THE SSO EXPERIENCE - PREPARING FOR AMAZON IN BMP

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Mon 10/16/2023 10:00 AM

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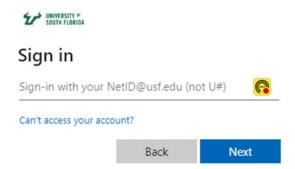
Hello Procurement Friends!

Our next step in bringing AMAZON on BULL MARKETPLACE is the SSO Experience!

Ahead of our Go Live, we will be turning on a Single-Sign On (SSO) experience **10/30/2023** for existing Amazon Business Users, which adds a layer of security to the Amazon account. In preparation for this, we wanted to provide you a head's up so that you are aware of the changes, when they will take place, and any actions that may be required of you prior to this change.

WHAT IS CHANGING?

Once SSO is activated, as long as you are logged in to your browser via SSO, when you navigate to Amazon.com and login with your @usf.edu email address, you will be automatically authenticated without being prompted for any additional information. If you are not already logged in through SSO, you will be prompted to login (screenshot below for reference).

DO I NEED TO DO ANYTHING?

When you were invited to the USF Amazon Business account, you may have utilized a non-@usf.edu email address for your profile. With SSO being implemented, **it is required** that your profile on the USF Amazon account be associated to a personal netid@usf.edu email address. If your profile on the USF Amazon account is associated to anything other than a personal netid@usf.edu email address, you will need to update your email address on your profile to your netid@usf.edu email address prior to end of business **10/27/2023** .

E-mail addresses which need to be updated to an @usf.edu handle could include:

    - any departmental or shared e-mail addresses
    - health.usf.edu
    - mail.usf.edu
    - usfsp.edu
    - sar.usf.edu
    - wusf.org
    - cutr.usf.edu
    - epi.usf.edu
    - etc....

HOW DO I UPDATE MY EMAIL?

For information about how to change your email address on the USF Amazon account, please click here.

WHAT HAPPENS IF I DON'T UPDATE MY EMAIL?

Please note that if the email address on your Amazon profile is not your netid@usf.edu email address upon activation of SSO on , the next time you login, a new profile (with

your @usf.edu email address) will be created and you will no longer have access to any order history from purchases you made prior to SSO being activated.

I HAVE QUESTIONS...

 Stay tuned to our list-serv for additional information and any changes to the proposed schedule

If you should have any questions about this change, please contact eProhelp@usf.edu.

Sent: Monday, October 2, 2023 10:55 AM
Subject: AMAZON IS COMING TO BULL MARKETPLACE THIS NOVEMBER

Hello Procurement Friends!

Welcome to October and more Announcements!

Our marketplace expansion is kicking off in a BIG way with...

Bringing Amazon to the Bull Marketplace will increase buying efficiency, along with many other benefits.
All purchases with Amazon <u>MUST </u>be through USF's Amazon Business account and starting in November 2023, use of the Bull Marketplace Punch-Out site <u>WILL BE REQUIRED</u>.

Kick-Off   SSO Experience   Training   BMP Go-Live   Direct Site Shut Off

anticipated 8 weeks

BENEFITS OF PUNCH OUT SHOPPING

- Same Amazon experience - no P-Card required
- No receipt handling
- No worrying about P-Card limits
- Improved control over budget
- One password to remember (USF NetID through SSO)
- Increased buying compliance
- Shoppers can easily assign carts to Requestors and Approvers to complete purchases

MORE INFORMATION

More information will become available on our Website and through ListServ announcements and will contain:

- Invitations to hands-on training with Amazon
- Individual directions on updating existing accounts for the best experience
- Updated Job Aids
- Support to transition your business process to optimize Shopper, Requestor and Approver roles
- and more....

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