

# **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' interface. At the top, there are tabs for 'eRFxs', 'Without Category Assignment', and 'New Query (0)'. Below this, the 'eRFxs - All' section is active. It contains a search form with the following fields: RFx Number (3160000291), RFx Status (dropdown), My Responses From (dropdown), Smart Number (text), Agency (dropdown), Commodity (dropdown), and Buyer (dropdown). There are 'Apply' and 'Clear' buttons. Below the search form, there is a table with the following columns: Event Number, RFx Number, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Ver. The table contains 6 rows of data.

| 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 **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 |
|----------------------------|--------------------------|--------------------|--------------|------------|------------|----------------------------|-----------------|---------------|
| <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="#">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**

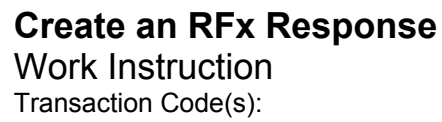
▼ Hide Quick Criteria Maintenance

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

View:

| 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 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 )

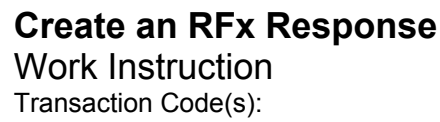
RFx InformationItemsNotes and AttachmentsConditionsSummaryTracking

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:<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   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 )

- 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):

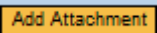
#### Add Bidder's Remarks

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 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

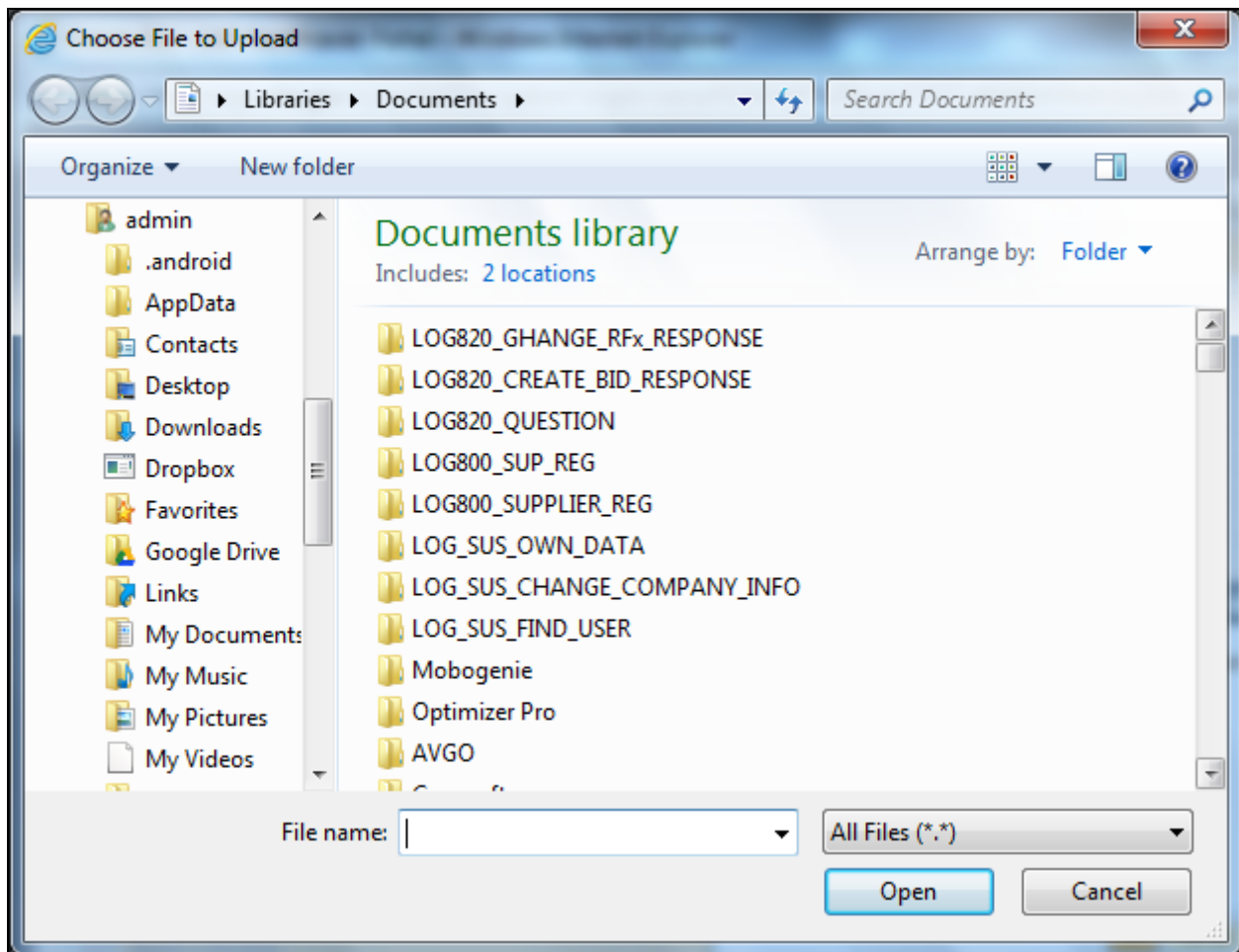
Transaction Code(s):

#### 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 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](#).



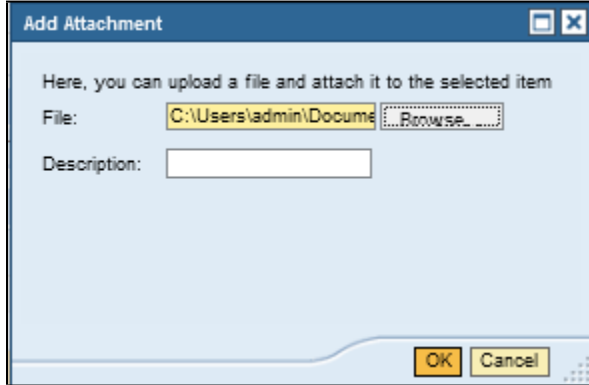
## Create an RFx Response

### Work Instruction

Transaction Code(s):

24. Click Open .

#### Add Attachment



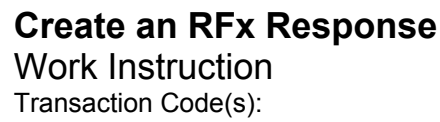
The 'Add Attachment' dialog box has a title bar with standard window controls. The main area contains the text 'Here, you can upload a file and attach it to the selected item'. Below this, there is a 'File:' label followed by a text box containing 'C:\Users\admin\Documents' and a 'Browse...' button.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

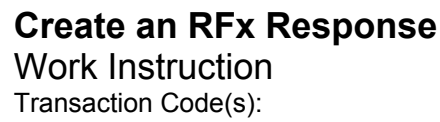
| Field        | R/O/C    | Description                     |
|--------------|----------|---------------------------------|
| Description: | Required | <b>Example:</b><br>Product List |

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.