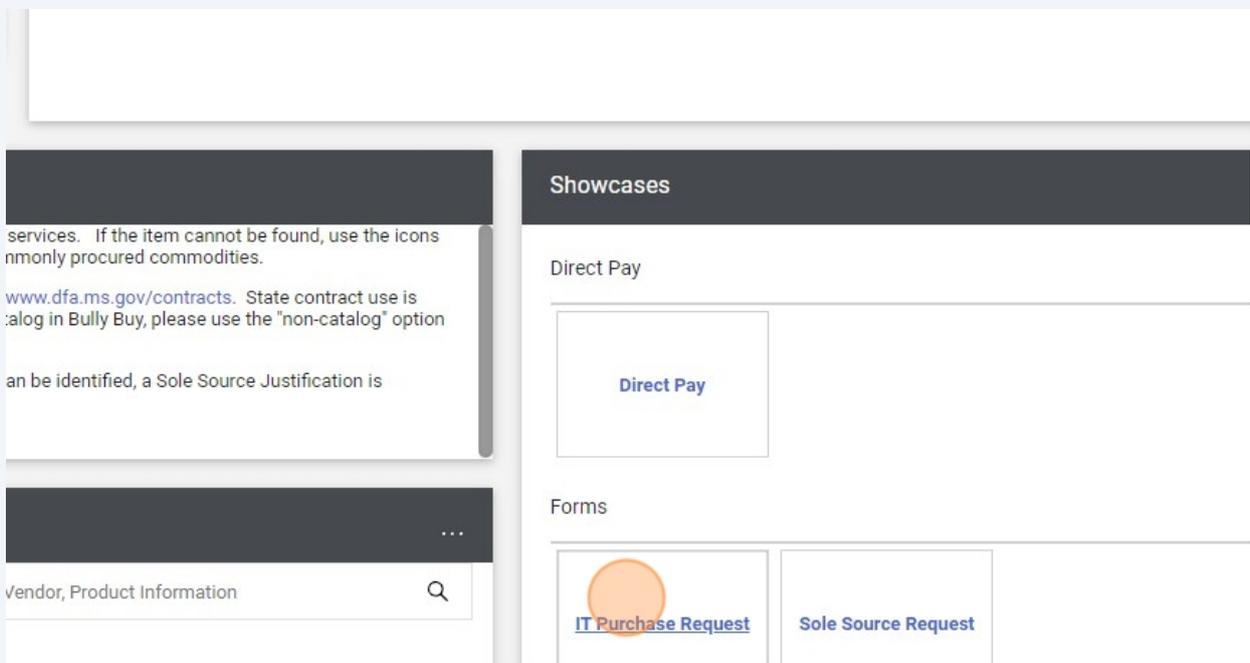


How To Submit An IT Purchase Request



1 Navigate to www.bullybuy.msstate.edu

2 Click "IT Purchase Request"



3 Click "Details"

The screenshot shows a web application interface for an IT Purchase Request. On the left is a dark red sidebar with navigation icons for Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, and Administer. The main content area has a breadcrumb trail: Shop > Shopping > View Forms. Below this is a 'Back to Shopping Home' link. The main heading is 'IT Purchase Request'. A summary table shows: Form Number 14494110, Purpose Procurement Request, and Status Incomplete. Below the summary is an 'Instructions' section with a list of links: Details (highlighted with an orange circle and a green checkmark), Vendors (with a warning triangle), Attachments (with a green checkmark), Form Fields (with a warning triangle), and Review and Submit. To the right of the instructions is a 'Service Overview' section with text explaining the review process, and a 'Getting Started' section with instructions on providing details and links to procurement policies.

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

The screenshot shows a form configuration page. At the top right, there are filters for 'All' and a search box labeled 'Search (Alt+Q)'. Below the filters is a search bar containing the text 'orms'. On the left side, there is a sidebar with a list of form categories, including 'ment Request' and 'ete'. The main content area is titled 'Details' and contains a table of form configuration fields:

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

At the bottom left, there is a legend: ★ Required. At the bottom right, there is a 'Previous' button.

5 Click "Next"

Request

Request

Request

[← Previous](#) [Save Progress](#) [Next >](#)

6 Search for your vendor here

Successfully saved changes

[Home](#)

11 Computers

14494110
Procurement Request
Incomplete

Vendor

Please select a fulfillment center below.

Search Registered Vendors

Vendor

Zip Code Within

bmit

7 Click "Search"

fulfillment center below.

Manually Add Vendors

Within 5 Miles ▼

Clear 🔍 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 ▶

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9 Add your quotes here

The screenshot shows the Mississippi State University procurement system interface. The header includes the university logo and navigation links: Shop > Shopping > View Forms. A breadcrumb link for 'Back to Shopping Home' is visible. The main content area is titled 'Procurement Computers' and displays the following details:

Form Number	14494110
Purpose	Procurement Request
Status	Incomplete

Below the details are several sections with status indicators:

- Instructions
- Details ✓
- Vendors ⚠
- Attachments** ✓
- Form Fields ⚠
- Review and Submit

The 'Attachments' section on the right contains the text 'Please add your attachments below.' and a red 'Add Attachment' button.

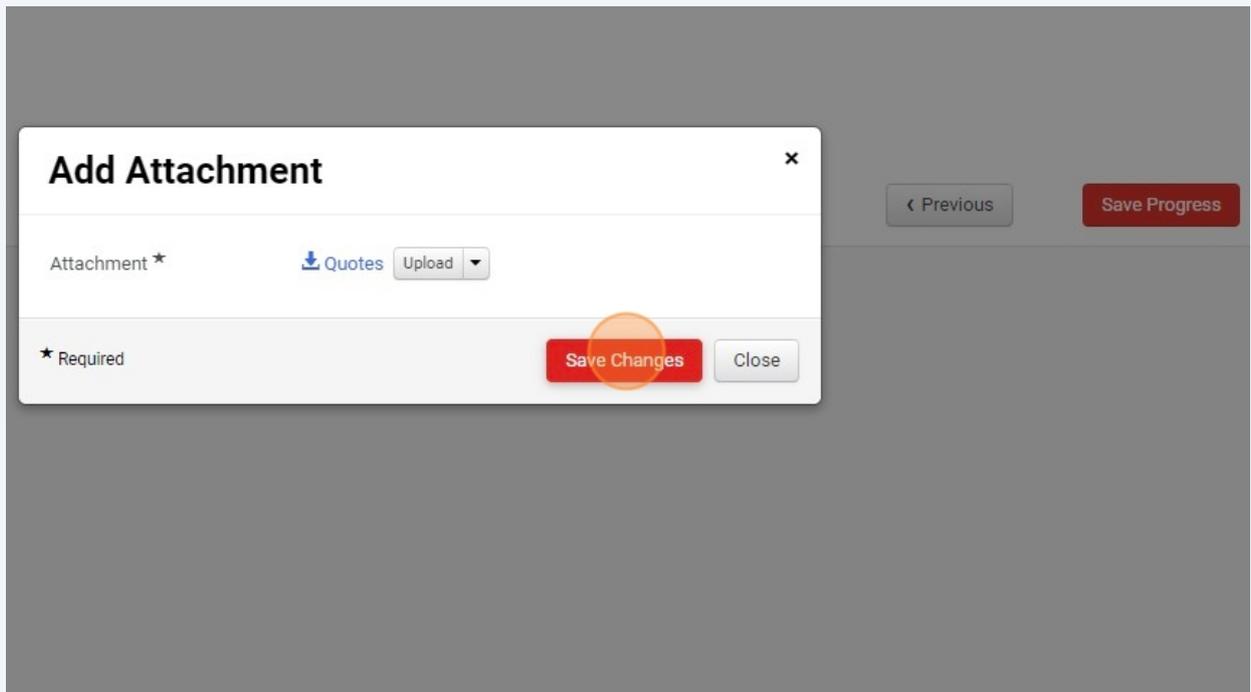
10 Click "Upload"

The screenshot shows a modal dialog box titled 'Add Attachment' with a close button (X) in the top right corner. The dialog contains the following elements:

- A label 'Attachment *' followed by the text 'No File Attached' and an 'Upload' button.
- A red asterisk icon and the text '* Required' at the bottom left.
- Two buttons at the bottom right: 'Save Changes' (red) and 'Close' (grey).

The background of the page is dimmed, showing a 'Previous' button and a red 'S' button.

11 Click "Save Changes"



12 Click "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

1996 characters remaining

Order Information

How many items would you like to add? *

15 Click "Next>"

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

< Previous

Save Progress

Next >

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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.

19 Click here.

The screenshot shows a progress bar with the title "Progress" and four rows, each containing a green checkmark and the text "Required Fields Complete". Below the progress bar are three buttons: "Previous", "Add to Favorites", and "Add and go to Cart". The "Add and go to Cart" button is highlighted with an orange circle, and a "Show menu" label points to its dropdown arrow.

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

The screenshot shows a progress bar with the title "Progress" and four rows, each containing a green checkmark and the text "Required Fields Complete". Below the progress bar are three buttons: "Previous", "Add to Favorites", and "Add and go to Cart". The "Add and go to Cart" button is highlighted with an orange circle, and its dropdown menu is open, showing several options. The option "Save to Cart and Add Another" is highlighted in blue.

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

The screenshot shows the Mississippi State University shopping interface. On the left is a dark red navigation menu with options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, and Administer. The main content area has a breadcrumb trail: Shop > Shopping > View Forms. Below this is a form titled "Order Information" with a "1990 characters remaining" indicator. The form includes a dropdown menu for "How many items would you like to add?" with the value "10" selected and circled in orange. Other fields include "Item #1 Description", "Unit Price" (1.00 USD), "Unit of Measure" (EA - Each), and "Product Description".

22

Click "Add and go to Cart"

The screenshot shows the "Progress" section of the form, which consists of four rows, each with a green checkmark and the text "Required Fields Complete". Below the progress section are three buttons: "Previous", "Add to Favorites", and "Add and go to Cart". The "Add and go to Cart" button is highlighted with an orange circle.

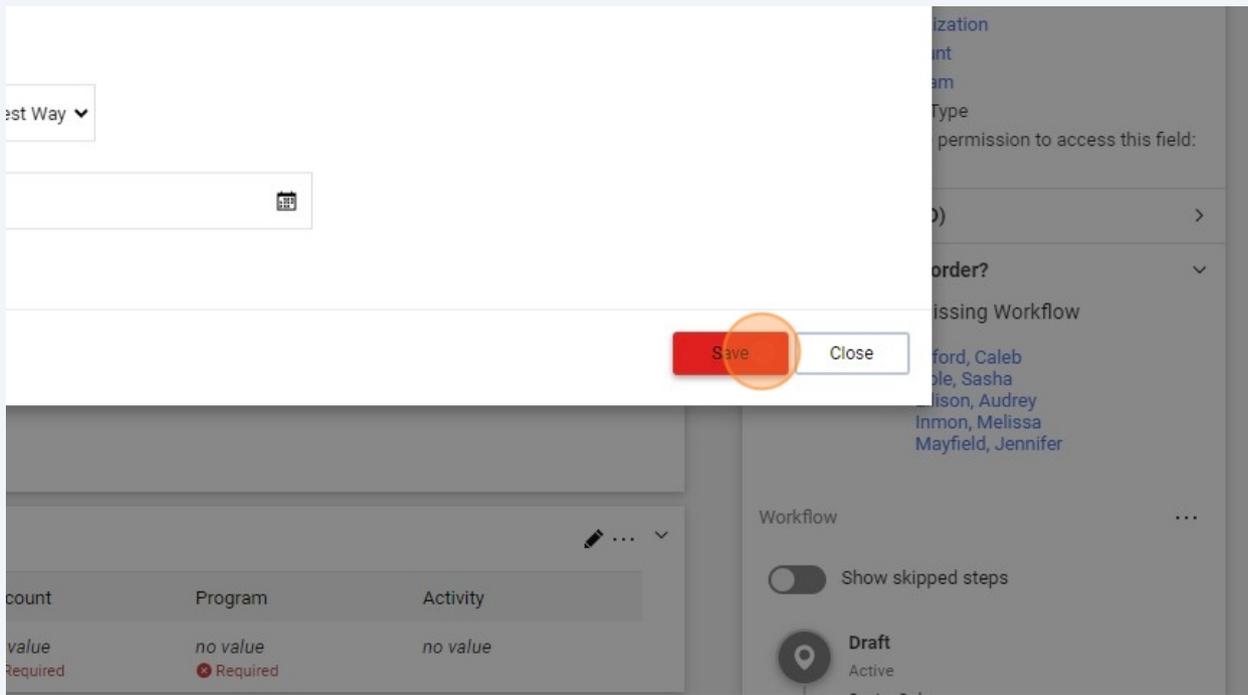
23 Click "Proceed To Checkout"

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search icon, a price of 2,166.00 USD, and notification icons for 284 items and 133 messages. Below the navigation bar, there are two buttons: "Assign Cart" and "Proceed To Checkout". The "Proceed To Checkout" button is highlighted with an orange circle. To the right of the cart items, there is a "Summary" section with a "Details" link and a "Total (2,166.00 USD)" link. Below the summary, there is a table with columns for "Unit Price", "Quantity", and "Ext. Price".

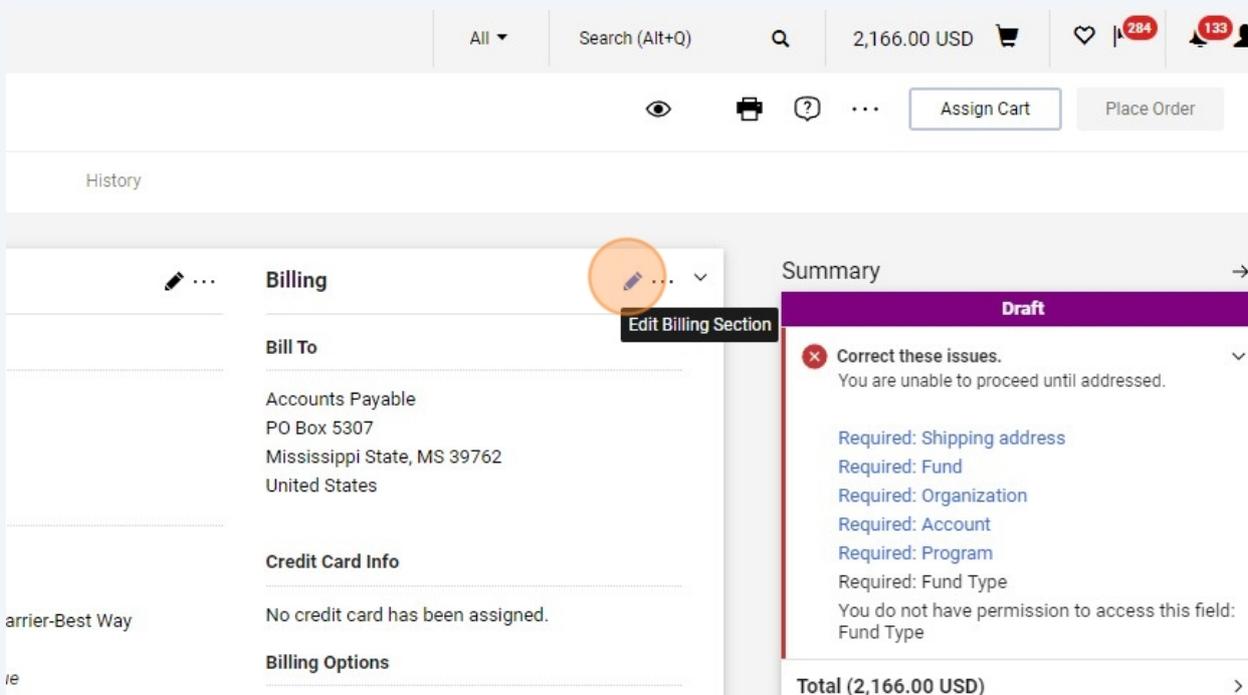
24 Make sure your shipping information is correct

The screenshot shows a shipping and billing information form. At the top, there is a navigation bar with a search icon and a price of 2,166.00 USD. Below the navigation bar, there is a "Shipping" section with a "Ship To" field containing "no address" and a "Required" error message. There is also a "Delivery Options" section with "Expedite" set to "X" and "Ship Via" set to "Best Carrier-Best Way". To the right of the shipping section, there is a "Billing" section with a "Bill To" field containing "Accounts Payable", "PO Box 5307", "Mississippi State, MS 39762", and "United States". There is also a "Credit Card Info" section with the text "No credit card has been assigned." and a "Billing Options" section. The "Edit Shipping Section" button is highlighted with an orange circle.

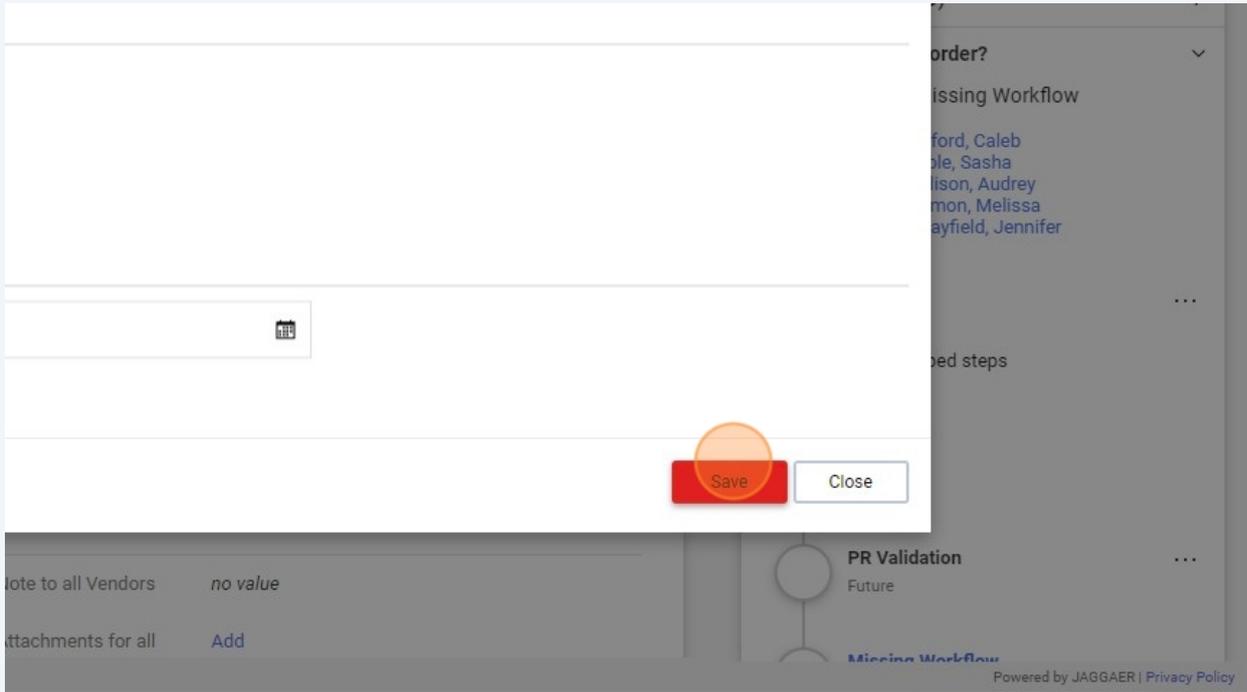
25 Click "Save"



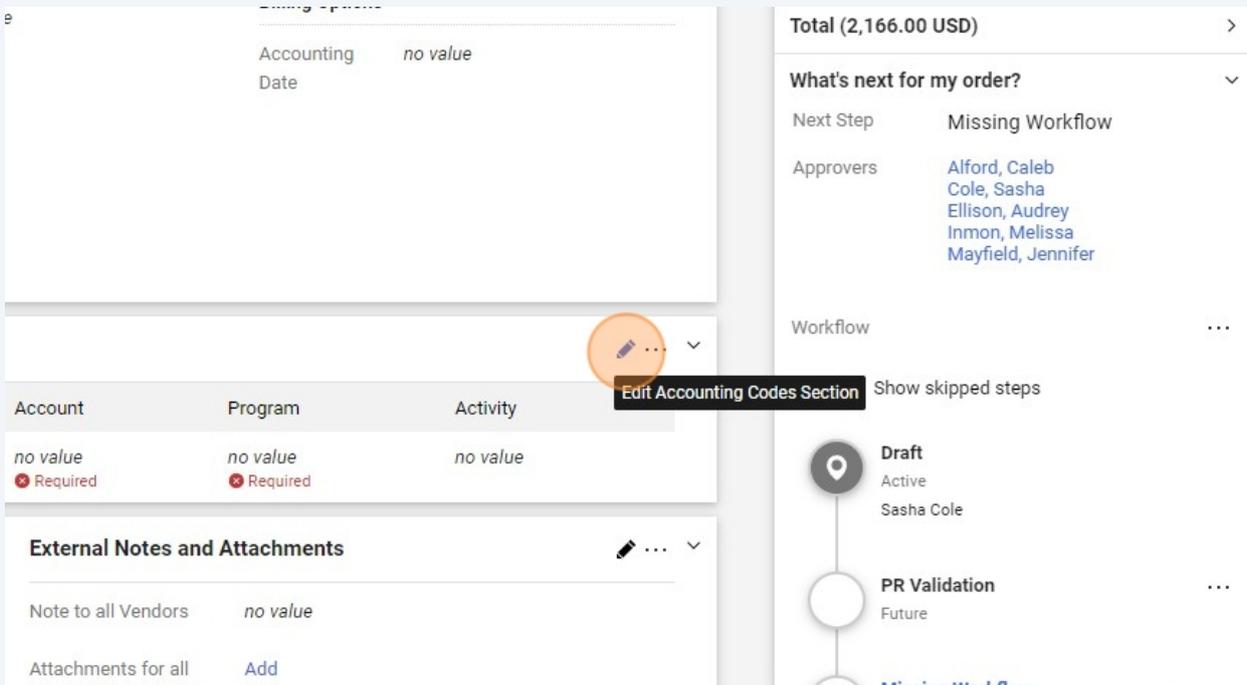
26 If using a Jaggaer Ghost/Card be sure to input your information here. Otherwise a check will be sent to the vendor.



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"

The screenshot shows a software interface with a search bar at the top containing three search boxes labeled 'Account', 'Program', and 'Activity'. Below the search boxes are two red 'Required' error messages. At the bottom right of the interface, a red 'Save' button is highlighted with a red circle, next to a white 'Close' button. The background is dimmed, showing sections for 'Credit Card info' (stating 'No credit card has been assigned'), 'Billing Options' (with 'Accounting' set to 'no value'), and a 'Total (2,166.00 USD)' section. A 'What's next for my order?' section shows 'Next Step' as 'Missing Workflow' and 'Approvers' as 'Alford, Caleb'.

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 the 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

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 (toggle off); Draft (Active); Sasha Cole

32 Click "Accounting Codes"

PO Number: To Be Assigned
Pricing Code: [input field]

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

Internal Note: no value

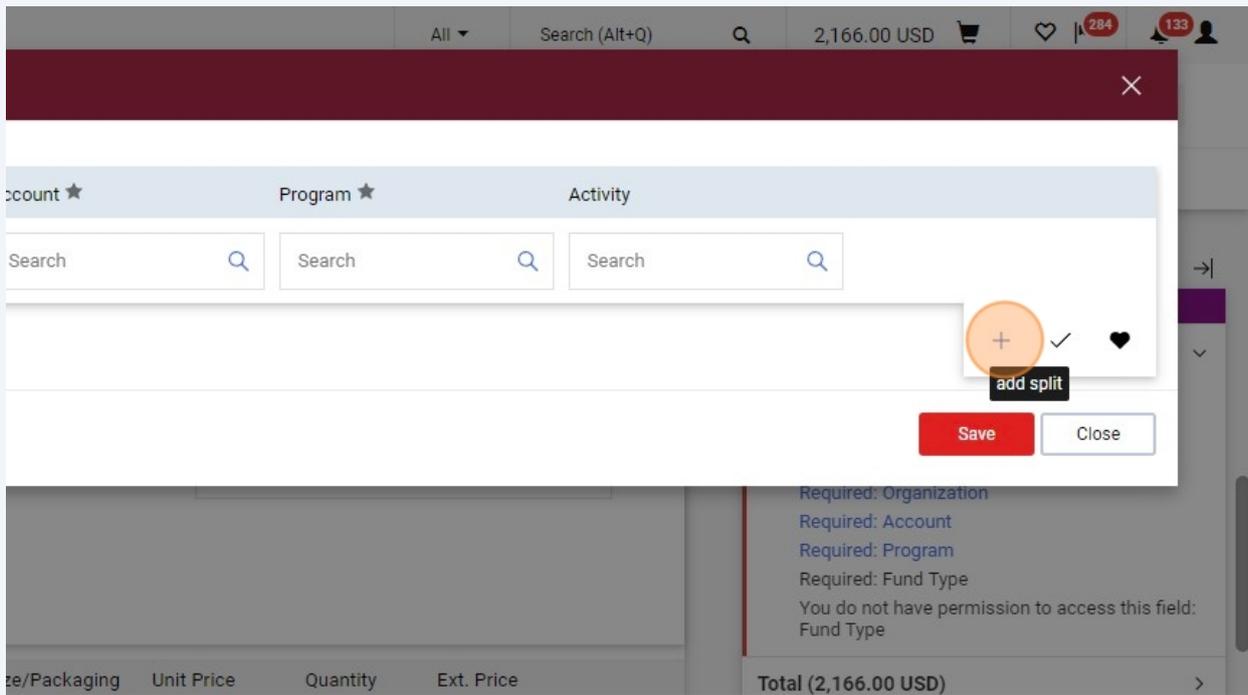
Correct these issues. You are unable to proceed until addressed.

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

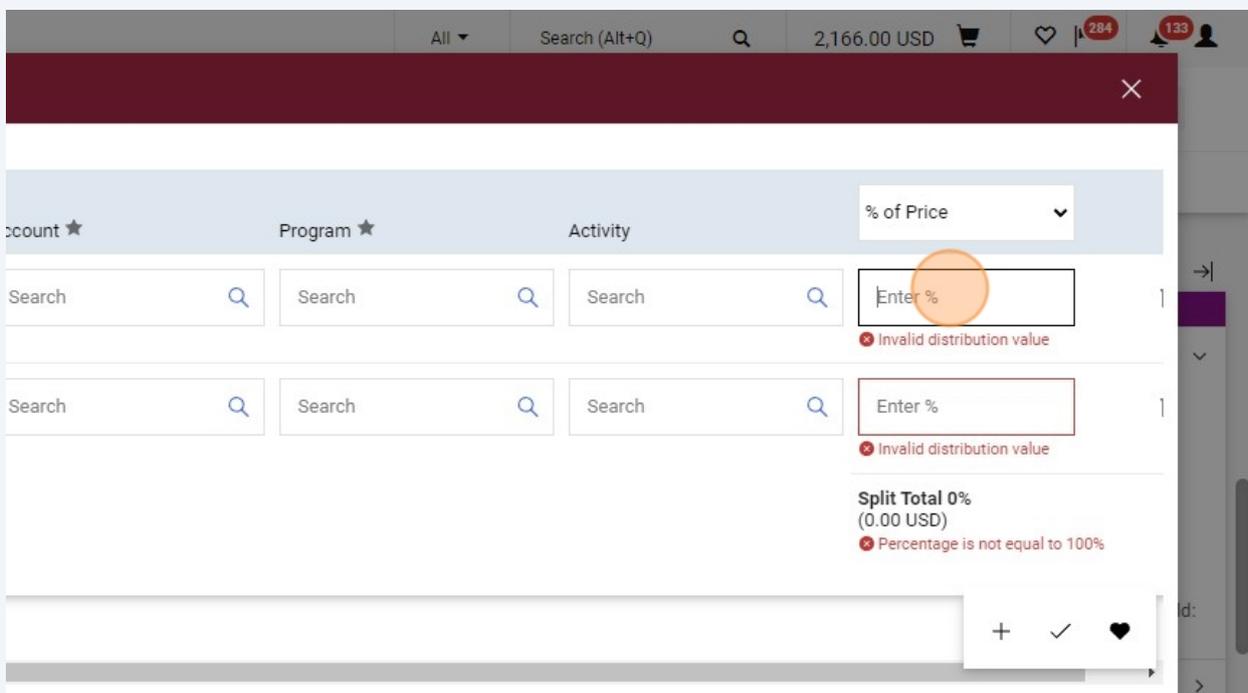
Total (2,166.00 USD)

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 (toggle off); Draft (Active); Sasha Cole

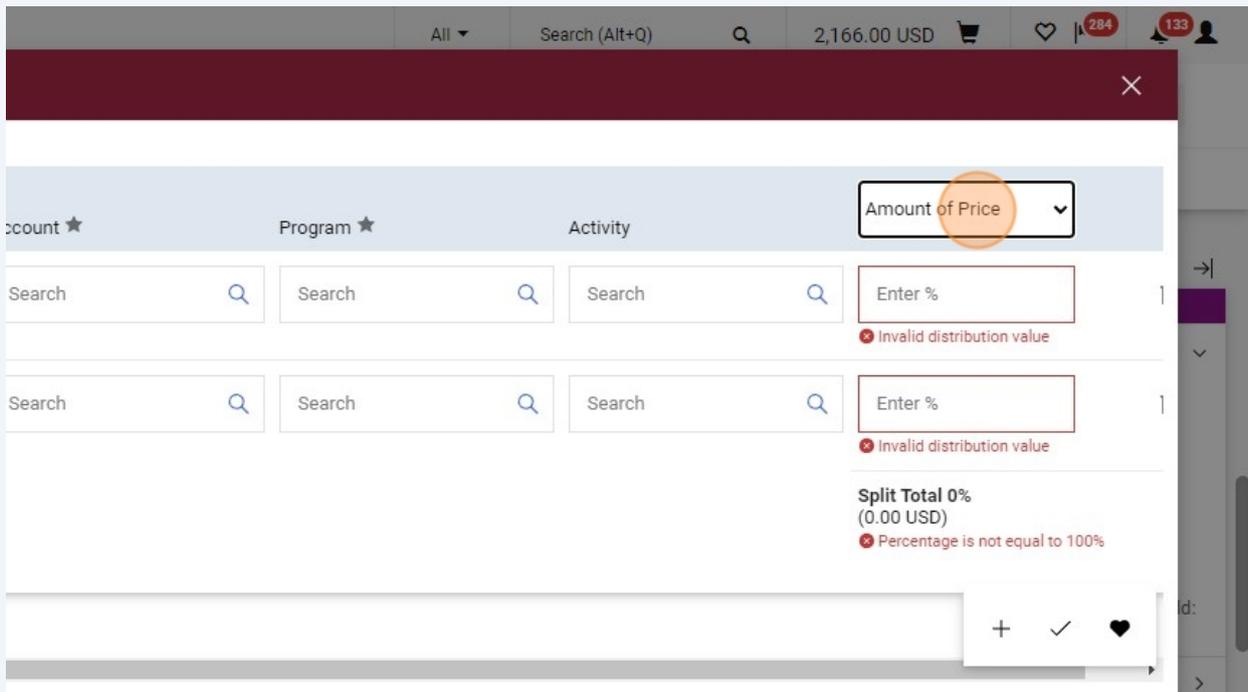
33 Click this button.



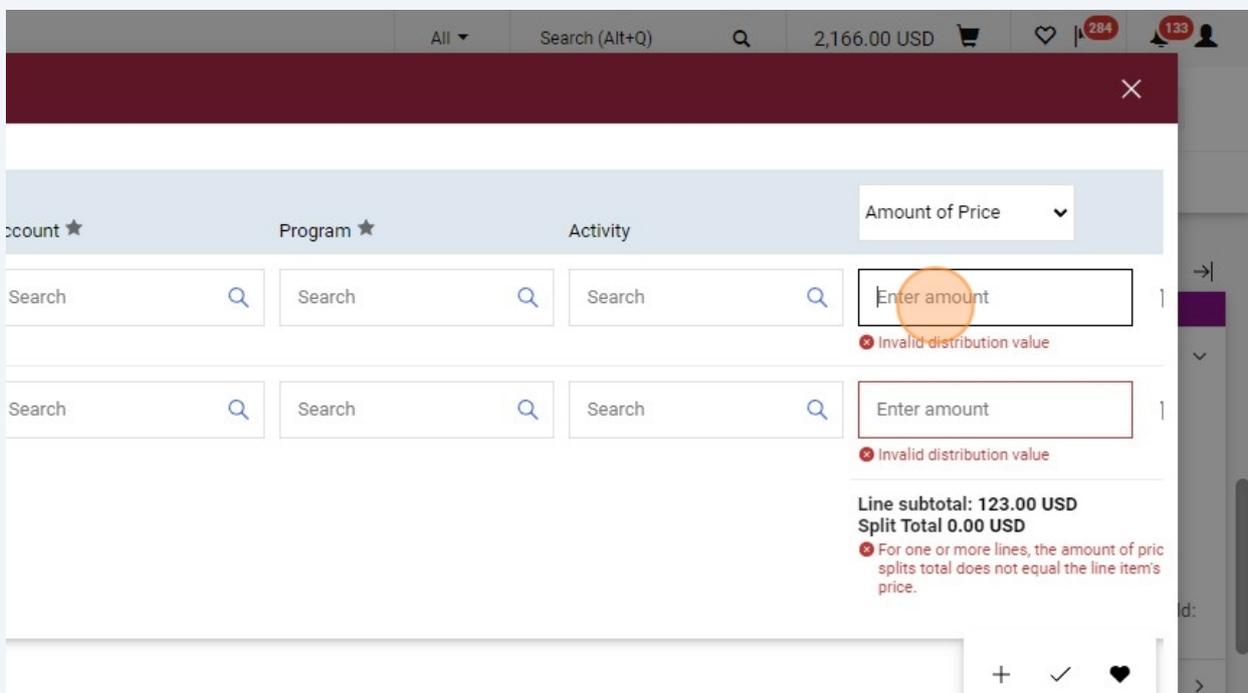
34 Click the "Enter %" field.



35 Select the "3" option.



36 Click the "Enter amount" field.



37 Click "Save"

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

EA 1.00 123 123.00 ...

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

Assign Cart Place Order

History

Internal Note no value

Internal Attachments Add

External Note no value

Attachments for vendor Add

AD 1.00 123 123.00 ...

Internal Note no value

Summary

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)