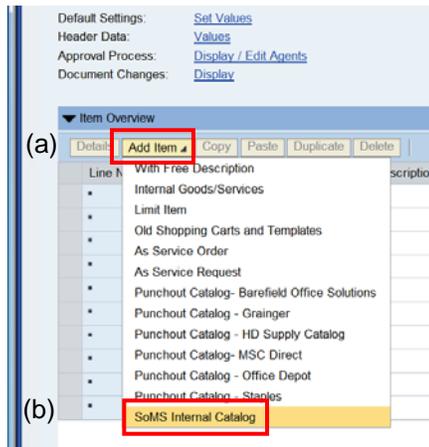


How to Order Items from Statewide Non-Competitive Contracts.

This job aid will provide you instructions on how to order items from Statewide Non-Competitive Contracts within MAGIC.

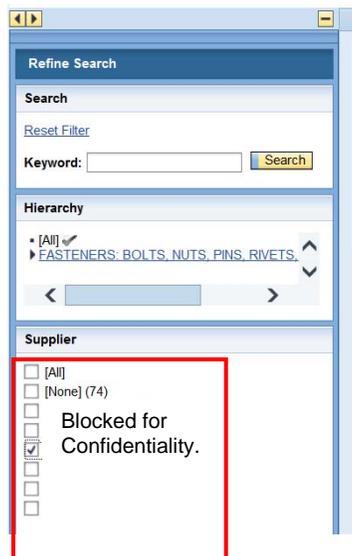
- 1.) When creating a shopping cart or a purchase order, select **Add Item** then select **SOMS Internal Catalog**.



- 2.) Enter a description of the item in the **Keyword** search box and click **Search**.



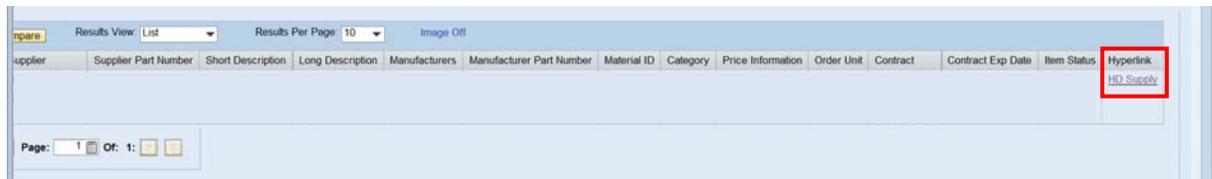
- 3.) Select the appropriate supplier.



How to Order Items from Statewide Non-Competitive Contracts.

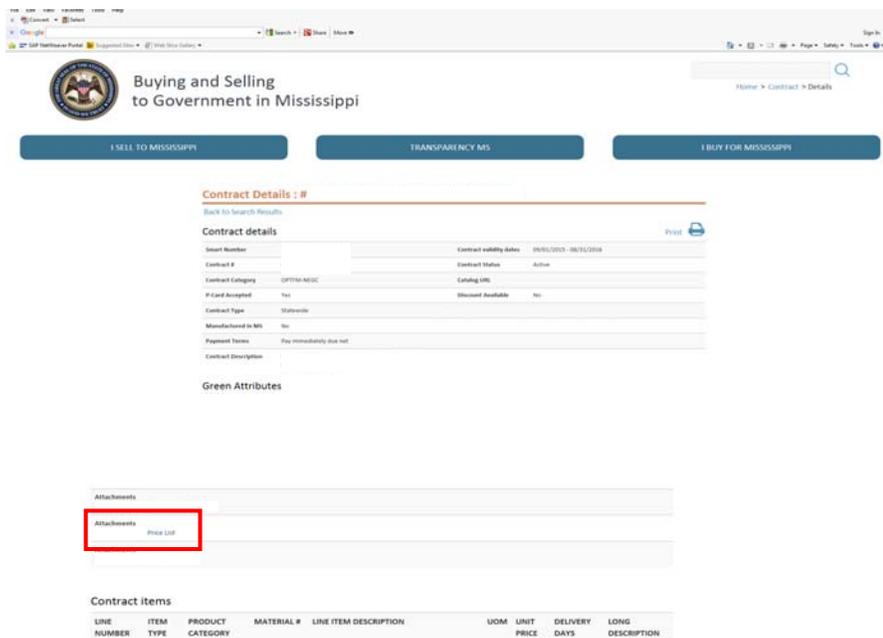


4.) Scroll to the right and click on the **HyperLink**.



5.) Navigate to the **Notes and Attachments Section** and click on the **Price List**.

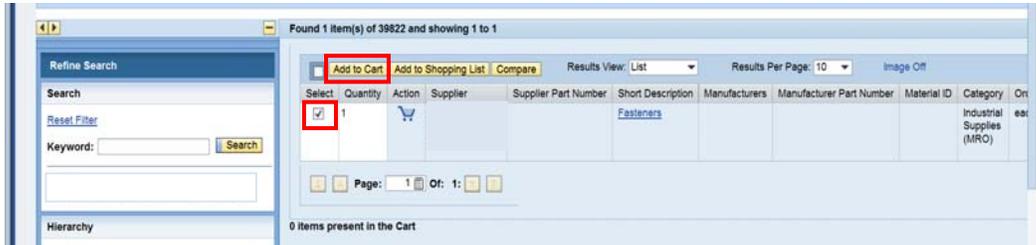
- a. Price list will be formatted as Microsoft Excel spreadsheets and buyers must search for specific items. Items and pricing may also be found on the vendor's webpage from within the contract document.
- b. If there are any issues with locating item pricing. Please call Office of Purchasing, Travel and Fleet Management at 601-359-3409.



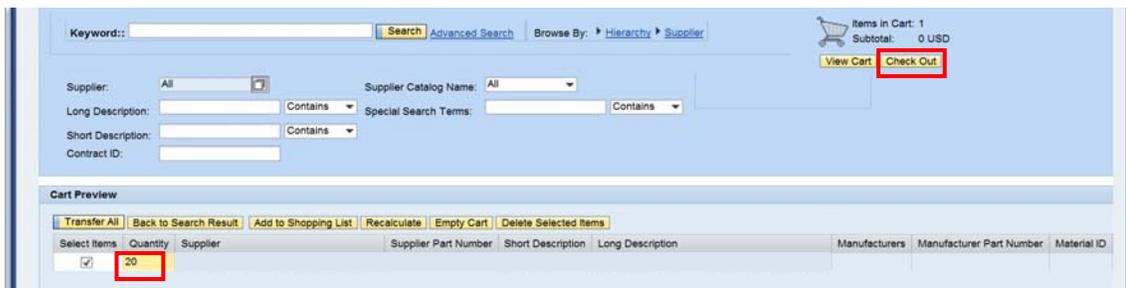
How to Order Items from Statewide Non-Competitive Contracts.



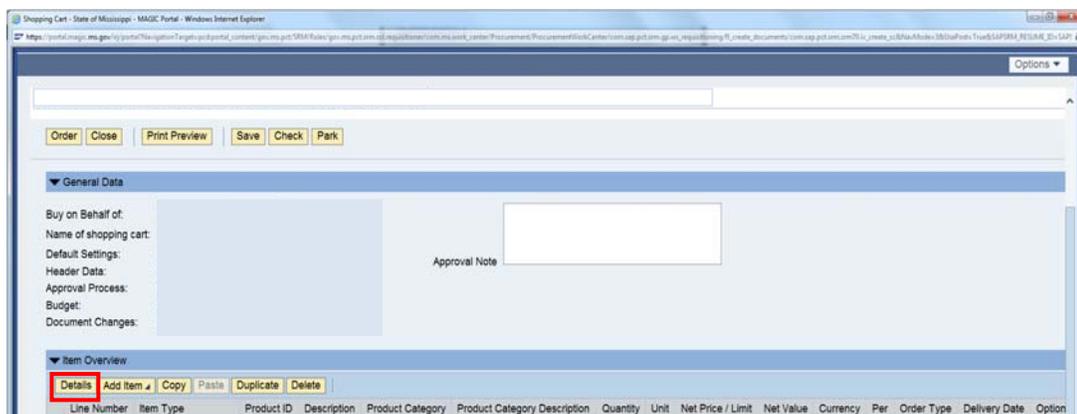
6.) Navigate back to the SOMS Internal Catalog and place a **check** with the Select column next to the desired item category and click **Add to Cart**.



7.) Enter the desired **Quantity** and select **Check Out**.



8.) Click **Details**. Please note that the items will automatically transfer from the Internal Catalog into the Shopping Cart or Purchase Order.



How to Order Items from Statewide Non-Competitive Contracts.



9.) Change the item Description to the specific commodity needed.

Identification

Item Type: Material

Product ID: [Empty]

Description: Security Wall Moulding Bracket 100Pkg [Show Item In Catalog](#)

Product Category: 32000 Fasteners

Order as Direct Material:

Currency, Values and Pricing

Order Quantity / Unit: 20 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 20 EA

Price / Currency: 0.00 USD Price Unit 1

Not to Exceed Price:

10.) Complete all the required fields and click **Order**.

Shopping Cart - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Create Shopping Cart

Number: [Empty]

Order Close Print Preview Save Check Park

General Data

Buy on Behalf of: [Empty]

Name of shopping cart: [Empty]

Default Settings: [Empty]

Header Data: [Empty]

Approval Process: [Empty]

Budget: [Empty]

Document Changes: [Empty]

Approval Note: [Empty]

Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Net Value	Currency	Per	Order T
1	Material		Security Wall Moulding Bracket 100Pkg	32000	Fasteners	20	EA	0.00	0.00	USD	1	

10:01 AM 11/4/2013