

# **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> 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

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

View: [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

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<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:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
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<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**

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Without Category Assignment [New Query \(0\)](#)

**eRFxs - All**

▼ Hide Quick Criteria Maintenance

RFx Number:  To

RFx Status:

My Responses From:

Smart Number:

Agency:  To

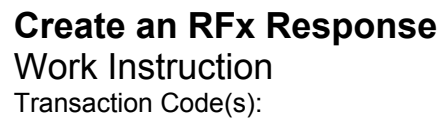
Commodity:  To

Buyer:  To

View:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
<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		
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<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 ▼ 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> 7

11. Click Yes ☐ Yes.

Published on 1/23/2015

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# 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

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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\_abc\_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 )

- 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> 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 yellow text area containing the text "We can deliver products with in 10 days". At the bottom right are "OK" and "Cancel" buttons.

19. Click OK

#### Create RFx Response

The main window displays a table 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 "Details for item abrasive" section with tabs for Item Data, Questions, Notes and Attachments, Payment, Conditions, Table Extensions, Delivery, and Subcontracting. The "Notes and Attachments" tab is active, showing a list of notes with categories like RFx/Auction Text, Bidder's Remarks, Purchaser's Remarks, and Justification. Below the notes is an "Attachments" section with an "Add Attachment" button and a table for attachment details. 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

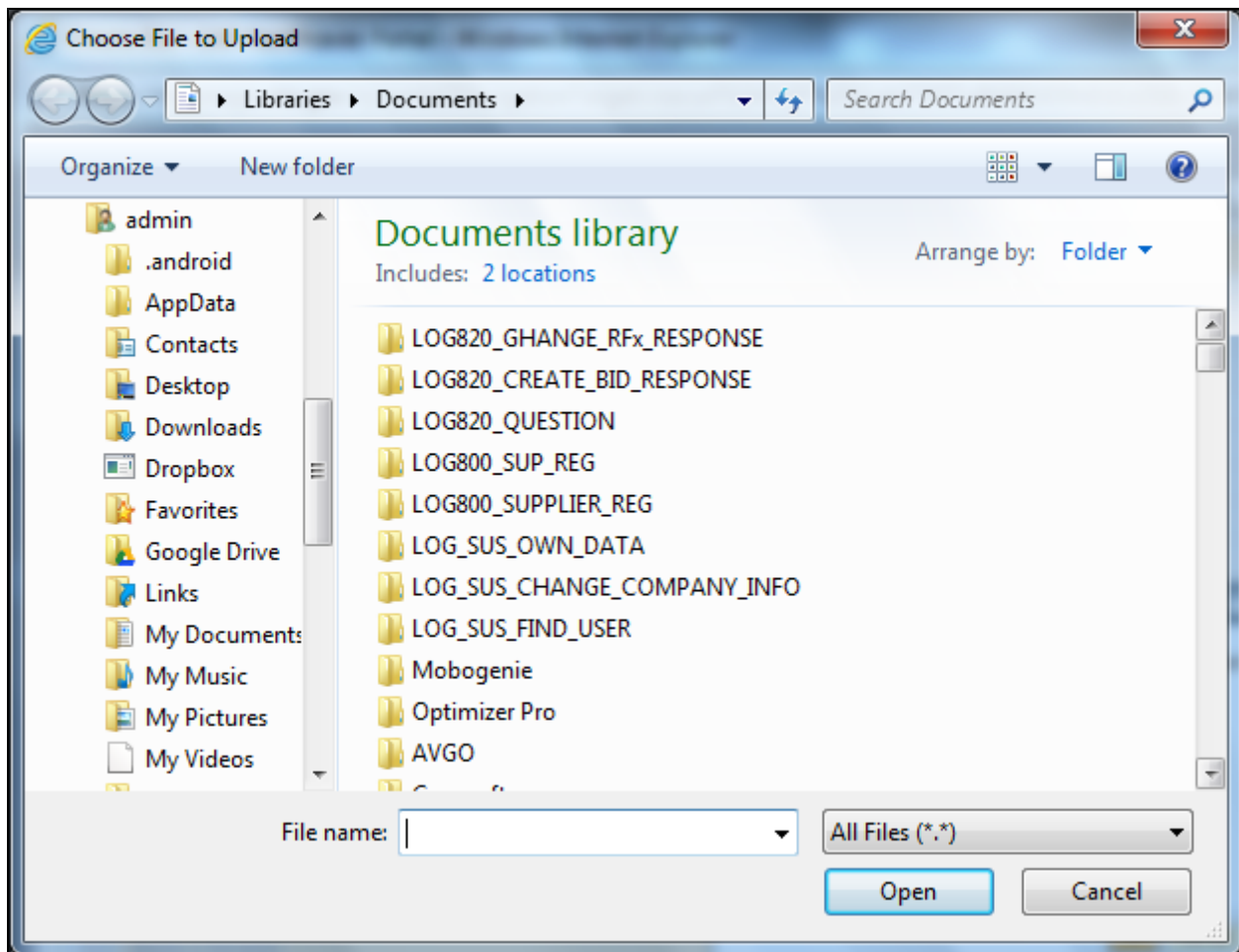
Transaction Code(s):

#### 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 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](#).



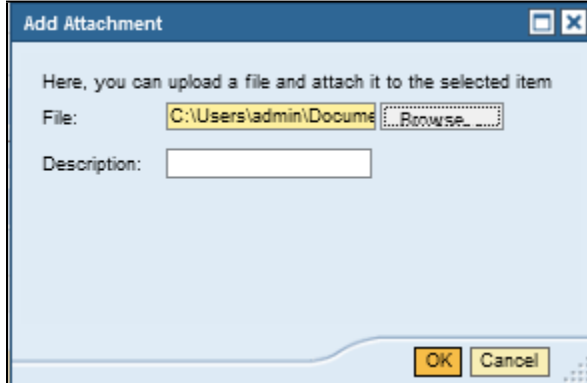
## Create an RFx Response

### Work Instruction

Transaction Code(s):

24. Click Open .

#### Add Attachment



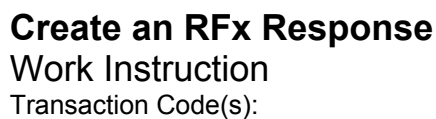
The 'Add Attachment' dialog box has a title bar with a close button. The main area contains the text 'Here, you can upload a file and attach it to the selected item'. Below this is a 'File:' label followed by a text box containing 'C:\Users\admin\Documents' and a 'Browse...' button. Below that is a 'Description:'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

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

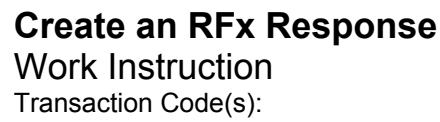
Field	R/O/C	Description
Description:	Required	<b>Example:</b> Product List

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.