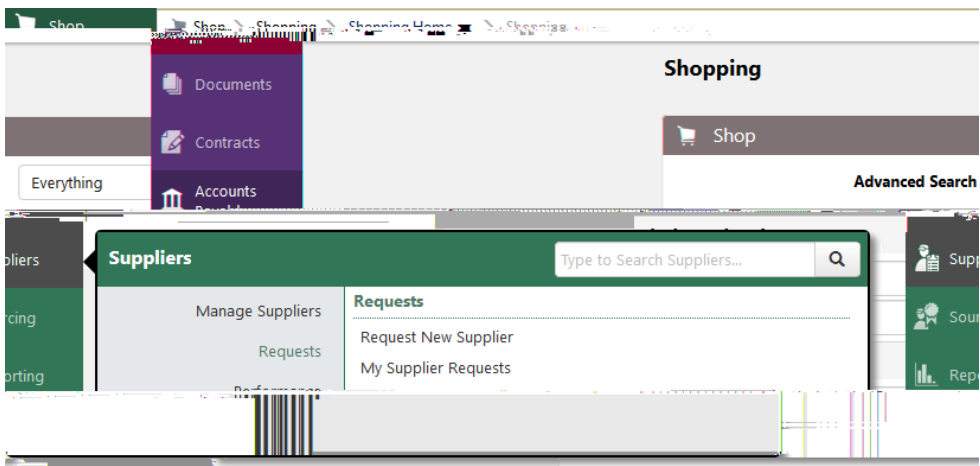

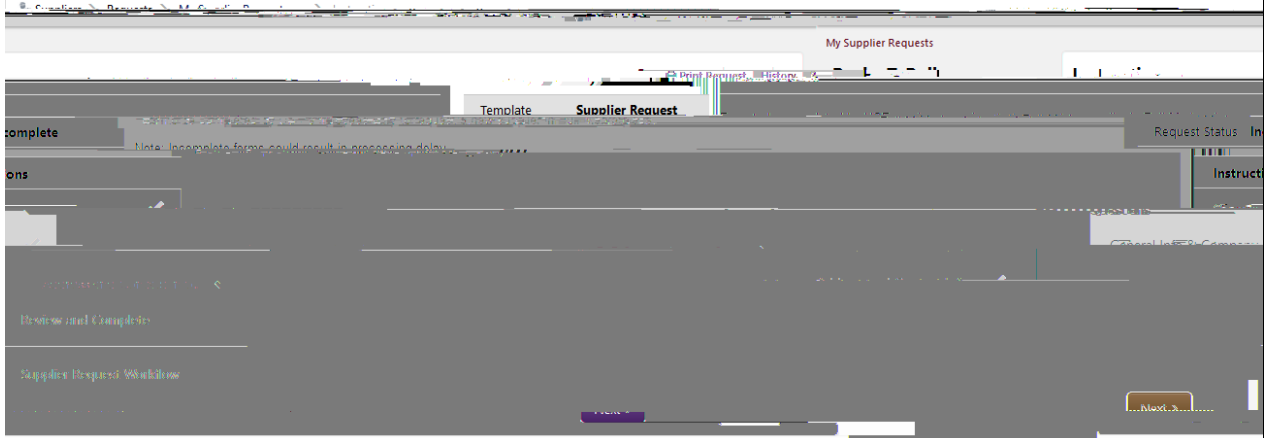
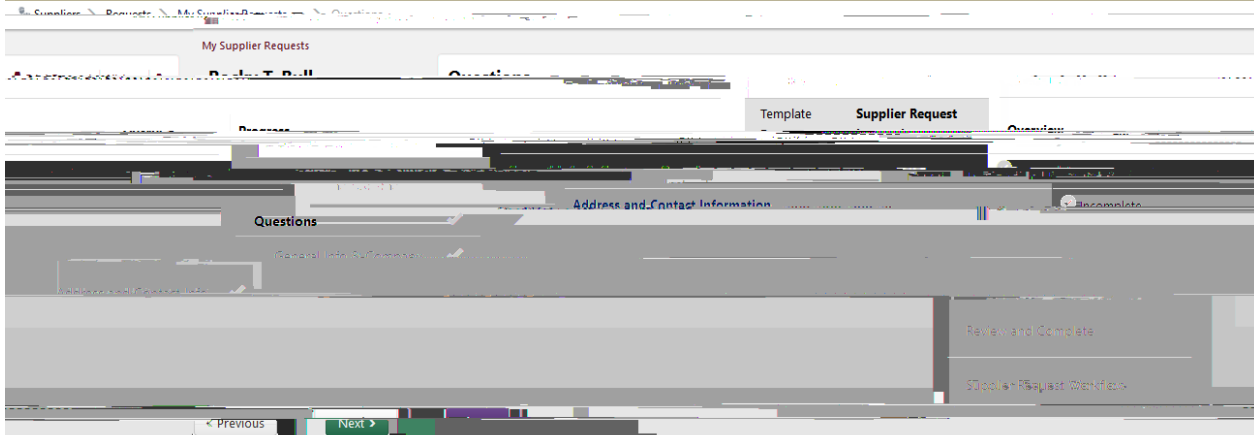
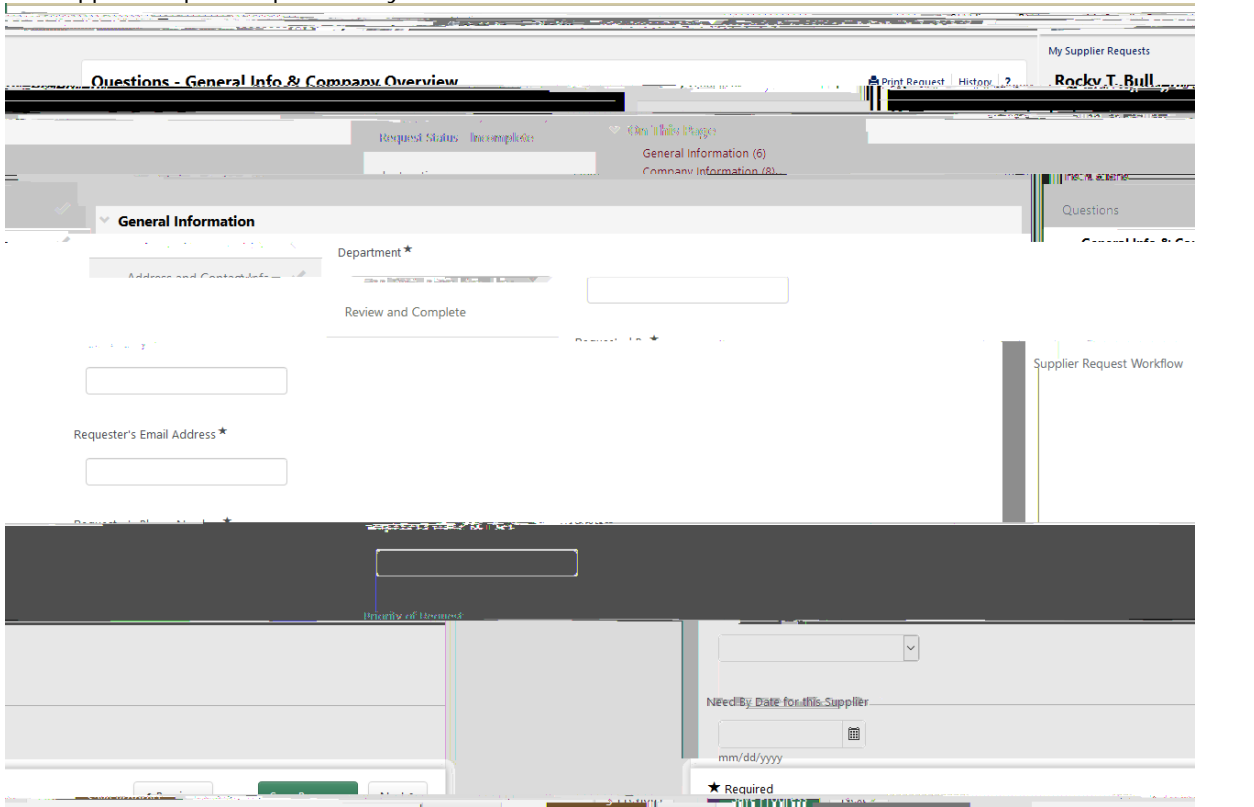


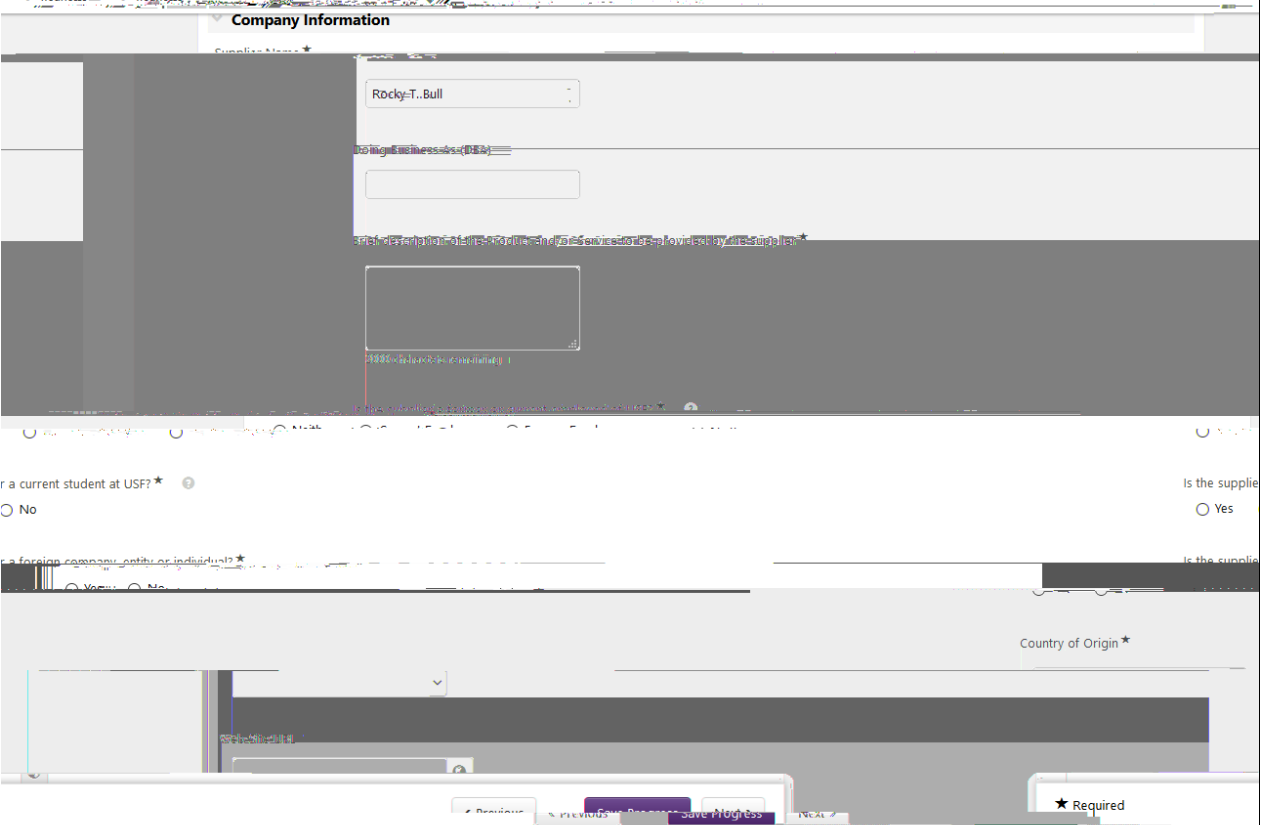
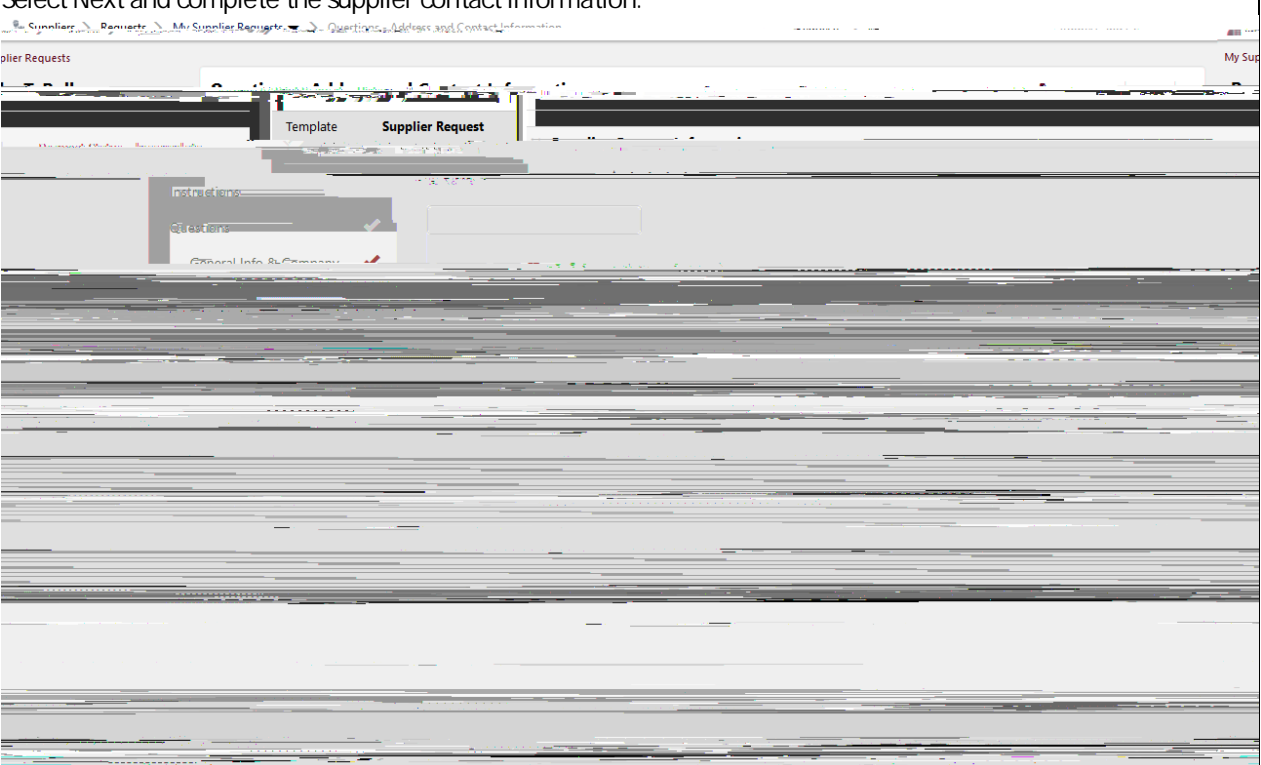


Bull Marketplace – Total Supplier Manager
Tutorial: New Supplier Request Form

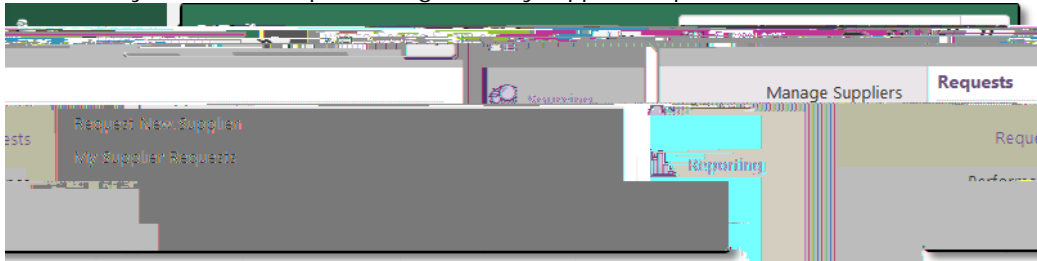
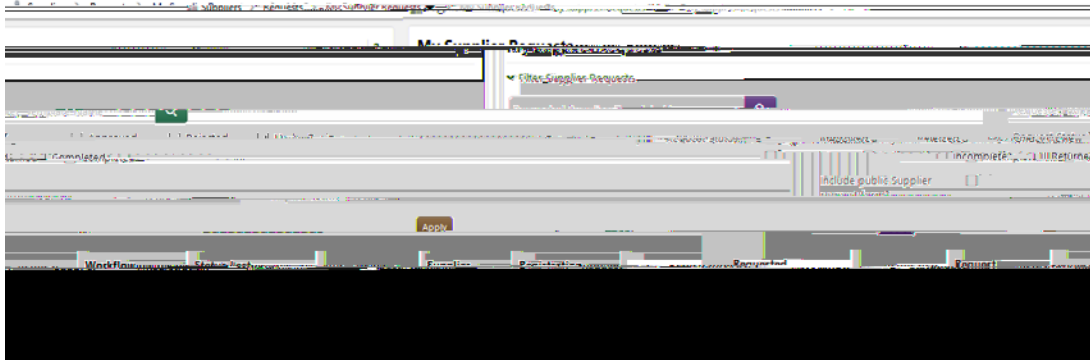
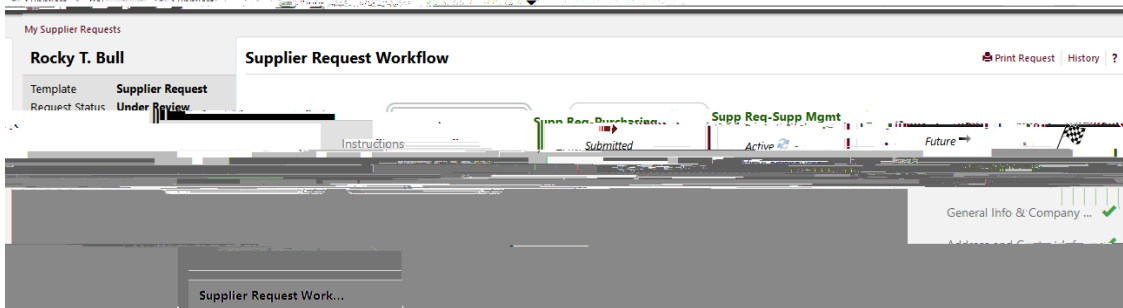
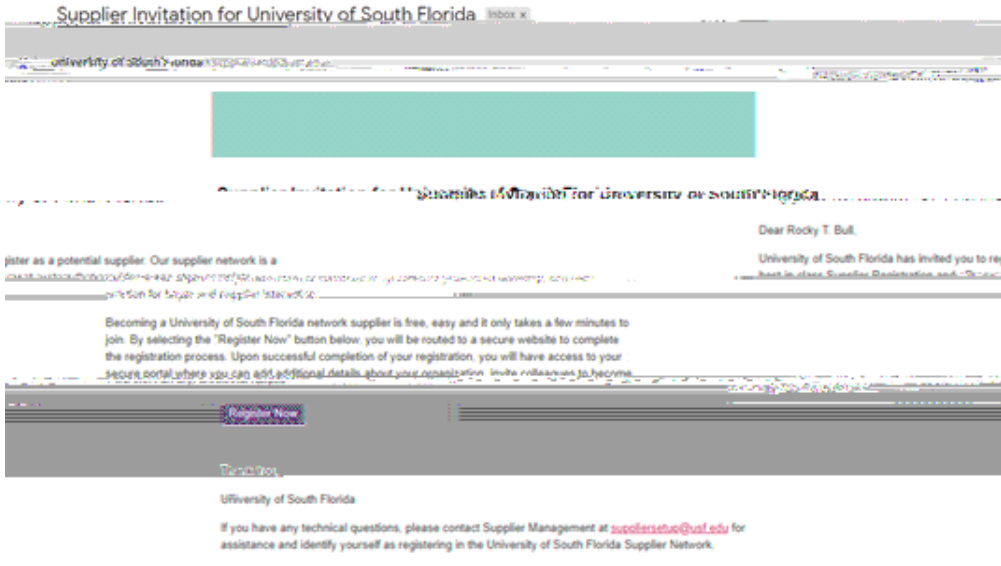
Purpose:	To define procedures for requesting new suppliers.
Navigation:	Navigate in Bull Marketplace to Suppliers > Requests > Request New Supplier
Notes:	In order to access the request form you must have a Req Initiator, Req Approver or Req Manager role.

Steps	Requesting a New Supplier
1	<p>In Bull Marketplace navigate to the New Supplier Request.</p>  <p>The screenshot shows the Bull Marketplace interface. A 'Suppliers' menu is open, displaying options: 'Manage Suppliers', 'Requests', 'Request New Supplier', and 'My Supplier Requests'. The 'Requests' option is highlighted.</p>
2	<p>Enter the supplier's name.</p>  <p>The screenshot shows the 'Request New Supplier' form. A search bar is visible with the text 'Request New Supplier' and a search icon. Below the search bar, there are input fields for 'Supplier Name' and 'Requester Name'. A 'Next' button is visible at the bottom right of the form.</p>
3	<p>The instructions will appear. Review and then select Next.</p>  <p>The screenshot shows the 'Supplier Request' form with instructions. The title 'Supplier Request' is at the top. Below it, there is a 'Request Status' dropdown menu. The main content area contains instructions and a 'Next' button at the bottom right.</p>

Steps	Requesting a New Supplier
4	<p>On the Questions page select Next.</p> 
5	<p>The Supplier Request requires that you fill in the information below.</p> 

Steps	Requesting a New Supplier
6	<p>Scroll down to see the entire form as you fill in the information. You cannot submit until all the fields with a star are completed.</p> 
7	<p>Select Next and complete the supplier contact information.</p> 

New Supplier Request

Steps	Monitoring New Supplier Requests
2	<p>Alternatively, In Bull Marketplace navigate to My Supplier Requests</p> 
3	<p>At the top of the page you can filter by supplier name or request status.</p> 
4	<p>Select a request to review further. On the Supplier Request select Supplier Request Workflow. On this page you can see the active workflow step. This is the step with a double border.</p> 
5	<p>When the request has been fully approved Supplier Management will send an invitation by email to the supplier requesting they complete their registration.</p> 

New Supplier Request

Steps	Monitoring New Supplier Requests
5	From the My Supplier Requests page you will also be able to see the status of the supplier's registration.
6	The Registration Statuses are as follows: Invited – Invitation to register sent by email to supplier In Progress – The supplier has started though not submitted their registration Profile Complete – Supplier has completed their registration and it has been submitted for USF review. Approved – Supplier registration has been approved through the workflow and is now available for use.
7	To view the Supplier Registration Workflow select the supplier under Supplier Profile and navigate to the Supplier Registration Workflow. On this p

