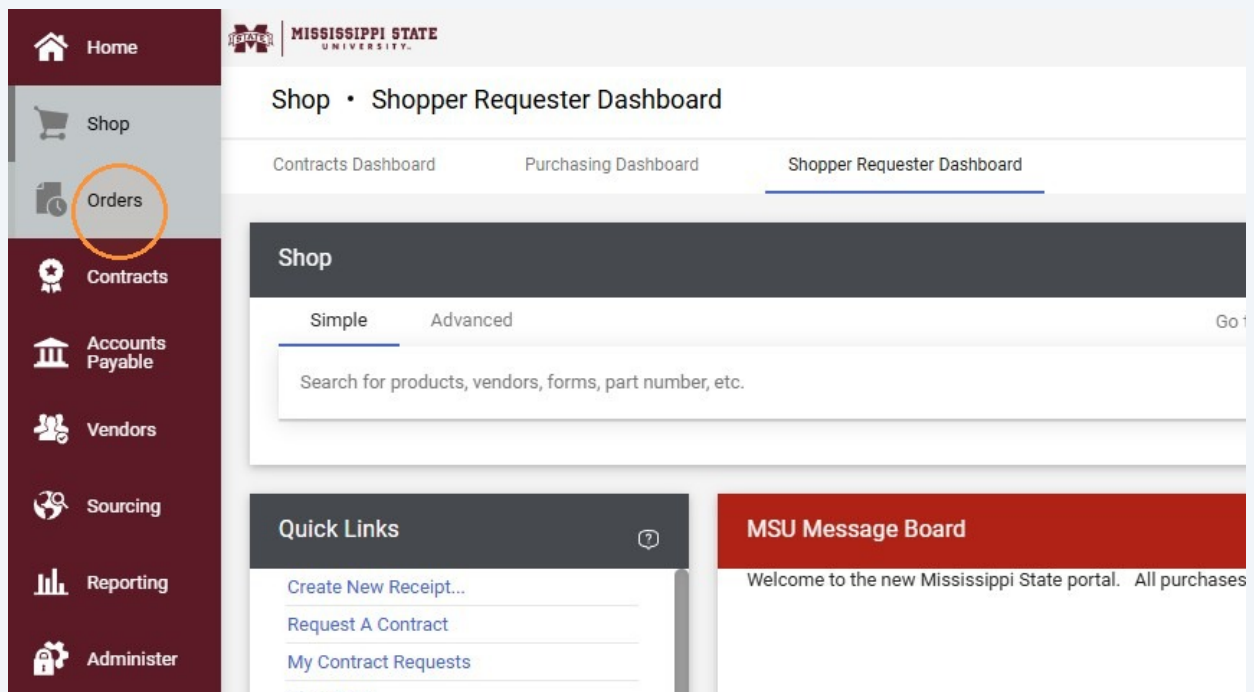


How to Submit a Change Request for Purchase Order

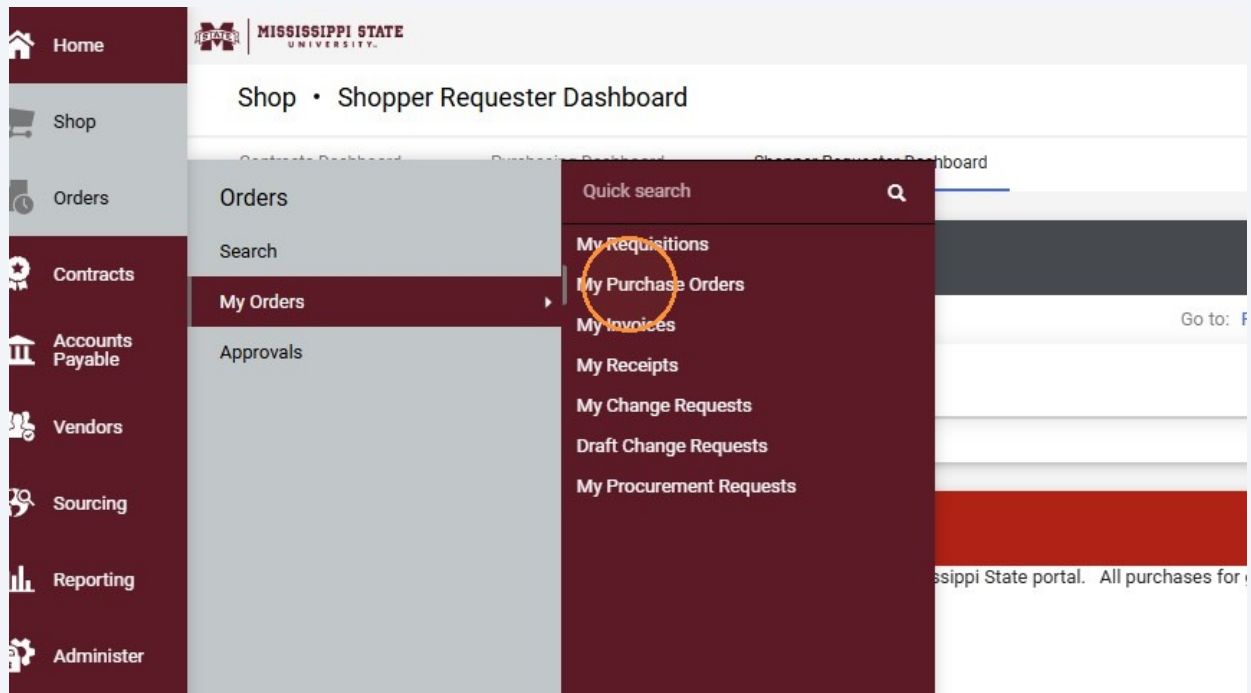


1 Navigate to www.bullybuy.msstate.edu

2 Click "Orders"



3 Click "My Purchase Orders"



4 Click "JC0004223"

< search Q ? Add Filter Clear All Filters ?

200 Per Page

Vendor	Total Amount	Invoice Number	Invoice Total	PO Number	Fund	Organization	Account	Program	Activity
Amazon.com, Inc. ⓘ	36.96 USD	IN005120	36.96 USD	JC0001578	100000	470100	406130	064000	
Amazon.com, Inc. ⓘ	26.99 USD		0.00 USD	JC0004223	100000	470100	406490	064000	

5 Click "Change Requests"

Inc. • JC0004223 Revision 0

ns 1 Confirmations 1 Shipments **Change Requests** Receipts Invoices Comments

Shipping Information

Ship To

Attn To Jennifer Mayfield
245 Barr Avenue
610 McArthur Hall
Mississippi State, MS 39762
United States

ShipTo 1
Address Code

Billing/Payment

Bill To

Accounts Payable
PO Box 5307
Mississippi State, MS 39762
United States

BillTo Address Accounts Payable
Code

Credit Card Info

Summary

Completed

Details

Total (26.99 USD)

Related Documents

Requisition: 193926937

What's next?

Workflow Status

Workflow

6 Click this button.

revision 0

ns 1 Shipments **Change Requests** Receipts Invoices Comments

Create Change Request

Summary

Completed

Details

Total (26.99 USD)

Related Documents

Requisition: 193926937

What's next?

Workflow Status **Completed**

Workflow

7 FOAPAL Change request

The screenshot shows a web application interface for a FOAPAL Change request. At the top, there is a navigation bar with a search bar, a currency display (0.00 USD), and a notification bell. Below the navigation bar, there are tabs for 'Comments', 'Attachments', and 'History'. The main content area is divided into two columns. The left column contains a 'Billing' section with a 'Bill To' field. The right column contains a 'Summary' section with a 'Draft' status, a 'Total (26.99 USD)', and a 'What's next for my order?' section. A tooltip labeled 'Edit Change Request Reason Section' is visible, pointing to a button with a pencil icon and a dropdown arrow, which is circled in orange.

Summary

Draft

Total (26.99 USD)

Related Documents

Purchase Order: JC0004223

Requisition: 193926937

What's next for my order?

Next Step: Org Approval 1

Approvers: Alford, Caleb; Mayfield, Jennifer

8 Click "Save"

The screenshot shows a modal dialog box titled 'Edit Change Request Reason'. The dialog has a close button (X) in the top right corner. Inside the dialog, there is a text input field with the text 'change FOAPAL'. Below the input field, it says '987 characters remaining'. At the bottom of the dialog, there are two buttons: 'Save' (highlighted with an orange circle) and 'Cancel'.

194

External Co

Reason

change FOAPAL

987 characters remaining

Save

Cancel

Summary

Total (26.99 USD)

Related Documents

Purchase Order: JC0

Requisition: 1939269

What's next for my

Next Step: C

Approvers: A

9 Click this button.

UI Screenshot for Step 9:

Top navigation bar: All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 ❤️ 228 🔔 👤

Buttons: Assign Draft Submit Request

Sections: Comments Attachments History

Account	Program	Activity
406490 Other Supplies & Materials	064000 Logistical Services	no value

External Notes and Attachments ✎ ... ▾

Note to all Vendors no value

Attachments for all Add

Summary →

Draft

Total (26.99 USD) >

Related Documents ▾

Purchase Order: JC0004223 🖨

Requisition: 193926937 🖨

What's next for my order? ▾

Next Step Org Approval 1

Approvers Alford, Caleb
Mayfield, Jennifer

Action: An orange circle highlights the edit icon (pencil) in the table header row. A tooltip "Edit Accounting Codes Section" points to it.

10 Make your change

UI Screenshot for Step 10:

Top navigation bar: MPI STATE UNIVERSITY ▾ Search (Alt+Q) 🔍

Search filters: Fund ★ Organization ★ Account ★ Program ★ Activity

Search results: 100000 🔍 470100 🔍 406490 🔍 064000 🔍 Search

Notes and Attachments ✎ ...

Note (Prints & Stub) no value

External Notes and Attachments ✎ ... ▾

Note to all Vendors no value

Attachments for all Add

Action: An orange circle highlights the search icon (magnifying glass) in the Account search field.

11 Click here.

The screenshot shows a software interface with a search bar at the top. Below the search bar, there are four tabs: Organization, Account, Program, and Activity. The Account tab is selected, and the search bar contains the text "406". A dropdown menu is open, showing the search results. The first result is "406002 - Commodities - Pool Distribution", which is highlighted with an orange circle. Below this result is a link that says "Search 145 More".

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

The screenshot shows the same software interface as in the previous step. The search bar now contains the text "406002". The dropdown menu is no longer open. The "Save" button is highlighted with an orange circle. Below the search bar, there are two tabs: External Notes and Attachments, and What's next for my order?. The External Notes and Attachments tab is selected, and it shows a list of notes and attachments. The What's next for my order? tab is also visible, showing the next step in the process.

13 Submit your request

All ▾

Search (Alt+Q) 🔍

0.00 USD 🛒

📌 228

🔔

👤

👁️ 🖨️ ? ...

Assign Draft

Submit Request

Comments Attachments History

Attachments for all vendors [Add](#)

...

...

...

Summary →

Draft

Total (26.99 USD) >

Related Documents ▾

Purchase Order: JC0004223 🖨️

Requisition: 193926937 🖨️

What's next for my order? ▾

Next Step Org Approval 1

Approvers [Alford, Caleb](#)
[Mayfield, Jennifer](#)

14 To Delete go back to your purchase order

...

Billing ▾

field

3 39762

...

st Carrier-Best Way

value

Bill To

Accounts Payable
PO Box 5307
Mississippi State, MS 39762
United States

Credit Card Info

Payment information will be obtained from the vendor configuration

Billing Options

Accounting no value

Date

Summary →

Completed

Total (26.99 USD) >

Related Documents ▾

Purchase Order: JC0004223 🖨️

What's next? ▾

Workflow ...

Show skipped steps

Submitted
11/5/2024 8:42 AM
Submitted · 11/5/2024 8:42 AM · Sasha Cole

15 Delete Change request

Revision 0

Shipments Change Requests 1 Receipts Invoices Comments

	Created
Sasha Cole	11/5/2024

Summary

Completed

Details

Total (26.99 USD)

Related Documents

Requisition: 193926937

What's next?

Workflow Status: Completed

Workflow

Show skipped steps

Delete change request 193950194

16 Click here.

MISSISSIPPI STATE UNIVERSITY

Purchase Order • Amazon.com, Inc.

Status Summary Revisions 1

Records found: 1

Status	Number
Draft	193950194

Delete Change Request

This will delete a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been deleted for this purchase order.

Email notification(s) | [Add recipient](#)

☐ Jennifer Mayfield (Prepared for) <jmayfield@procurement.msstate.edu>

☐ Sasha Cole (Prepared by) <sgc64@msstate.edu>

1000 characters remaining

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

17 Click this field.

Purchase Order - Amazon.com, Inc.

Status Summary Revisions 1

Records found: 1

Status	Number
Draft	193950194

This will delete a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been deleted for this purchase order.

Email notification(s) | [Add recipient](#)

☐ Jennifer Mayfield (Prepared for) <jmayfield@procurement.msstate.edu>

☒ Sasha Cole (Prepared by) <sgc64@msstate.edu>

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Attach file (optional)

Attachment Type ☒ File

18 Click "Delete Change Request"

Attachment Type ☒ File ☐ Link/URL

File Name

File

19 Adda new non-catalog item line

External Communication Comments Attachments 2 History

External Notes and Attachments

Q-025561-4, \$4885.00

Note to all Vendors no value

Attachments for all vendors Add

Date Add

2/26/2025

1 Item - 4,885.00 USD

Vendor Actions for Eckert & Ziegler Analytics, Inc. Purchase Order: 24502251

PO Number 24502251

Pricing Code no value

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
standard	EA	4,885.00	1 EA	4,885.00

no value

Internal Note no value

Internal Attachments Add

Summary

Draft

Total (4,885.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 4,885.00

4,885.00

Related Documents

Requisition: 198179447

What's next for my order?

Next Step Org Approval 1

Approvers Anderson, Michele Gibson, Jaime

Workflow

Show skipped steps

Draft

Active

Sasha Cole

On behalf of: Andrew Fox

20 Click "Add Non-Catalog Item"

External Communication Comments Attachments 2 History

External Notes and Attachments

Q-025561-4, \$4885.00

Note to all Vendors no value

Attachments for all vendors Add

Date Add

2/26/2025

1 Item - 4,885.00 USD

Add Non-Catalog Item

PO Number 24502251

Pricing Code no value

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
standard	EA	4,885.00	1 EA	4,885.00

no value

Internal Note no value

Internal Attachments Add

Eckert Ziegler standard 022625.pdf

Summary

Draft

Total (4,885.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 4,885.00

4,885.00

Related Documents

Requisition: 198179447

What's next for my order?

Next Step Org Approval 1

Approvers Anderson, Michele Gibson, Jaime

Workflow

Show skipped steps

Draft

Active

Sasha Cole

On behalf of: Andrew Fox

21 Change request for a line item

Sourcing

Reporting

Administer

Setup

VENDOR DETAILS

Contractno valuePO Number24501286

Account Codeno valuePricing Codeno value

Quote numberno value

Item	Catalog No.	Size/Packaging	Unit Price
1 Repair and Grade Drains in Ag Field as quoted		EA	12,500.00

ITEM DETAILS

Contract: no valueInternal Note no

Budget Exceeded ✓

Internal Attachments

[RE_Brown Loam Rental f](#)

[AgFieldsVendorQuotes.pc](#)

22 Change your price or quantity

Home

MISSISSIPPI STATE UNIVERSITY

Non Catalog Item

G.T. Farms and Construction LLC

Fulfillment Address

G.T. Farms and Construction LLC - 26090 Hwy 18, Utica, MS 39175

Item

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
Repair and Grade Drains in Ag Field as quoted 209 characters remaining		2	12,500.00	EA

Additional Details

Add Internal Attachments

23 Click "Save"

The screenshot shows a software interface with a modal window open. The modal window has a red 'Save' button and a white 'Close' button. The 'Save' button is circled in orange. In the background, there is a list of documents: 'RE_Brown Loam Rental fund Okay.pdf' and 'AgFieldsVendorQuotes.pdf'. Below the documents, there is a section for 'External Note' with the value 'no value' and a section for 'Attachments for vendor' with an 'Add' button. To the right, there is a 'Draft' section with the status 'Active', the name 'Sasha Cole', and the text 'On behalf of: Terri Shaw'. Below that, there is a 'PR Validation' section with the status 'Future'.

24 Click here.

The screenshot shows a software interface with a table of items. The table has columns for 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', 'Ext. Price', and a checkbox. The first row has the following values: 'EA', '12,500.00', '4 EA', '50,000.00', and a checkbox. The '4 EA' quantity field is circled in orange. Below the table, there is a section for 'Internal Note' with the value 'no value' and a section for 'Internal Attachments' with an 'Add' button. Below the attachments, there are two documents: 'RE_Brown Loam Rental fund Okay.pdf' and 'AgFieldsVendorQuotes.pdf'. Below the documents, there is a section for 'External Note' with the value 'no value' and a section for 'Attachments for vendor' with an 'Add' button. To the right, there is a 'Related Documents' section with links for 'Purchase Order: 24501286' and 'Requisition: 193631193'. Below that, there is a 'What's next for my order?' section with 'Next Step' as 'Org Appro' and 'Approvers' as 'Lacy, Curt Patterson, ...'. Below that, there is a 'Workflow' section with a toggle for 'Show skipped steps' and a 'Draft' section with the status 'Active', the name 'Sasha Cole', and the text 'On behalf of: Terri Shaw'.

25 Click "Submit request"

The screenshot shows a software interface with a top navigation bar. In the top right corner, there are icons for a heart, a notification bell with '521', and a user profile with '16'. Below the navigation bar, there are icons for an eye, a printer, a question mark, and a menu. Two buttons are visible: 'Assign Draft' and 'Submit Request'. The 'Submit Request' button is red and is circled in orange. Below the buttons, there are tabs for 'Attachments' (with a count of 4) and 'History'. The main content area is divided into two sections. The left section has a 'Billing' tab and a 'Bill To' section with the following text: 'Accounts Payable', 'PO Box 5307', and 'Mississippi State, MS 39762'. The right section is titled 'Summary' and has a 'Draft' tab. It shows a 'Total (50,000.00 USD)' and a 'Subtotal' of '50,000.00'. Below the summary, there is a 'Related Documents' section with a link to 'Purchase Order: 31501386'.

26 Click "Three dots to add new line item"

The screenshot shows a software interface with a top navigation bar. In the top right corner, there are icons for a heart, a notification bell with '521', and a user profile with '16'. Below the navigation bar, there are icons for an eye, a printer, a question mark, and a menu. Two buttons are visible: 'Assign Draft' and 'Submit Request'. The 'Submit Request' button is red and is circled in orange. Below the buttons, there are tabs for 'Attachments' (with a count of 4) and 'History'. The main content area is divided into two sections. The left section has a 'Billing' tab and a 'Bill To' section with the following text: 'Accounts Payable', 'PO Box 5307', and 'Mississippi State, MS 39762'. The right section is titled 'Summary' and has a 'Draft' tab. It shows a 'Total (50,000.00 USD)' and a 'Subtotal' of '50,000.00'. Below the summary, there is a 'Related Documents' section with a link to 'Purchase Order: 31501386'. The bottom section shows a table with columns: 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The table has one row with the following data: 'Photography', 'EA', '700.00', '1 EA', and '700.00'. To the right of the table, there is a 'Vendor Actions for William Colgin' button, which is circled in orange.

27 Click "Add Non-Catalog Item"

s, Mississippi 39564 United States

Quantity ★	Price Estimate	Packaging
		EA

EA 700.00 1 EA 700.00

Prints on Check Stub no value

Rate of Pay/Detailed Description \$175 each for 4 sessions

Hold for Pick-up/Enclosure no value

Internal Attachments Add

External Note no value

Workflow

Show skipped steps

Draft

Active

Sasha Cole

On behalf of: Daniel Evans

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