

# Accessing My Vendor Requests in Bully Buy



## 1 Click on vendors

The screenshot shows the 'Vendor Request Workflow' page for 'The Jelly Fish Farm 3'. The page is part of the 'My Vendor Requests' section. The top navigation bar includes the Mississippi State University logo, a search bar, and a currency indicator showing '0.00 USD'. The main content area is divided into two columns. The left column contains a sidebar with icons for home, cart, clock, gear, building, and a highlighted icon for vendors. The right column displays the 'Vendor Request Workflow' details, including a 'Show skipped steps' checkbox, an 'Orientation' dropdown set to 'Horizontal', and a workflow diagram. The workflow diagram shows a sequence of steps: 'Submitted' (with a red arrow icon), 'Future' (with a blue arrow icon), and 'Finish' (with a checkered flag icon). A 'New Vendor Setup' button is positioned above the 'Future' step, with a 'View approvers' link below it. The 'Submitted' step is currently active, indicated by a red arrow pointing to it.

2

Click "My Vendor Requests"

The screenshot shows a web application interface for Mississippi State University. The top navigation bar includes the university logo, a search bar with the text "Search (Alt+Q)", and a currency indicator "0.00 USD". The breadcrumb trail reads "Vendors > Requests > My Vendor Requests".

The main content area is titled "The Jelly Fish Farm 3" and "Vendor Request Workflow". On the left, a sidebar menu is open, showing options: "Manage Vendors", "Approvals", "Requests" (which is highlighted with a right-pointing arrow), and "Import/Export". A sub-menu is visible for "Requests", containing "Request New Vendor", "Search Vendor Requests", and "My Vendor Requests". The "My Vendor Requests" option is circled in orange.

The main workflow area includes a "Show skipped steps" checkbox (unchecked) and an "Orientation" dropdown menu set to "Horizontal". At the bottom right of the workflow area, there is a "Finish" button with a checkered flag icon.

3

Please Look at vendor registration Status and see if it is in the following step:  
Invited- We approved your vendor request and invited the vendor. They have not signed on yet.

In process- The vendor is currently in the process of completing their profile.

Profile Complete-The vendor completed their profile and this vendor is now flow through the vendor approval queues.

Approved- Your vendor successfully made it through all approval queues and are currently being transferred over to Banner to create/update the vendor or ready for use.

Success  
Vendor Request Submitted

Vendors > Requests > My Vendor Requests

### My Vendor Requests

Filter Vendor Requests

Requested Vendor, Template Name

Request Status \*  
 Approved  Incomplete  Rejected  
 Returned  Under Review  Completed

Include public Vendor request form?

| Requested Vendor                       | Template            | Request Status | Workflow Step    | Workflow Assignee | Status Last Updated | Created            | Vendor Profile                      | Registration Status |         |
|--|---------------------|----------------|------------------|-------------------|---------------------|--------------------|-------------------------------------|---------------------|---------|
| <a href="#">The Jelly Fish Farm 3</a>  | Vendor Request Form | Under Review   | New Vendor Setup | -                 | 3/12/2025 10:07 AM  | 3/12/2025 10:06 AM |                                     | -                   | Actions |
| <a href="#">The Jelly Fish Farm #3</a> | Vendor Request Form | Incomplete     | -                | -                 | 3/12/2025 9:42 AM   | 3/12/2025 9:42 AM  |                                     | -                   | Actions |
| <a href="#">Jelly Fish Farm #2</a>     | Vendor Request Form | Approved       | -                | -                 | 3/5/2025 12:07 PM   | 3/5/2025 11:51 AM  | <a href="#">Jelly Fish Farm #2</a>  | Invited             | Actions |
| <a href="#">The Jelly fish Farm</a>    | Vendor Request Form | Approved       | -                | -                 | 2/26/2025 8:50 AM   | 2/26/2025 8:48 AM  | <a href="#">The Jelly fish Farm</a> | Profile Complete    | Actions |