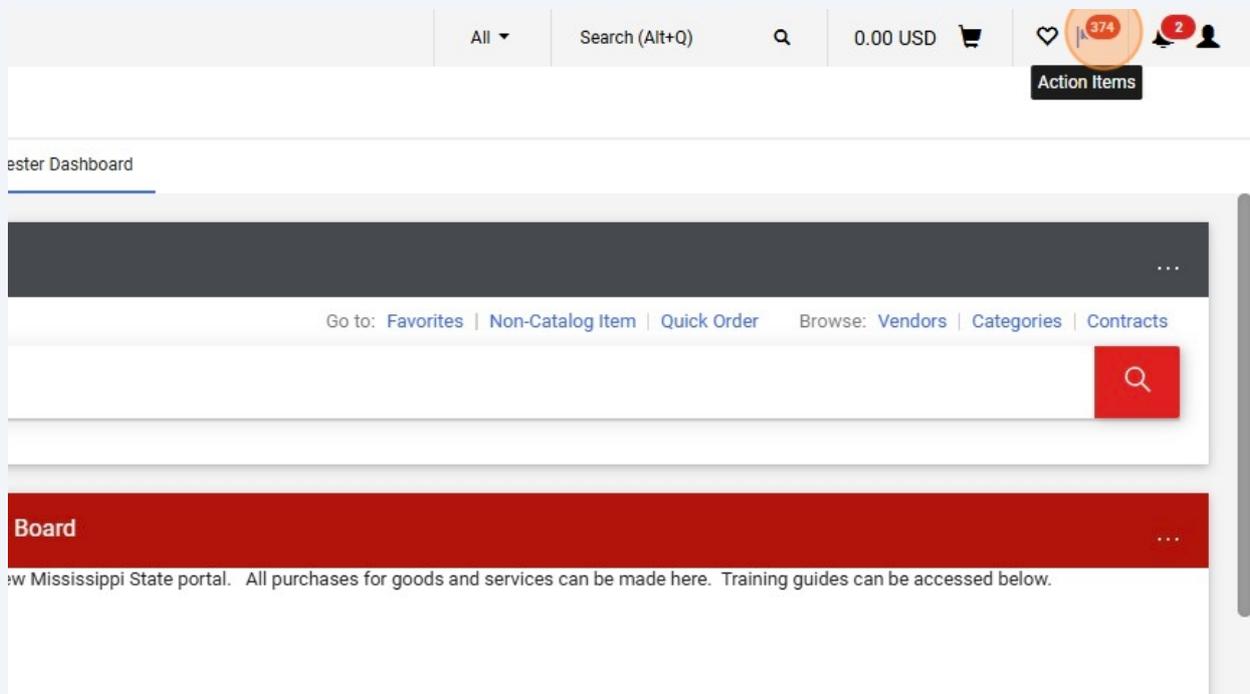


# How To Process Carts Assigned to Me



1 Navigate to [www.bullybuy.msstate.edu](http://www.bullybuy.msstate.edu)

2 Click Action items



### 3 Click "Carts Assigned To Me"

The screenshot shows a user dashboard with a top navigation bar containing a search bar, currency (0.00 USD), and notification icons. A dropdown menu is open, listing various action items. The item "Carts Assigned To Me" is highlighted with an orange circle. Below the dashboard, a red banner for a "Message Board" is visible.

Section	Count
My Assigned Approvals	
Carts Assigned To Me	1
Unassigned Approvals	
Requisitions	200
Invoices	159
Contract Request Approvals	2
Administrative Items	
Manage Search Exports - Completed	12

### 4 Click "2024-11-13 mlf29 01"

The screenshot shows the "Cart Management" interface. A sidebar on the left contains navigation options: Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area shows "Assigned Carts" with a table of cart items. The cart with ID "2024-11-13 mlf29 01" is highlighted with an orange circle and a tooltip.

Type	Shopping Cart Name	Cart Description	Date Created
Normal	<a href="#">2024-11-13 mlf29 01</a>		11/13/2024

5 Click "Proceed to Checkout"

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search bar, a price of 53.89 USD, and icons for a shopping cart, a heart, and a notification bell. Below the navigation bar, there are buttons for 'Return Cart', 'Assign Cart', and 'Proceed To Checkout'. The 'Proceed To Checkout' button is highlighted with an orange circle. Below the buttons, there is a search bar and a 'Select All' dropdown. A table lists the items in the cart:

Size/Packaging	Unit Price	Quantity	Ext. Price	
EA	4.95	Qty: 1 EA	4.95	...

On the right side, there is a 'Summary' section with a right arrow. It contains a 'Details' link and a 'Total (53.89 USD)' link, both with right arrows.

6 Click place order if everything is correct. If you see any errors you can go in and change them. If you want the shopper to change them follow the return cart option below.

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search bar, a price of 53.89 USD, and icons for a shopping cart, a heart, and a notification bell. Below the navigation bar, there are buttons for 'Assign Cart' and 'Place Order'. The 'Place Order' button is highlighted with an orange circle. Below the buttons, there is a 'History' section. A 'Billing' section is open, showing the following information:

**Billing**

**Bill To**

Accounts Payable  
PO Box 5307  
Mississippi State, MS 39762  
United States

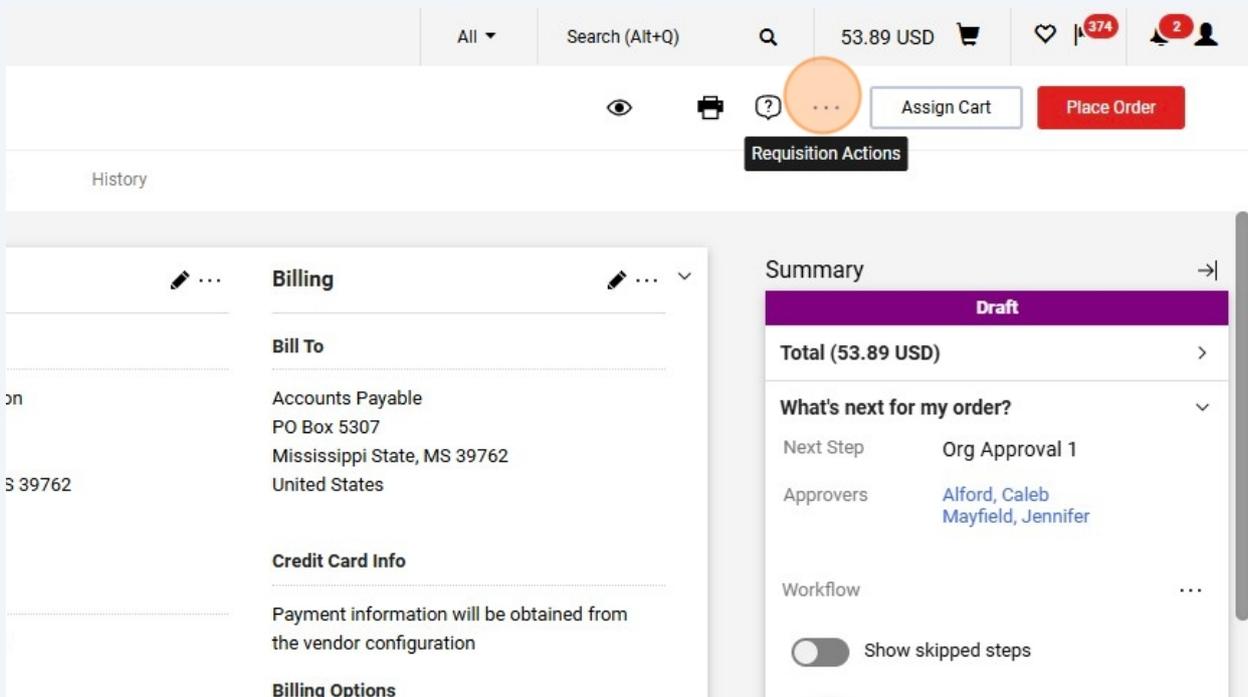
**Credit Card Info**

Payment information will be obtained from the vendor configuration

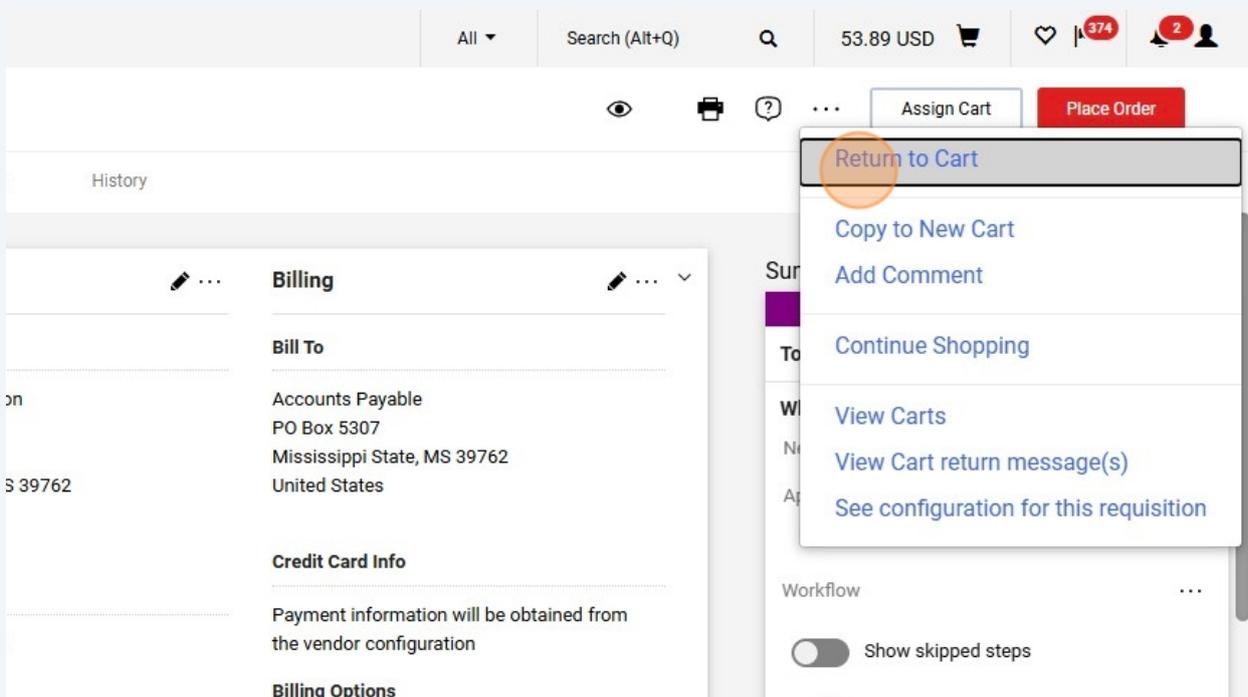
**Billing Options**

On the right side, there is a 'Summary' section with a right arrow. It contains a 'Draft' status, a 'Total (53.89 USD)' link, and a 'What's next for my order?' section. The 'What's next for my order?' section shows the next step as 'Org Approval 1' and the approvers as 'Alford, Caleb' and 'Mayfield, Jennifer'. There is also a 'Workflow' section with a right arrow and a 'Show skipped steps' toggle.

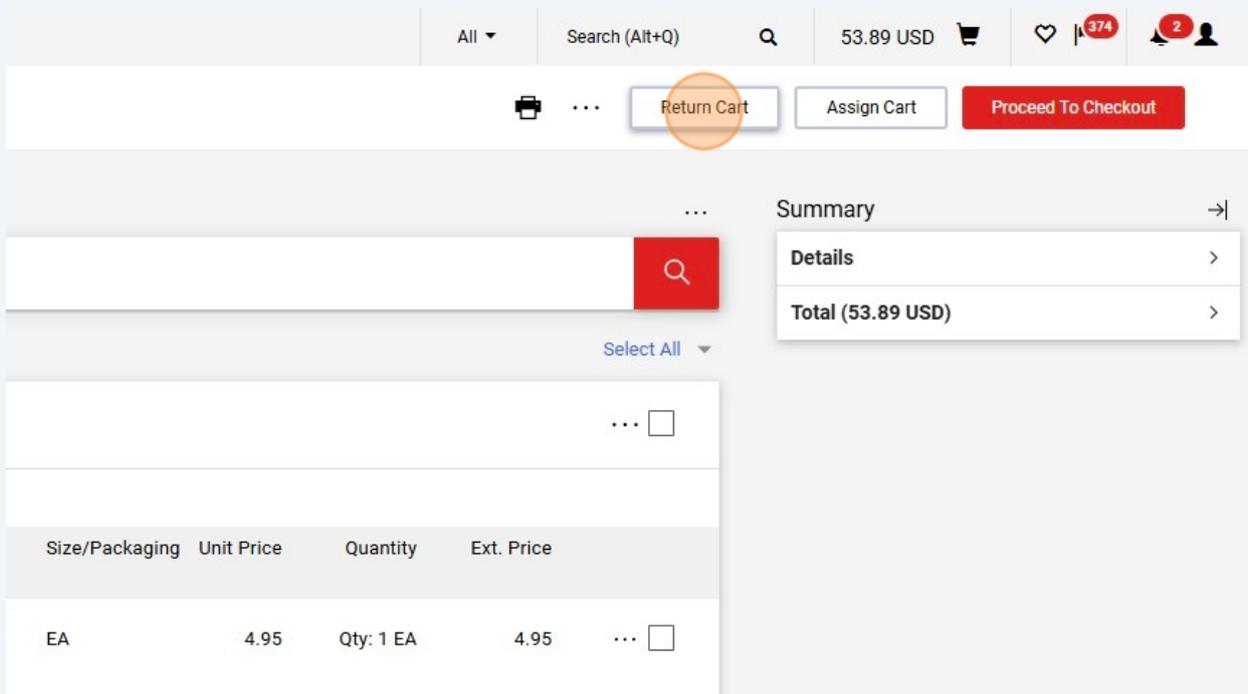
7 Click this button.



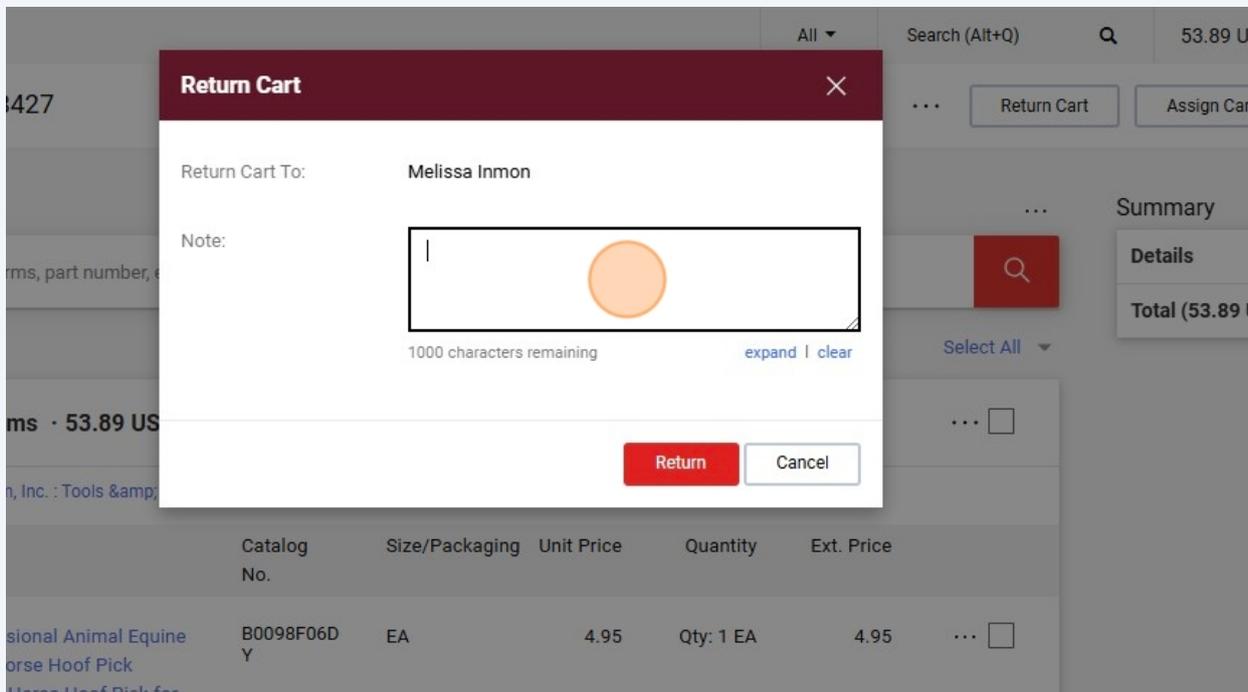
8 Click "Return to Cart"



9 Click "Return Cart"



10 Click the "Note: what changes need to be made to the order for them to resunit."



11 Click here.

Return Cart To: **Melissa Inmon**

Note: **Make a change to your account code**

966 characters remaining [expand](#) | [clear](#)

**Return**

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Animal Equine Hoof Pick Hoof Pick for Horse Cleaning	B0098F06D Y	EA	4.95	Qty: 1 EA 4.95

Summary  
Details  
Total (53.89 USD)