Exporting Procurement Orders and Invoices from Jaggaer

1 www.bullybuy.msstate.edu

2 For All order details in BullyBuy

3 Click "Add Filter"

4   Click "Department"

		Save As ▼	**Pin Filters** ▼	**Export All** ▼

Last 90 days ▼   Quick search   🔍 ⑦   Add Filter ▼   **?**

1-200 of 41430 Results ⓘ   er Page ▼

General Information
- ☐ Approved By
- ☐ Bill To
- ☐ Business Unit
- ☐ Contract Type
- ☐ Department
- ☐ Internal Notes
- ☐ Order Owners
- ☐ Participant
- ☐ Pending Approver
- ☐ Ship To
- ☐ Total Amount
- ☐ Vendor

der Status	Order Owners	Created Date/Time ⬇	Completed Date ▼	Vendor	hount ▼
Pending	Katherine Lee	11/5/2024 2:50:12 PM		A-G Adr	.70 USD
Complete	Gail Wilson	11/5/2024 2:49:12 PM	11/5/2024 2:49:48 PM	Amazo	.73 USD
Pending	Jeanette Long	11/5/2024 2:40:08 PM		Virtual	.00 USD
	Gail Wilson	11/5/2024 2:36:51 PM	11/5/2024 2:36:55 PM	Amazon.com, Inc. ⓘ	

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5   Click the "Search..." field.

MISSISSIPPI STATE UNIVERSITY   All ▼

Orders ▸ Search ▸ All Orders

≡   Search All Orders

Quick Filters	My Searches

Type of Order: All ▼   Created Date: Last 90 days ▼   Quick search

Vendor ⌄

Clear All Filters

Amazon.com, Inc.	10355
Fisher Scientific Company, LLC	1663
Atmos Energy	1282
Fleetcor Technologies	1254
Cintas Corporation #2	696

Department: All ▼   ✕

Search...

Top Filter Options
- ☐ Campus Services (3) (6287)
- ☐ College of Veterinary Medicine (8) (5977)
- ☐ Athletic Department (105) (1905)
- ☐ Delta Research & Extension Center (46) (1640)
- ☐ Humphrey Coliseum Manager's Office (195) (1219)
- ☐ School of Human Sciences (26) (1025)
- ☐ Chemistry (98) (757)
- ☐ Wildlife, Fisheries & Aquaculture (32) (615)
- ☐ HPC 2 (275H) (582)

❤ See More   ⎙ Show More

	Created Date/Time ⬇
	11/5/2024 2:50:12 PM
	11/5/2024 2:49:12 PM

Business Unit ⌄

| MSStateUniversity (MSStateUniversity) | 39054 |

6 Click "Procurement & Contracts (1)"

7 Click this button.

8 Click "Account *"

9 Click "Account *"

10 Click "Activity *"

11 Click "Fund *"

12 Click "Organization *"

13 Click "Program *"

14 Click "Apply"

ate *

: Number *

es

						Staples, Inc. ⓘ	
Invoice	Complete	Mallorie Gore	11/4/2024	11/4/2024	Dallas Printing, Inc. ⓘ	21
					Blueridge Software, Inc. ⓘ	1,61
					Dallas Printing, Inc. ⓘ	21
					FusionSite LLC ⓘ	
					FusionSite LLC ⓘ	
					Amazon.com, Inc. ⓘ	
					C Spire Wireless ***** ⓘ	6

Apply   Cancel

Powered by JAG

15 Click "Export All"

All ▾   Search (Alt+Q) 🔍   0.00 USD 🛒   ♡ |262 🔔 👤

🔲 Logout

🏳 Save As ▾   📌 Pin Filters ▾   ⬆ Export All ▾

Last 90 days ▾   Quick search   🔍 ⑦   Add Filter ▾   ?

⚙ 200 Per Page ▾

Completed Date ▾	Vendor	Total Amount ▾	Account	Activity	Fund	Organization	Program
	Next Step Innovation, Inc. ⓘ	16,705.00 USD	406750		100000	470100	064000
11/5/2024 3:45:00 AM	Amazon.com, Inc. ⓘ	26.99 USD	406490		100000	470100	064000

16 Click "Submit"

Export request for All Orders

71 characters remaining

Screen Layout

Excel

	Activity	Fund	Organization	Program
50		100000	470100	064000

Submit

1/5/2024 3:45:00 AM	Amazon.com, Inc. ⓘ	26.99 USD	406490		100000	470100	064000
11/5/2024 3:44:41 AM	Amazon.com, Inc. ⓘ	26.99 USD	406490		100000	470100	064000
11/4/2024	Staples, Inc. ⓘ						

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17 Click "Manage Search Exports"

I STATE   All ▾   Search (Alt+Q)

▸ All Orders

ch All Orders

✅ **Success**   ▶ ✕
Successfully created the export request. You
can view the status and retrieve the file at
Manage Search Exports

My Searches

Type of Order: All ▾   Created Date: Last 90 days ▾   Quick search

Clear All Filters

Department: Procurement & ... ▾ ✕

	73	19 Results
ty	28	
nc.	19	
ation, Inc.	13	
ippi	11	

⧉ Show More

| ity (sity) | 150 |

⚙ 200 Per

Order Owners	Created Date/Time ⏷	Completed Date ▾	Vendor	Total Amount ▾	Account
Jennifer Mayfield, Sasha Cole	11/5/2024 12:35:09 PM		Next Step Innovation, Inc. ⓘ	16,705.00 USD	406750
Jennifer Mayfield, Sasha Cole	11/5/2024 8:44:41 AM	11/5/2024 8:45:00 AM	Amazon.com, Inc. ⓘ	26.99 USD	406490

18 Click "Export request for All Orders"

19 For invoice details in BullyBuy

20   Click orders

21   Click "Invoices"

22 Click "Add Filter"

All ▾   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ 📑262 🔔 👤

⏻ Logout

🖫 Save As ▾   📌 Pin Filters ▾   ⤒ Export All ▾

🔍 ⑦   **Add Filter ▾**   Clear All Filters   **?**

1-200 of 5298 Results   ⚙ 200 Per Page ▾

Vendor Invoice Number(s) ▾	Vendor	Due Date ▾	Total Amount ▾	PO Number	Fund
112-0628291-6409811	Amazon.com, Inc. ⓘ	12/15/2024	630.00 USD	JC0004044	254103
113-0868792-6870629	Amazon.com, Inc. ⓘ	12/15/2024	420.48 USD	JC0004059	160000

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23 Click "Department"

1-200 of 5298 Results   Page ▾

Vendor Invoice Number(s) ▾	Vendor	Due Date ▾	Total Am
112-0628291-6409811	Amazon.com, Inc. ⓘ	12/15/2024	630
113-0868792-6870629	Amazon.com, Inc. ⓘ	12/15/2024	420
111-6707090-4742623	Amazon.com, Inc. ⓘ	12/14/2024	409
112-1709199-7233055	Amazon.com, Inc. ⓘ	12/15/2024	376.18 USD	JC0003999	259327
114-9027874-1644250	Amazon.com, Inc. ⓘ	12/14/2024	361.62 USD	JC0003979	250191

☐ Paid Date
☐ Pay Status Change Date
☐ Submitted Date
☐ Vendor Invoice Date

General Information
☐ Approved By
☐ Bill To
☐ Business Unit
☐ Contract Type
☐ Current Workflow Step
☐ Department
☐ Discount Amount
☐ External Network Name

24   Click "Procurement & Contracts (1)"

Invoices

Drafts   **Search**

ick Filters	My Searches

Created Date: All ▾   Quick search

PO Number: JC ▾ ✕   Department: All ▾ ✕

dor	∨
zon.com, Inc.	**3488**
er Scientific pany, LLC	**664**
. Grainger, Inc.	**182**
ne Industries, Inc	**175**
Veterinary Supply	**141**
e More	Show More

ice Status ∨

| plete | **5060** |
| ling | **224** |

‹ ›   Page 1

procure   ✕

✓ Procurement & Contracts (1)

Apply   Cancel

	Submitted Date ⊙	Invo Nur
•••	11/5/2024 1:48:47 PM	IN0 6409811
•••	11/5/2024 1:44:20 PM	IN016076 113-0868792-6870629 Amazon.com, Inc. ⓘ
•••	11/5/2024 1:43:09 PM	IN016075 111-6707090-4742623 Amazon.com, Inc. ⓘ

Due Date ▾

12/15/20

12/15/20

12/14/20

---

25   Click "Apply"

Search

My Searches

Created Date: All ▾   Quick search   🔍 ⓘ

PO Number: JC ▾ ✕   Department: All ▾ ✕

‹ ›   Page 1 of 27   1-200 of 5298 Results

		∨
	c.	**3488**
		664
	c.	**182**
	es, Inc	**175**
	Supply	**141**
	Show More	
		∨
		5060
		224
		14
	Show More	

	Submitted Date ⊙	Invoice Number ▾	Vendor Invoice Number(s) ▾	Vendor	Due Date ▾	Total Am
•••	11/5/2024 1:48:47 PM	IN016077	112-0628291-6409811	Amazon.com, Inc. ⓘ	12/15/202 4	630.
•••	11/5/2024 1:44:20 PM	IN016076	113-0868792-6870629	Amazon.com, Inc. ⓘ	12/15/202 4	420.
•••	11/5/2024 1:43:09 PM	IN016075	111-6707090-4742623	Amazon.com, Inc. ⓘ	12/14/202 4	409.

26 Click this button to select data you want added to your excel

27 Click "Export All"

28 Click "Submit"

			PO Number	Fund	Organization	Account	Program	Act
			JC0003856	100000	470100	406130	064000	
			JC0000350	100000	470100	406130	064000	
1964207		4						
111-7906801-7131430	Amazon.com, Inc. ⓘ	11/17/2024	135.76 USD	JC0002882	100000	470100	406130	064000
112-8460906-6105802	Amazon.com, Inc. ⓘ	11/15/2024	9.99 USD	JC0002827	100000	470100	406130	064000
9255922743	W. W. Grainger, Inc. ⓘ	11/4/2024	−1,138.89 USD	JC0000929	205201	520192	406480	111000

74 characters remaining

Screen Layout ▾

Excel

Submit

29 Click "Manage Search Exports"

ⓢSISSIPPI STATE
UNIVERSITY

All ▾   Search (Al

Search ▶ Invoices

Invoices

✔ **Success**   ▶ ✕
Successfully created the export request. You can view the status and retrieve the file at Manage Search Exports

afts   Search

Filters   My Searches

Created Date: All ▾   Quick search

PO Number: JC ▾ ✕   Department: Procurement & ... ▾ ✕

.com, Inc. **22**

1-38 of 38 Results

rainger, Inc. **14**

ep Innovation, Inc. **1**

	Submitted Date ⏷	Invoice Number ▾	Vendor Invoice Number(s) ▾	Vendor	Due Date ▾	Total Amount
⋯	10/30/2024 12:33:13 PM	IN015336	113-2614099-9241833	Amazon.com, Inc. ⓘ	12/12/2024	19.18 US
⋯	10/14/2024 9:30:28 AM	IN012343	113-8936016-1964207	Amazon.com, Inc. ⓘ	11/28/2024	15.99 US

epot **1**
🗍 Show More

Status ⏷

te **38**

30   Click "Refresh this Page"

| All ▾ | Search (Alt+Q) 🔍 | 0.00 USD 🛒 | ♡ ❙ 262 | 🔔 👤 |

🔲 Logout

?

Refresh this Page

20 Per Page ▾

arch Type	Export Output	Created	Completed	Available Until	Details	Actions
oice	Screen Layout (Excel)	11/5/2024 3:03:55 PM		–	-	Delete
Orders	Screen Layout (Excel)	11/5/2024 3:02:39 PM	11/5/2024 3:02:42 PM	11/12/2024	Total Records: 219	Delete
oice	Screen Layout (Excel)	11/5/2024 9:46:26 AM	11/5/2024 9:46:34 AM	11/12/2024	Total Records: 5275	Delete

31   Click "Export request for Invoice"

Shop

Orders

Contracts

Accounts Payable

Vendors

Sourcing

Reporting

Administer

Setup

Manage Exports

| Export Requests | Export Schedules | Export Templates |

> Click to Filter

1-13 of 13 Results

Title	Status	Search Type	Export Output	Created
⬇ Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/5/2024
screen_buyer_invoice_search_SGC64-489779270.xlsx	Completed	All Orders	Screen Layout (Excel)	11/5/2024
⬇ Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/5/2024
⬇ Export request for Purchase Order	Completed	Purchase Order	Screen Layout (Excel)	11/5/2024
⬇ Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/4/2024
⬇ Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024
⬇ Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024