Approval in Bully Buy

1 www.bullybuy.msstate.edu

2 Click Action items
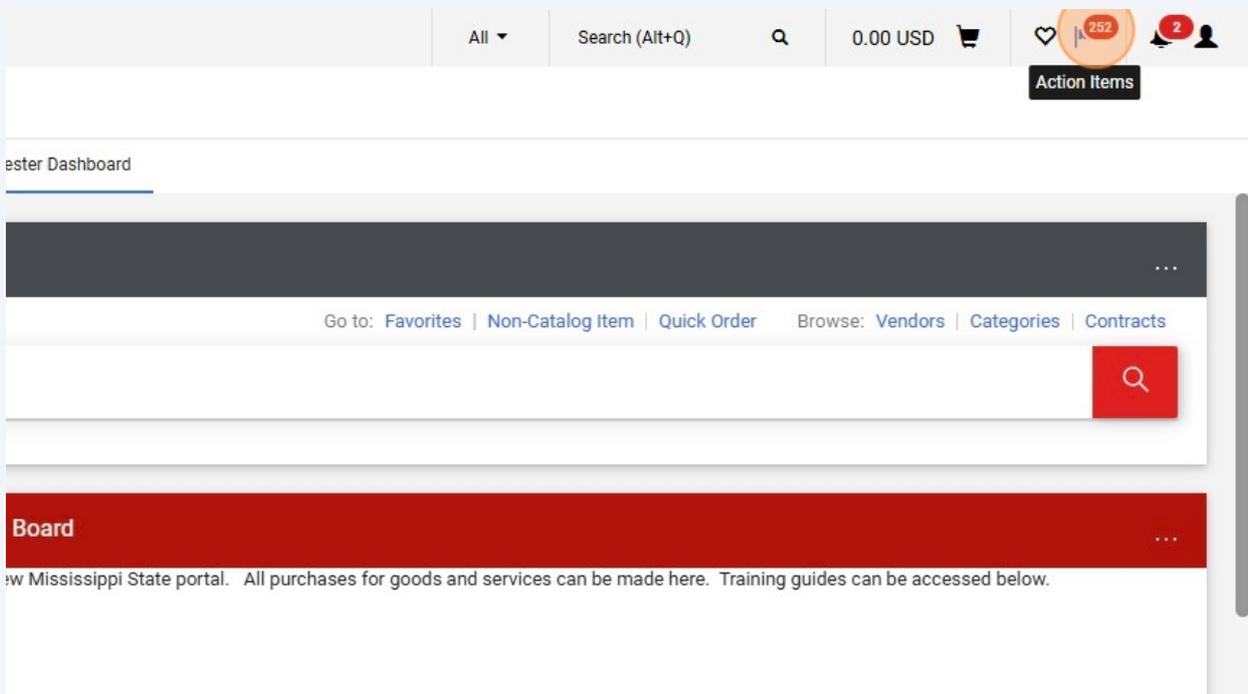
3 Click "Requisitions"

All ▾   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ |🚩

Action Items

Shopper Requester Dashboard

Unassigned Approvals
Requisitions | **77**
Invoices | **162**
Contract Request Approvals | **4**

Administrative Items
Manage Search Exports - Completed | **10**

Go to: Favorite

U **Message Board**

come to the new Mississippi State portal.   All purchases for goods and services can be made here. Training guides can be accessed below.

---

4 Click "194143551"

Requisitions **77**   Purchase Order   Change Requests   Invoices **162**   Contracts   Procurement Re

Your Selections ←|

Total Results **77**   Display **20 per folder** ▾

Date Range
All Dates ▾

View Approvals For
My Approvals ▾

State • Not Assigned ✕

Filters

∧ **VENDOR**

∨ CORPORATION REVIEW **77**

	REQUISITION NO.	VENDORS	ASSIGNED APP
☐	194143551	Executive Information Systems LLC	Not Assigned

Requisition Name	2024-11-08 cmg115 01	Folders
No. of line items	1	
This PR has notes	✓	

| ☐ | 194168760 | Starkville Strong | Not Assigned |

Requisition Name   2024-11-11 ldb109 01   Folders

5   Click this button.

6   Click "Assign to myself"

7 Click "Select"

	Description	*no value*	Expedite	✕	Billing Opt
Administer	Priority	Normal	Ship Via	Best Carrier-Best Way	Accountin
Setup	Prepared by	Courtney Martin			Date
	Prepared for	Courtney Martin	Requested Delivery Date	*no value*	
	Work Order	*no value*			
	Phase	*no value*			
	Ad-Hoc Approver	Select			
	Process as Contract	✕			
	Separate Check	M			

Accounting Codes

---

8 Click this field.

search & Curriculum Unit
7)

Pending
Review (Sasha Cole)

/8/2024 3:50 PM

24-11-08 cmg115 01

value

rmal

urtney Martin

urtney Martin

value

value

lect

Ship To

Attn To Pam Stafford
103 Russell

Bill To

Accounts Payable
PO Box 5307

Ad-Hoc Approver ✕

After	AP Review
Step Name ★	Ad-hoc 1
Ad-Hoc Approver ★	Type to filter... 🔍
Comments	

1000 characters remaining

★ Required   Save   Close

9 Type "gore"

10 Click "Gore, Mallorie"

Ad-Hoc Approver   ✕

After	AP Review
Step Name ★	Ad-hoc 1
Ad-Hoc Approver ★	gore 🔍
	Gore, Jeff
	Gore, Mallorie
Comments	

1000 characters remaining

★ Required   **Save**   Close

Pending
AP Review (Sasha Cole)

1/8/2024 3:50 PM

2024-11-08 cmg115 01

no value

Normal

Courtney Martin

Courtney Martin

no value

no value

Select

✕

11 Click the "Comments" field.

Ad-Hoc Approver ✕

After	AP Review
Step Name ★	Ad-hoc 1
Ad-Hoc Approver ★	Gore, Mallorie ✕ 🔍
Comments	

1000 characters remaining

★ Required   Save   Close

Pending
AP Review (Sasha Cole)

11/8/2024 3:50 PM

2024-11-08 cmg115 01

no value

Normal

Courtney Martin

Courtney Martin

no value

no value

Select

12 Type "Can you look at this please?"

13 Click here.

Ad-Hoc Approver *

Gore, Mallorie ✕ 🔍

Comments

Can you look at this please?|

972 characters remaining

★ Required

Save Close

PR Validation
Completed

Org Approval 1
● Approved · 11,
Stafford

Org Approval 2
● Approved · 11,
Wyman

Org Approval 5
● Approved · 11,
Potts

Purchasing Rev
● Approved · 11,
Alford

Organization   Account   Program   Activity

14 Click this button.

All ▾   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ |◀ 253   🔔 2 👤

👁   🖨   ❔   ⋯   **Approve/Complete & Show Next** ▾   1 of 77 Results ▾   ‹ ›

Show menu

1   History

✏ ⋯   **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

Summary   →|

Pending

Total (340,684.00 USD)   ›

What's next?   ⌄

Workflow   ⋯

⬤ Show skipped steps

✓   **Submitted**
11/8/2024 3:50 PM
● Submitted · 11/8/2024 3:50 PM ·
Courtney Martin

15 Approve & Next will approve it and send you to the next requisition in your queue

Approve will approve it

Return to shared folder will return it to the folder for another approver to approve

Return to requisitioner will return it to the person that keyed it, to make any changes needed.

Forward to will send it to someone else

Reject will disapprove it without allowing changed to be made.