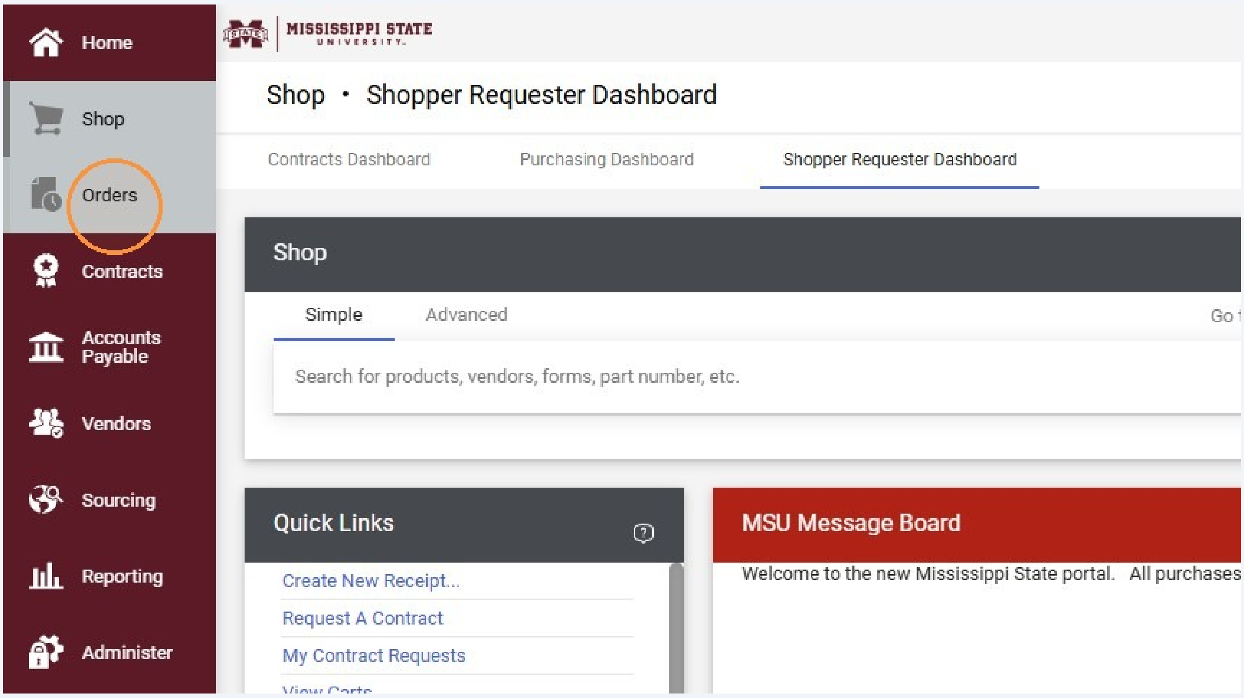
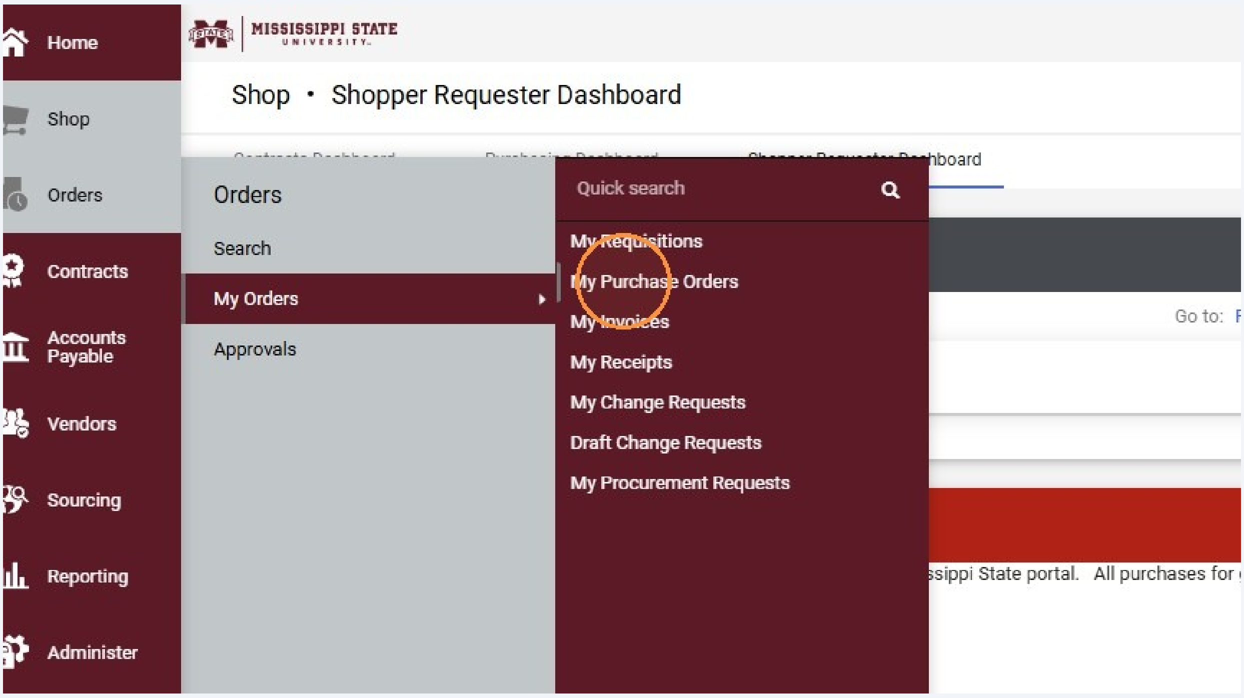
How to Submit a Change Request for Purchase Order

1 Navigate to www.bullybuy.msstate.edu

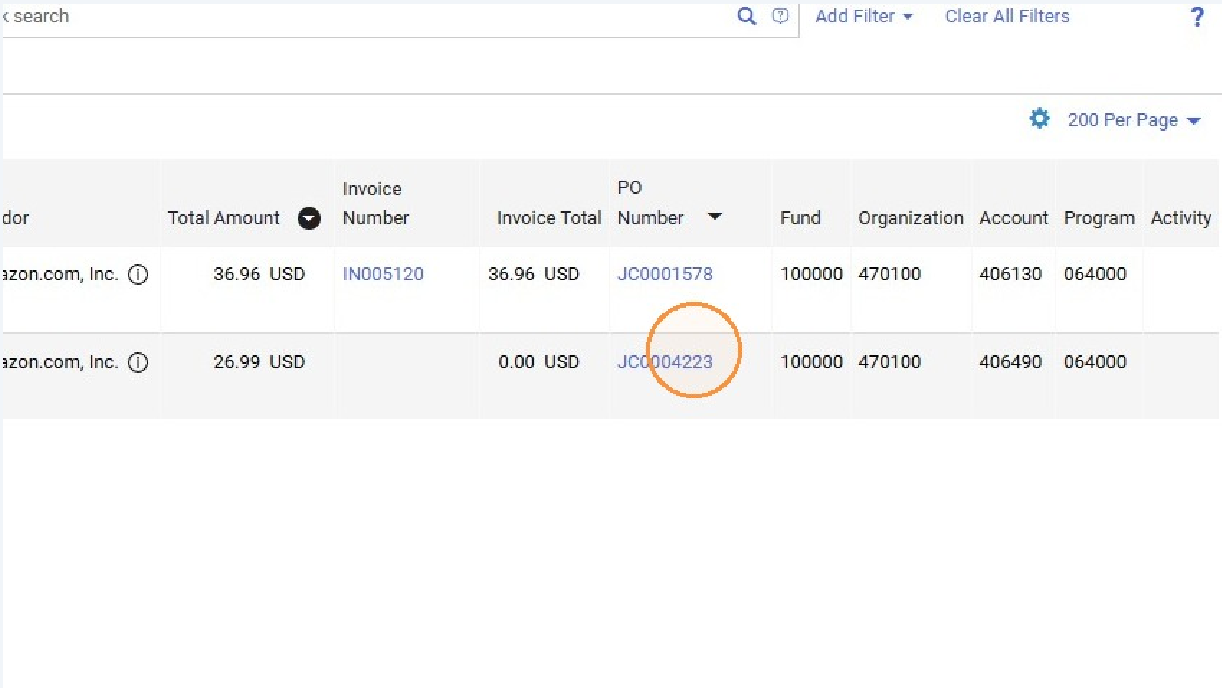
2 Click "Orders"



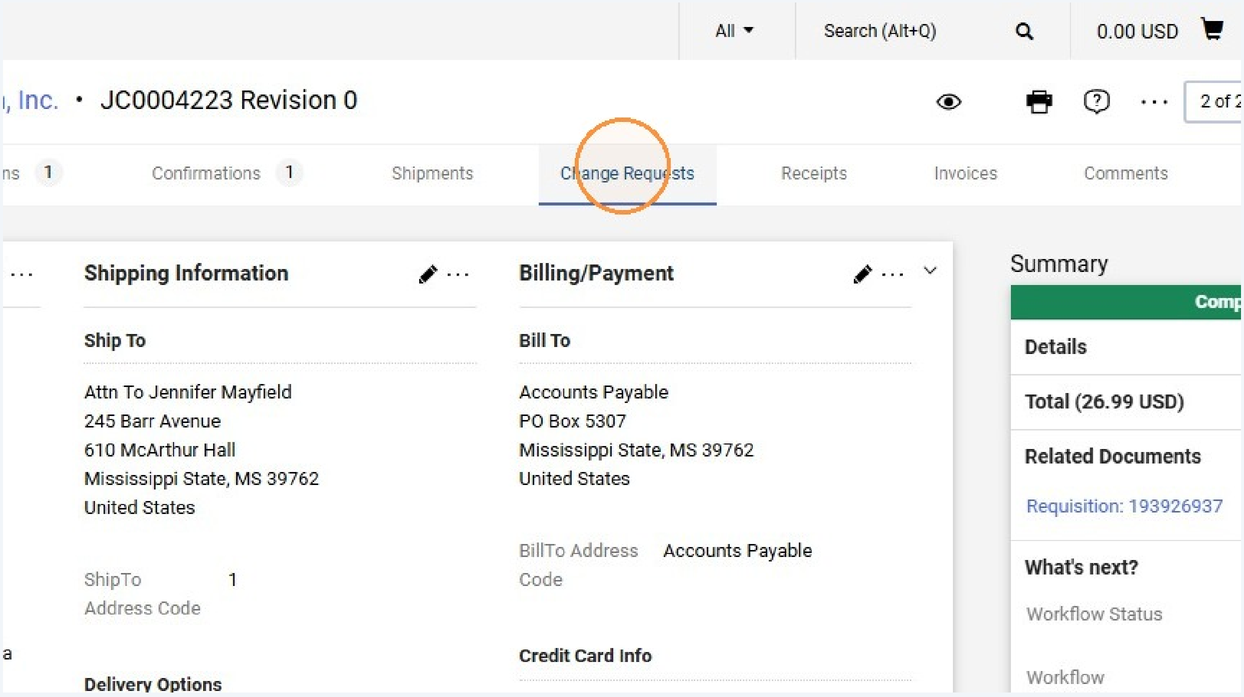
3 Click "My Purchase Orders"



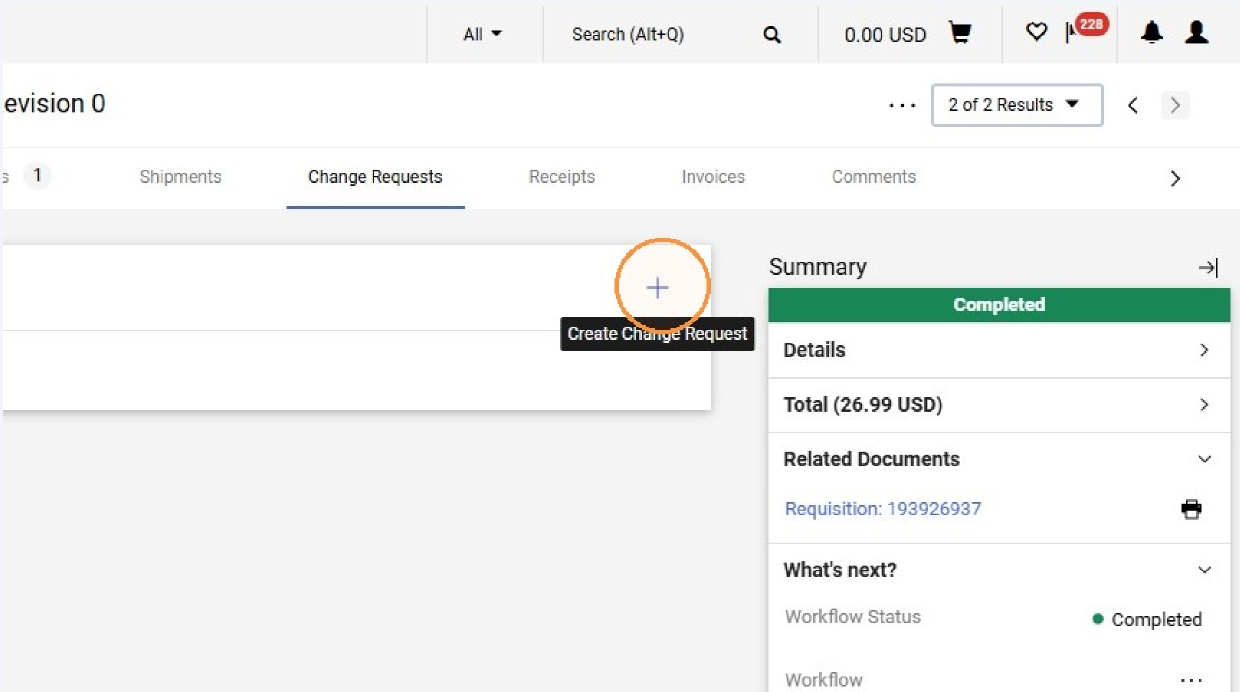
4 Click "JC0004223"



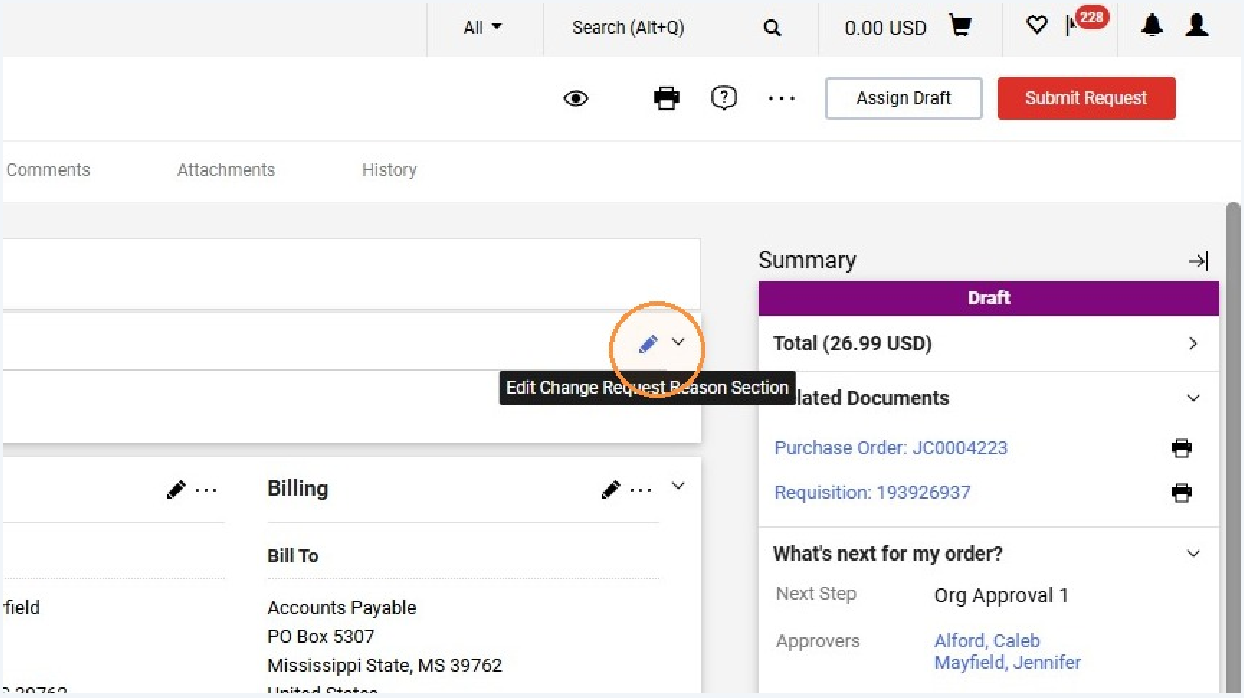
5 Click "Change Requests"



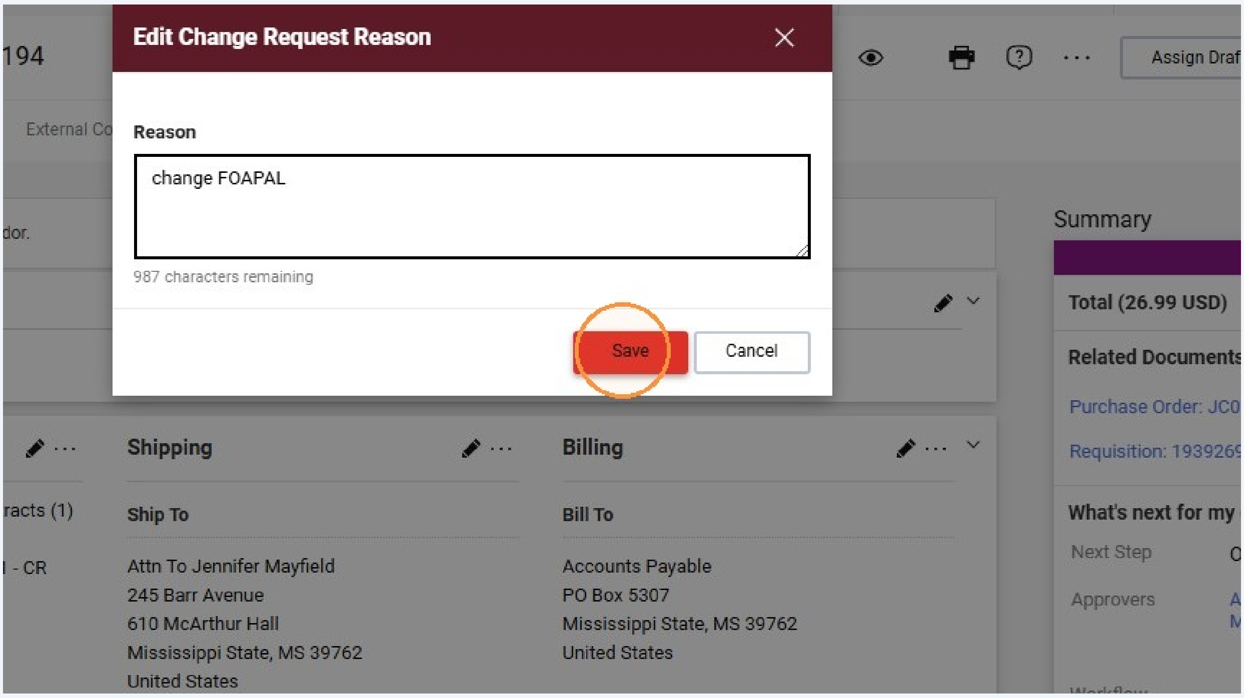
6 Click this button.



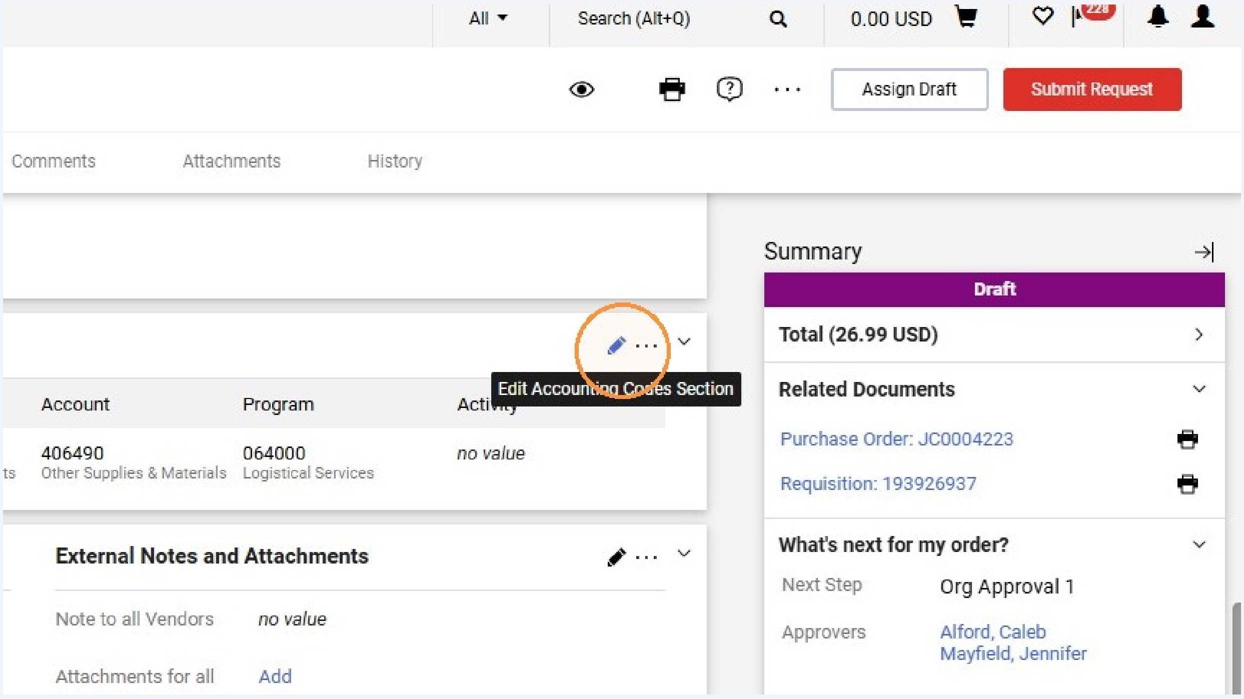
7 FOAPAL Change request



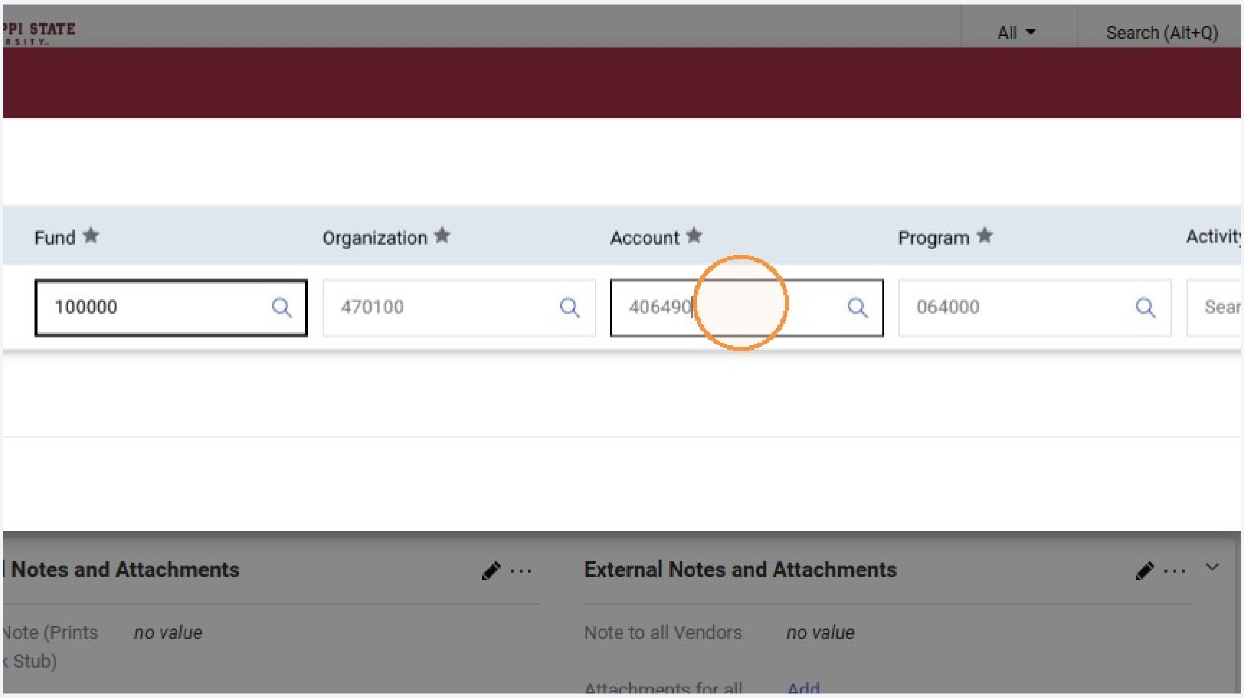
8 Click "Save"



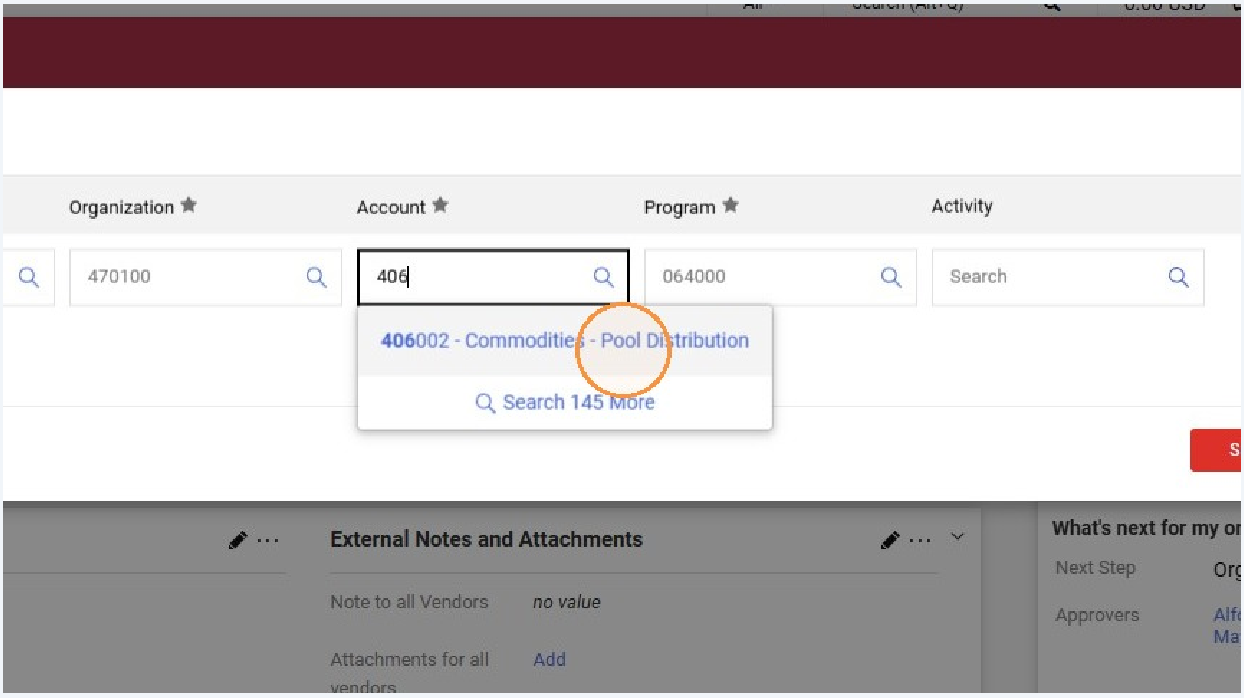
9 Click this button.



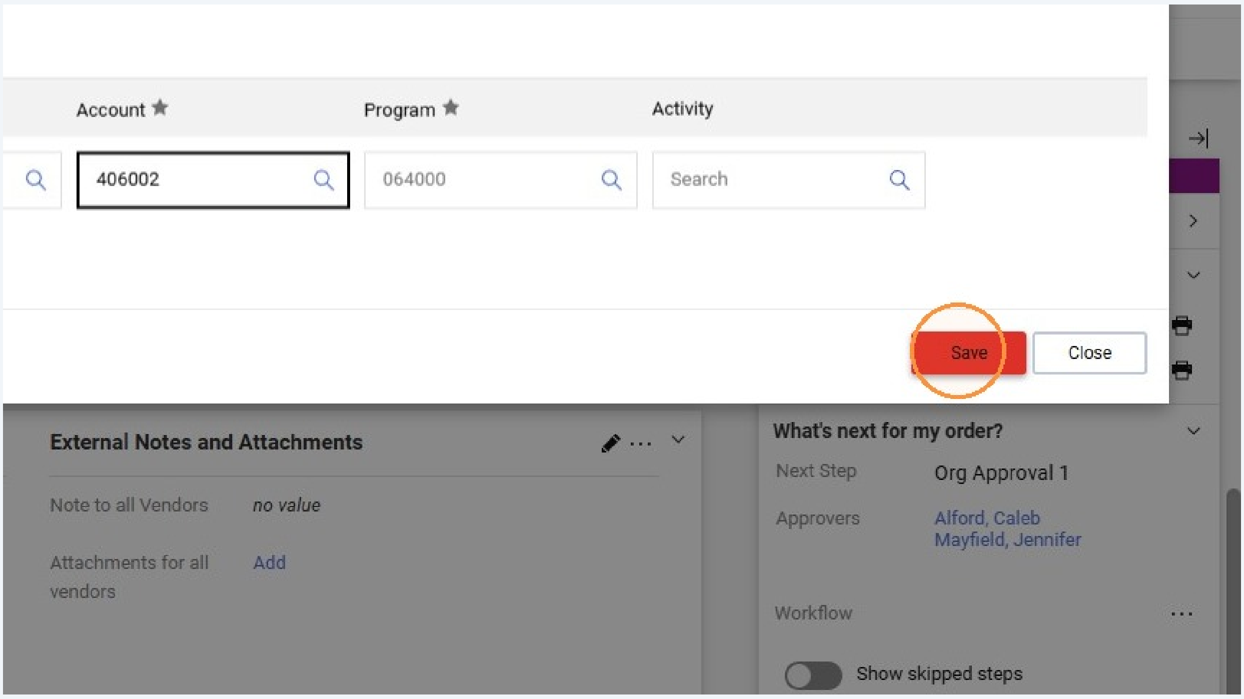
10 Make your change



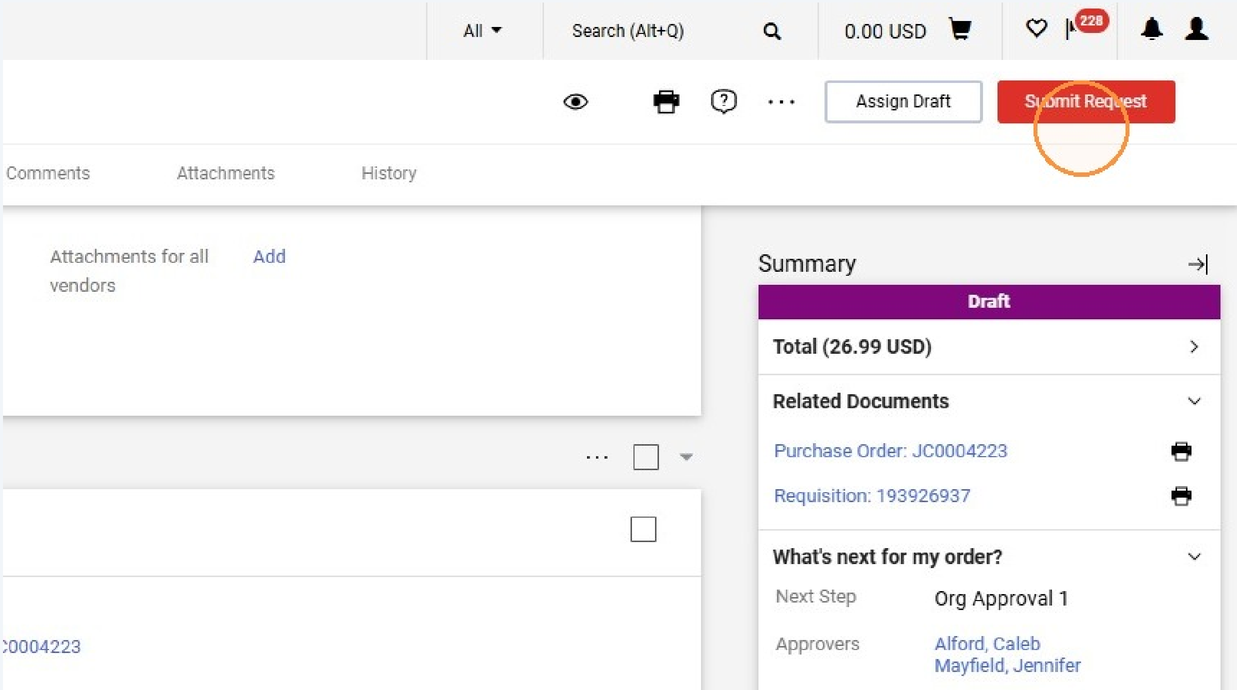
11 Click here.



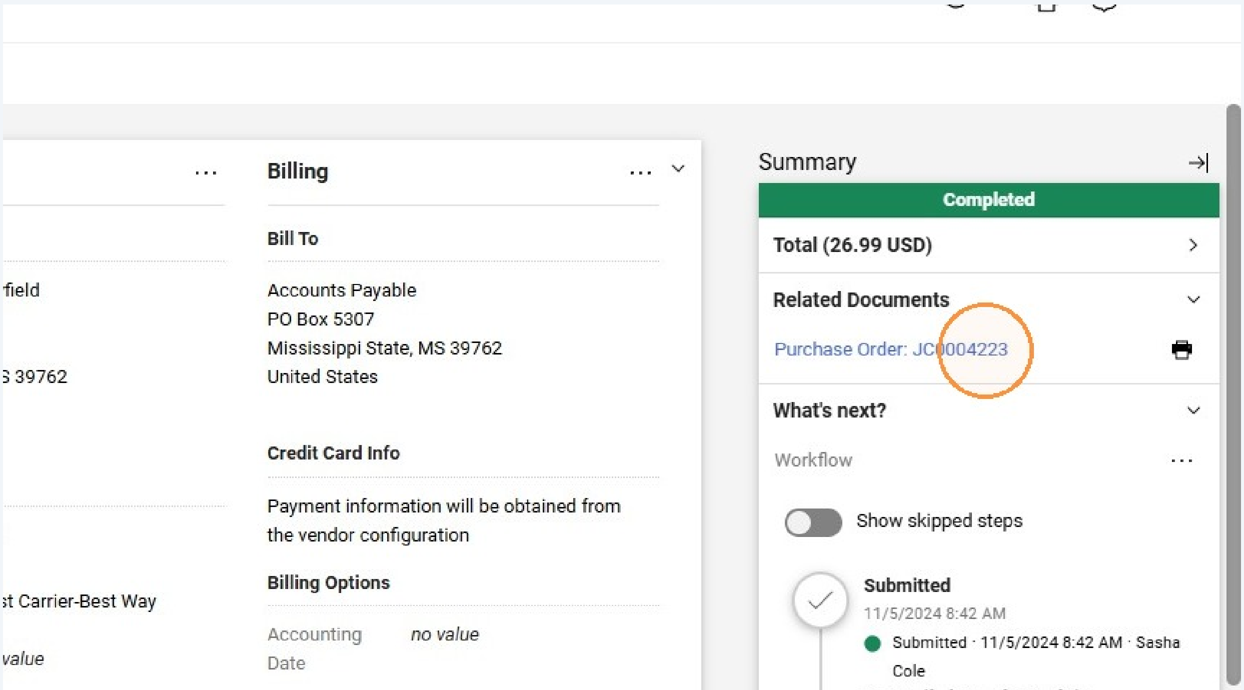
12 After you click save you will see your changes highlighted in a different color



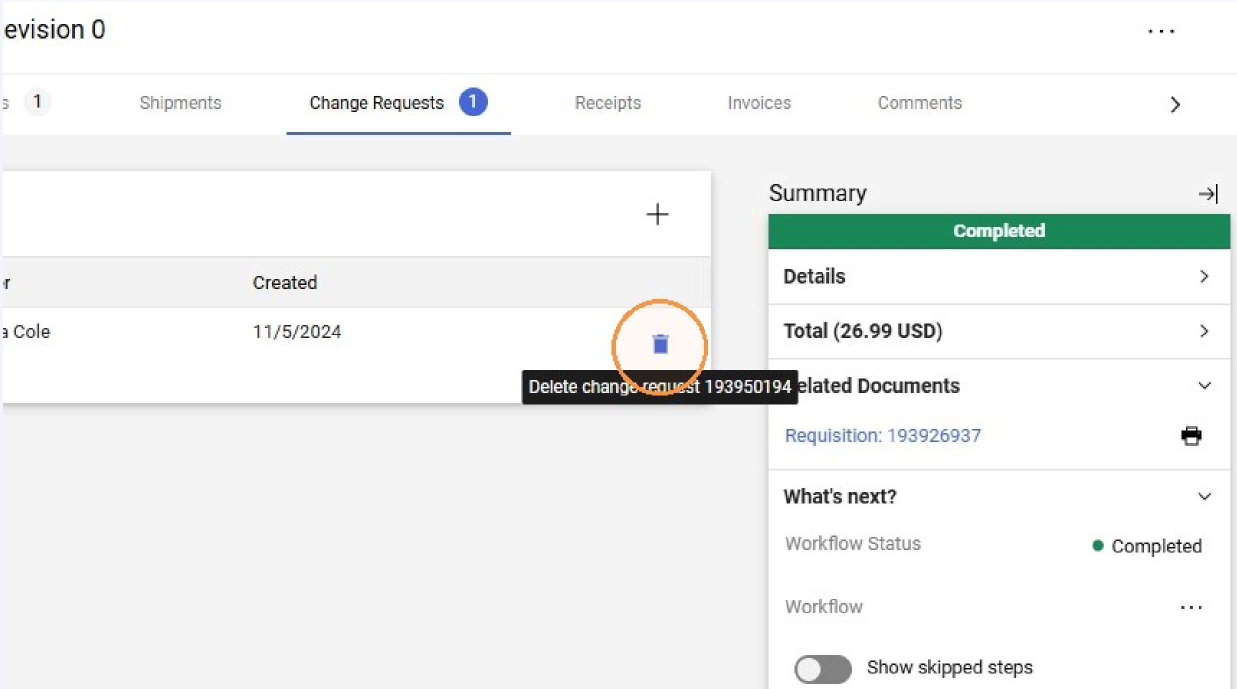
13 Submit your request



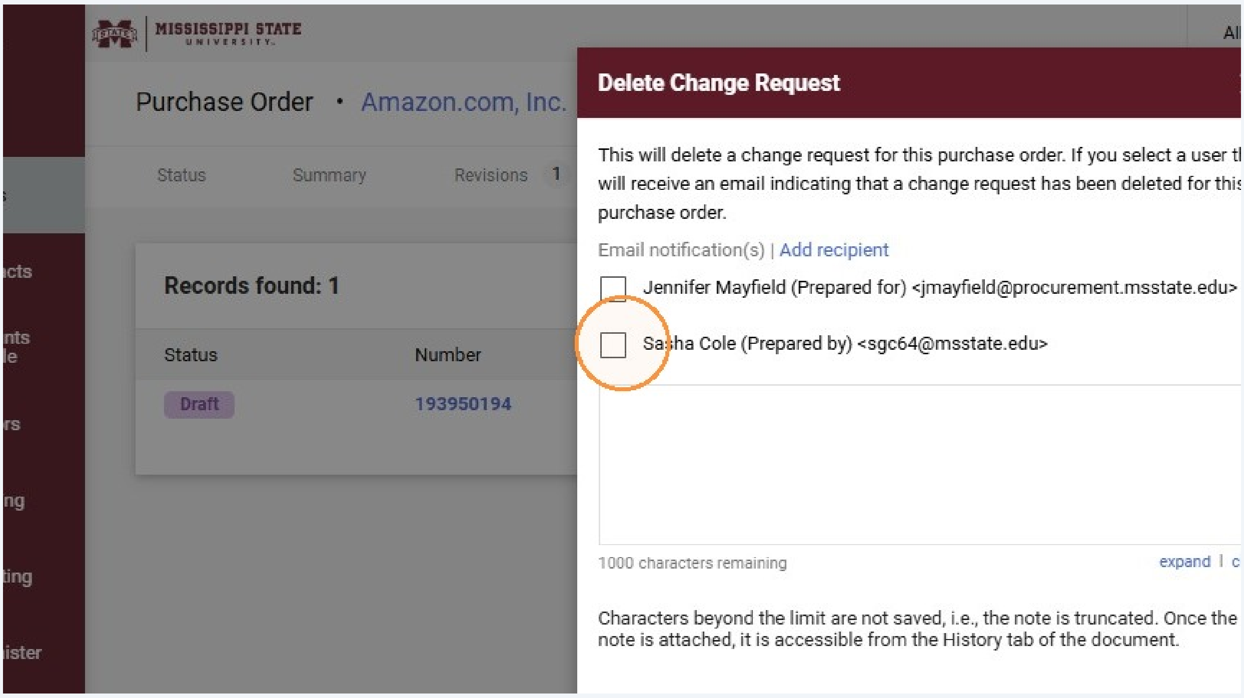
14 To Delete go back to your purchase order



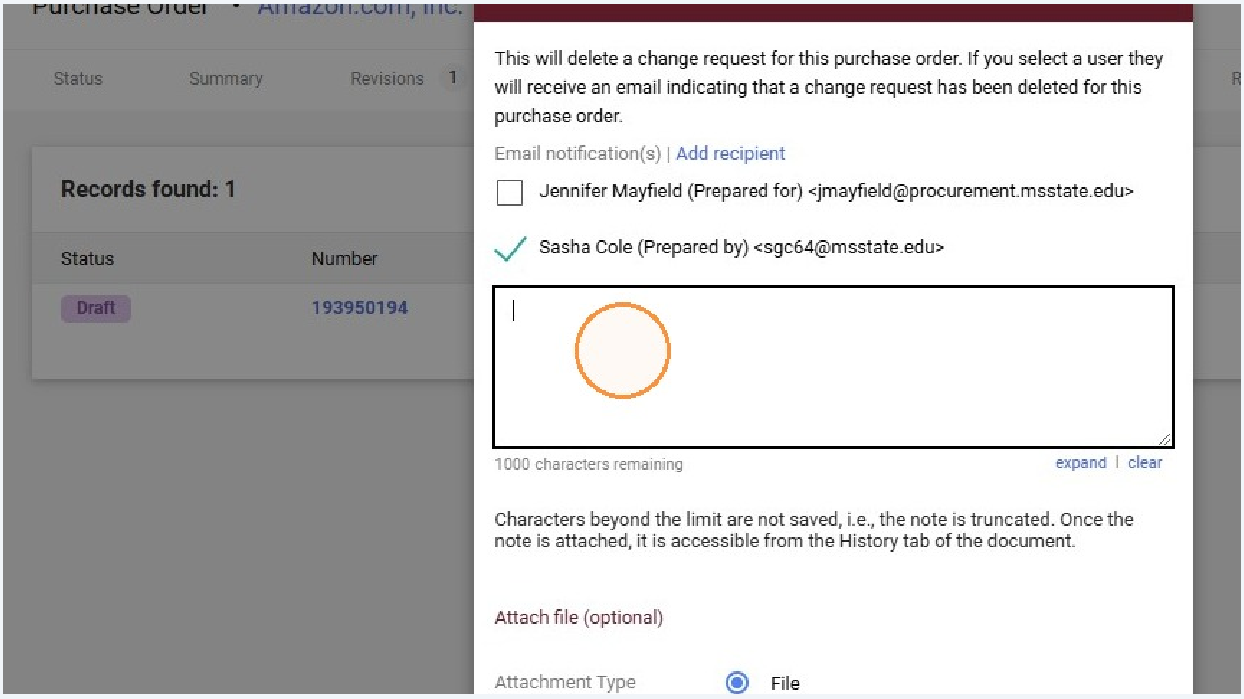
15 Delete Change request



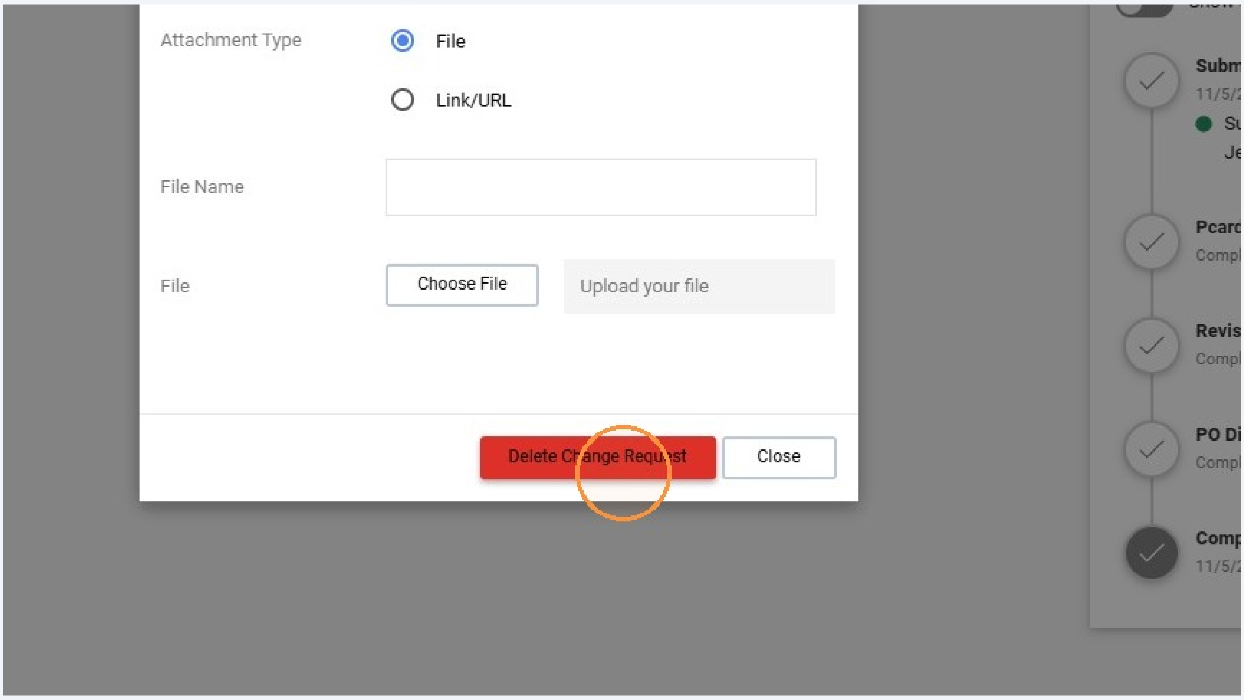
16 Click here.



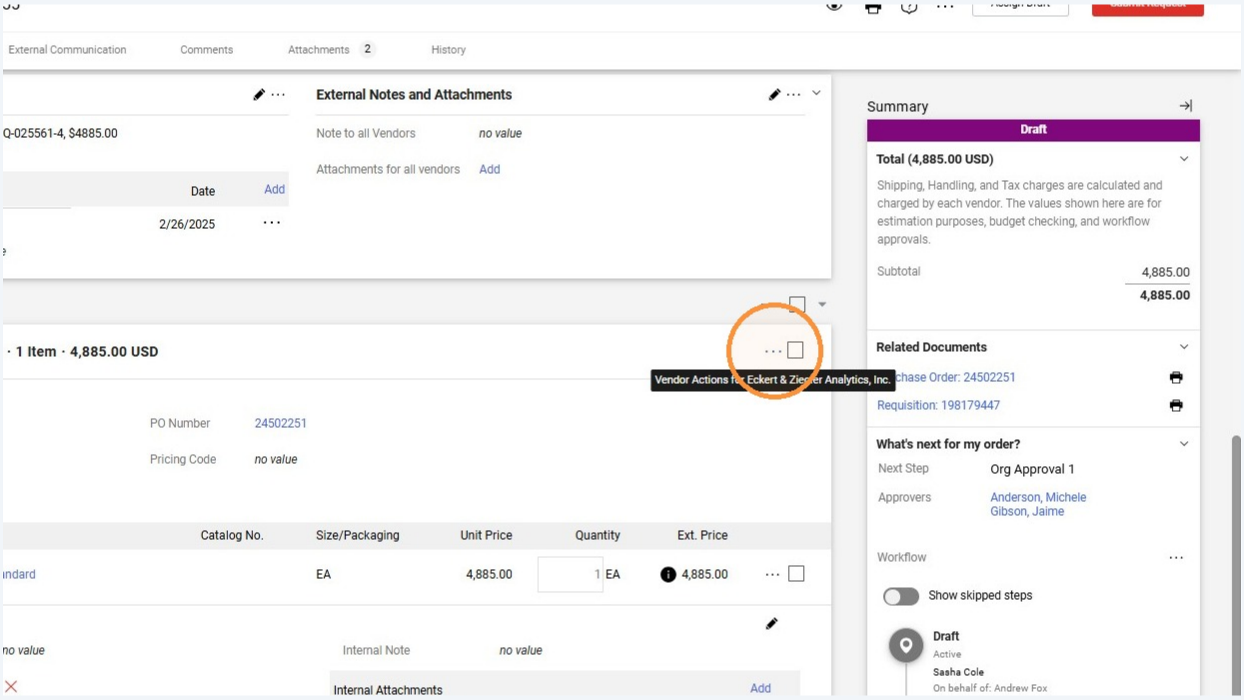
17 Click this field.



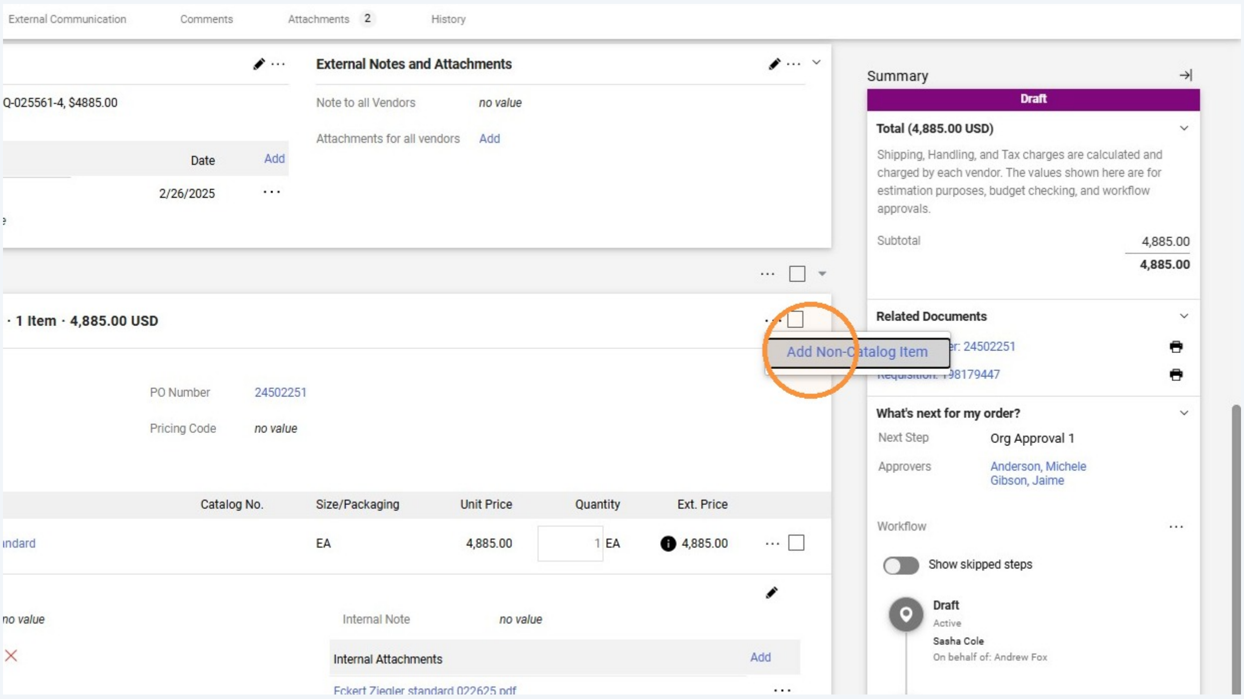
18 Click "Delete Change Request"



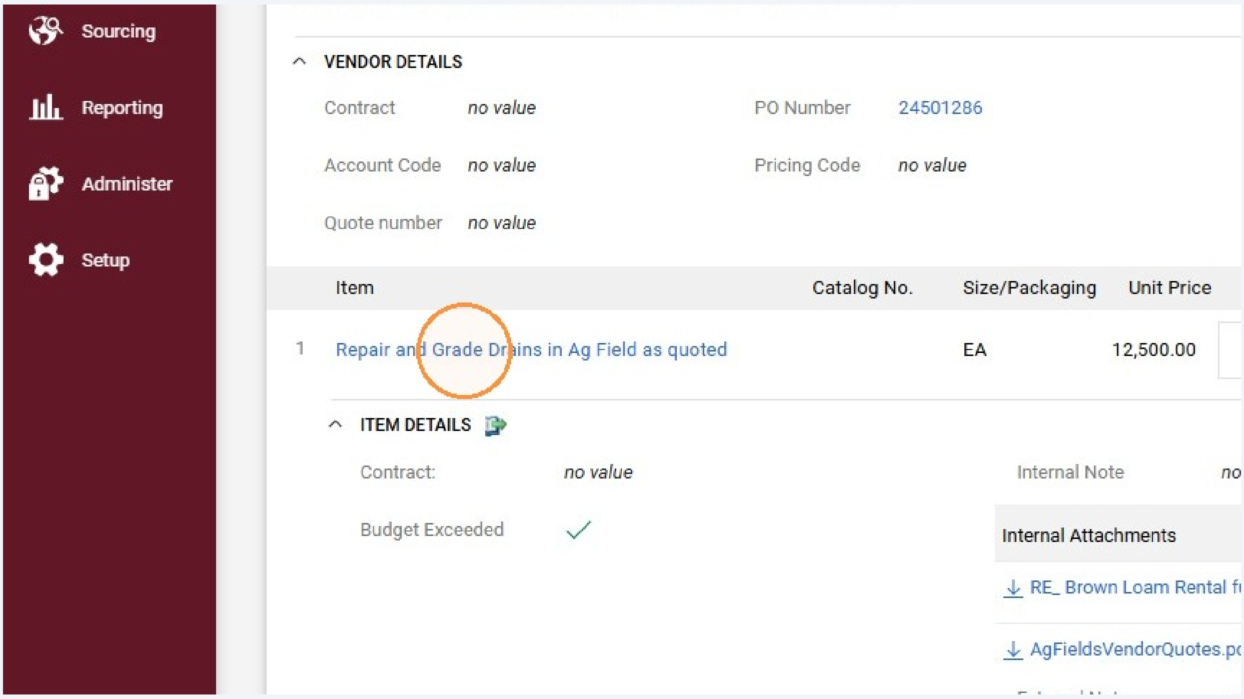
19 Adda new non-catalog item line



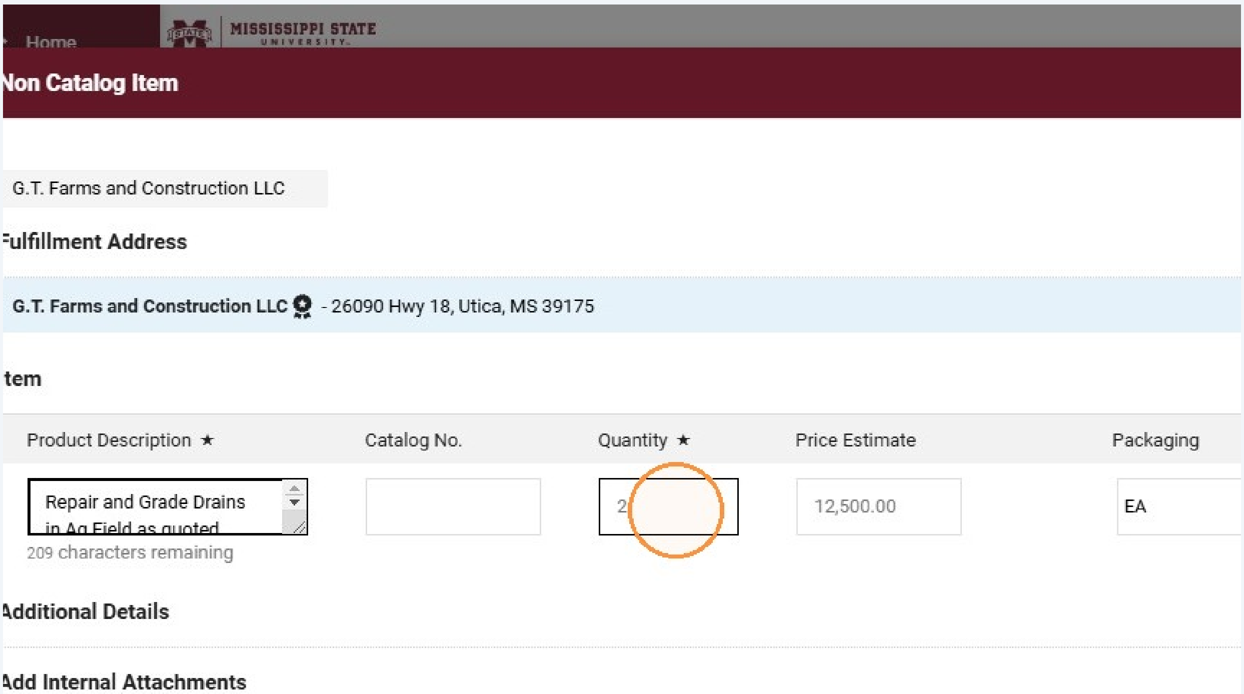
20 Click "Add Non-Catalog Item"



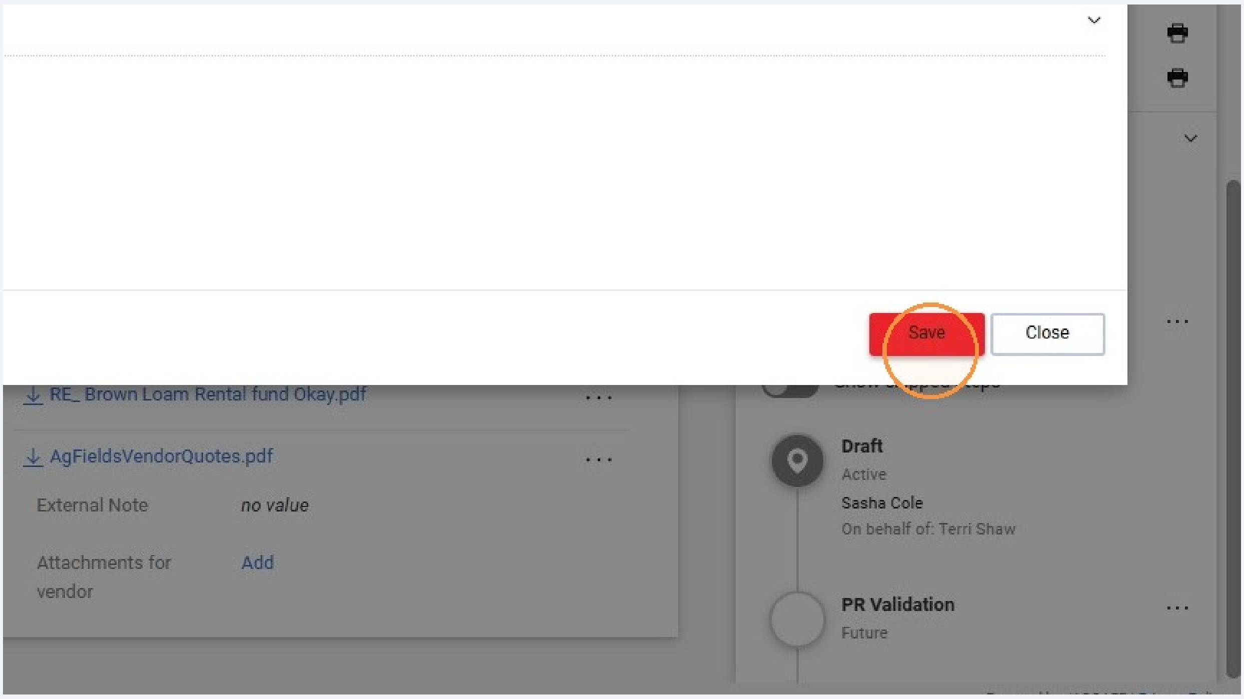
21 Change request for a line item



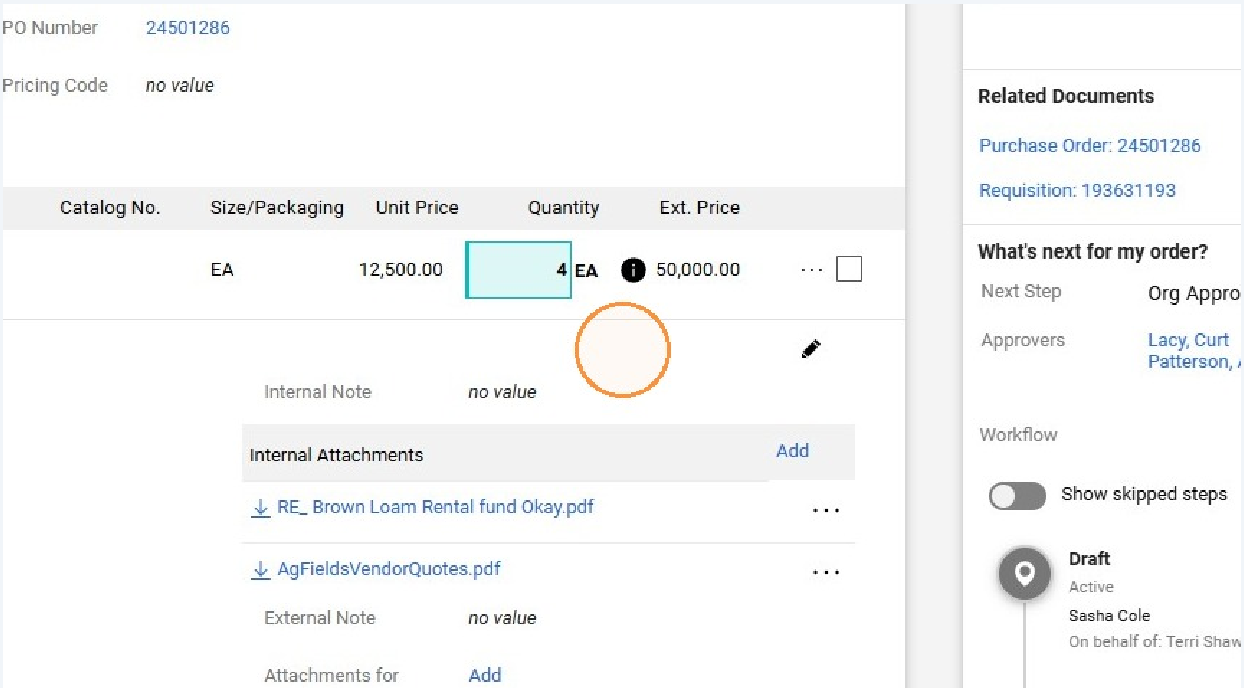
22 Change your price or quantity



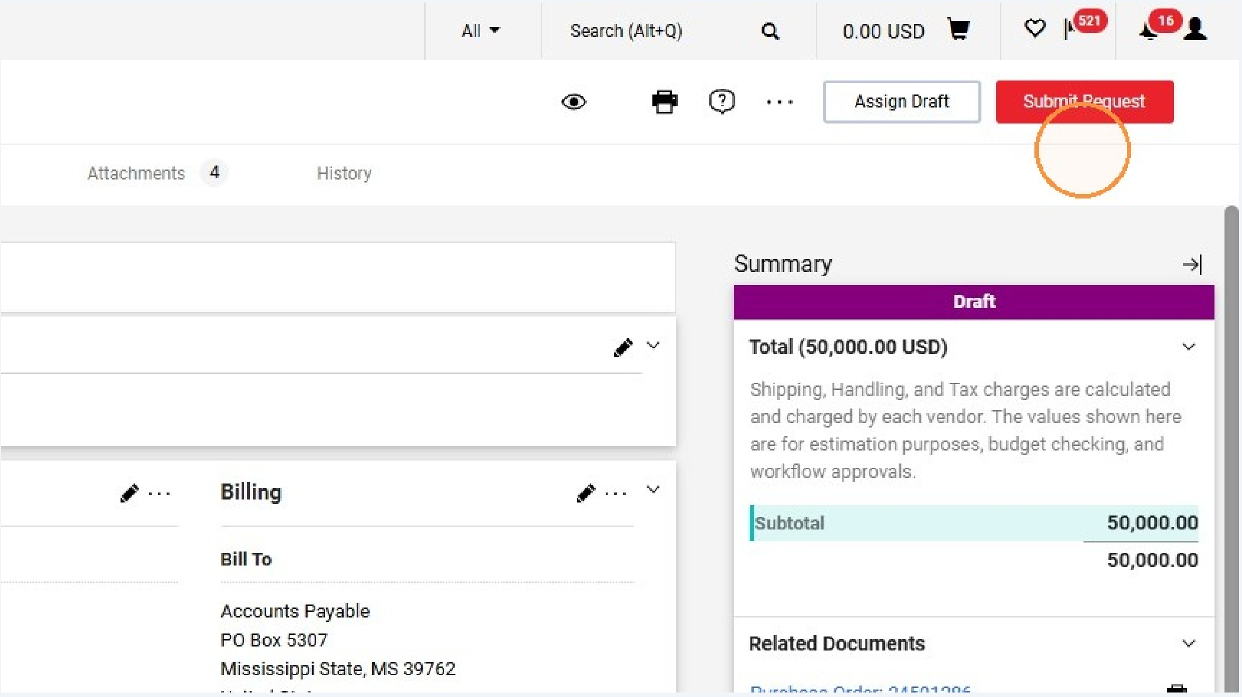
23 Click "Save"



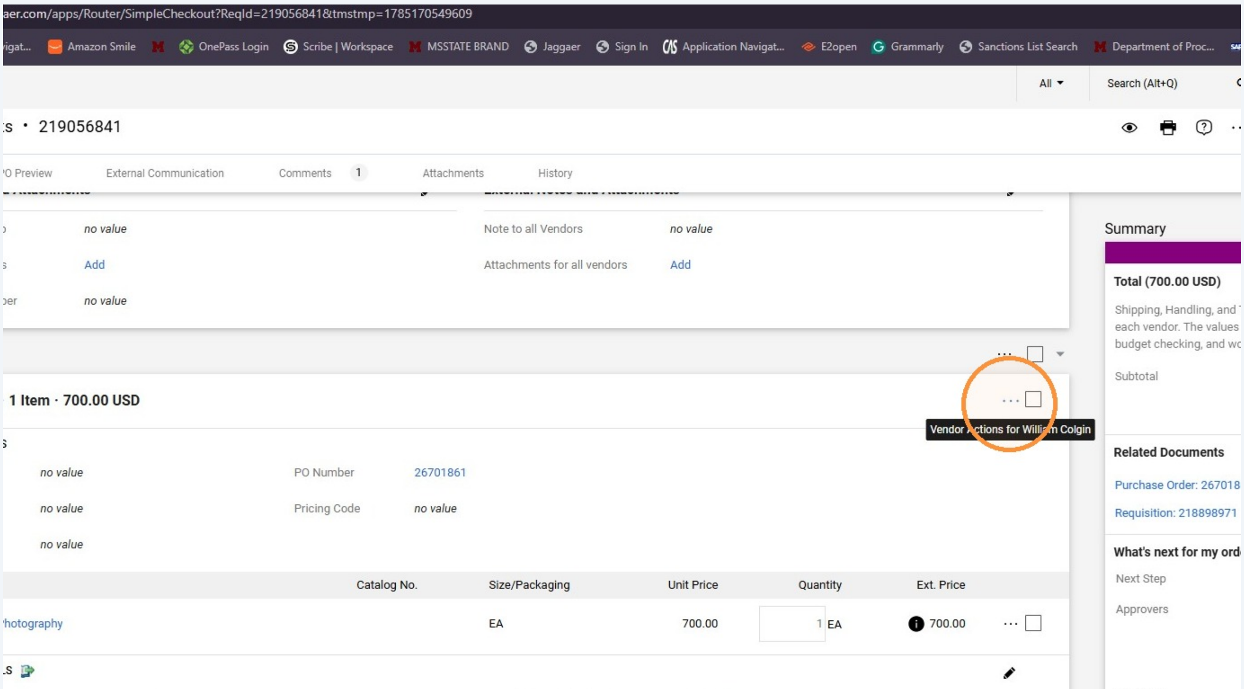
24 Click here.



25 Click "Submit request"



26 Click "Three dots to add new line item"



27 Click "Add Non-Catalog Item"