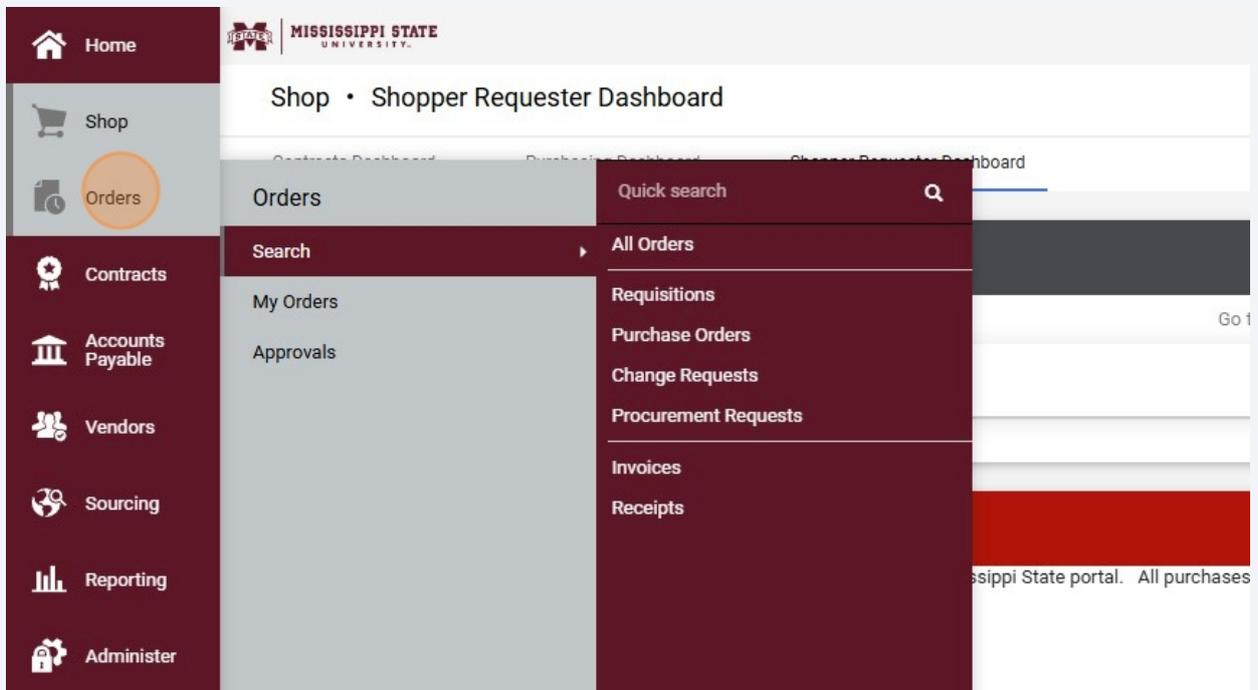


Submitting a Change Request for IT Purchase

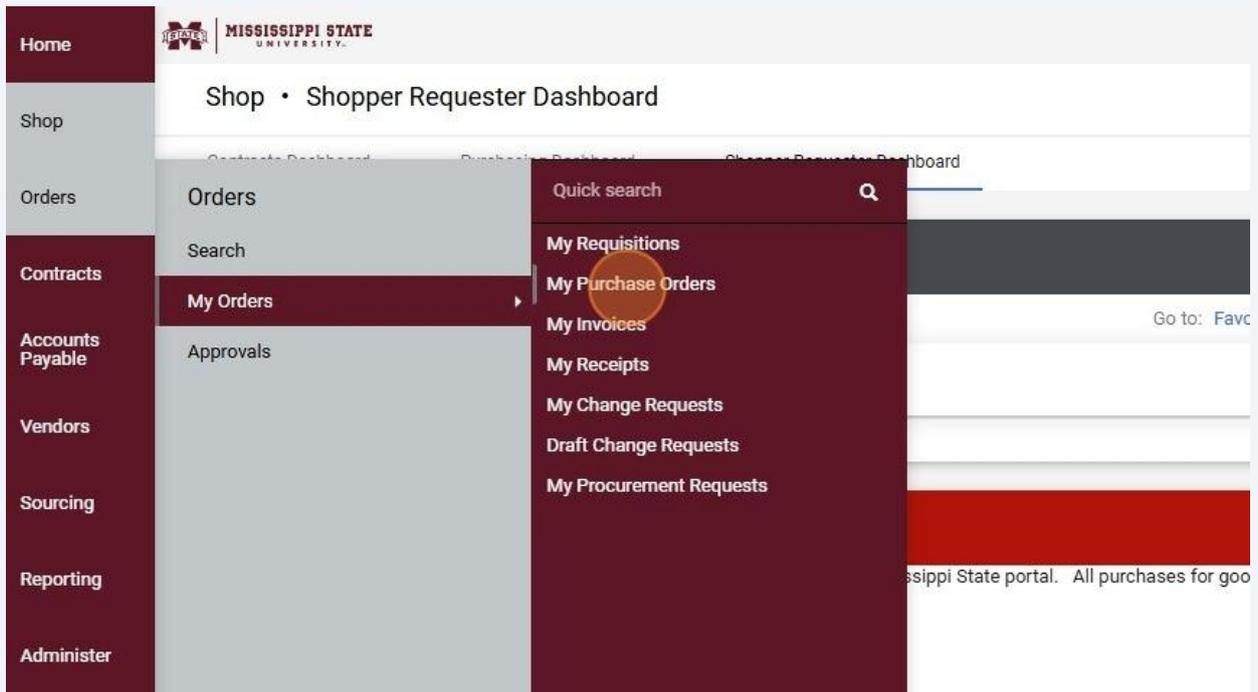


1 Navigate to www.bullybuy.msstate.edu

2 Click "Orders"



3 Click Orders, My orders, My purchase orders



4 Click "24501345"

Save As Pin Filters Export All

Quick search Add Filter Clear All Filters ?

200 Per Page

	Total Amount	Invoice Number	Invoice Total	PO Number	Fund	Organization	Account	Program	Activity
mp Innovation, Inc. ⓘ	16,705.00 USD		0.00 USD	24501345	100000	470100	406750	064000	
.com, Inc. ⓘ	26.99 USD	IN016375	26.99 USD	JC0004223	100000	470100	406490	064000	

5 Click "Change Requests"

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', and '0.00 USD'. Below the navigation bar, the breadcrumb 'nnovation, Inc. • 24501345 Revision 0' is visible. A horizontal menu contains tabs for 'Shipments', 'Change Requests', 'Receipts', 'Invoices', and 'Comments'. The 'Change Requests' tab is highlighted with an orange circle. Below the menu, there are two main sections: 'Shipping Information' and 'Billing/Payment'. The 'Shipping Information' section includes 'Ship To' details for Jennifer Mayfield at Mississippi State. The 'Billing/Payment' section includes 'Bill To' details for Accounts Payable at Mississippi State. A 'Summary' sidebar on the right shows 'Total (16,705.00 USD)' and 'Related Documents'.

6 Click this button.

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, the breadcrumb '345 Revision 0' is visible. A horizontal menu contains tabs for 'Shipments', 'Change Requests', 'Receipts', 'Invoices', and 'Comments'. The 'Change Requests' tab is highlighted. Below the menu, there is a large empty white box with a '+' icon and a 'Create Change Request' button highlighted in orange. A 'Summary' sidebar on the right shows 'Completed' status and 'Total (16,705.00 USD)'.

7 Click "IT Purchase Request - P&C Computers"

The screenshot shows a sidebar with navigation options: Sourcing, Reporting, Administer, and Setup. The main content area is titled 'VENDOR DETAILS' and includes the following information:

- Contract: no value
- PO Number: 24501345
- Account Code: no value
- Pricing Code: no value
- Quote number: no value

Item	Catalog No.	Size/Packaging	Unit Price	QU
IT Purchase Request - P&C Computers				
Contract: no value				
1	Dell OptiPlex Small Form Factor Plus 7020	210-BKW L	EA	1,285.00

Below the table is the 'ITEM DETAILS' section:

- Budget Exceeded: ✗
- Internal Note: no value

8 Click "DetailsStep Complete"

The screenshot shows the Mississippi State University procurement portal. The breadcrumb trail is 'Shop > Shopping > View Forms'. The page title is 'IT Purchase Request - P&C...'. The main content area is divided into two columns:

Left Column:

- Form Number: 14768030
- Purpose: Procurement Request
- Status: On Document
- Instructions:**

 - [Details](#) (highlighted with a red circle)
 - Vendors: ✓
 - Attachments: ✓
 - Form Fields: ✓
 - Review and Submit

Right Column:

- Instructions**
- Service Overview**

ITS reviews all hardware, software, and technical systems over \$5 standards of Mississippi State University. All departments on campus purchase on campus to ITS prior to purchase. Once approved, a purchase order is submitted to MSU Department of Procurement and Contracts.
- Getting Started**

Please provide as many details as necessary so that ITS can better serve your needs.

ITS reviews the information submitted by the user to determine if the purchase is for one time AND over multiple years, or if the purchase is not on the normal requisition process. If the purchase does require IT review, please contact ITS at <https://www.procurement.msstate.edu/procurement/forms/Lifecycle>.

Purchases over \$75K must go through RFP/bid process – MDITS requirements. Purchases over \$250K also require the completion of an Exemption Request (https://www.its.ms.gov/sites/default/files/Exemption_Request.pdf)

9 Click "Form Fields"

The screenshot shows a procurement system interface. On the left is a dark red sidebar menu with icons and labels for: Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is divided into two columns. The left column contains a header with 'Form Number 14768030', 'Purpose Procurement Request', and 'Status On Document'. Below this is an 'Instructions' section, followed by a 'Details' section with a green checkmark. Under 'Details' are 'Vendors' (green checkmark), 'Attachments' (green checkmark), 'Form Fields' (blue link, orange circle), and 'Review and Submit'. The right column shows form configuration fields: 'Form Name' (IT Purchase Request - P&C Computers), 'Purpose' (Procurement Request), 'Template Title' (IT Purchase Request), 'Form Type' (IT Purchase Request), and 'Currency' (USD). A legend at the bottom indicates '★ Required'.

10 Click "Save on Change Request"

The screenshot shows a procurement system interface for item configuration. It features a large empty text area at the top. Below it is a summary row with input fields for '1,285.00', 'USD', 'Quantity' (with a star icon and value '13'), and 'Total' (value '16,705.00 USD'). A dropdown menu is set to 'EA - Each'. Below that is a text input field containing 'Dell OptiPlex Small Form Factor Plus 7020' with a character count of '959 characters remaining'. At the bottom is another text input field containing '210-BKWL'. The bottom right contains three buttons: 'Previous', 'Save on Change Request' (highlighted with an orange circle), and 'Next'. A footer note reads 'Powered by JAGGAER | Privacy Policy'.

11 Click "Back to Change Request"

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer

MISSISSIPPI STATE UNIVERSITY

Shop > Shopping > View Forms

Success
Successfully Saved Changes

[Back to Change Request](#)

IT Purchase Request - P&...

Form Number **14768030**
Purpose **Procurement Request**
Status **On Document**

Instructions

Details ✓
Vendors ✓
Attachments ✓

Form Fields

Review and Submit

Form Fields - Page 1

On This Page

- General Questions (19)
- Order Information (11)

General Questions

Please provide the name of the item(s)/product(s) being procured. *

Dell Computers

Is this a procurement request for Hardware, Software, or both? *

Hardware Software

12 Click Submit Request

All Search (Alt+Q) 0.00 USD 384 1

Assign Draft Submit Request

Comments Attachments 2 History

Summary

Draft

Total (16,705.00 USD)

Related Documents

- Purchase Order: 24501345
- Requisition: 193950663

What's next for my order?

Next Step Org Approval 1

Approvers Alford, Caleb
Mayfield, Jennifer

Billing

Bill To

field Accounts Payable
PO Box 5307
Mississippi State, MS 39762