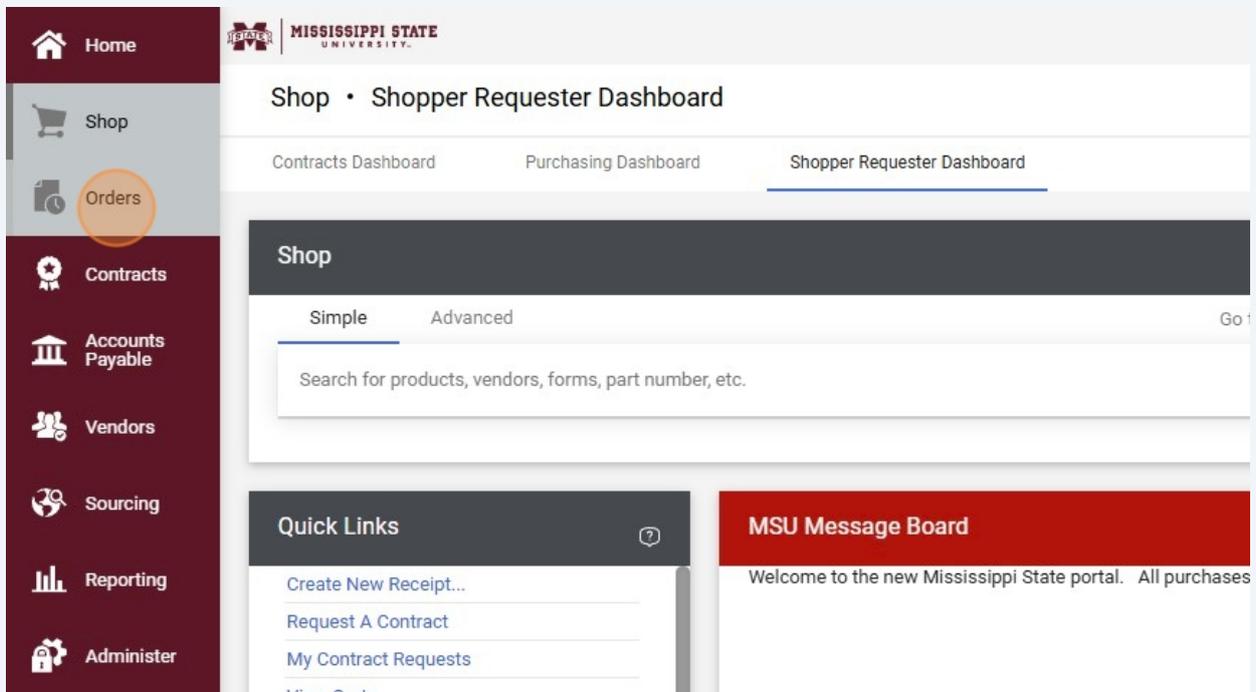


# How to Submit a Change Request for Purchase Order

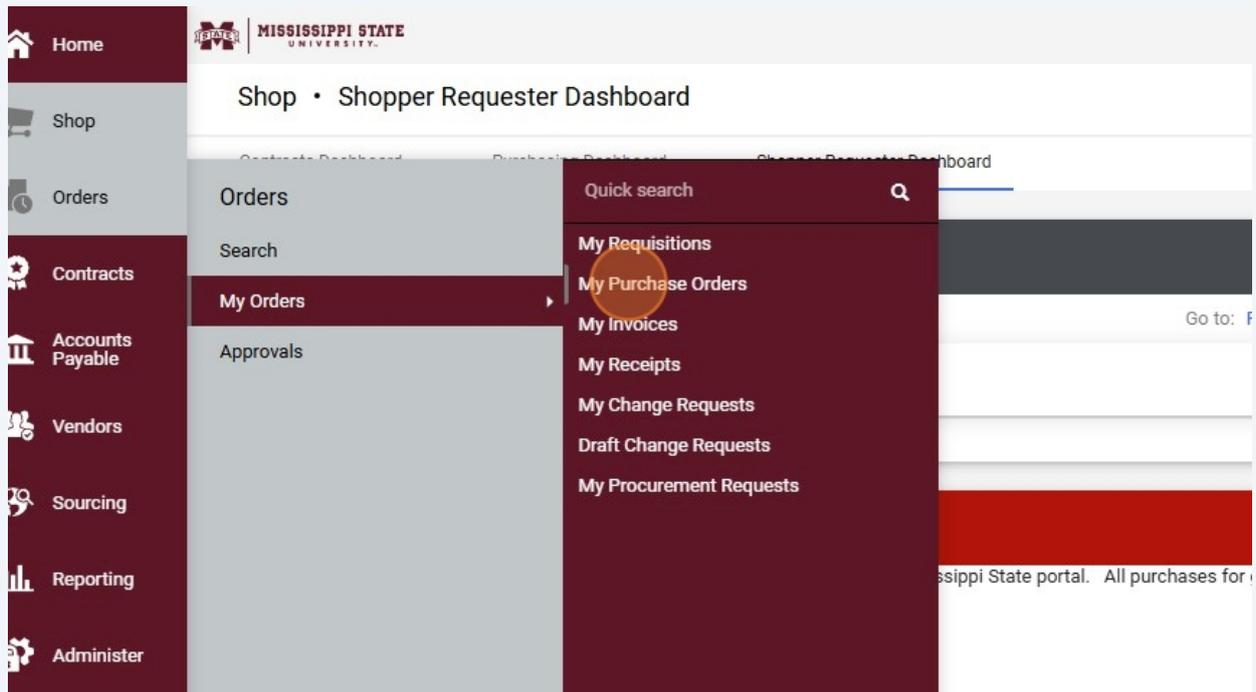


1 Navigate to [www.bullybuy.msstate.edu](http://www.bullybuy.msstate.edu)

2 Click "Orders"



### 3 Click "My Purchase Orders"



### 4 Click "JC0004223"

Search filters: Add Filter, Clear All Filters

200 Per Page

Vendor	Total Amount	Invoice Number	Invoice Total	PO Number	Fund	Organization	Account	Program	Activity
amazon.com, Inc. ⓘ	36.96 USD	IN005120	36.96 USD	JC0001578	100000	470100	406130	064000	
amazon.com, Inc. ⓘ	26.99 USD		0.00 USD	JC0004223	100000	470100	406490	064000	

## 5 Click "Change Requests"

The screenshot shows a web application interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', and '0.00 USD'. Below this, the page title is 'JC0004223 Revision 0'. A horizontal menu contains 'Shipments', 'Change Requests' (highlighted with an orange circle), 'Receipts', 'Invoices', and 'Comments'. The main content area is divided into two columns: 'Shipping Information' and 'Billing/Payment'. The 'Shipping Information' section includes 'Ship To' details: 'Attn To Jennifer Mayfield', '245 Barr Avenue', '610 McArthur Hall', 'Mississippi State, MS 39762', 'United States'. Below this is a 'ShipTo' field with a value of '1' and an 'Address Code' field. The 'Billing/Payment' section includes 'Bill To' details: 'Accounts Payable', 'PO Box 5307', 'Mississippi State, MS 39762', 'United States'. Below this is a 'BillTo Address' field with a value of 'Accounts Payable' and a 'Code' field. At the bottom of the 'Billing/Payment' section is a 'Credit Card Info' field. On the right side, there is a 'Summary' sidebar with a green header 'Completed'. The sidebar contains sections for 'Details', 'Total (26.99 USD)', 'Related Documents' (with a link 'Requisition: 193926937'), and 'What's next?' (with 'Workflow Status' and 'Workflow').

## 6 Click this button.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', a heart icon with a '228' notification badge, a bell icon, and a user profile icon. Below this, the page title is 'Revision 0'. A horizontal menu contains 'Shipments', 'Change Requests' (highlighted with an orange circle), 'Receipts', 'Invoices', and 'Comments'. The main content area is divided into two columns: a large empty white box and a 'Summary' sidebar. The 'Summary' sidebar has a green header 'Completed' and contains sections for 'Details', 'Total (26.99 USD)', 'Related Documents' (with a link 'Requisition: 193926937' and a printer icon), and 'What's next?' (with 'Workflow Status' and 'Completed' status). A 'Create Change Request' button is highlighted with an orange circle and a tooltip.

## 7 FOAPAL Change request

All Search (Alt+Q) 0.00 USD

Assign Draft Submit Request

Comments Attachments History

**Billing**

Bill To

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

**Summary**

**Draft**

Total (26.99 USD)

**Related Documents**

Purchase Order: JC0004223

Requisition: 193926937

**What's next for my order?**

Next Step Org Approval 1

Approvers Alford, Caleb  
Mayfield, Jennifer

Edit Change Request Reason Section

## 8 Click "Save"

194

External Co

dor.

**Edit Change Request Reason**

Reason

change FOAPAL

987 characters remaining

Save Cancel

**Shipping**

Ship To

Attn To Jennifer Mayfield  
245 Barr Avenue  
610 McArthur Hall  
Mississippi State, MS 39762  
United States

**Billing**

Bill To

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

**Summary**

**Total (26.99 USD)**

**Related Documents**

Purchase Order: JC0

Requisition: 1939269

**What's next for my**

Next Step C

Approvers A  
M

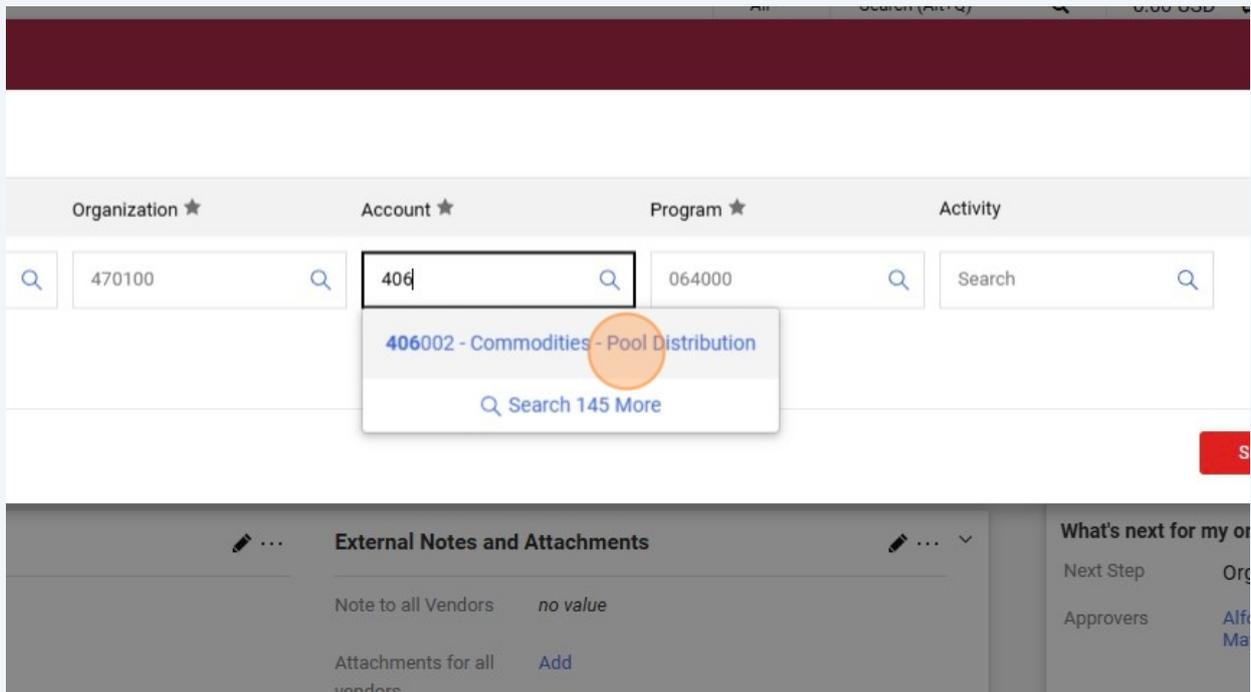
9 Click this button.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and icons for a heart, a notification bell, and a user profile. Below the navigation bar, there are buttons for 'Assign Draft' and 'Submit Request'. The main content area is divided into sections: 'Comments', 'Attachments', and 'History'. A table with columns 'Account', 'Program', and 'Activity' is visible, with a row containing '406490', '064000', and 'no value'. An orange circle highlights a button with a pencil icon and a dropdown arrow, with a tooltip that says 'Edit Accounting Codes Section'. To the right, there is a 'Summary' section with a purple header 'Draft' and a total of '26.99 USD'. Below the summary, there are sections for 'Related Documents' (listing 'Purchase Order: JC0004223' and 'Requisition: 193926937') and 'What's next for my order?' (listing 'Next Step: Org Approval 1' and 'Approvers: Alford, Caleb; Mayfield, Jennifer').

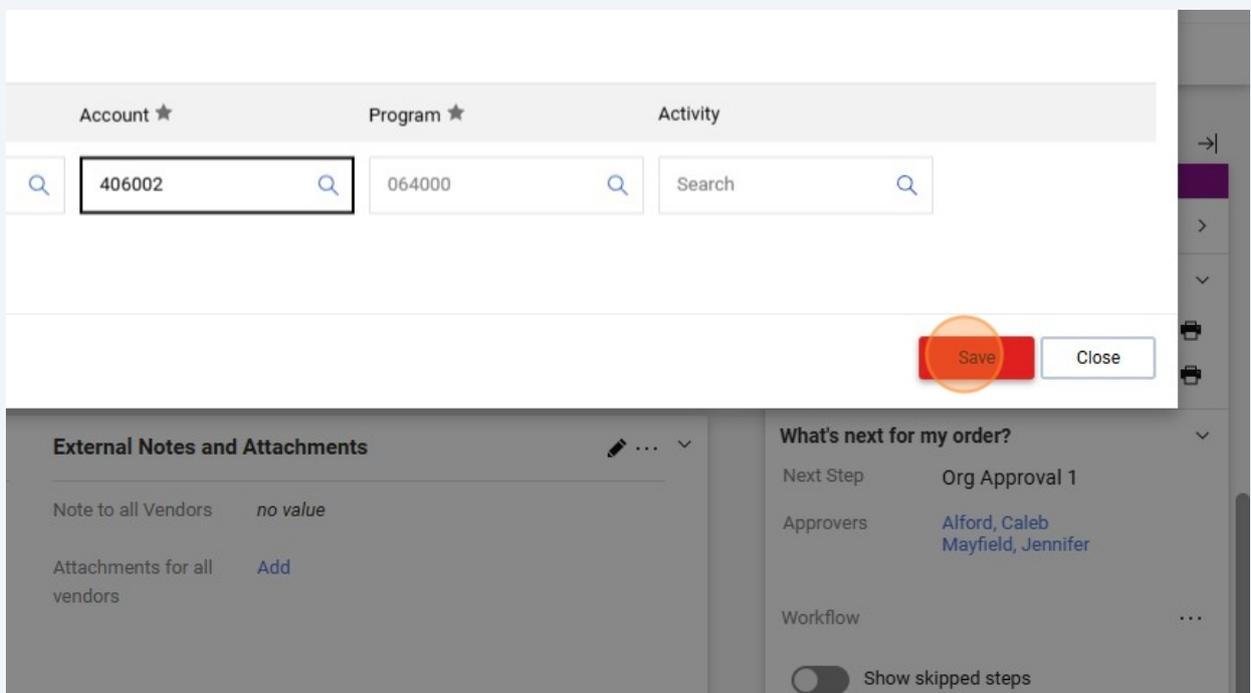
10 Make your change

The screenshot shows a web application interface for 'IPI STATE UNIVERSITY'. At the top, there is a navigation bar with 'All' and 'Search (Alt+Q)'. Below the navigation bar, there is a search filter section with columns 'Fund', 'Organization', 'Account', 'Program', and 'Activity'. The 'Account' column has a search box containing '406490', which is highlighted with an orange circle. Below the search filter, there is a table with columns 'Notes and Attachments' and 'External Notes and Attachments'. The 'Notes and Attachments' column has a row with 'Note (Prints & Stub)' and 'no value'. The 'External Notes and Attachments' column has a row with 'Note to all Vendors' and 'no value'. Below the table, there are sections for 'Notes and Attachments' and 'External Notes and Attachments' with edit icons and dropdown arrows.

11 Click here.



12 After you click save you will see your changes highlighted in a different color



### 13 Submit your request

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below the navigation bar, there are icons for eye, printer, help, and a menu. Two buttons are visible: 'Assign Draft' and 'Submit Request', with the latter highlighted by an orange circle. Below the buttons are tabs for 'Comments', 'Attachments', and 'History'. The main content area is split into two columns. The left column shows 'Attachments for all vendors' with an 'Add' link and a list of items. The right column shows a 'Summary' section with a purple 'Draft' header, 'Total (26.99 USD)', 'Related Documents' (including 'Purchase Order: JC0004223' and 'Requisition: 193926937'), and 'What's next for my order?' (including 'Next Step: Org Approval 1' and 'Approvers: Alford, Caleb; Mayfield, Jennifer').

### 14 To Delete go back to your purchase order

The screenshot shows a software interface for a purchase order. The left column displays 'Billing' information, including '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), and 'Billing Options' (Accounting: no value, Date). The right column shows a 'Summary' section with a green 'Completed' header, 'Total (26.99 USD)', 'Related Documents' (including 'Purchase Order: JC0004223', which is highlighted with an orange circle), and 'What's next?' (Workflow, Show skipped steps, Submitted 11/5/2024 8:42 AM, Submitted · 11/5/2024 8:42 AM · Sasha Cole).

## 15 Delete Change request

Revision 0

1 Shipments **Change Requests 1** Receipts Invoices Comments >

Created
11/5/2024

Summary →

**Completed**

Details >

Total (26.99 USD) >

Related Documents

Requisition: 193926937

What's next? >

Workflow Status ● Completed

Workflow ...

Show skipped steps

Delete change request 193950194

## 16 Click here.

MISSISSIPPI STATE UNIVERSITY

Purchase Order • Amazon.com, Inc.

Status Summary Revisions 1

Records found: 1

Status	Number
Draft	193950194

### Delete Change Request

This will delete a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been deleted for this purchase order.

Email notification(s) | [Add recipient](#)

Jennifer Mayfield (Prepared for) <jmayfield@procurement.msstate.edu>

Sasha Cole (Prepared by) <sgc64@msstate.edu>

1000 characters remaining [expand](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

17 Click this field.

The screenshot shows a purchase order interface for Amazon.com, Inc. with a modal dialog open. The dialog contains the following text: "This will delete a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been deleted for this purchase order." Below this is a link "Email notification(s) | Add recipient". There are two email notification options: one for Jennifer Mayfield (unchecked) and one for Sasha Cole (checked). Below the list is a text input field with a character count of "1000 characters remaining" and "expand | clear" links. A note states: "Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document." At the bottom, there is an "Attach file (optional)" section with "Attachment Type" set to "File".

18 Click "Delete Change Request"

The screenshot shows a modal dialog for deleting a change request. It includes "Attachment Type" options for "File" (selected) and "Link/URL". There is a "File Name" input field and a "File" section with "Choose File" and "Upload your file" buttons. At the bottom, a red button labeled "Delete Change Request" is highlighted with an orange circle, next to a "Close" button.

## 19 Change request for a line item

The screenshot shows a software interface with a dark red sidebar on the left containing navigation icons for Sourcing, Reporting, Administer, and Setup. The main content area is divided into sections:

- VENDOR DETAILS**: Contract (no value), Account Code (no value), Quote number (no value), PO Number (24501286), Pricing Code (no value).
- Table of Line Items**:

Item	Catalog No.	Size/Packaging	Unit Price
1 Repair and Grade Drains in Ag Field as quoted		EA	12,500.00
- ITEM DETAILS**: Contract (no value), Budget Exceeded (checked), Internal Note (no).
- Internal Attachments**:
  - [RE\\_Brown Loam Rental f](#)
  - [AgFieldsVendorQuotes.pc](#)

## 20 Change your price or quantity

Add your non-catalog item

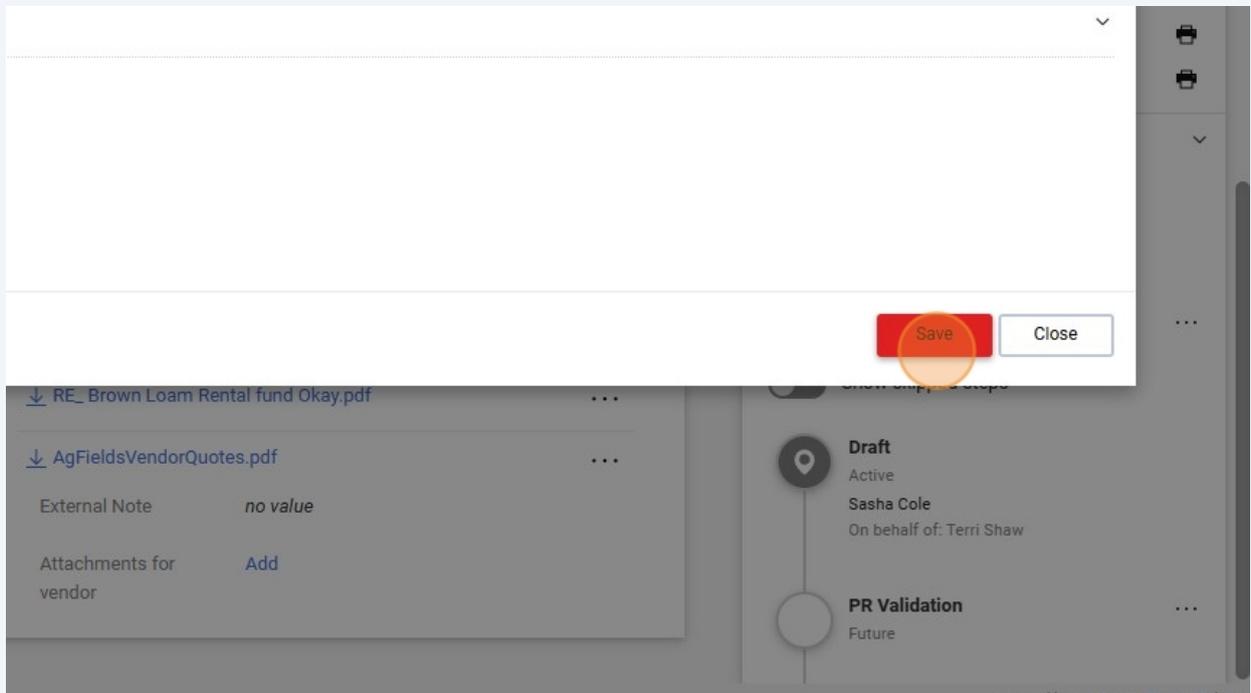
Any other changes at the line item

The screenshot shows a software interface with a light blue header area containing the text "Farms and Construction LLC" and "ment Address". Below this is a table of line items:

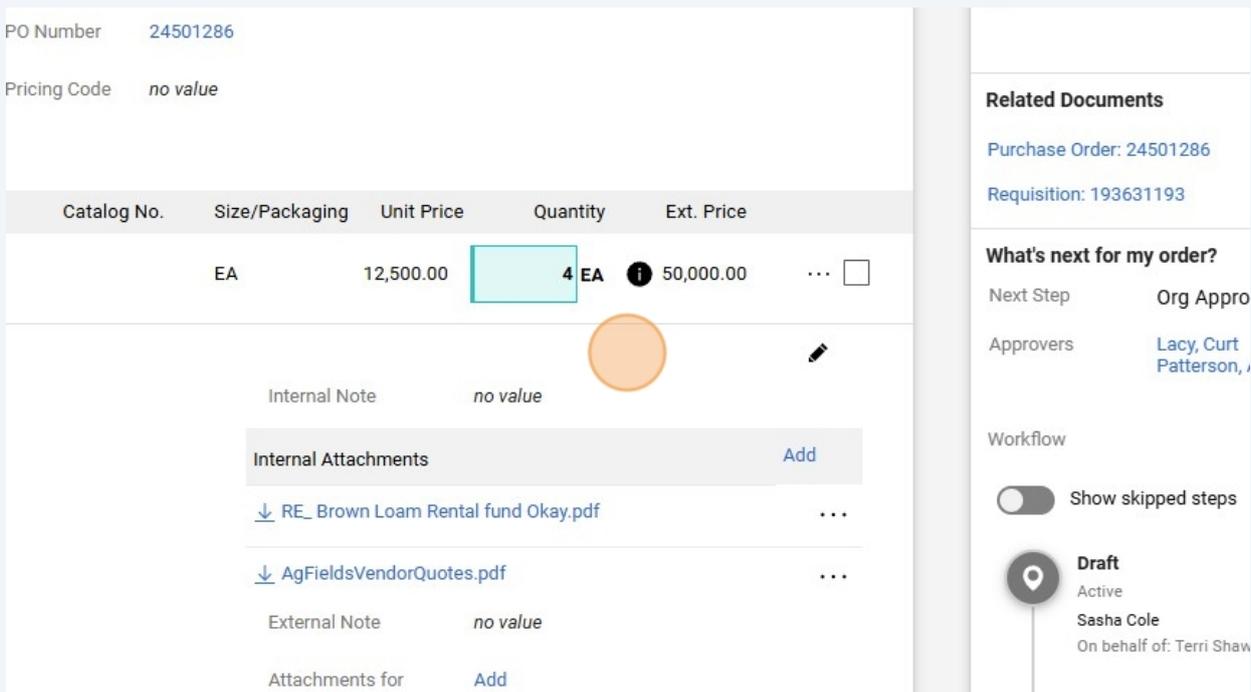
Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
Repair and Grade Drains in Ag Field as quoted characters remaining		2	12,500.00	EA

Below the table is a section for "Additional Details" and "Internal Attachments". The "Internal Attachments" section contains a list of attachments, including "AgFieldsVendorQuotes.Pdf", with a "Remove" button next to it.

21 Click "Save"



22 Click here.



## 23 Click "Summary"

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons for 521 and 16. Below the navigation bar is a toolbar with icons for eye, print, help, and a menu, along with 'Assign Draft' and 'Submit Request' buttons. The 'Submit Request' button is highlighted with an orange circle. The main content area is divided into two sections: 'Attachments' (4) and 'History'. The 'Summary' panel is expanded, showing a 'Draft' status, a 'Total (50,000.00 USD)' section with a description of charges, a 'Subtotal' table, and a 'Related Documents' section.

Attachments 4 History

Summary →

**Draft**

**Total (50,000.00 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	50,000.00
	50,000.00

**Related Documents**

Purchase Order: 24501286