How to Change your distribution method in Bully Buy



1 Navigate to <u>www.b</u>	<u>ıllybuy.msstate.</u>	<u>edu</u>
2 Click "Non-Catalog I	tem"	
MISSISSIPPI STATE		All → Search (Alt+Q) Q 0.00 USD 📜 💝 🍋 왿
Shop • Shopper Requester Dashboard		
Contracts Dashboard Purchasing Dashboard Shoppe	Requester Dashboard	
Shop		
Simple Advanced		Go to: Favorites Non-Catalog Item Quick Order Browse: Vendors Categories Contracts
Search for products, vendors, forms, part number, etc.		Go to: Non-Catalog Item
Quick Links MSU M Create New Receipt Welcome Request A Contract My Contract Requests View Carts View Carts	essage Board to the new Mississippi State portal. All pur	
Guided Buying		Showcases
Use the Shop widget above to search for your goods/services. If the below to find the preferred suppliers for our most commonly procure	item cannot be found, use the icons d commodities.	Direct Pay 🗸
To view the list of state contracts please visit https://www.dfa.ms.go still required. If the state contract does not have a catalog in Bully Bu to purchase.	//contracts. State contract use is y, please use the "non-catalog" option	
If the item value is over \$5,000 and only one source can be identified, required and can be found here.	a Sole Source Justification is	Direct Pay

3 Click the "Select Vendor" field.

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4 Click here.

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5 Click "Check this box to customize order distribution information."

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To view the list of state contracts please visit https://www.dfa.ms.gov/contracts. State contract use is still required. If the state contract does not have a catalog in Bully Buy, please use the "non-catalog" option to purchase. If the item value is over \$5,000 and only one source can be identified, a Sole Source Justification is Direct Pay required and can be found here.						

This is how the PO will be distributed to the vendor.

6 Click "Email"

Insert your email address if you would like it sent to you to send to the vendor or input the vendors email address.

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