# How to Add Comments with attachments in Bully Buy



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Shop	
Simple Advanced	Go to: Favorites   Non-Catalog Item   Quick Order Browse: Vendors
Search for products, vendors, forms, part number, etc.	
Request A Contract My Contract Requests View Carts	
Suided Buving	Showcases
Guided Buying Use the Shop widget above to search for your goods/services. If the item cannot be found, use the icons below to find he preferred suppliers for our most commonly procured commodities. To view the list of state contracts please visit https://www.dfa.ms.gov/contracts. State contract use is still required. If	Showcases Direct Pay
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# 2 Click the "Search " field & search for your document you want to add your attachment to.

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©	WSU Message Board	es for goods and services can be made here. Training guides can be accessed below.	
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# Select your document.

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#### Click "Comments"

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rmeister-Brotje-Strabe 25 80 Rastede, Germany	Code			Code			Total (379.54 USD)	~		
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### Click the "Choose file" field.

O COMMENT	This will add a comment to that a comment has been a Email notification(s)   Add Kimberly Young (Prep Sasha Cole (Approver Attach file (optional) Attachment Type	the document. If you select a user they will receive an email indicating added to the document.     recipient     ared by, Prepared for) <kac136@msstate.edu>     d) <sgc64@msstate.edu>         File         Link/URL</sgc64@msstate.edu></kac136@msstate.edu>	Vendor Status Sent To Vendor Vendor TriOS Mess-und Datentechnik GmbH Total (379.54 USD) Shipping, Handling, and Tax charges are calculat charged by each vendor. The values shown here estimation purposes, budget checking, and work approvals. Subtotal
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mments have been added			Workflow Show skipped steps Submitted 2/17/2025 10:34 AM Submitted · 2/17/2025 10:34 AM Kimberly Young Assign PO Number

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

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# 8 Select the Check mark to submit your comment.

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