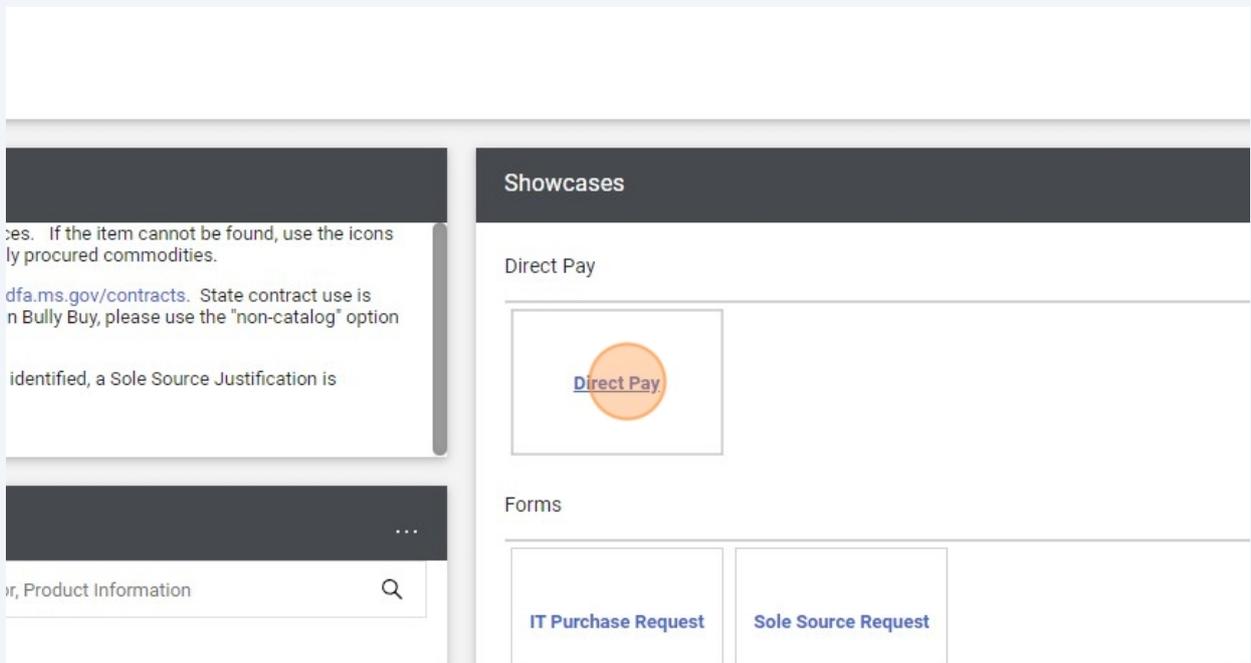


Guide To Creating A Direct Pay Order Attached To A Contract



1 Navigate to www.bullybuy.msstate.edu

2 Click "Direct Pay"



3 Click the "Select Vendor" field.

MISSISSIPPI STATE UNIVERSITY™

Vendor Information

Existing Vendor Enter Manually

Enter Vendor ★ 🔍

Remittance Information

Remit To Address

Contact Name

Street 1

Street 2

City

4 Click here.

MISSISSIPPI STATE UNIVERSITY™

Vendor Information

Existing Vendor Enter Manually

Enter Vendor ★ ✕ 🔍

Experian Health, Inc.

Remittance Information

Remit To Address

Contact Name

Street 1

Street 2

Street 3

City

5 Quantity is always going to be 1

The screenshot shows the 'Remittance Information' form. The left sidebar contains menu items: Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main form area has the following fields: 'Remit To Address' with a radio button for 'No address assigned' and a selected option for 'remitto Vendor Remittance 1 - PO Box 846133, Los Angeles, CA, 900084-6133'. Below this is a search bar and a 'Results Per Page' dropdown set to 10. The 'Quantity' field is highlighted with an orange circle and contains the value '1'. Other fields include 'Amount', 'Product Description' (with a 254-character limit and 'expand | clear' options), 'Rate of Pay', and 'Special Handling'.

6 Fill out any of the items you need below.

Rate of pay-For a service

Special handling hold for pickup or enclosure.

This screenshot shows the same 'Remittance Information' form as above, but with additional fields filled out. The 'Quantity' field now contains '1' and the 'Amount' field contains '200'. The 'Product Description' field is highlighted with an orange circle and contains a single character '|'. Below the 'Product Description' field, there are several more input fields: 'Rate of Pay', 'Special Handling' (a dropdown menu), 'Hold for Pickup Name', 'Hold for Pickup Phone Number', 'Hold for Pickup MSU ID', and 'Hold for Pickup Reason'. The sidebar and search bar remain the same.

7 If the invoice does not have a vendor number use the date-dollar amount

Setup

Enclosure Instructions (include any special instruction on attachments to be mailed with check)

1000 characters remaining expand | clear

Invoice Information

If your direct payment request doesn't include a Vendor Invoice number, please use a format including the date and amount of payment

Vendor Inv # ★

If your direct payment request doesn't include an invoice date, please use the submission date as the invoice date.

Invoice Date ★

mm/dd/yyyy

Use the attachment section below to attach the invoice and any supporting documentation or attachments to be mailed with the

Internal Attachments ★ [Add](#)

Menu Search

8 Click this text field.

structions (include any special instruction on attachments to be mailed

1000 characters remaining expand | clear

ormation

t payment request doesn't include a Vendor Invoice number, please use a format including the date and amount of payment

: ★

t payment request doesn't include an invoice date, please use the submission date as the invoice date.

★

mm/dd/yyyy

chment section below to attach the invoice and any supporting documentation or attachments to be mailed with the check.

chments ★ [Add](#)

9 Click "Add"

Setup

Enclosure Instructions (include any special instruction on attachments to be mailed with check)

1000 characters remaining expand | clear

Invoice Information

If your direct payment request doesn't include a Vendor Invoice number, please use a format including the date and amount

Vendor Inv # ★ 123

If your direct payment request doesn't include an invoice date, please use the submission date as the invoice date.

Invoice Date ★ 10/23/2024 mm/dd/yyyy

Use the attachment section below to attach the invoice and any supporting documentation or attachments to be mailed with

Internal Attachments ★ Add

Add Internal Attachments

Menu Search

10 Click the "File(s)" field.

Add Attachments

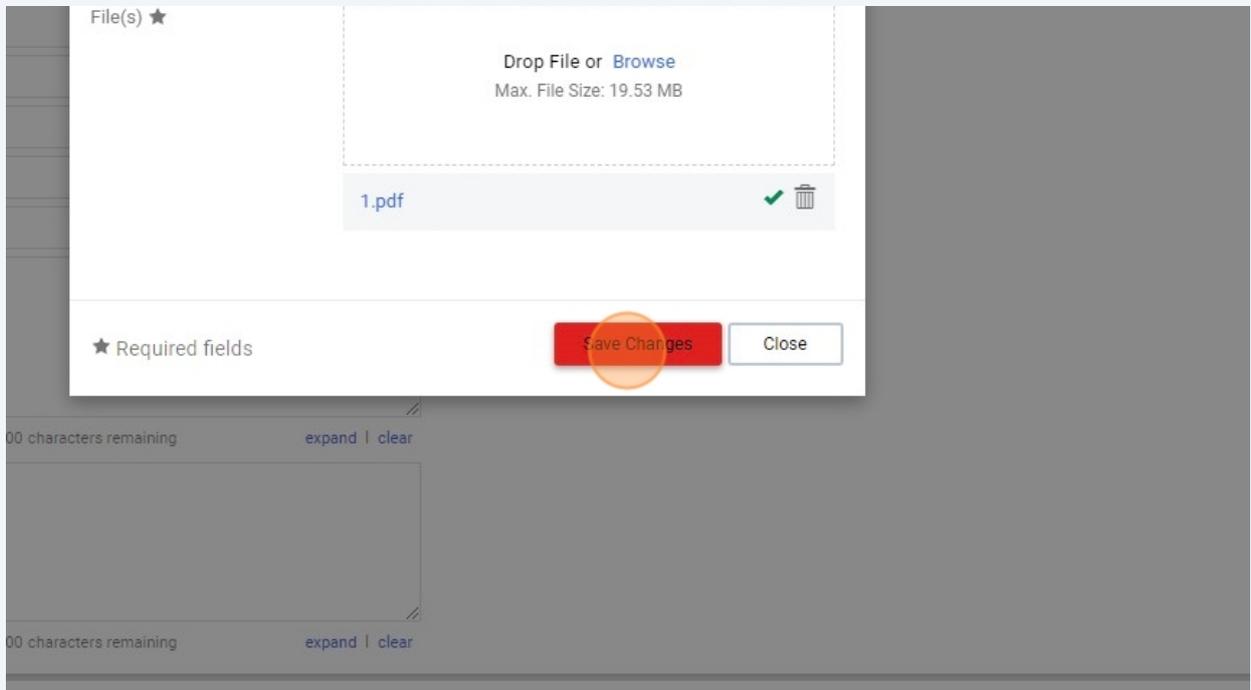
Attachment Type File Link

File(s) ★

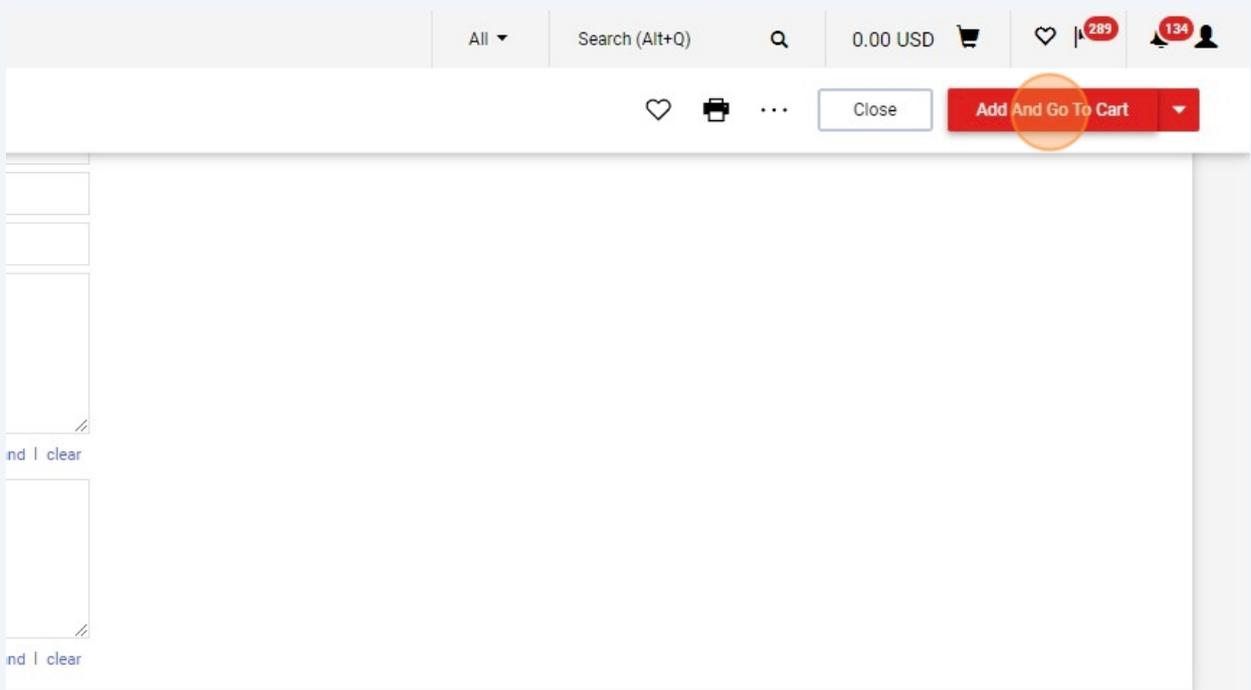
Drop File or Browse
Max. File Size: 19.53 MB

★ Required fields Save Changes Close

11 Click "Save Changes"



12 Click "Add And Go To Cart"



13 Click "Proceed To Checkout"

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search bar, a currency selector set to '200.00 USD', and icons for a shopping cart, a heart, and a user profile. Below the navigation bar, there are two buttons: 'Assign Cart' and 'Proceed To Checkout'. The 'Proceed To Checkout' button is highlighted with an orange circle. Below the buttons, there is a 'Summary' section with a dropdown menu showing 'Details' and 'Total (200.00 USD)'. Below the summary, there is a table with columns for 'Item', 'Unit Price', 'Quantity', and 'Ext. Price'. The table contains one row with a unit price of 200.00 and a quantity of 1. The 'Proceed To Checkout' button is highlighted with an orange circle.

14 Be sure your shipping address is correct.

The screenshot shows a shipping and billing form. The form is divided into two main sections: 'Shipping' and 'Billing'. The 'Shipping' section has a sub-section 'Ship To' with the text 'no address' and a red 'Required' indicator. Below this, there are 'Delivery Options' including 'Expedite' (marked with a red X) and 'Ship Via' (set to 'Best Carrier-Best Way'). The 'Billing' section has a sub-section 'Billing Info' with the text 'Accounts Payable', 'PO Box 5307', 'Mississippi State, MS 39762', and 'United States'. Below this, there is a 'Credit Card Info' section with the text 'No credit card has been assigned.' and a 'Billing Options' section. The 'Edit Shipping Section' button is highlighted with an orange circle.

15 Input your accounting sequence

lue

Billing Options

Accounting *no value*

Date

Account	Program	Activity
<i>no value</i> Required	<i>no value</i> Required	<i>no value</i>

External Notes and Attachments

Note to all Vendors *no value*

Attachments for all [Add](#)

Summary

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Shipping address
- Required: Fund
- Required: Organization
- Required: Account
- Required: Program
- Required: Fund Type

You do not have permission to access this field: Fund Type

Total (200.00 USD)

What's next for my order?

Next Step: Missing Workflow

Approvers: Alford, Caleb
Cole, Sasha
Ellison, Audrey
Inmon, Melissa
Mayfield, Jennifer

16 Select the pencil to add your contract.

Select the 3 dots to add an accounting sequence

Assigned

lue

Size/Packaging	Unit Price	Quantity	Ext. Price
	200.00	Qty: 1	200.00

Internal Note *no value*

Internal Attachments [Add](#)

External Note *no value*

Attachments for vendor [Add](#)

Total (200.00 USD)

What's next for my order?

Next Step: Missing Workflow

Approvers: Alford, Caleb
Cole, Sasha
Ellison, Audrey
Inmon, Melissa
Mayfield, Jennifer

Workflow

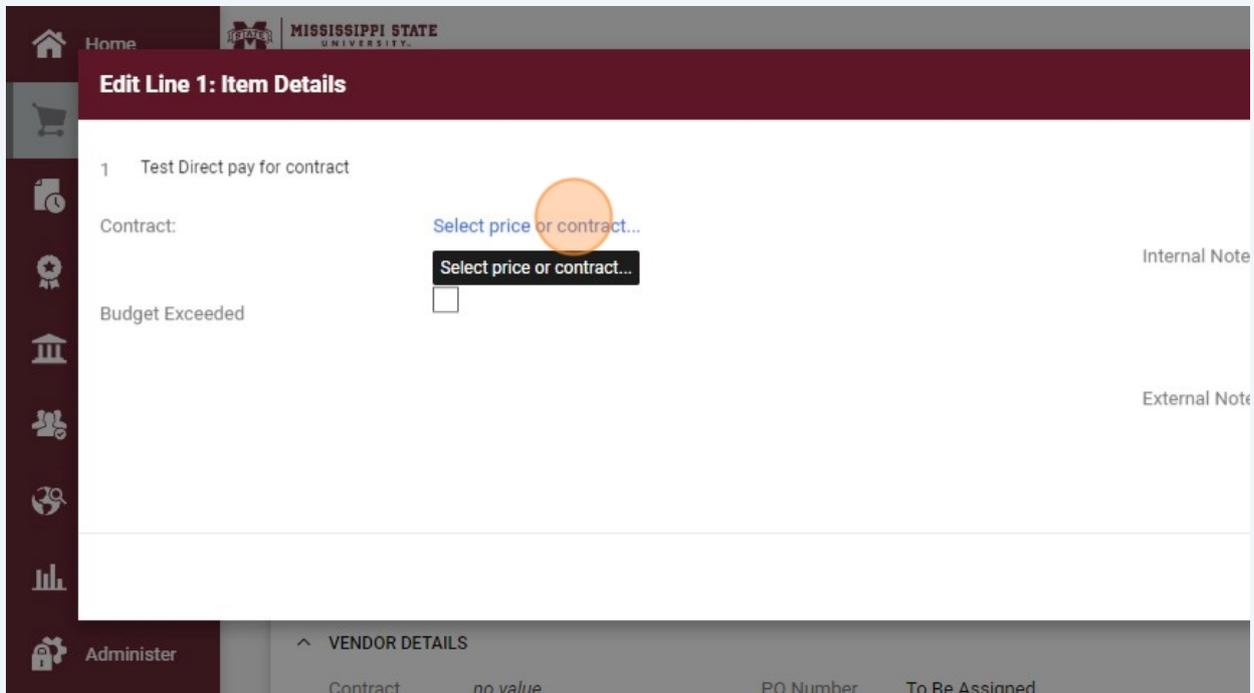
Show skipped steps

Draft
Active
Sasha Cole

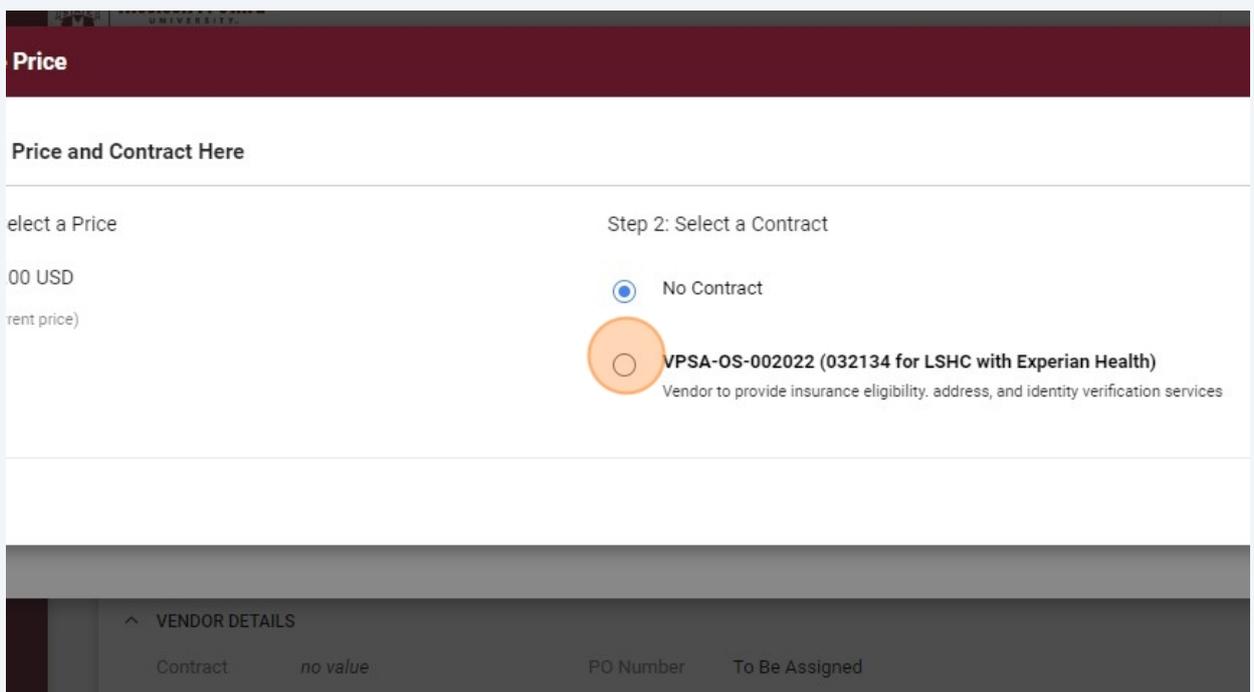
PR Validation
Future

Missing Workflow

17 Click "Select price or contract..."



18 Click here.



19 Click "Save"

Internal Note

(032134 for LSHC with Experian Health)
Insurance eligibility, address, and identity verification services

Save Close

Fund Type

Total (200.00 USD)

What's next for my order?

Next Step Missing Workflow

Approvers Alford, Caleb
Cole, Sasha
Ellison, Audrey

Item/Packaging	Unit Price	Quantity	Ext. Price
----------------	------------	----------	------------

20 Click "Save"

Internal Note

1000 characters remaining expand | clear

External Note

1000 characters remaining expand | clear

Save Close

Fund Type

Total (200.00 USD)

What's next for my order?

Next Step Missing Workflow

Approvers Alford, Caleb
Cole, Sasha
Ellison, Audrey
Inmon, Melissa
Mavfield, Jennifer

Item/Packaging	Unit Price	Quantity	Ext. Price
----------------	------------	----------	------------

21

Once all your information is input select Assign cart or place order depending on the role you have in bullybuy.

The screenshot displays a web application interface for a shopping cart. At the top, there is a navigation bar with a search icon, a shopping cart icon showing '200.00 USD', and notification icons for '289' items and '134' users. Below the navigation bar, there are two buttons: 'Assign Cart' and 'Place Order'. The 'Place Order' button is highlighted with an orange circle. The main content area is divided into two sections. On the left, there is a 'History' section and a 'External Notes and Attachments' section. The 'External Notes and Attachments' section has two rows: 'Note to all Vendors' with the value 'no value' and 'Attachments for all vendors' with an 'Add' button. On the right, there is a 'Summary' section. The summary is titled 'Draft' and contains a red error message: 'Correct these issues. You are unable to proceed until addressed.' Below the error message, there is a list of required fields: 'Required: Shipping address', 'Required: Fund', 'Required: Organization', 'Required: Account', 'Required: Program', and 'Required: Fund Type'. At the bottom of the summary, there is a 'Total (200.00 USD)' with a right-pointing arrow.