

## Bull Marketplace Supplier Management Information

### Helpful Insights for Bull Marketplace Supplier Management

The following are helpful hints and insights to assist you in streamlining your interactions with Bull Marketplace Supplier Management.

- Supplier Management has added a new contact type to the supplier registrations – Diversity. This is an optional contact type that allows suppliers to designate the supplier contact responsible for managing diversity related classifications. USF users now have the ability to know who to contact regarding any diversity related questions such as missing or outdated certificates, additional reporting information, etc. If provided by the supplier, you will see this with the other contacts under Contacts & Locations > Contacts.
- With the implementation of Bull Marketplace, suppliers are responsible for managing and updating their information within their registration. If an active supplier has not previously been invited to register in Bull Marketplace and needs access to update their supplier record, direct them to contact [suppliersetup@usf.edu](mailto:suppliersetup@usf.edu).
- Please encourage your suppliers to maintain their registration with current information and keep their address and payment information up-to-date. You are responsible to confirm that updated information received from suppliers has been loaded by them into the system and that you select it when submitting transactions. This will support a smoother and more timely procure to pay process.
- Should you receive any notices or communications pertaining to changes in supplier information, please forward to [suppliersetup@usf.edu](mailto:suppliersetup@usf.edu).

As a reminder, the [Supplier Management website](#) has guidance to reference when requesting new suppliers and step-by-step instructions to assist suppliers in completing their registrations.

Questions related to Supplier Management may be directed to [suppliersetup@usf.edu](mailto:suppliersetup@usf.edu).

Thank you,

### **Supplier Management**

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[suppliersetup@usf.edu](mailto:suppliersetup@usf.edu)

[Supplier Management Website](#)

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