

# **ATTACHMENT A**

## **RFX RESPONSE IN MAGIC**



## 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.



# Create an RFX Response

## Work Instruction

Transaction Code(s):

### Procedure

1. Start the transaction.

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

**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   
[Apply](#) [Clear](#)

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 | Event Version | Response Ver |
|----------------------------|--------------------------|--------------------|--------------|------------|------------|----------------------------|-----------------|---------------|--------------|
| <a href="#">3160000290</a> | 1130-14-R-IFBD-00105-V01 | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 | <a href="#">6000000036</a> | Submitted       |               |              |
| <a href="#">3160000292</a> | 1130-14-R-IFBD-00101     | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000291</a> | 1130-14-R-IFBD-00100     | Invitation for Bid | Published    | 01/23/2014 | 01/12/2015 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000283</a> | 1130-14-R-IFBD-00093     | Invitation for Bid | Published    | 01/22/2014 | 01/31/2014 |                            | No Bid Created  |               |              |
| <a href="#">3160000282</a> | 3374-14-R-IFBD-00058     | Invitation for Bid | Published    | 01/22/2014 | 02/07/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000281</a> | 3374-14-R-IFBD-00057     | Invitation for Bid | Published    | 01/22/2014 | 02/05/2014 |                            | No Bid Created  | 1             |              |



## Create an RFx Response

### Work Instruction

Transaction Code(s):

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

| Field       | R/O/C    | Description                   |
|-------------|----------|-------------------------------|
| RFx Number: | Required | <b>Example:</b><br>3160000291 |

### Active Queries

The screenshot shows the 'Active Queries' section of a web application. It includes a filter bar for 'eRFxs' with counts for 'All (23)', 'Published (1)', 'Ended (0)', and 'Completed (1)'. Below this is a search form for 'eRFxs - All' with fields for RFx Number, RFx Status, My Responses From, Smart Number, Agency, Commodity, and Buyer. The 'RFx Number' field is populated with '3160000291'. Below the search form are buttons for 'Apply' and 'Clear'. A table below the search form displays the results of the query, with columns for Event Number, RFx Number, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Ver.

| Event Number               | RFx Number               | Event Type         | Event Status | Start Date | End Date   | Response Number            | Response Status | Event Version | Response Ver |
|----------------------------|--------------------------|--------------------|--------------|------------|------------|----------------------------|-----------------|---------------|--------------|
| <a href="#">3160000290</a> | 1130-14-R-IFBD-00105-V01 | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 | <a href="#">6000000036</a> | Submitted       |               |              |
| <a href="#">3160000292</a> | 1130-14-R-IFBD-00101     | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000291</a> | 1130-14-R-IFBD-00100     | Invitation for Bid | Published    | 01/23/2014 | 01/12/2015 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000283</a> | 1130-14-R-IFBD-00093     | Invitation for Bid | Published    | 01/22/2014 | 01/31/2014 |                            | No Bid Created  |               |              |
| <a href="#">3160000282</a> | 3374-14-R-IFBD-00058     | Invitation for Bid | Published    | 01/22/2014 | 02/07/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000281</a> | 3374-14-R-IFBD-00057     | Invitation for Bid | Published    | 01/22/2014 | 02/05/2014 |                            | No Bid Created  | 1             |              |

4. Click Apply **Apply** to apply the search criteria.



## Create an RFx Response

### Work Instruction

Transaction Code(s):

**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 |
|----------------------------|--------------------------|--------------------|--------------|------------|------------|----------------------------|-----------------|---------------|
| <a href="#">3160000290</a> | 1130-14-R-IFBD-00105-V01 | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 | <a href="#">6000000036</a> | Submitted       |               |
| <a href="#">3160000292</a> | 1130-14-R-IFBD-00101     | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 |                            | No Bid Created  | 1             |
| <a href="#">3160000291</a> | 1130-14-R-IFBD-00100     | Invitation for Bid | Published    | 01/23/2014 | 01/12/2015 |                            | No Bid Created  | 1             |
| <a href="#">3160000283</a> | 1130-14-R-IFBD-00093     | Invitation for Bid | Published    | 01/22/2014 | 01/31/2014 |                            | No Bid Created  |               |
| <a href="#">3160000282</a> | 3374-14-R-IFBD-00058     | Invitation for Bid | Published    | 01/22/2014 | 02/07/2014 |                            | No Bid Created  | 1             |
| <a href="#">3160000281</a> | 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**

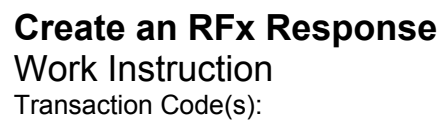
▼ Hide Quick Criteria Maintenance

RFx Number:  To   
RFx Status:   
My Responses From:   
Smart Number:   
Agency:  To   
Commodity:  To   
Buyer:  To

View: [Standard View]

| Event Number               | RFx Number               | Event Type         | Event Status | Start Date | End Date   | Response Number            | Response Status | Event Version | Response Ver |
|----------------------------|--------------------------|--------------------|--------------|------------|------------|----------------------------|-----------------|---------------|--------------|
| <a href="#">3160000290</a> | 1130-14-R-IFBD-00105-V01 | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 | <a href="#">6000000036</a> | Submitted       |               |              |
| <a href="#">3160000292</a> | 1130-14-R-IFBD-00101     | Invitation for Bid | Published    | 01/24/2014 | 02/04/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000291</a> | 1130-14-R-IFBD-00100     | Invitation for Bid | Published    | 01/23/2014 | 01/12/2015 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000283</a> | 1130-14-R-IFBD-00093     | Invitation for Bid | Published    | 01/22/2014 | 01/31/2014 |                            | No Bid Created  |               |              |
| <a href="#">3160000282</a> | 3374-14-R-IFBD-00058     | Invitation for Bid | Published    | 01/22/2014 | 02/07/2014 |                            | No Bid Created  | 1             |              |
| <a href="#">3160000281</a> | 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

[illegible]

- 6.** Click 3160000291 **3180000291**.



# Create an RFX Response

## Work Instruction

Transaction Code(s):

### Display RFX 3160000291

**Display RFX : 3160000291**[Help](#)

RFX Number 3160000291    Smart Number 1130-14-R-IFBD-00100    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

[Close](#)   [Print Preview](#)   [Refresh](#)   [Participate](#)   [Tentative](#)   [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:   
Currency:

▼ Partners and Delivery Information ☐

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

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

[Close](#)   [Print Preview](#)   [Refresh](#)   [Participate](#)   [Tentative](#)   [Create Response](#)   [Questions and Answers \( 0 \)](#)   [Export](#)

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



# Create an RFx Response

## Work Instruction

Transaction Code(s):

### Create RFx Response

**Create RFx Response**[Help](#)

RFX Response Number 6000000038   RFX Number 3160000291   Status In Process   Submission Deadline 12/31/2014 13:30:00 CST   Opening Date 01/10/2015 00:00:00 CST  
Remaining Time 338 Days 02:31:55   RFX Owner Mr. Sims Harman   Target Value 0.00 USD   RFX Response Version Number Active Version   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

**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 10:58:06 CST  
Created By: Ms. Golden Eagle  
Last Processed On: 01/27/2014 10:58:06 CST  
Last Processed By: Ms. Golden Eagle

Partners and Delivery Information

Details Send E-Mail Call Clear

Filter Settings

| Function | Number | Name                             | Phone Number |
|----------|--------|----------------------------------|--------------|
| Location |        | MS DEPT FINANCE & ADMINISTRATION |              |

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

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 | <b>Example:</b><br>7 |

11. Click Yes **Yes**.



# Create an RFx Response

## Work Instruction

Transaction Code(s):

### Create RFx Response

**Create RFx Response**[Help](#)

RFx Response Number 6000000038   RFx Number 3160000291   Status In Process   Submission Deadline 12/31/2014 13:30:00 CST   Opening Date 01/10/2015 00:00:00 CST  
Remaining Time 338 Days 02:31:55   RFx Owner Mr. Sims Harman   Target Value 0.00 USD   RFx Response Version Number Active Version   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): *        | <input type="text" value="7"/> YR                             | <input type="text"/> |
| Does the vendor accept the required contractual terms and conditions: * | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text"/> |

Submit

Close

Read Only

Print Preview

Check

Save

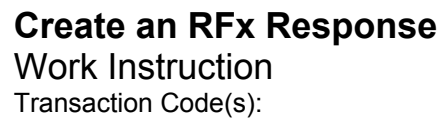
Export

Import

Questions and Answers ( 0 )

12. Click Notes and Attachments [Notes and Attachments](#).

13. Click Items [Items](#).

[illegible]

- 14.** Click Details button 



# Create an RFx Response

## Work Instruction

Transaction Code(s):

### 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:<br>2500      |
| Delivery Days:           | Required | Example:<br>10        |
| Supplier Product Number: | Required | Example:<br>123_abc_9 |



# Create an RFx Response

## Work Instruction

Transaction Code(s):

### Create RFx Response

| Details for item abrasive                                                                 |                            |                                 |                          |
|-------------------------------------------------------------------------------------------|----------------------------|---------------------------------|--------------------------|
| Item Data                                                                                 |                            | Questions                       | Notes and Attachments    |
| <b>Basic Data</b>                                                                         |                            |                                 |                          |
| <b>Identification</b>                                                                     |                            |                                 |                          |
| Item Type:                                                                                | Material                   | Currency:                       | United States Dollar     |
| Product Category:                                                                         | 00514 Abrasives Clothfiber | Required Quantity:              | 2 EA each                |
| Product ID:                                                                               |                            | Submitted Quantity:             | 2 EA each                |
| Description:                                                                              | abrasive                   | Price:                          | 2500 USD Per: 1 EA       |
| Item Variant Description:                                                                 | Original Item              | Delivery Days:                  | 10                       |
| Supplier Product Number:                                                                  | 123_abo_9                  | Not to Exceed Price:            | <input type="checkbox"/> |
| Manufacturer Part Number:                                                                 |                            | Not Separately Priced:          | <input type="checkbox"/> |
| Period of Performance:                                                                    |                            | <b>Status and Statistics</b>    |                          |
| External Manufacturer:                                                                    |                            | Guaranteed Minimum Amount: 0.00 |                          |
| Net value:                                                                                | 0.00                       |                                 |                          |
| Acceptance at Origin:                                                                     | <input type="checkbox"/>   |                                 |                          |
| Acceptance at Origin in RFx:                                                              | <input type="checkbox"/>   |                                 |                          |
| <b>Partners and Delivery Information</b>                                                  |                            |                                 |                          |
| 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 ) |                            |                                 |                          |

16. Click Notes and Attachments tab **Notes and Attachments**



# Create an RFx Response

## Work Instruction

Transaction Code(s):

### 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  |            | 00514            | 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            | Description |
|---------------------|-------------|
| RFx/Auction Text    | -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 )

- Click Bidder's Remarks **Bidder's Remarks**

### Add Bidder's Remarks

Add Bidder's Remarks

Bidder's Remarks:

OK

Cancel

- As required, complete/review the following fields:

| Field             | R/O/C    | Description                                                |
|-------------------|----------|------------------------------------------------------------|
| Bidder's Remarks: | Required | <b>Example:</b><br>We can deliver products with in 10 days |



## Create an RFx Response

### Work Instruction

Transaction Code(s):

#### Add Bidder's Remarks

A dialog box titled "Add Bidder's Remarks" with a close button (X) in the top right corner. It contains a text area labeled "Bidder's Remarks:" with the text "We can deliver products with in 10 days" entered. At the bottom right are "OK" and "Cancel" buttons.

19. Click OK .

#### Create RFx Response

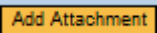
The main window for creating an RFx response. It features a table at the top with columns: Line Number, Description, Variant, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, and Total Value. The first row shows an item with Description "abrasive", Product ID "00514", Product Category "Abrasives Clothfiber", Required Quantity "2", Submitted Quantity "2 EA", Price "2,500.00", Currency "USD", Price Per "1", and Total Value "5,000.00".

Below the table is a tabbed interface with tabs: Item Data, Questions, Notes and Attachments (selected), Payment, Conditions, Table Extensions, Delivery, and Subcontracting.

The "Notes and Attachments" tab is active, showing a "Notes" section with a "Clear" button and a table with columns: Category, Description. The table contains three rows: "RFx/Auction Text" with description "-Empty-", "Bidder's Remarks" with description "We can deliver products with in 10 days", and "Purchaser's Remarks" with description "-Empty-". There is also a "Justification" link with description "-Empty-".

Below the notes is an "Attachments" section with buttons: "Add Attachment", "Edit Description", "Versioning", "Delete", and "Create Profile". It contains a table with columns: Category, Description, File Name, Version, Processor, Checked Out, Type, and Size (KB). A message states: "The table does not contain any data".

At the bottom are buttons: "Submit", "Close", "Read Only", "Print Preview", "Check", "Save", "Export", "Import", and "Questions and Answers ( 0 )".

20. Click Add Attachment .



## Create an RFx Response

### Work Instruction

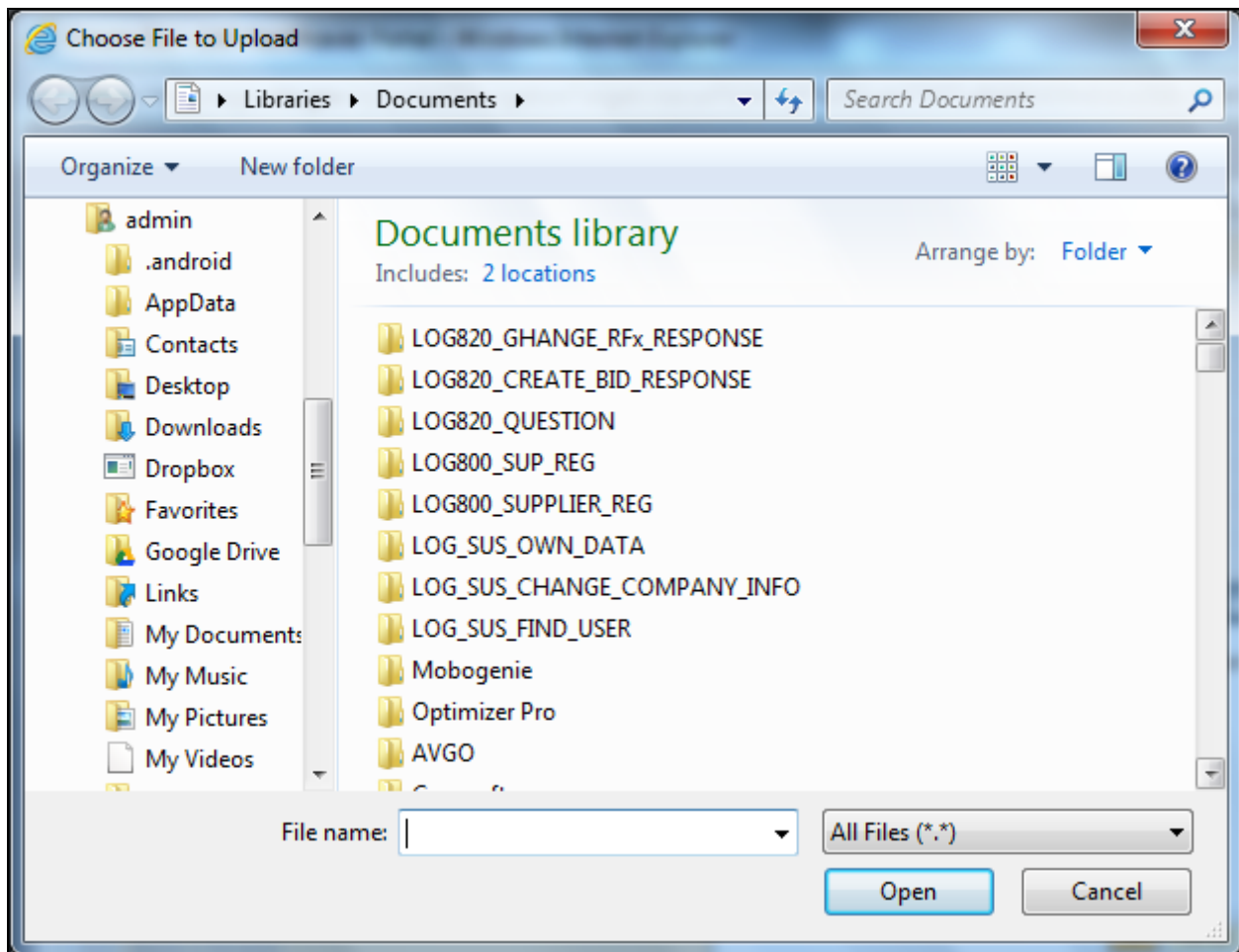
Transaction Code(s):

#### Add Attachment

The 'Add Attachment' dialog box has a title bar with standard window controls. The main area contains the text 'Here, you can upload a file and attach it to the selected item'. Below this is a 'File:' label followed by a text input field and a 'Browse...' button. Underneath is a 'Description:' label followed by a larger text input field. At the bottom right are 'OK' and 'Cancel' buttons.

21. Click [Browse...](#).

#### Choose File to Upload



22. Click [Page down](#).

23. Click [Book2.xlsx](#).



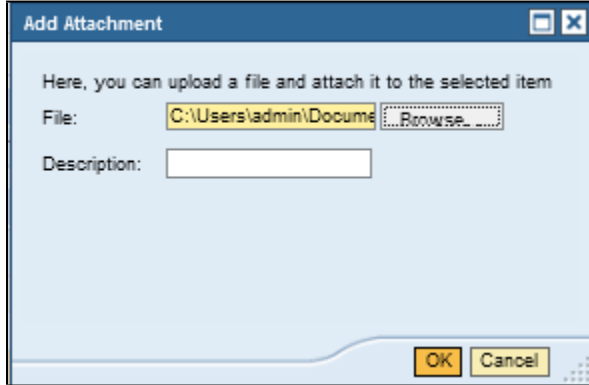
## Create an RFx Response

### Work Instruction

Transaction Code(s):

24. Click Open .

#### Add Attachment

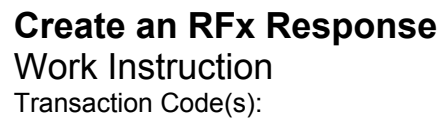


The 'Add Attachment' dialog box has a title bar with standard window controls. The main area contains the text 'Here, you can upload a file and attach it to the selected item'. Below this, there is a 'File:' label followed by a text box containing 'C:\Users\admin\Documents' and a 'Browse...' button. Below the file path is a 'Description:' label followed by an empty text box. At the bottom right are 'OK' and 'Cancel' buttons.

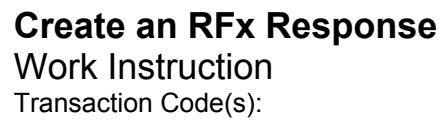
25. As required, complete/review the following fields:

| Field        | R/O/C    | Description                     |
|--------------|----------|---------------------------------|
| Description: | Required | <b>Example:</b><br>Product List |

26. Click OK .

[illegible]

27. Click Check .
28. Click Submit .

[illegible]

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## Create an RFx Response

### Work Instruction

Transaction Code(s):

#### Result

You have successfully submitted an RFx response to the State of Mississippi.