New Supplier Request



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
	Tvianager Tole.



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Steps	Requesting a New Supplier
4	On the Questions page select Next.
	My Supplier Requests
	Anternetering n. d. T. n. II A
	Template Supplier Request
	Address and Contact Information
	Review and Complete
	Previous
5	The Supplier Request requires that you fill in the information below.
	My Supplier Requests
	Questions - General Info & Company Overview
	General Information (6)
	V General Information
	Department*
	Address and Control of Ferrar International
	Review and Complete
	Supplier Request Workflow
	Requester's Email Address *
	Printify of Bronnesk
	Nëedi <u>By Datë fondilis.Supp</u> lier
	mm/ad/yyyy

Steps	Requesting a New Supplier
6	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.
	Company Information
	Rocky=TBull
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	sifes holdstangshalma Euro A. Kala barta Ma <u>ya Esta okasta da</u> segi Ayra sabay <u> And-Bang D</u> ucimi
	ai Maatsona karokse on animatson
	O strategie and O strategies
	r a current student at USF? * 😡
	⊖ No O Yes
	Country of Origin *
	✓ Description: Sector and Although Sector and Although Sector Although Sec
7	Select Next and complete the supplier contact information.
	Recumpliar, Remate, Mr. Supplier, Repugets, T. D. Quertions, Address and Contract Information
	plier Requests My Sup
	Template Supplier Request
	Instructions
	Conneral Info Ru Company

Supplier

New Supplier Request

Steps	Monitoring New Supplier Requests
2	Alternatively, In Bull Marketplace navigate to My Supplier Requests.
	Request New Supplier Requests Requests Manage Suppliers Reque Reque
3	At the top of the page you can filter by supplier name or request status.
	ResSingline Bequeto
	A005-
	Workflow, and the set of the
4	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.
	My Supplier Requests Backy T. Bull Supplier Request Template Supplier Request Request Status Under Brucksteinen Instructions Supp Req-Supp Mgmt Instructions Supp Mgmt
	General lifo & Company
5	When the request has been fully approved Supplier Management will send an invitation by email to the supplier requesting they complete their registration.
	Supplier Invitation for University of South Florida Interest
	ិននេះ និង
	Dear Rocky T. Bull,
	jister as a potential supplier. Our supplier instruction is a University of South Honde has invited you to reg casast autoactionary/deventary Supplier (Split auto-casas or sustances or s
	Becoming a University of South Florida network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of you will have access to you secure control where you can add, add, add, and folian during and and an add the values use to her control where you can add, add, add, add, add, add, add, ad
	Copper New Control Con
	The section
	If you have any technical questions, please contact Supplier Management at <u>suppliersetux@usf.edu</u> for assistance and identify yourself as registering in the University of South Florida Supplier Network.

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

Supplier