

# LOG800 Supplier Registration External eLearning

## LOG800 Supplier Registration - External



### Supplier Registration - External

LOG800

## 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.



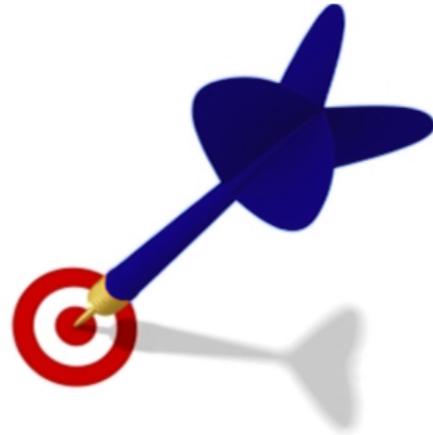
1-  
You will receive additional information in these blue boxes.

## Course Objectives

### Course Objectives

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

- Describe the supplier registration process
- Register as a supplier to do business with the State of Mississippi (SoMS) and its agencies



## Lesson 1: Registration Overview



## Lesson 1: Registration Overview

**This lesson will explain:**

- Key terms
- Benefits of registering
- Registration process for a supplier

## 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.

**Key Terms**

**Key Terms**

**Supplier**

A vendor of goods and services

**Grant Applicant**

The representative applying for grant funding with the State of Mississippi (also referred to as “grantee”)

**Key Terms**

**Key Terms**

**RFx document** – Term referenced for various types of documents used to solicit responses from suppliers (RFP, ITB, RFQ, RFI, etc.)  
**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) is a unique number assigned to a business which identifies the business as a taxpayer. 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

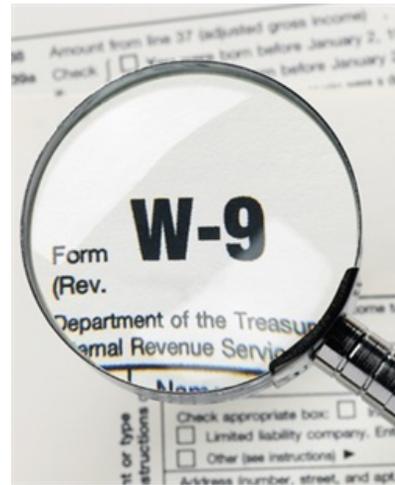
## Benefits of Registering

### Benefits of Registering

Registering as a grant applicant with the State of Mississippi (SoMS) provides the ability to:

- Be added to the SoMS Supplier List
- Submit responses to SoMS bid 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.



## Register as a Supplier



## Register as a Supplier

The online registration link is located on the **Mississippi Management & Reporting System** website at <http://www.mmrs.state.ms.us>.

1 -  
Go to the **Mississippi Management & Reporting System** web site to register as a supplier.

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

## Lesson 2: Registration Details



## Lesson 2: Registration Details

**This lesson will explain:**

- Supplier information
- Register as a supplier
- Company information
- Contact person
- Self certified minority indicators
- Accept terms and conditions
- Duplicate record check
- Notification

## Supplier Information

### Supplier Information

You will need to complete the following sections during the registration process:

- General Company Information
- Additional Company Information
- Contact Person Information
- Self Certified Minority Indicators

## Register as a Supplier

### General Company Information

On-Behalf of (Internal Only):

Supplier:

Grantee:

## Register as a Supplier

In the General Company Information section, begin by leaving the supplier checkbox checked (it is checked as a default). On-Behalf of (Internal Only) is used only by SoMS staff. Grantee checkbox applies to grant applicants registering with SoMS.

1.Keep the Supplier checkbox checked.

## General Company Information

### General Company Information

The fields denoted with an asterisk (\*) are required. Enter as much information in the non-required fields as possible.

General Company Information	
On-Behalf of (Internal Only):	<input type="checkbox"/>
Supplier:	<input checked="" type="checkbox"/>
Grantee:	<input type="checkbox"/>
Name of Company: *	<input type="text"/>
Doing Business As (DBA):	<input type="text"/>
Business Structure:	<input type="text"/>
<b>Enter either FEIN or SSN *</b>	<input type="text"/>
Federal Employer Identification No	<input type="text"/>
Social Security No:	<input type="text"/>
D-U-N-S Number:	<input type="text"/>
<b>Communication</b>	
Phone Number: *	<input type="text"/> <input type="text"/>
Fax Number:	<input type="text"/> <input type="text"/>
E-Mail Address: *	<input type="text"/>

1 -  
Required field

2 -  
Required field

3 -  
Required field

4 -  
Required field

5 - D-U-N-S Number will help distinguish the supplier record (optional)

## Additional Company Information

### Additional Company Information

The fields denoted with an asterisk (\*) are required. Enter values directly or search for values when available.

#### Additional Company Information

Vendor Headquarters:	<input type="text"/>	
Permanent Staffed Office in Mississippi:	<input type="checkbox"/>	
Vendor Type:	<input type="text"/>	
Legislative/Congressional District:	<input type="text"/>	
CCR/ CAGE:	<input type="text"/>	
Credit Card Acceptance:	<input type="checkbox"/>	
Send Medium: *	<input type="text"/>	 
<b>Company Address data</b>		
Street: *	<input type="text"/>	
Street 1:	<input type="text"/>	
Street 2:	<input type="text"/>	
County:	<input type="text"/>	
City / Zip Code: *	<input type="text"/>	
State: *	<input type="text"/>	 
Country: *	US	 
<b>PO Box Address</b>		
PO Box:	<input type="text"/>	<input type="checkbox"/> Without Number
City / Zip Code:	<input type="text"/>	<input type="text"/>
PO Box State:	<input type="text"/>	

1 -

This is a required field. Fields with a Search icon allow you to search for information. If you know the value to enter in a field, type it directly.

2 -

Required field

3 -

Required field

4 -

Required field

5 -

Required field

## Contact Person Information

### Contact Person Information

[Copy Company Data](#)

First Name: *	<input type="text"/>	Phone Number: *	<input type="text"/>	<input type="text"/>
Last Name: *	<input type="text"/>	Fax Number:	<input type="text"/>	<input type="text"/>
Form of Address: *	<input type="text"/>	E-Mail Address: *	<input type="text"/>	
Academic Title:	<input type="text"/>	Language: *	EN	<input type="text"/>
Department:	<input type="text"/>	Country: *	US	<input type="text"/>

## Contact Person Information

The fields denoted with an asterisk (\*) are required. Click the Copy Company Data button to populate the following fields with previously entered company information:

- Phone Number
- E-Mail Address
- Language and Country

1 -  
Click the **Copy Company Data** button to copy over the previously entered company information.

2 -

Required field

3 -

Required field

4 -

Required field

5 -

Required field

6 -

Required field

7 -

Required field

8 -

Required field

## Product Categories Provided

**This table contains list of product categories**

**Add Categories**  **Delete Categories**

Category ID	Category Description
 The table does not contain any data	

## Product Categories Provided

The Product Categories section is used to represent the goods and services you provide.

- Add Product Categories to the Registration to support the bidding process and to enable placement on the Supplier List
- Bid Invitations are sent to suppliers according to the Categories selected

1 -  
Choose the product categories that you want to be notified of by clicking the **Add Categories** button.

## Product Categories Provided

### 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	Select
▼ 01900 	Agriculture Crops & Grain-Fruits, Melons, Nuts, & Vegetable	<input checked="" type="checkbox"/>
▪ 01921	Crops & Grain Berry	<input type="checkbox"/>
▪ 01932	Crops & Grain Cotton	<input checked="" type="checkbox"/> 
▪ 01941	Crops & Grain Fruits, Citrus	<input type="checkbox"/>
▪ 01947	Crops & Grain Grapes	<input type="checkbox"/>



## Product Categories Provided

Search for Product Categories to narrow down your options.

1 -

Enter search criteria to target the categories your company supplies. Use the “wildcard” search feature with \* symbol.

2 -

Select the checkbox for the for the Category/Subcategory your company provides.

3 -

When finished with your selection, click the **Add Selected Categories** button.

4 -

Expand the list of subcategories

## Minority Vendor Certification

### Minority Vendor Certification

Minority Certification can be a valuable resource to an emerging business:

- Help market the business
- Access public procurement activities of educational institutions, governmental agencies and other units of government
- Reflect MDA certification in MAGIC

Suppliers are certified as minority vendors via the Mississippi Development Authority (MDA).

<http://www.mississippi.org>

<http://www.mississippi.org> - <http://www.mississippi.org>

## Self Certified Minority Indicators



The screenshot shows a web form titled "Self Certified Minority Indicators". Below the title is a sub-header: "Please select appropriate indicators if applicable". There are four rows of checkboxes:

- Self Certified Minority: Minority Code:   
- Women-Owned: 
- Veteran-Owned:
- Small Business:

## Self Certified Minority Indicators

If the supplier is not certified via the MDA process they can complete the Self Certified section during registration. Select a Minority Code if choosing a Self Certified Minority option.

1-As applicable, select the appropriate Minority Indicator checkbox(es).

2-

You must enter the Minority Code when selecting the Self Certified Minority option(s). Use the Search option to view valid codes.

## Terms and Conditions

### Important Notice Must Read

Yes, I have read the data privacy statement and accept the terms.: \*

I understand that I am submitting a supplier registration request to obtain access to the State of Mississippi's statewide procurement system, MAGIC. Submission on this request does not automatically mean I will be granted access to the MAGIC system. I further understand that if granted access, my supplier registration may be revoked at any time. I understand that registering as a supplier in MAGIC does not mean that I am awarded business or will be an awarded business by state government entities. As a registered supplier, I understand that content provided via MAGIC is from multiple state government entities.

## Terms and Conditions

To complete registration:

- Click the **Acceptance** checkbox
- Click the **Send** button to submit your information to the SoMS database

1 -  
Select the checkbox to accept the terms

2 -

Click the **Send** button to create a supplier record. After a record has been created, suppliers will be able to manage their records.

## Duplicate Record Check

### Duplicate Record Check

Once you click Send, your entry is compared to existing supplier data in MAGIC for duplicate records.

Examples of comparison data include:

- FEIN/SSN
- D-U-N-S
- Zip Code
- Company E-Mail Address

If you get a duplicate error message, please go to the Mississippi Management and Reporting System website to contact Customer Support.

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

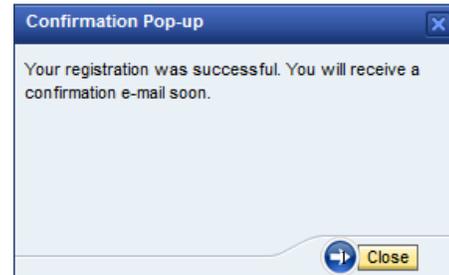


<http://www.mmrs.state.ms.us> - <http://www.mmrs.state.ms.us>

## Registration Confirmation

### Registration Confirmation

If the Supplier Registration process completed successfully, you will see a Confirmation Pop-Up screen.



1 -  
Click Close to end the registration process.

## Notification

### Notification

The contact person will receive two automated emails from MAGIC.

- The first email provides your User ID
- The second email provides a password

After registering, you will be able to maintain and edit your own company information using the Supplier Self-Service (SUS) Portal.



## Now It's Your Turn - Exercise

### Now It's Your Turn!

Register as a Supplier

In this exercise you will:

- Go to the Mississippi Management and Reporting website and register as a supplier for the State of Mississippi

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



click this link -

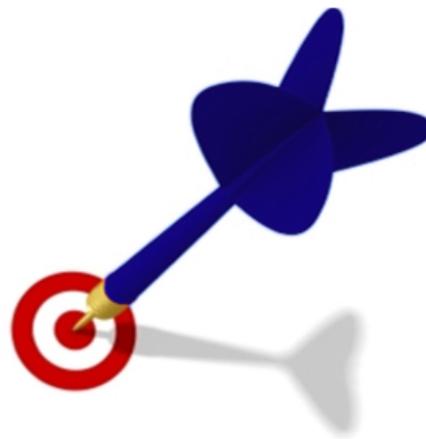
[http://upperform.magic.ms.gov/ucontent/7ffe20b1324143f6b52f0f419823c84b\\_en-US/sim/html/sim\\_standard.htm](http://upperform.magic.ms.gov/ucontent/7ffe20b1324143f6b52f0f419823c84b_en-US/sim/html/sim_standard.htm)

## Course Summary

### Course Summary

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

- Describe the supplier registration process
- Register as a supplier to do business with the State of Mississippi and its agencies



**Support Information**

**Support Information**

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

