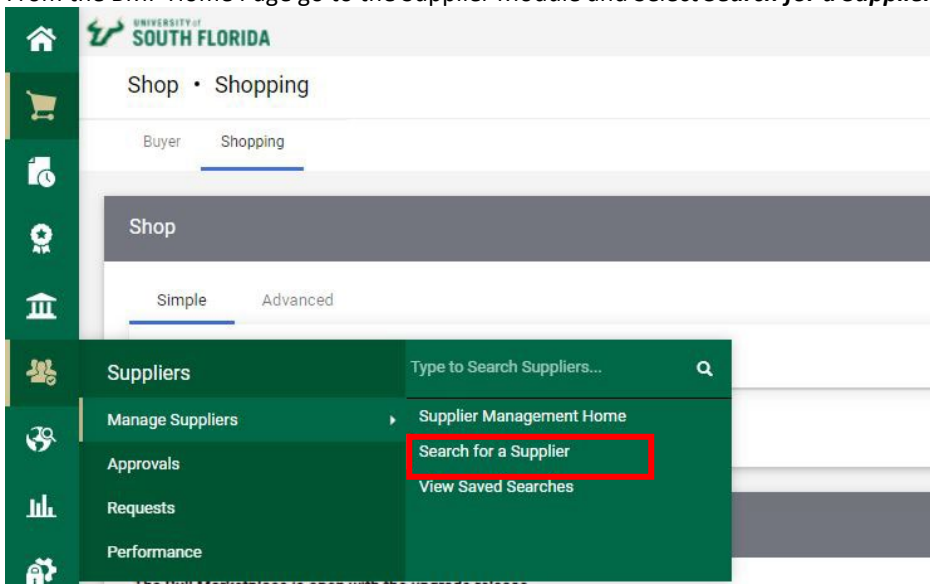
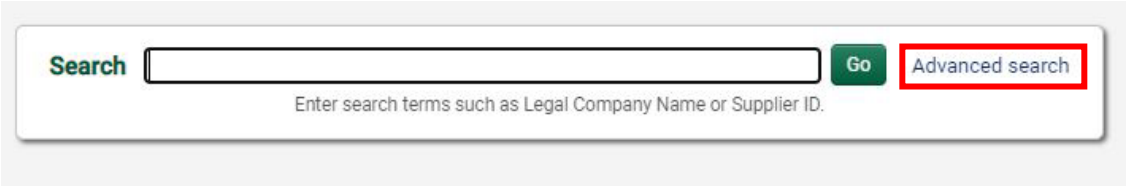
Bull Marketplace – ePro

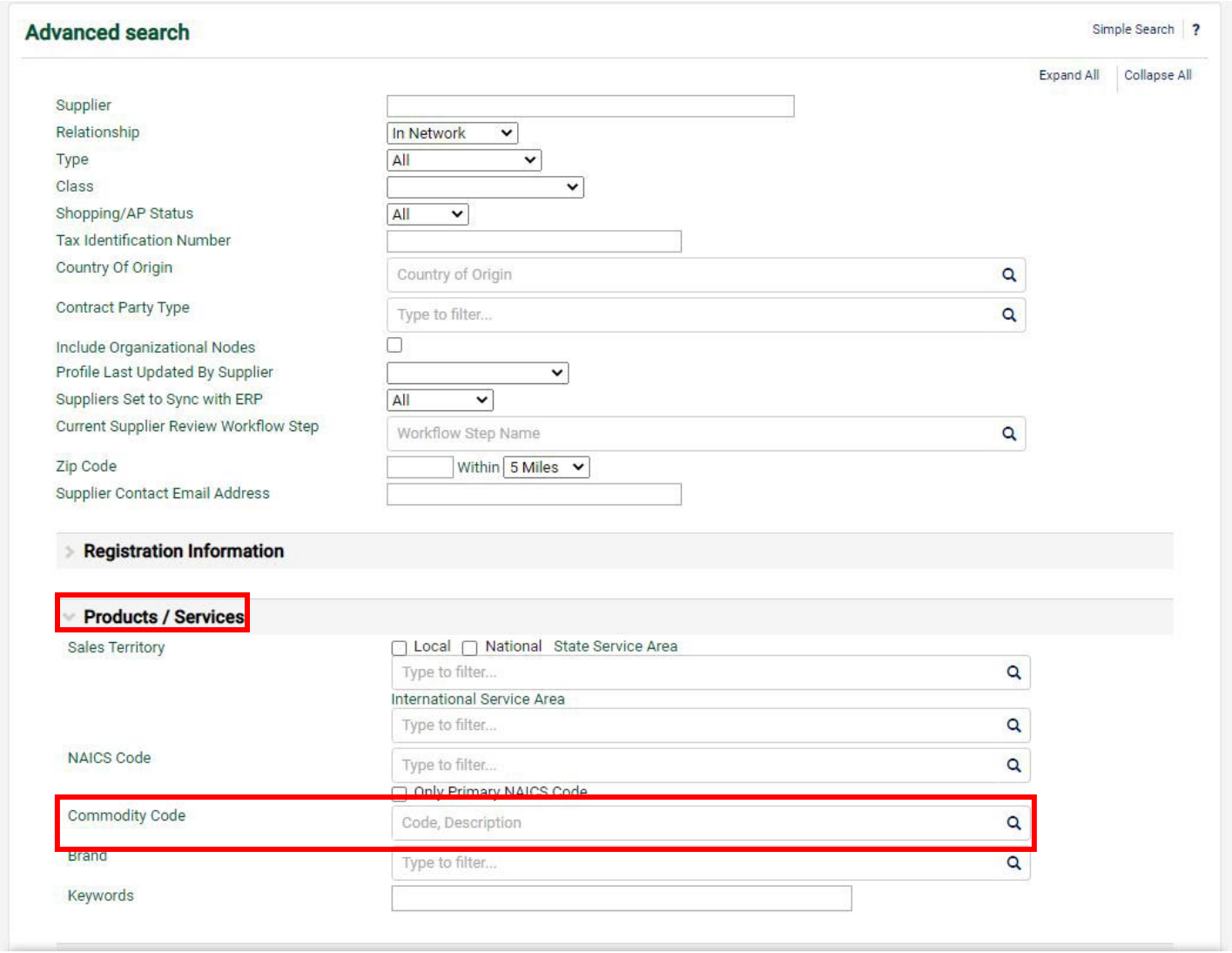
How to find a Supplier based on Commodity or Diversity Classification

Purpose:	This manual outlines how to use Bull Marketplace Supplier Management Tool to search for available suppliers based on need or diversity classification
Notes:	Engaging with diverse suppliers supports USF's strategic goals as well as promotes good partnerships with our local Tampa Bay community and the broader economy. Finding existing suppliers who have provided good value services and commodities in the past also helps with promoting competition. It is encouraged that when seeking quotes for new services or commodities, our existing supplier base is consulted.
Navigation:	From the BMP Home Page go to the Supplier Module and Select ***Search for a Supplier*** 

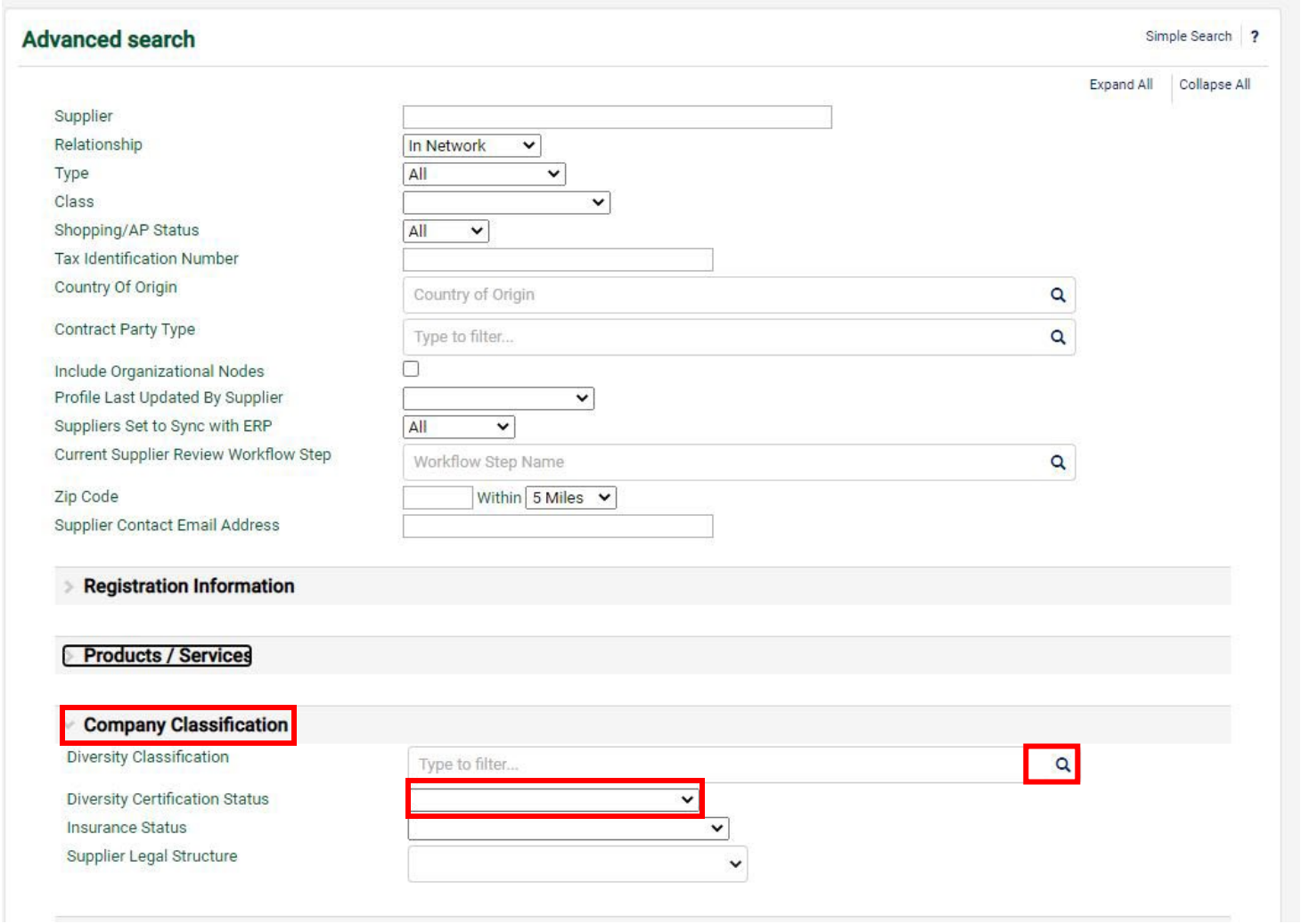
Steps	Using the Advanced Search Features
1	1.1 From the search page select ***Advanced Search*** 

Steps	Using the Advanced Search Features

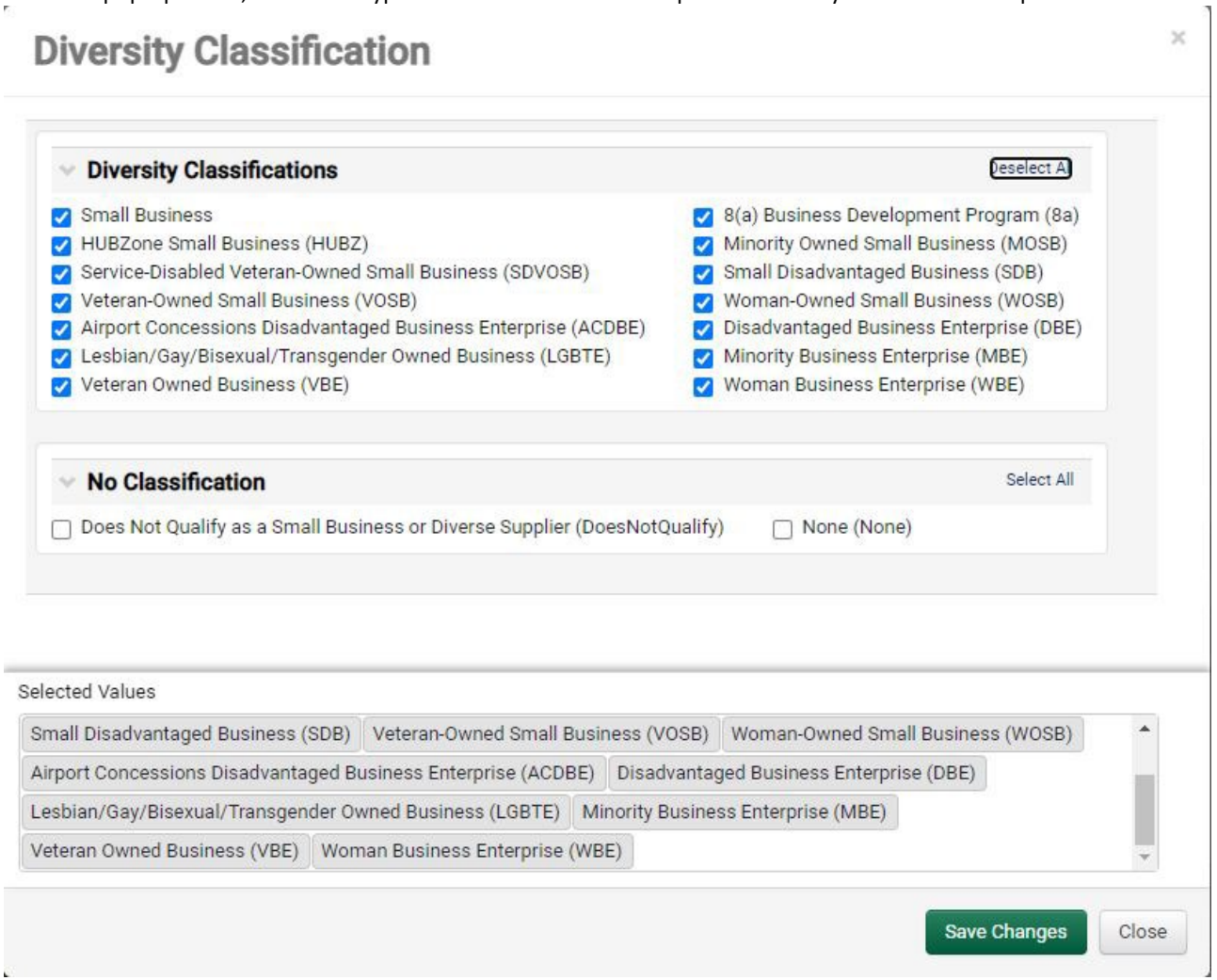
1.2 **To Search for Supplier Based on Commodity Code:** Select the ***Products and Services*** arrow to drop down your search options. In the commodity code field you can start typing a commodity code(s), key words or select the magnifying glass to bring up more options. Multiple codes can be selected.



Steps	Using the Advanced Search Features
	1.3 **To Search for Supplier Based on Diverse Business Classification:** First set the Diversity Classification Status to ***Current Certification***. Then, select the ***Company Classification*** arrow to drop down your search options and then select the magnifying glass.

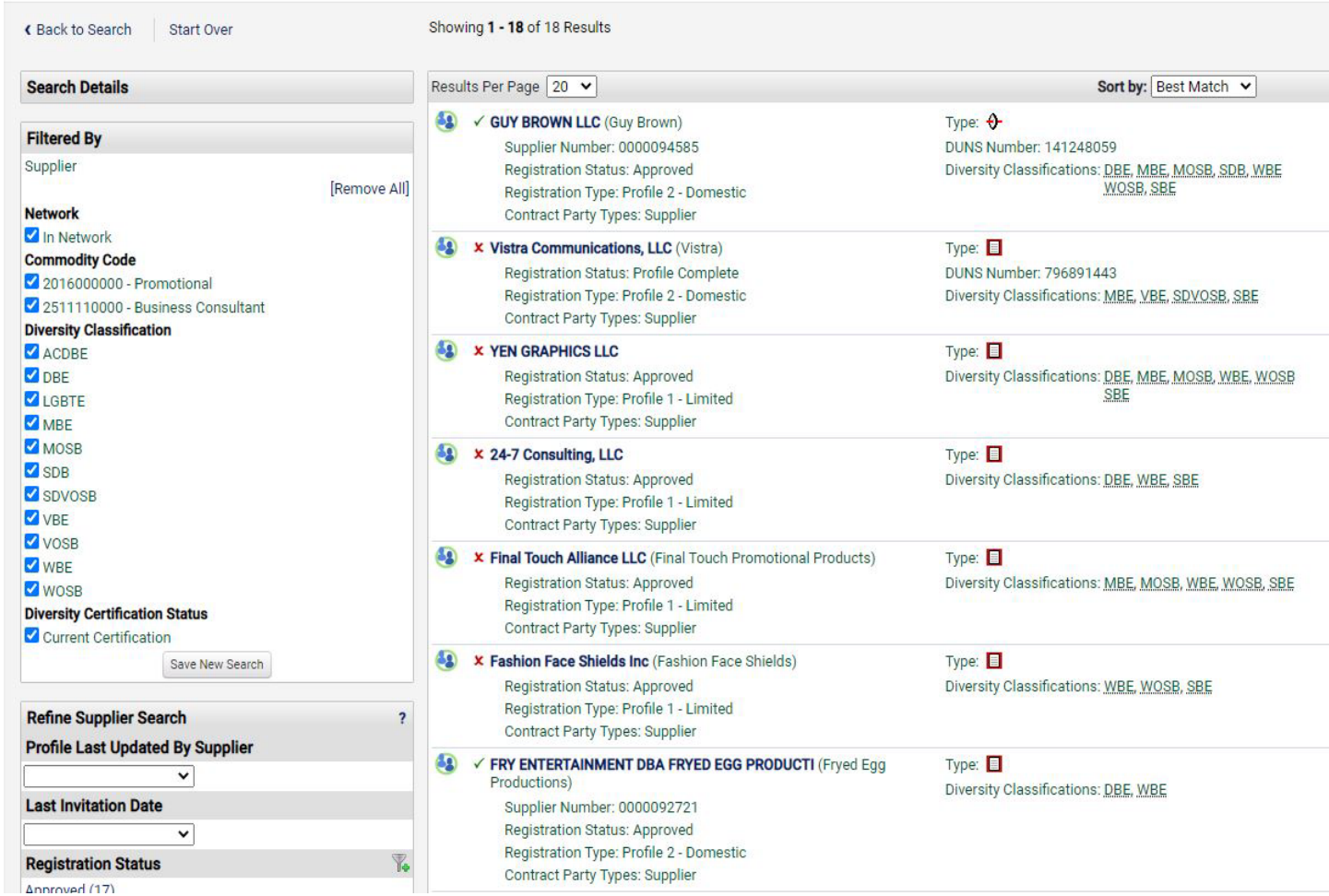
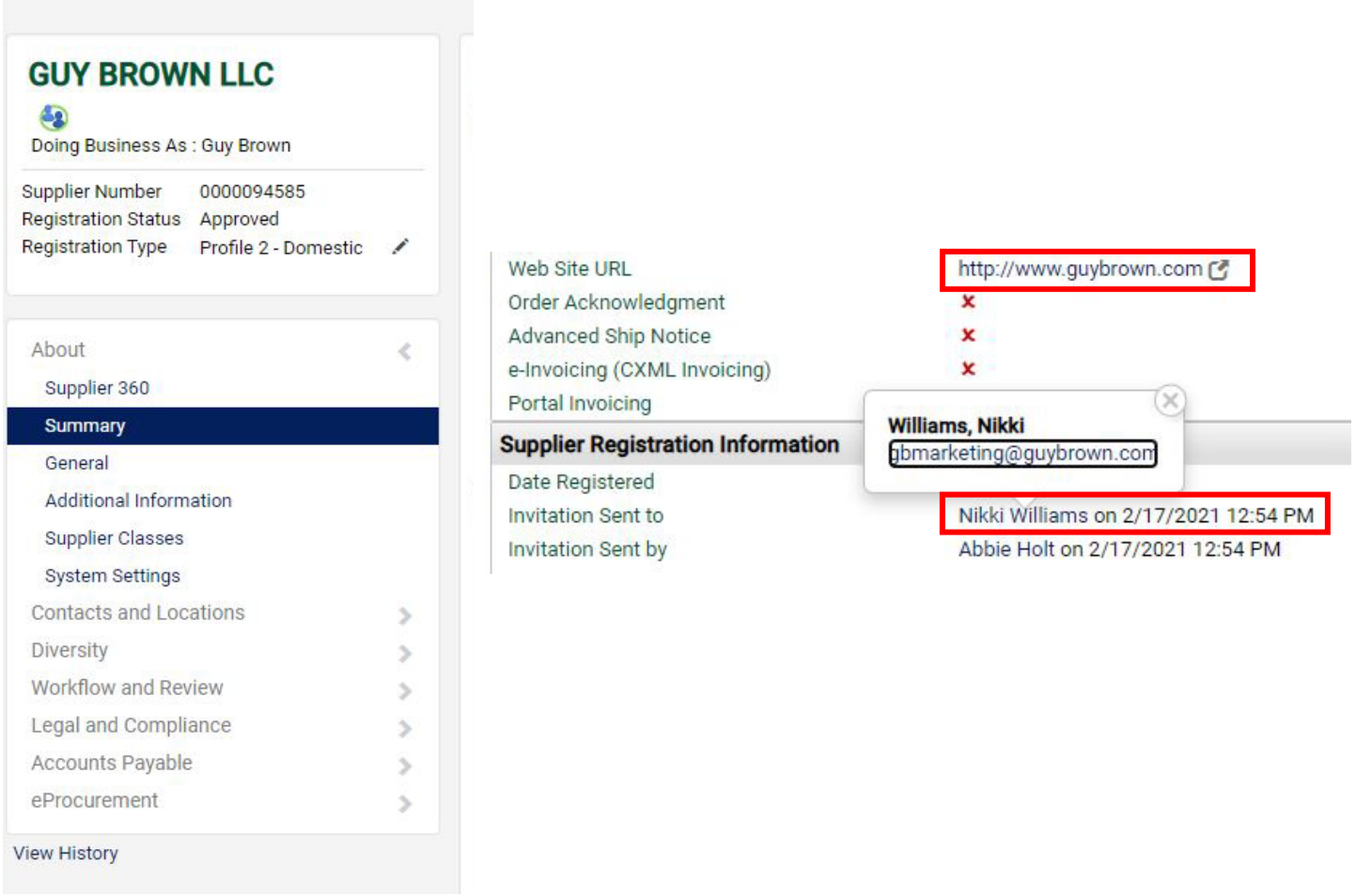


1.4 From the pop-up menu, select the hyperlink for ***Select All*** with respect to diversity certification and press the ***Save Changes*** button.



1.5 From the main search page select ***SEARCH*** once you are happy with your parameters.

Steps	Using the Advanced Search Features
	1.6 The results of your search will be displayed the X indicates an ***Inactive Supplier*** whereas the ✓ indicates an ***Active Supplier***. You can find more information on the supplier by clicking on the **BLUE** company name.



Steps	Using the Advanced Search Features
	1.7 Contact information can be found on the ***Summary*** tab. You can select the name associated with the ***Invitation Sent To*** header to get an email contact. Website information may also be found on this page for more company information.