

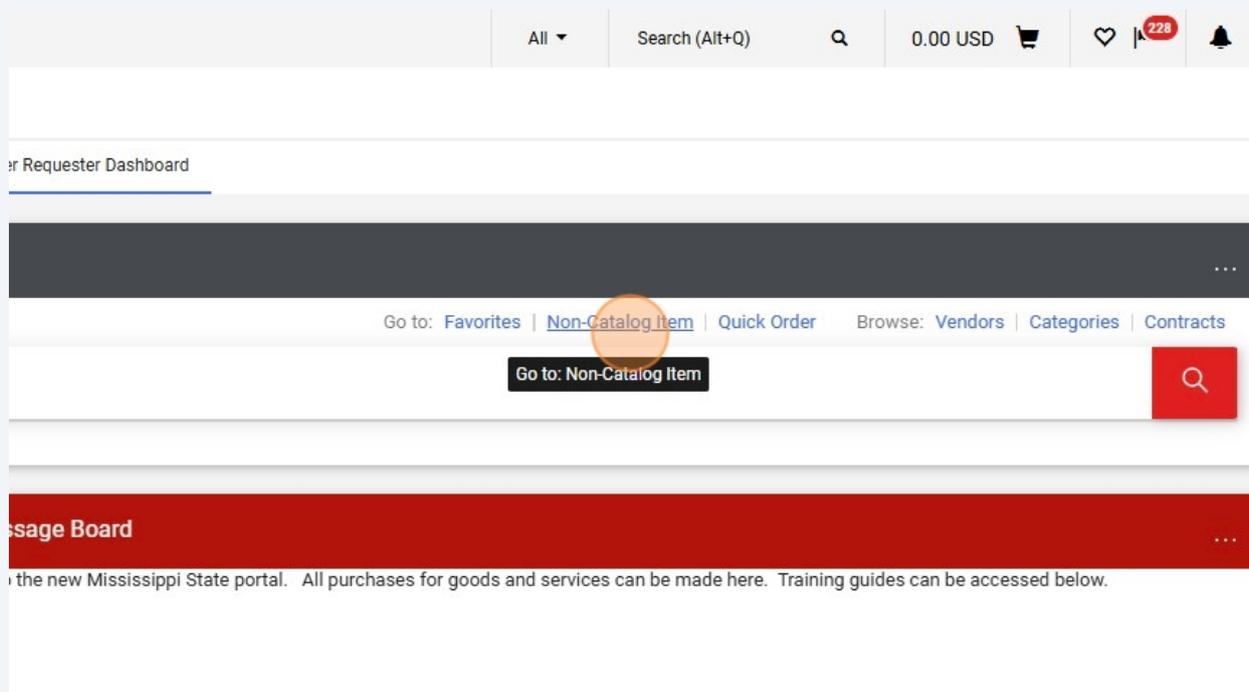
Creating and Managing Carts in Bully Buy



1 Navigate to [Bullybuy.msstate.edu](https://bullybuy.msstate.edu)

2 Click "Non-Catalog Item"

I did a non-catalog item, but you would do the same if this was a direct pay



3 Click the "Select Vendor" field.

The screenshot shows the 'Add Non-Catalog Item' form. At the top, there is a navigation bar with 'Home' and the Mississippi State University logo. Below the navigation bar, the title 'Add Non-Catalog Item' is displayed. Under the 'Existing Vendor' section, there is a search box labeled 'Select Vendor' with a magnifying glass icon. An orange circle highlights this search box. Below the search box, there is an 'Item' section with a table. The table has five columns: 'Product Description ★', 'Catalog No.', 'Quantity ★', 'Price Estimate', and 'Packaging'. The 'Product Description' column contains a text input field with a '254 characters remaining' indicator. The 'Packaging' column contains a dropdown menu with 'EA' selected. Below the table, there are sections for 'Additional Details' and 'Add Internal Attachments'.

4 Click here.

The screenshot shows the 'Add Non-Catalog Item' form with the 'Select Vendor' dropdown menu open. The search box now contains the text 'Bulldog'. The dropdown menu lists three options: 'The Bulldog Club, Inc.', 'Bulldog Leftist Union at MSU', and 'Bulldog Towing, LLC - Starkville, MS'. An orange circle highlights the first option, 'The Bulldog Club, Inc.'. The rest of the form, including the table and the 'Additional Details' and 'Add Internal Attachments' sections, is the same as in the previous screenshot.

5 Click the "Product Description" field.

The Bulldog Club, Inc. x

Fulfillment Address ▼ **Distribution Methods**

The Bulldog Club, Inc. - P.O. Box BT, Mississippi State, Mississippi 39762 United States

Item

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
<input type="text" value=" "/> 254 characters remaining	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA

Additional Details

Add Internal Attachments

6 Click "Save and Add Another"

Save And Add Another

Save Close

Source Justification is

Direct Pay

Forms

7 Click the "Product Description" field.

The Bulldog Club, Inc. × Q The Bulldog Club, Inc. ×

Fulfillment Address ▼ **Distribution Methods**

The Bulldog Club, Inc. 📍 - P.O. Box BT, Mississippi State, Mississippi 39762 United States

Item

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
<input type="text" value=" "/> 254 characters remaining	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA

Additional Details

Add Internal Attachments

8 Click "Save"

EA ▼

>

▼

Forms

IT Purchase Request Sole Source Request

Powered by JAGGAER | Privacy Policy

9 Click "631.00 USD"

Success
Item successfully added to cart

All Search (Alt+Q) 631.00 USD Shopping Cart 0.00 USD

Master Dashboard

Go to: Favorites | Non-Catalog Item | Quick Order Browse: Vendors | Categories | Contracts

Board

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

10 Click "View My Cart"

My Cart (2024-11-05 SGC64 01)

Short Quantity: 2 Price: 508.00 USD	🗑️
T-shirt Quantity: 1 Price: 123.00 USD	🗑️

631.00 USD

View My Cart
Checkout

Master Dashboard

Board

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

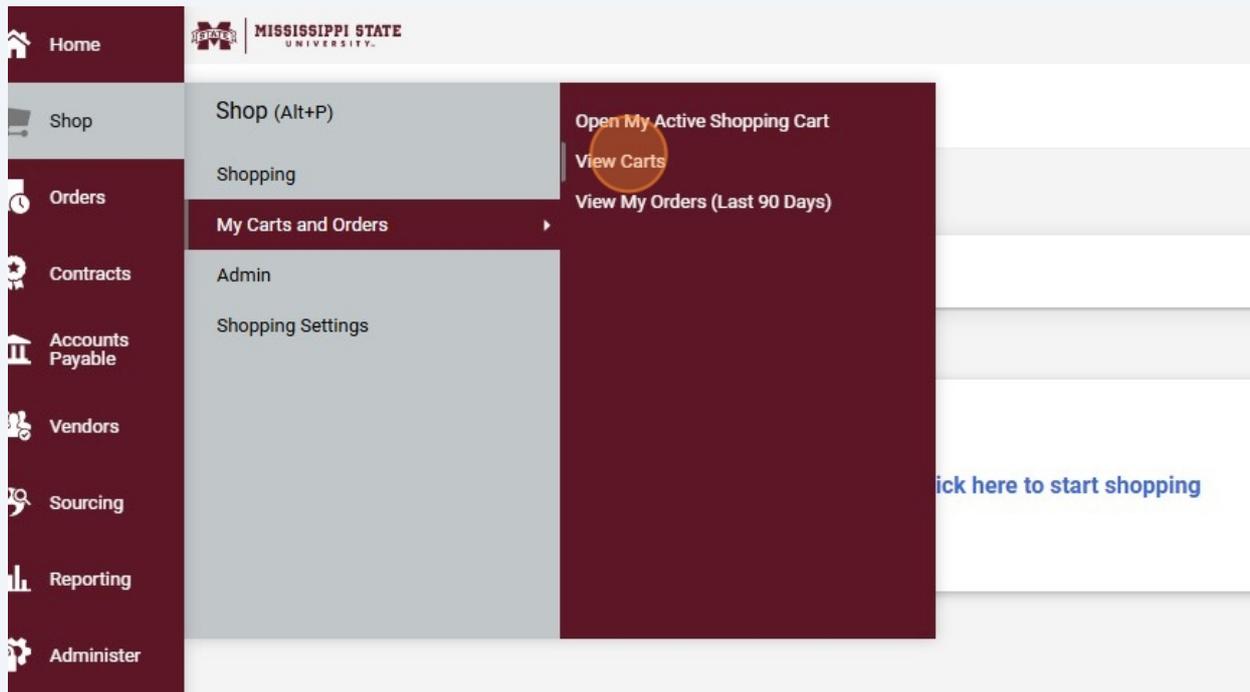
11 Click here.

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a dropdown menu set to 'All', a search bar with the text 'Search (Alt+Q)', and a total amount of '631.00 USD'. To the right of the total are icons for a shopping cart, a heart, a notification bell with a '228' badge, and a user profile icon. Below the navigation bar, there is a toolbar with a printer icon, a three-dot menu icon (highlighted with an orange circle), an 'Assign Cart' button, and a red 'Proceed To Checkout' button. The main content area features a search bar with a red search icon and a 'Select All' dropdown. Below this is a table with columns for 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The table contains one row with 'EA' in the 'Size/Packaging' column, '123.00' in the 'Unit Price' column, '1' in the 'Quantity' column, and '123.00' in the 'Ext. Price' column. To the right of the table is a 'Summary' section with a right-pointing arrow, containing 'Details' and 'Total (631.00 USD)' with right-pointing arrows.

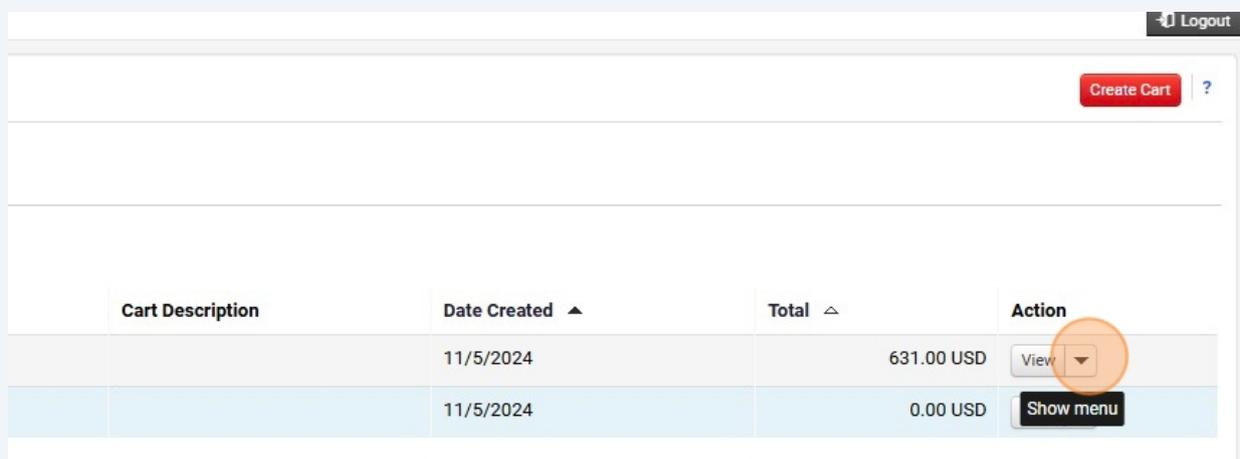
12 Click "Create New Cart"

This screenshot is identical to the one above, but with a dropdown menu open from the three-dot menu icon. The menu contains the following items: 'Empty Cart', 'Create New Cart' (highlighted with an orange circle), 'View Carts', 'View Cart return message(s)', 'View Cart history', and 'See configuration for this requisition'. The rest of the interface, including the navigation bar, toolbar, table, and summary section, remains the same as in the previous screenshot.

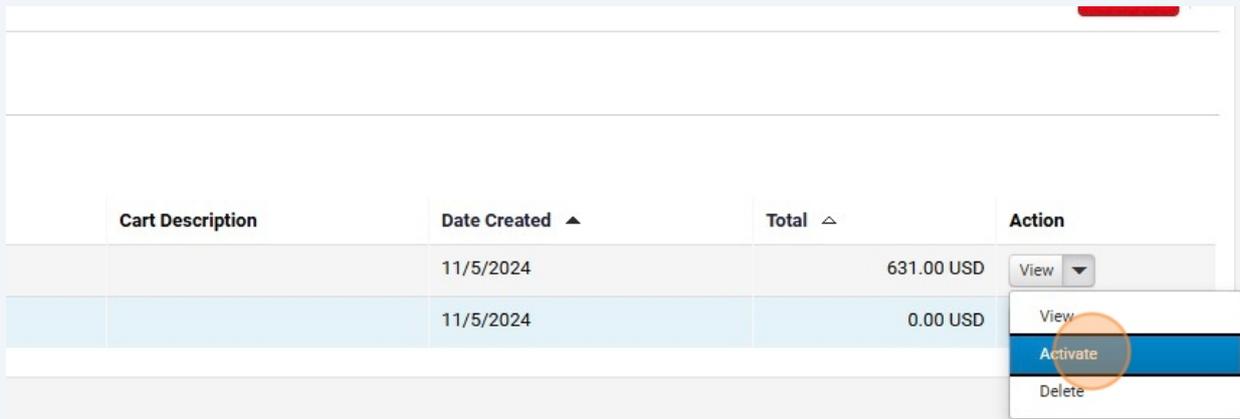
13 Click "View Carts"



14 Click this button.



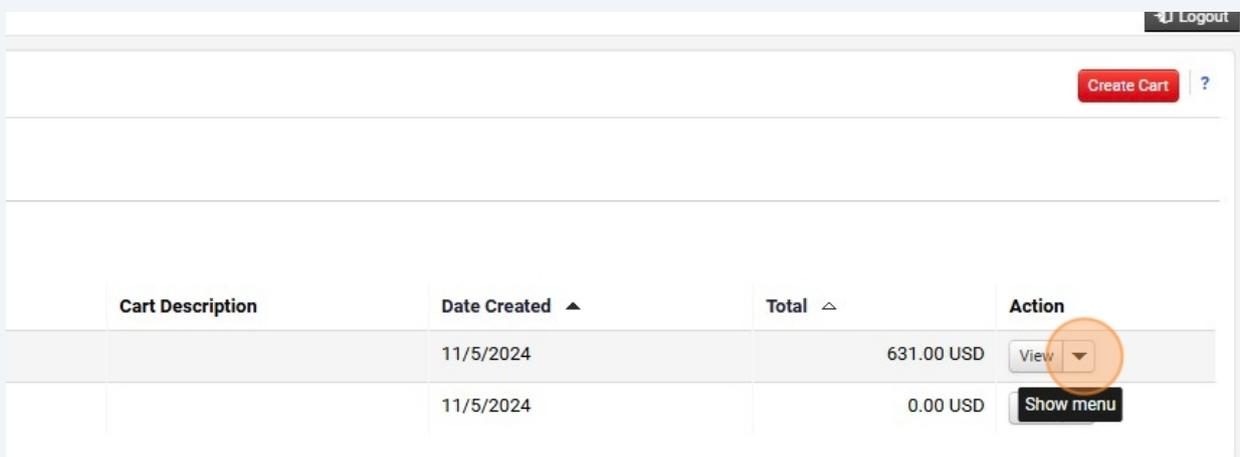
15 Click "Activate"



A screenshot of a web application interface showing a table with columns: Cart Description, Date Created, Total, and Action. The table has two rows. The second row is highlighted in light blue. A dropdown menu is open from the 'Action' column of the second row, showing options: View, Activate, and Delete. The 'Activate' option is highlighted in blue and circled in orange.

Cart Description	Date Created ▲	Total ▲	Action
	11/5/2024	631.00 USD	View ▼
	11/5/2024	0.00 USD	View Activate Delete

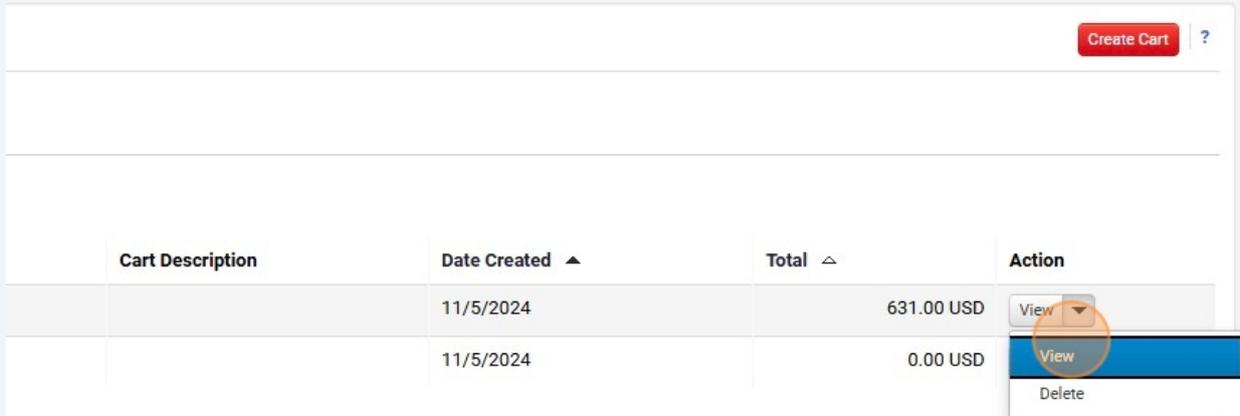
16 Click here.



A screenshot of a web application interface showing a table with columns: Cart Description, Date Created, Total, and Action. The table has two rows. The second row is highlighted in light blue. A button labeled 'Show menu' is visible in the 'Action' column of the second row and is circled in orange. In the top right corner, there is a 'Logout' link and a 'Create Cart' button.

Cart Description	Date Created ▲	Total ▲	Action
	11/5/2024	631.00 USD	View ▼
	11/5/2024	0.00 USD	Show menu

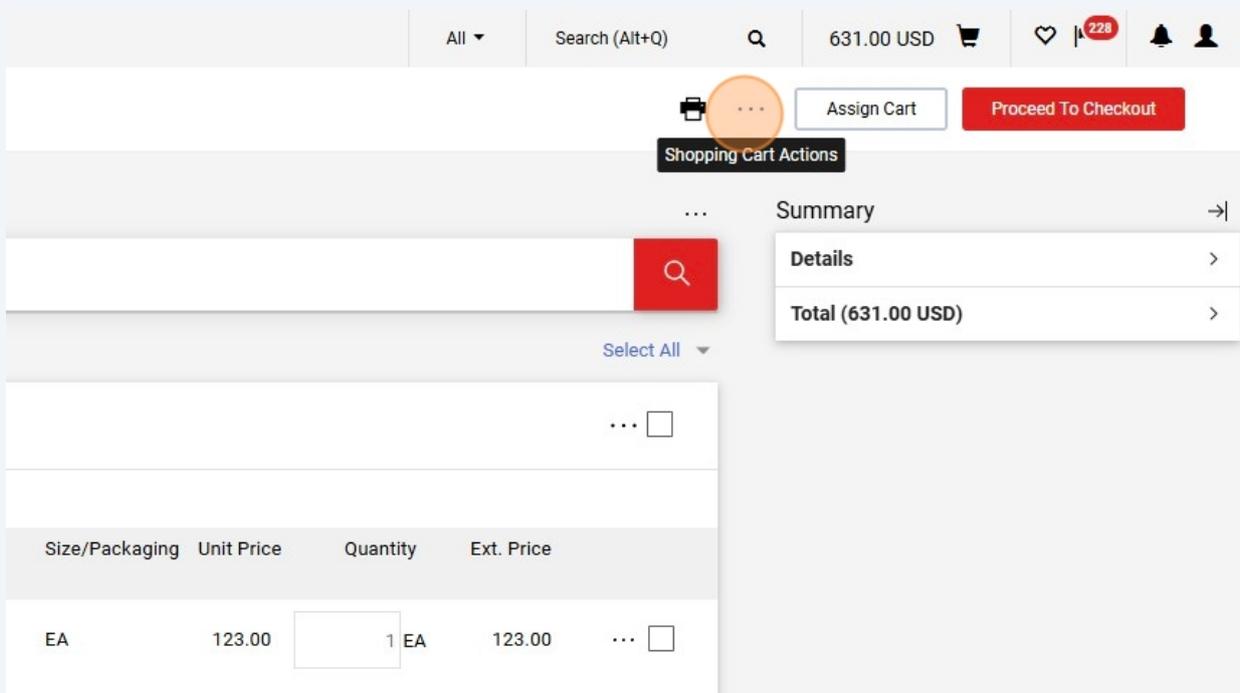
17 Click "View"



The screenshot shows a table with four columns: 'Cart Description', 'Date Created', 'Total', and 'Action'. The first row has a date of 11/5/2024 and a total of 631.00 USD. The second row has a date of 11/5/2024 and a total of 0.00 USD. A dropdown menu is open over the 'View' button in the first row, showing options for 'View' and 'Delete'. A red 'Create Cart' button is visible in the top right corner.

Cart Description	Date Created ▲	Total ▲	Action
	11/5/2024	631.00 USD	View
	11/5/2024	0.00 USD	View

18 Click this button.



The screenshot shows a shopping cart interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '631.00 USD', and icons for a shopping cart, heart, and notification. Below this, there are buttons for 'Assign Cart' and 'Proceed To Checkout'. A 'Shopping Cart Actions' dropdown menu is open, showing options for 'Summary', 'Details', and 'Total (631.00 USD)'. Below the dropdown, there is a search bar and a 'Select All' button. At the bottom, there is a table with columns for 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The first row shows 'EA', '123.00', '1 EA', and '123.00'.

Size/Packaging	Unit Price	Quantity	Ext. Price
EA	123.00	1 EA	123.00

19 Click "Create New Cart"

The screenshot shows a shopping cart interface. At the top, there is a search bar with the text "Search (Alt+Q)", a price of "631.00 USD", and icons for a shopping cart, a heart, a notification bell with "228", and a user profile. Below the search bar, there are buttons for "Assign Cart" and "Proceed To Checkout". A dropdown menu is open, showing options: "Empty Cart", "Create New Cart" (highlighted with a red circle), "View Carts", "View Cart return message(s)", "View Cart history", and "See configuration for this requisition". Below the dropdown, there is a "Select All" button and a table with columns: "Size/Packaging", "Unit Price", "Quantity", and "Ext. Price". The table contains one row with "EA", "123.00", "1 EA", and "123.00".

Size/Packaging	Unit Price	Quantity	Ext. Price
EA	123.00	1 EA	123.00

20 Click "View Carts"

The screenshot shows a navigation menu for Mississippi State University. The menu is dark red with white text and icons. The items are: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, and Administer. The "Shop" item is highlighted, and a sub-menu is open, showing: "Shop (Alt+P)", "Shopping", "My Carts and Orders" (highlighted with a red circle), "Admin", and "Shopping Settings". The "My Carts and Orders" sub-menu is further expanded, showing: "Open My Active Shopping Cart", "View Carts" (highlighted with a red circle), and "View My Orders (Last 90 Days)". A link "Click here to start shopping" is visible at the bottom right.

21 Click this button.

[Create Cart](#) ?

Cart Description	Date Created ▲	Total ▲	Action
	11/5/2024	631.00 USD	View ▼
	11/5/2024	0.00 USD	View ▼
	11/5/2024	0.00 USD	Show menu

22 Click "Delete"

Cart Description	Date Created ▲	Total ▲	Action
	11/5/2024	631.00 USD	View ▼
	11/5/2024	0.00 USD	View ▼
	11/5/2024	0.00 USD	View Activate Delete