How To Submit An IT Purchase Request
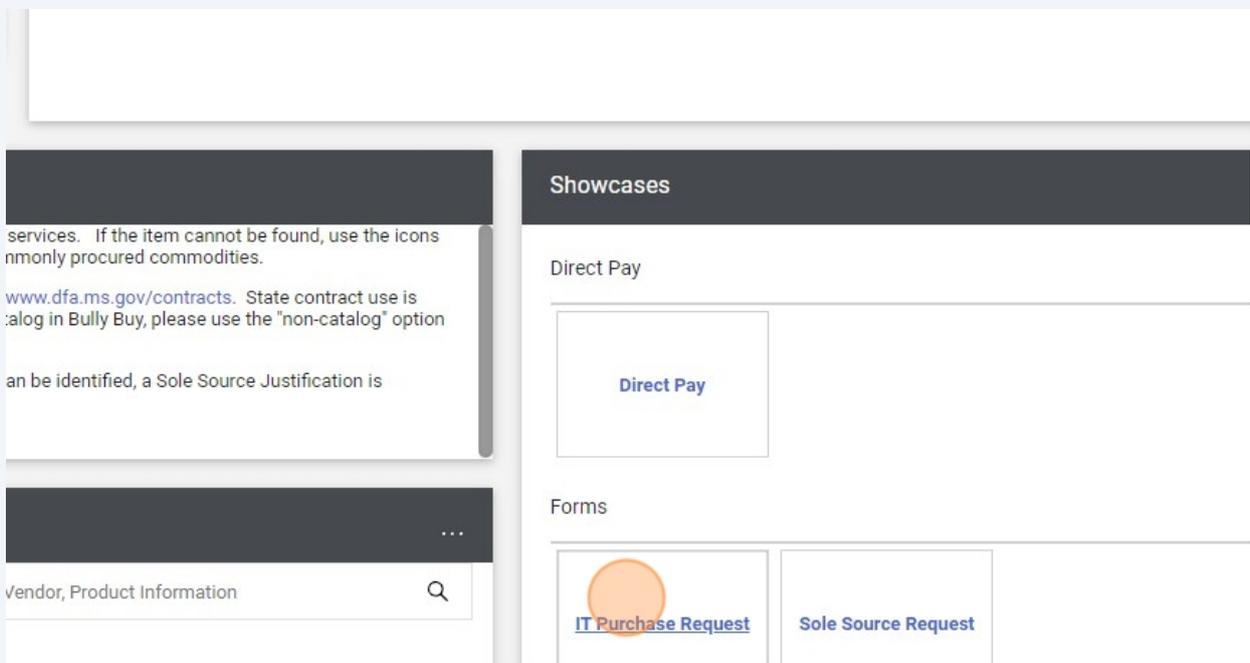
1   Navigate to **www.bullybuy.msstate.edu**

2   Click "IT Purchase Request"

3 Click "Details"

IT Purchase Request

Shop ▸ Shopping ▸ View Forms

‹ Back to Shopping Home

IT Purchase Request

Form Number	14494110
Purpose	Procurement Request
Status	Incomplete

Instructions

Details	✔
Vendors	⚠
Attachments	✔
Form Fields	⚠
Review and Submit	

Instructions

Service Overview

ITS reviews all hardware, software, and technical systems over $5 standards of Mississippi State University. All departments on camp purchase on campus to ITS prior to purchase. Once approved, a c submitted to MSU Department of Procurement and Contracts.

Getting Started

Please provide as many details as necessary so that ITS can bette needed.

ITS reviews the information submitted by the user to determine if a for one time AND over multiple years, or if the purchase is not con the normal requisition process. If the purchase does require IT rev (https://www.procurement.msstate.edu/procurement/forms/Lifecyc

Purchases over $75K must go through RFP/bid process – MDITS requirements. Purchases over $250K also require the completion (https://www.its.ms.gov/sites/default/files/Exemption_Request.pdf) Purchases over $2M must also require IHL approval (and that sep

4 Name Your form whatever you would like. Typically it is named after what is being purchased.

All ▾   Search (Alt+Q)

Details

Form Name ★	IT Purchase Request
Purpose	Procurement Request
Template Title	IT Purchase Request
Form Type	IT Purchase Request
Currency	USD

★ Required

‹ Previous

5 Click "Next"

...equest

...est

...quest

‹ Previous   **Save Progress**   Next ›

6 Search for your vendor here

Successfully Saved Changes

...ng Home

...t Computers

...14494110
...Procurement Request
...Incomplete

✔

⚠

✔

⚠

...bmit

Vendors

Vendor   Please select a fulfillment center below.

Search Registered Vendors

Vendor

Zip Code   Within 5 Miles ⌄

7 Click "Search"

fulfillment center below.

Manually Add Vendors

Within 5 Miles

Clear **Q Search**

‹ Previous   **Next ›**

8 Select your vendor and select next

Dell Marketing LP: (preferred)
c/o Dell USA L.P., P.O. Box 676032, Dallas, Texas 75267-6032
United States

Select

Della Maples Morgan: (preferred)
2254 Berry Road, Perkinston, MS 39573

Select

Dominic DelliCarpini: (preferred)
248 South Walnut Street, Dallastown, PA 17313

Select

Kirsten Dellinger: (preferred)
107 Clubview Drive, Oxford, Mississippi 38655 United States

Select

‹ Previous   **Next ›**

Powered by JAGGAER | Privacy Policy

9 Add your quotes here

10 Click "Upload"

11 Click "Save Changes"

Add Attachment ✕

Attachment ★   ⬇ Quotes Upload ▾

★ Required   Save Changes   Close

‹ Previous   Save Progress

12 Click "Next›"

Edit ▾

‹ Previous   Save Progress   Next ›

13 Fill in the information on your forms. This should be information related to this purchase.

Form Number	**14494110**
Purpose	**Procurement Request**
Status	**Incomplete**

Instructions

Details ✔

Vendors ⚠

Attachments ✔

Form Fields ⚠

Review and Submit

✔ **On This Page**

General Questions (19)
Order Information (11)

✔ **General Questions**

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

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

☐ Hardware   ☐ Software

Description of procurement, including all necessary details to provide summary understanding. ★

---

14 Select the "2" option.

Setup

List all anticipated expenditures related to the project, including a description of each expenditure. This would typically include an initial purchase, installation, implementa

1213

1996 characters remaining

✔ **Order Information**

How many items would you like to add? ★

2 ▾

Menu Search

←

15 Click "Next›"

project, including a description of each anticipated expenditure, anticipated fiscal year (FY) of expenditure, and amount of itial purchase, installation, implementation and training as well as ongoing maintenance and license renewals in the future ★

‹ Previous   **Save Progress**   Next ›

Powered by JAGGAER | Privacy Policy

16 Click this text field.

⌄ Order Information

How many items would you like to add? ★

2 ⌄

Item #1 Description

| Unit Price ★ | | USD | Quantity ★ | |

Unit of Measure ★

Product Description

1000 characters remaining

Catalog No.

17 Click "Next"

...ters remaining

| | USD | Quantity ★ | 123 | Total | 0.00 USD |

‹ Previous   **Save Progress**   Next ›

18 Click "Next"

...ters remaining

| | USD | Quantity ★ | 123 | Total | 123.00 USD |

...ters remaining

‹ Previous   **Save Progress**   Next ›

19 Click here.

Progress

✔ Required Fields Complete

✔ Required Fields Complete

✔ Required Fields Complete

✔ Required Fields Complete

‹ Previous   Add to Favorites   Add and go to Cart ▼

Show menu

20 If you have more than 10 items Select Save to card and add another. If you are finished just select add and go to card.

✔ Required Fields Complete

✔ Required Fields Complete

✔ Required Fields Complete

✔ Required Fields Complete

‹ Previous   Add to Favorites   Add and go to Cart ▼

Add and go to Cart
Save to Cart and Add Another
Add to Cart and Return
Add to new Cart
Add to Draft Cart or Pending PR/PO
Add to PO Revision

21 Select the additional amount until you have your total EX: 12 so I did 2 originally and 10 on this form. Then fill out the information

| Home |
| Shop |
| Orders |
| Contracts |
| Accounts Payable |
| Vendors |
| Sourcing |
| Reporting |
| Administer |

MISSISSIPPI STATE UNIVERSITY.

Shop ▸ Shopping ▸ View Forms

1990 characters remaining

∨ Order Information

How many items would you like to add? ★

[10 ∨]

Item #1 Description

Unit Price ★	1.00	USD
Unit of Measure ★	EA - Each	
Product Description		

22 Click "Add and go to Cart"

Progress

✔ Required Fields Complete
✔ Required Fields Complete
✔ Required Fields Complete
✔ Required Fields Complete

‹ Previous   Add to Favorites   Add and go to Cart ▾

23 Click "Proceed To Checkout"

| All ▼ | Search (Alt+Q) | 🔍 | 2,166.00 USD 🛒 | ♡ [284] | [133] 👤 |

🖨 ⋯ | Assign Cart | **Proceed To Checkout**

⋯

🔍

Select All ▼

⋯ ☐

ze/Packaging   Unit Price   Quantity   Ext. Price

⋯ ☐

Summary   →|

Details   ›

Total (2,166.00 USD)   ›

---

24 Make sure your shipping information is correct

| | | | All ▼ | Search (Alt+Q) | 🔍 |

579970   👁   🖨

eview   Comments   Attachments **7**   History

✏ ⋯   **Shipping**   ✏ ⋯   **Billing**   ✏ ⋯ ⌄   S

ement & Contracts (1)   **Ship To**   Edit Shipping Section   **Bill To**

9-10 SGC64 01   no address   Accounts Payable

e   ⊗ Required   PO Box 5307

     Mississippi State, MS 39762

| **Delivery Options**   United States

Cole   Expedite   ✗   **Credit Card Info**

Cole   Ship Via   Best Carrier-Best Way   No credit card has been assigned.

e   Requested   no value   **Billing Options**
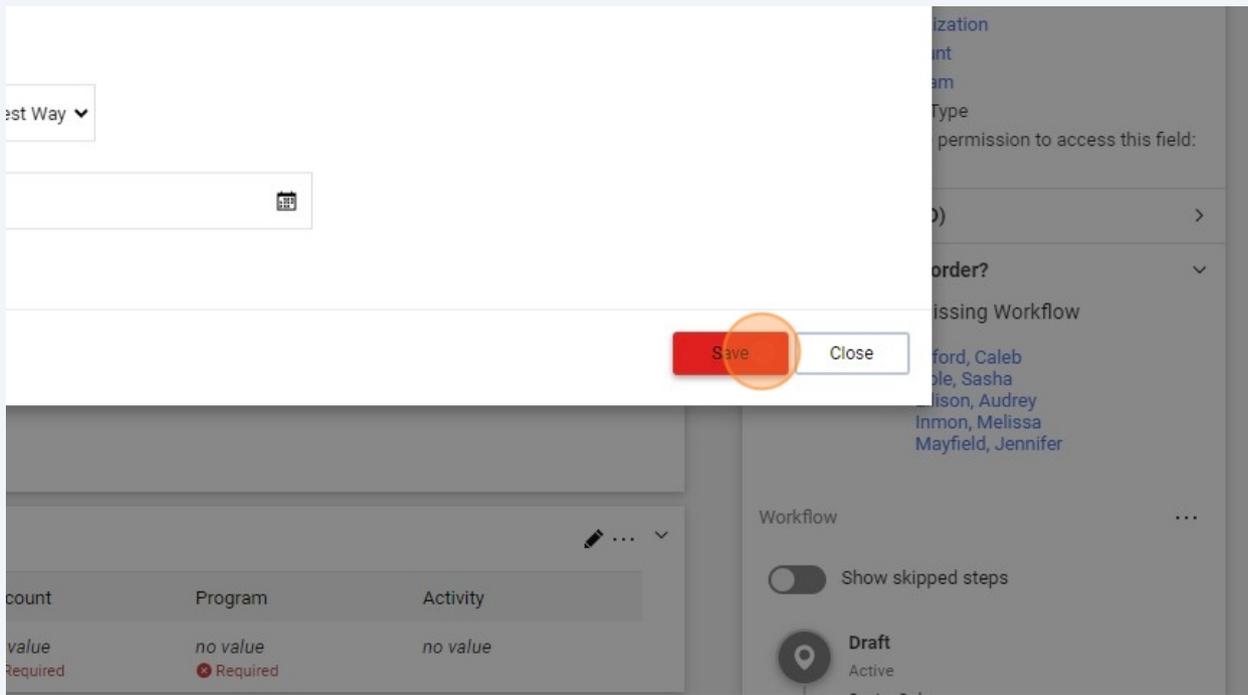
25 Click "Save"

26 If using a Jaggaer Ghost/Card be sure to input your information here. Otherwise a check will be sent to the vendor.
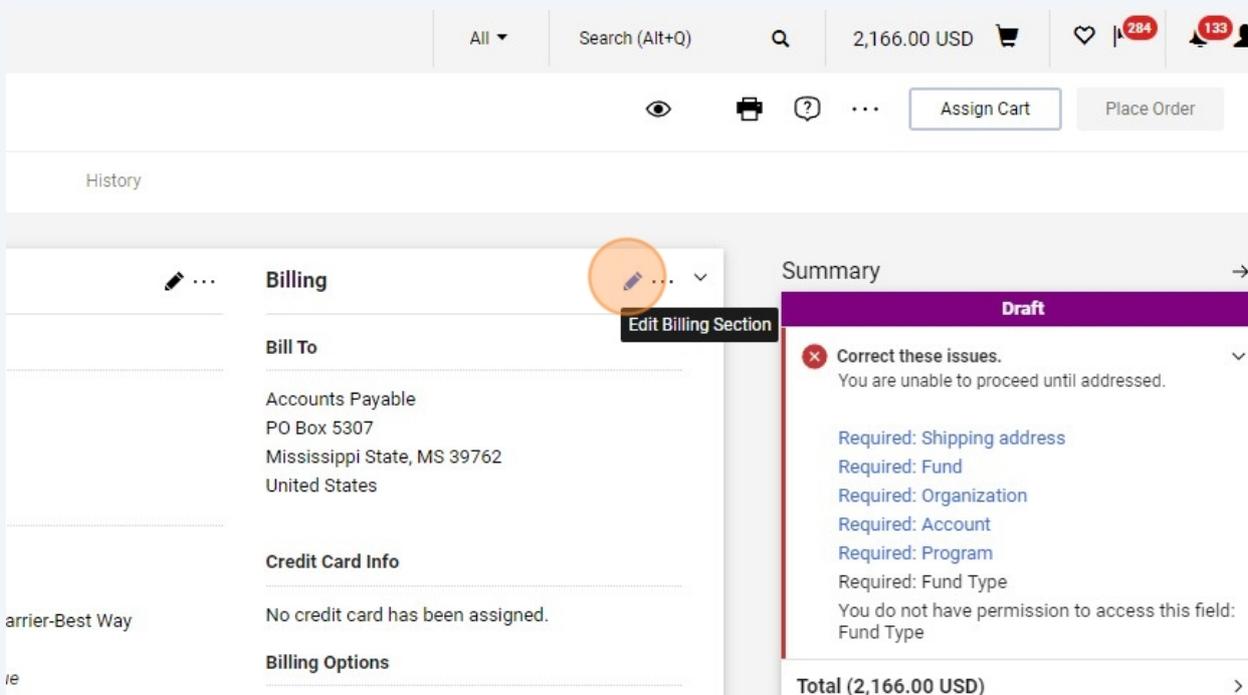
27 Click "Save"
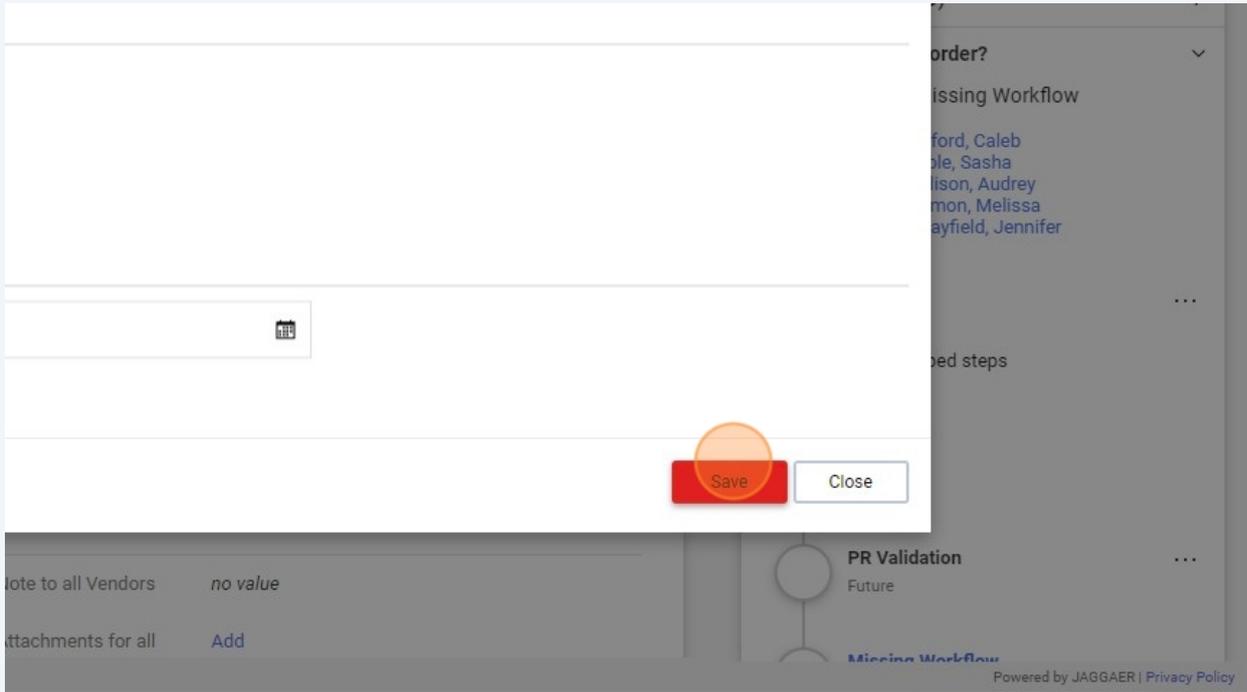
28 Input accounting sequence(s). Unless you have multiple line items attach 1 sequence at the header and any additional at the line item. This step is listed below.

29 Click "Save"

30 Internal documents/notes are documents that will stay with the requisition in the system. Internal notes will be printed on the check. External Documents/notes are documents and notes sent to the vendor with the PO. When attaching quotes be sure to always only send he quote of the winning vendor.

31 Click this button.

Size/Packaging	Unit Price	Quantity	Ext. Price	
				... ☐
EA	1.00	123	123.00	...

✏️

Internal Note	*no value*
Internal Attachments	Add
External Note	*no value*
Attachments for vendor	Add

Required: Program
Required: Fund Type
You do not have permission to access this field: Fund Type

Total (2,166.00 USD)	>

What's next for my order? ⌄

Next Step	Missing Workflow
Approvers	Alford, Caleb
	Cole, Sasha
	Ellison, Audrey
	Inmon, Melissa
	Mayfield, Jennifer

Workflow   ...

⬤ ◯ Show skipped steps

📍 **Draft**
Active
Sasha Cole

---

32 Click "Accounting Codes"

PO Number	To Be Assigned
Pricing Code	[ ]

Override
- Vendor
- General
- Ship To
- Delivery Options
- Bill To
- **Accounting Codes**
- Internal Note

Add Discount

❌ Correct these issues.
You are unable to proceed until addressed.

: Shipping address
: Fund
: Organization
: Account
: Program
: Fund Type
ot have permission to access this field:
be

.00 USD)	>

ize/Packaging	Unit Price	Quantity	Ext. Price	
EA	1.00	123	123.00	...

✏️

Internal Note	*no value*

for my order? ⌄

Missing Workflow

Alford, Caleb
Cole, Sasha
Ellison, Audrey
Inmon, Melissa
Mayfield, Jennifer

Workflow   ...

33 Click this button.

34 Click the "Enter %" field.

35 Select the "3" option.

ccount ★		Program ★		Activity		Amount of Price ▼	
Search	🔍	Search	🔍	Search	🔍	Enter %	1
						⊗ Invalid distribution value	
Search	🔍	Search	🔍	Search	🔍	Enter %	1
						⊗ Invalid distribution value	

All ▼   Search (Alt+Q)   🔍   2,166.00 USD 🛒   ♡ |◄ 284   133 👤

✕

Split Total 0%
(0.00 USD)
⊗ Percentage is not equal to 100%

➕   ✓   ♥
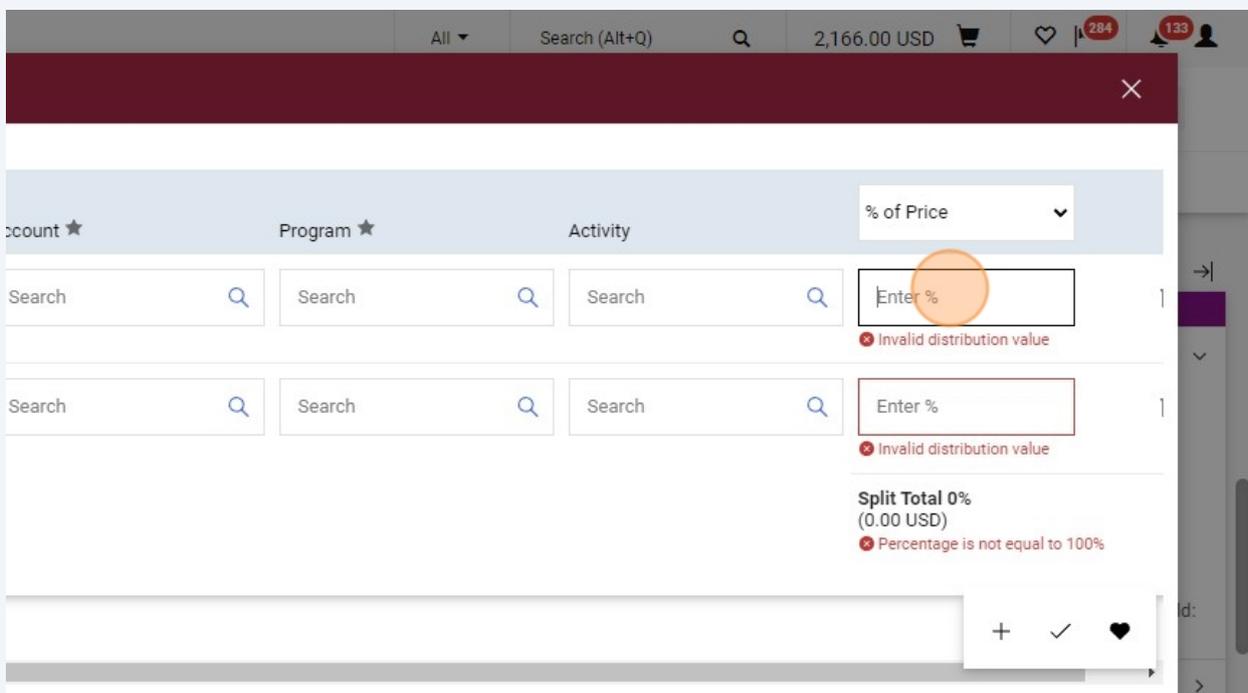
36 Click the "Enter amount" field.

All ▼   Search (Alt+Q)   🔍   2,166.00 USD 🛒   ♡ |◄ 284   133 👤

✕

ccount ★		Program ★		Activity		Amount of Price ▼	
Search	🔍	Search	🔍	Search	🔍	Enter amount	1
						⊗ Invalid distribution value	
Search	🔍	Search	🔍	Search	🔍	Enter amount	1
						⊗ Invalid distribution value	

Line subtotal: 123.00 USD
Split Total 0.00 USD
⊗ For one or more lines, the amount of pric
splits total does not equal the line item's
price.

➕   ✓   ♥

37 Click "Save"

Line subtotal: 123.00 USD
Split Total 0.70 USD
⊗ For one or more lines, the amount of pric
splits total does not equal the line item's
price.

EA   1.00   123   123.00   ⋯

Save   Close

Internal Note   no value

Internal Attachments   Add

Approvers   Alford, Caleb
                 Cole, Sasha
                 Ellison, Audrey
                 Inmon, Melissa
                 Mayfield, Jennifer

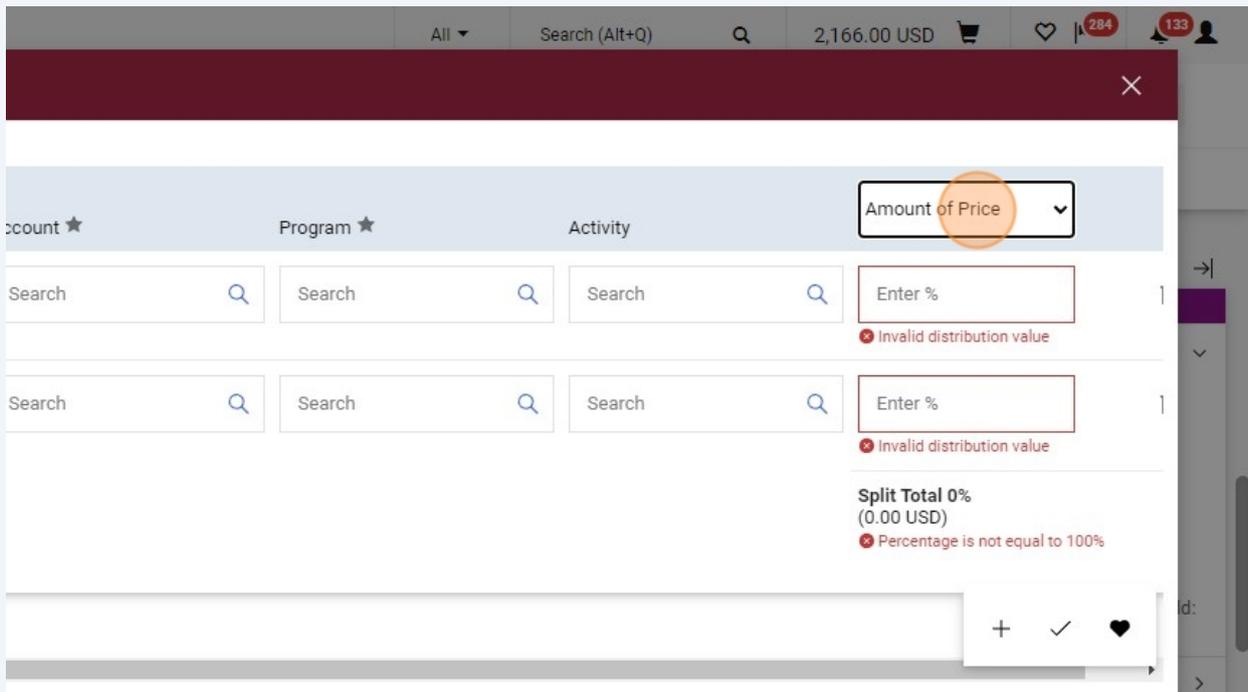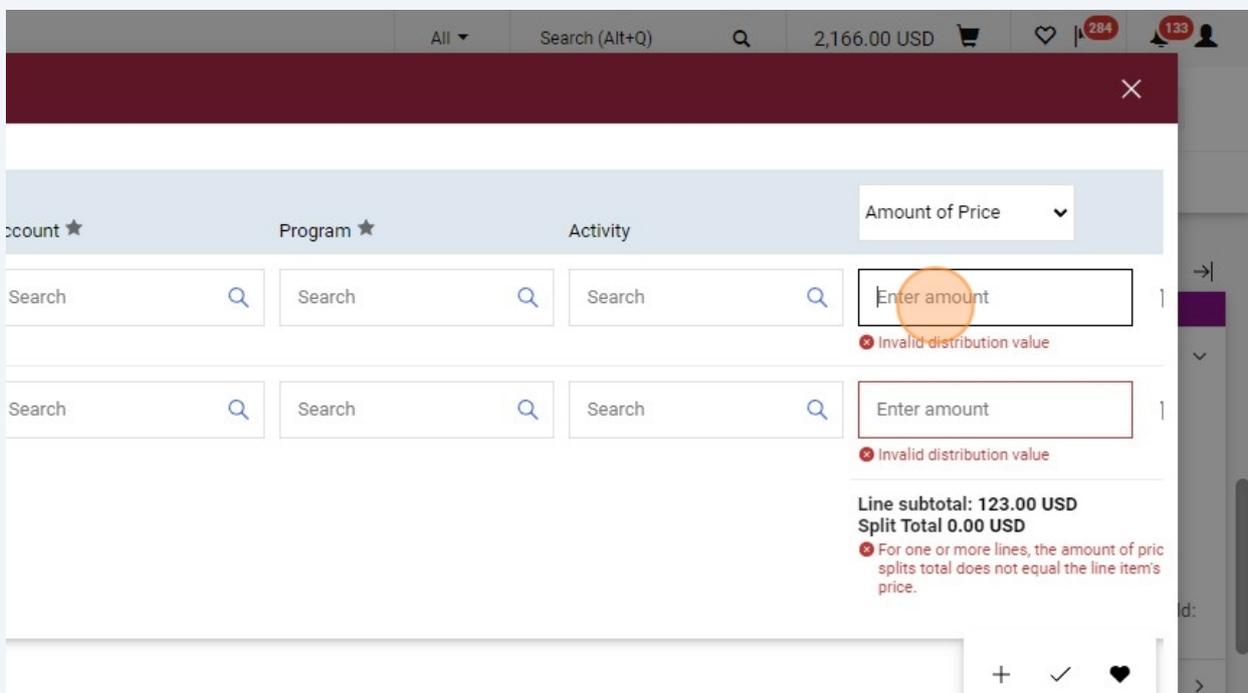Workflow   ⋯

○ Show skipped steps

---

38 Once all information is complete select assign cart or place order depending on your role in Bullybuy.

All ▾   Search (Alt+Q)   🔍   2,166.00 USD 🛒   ♡ ǀ⟨ 284   133 👤

👁   🖨   ?   ⋯   Assign Cart   Place Order

History

Internal Note   no value

Internal Attachments   Add

External Note   no value

Attachments for   Add
vendor

AD   1.00   123   123.00   ⋯

Internal Note   no value

Summary   →ǀ

Draft

⊗ Correct these issues.
You are unable to proceed until addressed.

Required: Shipping address
Required: Fund
Required: Organization
Required: Account
Required: Program
Required: Fund Type
You do not have permission to access this field:
Fund Type
Required: Fund (Line 1)
Required: Organization (Line 1)