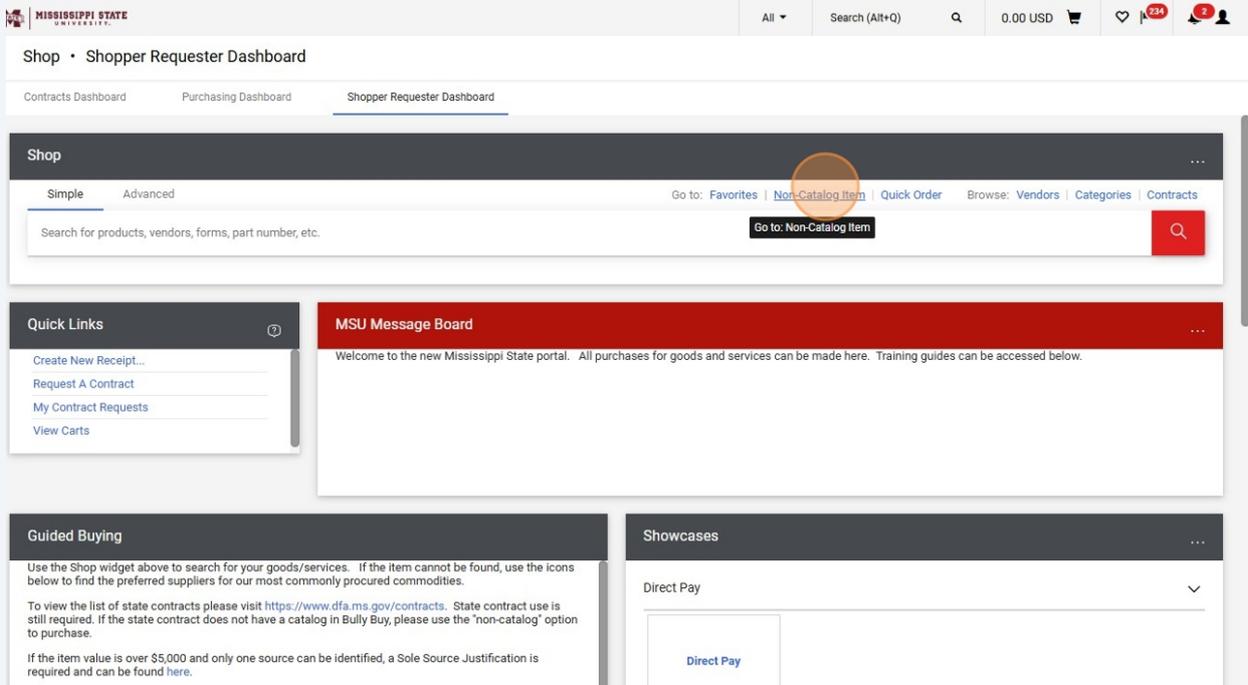


How to Change your distribution method in Bully Buy



1 Navigate to www.bullybuy.msstate.edu

2 Click "Non-Catalog Item"



3 Click the "Select Vendor" field.

The screenshot shows the 'Add Non-Catalog Item' form on the Mississippi State University website. The 'Existing Vendor' section contains a search box with the placeholder text 'Select Vendor'. An orange circle highlights this search box. Below it is the 'Item' section with fields for 'Product Description', 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Packaging' field is a dropdown menu currently set to 'EA'. Below the item fields are sections for 'Additional Details' and 'Add Internal Attachments'. At the bottom right of the form are 'Save' and 'Save And Add Another' buttons. A legend indicates that fields with a star icon are required. The footer contains 'Guided Buying' and 'Showcases' sections.

4 Click here.

This screenshot shows the same 'Add Non-Catalog Item' form, but now the 'Existing Vendor' search box contains the ID '904292990' and the vendor name 'Rivers Plant Farm' is displayed below it. An orange circle highlights the vendor name. The rest of the form, including the 'Item' section, 'Additional Details', and 'Add Internal Attachments' sections, remains the same as in the previous screenshot. The 'Save' and 'Save And Add Another' buttons are still present at the bottom right.

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

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

MISSISSIPPI STATE UNIVERSITY

Non-Catalog Item

Vendor: Rivers Plant Farm

Vendor Address: Plant Farm - 590 Rock Hill Road, Brandon, MS 39042

Distribution Methods: The system will distribute purchase orders using the method(s) indicated below:
 Check this box to customize order distribution information.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
				EA

Save Save And Add Another Close

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.

MISSISSIPPI STATE UNIVERSITY

Non-Catalog Item

Vendor: Rivers Plant Farm

Vendor Address: Plant Farm - 590 Rock Hill Road, Brandon, MS 39042

Distribution Methods: The system will distribute purchase orders using the method(s) indicated below:
 Check this box to customize order distribution information.

Fax:

Email (HTML Body):

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
				EA

Save Save And Add Another Close

7 Click this text field.

MISSISSIPPI STATE UNIVERSITY

Item

Rivers Plant Farm

590 Rock Hill Road, Brandon, MS 39042

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

✓ Check this box to customize order distribution information.

Fax ...

Email (HTML Body) |

n *	Catalog No.	Quantity *	Price Estimate	Packaging
				EA

Save Save And Add Another Close

8 Continue with your order.

Rivers Plant Farm

590 Rock Hill Road, Brandon, MS 39042

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

✓ Check this box to customize order distribution information.

Fax ...

Email (HTML Body) insert your email address or vendors email

n *	Catalog No.	Quantity *	Price Estimate	Packaging
		1	123	EA

Save Save And Add Another Close

Orders Search

All Orders Document Numbers, Vendor, Product Information

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