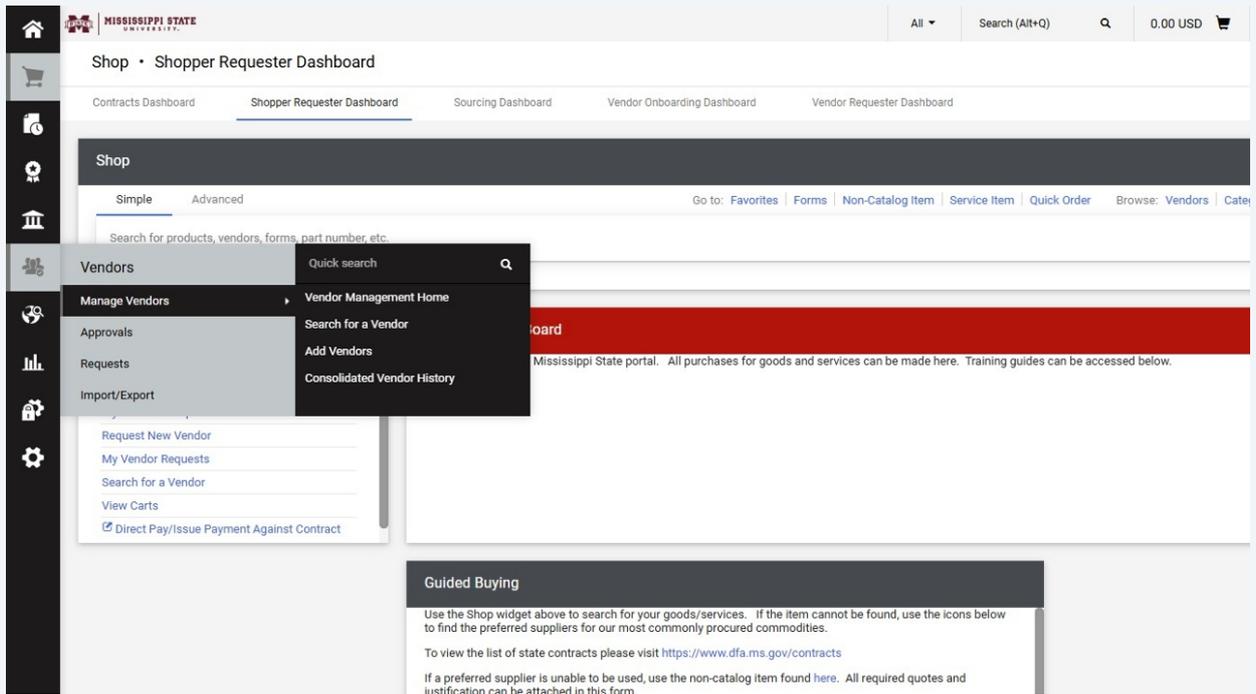


# Requesting a New Vendor in Bully Buy



1 Navigate to [www.bullybuy.msstate.edu](http://www.bullybuy.msstate.edu)



## 2 Go to vendors

The screenshot shows the 'Shopper Requester Dashboard' for Mississippi State University. The top navigation bar includes the university logo, a search bar with 'Search (Alt+Q)', and a currency indicator '0.00 USD'. Below the navigation bar, there are tabs for 'Contracts Dashboard', 'Shopper Requester Dashboard', 'Sourcing Dashboard', 'Vendor Onboarding Dashboard', and 'Vendor Requester Dashboard'. The main content area features a 'Shop' widget with a search bar and filters. A sidebar menu on the left contains icons for home, cart, help, and vendors. The 'Vendors' icon is highlighted with a red circle, and a dropdown menu is open, showing options like 'Manage Vendors', 'Approvals', 'Requests', and 'Import/Export'. The 'Requests' option is also highlighted with a red circle. A 'Guided Buying' section is visible at the bottom right.

## 3 Click "Requests"

This screenshot is similar to the previous one, showing the 'Shopper Requester Dashboard'. The 'Vendors' icon in the sidebar menu is highlighted with a red circle, and its dropdown menu is open. The 'Requests' option within this menu is highlighted with a red circle. The rest of the dashboard, including the search bar, navigation tabs, and 'Guided Buying' section, remains the same.

## 4 Click "Request New Vendor"

The screenshot shows the 'Shopper Requester Dashboard' for Mississippi State University. The top navigation bar includes the university logo, a search bar with 'Search (Alt+Q)', and a cart icon showing '0.00 USD'. Below the navigation bar, there are tabs for 'Contracts Dashboard', 'Shopper Requester Dashboard', 'Sourcing Dashboard', 'Vendor Onboarding Dashboard', and 'Vendor Requester Dashboard'. The main content area is titled 'Shop' and includes a search bar with the text 'Search for products, vendors, forms, part number, etc.'. A dropdown menu is open over the search bar, showing options: 'Request New Vendor', 'Search Vendor Requests', and 'My Vendor Requests'. The 'Request New Vendor' option is highlighted with an orange circle. Below the search bar, there is a 'Guided Buying' section with instructions on how to use the search widget and links to state contracts and non-catalog items.

## 5 Click the "Vendor name" field.

The screenshot shows the 'Request New Vendor' form. The top navigation bar includes the university logo, a search bar with 'Search (Alt+Q)', and a cart icon showing '0.00 USD'. Below the navigation bar, there are tabs for 'Contracts Dashboard', 'Shopper Requester Dashboard', 'Sourcing Dashboard', 'Vendor Onboarding Dashboard', and 'Vendor Requester Dashboard'. The main content area is titled 'Request New Vendor' and includes a search bar with the text 'Search for products, vendors, forms, part number, etc.'. The form has a 'Vendor request form' section with a 'Vendor Request Form' label. The 'Vendor name \*' field is highlighted with an orange circle. Below the form, there is a red 'Submit' button.

## 6 Click "Submit"

MISSISSIPPI STATE UNIVERSITY

Vendors > Requests > Request New Vendor

All Search (Alt+Q) 0.00 USD

### Request New Vendor

Vendor request form Vendor Request Form

Vendor name \*

Submit

## 7 Click "Next"

MISSISSIPPI STATE UNIVERSITY

Vendors > Requests > My Vendor Requests

All Search (Alt+Q) 0.00 USD

### The Jelly Fish Farm 3

My Vendor Requests

Template **Vendor Request Form**

Request Status **Incomplete**

#### Instructions

Print Request History ?

This form should be filled out for all new supplier requests to facilitate all purchase orders. If you have any questions regarding the contents of this form, please contact your department's assigned buyer.

Questions ✓

Review and Complete

Vendor Request Workflow

Next

## 8 Fill in the "Reason For New Supplier" field.

The screenshot shows a web interface for Mississippi State University. The top navigation bar includes 'Vendors', 'Requests', and 'My Vendor Requests'. The main content area is titled 'The Jelly Fish Farm 3' and 'Questions - Company Overview'. The 'Company Information' section is expanded, showing several required fields: 'Reason For New Supplier \*', 'Vendor Name \*', 'First Name \*', 'Last Name \*', and 'Email Address \*'. The 'Reason For New Supplier' field is currently empty and is highlighted with an orange circle. The 'Vendor Name' field contains the text 'The Jelly Fish Farm 3'. The 'First Name', 'Last Name', and 'Email Address' fields are also empty. There is an 'Additional Comments' field at the bottom.

## 9 Click the "First Name" field.

The screenshot shows the same web interface as above. The 'Reason For New Supplier' field now contains the text 'Need to make a purchase'. The 'First Name' field is highlighted with an orange circle, indicating it is the next field to be clicked. The 'Vendor Name' field still contains 'The Jelly Fish Farm 3'. The 'Last Name' and 'Email Address' fields remain empty. The 'Additional Comments' field is now visible with a '2000 characters remaining' indicator.

## 10 Click "Next"

Vendor Request Form  
Incomplete

Company Information

Reason For New Supplier \*  
Need to make a purchase

Vendor Name \*  
The Jelly Fish Farm 3

First Name \*  
Sasah

Last Name \*  
Cole

Email Address \*  
scole+@procurement.msstate.edu

Additional Comments  
2000 characters remaining

★ Required

Previous Save Progress Next

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## 11 Click "I certify that the statements and information in this request are true and correct to the best of my knowledge and belief."

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Vendors > Requests > My Vendor Requests

My Vendor Requests

The Jelly Fish Farm 3

Template Vendor Request Form  
Request Status Incomplete

Instructions

Questions

Review and Complete

Vendor Request Workflow

Review and Complete

Print Request History ?

Required fields complete

Section	Progress
Instructions	No Required fields
Questions	Required fields complete

Certification

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

Previous Complete Request

## 12 Click "Complete Request"

The screenshot shows a web interface for reviewing a vendor request. On the left, a sidebar lists 'ish Farm 3' and 'Vendor Request Form Incomplete'. The main content area is titled 'Review and Complete' and includes a progress bar showing 'Required fields complete'. Below this is a table with two columns: 'Section' and 'Progress'. The 'Instructions' section shows 'No Required fields', and the 'Questions' section shows 'Required fields complete'. A 'Certification' section contains a checked checkbox and the text 'I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.' At the bottom, there is a '★ Required' label, a 'Previous' button, and a red 'Complete Request' button highlighted with an orange circle.

Section	Progress
Instructions	No Required fields
Questions	Required fields complete

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

Previous Complete Request

## 13 Click "Yes"

This screenshot is identical to the previous one, but with a 'Confirm' dialog box overlaid in the center. The dialog box has a title bar with 'Confirm' and a close button. The main text asks 'Are you sure you are ready to complete your new vendor request?'. At the bottom of the dialog, there are two buttons: 'Yes' (highlighted with an orange circle) and 'No'.

Confirm

Are you sure you are ready to complete your new vendor request?

Yes No

## 14 Click "Vendor Request Workflow"

The screenshot shows the 'Vendor Request Workflow' page for 'The Jelly Fish Farm 3'. The page is titled 'Review and Complete' and features a progress indicator showing 'Required fields complete'. A table displays the progress for 'Instructions' (No Required fields) and 'Questions' (Required fields complete). A certification section includes a checked checkbox for 'I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.' and a 'Required' star icon. Navigation buttons for 'Previous' and 'Complete Request' are visible at the bottom right. The left sidebar contains a vertical menu with icons for home, shopping cart, clock, gear, building, and other functions. The top navigation bar includes the Mississippi State University logo, a search bar, and a currency selector set to '0.00 USD'.

## 15 Click here.

The screenshot shows the 'Vendor Request Workflow' page with a success message: 'Success Vendor Request Submitted'. The page title is 'Vendor Request Workflow' and it includes a 'Show skipped steps' checkbox and an 'Orientation' dropdown set to 'Horizontal'. A workflow diagram is displayed, showing a sequence of steps: 'Submitted' (with a red arrow icon), 'Future' (with a blue arrow icon), 'New Vendor Setup' (with a blue box and 'View approvers' link), 'Future' (with a blue arrow icon), and 'Finish' (with a checkered flag icon). The left sidebar and top navigation bar are consistent with the previous screenshot.



# 18 Click here.

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Vendors > Requests > My Vendor Requests

Success Vendor Request Submitted

### My Vendor Requests

Filter Vendor Requests

Requested Vendor, Template Name

Request Status \*

- Approved
- Returned
- Incomplete
- Under Review
- Rejected
- Completed

Include public Vendor request form?

Apply

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