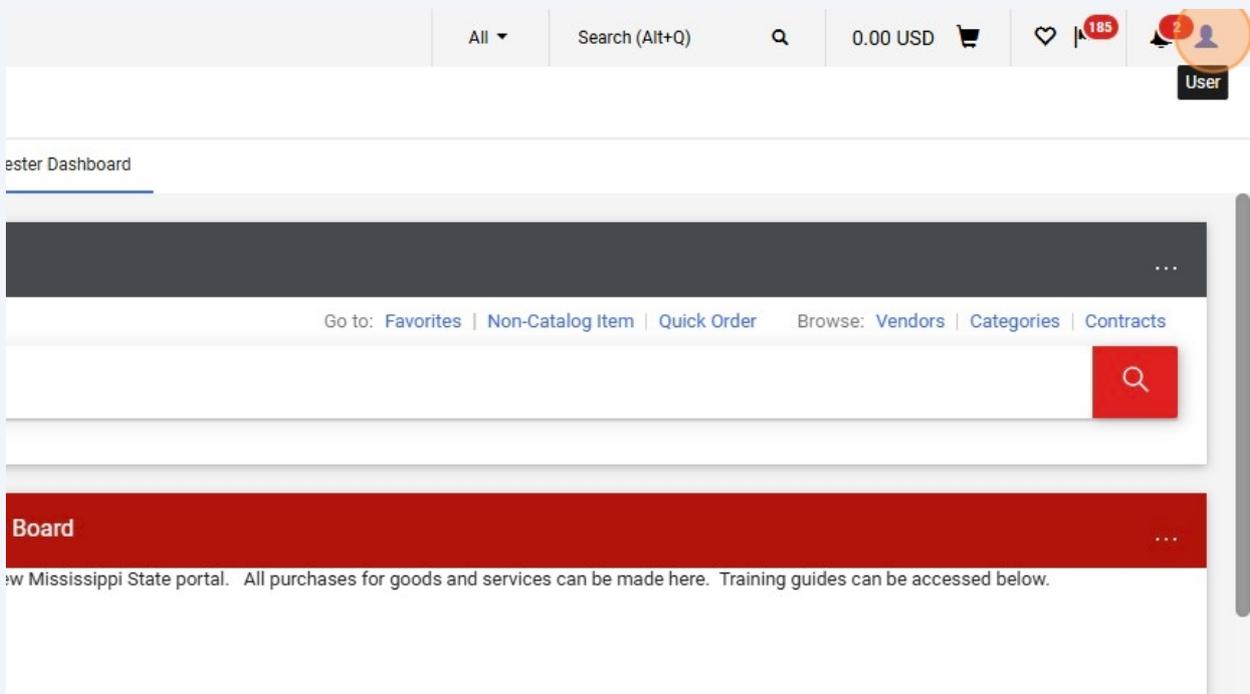


Update User Preferences in BullyBuy



1 Navigate to www.bullybuy.msstate.edu

2 Click "User"



3 Click "View My Profile"

The screenshot shows a user interface for a user named Sasha Cole. At the top, there is a navigation bar with a search bar (Search (Alt+Q)), a currency indicator (0.00 USD), and notification icons (185 and 2). Below the navigation bar, the user's name "Sasha Cole" is displayed in a dark red header. A dropdown menu is open, listing several options: "View My Profile" (highlighted with an orange circle), "Dashboards", "Manage Searches", "Manage Search Exports", "Set My Home Page", "Search Help For A Solution", "My Recently Completed Requisitions" (with a red notification badge showing '1'), and "My Recently Completed Purchase Orders" (with a red notification badge showing '1'). A "Logout" button is located at the bottom right of the dropdown menu. The background shows a dashboard with a "Board" section and a red banner at the bottom.

4 Click "Notification Preferences"

The screenshot shows a user profile settings page. On the left, there is a dark red sidebar with navigation icons and labels: "Vendors", "Sourcing", "Reporting", "Administer", and "Setup". The main content area is divided into two columns. The left column contains a list of settings categories: "Language, Time Zone and Display Settings", "App Activation Codes", "Early Access Participation", "Additional User Settings", "Update Security Settings", "Default User Settings", "User Roles and Access", "Ordering and Approval Settings", "Permission Settings", "Notification Preferences" (highlighted with an orange circle and a black border), "User History", and "Administrative Tasks". The right column contains a form for user information, including fields for "Mobile Phone Number", "E-mail Address" (with a red asterisk), "Business Unit", "Department", "Position", "Authentication Method", and "User Name" (with a red asterisk). The "E-mail Address" field contains "sgc64@msstate.edu" and the "User Name" field contains "SGC64". A legend at the bottom indicates that a red asterisk (*) denotes a required field.

5 Click Whichever process you want to edit your notifications for

The screenshot shows a software interface with a dark red navigation menu on the left and a white settings form on the right. The navigation menu includes items like Vendors, Sourcing, Reporting, Administer, and Setup. The 'Administration & Integration' item is highlighted with a red circle. The settings form includes fields for Mobile Phone Number, E-mail Address (with a star indicating it's required), Business Unit, Department, Position, Authentication Method, and User Name (with a star indicating it's required). A legend at the bottom indicates that a star symbol means 'Required'.

6 Click "Edit Section"

The screenshot shows a software interface with a top navigation bar and a main content area. The top navigation bar includes a search bar, a currency indicator (0.00 USD), and a 'Logout' button. The main content area displays a table of notification preferences. The 'Edit Section' button is highlighted with a red circle. The table lists various notification types and their current status, which is 'None' for all.

Notification Type	Status
...nding approval	None
Confirmation	None
...or notice	None
...or notice by Business Unit	None
...tification	None
...or notice	None
...or notice by Business Unit	None
...re Notice	None

7 Click the "Override" field.

ration

All Search (Alt+Q) 0.00 USD

Notification Preferences: Administration & Integration

User Registration pending approval ?	<input checked="" type="radio"/> Default	<input type="checkbox"/> Override	None
Search Result Export Confirmation ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow Step error notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow Step error notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Export Failure Notification ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PO Workflow Step error notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PO Workflow Step error notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

8 Select the "InApp" option.

All Search (Alt+Q) 0.00 USD

185 2 Logout

Notification Preferences: Administration & Integration

nding approval ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Notification
Confirmation ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
tification ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

9 Click the "Override" field.

ration

Notification Preferences: Administration & Integration

User Registration pending approval ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Notification
Search Result Export Confirmation ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow Step error notice ?	<input checked="" type="radio"/> Default	<input type="checkbox"/> Override	None
PR Workflow Step error notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Export Failure Notification ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PO Workflow Step error notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PO Workflow Step error notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PO Distribution Failure Notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

10 Select save to save changes

Logout

Notification Preferences: Administration & Integration

pending approval ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Notification
Confirmation ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
error notice ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email & Notification
error notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
tification ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
ror notice by Business Unit ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
re Notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

11 Click "Default User Settings"

The screenshot shows the user profile page for Sasha Cole (User Name: SGC64). The left sidebar menu is expanded, and 'Default User Settings' is highlighted with a black box. The main content area shows the 'Permissions: Orders' section, which includes a table of permissions for 'My Orders/Organization Orders'.

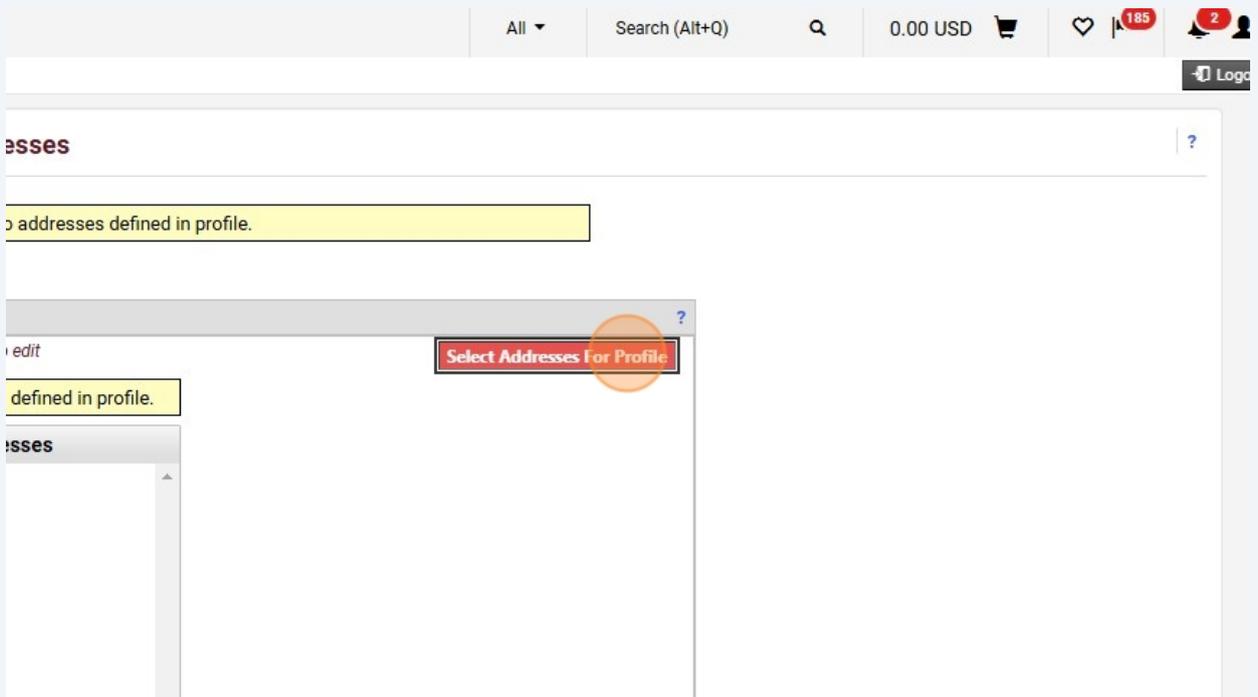
Permission	Value	
View My Orders	?	✓
View Organization Orders	?	✓
Edit Organization Orders	?	✓
View My Department Orders	?	✗
Revise PO	?	✓
Update Purchase Order Owner	?	✓
Close purchase orders	?	✓
Open purchase orders	?	✓

12 Click "Default Addresses"

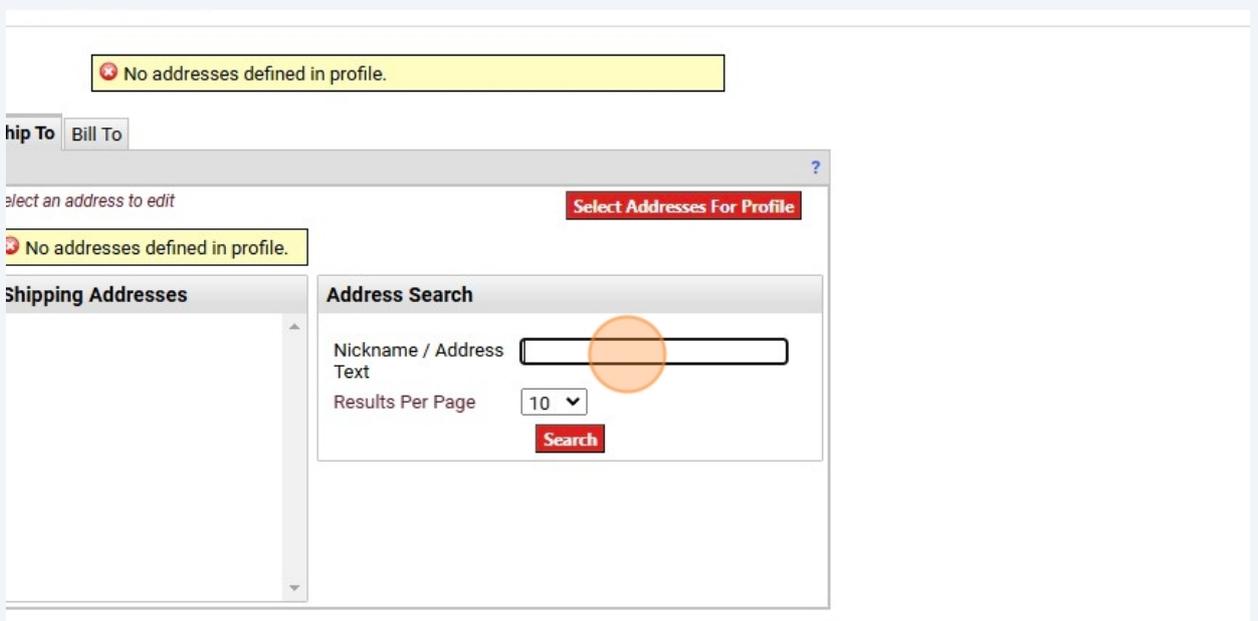
The screenshot shows the user profile page for Sasha Cole (User Name: SGC64). The left sidebar menu is expanded, and 'Default Addresses' is highlighted with a black box. The main content area shows the 'Permissions: Orders' section, which includes a table of permissions for 'My Orders/Organization Orders'.

Permission	Value	
View My Orders	?	✓
View Organization Orders	?	✓
Edit Organization Orders	?	✓
View My Department Orders	?	✗
Revise PO	?	✓
Update Purchase Order Owner	?	✓
Close purchase orders	?	✓
Open purchase orders	?	✓
Resend PO to Vendor	?	✓
Resend PO to External System	?	✓

13 Click this button field.



14 Click this text field.



15 Type "procurement enter"

16 Click this radio button.

Select Addresses For Profile

No addresses defined in profile.

Shipping Addresses

Address Search

Nickname / Address Text procurement

Results Per Page 10

Search

Addresses Found: 1 Page 1 of 1

Name	Address
<input type="radio"/> Procurement & Contracts	Attn To 245 Barr Avenue 610 McArthur Hall Mississippi State, MS 39762 United States

17 Click this text field.

Select an address to edit

Select Addresses For Profile Delete Address

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname Procurement & Contracts

Default

Current Default Address --

ADDRESS

Attn To * * *

Address Line 1 245 Barr Avenue

Address Line 2 610 McArthur Hall

City Mississippi State

State MS

Zip Code 39762

Country United States

Save

18 Click this button field.

Nickname Procurement & Contracts

Default

Current Default Address --

ADDRESS

Attn To * * * Sasha Cole

Address Line 1 245 Barr Avenue

Address Line 2 610 McArthur Hall

City Mississippi State

State MS

Zip Code 39762

Country United States

Save

19 Click this button field.

The screenshot shows the 'Default Addresses' section of a web application. At the top, there are navigation elements: 'All', 'Search (Alt+Q)', and '0.00 USD'. Below this, the 'Default Addresses' title is followed by tabs for 'Ship To' and 'Bill To'. A sub-header reads 'Select an address to edit'. Two buttons are visible: 'Select Addresses For Profile' (highlighted with an orange circle) and 'Delete Address'. The main content area is split into two panels. The left panel, titled 'Shipping Addresses', shows a list with 'Procurement & Contracts' selected. The right panel, titled 'Edit Selected Address', contains a form with the following fields: 'Nickname' (Procurement & Contracts), 'Default' (checked), 'Current Default Address' (Procurement & Contracts), 'ADDRESS' section, 'Attn To * ★' (Sasha Cole), 'Address Line 1' (245 Barr Avenue), 'Address Line 2' (610 McArthur Hall), 'City' (Mississippi State), 'State' (MS), 'Zip Code' (39762), and 'Country' (United States).

20 Click this text field.

The screenshot shows the 'Default Addresses' section of a web application. At the top, there are navigation elements: 'All', 'Search (Alt+Q)', and '0.00 USD'. Below this, the 'Default Addresses' title is followed by tabs for 'Ship To' and 'Bill To'. A sub-header reads 'Select an address to edit'. Two buttons are visible: 'Select Addresses For Profile' and 'Delete Address'. The main content area is split into two panels. The left panel, titled 'Shipping Addresses', shows a list with 'Procurement & Contracts' selected. The right panel, titled 'Address Search', contains a form with the following fields: 'Nickname / Address Text' (text input field, highlighted with an orange circle), 'Results Per Page' (10), and a 'Search' button.

21 Type "receiving **enter**"

22 Click "Receiving & Property Control"

The screenshot shows a web application interface for managing addresses. On the left is a navigation menu with items like 'Preferences', 'Settings', 'Jobs', 'Accounting Code Defaults', 'Shipping', 'Address', 'Global Settings', 'Addresses', and 'Users'. The main content area is titled 'Select an address to edit' and contains two panels: 'Shipping Addresses' and 'Address Search'. The 'Address Search' panel has a search input field with 'receiving' entered, a 'Results Per Page' dropdown set to '10', and a 'Search' button. Below the search panel, it shows 'Addresses Found: 1' and 'Page 1 of 1'. A table displays the search results:

Name	Address
<input type="radio"/> Receiving & Property Control	Attn: 405 East Garrard Rd Starkville, MS 39759 United States

An orange circle highlights the radio button next to the 'Receiving & Property Control' entry in the table.

23

Be sure to enter your name and Mailstop when doing an order to the receiving station.

The screenshot shows a web interface for editing a shipping address. At the top, there are tabs for 'Ship To' and 'Bill To'. Below them are buttons for 'Select Addresses For Profile' and 'Delete Address'. The main area is split into two panes: 'Shipping Addresses' on the left and 'Edit Selected Address' on the right. The 'Edit Selected Address' pane contains the following fields:

Nickname	Receiving & Property Control
Default	<input type="checkbox"/>
Current Default Address	Procurement & Contracts
ADDRESS	
Attn: * *	<input type="text" value=""/>
Address Line 1	405 East Garrard Rd
City	Starkville
State	MS
Zip Code	39759
Country	United States

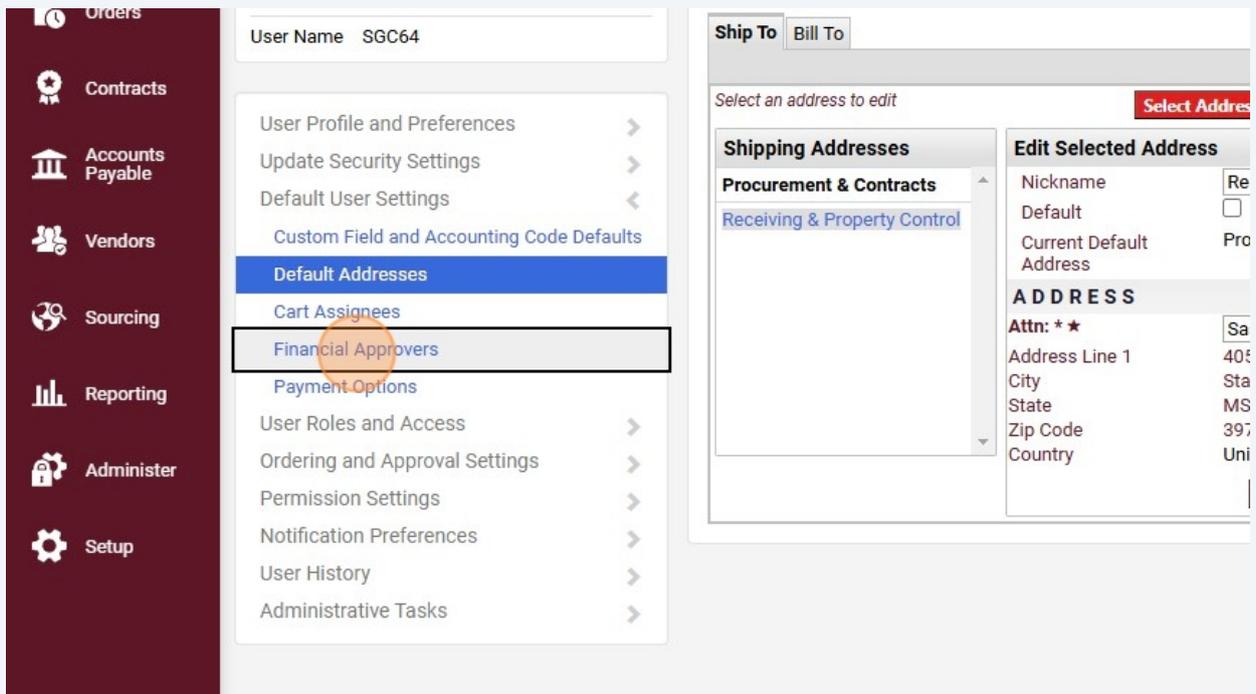
A red 'Save' button is located at the bottom right of the 'Edit Selected Address' pane. An orange circle highlights the 'Attn' field.

24

Click Save

This screenshot is identical to the previous one, but the 'Attn' field now contains the text 'Sasha Cole MailStop 9718'. The red 'Save' button at the bottom right is now highlighted with an orange circle.

25 Click "Financial Approvers"



User Name SGC64

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings <
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Cart Assignees
- Financial Approvers**
- Payment Options
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Ship To Bill To

Select an address to edit **Select Address**

Shipping Addresses

- Procurement & Contracts
- Receiving & Property Control**

Edit Selected Address

Nickname Re

Default Pro

Current Default Address

ADDRESS

Attn: * * Sa

Address Line 1 405

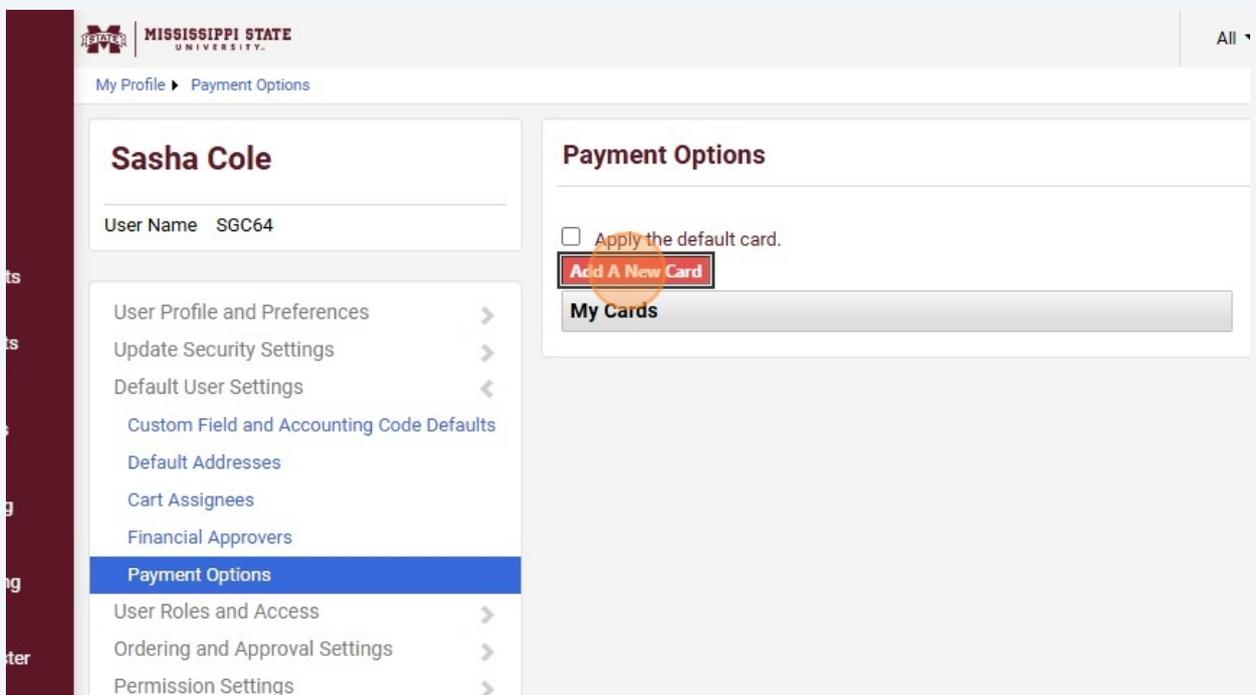
City Sta

State MS

Zip Code 397

Country Uni

26 Click this button field.



MISSISSIPPI STATE UNIVERSITY

My Profile > Payment Options

Sasha Cole

User Name SGC64

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings <
- Custom Field and Accounting Code Defaults
- Default Addresses
- Cart Assignees
- Financial Approvers
- Payment Options**
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >

Payment Options

Apply the default card.

Add A New Card

My Cards

27 Click the "Data" field.

Logout

s

ard.

Card Details ?
Name this card (e.g. My Visa) * JG Procurement and contract
Cardholder Name JC PProcurement and contracts
Card Number 12345678910
Card Number is invalid.
Expiration Date 1 2026
Default card
Save

28 Click "Save"

ard.

Card Details ?
Name this card (e.g. My Visa) * JG Procurement and contract
Cardholder Name JC PProcurement and contracts
Card Number 1234567891002
Card Number is invalid.
Expiration Date 1 2026
Default card
Save

29 Click "Default User Settings"

The screenshot shows a user settings interface. On the left is a dark red sidebar with icons and labels for various system functions: Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. A white settings menu is open, listing options such as 'User Profile and Preferences', 'User's Name, Phone Number, Email, etc.', 'Language, Time Zone and Display Settings', 'App Activation Codes', 'Early Access Participation', 'Additional User Settings', 'Update Security Settings', 'Default User Settings', 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'. The 'Default User Settings' option is highlighted with a black border and a blue arrow pointing right. The main content area on the right contains a form for user details. Fields include: Last Name (Cole), Phone Number (with an 'ext.' field), Mobile Phone Number, E-mail Address (sgc64@msstate.edu), Business Unit (MSStateUniversity (MSStateUniv)), Department (Procurement & Contracts (1)), Position (dropdown), Authentication Method (JaggaerOneLogin), and User Name (SGC64). A legend at the bottom indicates that a star symbol (*) denotes required fields.

30 Click "Custom Field and Accounting Code Defaults"

This screenshot is identical to the one above, showing the same user settings interface. However, in the settings menu, the 'Custom Field and Accounting Code Defaults' option is highlighted with a black border and a blue arrow pointing right. The rest of the interface, including the sidebar, the main settings form, and the legend, remains the same as in the previous image.

31 Click "Code Favorites"

MISSISSIPPI STATE UNIVERSITY

All ▾ Search (A)

Home > Custom Field and Accounting Code Defaults

Sasha Cole

Name SGC64

- Profile and Preferences >
- Update Security Settings >
- Default User Settings <
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Financial Approvers
- Payment Options
- Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >

Custom Field and Accounting Code Defaults

Header (int.) Codes **Code Favorites** ?

Custom Field Name	Default Value	Description	Edit Values
Process as Contract	No Default Value		Edit
Work Order	No Default Value		Edit
Phase	No Default Value		Edit
State Contract Number	No Default Value		Edit
Budget Exceeded	No Default Value		Edit
Separate Check	M		Edit

32 Click "Add"

Sasha Cole

User Name SGC64

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings <
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Financial Approvers
- Payment Options
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) Codes **Code Favorites**

Business Units: **MSStateUniversity (MSStateUniversity)** ▾

Use Code Favorites for quick access to accounting code combinations saved to your profile. You may create a new Code Favorite by clicking the "Add" button and entering a used combination of accounting codes with or without splits. Code Favorites are accessed by editing the codes section or by selecting it as your default accounting code profile.

Add

Accounting Codes

Procurement fund [Edit](#)

Chart	Fund	Organization	Account	Program
1	100000	470100	no value	041000
Mississippi State University	MSU Education and General Fund	Procurement & Contracts		Libraries

Code Favorites for Check Requests & Invoices

33 Click this button field.

Custom Field and Accounting Code Defaults

Default

Switch to Desktop

Fund Organization Account Program

100000 470100 041000

Select from all values... Select from all values... Select from all values... Select from all values...

Save Cancel

Accounting Codes

Procurement fund Edit Delete

Chart	Fund	Organization	Account	Program	Activity
1	100000	470100	no value	041000	no value
Mississippi State University	MSU Education and General Fund	Procurement & Contracts		Libraries	

Code Favorites for Check Requests & Invoices

34 Click "Delete"

Codes Code Favorites

Units: MSStateUniversity (MSStateUniversity)

avorites for quick access to accounting code combinations saved to your profile during you may create a new Code Favorite by clicking the "Add" button and entering a commonly tion of accounting codes with or without splits. Code Favorites are accessed during editing the codes section or by selecting it as your default accounting codes in your

ng Codes

nt fund Edit Delete

Fund	Organization	Account	Program	Activity
100000	470100	no value	041000	no value
MSU Education and General Fund	Procurement & Contracts		Libraries	

Edit Delete

Fund	Organization	Account	Program	Activity
------	--------------	---------	---------	----------

35 Click "Delete"

The screenshot shows a software interface with a table of Accounting Codes. A modal dialog box titled "Confirmation" is open, asking "Are you sure you want to delete this accounting code favorite?". The dialog has two buttons: "Delete" (highlighted with a red circle) and "Close".

Accounting Codes

Procuremnt fund

Chart	Fund	Organization	Account	Program	Activity
1 Mississippi State University	100000 MSU Education and General Fund	470100 Procurement & Contracts	<i>no value</i>	041000 Libraries	<i>no value</i>

▼ Code Favorites for Check Requests & Invoices