

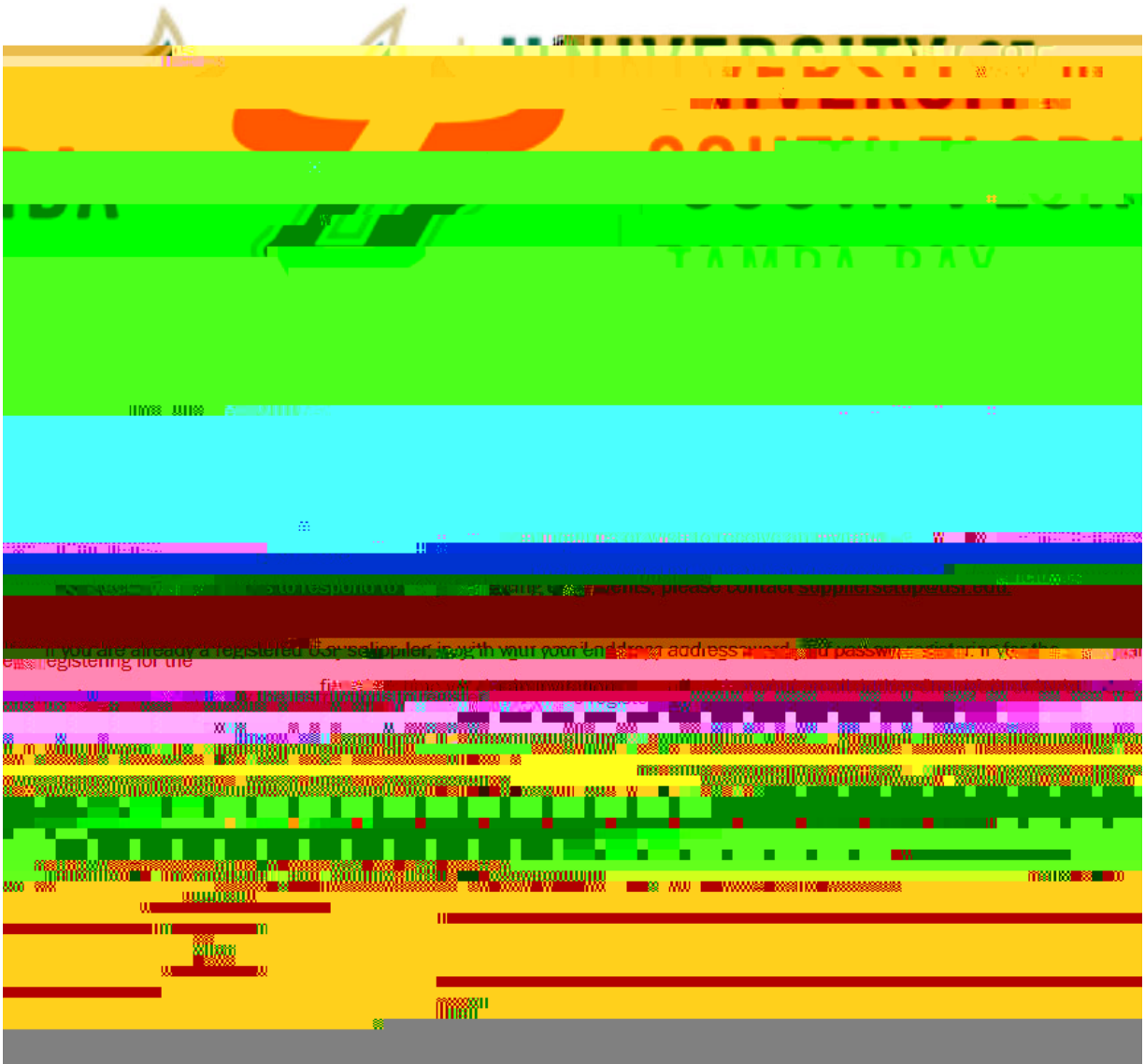
Bull Marketplace – Total Supplier Manager Tutorial: Updating Your Supplier Registration

Updating Your Supplier Registration

If you have previously completed a supplier registration within Bull Marketplace and need to return to update any information please use the following login link:

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=USFlorida>

On the login page enter your email and select "Next".



Updating Your Supplier Registration

Enter the password you created during your initial registration and select "Login".

For more information on how to register, visit www.usf.edu/business-finance/controller or contact supplierssetup@usf.edu. If you are already a registered USF supplier, log in with your email address and password. If you are not a registered USF supplier, click on the "Create Account" link to register.

English ▾

Enter your email to Login/Create Account

rocky+sq@ [✓]

Email

Password

Login [Trouble Logging In?](#)

For login and password assistance, please contact Jaggaer Supplier Support at 1 800 233 1121 or <https://www.jaggaer.com/service/support/suppliersupport/>.

Once logged in, navigate to "Manage Registration Profile".

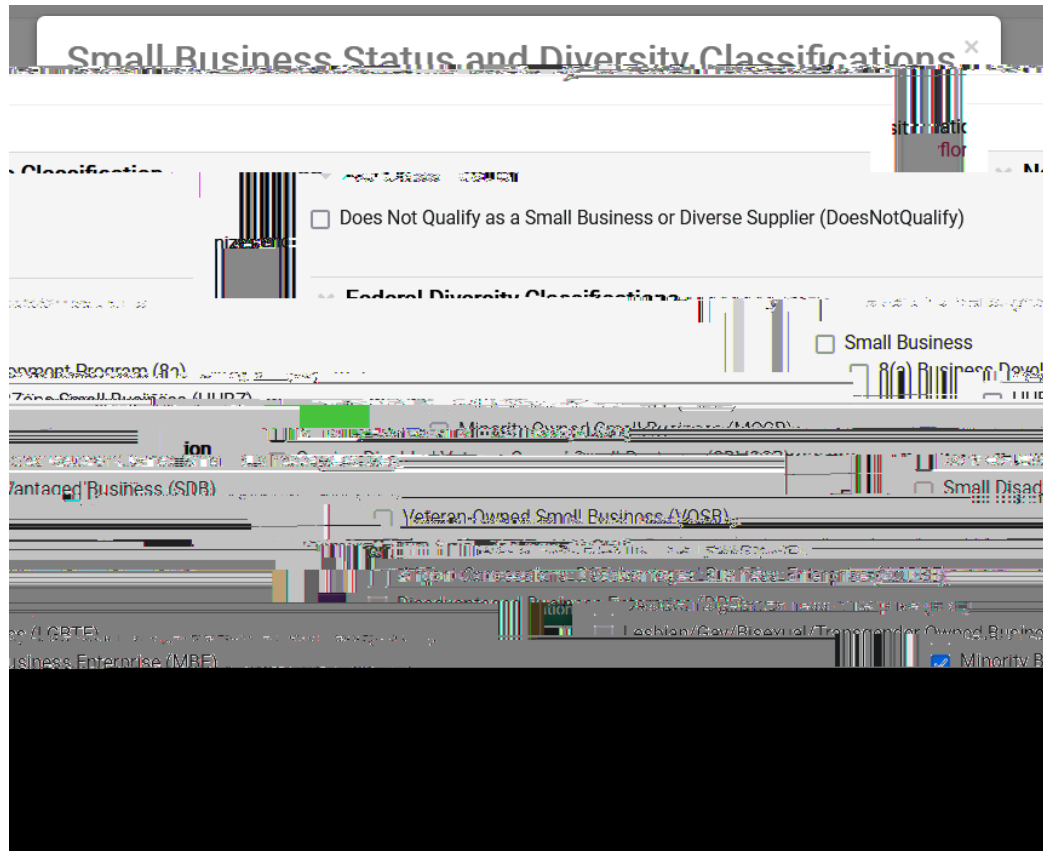
The screenshot shows the Jaggaer Supplier Portal interface. At the top, there's a blue navigation bar with 'SOUTH FLORIDA' and 'Home' links. Below this is a large banner with the text 'Welcome to the University of South Florida'. Underneath the banner, there are several navigation buttons: 'Home', 'Tasks', 'Procurement', 'USF Purchasing @usf.edu', 'Registration', and 'Manage registration profile'. A search bar is visible with the text 'No Results'.

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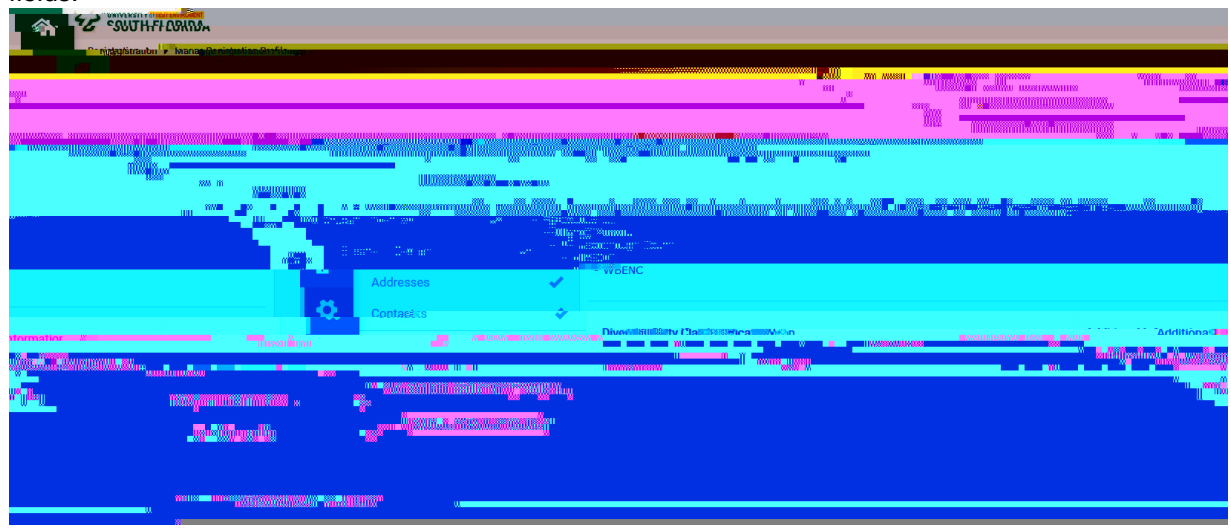
If you have changes to your

Updating Your Supplier Registration

When adding new Diversity information select "Add Diversity Classification" Next select any applicable Diversity Classification and then "Done".



To complete the addition of your Diversity Classifications select "Edit" and complete the additional required fields.



Updating Your Supplier Registration

Based upon your Diversity classification and your inputs into the additional required fields, you may be prompted to provide additional information. That may include a copy of your certification, and, if so, you may upload it on the Edit Diversity screen, example shown below.

Your updates will be automatically saved as you move through