

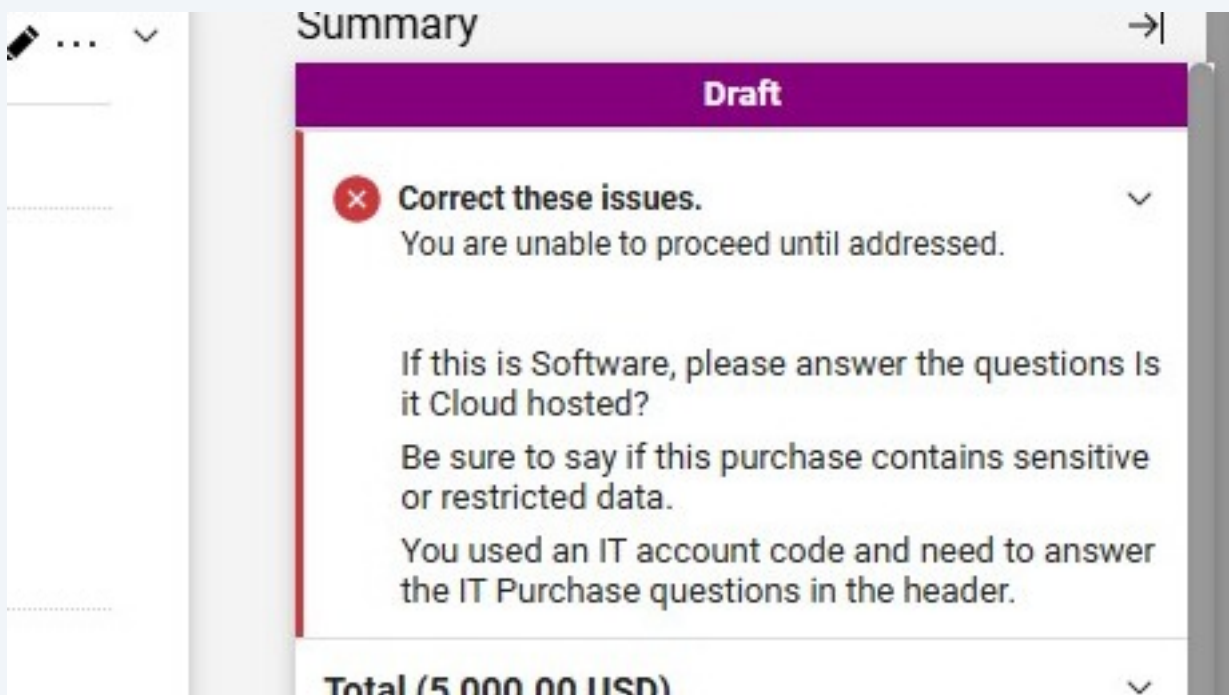
# How To Complete the IT Request in Jaggaer



Follow these instructions to navigate the procurement portal and accurately categorize your purchase as hardware or software. This guide ensures you correctly input your shipment details to streamline your checkout request.

- 1 Navigate to [Bullybuy.msstate.edu](https://Bullybuy.msstate.edu) & Key a non-catalog item order

If you receive this message below follow the next step.



2

Answer the 3 questions highlighted below.

Requisition • 212272812

Summary PO Preview Comments Attachments History

General	Shipping	Billing
<b>Department</b> Procurement & Contracts (1)	<b>Ship To</b>	<b>Bill To</b>
<b>Cart Name</b> 2026-02-12 SGC64 01	Attn: MS 9718-Sasha	Accounts Payable
<b>Description</b> no value	Mail Stop #	PO Box 5307
<b>Priority</b> Normal	405 East Garrard Rd	Mississippi State, MS 39762
<b>Prepared by</b> Sasha Cole	Starkville, MS 39759	United States
<b>Prepared for</b> Sasha Cole	<b>IT Request</b>	<b>Credit Card Info</b>
<b>Work Order</b> no value	Is this hardware, software, or both? no value	No credit card has been assigned.
<b>Phase</b> no value	Is this Cloud Hosted? no value	<b>Billing Options</b>
<b>Don't send to banner</b> ✓	Does this procurement involve sensitive or restricted data? no value	Accounting no value
<b>Separate Check</b> M		Date
<b>Meter Number</b> no value		
<b>Service End Date</b> no value		
<b>Does this include a cell</b> no value		

**Summary** Draft

**Correct these issues.** You are unable to proceed until addressed.

If this is Software, please answer the questions Is it Cloud hosted?  
Be sure to say if this purchase contains sensitive or restricted data.  
You used an IT account code and need to answer the IT Purchase questions in the header.

**Total (5,000.00 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	5,000.00
	<b>5,000.00</b>

**What's next for my order?**

Next Step: Org Approval 1

Approvers: Baham, Jeremy; Hale, Daniel

Workflow: ...