

Adding a Shipping Address in Jaggaer System



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General	Shipping	Billing
<p>Department Procurement & Contracts (1)</p> <p>Cart Name 2025-01-28 SGC64 02</p> <p>Description <i>no value</i></p> <p>Priority Normal</p> <p>Prepared by Sasha Cole</p> <p>Prepared for Sasha Cole</p> <p>Work Order <i>no value</i></p> <p>Phase <i>no value</i></p> <p>Process as Contract <input checked="" type="checkbox"/></p> <p>Separate Check M</p>	<p>Ship To</p> <p>Attn: Sasha Cole 245 Barr Avenue 610 McArthur Hall Mail Stop 9718 Mississippi State, MS 39762 United States</p> <p>Delivery Options</p> <p>Expedite <input checked="" type="checkbox"/></p> <p>Ship Via Best Carrier-Best Way</p> <p>Requested Delivery Date <i>no value</i></p>	<p>Bill To</p> <p>Accounts Payable PO Box 5307 Mississippi State, MS 39762 United States</p> <p>Credit Card Info</p> <p>No credit card has been assigned.</p> <p>Billing Options</p> <p>Accounting Date <i>no value</i></p>

Accounting Codes

Values vary by line.

Chart	Fund	Organization	Account	Program	Activity
1 Mississippi State University	<i>no value</i> <input checked="" type="checkbox"/> Required	<i>no value</i>			

Internal Notes and Attachments | **External Notes and Attachments**

Summary

Draft

Correct these issues.
You are unable to proceed until add

- Required: Fund
- Required: Organization
- Required: Account
- Required: Program
- Required: Fund Type
- You do not have permission to a Type

Total (123.00 USD)

Shipping, Handling, and Tax charges : charged by each vendor. The values s estimation purposes, budget checkin approvals.

Subtotal

What's next for my order?

Next Step: Fund Approve

Approvers: Harwell, Hunte, Lu, Shien, Musser, Fred, Vaughan, Shan

Workflow: Show skipped steps

2 Click this button.

MISSISSIPPI STATE UNIVERSITY

Requisition • 196890199

Summary PO Preview Comments Attachments History

General

Department Procurement & Contracts (1)
Cart Name 2025-01-28 SGC64 02
Description no value
Priority Normal
Prepared by Sasha Cole
Prepared for Sasha Cole
Work Order no value
Phase no value
Process as Contract
Separate Check M

Shipping

Ship To
Attn: Sasha Cole
245 Barr Avenue
610 McArthur Hall
Mail Stop 9718
Mississippi State, MS 39762
United States

Delivery Options
Expedite
Ship Via Best Carrier-Best Way
Requested Delivery Date no value

Billing

Bill To
Accounts Payable
PO Box 5307
Mississippi State, MS 39762
United States

Credit Card Info
No credit card has been assigned.

Billing Options
Accounting Date no value

Accounting Codes

Values vary by line.

Chart	Fund	Organization	Account	Program	Activity
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Subtotal

What's next for my order?

Next Step Fund Approv
Approvers Harwell, Hunt
Lu, Shien
Musser, Fred

3 Click the "Search additional" field.

Attn: ★ Sasha Cole Add to my addresses

Address Line 1 245 Barr Avenue
Address Line 2 610 McArthur Hall
Address Line 3 Mail Stop 9718
City Mississippi State
State MS
Zip Code 39762
Country United States

Procurement & Contracts - Sasha Cole, 245 Barr Avenue, 610 McArthur Hall, Mail Stop 9718, Mississippi State, MS 39762, United States ★

Receiving & Property Control - Sasha Cole MailStop 9718, 405 East Garrard Rd, Starkville, MS 39759, United States

Search additional Results Per Page 10

Delivery Options

Expedite

Ship Via Best Carrier-Best Way

Requested Delivery Date

mm/dd/yyyy

★ Required fields

4 Type "recei"

5 Click "Receiving & Property Control"

The screenshot shows a software interface with a dark sidebar on the left containing navigation icons for Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is divided into several sections:

- Address Information:** A table with fields for Address Line 1 (245 Barr Avenue), Address Line 2 (610 McArthur Hall), Address Line 3 (Mail Stop 9718), City (Mississippi State), State (MS), Zip Code (39762), and Country (United States).
- Search Results:** A search bar containing "recei" with a magnifying glass icon. Below it, two radio button options are visible:
 - Procurement & Contracts - Sasha Cole, 245 Barr Avenue, 610 McArthur Hall, Mail Stop 9718, Mississippi State, MS 39762, United States
 - Receiving & Property Control - Sasha Cole MailStop 9718, 405 East Garrard Rd, Starkville, MS 39759, United StatesA search result card for "Receiving & Property Control" is highlighted with an orange circle. The card text is: "Receiving & Property Control - [Attn:], 405 East Garrard Rd, Starkville, MS 39759, United States".
- Delivery Options:** A section with a checkbox for "Expedite" and a "Ship Via" dropdown menu set to "Best Carrier-Best Way". There is also a "Requested Delivery Date" field with a calendar icon and the format "mm/dd/yyyy".
- Footer:** A "★ Required fields" indicator and "Save" and "Close" buttons.

6 Click this text field.

The screenshot shows the 'Edit Shipping' interface. The 'Ship To' section has three radio button options: 'Current Address', 'Procurement & Contracts', and 'Receiving & Property Control'. The 'Receiving & Property Control' option is selected. Below this, there is a form with the following fields: 'Attn: ★' (highlighted with an orange circle), 'Address Line 1' (405 East Garrard Rd), 'City' (Starkville), 'State' (MS), 'Zip Code' (39759), and 'Country' (United States). There is also an 'Add to my addresses' checkbox. Below the form, there is a search bar with 'Receiving & Property Control' and a 'Results Per Page' dropdown set to 10. At the bottom, there is a 'Delivery Options' section with an 'Expedite' checkbox and a 'Ship Via' dropdown set to 'Best Carrier-Best Way'.

7 Insert your name and mail stop. If you want to add it to your favorites you can select this box right here.

The screenshot shows the 'Edit Shipping' interface. The 'Ship To' section has three radio button options: 'Current Address', 'Procurement & Contracts', and 'Receiving & Property Control'. The 'Receiving & Property Control' option is selected. Below this, there is a form with the following fields: 'Attn: ★' (filled with 'Sasha Cole -9718'), 'Address Line 1' (405 East Garrard Rd), 'City' (Starkville), 'State' (MS), 'Zip Code' (39759), and 'Country' (United States). There is also an 'Add to my addresses' checkbox (highlighted with an orange circle). Below the form, there is a search bar with 'Receiving & Property Control' and a 'Results Per Page' dropdown set to 10. At the bottom, there is a 'Delivery Options' section with an 'Expedite' checkbox and a 'Ship Via' dropdown set to 'Best Carrier-Best Way'.

8

Click the "Name this address (e.g. Main St)" field.

Edit Shipping

Ship To *

- Current Address - Sasha Cole, 245 Barr Avenue, 610 McArthur Hall, Mail Stop 9718, Mississippi State, MS 39762, United States
- Procurement & Contracts - Sasha Cole, 245 Barr Avenue, 610 McArthur Hall, Mail Stop 9718, Mississippi State, MS 39762, United States ★
- Receiving & Property Control - Sasha Cole MailStop 9718, 405 East Garrard Rd, Starkville, MS 39759, United States
- Receiving & Property Control**

Attn: ★ Add to my addresses

Address Line 1

City Nickname ★

State Make default

Zip Code

Country

Receiving & Property Control Results Per Page < 1 of 1 >

Delivery Options

Expedite

Ship Via