

# How to Add Comments with attachments in Bully Buy

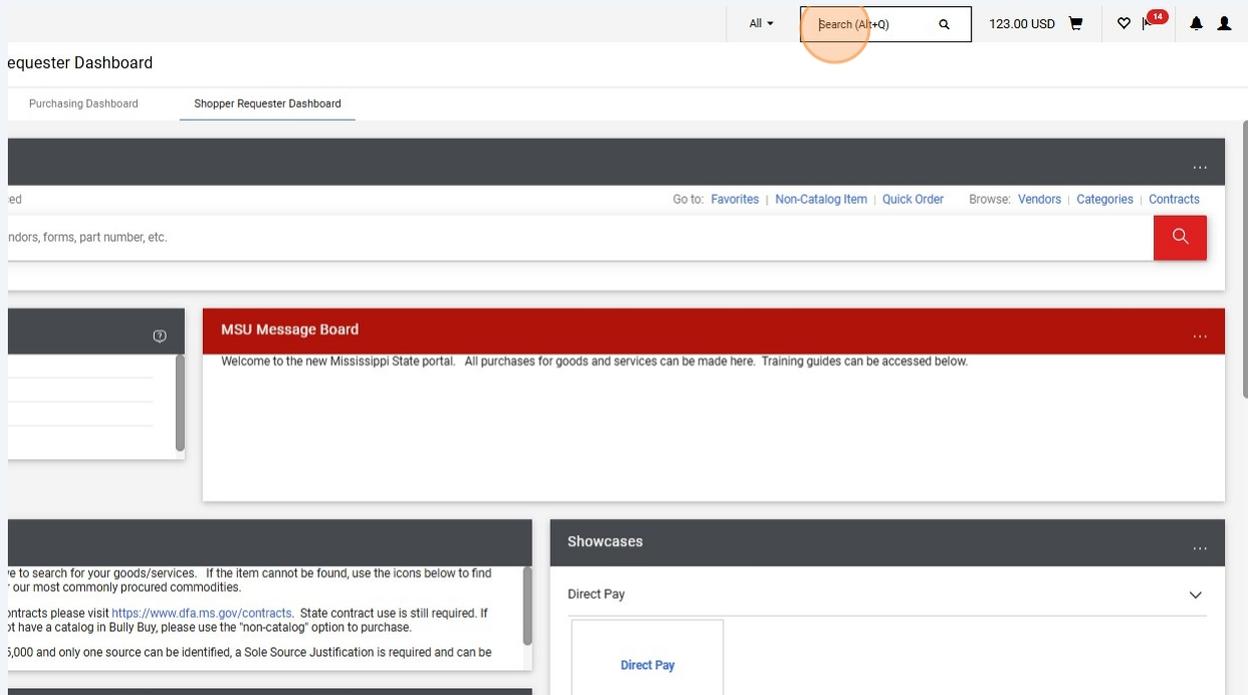


Navigate to [www.bullybuy.msstate.edu](http://www.bullybuy.msstate.edu)

A screenshot of the Bully Buy website interface. The page has a dark grey header with 'Shop' and navigation links like 'Simple', 'Advanced', 'Go to: Favorites', 'Non-Catalog Item', 'Quick Order', 'Browse: Vendors', and 'Cate'. Below the header is a search bar with the placeholder text 'Search for products, vendors, forms, part number, etc.'. The main content area is divided into several sections: 'Quick Links' with links like 'Create New Receipt...', 'Request A Contract', 'My Contract Requests', and 'View Carts'; 'MSU Message Board' with a red header and a welcome message; 'Guided Buying' with instructions on how to use the search widget and links to state contracts; 'Orders Search' with a dropdown menu set to 'All Orders' and a search input field; and 'Showcases' with sections for 'Direct Pay', 'Forms', and 'Punch-out Catalogs'.

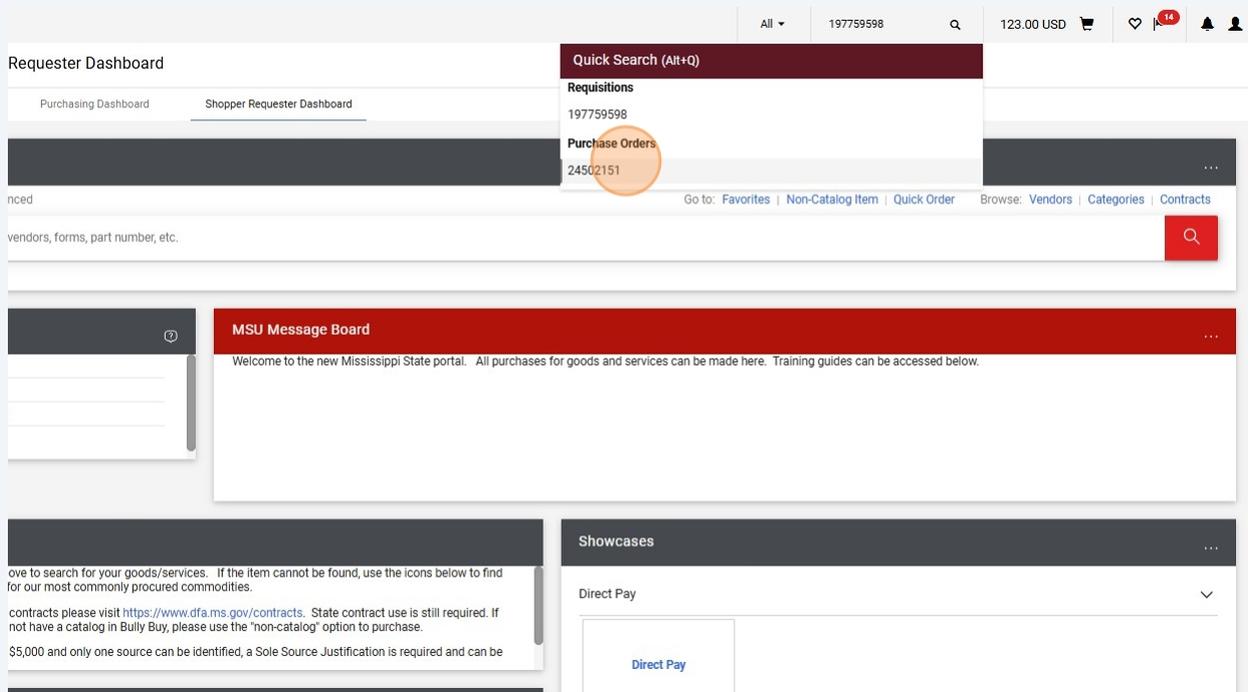
2

Click the "Search " field & search for your document you want to add your attachment to.



3

Select your document.



## 4 Click "Comments"

The screenshot shows a procurement system interface for a purchase order. The top navigation bar includes 'All', 'Search (Alt+Q)', '123.00 USD', and notification icons. The breadcrumb trail reads 'TriOS Mess-und Datentechnik... • 24502151 Revision 0'. Below this is a horizontal menu with tabs: 'Revisions 1', 'Confirmations', 'Shipments', 'Change Requests', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. The 'Comments' tab is highlighted with an orange circle. The main content area is divided into three columns: 'Shipping Information', 'Billing/Payment', and 'Summary'. The 'Shipping Information' column shows 'Ship To' details for 'Mess-und Datentechnik GmbH' and 'Delivery Options' with 'Expedite' set to 'no value'. The 'Billing/Payment' column shows 'Bill To' details for 'Accounts Payable' and 'Billing Options' with 'Accounting Date' set to 'no value'. The 'Summary' column shows a 'Completed' status, 'Vendor Status', 'Sent To Vendor', 'Vendor' name, 'Total (379.54 USD)', and 'Subtotal' of 379.54. A 'New Comment' button is visible in the bottom right corner of the interface.

## 5 Click this button.

This screenshot shows the same procurement system interface as the previous one, but with the 'Comments' tab selected. The 'Comments' tab is now active, and a 'New Comment' button is highlighted with an orange circle. The 'Summary' column on the right remains visible, showing the same details as in the previous screenshot. The 'New Comment' button is located at the bottom right of the main content area, next to a 'Show comments for' dropdown menu.

## 6 Click the "Choose file" field.

The screenshot shows a 'COMMENT' dialog box on the left and a sidebar panel on the right. The dialog box has a text area for comments, a character count (00 characters remaining), and a 'Choose File' button circled in orange. It also includes options for email notifications and attachment types (File and Link/URL). The sidebar panel on the right displays 'Vendor Status', 'Sent To Vendor' (TriOS Mess-und Datentechnik GmbH), a total amount of 379.54 USD, and a workflow status section showing 'Submitted' on 2/17/2025 at 10:34 AM by Kimberly Young.

## 7 Be sure to put a comment on what you are attaching

The screenshot shows a purchase order page for 'TriOS Mess-und Datentechnik...' with revision 0. The 'Comments' tab is active, showing 'Records found: 0'. An 'ADD COMMENT' dialog box is open, with the 'Choose File' button circled in orange. The dialog box includes a text area, character count (1000 characters remaining), email notification options, and attachment options. The 'File' field shows 'order-document.pdf'. The sidebar on the left contains navigation links for Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The right sidebar shows a summary of the purchase order.

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## Select the Check mark to submit your comment.

The screenshot shows a web application interface for a purchase order. At the top, the Mississippi State University logo is visible. The page title is "Purchase Order • TriOS Mess-und Datentechnik... • 24502151 Revision 0". The navigation bar includes tabs for Status, Summary, Revisions (1), Confirmations, Shipments, Change Requests, Receipts, Invoices, Comments (selected), Attachments, and History. The main content area is titled "Records found: 0" and "Show comments for Purchase Order". A modal window titled "ADD COMMENT" is open, containing a text area for "Quotes" (994 characters remaining), a "Characters beyond the limit are not saved..." warning, and a list of email notification recipients: Kimberly Young and Sasha Cole. The "Attach file (optional)" section is also visible, with "File" selected as the attachment type and "order-document.pdf" listed as the file. A red circle highlights a checkmark icon in the top right corner of the modal window, indicating the submit button.