

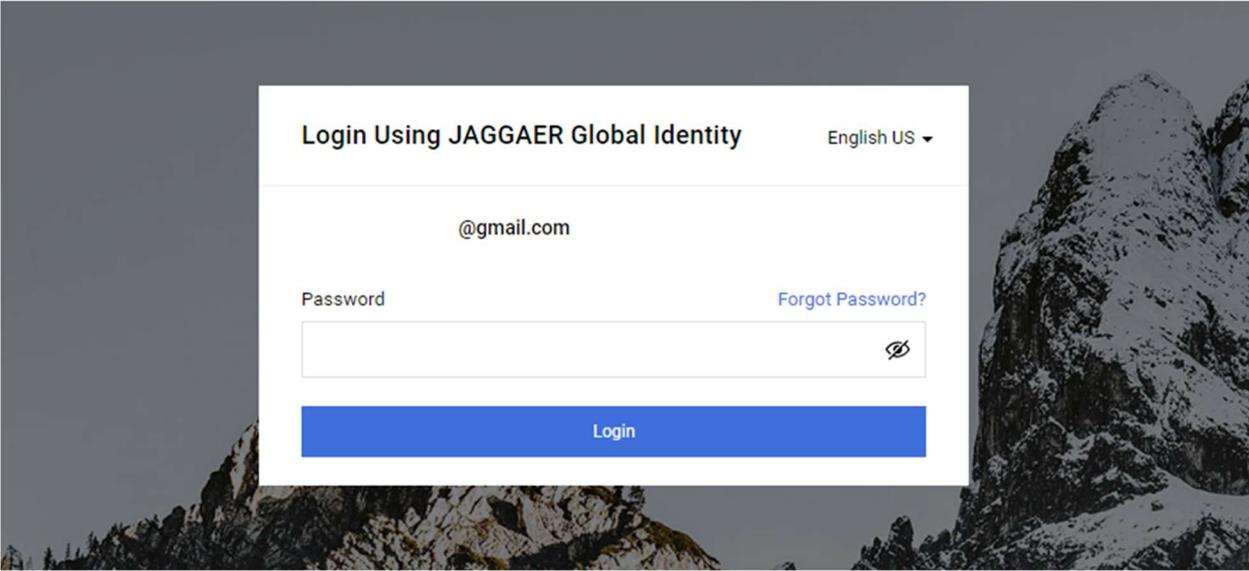
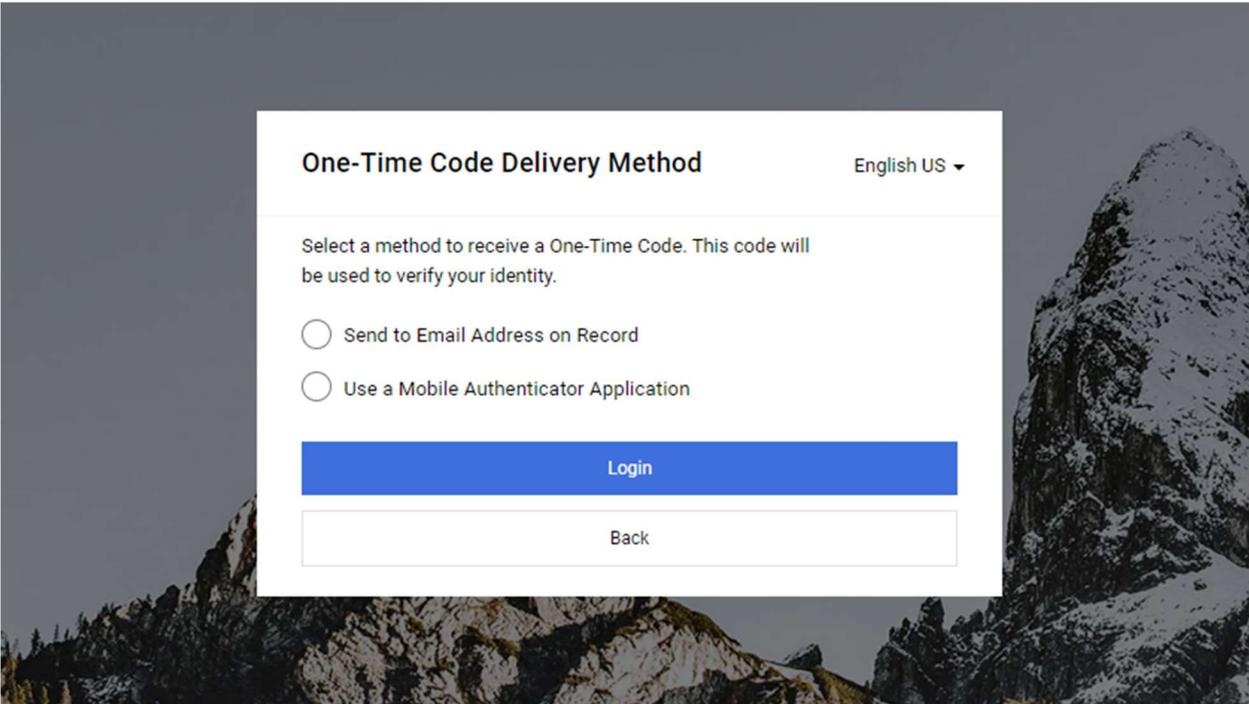


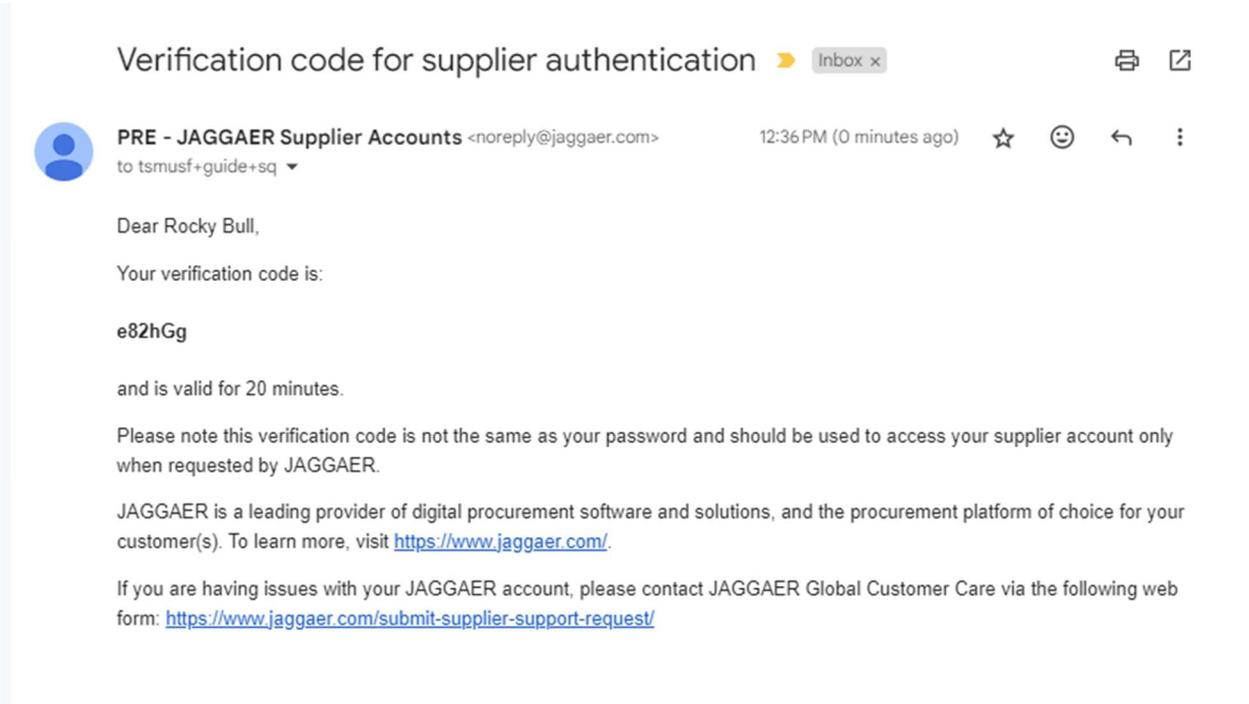
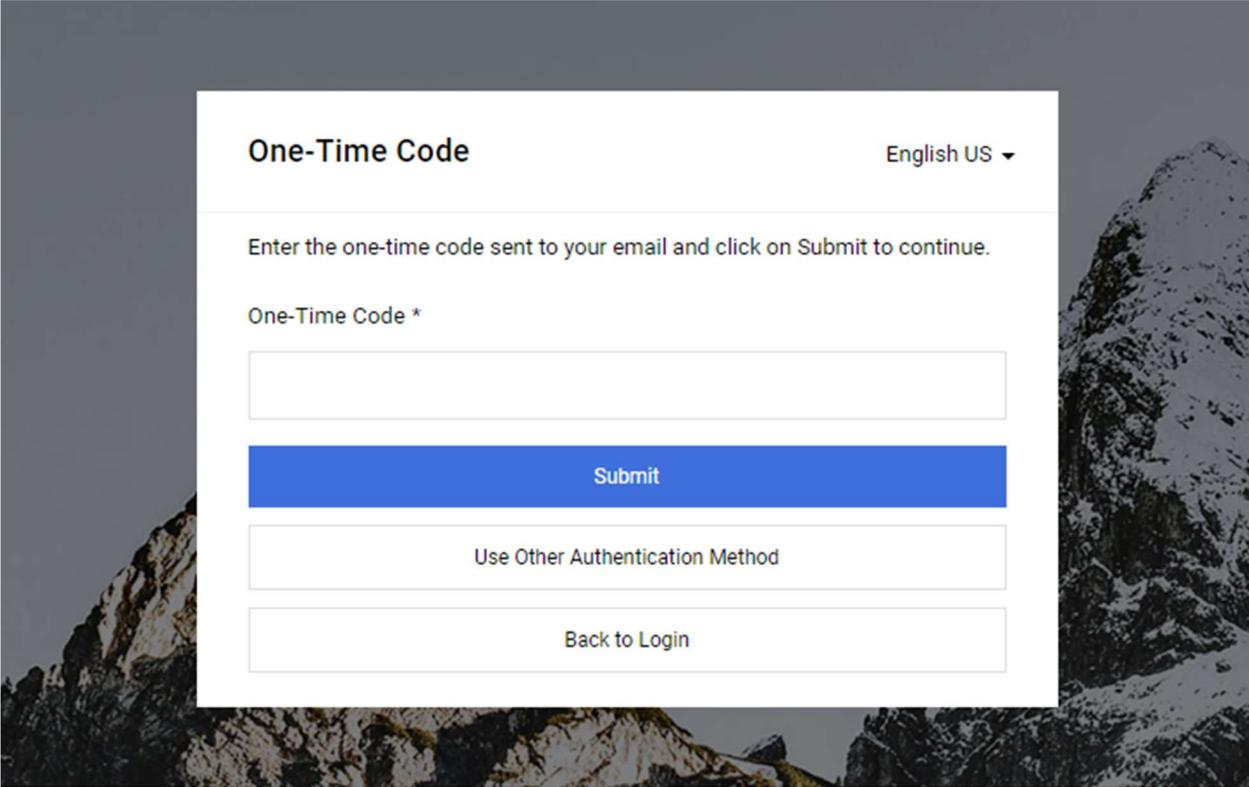
Bull Marketplace – Total Supplier Manager
Tutorial: Individual Registration Instructions

| | |
|-----------------|--|
| Purpose: | Below are instructions for completing your registration with the University of South Florida’s (USF) Supplier Portal as an Individual. |
|-----------------|--|

| Steps | Individual Supplier Registration |
|--------------|--|
| 1 | <p>When a USF department invites you to register for the supplier portal, you will receive the following email from USFdonotreply@jaggaer.com.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: right;">Individual Invitation for University of South Florida Inbox x 🖨️ 📧</p> <p> University of South Florida <USFdonotreply@jaggaer.com> 12:06 PM (8 minutes ago) ☆ 😊 ↶ ⋮ to tsmusf+guide+sq</p> <div style="text-align: center; margin: 10px 0;"> UNIVERSITY of SOUTH FLORIDA </div> <p>Individual Invitation for University of South Florida</p> <p>Dear ROCKY T BULL,</p> <p>University of South Florida has invited you to register as a potential supplier.</p> <p>By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about yourself.</p> <p>For reference, our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf</p> <div style="text-align: center; margin: 10px 0;"> Register Now </div> <p>Please note, you must select the link within this email to complete the required registration. This registration should be completed using the email address that received this invitation. If you are not the proper point of contact for your organization to complete this registration contact suppliersetup@usf.edu.</p> <p>Thank You,</p> <p>University of South Florida</p> <p>If you have questions regarding your registration, please contact Supplier Management at suppliersetup@usf.edu and identify yourself as registering in the University of South Florida Supplier Network.</p> <p><small>Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.</small></p> </div> <p>You must use the "Register Now" link contained in the email to access your profile. If you have any issues accessing the link, please contact suppliersetup@usf.edu. If you start your registration, but need to come back to it at a later date, you can access your profile here.</p> |
| 2 | <p>Once you click the "Register Now" link in the email, you will be brought to the welcome page for the supplier registration. Please click "Continue with Registration" and then you will then be taken to a page where you can create your account and set up your login information.</p> |

| Steps | Individual Supplier Registration |
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| | <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 25%;"> <p>Registration Checklist</p> <p>Registration FAQ</p> <p>Registration Tutorial</p> </div> <div style="width: 70%;"> <h3 style="text-align: center;">Welcome to Supplier Registration</h3> <p style="text-align: right;">English ▾</p> <p style="text-align: center;">Welcome to the University of South Florida supplier portal!</p> <p>You may need to have the following information in order to complete the registration process:</p> <ul style="list-style-type: none"> Addresses - Ordering/Fulfillment, Physical and Remittance addresses Contact information (Remittance, Fulfillment, etc.) Signed W-9 or W-8 Diversity information and certifications Bank account information for direct deposit or wire <p>By submitting this registration and saving any subsequent updates, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida.</p> <p>Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx.</p> <p>Our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf</p> <p style="text-align: center;">Continue With Registration</p> </div> </div> |
| 3 | <p>Complete all fields that have the star symbol next to them and click "Create Account".</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 25%;"> <p>Supplier Registration</p> <p>Registration Tutorial</p> </div> <div style="width: 70%;"> <p style="text-align: right;">English ▾</p> <p>Your Contact Info</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; height: 25px;" type="text"/> <small>First Name ★</small> </div> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; height: 25px;" type="text"/> <small>Last Name ★</small> </div> <div style="margin-top: 10px;"> <input style="width: 100%; height: 25px;" type="text"/> <small>Title</small> </div> <div style="margin-top: 10px;"> <input style="width: 100%; height: 25px;" type="text"/> ext. <small>Phone Number ★</small> </div> <div style="margin-top: 10px;"> <small>International phone numbers must begin with +</small> <input style="width: 100%; height: 25px;" type="text" value="EST - Eastern Standard Time (EST)"/> <small>Preferred Time Zone ★</small> </div> <p>Your Login</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: 0.8em;">You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.</p> </div> <div style="margin-top: 10px;"> <input style="width: 100%; height: 25px;" type="text"/> <small>Email ★</small> </div> <div style="margin-top: 10px;"> <input style="width: 100%; height: 25px;" type="text"/> <small>Confirm Email ★</small> </div> </div> </div> </div> |

| Steps | Individual Supplier Registration |
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| 4 | <p>The next page will appear for you to login with your newly created password.</p>  |
| 5 | <p>Next, choose a method of delivery to receive a One-Time verification code.</p>  |

| Steps | Individual Supplier Registration |
|-------|---|
| 6 | <p>Retrieve the one-time code from your selected deliver location</p>  <p>Verification code for supplier authentication Inbox x</p> <p>PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> 12:36 PM (0 minutes ago) ☆ 😊 ↶ ⋮ to tsmusf+guide+sq ▾</p> <p>Dear Rocky Bull,</p> <p>Your verification code is:</p> <p>e82hGg</p> <p>and is valid for 20 minutes.</p> <p>Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER.</p> <p>JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit https://www.jaggaer.com/.</p> <p>If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: https://www.jaggaer.com/submit-supplier-support-request/</p> |
| 7 | <p>And return to the registration window to enter the code.</p>  <p>One-Time Code English US ▾</p> <p>Enter the one-time code sent to your email and click on Submit to continue.</p> <p>One-Time Code *</p> <input type="text"/> <p>Submit</p> <p>Use Other Authentication Method</p> <p>Back to Login</p> |

| Steps | Individual Supplier Registration |
|-------|---|
| 8 | <p>Upon creating your account, you will be brought to the Welcome section of the supplier portal. Your first name and last name are required to start the registration. This will be pre-populated with the information submitted on the USF department’s request for your invitation. Verify/correct the information and click “Next”.</p>  |
| 9 | <p>The Individual Overview section is where you provide your country of origin, tax information, and additional questions.</p> <ul style="list-style-type: none"> - Country of Origin should be the country you use for tax purposes (US Citizens and Permanent Residents should select "United States"). - Individual suppliers should choose “Individual/Sole Proprietor” from the Legal Structure drop down. *If you should be set up as a business (other than Sole Proprietor), Non-US Based Entity, or Foreign Individual please contact suppliersetup@usf.edu to change your profile type. - After choosing the Legal Structure of “Individual/Sole Proprietor”, you must select the Tax Identification Number (TIN) type you will be entering. If USF is paying you individually, the TIN type is generally Social Security Number (SSN) and should be entered where indicated in this section. *If you have an Employer Identification Number (EIN) to provide instead, please contact suppliersetup@usf.edu to change your profile type. - Be sure to answer the Additional Questions regarding USF student/employee statuses. <p>When you have completed the information on this page, click “Next”.</p> |

| Steps | Individual Supplier Registration | |
|-------|---|---|
| | <p>BULL, ROCKY T.</p> <p>Registration In Progress for: University of South Florida</p> <p>0 of 5 Steps Complete</p> <p>Welcome</p> <p>Individual Overview ▲</p> <p>Addresses ▲</p> <p>Contacts ▲</p> <p>Payment Information ▲</p> <p>Tax Information ▲</p> <p>Certify & Submit</p> <p>Registration FAQ View History</p> | <p>Individual Information ?</p> <p>Country of Origin * ⓘ United States ▼</p> <p>Legal Structure * ⓘ Individual/Sole Proprietor or Single-Member LLC ▼</p> <p>Tax ID Number Type ⓘ Social Security Number / Social Insurance Number ▼</p> <p>Tax ID Number *</p> <p>Website <input type="text" value="http://usf.edu"/> ⓘ</p> <p>Additional Questions</p> <p>Are you a current USF student? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are you a current or former USF employee? * <input type="text"/></p> <p>★ Required to Complete Registration</p> <p><input type="button" value="Previous"/> <input type="button" value="Next >"/> <input type="button" value="Save Changes"/></p> |

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In this next section you can add your address(es). The address provided on your IRS Form W-9 must be included as an address here.

| BULL, ROCKY T. | Addresses | |
|--|--|---|
| <p>Registration In Progress for: University of South Florida</p> <p>1 of 5 Steps Complete</p> <p>Welcome</p> <p>Individual Overview ✓</p> <p>Addresses ▲</p> <p>Contacts ▲</p> <p>Payment Information ▲</p> <p>Tax Information ▲</p> <p>Certify & Submit</p> <p>Registration FAQ View History</p> | <p>Instructions:</p> <p>Enter your Address Line 1 in the Address Label field. For example: 123 Main St</p> <p>For assistance determining your 9 digit postal code please visit the USPS website here: https://tools.usps.com/go/ZipLookupAction!input.action.</p> <p>Required Information</p> <p>At least one address is required to complete this section.</p> <p>No addresses have been entered</p> <p><input type="button" value="Add Address"/></p> <p>Hide Inactive Addresses</p> | <p><input type="button" value="Previous"/> <input type="button" value="Next >"/></p> |

Click on the “Add Address” button to get started.

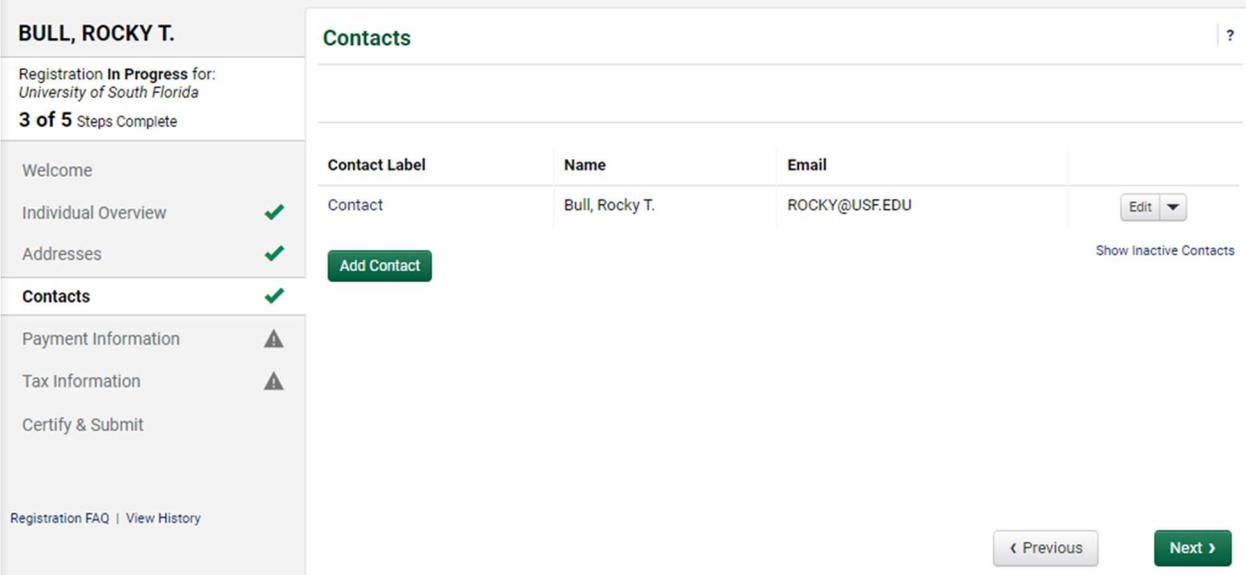
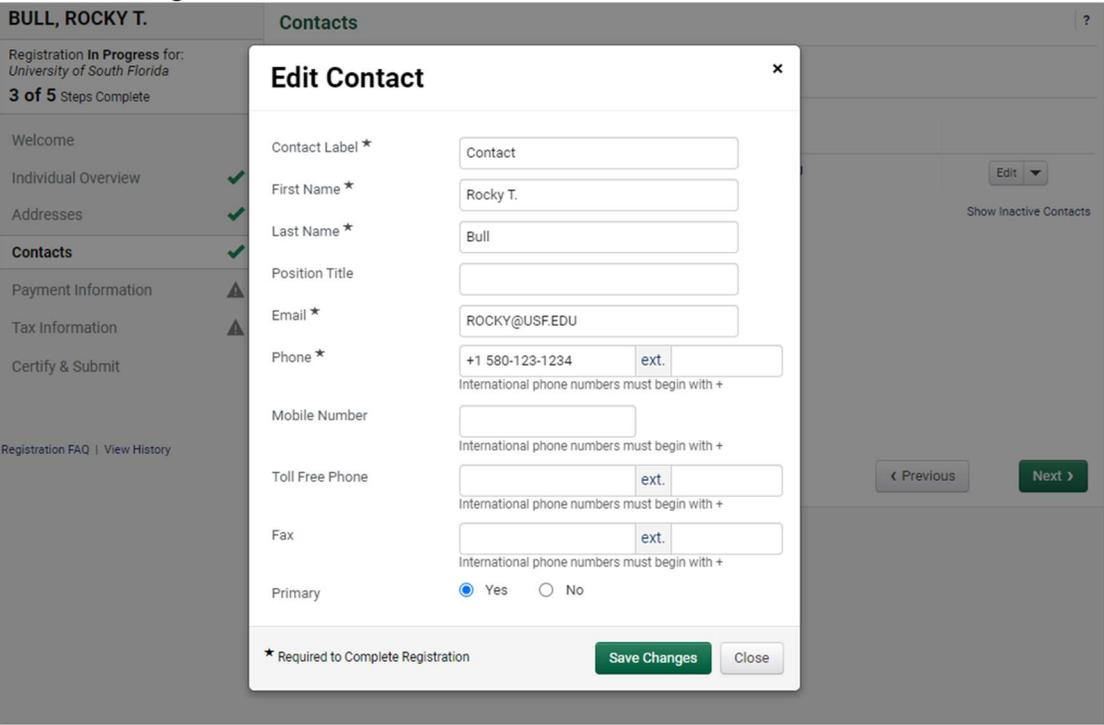
Enter Line 1 of your address as the address label. Fill in the required details. The postal code should be in 9 digit format.

| Steps | Individual Supplier Registration | |
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| | <p>BULL, ROCKY T.</p> <p>Registration In Progress for: University of South Florida</p> <p>1 of 5 Steps Complete</p> <p>Welcome</p> <p>Individual Overview ✓</p> <p>Addresses ⚠</p> <p>Contacts ⚠</p> <p>Payment Information ⚠</p> <p>Tax Information ⚠</p> <p>Certify & Submit</p> <p>Registration FAQ View History</p> | <h3>Add Address</h3> <p>Address Details (Step 1 of 2) ?</p> <p>What would you like to label this address? * <input type="text" value="4202 E FOWLER AVE"/> <i>Example: Headquarters, Houston Office</i></p> <p>Country * <input type="text" value="United States"/></p> <p>Address Line 1 * <input type="text" value="4202 E FOWLER AVE"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City/Town * <input type="text" value="TAMPA"/></p> <p>State/Province * <input type="text" value="Florida"/></p> <p>Postal Code * <input type="text" value="33620-9951"/> <i>Example: 12345-6789</i></p> <p>Phone <input type="text"/> ext. <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>Toll Free Phone <input type="text"/> ext. <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>Fax <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>* Required to Complete Registration Next ></p> |

For assistance determining your 9 digit postal code please visit the USPS website [here](#). When you have completed the information on this page, click "Next".

- 11 You will then be able to add contact information in the pop-up that appears. If you choose to do so, fill in the required details and then "Save Changes". You may also select "Not Applicable" and add the contact information on the next page.

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| <p>BULL, ROCKY T.</p> <p>Registration In Progress for: University of South Florida</p> <p>1 of 5 Steps Complete</p> <p>Welcome</p> <p>Individual Overview ✓</p> <p>Addresses ⚠</p> <p>Contacts ⚠</p> <p>Payment Information ⚠</p> <p>Tax Information ⚠</p> <p>Certify & Submit</p> <p>Registration FAQ View History</p> | <h3>Add Address</h3> <p>Primary Contact For This Address (Step 2 of 2) ?</p> <p>You can also update and add Contacts later from the Contacts page.</p> <p><input checked="" type="radio"/> Enter New Contact <input type="radio"/> Not Applicable</p> <p>Contact Label * <input type="text" value="Contact"/></p> <p>First Name * <input type="text" value="Rocky T."/></p> <p>Last Name * <input type="text" value="Bull"/></p> <p>Position Title <input type="text"/></p> <p>Email * <input type="text" value="ROCKY@USF.EDU"/></p> <p>Phone * <input type="text" value="+1 111-111-1111"/> ext. <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>Toll Free Phone <input type="text"/> ext. <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>Fax <input type="text"/> <i>International phone numbers must begin with +</i></p> <p>* Required to Complete Registration < Previous Save Changes</p> |
|--|---|

| Steps | Individual Supplier Registration |
|-------|---|
| 12 | <p>If contact information was not provided on the previous page you will be required to provide at least one contact in the Contacts section. To do so, select "Add Contact". Additional contacts may also be added.</p>  |
| 13 | <p>The Contact Label can be the contact type. Complete all fields that have the star symbol next to them and click "Save Changes".</p>  <p>When you have completed the information on this page, click "Next".</p> |
| 14 | <p>You will be brought to the Payment Information section. USF supports ACH direct deposit as the payment method option in the supplier registration. Please ensure to provide your ACH payment information to which we will issue payments. Click "Add Payment Information" and select "Direct Deposit (ACH)".</p> |

Steps
Individual Supplier Registration

BULL, ROCKY T.

Registration **In Progress** for:
University of South Florida

3 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information** ⚠
- Tax Information ⚠
- Certify & Submit

Registration FAQ | View History

Payment Information ?

Information on this page is used to determine how and where you will receive payment.

Instructions:

USF issues payments to United States accounts by ACH - Direct Deposit and to Non-United States accounts by wire.

USF does not support CCD and CTX . For Direct Deposit please select ACH.

Please note: Each remittance address may only be associated with a single payment method.

By providing "ACH – Direct Deposit" information you agree to the following:
I hereby authorize and request the University of South Florida to initiate credit entries and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. This electronic payment authorization is to remain in effect until withdrawn by: (a) an authorized supplier representative; (b) dissolution, death or legal incapacity; (c) the financial institution or (d) the University.

Required Information

At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information ▼

< Previous
Next >

Complete the required fields. For "Payment Title" enter a descriptor. This can be anything or can simply be the payment method itself. Go to Bank Account information and complete the required fields. "Save Changes" once you are finished and then click "Next".

BULL, ROCKY T.

Registration **In Progress** for:
University of South Florida

3 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information** ⚠
- Tax Information ⚠
- Certify & Submit

Registration FAQ | View History

Add Payment Information ✕

Only associated countries are displayed.

Payment Title *

Country *

Payment Type *

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

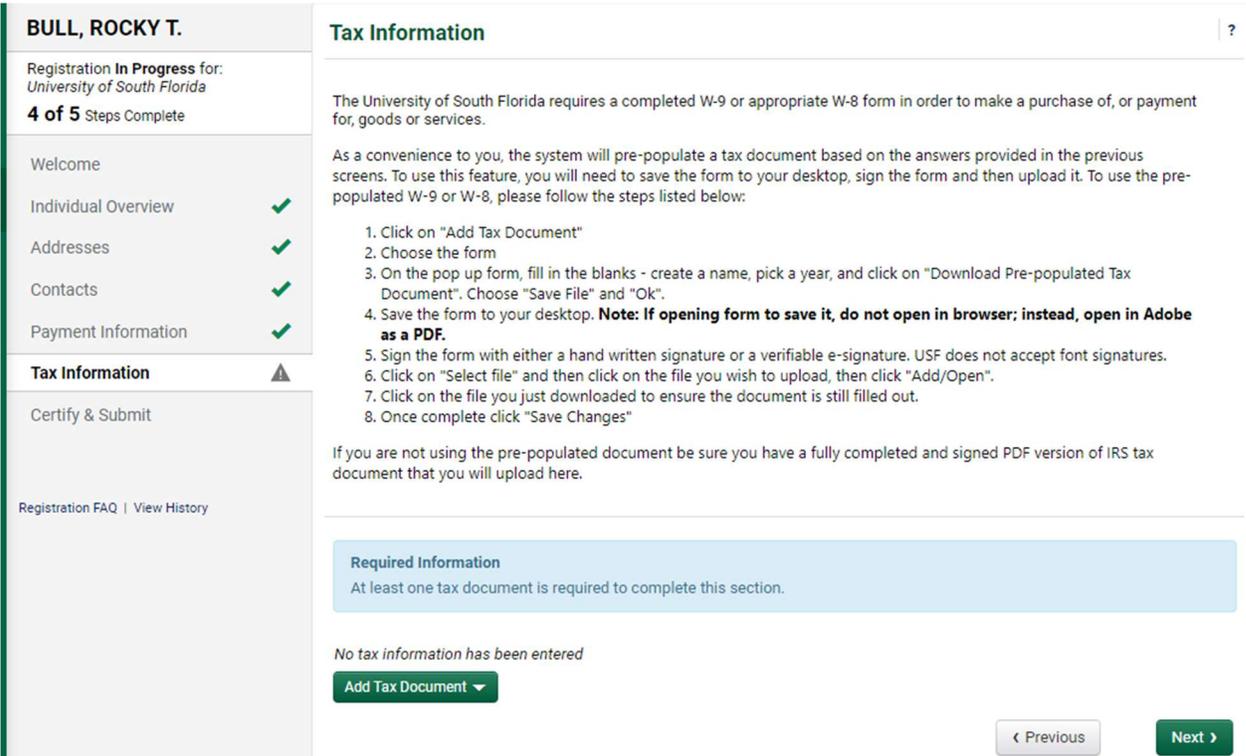
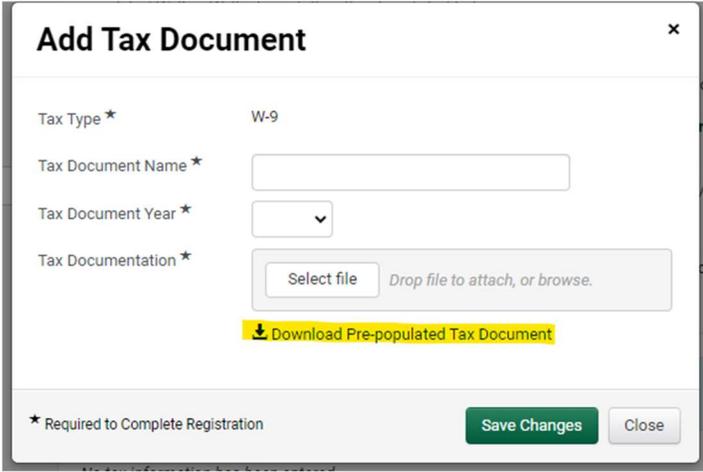
Account Holder's Name *

Account Type *

Account Number Type *

* Required to Complete Registration

Save Changes
Close

| Steps | Individual Supplier Registration |
|-------|--|
| 15 | <p>The last section of the registration is Tax Information. Here you will be required to upload your completed tax document. Select “Add Tax Document” and choose “W-9” from the dropdown.</p>  <p>You have the option to use a pre-populated document, which has been completed by the system based on your previous answers by selecting “Download Pre-populated Tax Document”.</p>  <p>Save the form to your desktop. Note: If opening the form to save it, do not open in your browser; instead, open in Adobe as a PDF. Once the form has been filled out, sign the form with either a hand written signature or a verifiable e-signature. USF does not accept typed names as signatures, even if using a script font.</p> <p>If you do not use the pre-populated form, please be sure to use the most recent IRS version of the form. The form can be found on the IRS website: here.</p> |

| Steps | Individual Supplier Registration |
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| | <p>Name the document, select the year the form is dated from the dropdown, and upload the completed form by choosing it from “Select file” option. Be sure you have uploaded a fully completed and signed PDF version of IRS tax document and then “Save Changes”.</p> <div data-bbox="511 306 1190 768" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <h3 style="margin: 0;">Add Tax Document ✕</h3> <p>Tax Type* W-9</p> <p>Tax Document Name* <input type="text" value="ROCKY W-9"/></p> <p>Tax Document Year* <input type="text" value="2024"/></p> <p>Tax Documentation* <input type="button" value="Select file"/> <small>Drop file to attach, or browse.</small></p> <p style="text-align: center;">Download Pre-populated Tax Document</p> <p style="font-size: small;">* Required to Complete Registration</p> <p style="text-align: right;"><input type="button" value="Save Changes"/> <input type="button" value="Close"/></p> </div> |

16 After saving, the main page will populate a “Proceed to Certify and Submit” button once the Tax Document has been uploaded to the section.

| Tax Document Name | Tax Type | Tax Document Year | Tax Documentation | |
|-------------------|----------|-------------------|-------------------------------|-------------------------------------|
| ROCKY W-9 | W-9 | 2024 | View Document | <input type="button" value="Edit"/> |

Type your initials, name, title, and email address. Check the Certification box, certifying that all information provided in the previous sections is true and accurate. The final step is to click “Submit”.

BULL, ROCKY T.

Registration In Progress for:
University of South Florida

5 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit**

Registration FAQ | View History

Certify & Submit ?

Please type your initials in the box below acknowledging that all information is correct. It is your responsibility to ensure information is accurate and that information is kept current. Inaccurate information may result in payment delays.

Additional, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with The University of South Florida.

Preparer's Initials*

Preparer's Name*

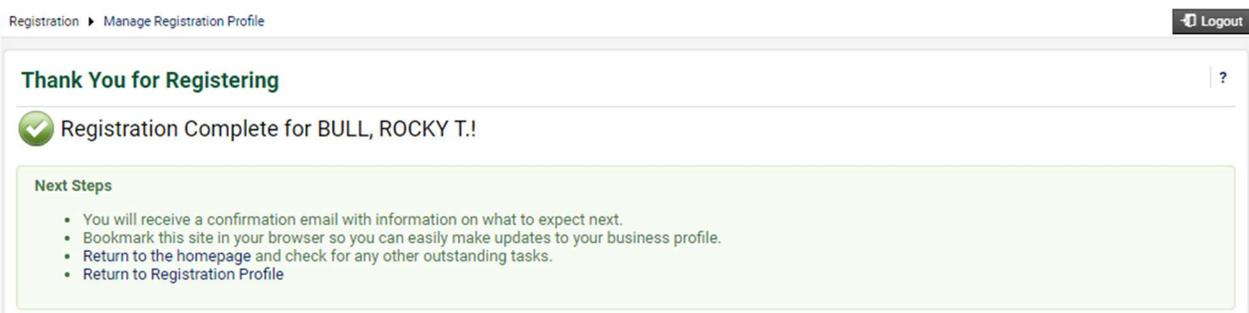
Preparer's Title

Preparer's Email Address*

Today's Date 4/30/2024

Certification* I certify that all information provided is true and accurate.

* Required to Complete Registration

| Steps | Individual Supplier Registration |
|-------|--|
| 17 | <p>Your registration is now complete. It will be reviewed by USF’s Supplier Management team and you will be contacted if more information is required. If you have any questions during this process, please contact supplierssetup@usf.edu.</p>  <p>The screenshot shows a web interface with a breadcrumb trail 'Registration > Manage Registration Profile' and a 'Logout' button. The main heading is 'Thank You for Registering'. Below it, a green checkmark icon is followed by the text 'Registration Complete for BULL, ROCKY T.'. A 'Next Steps' section contains three bullet points: 'You will receive a confirmation email with information on what to expect next.', 'Bookmark this site in your browser so you can easily make updates to your business profile.', and 'Return to the homepage and check for any other outstanding tasks.' The final bullet point is 'Return to Registration Profile'.</p> |