

LOG820 Supplier Self-Service eLearning

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Supplier Self-Service

LOG820

Course Audio

Course Audio

This eLearning course contains audio.

Please make sure your speakers and headset or earbuds (if applicable) are turned on and working at this time.



Important Note:

Many slides in this course contain additional information in the audio. Please listen to the audio narration or view the closed captioning by clicking the transcript button  located on the bottom of this screen.

Course Navigation

Course Navigation

The buttons you need to navigate the course are located in the top right corner and along the bottom of the screen. To proceed to the next slide, click **Next →** in the lower right corner. If you need to go back to a slide or navigate directly to a lesson, click **Menu** in the top right corner of the screen.



Additional Information

Additional Information

Throughout this course, you will notice that there are arrow icons like the one pictured on the right. Please place your mouse over **every arrow** in this course to read additional information about the image displayed.

Try it now: Please place your mouse over the arrow on the right.



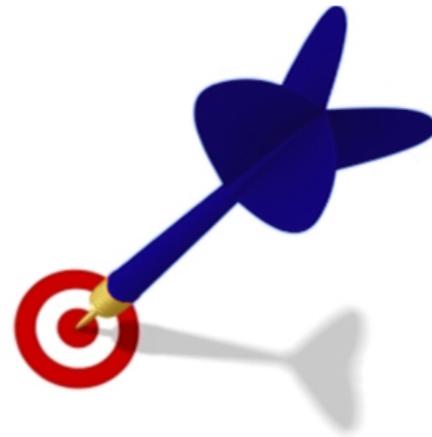
1-
You will receive additional information in these blue boxes.

Course Objectives

Course Objectives

At the end of this course, you will be able to:

- Explain Supplier Self-Service Activities
- Maintain Company Data
- Maintain Own Data (Admin)
- Create Contact Persons
- Display RFx Documents
- Manage RFx Responses
- Display and Print Purchase Order
- Report on Vendor Spend Data



Key Terms

Key Terms

MAGIC - Mississippi's Accountability System for Government Information and Collaboration

The Mississippi State Government's Enterprise Resource Planning (ERP) solution. Powered by SAP Public Sector® software, MAGIC replaces the State's legacy administrative systems with a fully-integrated information system.

Supplier

A vendor of goods or services.

Supplier Administrator

The contact person within a supplier's company who is responsible for the supplier account

Key Terms

Key Terms

FEIN – Federal Employer Identification Number (also known as Federal Tax Identification Number)

A unique number assigned to a business which identifies the business as a taxpayer. A FEIN is unique to a business just like a Social Security Number is unique to a person.

D-U-N-S Number

A unique 9-digit identifier required for all businesses registering with the US Federal government for contracts or grants

Key Terms

Key Terms

Product Category

Categories of goods and services that your company provides to the State of Mississippi

RFx

Term used to refer to various types of documents used to request responses from suppliers (RFP, ITB, RFQ, RFI, etc.)

RFx Response

A response by the supplier to a request for goods and services from the State of Mississippi when using an RFx document

Lesson 1: Supplier Self-Service Overview



Lesson 1: Supplier Self-Service Overview

This lesson will explain:

- Supplier Registration
- Supplier Self-Service Benefits
- Supplier Self-Service Portal Logon
- Maintaining Company Data
- Upload W-9 Form
- Find User
- Additional User Creation

Supplier Registration



Supplier Registration

New suppliers must register with the SoMS.

- The online registration link is located on the Mississippi Management & Reporting System website
- Once registered, suppliers are provided Self-Service Portal access

<http://www.mmrs.state.ms.us>

<http://www.mmrs.state.ms.us> - <http://www.mmrs.state.ms.us>

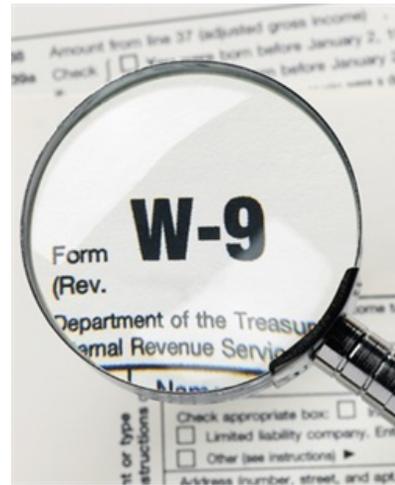
Benefits of Supplier Self-Service

Benefits of Supplier Self-Service

Registered Suppliers have access to the Supplier Self-Service Portal and are added to the SoMS Supplier List in order to:

- Respond to SoMS RFX invitations
- Review Purchase Orders issued to your company
- Receive notifications of engagements, such as Bid Awards, Purchase Orders, etc.
- Upload W-9s to your supplier record

NOTE: You must submit a W-9 after registering before you may be awarded a purchasing agreement



Supplier Notifications



Supplier Notifications

Registered suppliers receive e-mail notifications for various procurement activities:

- RFX Invitations based on Product Category
- New or updated Purchase Orders

Supplier Login



MAGIC is the Mississippi Accountability System for Government Information and Collaboration initiative.

If you need access or additional information, please go to the <http://ms.gov/magic> website.

Having password problems? Please click on [this link](#) for help...



User *

Password *



Log On

Supplier Login

Go to the Supplier Self-Service Portal to log on to MAGIC.

1 -
Enter your User name and Password. Click Log On.

2 -
Click the Log On button to continue.

Supplier Self-Service Portal

The screenshot displays the Supplier Self-Service Portal interface. At the top, the MAGIC logo is visible, along with the text 'Mississippi Accountability System for Government Info'. Navigation links include 'New Session', 'SAP Store', and 'Log off'. A user greeting 'Welcome: Timothy Caravia' is shown. The main navigation bar contains icons for 'Home', 'Procurement', 'Suppliers Self-Service', 'e-Grants', and 'General Applications'. Below this, the 'Supplier Self-Service Work Center' is active, with a sub-menu for 'Administration'. The breadcrumb trail reads 'Suppliers Self-Service > Administration > Company Data'. A 'Full Screen' button is present in the top right of the content area. The main content area is titled 'Display Company Data' and features 'Close' and 'Process' buttons. A 'Company Details' section is expanded, showing a form with three input fields: 'Name of the Company: *', 'Other Name:', and 'DUNS Number:'. A left-hand sidebar contains a menu with options: 'Own Data', 'Create Users', 'Find User', and 'Company Data'.

Supplier Self-Service Portal

After you log on you are taken to the Supplier Self-Service Home Page.

Now It's Your Turn - Exercise

Now It's Your Turn!

Log on to the Portal

In this exercise you will:

- Log on to the Supplier Self-Service Web Portal

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/a8202484df8349938d992d6b9dda3d39_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

What must the supplier submit before they can submit a bid?

- A W-4
- B W-16
- C W-2
- D W-9



Maintain Company Data

Maintain Company Data

Keeping your supplier record current is essential for doing business with the SoMS.

- Avoid documents being sent to an incorrect e-mail address
- All changes will be reviewed and approved by the State of Mississippi
- If changes are rejected, the Supplier Administrator will receive an e-mail notification and the supplier record will revert back to how it was before the changes were submitted



Maintain Company Data



The screenshot displays the MAGIC (Mississippi Accountability System for Government Information) interface. At the top, the header includes the MAGIC logo, the text "Mississippi Accountability System for Government Information", and navigation links for "New Session", "SAP Store", and "Log off". Below this is a secondary navigation bar with "Back", "Forward", "History", "View", and "Help" options, along with a "Welcome: Timothy Caravia" message. The main navigation area features icons for "Home", "Procurement", "Suppliers Self-Service", "e-Grants", and "General Applications". The "Suppliers Self-Service" section is active, showing a "Supplier Self-Service Work Center" and an "Administration" sub-menu. The "Administration" menu includes "Own Data", "Create Users", "Find User", and "Company Data", which is currently selected. The breadcrumb trail reads "Suppliers Self-Service > Administration > Company Data". The main content area is titled "Display Company Data" and contains a "Process" button. Below this, a "Company Details" section is visible, with input fields for "Name of the Company:", "Other Name:", and "DUNS Number:". A "Full Screen" button is located in the top right corner of the content area.

Maintain Company Data

From the Supplier Self-Service home page, you can maintain your supplier information record.

1 -
Then, select **Company Data** from the Navigation Menu.

2 -
First, go to the **Administration** tab.

3 -
Click Process to start making changes to your Company Data.

Maintain Company Data

Maintain Company Data

The supplier record has multiple sections.

The first section, Company Details, enables you to maintain your company name and address, FEIN and/or D-U-N-S Number, and vendor type.

- D-U-N-S Number will help identify supplier locations (optional)
- Use your company's main address (the same one used on the W-9 form)



Company Details

Company Details		Address Data	
Name of the Company: *	<input type="text" value="Southern Company, INC"/>	c/o:	<input type="text" value="John Smith"/>
Other Name:	<input type="text" value="Mississippi Power and Light"/>	Location:	<input type="text"/>
DUNS Number:	<input type="text"/>	City:	<input type="text" value="Hattiesburg"/>
Vendor's Headquarter State:	<input type="text" value="MS"/>	Country: *	<input type="text" value="US"/>
Permanent Staffed Office in MS	<input type="checkbox"/>	PO Box:	<input type="text" value="1872"/>
Credit Card Acceptance:	<input type="checkbox"/>	PO Box Country:	<input type="text" value="US"/>
Business Structure:	<input type="text" value="CCORP"/>	PO Box Without Number:	<input type="checkbox"/>
Vendor Type:	<input type="text" value="05"/>	Street Prefix:	<input type="text"/>
State Highway District:	<input type="text"/>	Street:	<input type="text" value="888 College Drive"/>
Legislative/Congressional District:	<input type="text"/>	Street Suffix:	<input type="text"/>
CCR/ CAGE:	<input type="text"/>	House Number:	<input type="text"/>
Minority Indicator:	<input type="text"/>	Floor:	<input type="text"/>
Minority Status Begin Date:	<input type="text"/>	Jurisdiction Code::	<input type="text"/>
Minority Status End Date:	<input type="text"/>	County:	<input type="text"/>
Minority Prior Begin Date:	<input type="text"/>	Company ZIP Code:	<input type="text" value="39242"/>
Minority Prior End Date:	<input type="text"/>	ZIP Code:	<input type="text" value="39242"/>
Minority Code:	<input type="text"/>	State:	<input type="text" value="MS"/>
		PO Box Zip Code:	<input type="text" value="39242"/>
		PO Box Location:	<input type="text"/>
		Building Code:	<input type="text"/>
		Room Number:	<input type="text"/>

Company Details

You can update any of the information in a white field.

Supplier Ordering Address Change

Supplier Ordering Address Change

The Supplier Ordering Address Submission/ Change Form is used for requesting a change for alternate ordering addresses.

- Use when you have a main office address and alternate addresses for receiving purchase orders
- This form is specifically for the alternative address(es)
- The form cannot be used for changing the W-9 address
- E-mail the completed forms to: OFMMagic@dfa.ms.gov

OFMMagic@dfa.ms.gov - <mailto:OFMMagic@dfa.ms.gov>

Ordering Address Data

Ordering Address Data

This form is only used to create, change or delete alternative order address data. All other changes can be maintained from the Supplier Self-Service Portal.

Department of Finance and Administration PO BOX 1060 (39215-1060) 501 North West Street - Suite 701B Jackson, MS 39201 601-359-3538 OFMMagic@dfa.ms.gov			
Supplier Ordering Address		Maintenance Action	
Submission/Change Form		Check One*	Add <input type="checkbox"/> Change <input type="checkbox"/> Remove <input type="checkbox"/>
MAGIC Main Supplier Data		Default Ordering Address:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supplier Name*:			
Supplier Number*:			
Duns Number:			
Ordering Address Information (New)			
Supplier Name*:	City*:	State*:	
Street/PO Box*:	ZIP Code*:	Country*:	
Ordering Address Information (Remove)			
Supplier Name*:	City*:	State*:	
Street/PO Box*:	ZIP Code*:	Country*:	
Submitter's Contact Information			
Name*:	Phone Number*:		
Email Address*:	Fax Number:		
DFA Use Only			
Received By:	Completed By:		
Received Date:	Completed Date:		

Communication Data

▼ Telephone numbers

<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>			
*Standard	*Telephone Number	Extension	*Country
<input checked="" type="radio"/>	808-808-8088		US
<input type="radio"/>	404-555-1239		US

▼ Fax Numbers

<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>			
*Standard	*Fax Number	Extension	*Country

▼ E-mail Addresses

<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>	
*Standard	*E-Mail Address
<input checked="" type="radio"/>	southern@usm.com

Communication Data

Update Contact information for your company in this section.

Tax Data

Tax		
<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>		
*Tax Type	Description	*Tax Number
US2	US2	99-0958686

Tax Data

In this section, please enter either the company FEIN Number or Social Security Number (SSN).

- FEIN: use tax type US2
- SSN: use tax type US1

A new W-9 must be attached for any changes made to this information.

Upload W-9 Form

The screenshot displays a web interface for uploading a W-9 form. On the left, a table titled 'Attachment' shows a list of attachments. A yellow 'Add Attachment' button is visible above the table. On the right, a modal dialog box titled 'Add Attachment' is open, containing fields for 'File:', 'File Name', and a 'W9 Relevant Attachment' checkbox. The 'File Name' field contains the text 'test'. The 'Add' and 'Cancel' buttons are at the bottom of the dialog.

W9-Relevant	Date	File Name
<input type="checkbox"/>	02/18/2013	test

Upload W-9 Form

Any document relevant to your company can be attached to the supplier record.

- The W-9 (in pdf) must be attached to the record
- W-9 Relevant Attachment checkbox must be selected

1 -
Click **Add Attachment** to upload the company W-9 form

2 -

In the Add Attachment dialog box, Browse for the for the file to upload. Then, check **W-9 Relevant Attachment**.

3 -

Click **Add**.

4 -

Use the **File Name** that downloads or rename accordingly.

Product Category

▼ Product Categories

Select the Product Categories that you want to be notified by clicking the "Add Categories Button"

This table contains list of product categories

[Add Categories](#) [Delete Categories](#)

Category ID	Category Description
01921	Crops & Grain Berry
01924	Crops & Grain Buckwheat
01930	Crops & Grain Corn
01932	Crops & Grain Cotton
01956	Crops & Grain Nuts, Tree

Product Category

Supplier records are identified by product categories that represent the goods and services provided by the supplier.

- Categories support the bidding process and drive placement on the Supplier List
- Bid Invitations are sent to suppliers according to the Categories selected

1-

Click **Add Categories** button to add new categories to the list.

2-

To remove product categories, select the categories that you want to delete and click **Delete Categories** button.

Add New Product Category

Add Categories

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Category ID:

Category Description:

Maximum No. of hits:

Select Categories from below list

Category ID:

Category Description:

Maximum No. of hits:

Select Categories from below list

Category ID	Category Description	Select
05200	Art Objects	<input type="checkbox"/>
▪ 05202	Art Objects, Antiques	<input type="checkbox"/>
▪ 05208	Art Objects, Ceramic & Glass Objects (Shadow Boxes, etc)	<input type="checkbox"/>
▪ 05232	Art Objects, Fabric Designs (Silk Screen, etc.)	<input type="checkbox"/>

Add New Product Category

To add new product categories to your supplier record, use the key word search to find the best options.

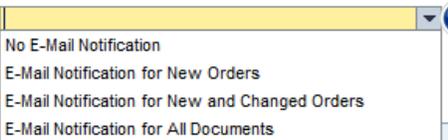
1-

To search for categories use **Category Description**. You can use an * (asterisk) for wild card searches. It can be used before and/or after the word to broaden your search options.

Additional Data

▼ **Additional data**

Copy SUS Document Number - Vendor Document Number:

Notification of Incoming Documents per E-Mail: 

Tax on Sales/Purchases Code:

Vendor Currency:

- No E-Mail Notification
- E-Mail Notification for New Orders
- E-Mail Notification for New and Changed Orders
- E-Mail Notification for All Documents

Additional Data

You can specify your notification preferences in the Additional data section.

1-

Use the drop down list to see the options for notification preference.

Complete Company Data Maintenance

Display Company Data

Save Undo Cancel

Complete Company Data Maintenance

You must save your changes before they are submitted to the State for review.
The State reviews and either approves or rejects the changes.

Now It's Your Turn - Exercise

Now It's Your Turn!

Maintain Company Data

In this exercise you will:

- Change Company Information

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/634a0212533e4ecfbfe3f4b8cd30a193_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

When do you use the Supplier Ordering Address Submission / Change Form?

- A When you have a main office address and alternate addresses for receiving purchase orders
- B When changing the W-9 address
- C When changing your physical mailing address



Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

A change to the FEIN or SSN requires a new W-9.

A True

B False



Maintain Own Data



The screenshot displays the SAP SRM interface for maintaining user data. The top navigation bar includes the MAGIC logo, the text 'Mississippi Accountability System for Government Info', and links for 'New Session', 'SAP Store', and 'Log off'. Below this is a breadcrumb trail: 'Suppliers Self-Service > Administration > Own Data'. The left sidebar contains a menu with 'Own Data' selected, and sub-items: 'Create Users', 'Find User', and 'Company Data'. The main content area shows the 'SAP SRM' header with navigation links 'Home | Find | Help | FAQ | Log off'. Below the header, the page title is 'Own Data' and the user is identified as 'User: TC06'. A 'Process' button is visible. The 'General User Information' section contains a table with the following data:

General User Information	
User Name	TC06

Maintain Own Data

Along with Company Data, personal contact information can be maintained in the Own Data section.

1 -

Then, choose **Own Data** on the menu tree.

2 -

First, go to the **Administration** tab.

3 -

Click **Process** to make changes to your own data.

Maintain Own Data

Maintain Own Data

The information in this section is person specific.

The screenshot shows the SAP SRM 'Maintain Own Data' interface for user VND000000401. The page is titled 'SAP SRM' and includes navigation links for Home, Find, Help, FAQ, and Log off. The breadcrumb trail is 'Own Data > Edit User'. The user's name is 'VND000000401'. There are 'Save' and 'Cancel' buttons. The 'General User Information' section contains fields for User Name (VND000000401), *FormOfAddr (Select:), *First Name (BONNER ANALYTICAL TESTING CO), *Last Name (BONNER ANALYTICAL TESTING CO), *E-Mail Address, and Company (BONNER ANALYTICAL|3100000004). The 'Roles' section shows a table with one role: RJSUSBD000 (SUS - Bidder Supplier PO). The 'Contact Information' section has fields for Telephone (6665554444), Fax, Position, and Department. The 'Settings' section has dropdowns for Date Format (MM/DD/YYYY), Decimal Format (12,345,687.90), and Time Zone (Central Time (Dallas)).

SAP SRM Home | Find | Help | FAQ | Log off

Own Data > Edit User

User : VND000000401

Save Cancel

General User Information

User Name VND000000401

*FormOfAddr Select: ▾

*First Name BONNER ANALYTICAL TESTING CO

*Last Name BONNER ANALYTICAL TESTING CO

*E-Mail Address

Company BONNER ANALYTICAL|3100000004 ▾

Roles

Role	Description
RJSUSBD000	SUS - Bidder Supplier PO

Contact Information

Telephone 6665554444

Fax

Position

Department

Settings

Date Format MM/DD/YYYY ▾

Decimal Format 12,345,687.90 ▾

Time Zone Central Time (Dallas) ▾

1- **User Name** is system generated and cannot be changed.

2-

You can make changes to the **General User Information** such as e-mail address. You can also make changes to your contact information and select your setting preferences such as **Date Format** and **Decimal Format**.

Now It's Your Turn - Exercise

Now It's Your Turn!

Maintain Own Data

In this exercise you will:

- Change Own Data

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/0e7e99b76c5547bb80d39609353d736c_en-US/sim/html/sim_standard.htm

Find Users

MISSISSIPPI ACCOUNTABILITY SYSTEM FOR GOVERNMENT INFORMATION AND COLLABORATION

Suppliers Self-Service

Supplier Self-Service Work Center Administration

Suppliers Self-Service > Administration > Find User

SAP SRM [Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#)

Find User

Find User

First Name

Last Name

User Name

E-Mail Address

Company

Find

Find Users

You can find the users that have been created for your company.

1 -

Then, choose **Find User** on the menu tree.

2 -

First, go to the **Administration** tab.

3 -

Click **Find** to look for that user.

4 -

Enter user **First Name**, **Last Name** and/or **E-Mail Address**, etc.

Now It's Your Turn - Exercise

Now It's Your Turn!

Find Users

In this exercise you will:

- Find Additional Users

To complete this exercise, please [click this link](#).



click this link -

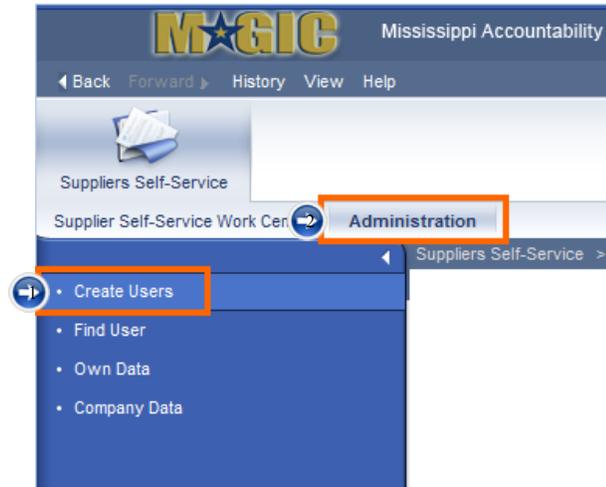
http://upperform.magic.ms.gov/ucontent/62afbe2ae7c7405b84381ff25f7d0497_en-US/sim/html/sim_standard.htm

Create Additional Users

Create Additional Users

Additional users may be added to the record. These users have access to the following:

- View RFx and Purchase Orders
- Create RFx Responses
- Maintain their Own Data



1 -
Then, select **Create Users** to create additional users.

2 -
Select **Administration** to create additional users.

Create Additional Users

Create Additional Users

From this screen, you can enter General User Information such as name and e-mail address. You may also select the security role for the user.

Data Privacy Statement
If the personal data of a vendor has been entered in vendor administration, the vendor has accepted the data privacy statement.
You can maintain a text in transaction SE61 for this. In Customizing, you can maintain a text.

Yes, the user has read the data privacy statement and accepts the terms and conditions.

General User Information

*User Name: VND211120905
*FormOfAddr: Select. ▾
*First Name:
*Last Name:
*E-Mail Address:
*Country: USA ▾
Language: English ▾
*Company: Southern Company, INC|3102111209 ▾

Roles

Role	Description
<input checked="" type="checkbox"/> RJSUSBD000	SUS - Bidder Supplier PO

Page 1 of 1

1 -

Must click the **YES** check box at the top of the screen in the privacy statement section.

2 -

Enter **General User Information** for the new user you are creating. The **User Name** is system generated and cannot be changed. All other fields are required, including the **Roles**.

Create Additional Users

Contact Information	
Telephone	<input type="text"/>
Fax	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>

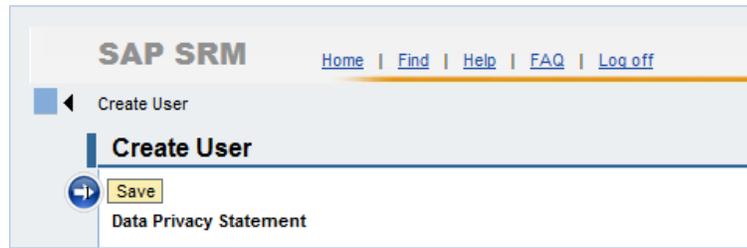
Settings	
Date Format	<input type="text" value="MM/DD/YYYY"/>
Decimal Format	<input type="text" value="12,345,687.90"/>
Time Zone	<input type="text" value="Central Time (Dallas)"/>
<input checked="" type="checkbox"/> Save UI Settings	

Create Additional Users

You will scroll down the page to view the Contact Information and Settings sections.

1- Complete the **Contact Information** fields such as telephone and fax. If you want to change your display settings such as **Date Format** or **Time Zone**, make your selections here.

Create Additional Users



Create Additional Users

You will scroll down the page to view the Contact Information and Settings sections.

1 -

After entering all the user information, page up to the top of the screen and click **Save** to create the user.

Now It's Your Turn - Exercise

Now It's Your Turn!

Create Additional Users

In this exercise you will:

- Create a New User in the Supplier Self-Service Portal

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/247d9c4ae6c84f779b382b614309280e_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

All registered users will have authorization to complete which of the following?

- A Maintain own data, view and respond to RFxs and purchase orders
- B Maintain own data and company data, view RFX, submit RFX responses
- C Maintain company data, view purchase orders and RFxs



Lesson 2: RFx

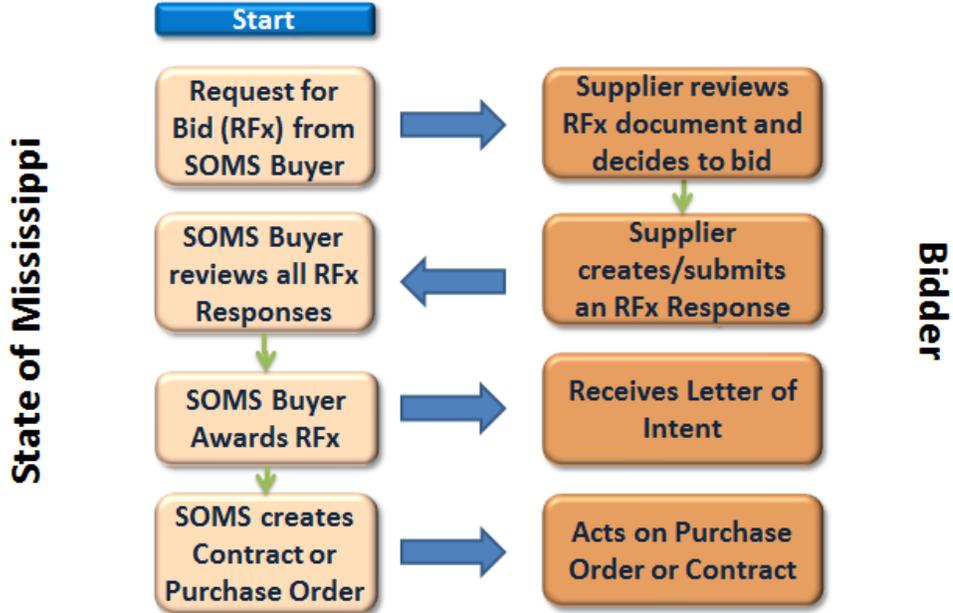


Lesson 2: RFx

This lesson will explain:

- RFx Process Overview
- RFx Notification
- RFx Document Information
- RFx Response

RFx Process Overview



RFx Process Overview

This process starts with the Buyer creating an RFx and making it available to the supplier. The supplier reviews the RFx and decides whether or not to participate.

RFx Notification

RFx Notification

The notification for an RFx invitation is provided to suppliers by one or more of the following methods:

- E-mail sent to the Supplier Contact Person
- Newspaper
- Mississippi Public Bid Board Website
- Supplier Self-Service Portal for registered suppliers



RFX Document Information

Display RFX : 3160000291

RFX Number 3160000291	Smart Number 1130-14-R-IFBD-00100	RFX Status Published	RFX Start Date 01/27/2015
RFX Version Number 1	RFX Version Type Active Version	RFX Response 6000000038	

[Close](#) | [Print Preview](#) | [Refresh](#) | [Do Not Participate](#) | [Tentative](#) | [Questions and Answers \(0 \)](#) | [Export](#)

[RFX Information](#) | [Items](#) | [Notes and Attachments](#)

[RFX Parameters](#) | [Questions](#) | [Note and Attachments](#) | [Conditions](#) | [Payment](#)

RFX Document Information

RFX documents provide relevant information:

- RFX Information (i.e. submission date, opening date, buyer contact information)
- Item details (i.e. item description, quantity requested, delivery dates, ship to address)
- Notes and Attachments (i.e. material or service specs, terms and conditions)

RFx Response

RFx Response

With the RFx Response feature, suppliers are able to:

- Respond to an RFx electronically through Supplier-self-service or submit a paper response
NOTE: Submit RFx responses prior to the bidder submission deadline date/time
- Update the RFx Response electronically at any time (as allowed), up to the bidder submission deadline date/time

Search & Display an RFx

The screenshot displays the MAGIC web application interface. At the top, the logo 'MAGIC' is followed by the text 'Mississippi Accountability System for Government Information and Collaboration'. Below this is a navigation bar with links for 'Back', 'Forward', 'History', 'View', and 'Help'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Suppliers Self-Service' icon and a menu with options: 'Supplier Self-Service Work Center' (selected), 'Administration', 'Work Center Overview', 'Supplier Self-Service Work C...', 'RFx and Auctions' (highlighted with a mouse cursor), and 'Purchase Orders'. The main panel shows a breadcrumb trail: 'Suppliers Self-Service > Supplier Self-Service Work Center > RFx and Auctions'. Below the breadcrumb is an 'Active Queries' section with the following data:

Query Name	All	Published	Ended	Completed
eRFxs	1	1	0	1
Without Category Assignment	0	0	0	0

Search & Display an RFx

MAGIC provides search functionality to enable looking up RFx information.

1 -
Click **Supplier Self-Service Work Center**.

2 -

Next, click **RFx and Auctions** to search and display.

RFX Search Fields

● RFXs All (0) Published (0) Ended (0) Completed (0)

● RFXs - All

▼ Hide Quick Criteria Maintenance

RFX Number: To

RFX Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

RFX Search Fields

You have many options available to aid in your search:

- RFX Number
- RFX Status
- Agency
- Commodity
- My Response From
- Buyer
- Smart Number

1 -
Enter the search criteria and click **Apply**.

RFx Lists

Active Queries

eRFxs **All (1)** Published (0) Ended (0) Completed (0)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RFx Number: To

RFx Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View: [Standard View] ▼

RFx Number	Smart Number	RFx Type	RFx Status	Start Date	Response Number	Response Status
3160000230	1130-15-R-IFBD-00035-V01	Invitation for Bid	Published	01/22/2015	6000000153	Submitted

RFx Lists

Search queries provide a list of results from which to choose.

1 -

Active Queries are pre-defined searches to help you easily display information.

2 -

This screen displays the RFx from a supplier's view.

Respond to an RFx

Supplier Self-Service Work Center Administration

Suppliers Self-Service > Supplier Self-Service Work Center > RFx and Auctions

Active Queries

eRFxs [All \(15\)](#) [Published \(15\)](#) [Ended \(0\)](#) [Completed \(1\)](#)

Without Category Assignment [New Query \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
3160000494	1130-14-R-IFBD-00131	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000493	1130-14-R-IFBD-00130	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000492	1130-14-R-IFBD-00129	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000491	1130-14-R-IFBD-00128	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000490	1130-14-R-IFBD-00127	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000479	1130-14-R-IFBD-00126	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000478	1130-14-R-IFBD-00125	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created
3160000477	1130-14-R-IFBD-00124	Invitation for Bid	Published	02/12/2014	02/14/2014		No Bid Created

Respond to an RFx

When you receive an RFx notification you may respond to it via the RFx document found on the RFx list.

1 -
Review the status to see if a bid response has been created.

2 -
Click the RFX number to display for review.

1. Click **Participate** to notify agencies you plan to create an RFx response.

Create an RFX Response

Display RFX : 3160000241

RFX Number 3160000241 Smart Number 1130-14-R-IFBD-00085 RFX Status Published RFX Start Date 01/07/2014 14:50:00 CST
Remaining Time 350 Days 04:29:30 RFX Owner Mr. Sims Harman RFX Version Number 1 RFX Version Type Active Version

[Close](#) [Print Preview](#) [Refresh](#) [Participate](#) [Do Not Participate](#) [Create Response](#) [Questions and Answers \(0 \)](#) [Export](#)

RFX Information **Items** **Notes and Attachments**

RFX Parameters **Questions** **Note and Attachments** **Conditions** **Payment**

Time Zone: Bidder Submission Deadline Date:
Start Date: Bidder Submission Deadline Time:
Opening Date: *
End of Binding Period:

Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name
▪ Requester		Sims Harman
▪ Location		MS DEPT FINANCE & ADMINISTRATION

[Close](#) [Print Preview](#) [Refresh](#) [Participate](#) [Do Not Participate](#) [Create Response](#) [Questions and Answers \(0 \)](#) [Export](#)

Create an RFX Response

You have signified your plan to participate and now you can create the response.

1 -
Click **Create Response**.

Create an RFX Response: Buttons

Create RFX Response

RFX Response Number 6000000030 RFX Number 3160000241 Status In Process Submission Deadline 12/31/2014 13:30:00 CST
Opening Date 12/31/2014 13:30:00 CST Remaining Time 350 Days 04:09:57 RFX Owner Mr. Sims Harman Target Value 12,
RFX Response Version Number Active Version RFX Version Number 1

[Submit](#) [Close](#) | [Read Only](#) [Print Preview](#) | [Check](#) [Save](#) [Export](#) [Import](#) [Questions and Answers \(0 \)](#)

[RFX Information](#) [Items](#) [Notes and Attachments](#) [Conditions](#) [Summary](#) [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#) | [Conditions](#) | [Payment](#)

Create an RFX Response: Buttons

If there are questions from purchaser, you can display and respond to them here.

Create an RFx Response: Questions

Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value

Attribute How long has your company been in business (Specif is mandatory; maintain attribute value

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Da Questions Notes and Attachments Conditions Payment

Question	Reply	Comment
How long has your company been in business (Specify in years): *	<input type="text" value="0"/> YR	<input type="text"/>
Does the vendor accept the required contractual terms and conditions: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Create an RFx Response: Questions

If there are questions from purchaser, you can display and respond to them here.

1-
Use the **Questions** tab to respond to the buyer's questions.

2-Error messages are generated when the required questions are not answered.

Create an RFX Response: Notes and Attachments

Edit RFX Response 600000036

RFX Response Number 600000036	RFX Number 3180000298	Status In Process	Submission Deadline 01/24/2014 11:14:00 CST
Remaining Time 0 Days 00:00:00	RFX Owner SUPER8521	Target Value 0.00 USD	RFX Response Version Number C1

Submit	Close	Read Only	Print Preview	Check	Save	Export	Import	Questions and Answers (0)
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RFX Information	Items	Notes and Attachments	Conditions	Summary	Tracking
------------------------	-------	------------------------------	------------	---------	----------

Basic Data	Questions	Notes and Attachments	Conditions	Payment
------------	-----------	------------------------------	------------	---------

▼ Notes

Clear	Copy
-----------------------	----------------------

Category	Description
Conditions of Participation	-Empty-
RFX/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Justification	-Empty-

▼ Attachments

Add Attachment	Edit Description	Versioning	Delete	Create Profile
--------------------------------	----------------------------------	----------------------------	------------------------	--------------------------------

Category	Description	File Name	Version	Processor	Checked Out	Type	S
The table does not contain any data							

Create an RFX Response: Notes and Attachments

The Notes and Attachments section allows you to provide additional information to the buyer.

1-There are several categories of notes. Bidder can add remarks for the buyer.

Now It's Your Turn - Exercise

Now It's Your Turn!

Create an RFX Response

In this exercise you will:

- Display an RFX
- Create an RFX Response
- Add Attachment

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/3d60f5f6b49642659d95464cd0a5e424_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

Which of the following is not used to provide RFx invitation to the suppliers?

- A E-mail sent to the Supplier Contact Person
- B Fax
- C Mississippi Public Bid Board Website
- D Supplier Self-Service Portal for registered suppliers



Knowledge Check

Knowledge Check

*Directions: Select the best answer to the question, and click **Continue** to submit your answer.*

True or False. You must notify SoMS of your plan to participate in the RFx process.

- A True
- B False



View RfX Response

Active Queries

eRFxs **All (1)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance 

RfX Number: To 

RfX Status:

My Responses From:

Smart Number:

Agency: To 

Commodity: To 

Buyer: To 

View:

RfX Number	Smart Number	RfX Type	RfX Status	Start Date	Response Number	Response Status
 3160000230	1130-15-R-IFBD-00035-V01	Invitation for Bid	Published	01/22/2015	 6000000153	Submitted

View RfX Response

To view RfX responses you will return to the Supplier Self-Service Work Center > RfX and Auctions screen.

- 1-To view an RFx click the Event Number.
- 2-To view a Response click the Response Number.
- 3-You can search for a specific RFx response or you can view a list.

View RfX Response Details

Display RfX Response 6000000038

RfX Response Number 6000000038 RfX Number 3160000291 Status Submitted Submission De
RfX Owner Mr. Sims Harman Target Value 0.00 USD RfX Response Version Number Active Ve

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Withdraw](#) [Export](#) [Questions and Answers \(0 \)](#)

[RfX Information](#) | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#) | [Conditions](#) | [Payment](#)

Event Parameters

Validity Period: -

Currency:

Target Value of RfX Response: USD

View RfX Response Details

The RfX Response screen has several tabs to organize the information.

1 -
Tabs that organize the information.

Ask the Buyer a Question

Display RFX : 3160000291

RFX Number 3160000291	Smart Number 1130-14-R-IFBD-00100	RFX Status Published	RFX Start Date
RFX Version Number 1	RFX Version Type Active Version	RFX Response 6000000038	

[Close](#) | [Print Preview](#) | [Refresh](#) | [Do Not Participate](#) | [Tentative](#) | [Questions and Answers \(1 \)](#) | [Export](#)

Display RFX Response 6000000038

RFX Response Number 6000000038	RFX Number 3160000291	Status Submitted	Submission Date
RFX Owner Mr. Sims Harman	Target Value 0.00 USD	RFX Response Version Number Active Version	

[Edit](#) | [Close](#) | [Print Preview](#) | [Refresh](#) | [Withdraw](#) | [Export](#) | [Questions and Answers \(0 \)](#)

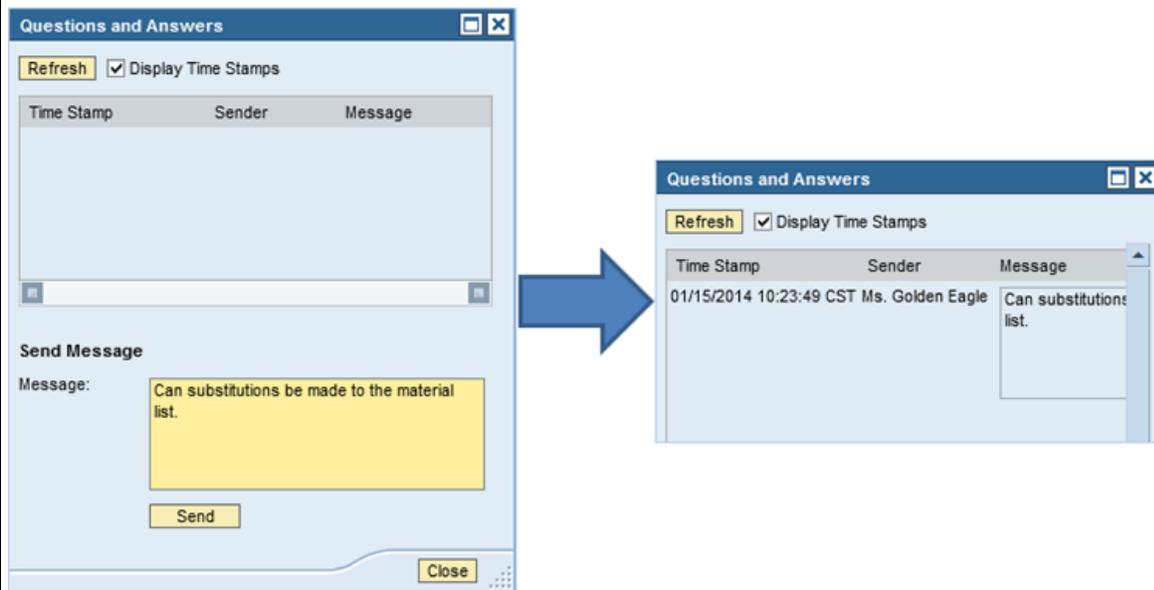
Ask the Buyer a Question

Questions and Answers can be accessed from the RFX or the RFX Response.

1 -
Click **Questions and Answers**.

2 -
Click **Questions and Answers**.

Ask the Buyer a Question



Ask the Buyer a Question

Enter the question in the Message text box. Click the Send button and the time stamp will be updated.

Now It's Your Turn - Exercise

Now It's Your Turn!

Ask a Buyer a Question

In this exercise you will:

- Display an RFx
- Ask a Buyer a Question

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/04724da43aa2430881ef868281cf3526_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

*Directions: Select the best answer to the question, and click **Continue** to submit your answer.*

True or False. You can only view the questions and answers in the RFX.

A True

B False



Change RFx Response

Display RFx Response 6000000032

RFX Response Number 6000000032 RFX Number 3160000241 Status Submitted Submission Dead
RFX Owner Mr. Sims Harman Target Value 0.00 USD RFX Response Version Number Active Versio

[Edit](#) [Close](#) | [Print Preview](#) | [Refresh](#) | [Withdraw](#) [Export](#) [Questions and Answers \(2 \)](#)

RFx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions | Payment

Change RFx Response

Click the Edit button to make changes to the RFx Response.

- Changes can be made to price, delivery time, and new attachments can be added.
- All versions of the RFx response can be accessed.

NOTE: Not all RFx Notifications allow for changes to the initial RFx Response.

1 -
Click **Edit** to make changes to the RFx Response.

Change RFx Response Details

Edit RFx Response 6000000032

RFx Response Number 6000000032	RFx Number 3160000241	Status In Process	Submission Deadline 1.
RFx Owner Mr. Sims Harman	Target Value 0.00 USD	RFx Response Version Number C2	RFx Versi

[Submit](#) [Close](#) | [Read Only](#) [Print Preview](#) | [Check](#) [Save](#) [Export](#) [Import](#) [Questions and Answers \(2 \)](#)

[RFx Information](#) | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#) | [Conditions](#) | [Payment](#)

Change RFx Response Details

When you have completed the changes to the RFx Response you must submit it for review by the State.

1 -
After making changes, click **Submit** to re-submit the RFx response.

Now It's Your Turn - Exercise

Now It's Your Turn!

Change an RFx Response

In this exercise you will:

- Display an RFx Response
- Edit an RFx Response

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/911d581da4c046ac838b96ca7e8b3a43_en-US/sim/html/sim_standard.htm

Sample of RFx Award Letter



Sample of RFx Award Letter

Should you be selected to provide the product or service you will receive an award letter.

- Letter of intent will be e-mailed to company
- Letter of intent is not final until a contract is executed

Lesson 3: Purchase Order



Lesson 3: Purchase Order

This lesson will explain:

- Display Purchase Orders
- Print Purchase Orders

View Purchase Orders



The screenshot displays the Supplier Self-Service Work Center interface. At the top, there is a navigation bar with "Suppliers Self-Service" and "Supplier Self-Service Work Center Administration". Below this, a breadcrumb trail reads "Suppliers Self-Service > Supplier Self-Service Work Center > Work Center Overview". The main content area is divided into two columns. The left column features two sections: "Supplier Self-Service Work Center" with a description and a link to "Vendor Spend Application", and "RFx and Auctions". The right column is titled "Purchase Orders" and contains a list of links: "All", "New", "Changed", "In Process", "Confirmed", "Partially Confirmed", "Rejected", and "Canceled by Customer".

View Purchase Orders

You can view the purchase order but cannot make any changes.

1-
Select **Purchase Orders** to view a list of Purchase Orders.

View Purchase Orders

The screenshot displays the SAP SRM Supplier Self-Service Work Center interface. The breadcrumb navigation path is: Suppliers Self-Service > Supplier Self-Service Work Center > Purchase Orders > All. The main content area is titled "List of Purchase Orders" and includes a table with the following data:

Document Number	Document Name	Document Date	Status	Total Value
6500000071	(Copy of the order 400000481)	12/11/2013	New	6,000.00 USD
6500000080	(Copy of the order 400000479)	12/11/2013	New	6,000.00 USD
6500000070	SH112113 12/11/2013 15:44	12/11/2013	In Process	6,000.00 USD

The left sidebar contains a "Services" menu with the following options: All, New, Changed, In Process, Confirmed, Partially Confirmed, Rejected, and Canceled by Customer. The "All" option is highlighted with a blue circle and a right-pointing arrow. The table has a "Page 1 of 1" indicator at the bottom.

View Purchase Orders

All purchase orders for a supplier display as a default. Filter the list by selecting a status.

1 -
Click a **Document Number** to view the Purchase Order.

2 -
Select a status to filter the results list.

View Purchase Orders

Display Purchase Order

Set to "In Process"
Display Document Flow
Print
Download

Basic Data

Document Number	650000071
Document Name	(Copy of the order 400000481)
Document Date	12/11/2013
Purchase Order No.	400000482
Requested Follow-On Documents	Confirmation, Invoice
Status	New

Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value
1	New			Electric	20 each	6,000.00 USD

Messages

Description	Preview	
Message from Purchaser	Please ship soon	<div style="border: 1px solid #ccc; padding: 2px;"> Message from Purchaser Please ship soon </div>

View Purchase Orders

You can view details of the purchase order. Scroll down to view all of the information.

1 -

Click a line item in the **Item Overview** section to view item details.

View Purchase Orders Line Item Details

Basic Data									
Position	Status	Product	Revision Level	Product Type	Short Text	Order quantity	Purchase Order Value	Required on	
1	New			Material	Electric	20 each	6,000.00 USD	12/11/2013	

Enter Delivery Times	
Delivery Date	Order quantity
No schedule lines exist	

Price Information			
Condition	Price	Per	Value
Net Value (Ordered)	300.00 USD	1 each	6,000.00 USD

Messages		
Description	Preview	
<input type="checkbox"/> Message from Purchaser		Message from Purchaser

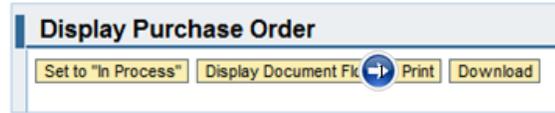
Partner Information								
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	E-mail
Sold-to Party	3102111208	SoMS	Magic Agency Address	100	39201	Jackson	555-000-0000	eoqeoe@adadada.com

View Purchase Order Line Item Details

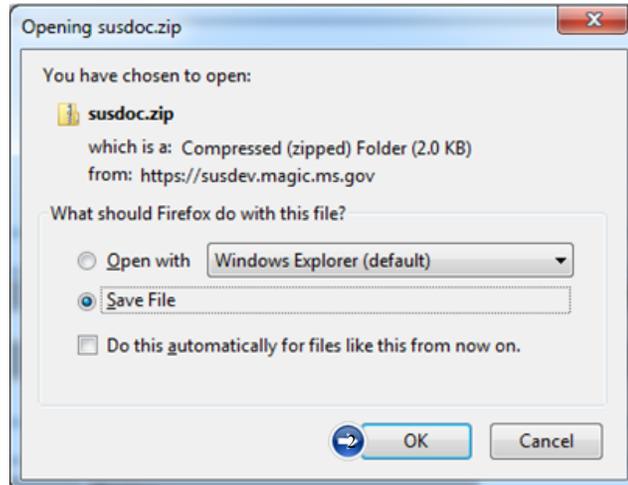
All information on this screen applies only to the line item selected.

Print or Download Purchase Order

Print or Download Purchase Order



Both Print and Download functions are available.



1-

You can select Print to print your document or Download to save your Document on your computer.

2-

With either selection, Print or Download, a prompt displays. Select Open with or Save File and Click OK.

Now It's Your Turn - Exercise

Now It's Your Turn!

Print a Purchase Order

In this exercise you will:

- Display a Purchase Order
- Print a Purchase Order

To complete this exercise, please [click this link](#).



click this link -

http://upperform.magic.ms.gov/ucontent/ad23195bc0fd4e2f8144bd22345952b8_en-US/sim/html/sim_standard.htm

Knowledge Check

Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

Which of the following statuses may be used to display purchase orders?

- A Confirmed
- B New
- C In Process
- D Rejected
- E All of the Above



Lesson 4: Vendor Spend Report



Lesson 4: Vendor Spend Report

This lesson will explain:

- Vendor Spend Report

Vendor Spend Application

The screenshot displays the 'Supplier Self-Service Work Center' interface. At the top, there are tabs for 'Supplier Self-Service Work Center' and 'Administration'. Below the tabs, a breadcrumb trail reads 'Suppliers Self-Service > Supplier Self-Service Work Center > Work Center Overview'. The main content area features two primary sections: 'Supplier Self-Service Work Center' with a description and a link to 'Vendor Spend Application', and 'RFx and Auctions'. On the right side, a vertical navigation menu is open, listing 'Work Center Overview', 'Supplier Self-Service Work C...', 'RFx and Auctions', 'Purchase Orders', and 'Services'. The 'Vendor Spend Application' link is highlighted with a blue circle and an arrow.

Vendor Spend Application

This provides a report of a supplier's spend period and amount based on the ordering agency name and SoMS contract number.

1 -

Click the **Vendor Spend Application** link to view report selections.

2 -

In Supplier Self-Service Work Center, select the **Vendor Spend Application** link to view report selections.

Vendor Spend Application

Suppliers Self-Service > Supplier Self-Service Work Center > Supplier Self-Service Work Center > Vendor Spend Application

Vendor Spend Report

Create
 Change
 Save
 Print
 Refresh

Instructions: Please complete all relevant fields below

Vendor / Supplier ID: *

Vendor / Supplier Name:

Spend Period From: *

Vendor Spend Data						
View: [Standard View] Append Row Insert Row Delete Row Filter Settings						
Agency Group	Ordering Agency Name	State of Mississippi Contract Number	Smart Number	Product Category (NIGP)	Spend Period To	Spend Amount(USD)
						0.00
						0.00

Vendor Spend Application

Complete the fields to select the Spend Period From date, the Agency Group, Ordering Agency Name, Contract Number, Product Category, and Spend Amount.

1 -
Select a **Spend Period From** date.

2 -

Enter Spend Data based on the same **Spend Period From** date.

3 - You can create, change, save, print a report or refresh the screen. Refresh the fields to re-enter a new **Spend Period From** date.

Vendor Spend Application

Instructions: Please complete all relevant fields below

Vendor / Supplier ID: *

Vendor / Supplier Name:

Spend Period From: *

Vendor Spend Data						
Agency Group	Ordering Agency Name	State of Mississippi Contract Number	Smart Number	Product Category (NIGP)	Spend Period To	Spend Amount (USD)
IHL - UNIVERSITY	IHL	8200005327	1601-13-C-CNTR-00690	00556	08/08/2013	1,000.00
OTHER GOVERNING AUTHORITY	Supreme Court	8200005274	1601-13-C-CNTR-00688	00556	09/30/2013	2,000.00
						3,000.00

Vendor Spend Application

Above is an example of the fields populated.

Now It's Your Turn - Exercise

Now It's Your Turn!

Create a Vendor Spend Report

In this exercise you will:

- Create a Vendor Spend Report

To complete this exercise, please [click this link](#).



click this link -

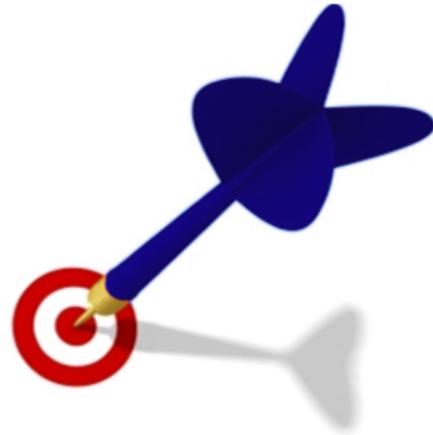
http://upperform.magic.ms.gov/ucontent/7422ca4344c3454da1552600d3ed0fdf_en-US/sim/html/sim_standard.htm

Course Summary

Course Summary

This course is complete. You should now be able to:

- Explain Supplier Self-Service Activities
- Maintain Company Data
- Maintain Own Data (Admin)
- Create Contact Persons
- Display RFx Documents
- Manage RFx Responses
- Display and Print Purchase Order
- Report on Vendor Spend Data



Support Information

Support Information

Please go to the MMRS website for the latest Customer Support information.

