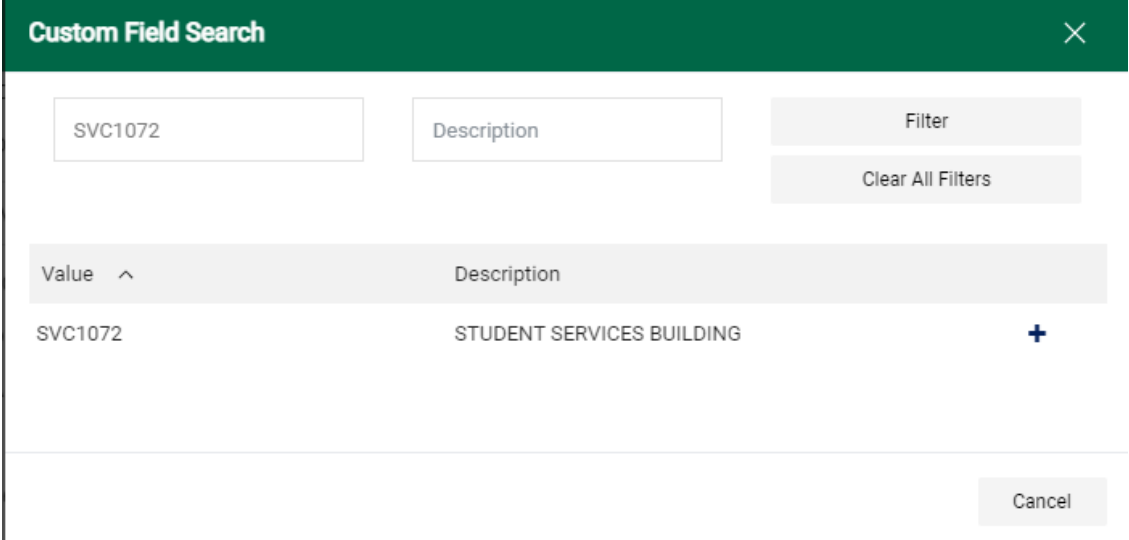
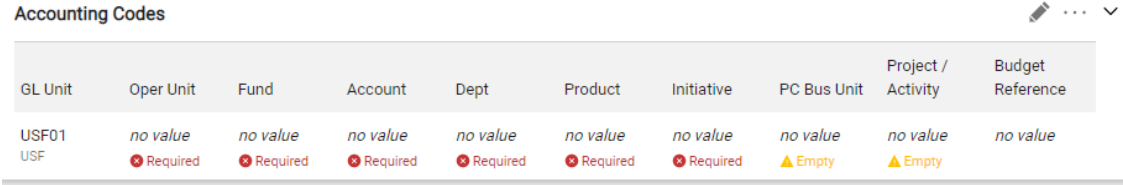
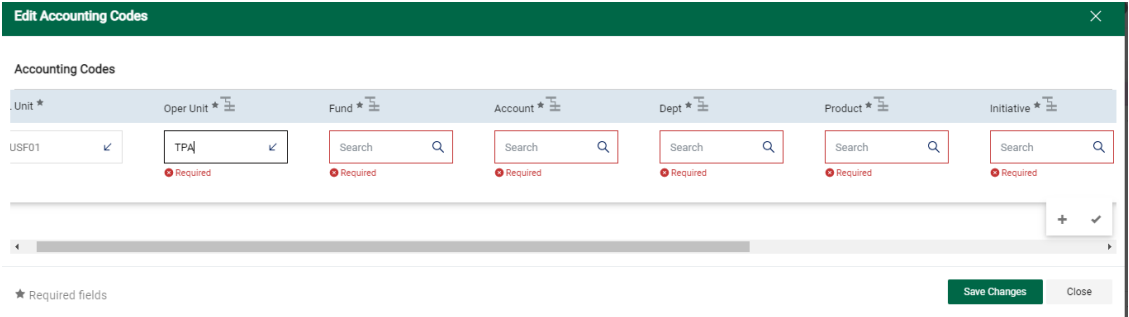
★ Required fields

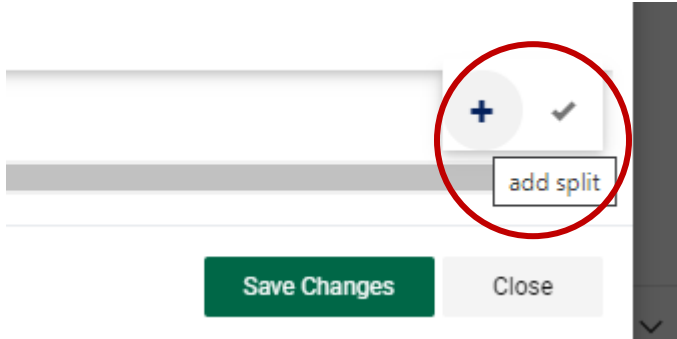
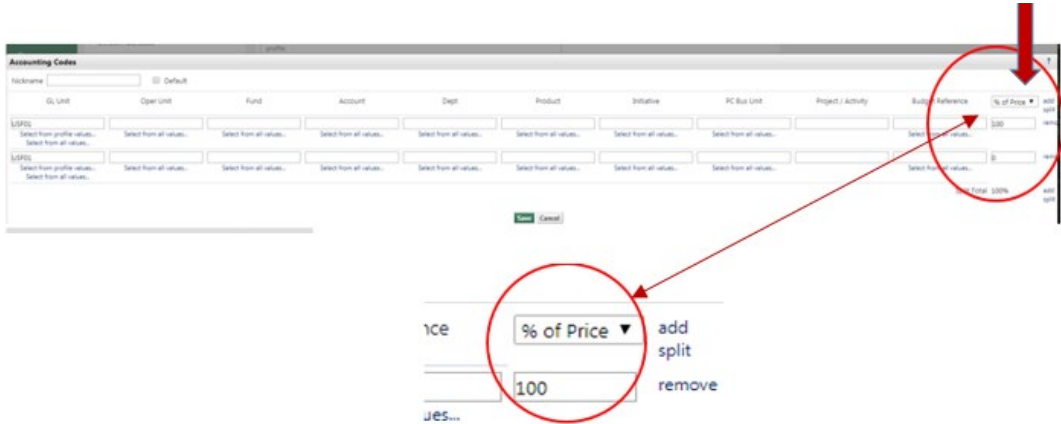
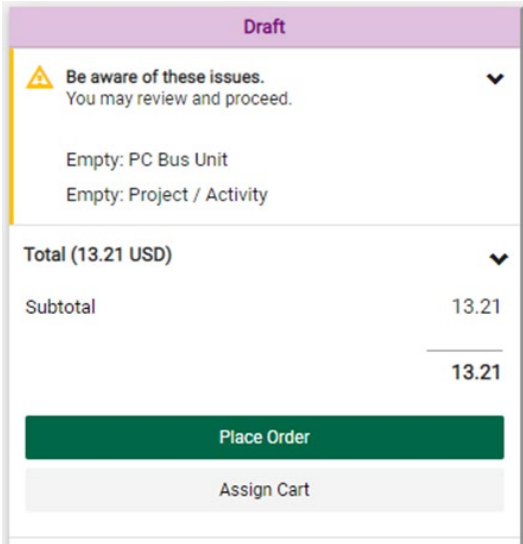
PO Business Unit ★ ↙

✖ Required

Click the arrow inside the box. This will allow you to select the Business Unit. Click “Save Changes”

Steps	Section Header																											
	<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> <p>PO Business Units are:</p> <p style="padding-left: 40px;">TAMPA – Tampa Campus purchases STPTE – St Petersburg Campus purchases SRSTA – Sarasota Campus purchases</p>																											
	<p>2.1 To edit the Shipping Section</p> <div data-bbox="293 625 1409 1285" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #00726e; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Edit Shipping</span> <span>✕</span> </div> <p>Ship To ★</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>CURRENT ADDRESS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contact Line 1</td> <td>UNIVERSITY OF SOUTH FLO RIDA</td> <td style="text-align: right;"><input type="checkbox"/> Add to my addresses</td> </tr> <tr> <td>Contact Line 2</td> <td>CENTRAL RECEIVING TAMP A CAMPUS</td> <td></td> </tr> <tr> <td>Attn: ★</td> <td><input type="text" value="Adam Isa"/></td> <td></td> </tr> <tr> <td>Address Line 1</td> <td>4202 E FOWLER AVE</td> <td></td> </tr> <tr> <td>Address Line 2</td> <td>CRS100</td> <td></td> </tr> <tr> <td>City</td> <td>TAMPA</td> <td></td> </tr> <tr> <td>State</td> <td>FL</td> <td></td> </tr> <tr> <td>Zip Code</td> <td>33620-5050</td> <td></td> </tr> <tr> <td>Country</td> <td>United States</td> <td></td> </tr> </table> </div> <div style="margin-bottom: 5px;"> <p><input type="radio"/> EDUCATION - UNIVERSITY OF SOUTH FLORIDA , COLLEGE OF EDUCATION , Victoria Oprisko, 4202 E FOWLER AVE, EDU0105, TAMPA, FL 33620, United States ★</p> <p><input type="radio"/> TAMPA CENTRAL RECEL... - UNIVERSITY OF SOUTH FLORIDA , CENTRAL RECEIVING TAMPA CAMPUS , Victoria Oprisko, 4202 E FOWLER AVE, CRS100, TAMPA, FL 33620-...</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Search additional <input type="text" value=""/> <input type="submit" value="Q"/> Results Per Page 10 ▼</p> </div> </div> <p>➤ Click the pen icon</p> <p>➤ If User set-up a default Ship To Address in their profile, the system will populate this field.</p> <p>➤ If User has several addresses saved to their profile, they have the option to select which address to use.</p> <p>➤ If the address needed for the order is not listed, click on “Search Additional” and it will bring up a list of all addresses we have in the system.</p> <p>Also, on this page User has the option to add/update the Delivery Options</p> <div data-bbox="293 1612 1377 1864" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <h3>Delivery Options</h3> <hr/> <p>Location ★ <input style="width: 150px;" type="text" value="ALN0147"/> <input type="button" value="↩"/></p> </div>	Contact Line 1	UNIVERSITY OF SOUTH FLO RIDA	<input type="checkbox"/> Add to my addresses	Contact Line 2	CENTRAL RECEIVING TAMP A CAMPUS		Attn: ★	<input type="text" value="Adam Isa"/>		Address Line 1	4202 E FOWLER AVE		Address Line 2	CRS100		City	TAMPA		State	FL		Zip Code	33620-5050		Country	United States	
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Country	United States																											

Steps	Section Header
	<p>➤ Type the mail stop in the Value field &gt; click Filter &gt; click the + sign to select. Save Changes when done</p> 
	<p>2.2 As you address each required field, the list over to your right-hand side will slowly disappear. Your Requisition is still in “Draft” status until you place your order.</p>
	<p>2.3 Editing the Accounting Codes (Header level)</p>  <p>Click the pen icon to open up the entire Accounting Code field</p> 

Steps	Section Header																																				
	<p data-bbox="321 275 1015 308">You can split your distribution by clicking on the the + sign</p>  <p data-bbox="321 711 849 743">You can distribute by % of Price or % of Quantity</p>  <table border="1" data-bbox="311 814 1365 1003"><caption>Accounting Codes</caption><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>Busi Reference</th><th>% of Price</th><th>add split</th></tr></thead><tbody><tr><td>Select from profile values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>100</td><td>add split</td></tr><tr><td>Select from profile values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>Select from all values...</td><td>0</td><td>add split</td></tr></tbody></table> <p data-bbox="727 1087 1024 1192">Price: % of Price (dropdown)   100 (input)   add split   remove</p>	GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Busi Reference	% of Price	add split	Select from profile values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	100	add split	Select from profile values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	0	add split
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	<p data-bbox="289 1207 786 1239">Your requisition is now ready to be submitted</p>  <p data-bbox="337 1812 584 1843">➤ Click "Place Oder"</p>																																				



Steps	Section Header									
	<p>4.1 Your Requisition has been submitted for approval.</p> <div data-bbox="293 338 1325 884"> <div style="background-color: #008000; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em;"> <span>✓</span> Requisition 3209485 Submitted         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Summary</th> <th style="width: 40%;">Options</th> </tr> </thead> <tbody> <tr> <td>Requisition number: 3209485</td> <td rowspan="6" style="vertical-align: top;"> <a href="#">Print</a>   <a href="#">Recent orders</a>   <a href="#">Return to your home page</a> </td> </tr> <tr> <td>Requisition status: Pending</td> </tr> <tr> <td>Cart name: 2021-03-18 U44782054 01</td> </tr> <tr> <td>Requisition date: 3/18/2021</td> </tr> <tr> <td>Requisition total: 10.00 USD</td> </tr> <tr> <td>Number of line items: 1</td> </tr> </tbody> </table> </div>	Summary	Options	Requisition number: 3209485	<a href="#">Print</a>  <a href="#">Recent orders</a>  <a href="#">Return to your home page</a>	Requisition status: Pending	Cart name: 2021-03-18 U44782054 01	Requisition date: 3/18/2021	Requisition total: 10.00 USD	Number of line items: 1
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Cart name: 2021-03-18 U44782054 01										
Requisition date: 3/18/2021										
Requisition total: 10.00 USD										
Number of line items: 1										
	<p>4.2 PR Approvals</p> <p>This is the Workflow route for this requisition.</p> <ul style="list-style-type: none"> <li>➤ Stage where requisition is currently on is highlighted in gold</li> <li>➤ It will say “Active” showing the User’s name currently working on it</li> <li>➤ The rest of the steps will show “Future”</li> <li>➤ If you click on the field, it will show you the Approvers set-up for that field</li> </ul> <div data-bbox="342 1178 911 1829"> <p><b>What's next for my order?</b> <span style="float: right;">▼</span></p> <p>Next Step: Wait for Initial PR Validation</p> <p>Approvers: There are no approvers</p> <p><b>Workflow</b> <span style="float: right;">📄</span></p> <pre> graph TD     Draft[Draft Active Clifton James] --&gt; IV1[Initial PR Validation Future]     IV1 --&gt; WIV1[Wait for Initial PR Validation Future]     WIV1 --&gt; DA[Department Approval Future]     DA --&gt; FIV[Final PR Validation Future]     FIV --&gt; WFFV[Wait for Final PR Validation Future]     WFFV --&gt; CreatePO[Create PO Future]     CreatePO --&gt; Finish[Finish Future]         </pre> </div>									

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 1414 1640" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Purchase Order</b> ▾ : <b>C000008927 Revision 0</b></p> <p>Status   Summary   Revisions <b>1</b>   Shipments <b>2</b>   Change Requests   Receipts</p> <hr/> <p><b>General Information</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">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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