

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
3160000290	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	



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	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
3160000290	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.



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:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
3160000290	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

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

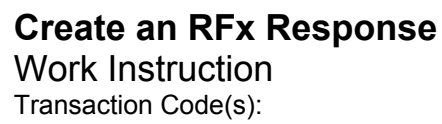
Commodity: To

Buyer: To

View:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000290	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	

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

[illegible]

- Published on 1/23/2015



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 6000000038RFx Number 3160000291Status In ProcessSubmission Deadline 12/31/2014 13:30:00 CSTOpening Date 01/10/2015 00:00:00 CST

Remaining Time 338 Days 02:31:55RFx Owner Mr. Sims HarmanTarget Value 0.00 USD RFx Response Version Number Active VersionRFx 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

SubmitCloseRead OnlyPrint PreviewCheckSaveExportImportQuestions and Answers (0)

RFx InformationItemsNotes and AttachmentsConditionsSummaryTracking

Basic DataQuestionsNotes and AttachmentsConditionsPayment

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

DetailsSend E-MailCallClearFilter Settings

Function	Number	Name	Phone Number
Location		MS DEPT FINANCE & ADMINISTRATION	

SubmitCloseRead OnlyPrint PreviewCheckSaveExportImportQuestions 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	Example: 7

11. Click Yes **Yes**.



Create an RFx Response

Work Instruction

Transaction Code(s):

Create RFx Response

Create RFx Response[Help](#)

RFx Response Number 6000000038RFx Number 3160000291Status In ProcessSubmission Deadline 12/31/2014 13:30:00 CSTOpening Date 01/10/2015 00:00:00 CST

Remaining Time 338 Days 02:31:55RFx Owner Mr. Sims HarmanTarget Value 0.00 USD RFx Response Version Number Active VersionRFx 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

SubmitCloseRead OnlyPrint PreviewCheckSaveExportImportQuestions and Answers (0)

RFx InformationItemsNotes and AttachmentsConditionsSummaryTracking

Basic DataQuestionsNotes and AttachmentsConditionsPayment

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"/>

SubmitCloseRead OnlyPrint PreviewCheckSaveExportImportQuestions 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: 2500
Delivery Days:	Required	Example: 10
Supplier Product Number:	Required	Example: 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 Payment Conditions Table Extensions Delivery Subcontracting

▼ 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	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)

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



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 data for an abrasive material. Below the table is a tabbed interface with tabs for Item Data, Questions, Notes and Attachments (selected), Payment, Conditions, Table Extensions, Delivery, and Subcontracting. The Notes and Attachments tab contains a "Notes" section with a table for adding remarks (Category, Description) and an "Attachments" section with a table for adding files (Category, Description, File Name, Version, Processor, Checked Out, Type, Size (KB)). At the bottom are buttons for 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

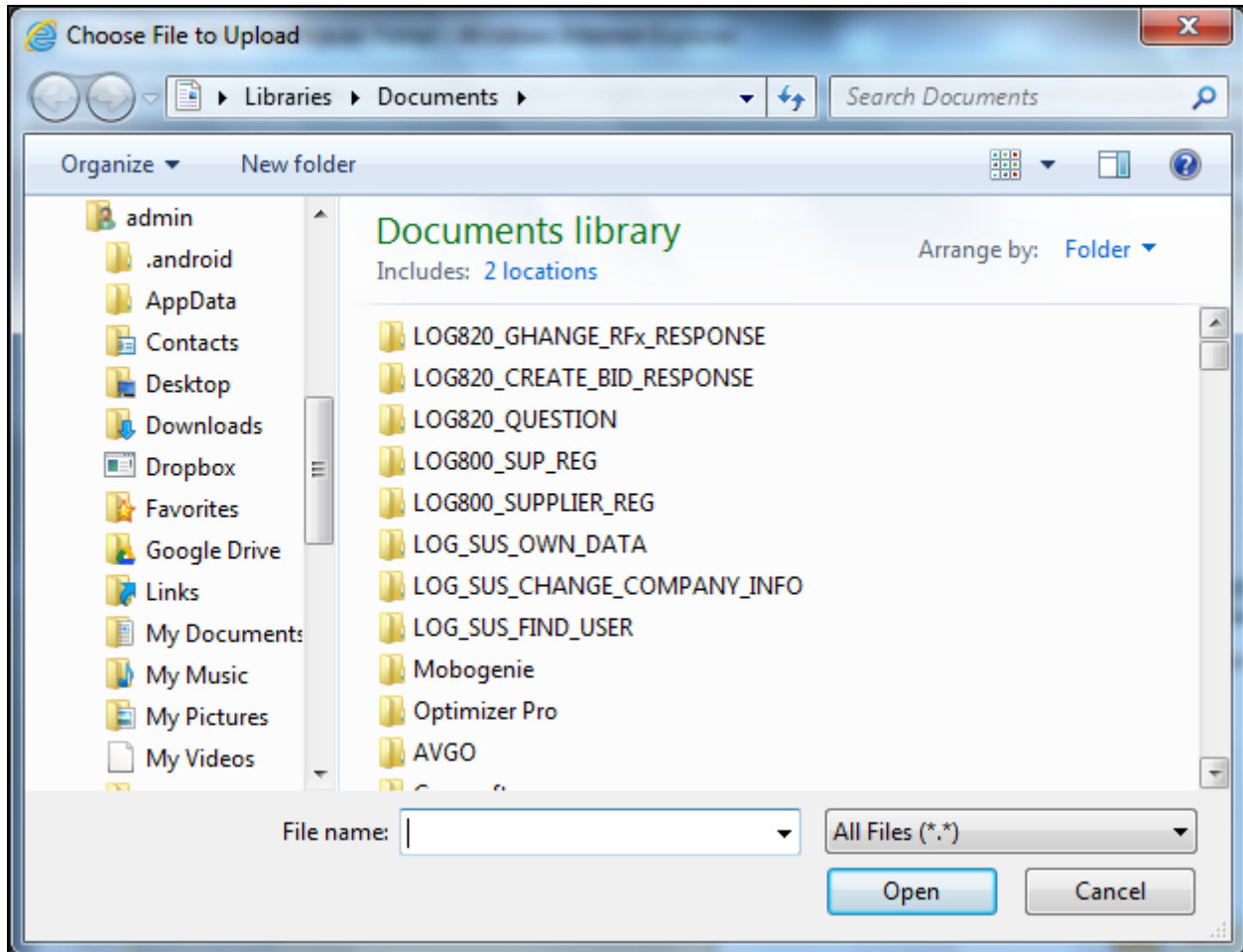
Transaction Code(s):

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, there 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, there are 'OK' and 'Cancel' buttons.

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

Choose File to Upload



22. Click [Page down](#).

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



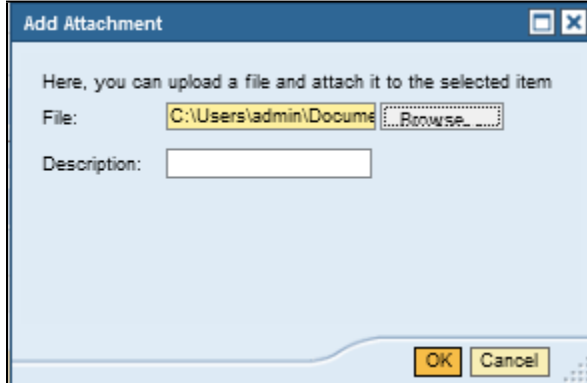
Create an RFx Response

Work Instruction

Transaction Code(s):

24. Click Open .

Add Attachment

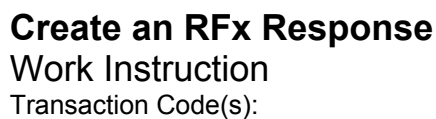




The 'Add Attachment' dialog box has a title bar with standard window controls. The main area contains the text 'Here, you can upload a file and attach it to the selected item'. Below this, there is a 'File:' label followed by a text box containing 'C:\Users\admin\Documents' and a 'Browse...' button.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

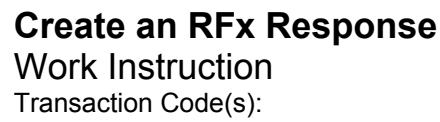
25. As required, complete/review the following fields:

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

26. Click OK .

[illegible]

- 27.** Click Check .
- 28.** Click Submit .

[illegible]

Page 17 of 18



Create an RFx Response

Work Instruction

Transaction Code(s):

Result

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