

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.
<https://www.java.com/en/download/>

Login Procedure

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the Vendor Information page on DFA's website, or register online, Vendor Registration.

To log into MAGIC, open the URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and password. The password is case sensitive.

Section III

How to Create an RFx Response



Create an RFx Response

Work Instruction

Transaction Code(s):

Purpose

Use this procedure to submit an RFx Response.

Trigger

Perform this procedure when your company would like to respond to a RFx invitation.

Menu Path

N/A

Transaction Code

Helpful Hints

Attachments should include blue print, Statement of work, Material list, or other informational documents needed to help select an RFx response.

RFx Response is a bid to complete work or provide products to the State of Mississippi.



Procedure

1. Start the transaction.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Procedure

**Supplier Self-Service Work Center**
The Supplier Self-Service Work Center is the central point for suppliers accessing all their functionality. Use the Supplier Work Center by clicking on the appropriate links.
[Vendor Spend Application](#)

**RFx and Auctions**

**Purchase Orders**
[All](#)
[New](#)
[Changed](#)
[In Process](#)
[Confirmed](#)
[Partially Confirmed](#)
[Rejected](#)
[Canceled by Customer](#)



2. Click RFx and Auctions Icon. .

Active Queries

Active Queries

eRFxs
All (23) Published (1) Ended (0) Completed (1)
Without Category Assignment New Query (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]

	Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
	3160000295	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	0000000238	Submitted		
	3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
	3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
	3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
	3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
	3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

3. As required, complete/review the following fields:

Field R/O/C Description		
RFx Number:	Required	Example: 3160000291

Active Queries

Active Queries

eRFxs All (23) Published (1) Ended (0) Completed (1)
Without Category Assignment New Query (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]

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000296	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	6000000036	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

4. Click Apply to apply the search criteria.

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)
Without Category Assignment [New Query \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RfX Number: To

RfX Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View:

Event Number	RfX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
3160000295	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	8000000035	Submitted	
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1

Active Queries

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)
Without Category Assignment [New Query \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RfX Number: To

RfX Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View:

Event Number	RfX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000295	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	8000000035	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

5. Click Hide Quick Criteria Maintenance ▼ Hide Quick Criteria Maintenance

Active Queries

[illegible]

310000291

6. Click 3160000291 .

Display RFX 3160000291

Display RFX : 3160000291
[Help](#)

RFX Number 3160000291 Smart Number 1130-14-R-IFBD-20100 RFX Status Published RFX Start Date 01/23/2014 16:30:00 CST Remaining Time 338 Days 02:32:17
RFX Owner Mr. Sims Harman RFX Version Number 1 RFX Version Type Active Version

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:
Currency:

▼ Partners and Delivery Information

Function	Number	Name	Phone Number
• Requester		Sims Harman	404-579-9122
• Location		MS DEPT FINANCE & ADMINISTRATION	

- Click Participate . This step is required and notifies the SoMs your intent to create a RFX response.
- Click Create Response .

Create RFx Response

Create RFx Response

RFx Response Number 8000000038
Remaining Time 338 Days 02:31:55

RFx Number 3160000291
RFx Owner Mr. Sims Harman

Status In Process
Target Value 0.00 USD

Submission Deadline 12/31/2014 13:30:00 CST
RFx Response Version Number Active Version

Opening Date 01/10/2015 00:00:00 CST
RFx Version Number 1

☐ Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value
 ☐ Attribute How long has your company been in business (Specify is mandatory; maintain attribute value)

RFx Information

Items

Notes and Attachments

Conditions

Summary

Tracking

Basic Data

Questions

Notes and Attachments

Conditions

Payment

Event Parameters
 Validity Period: -
 Currency: United States Dollar
 Target Value of RFx Response: 0.00 USD

Pricing Arrangement
 Service and Delivery
 Pricing Arrangement:
 Ceiling Amount:
Status and Statistics
 Created On: 01/27/2014 10:55:06 CST
 Created By: Ms. Golden Eagle
 Last Processed On: 01/27/2014 10:55:06 CST
 Last Processed By: Ms. Golden Eagle

Filter Settings

Function	Number	Name	Phone Number
Location		MS DEPT FINANCE & ADMINISTRATION	

9. Click Questions **Questions** to view the required buyer questions.

10. As required, complete/review the following fields:

Field	R/O/C	Description
How long has your company been in business (Specify in years):	Required	Example: 7

11. Click Yes ☐ Yes .

Create RFX Response

Create RFX Response

RFX Response Number 0000000038
Remaining Time 335 Days 02:31:55

RFX Number 3160000291
RFX Owner Mr. Sims Harman

Status In Process
Target Value 0.00 USD

Submission Deadline 12/31/2014 13:30:00 CST
RFX Response Version Number Active Version

Opening Date 01/10/2015 00:00:00 CST
RFX Version Number 1

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 Data Questions Notes and Attachments Conditions Payment

Question	Reply	Comment
How long has your company been in business (Specify in years): *	7 YR	
Does the vendor accept the required contractual terms and conditions: *	☒ Yes ☐ No	

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

12. Click Notes and Attachments . Notes and Attachments

13. Click Items . Items

[illegible]

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Create RFx Response

Details for Item abrasive			
Item Data	Questions	Notes and Attachments	Payment
Conditions	Table Extensions	Delivery	Subcontracting
Basic Data Identification Item Type: Material Product Category: 00514 Abrasives Clothfiber Product ID: Description: abrasive Item Variant Description: Original Item Supplier Product Number: Manufacturer Part Number: Period of Performance: - External Manufacturer: Net value: 0.00 Acceptance at Origin: ☐ Acceptance at Origin in RFx: ☐			
Currency: United States Dollar Required Quantity: 2 EA each Submitted Quantity: 2 EA each Price: 0.00 USD Per: 1 EA Delivery Days: 000 Not to Exceed Price: ☐ Not Separately Priced: ☐ Status and Statistics Guaranteed Minimum Amount: 0.00			
Partners and Delivery Information Details Add Send E-Mail Call Clear			
Function	Number	Name	Phone Number
Requester		Sims Harman	404-579-9122
Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)			

15. As required, complete/review the following fields:

Field R/O/C Description		
Price:	Required	Example: 2500
Delivery Days:	Required	Example: 10
Supplier Product Number:	Required	Example: 123_abc_9

Create RFx Response

Details for item abrasive			
Item Data	Questions	Notes and Attachments	Payment
Basic Data Notes and Attachments			
Identification Item Type: Material Product Category: 00514 Abrasives Clothfiber Product ID: Description: abrasive Item Variant Description: Original Item Supplier Product Number: 123_abo_9 Manufacturer Part Number: Period of Performance: External Manufacturer: Net value: 0.00 Acceptance at Origin: ☐ Acceptance at Origin in RFx: ☐		Currency: United States Dollar Required Quantity: 2 EA each Submitted Quantity: 2 EA each Price: 2500 USD Per: 1 EA Delivery Days: 10 Not to Exceed Price: ☐ Not Separately Priced: ☐ Status and Statistics Guaranteed Minimum Amount: 0.00	
Partners and Delivery Information Details Add Send E-Mail Call Clear			
Function		Number	Name
Requester			Sims Harman
			Phone Numb 404-579-9122
Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)			

16. Click Notes and Attachments tab Notes and Attachments

Create RFx Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material			Abrasives Clothfiber	2		2 EA	2,500.00	USD	1	5,000.00

Details for item abrasive
Item Data
Questions
Notes and Attachments
Payment
Conditions
Table Extensions
Delivery
Subcontracting

Notes
Clear
Copy
Category
RFx/Auction Text
Description
Empty-
Bidder's Remarks
Empty-
Purchaser's Remarks
Empty-
Justification
Empty-

Attachments
Add Attachment
Edit Description
Versioning...
Delete
Create Profile
Category
Description
File Name
Version
Processor
Checked Out
Type
Size (KB)
The table does not contain any data

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

17. Click Bidder's Remarks Bidder's Remarks

Add Bidder's Remarks

Add Bidder's Remarks

Bidder's Remarks:

OK
Cancel

18. As required, complete/review the following fields:

Field R/O/C Description		
Bidder's Remarks:	Required	Example: We can deliver products with in 10 days

Add Bidder's Remarks

Add Bidder's Remarks

Bidder's Remarks: We can deliver products with in 10 days

OK Cancel

19. Click OK **OK**.

Create RFx Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material			Abrasives Cloth/fiber	2		2 EA	2,500.00	USD	1	5,000.00

Details for item abrasive

Item Data | Questions | **Notes and Attachments** | Payment | Conditions | Table Extensions | Delivery | Subcontracting

▼ Notes

Clear Copy

Category	Description
RFx/Auction Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Justification	-Empty-

▼ Attachments

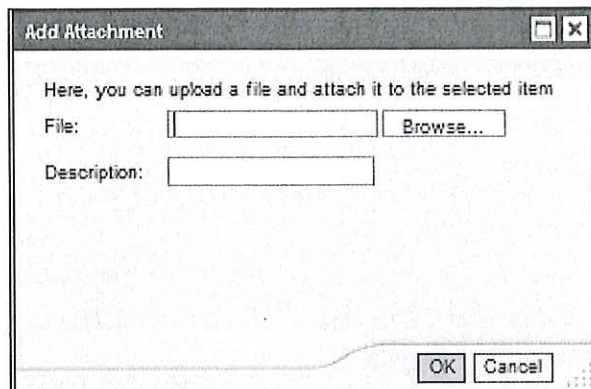
Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

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

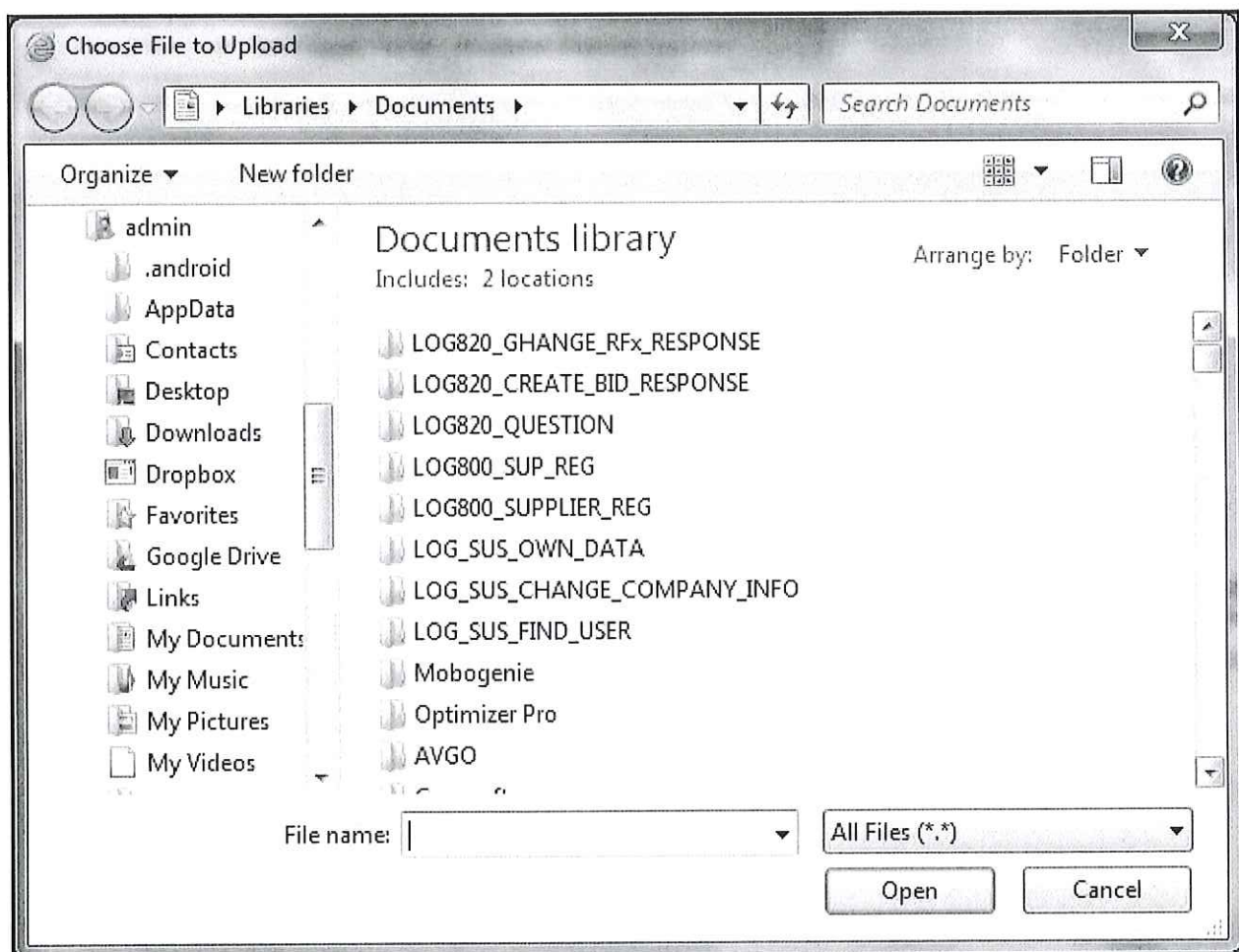
20. Click Add Attachment **Add Attachment**.

Add Attachment



21. Click .

Choose File to Upload



22. Click Page down  .

23. Click Book2.xlsx .

24. Click Open .

Add Attachment

Add Attachment

Here, you can upload a file and attach it to the selected item

File:

Description:

25. As required, complete/review the following fields:

Field R/O/C Description		
Description:	Required	Example: Product List

26. Click OK .

[illegible]

28. Click Submit .