Approval in Bully Buy



1 www.bullybuy.msstate	e.edu		
2 Click Action items			
	All ▼ Search (Alt+Q)	Q 0.00 USD 💆	♥ 🔁 🔽
			Action Items
ester Dashboard			
Go to: Fav	vorites Non-Catalog Item Quick O	der Browse: Vendors Catego	ries Contracts
			Q
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w Mississippi State portal. All purchases for go	ods and services can be made here. T	raining guides can be accessed belo	W

3 Click "Requisitions"

		10.000 No				
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pper Requester Dashboard		Requisiti	ons			6
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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.

Requisitions 77	Purchase Order	Change Requests	Invoices 162	Contracts	Procuremen
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5 Click this button. ♡ |²⁵³ 0.00 USD 📜 **2** All -Search (Alt+Q) Q ? ... Assign To Myself ۲ 8 1 of 77 Results 💌 < > Show menu 1 History Summary ø ... v \rightarrow ø ... Billing Pending Bill To Total (340,684.00 USD) > Accounts Payable t What's next? V PO Box 5307 Mississippi State, MS 39762 Workflow ... United States Show skipped steps **Credit Card Info** Submitted 11/8/2024 3:50 PM No credit card has been assigned. Submitted · 11/8/2024 3:50 PM · **Billing Options** Courtney Martin

6 Click "Ass	ign to myself"		
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13	Click here.						
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14 Click this button. 0.00 USD 📜 ♡ |²⁵³ 21 All 🔻 Search (Alt+Q) Q ۲ 0 Approve/Complete & Show Next 1 of 77 Results 💌 < > ... Ð Show menu 1 History Summary \rightarrow 1 ... v ø ... Billing Pending Bill To Total (340,684.00 USD) > t Accounts Payable What's next? V PO Box 5307 Mississippi State, MS 39762 Workflow ... United States Show skipped steps **Credit Card Info** Submitted 11/8/2024 3:50 PM No credit card has been assigned. Submitted · 11/8/2024 3:50 PM · **Billing Options** 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.

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