



Create an RFx Response

Procedure

1. Log in Magic

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](#)

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

RFx and Auctions

2. Click RFx and Auctions Icon

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
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	



Create an RFX Response

3. Enter RFX in the “RFX Number Field”

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]

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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

5. Select RFx Number hyperlink

[illegible]



Create an RFX Response

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

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 [Filter Settings](#)

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

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](#)



Create an RFx Response

8. Click Questions tab to view the required buyer questions.
9. As required, complete/review the question fields

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 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

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)



Create an RFX Response

10. Click Yes

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

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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): *	7 YR	
Does the vendor accept the required contractual terms and conditions: *	☒ Yes ☐ No	

SubmitCloseRead OnlyPrint PreviewCheckSaveExportImportQuestions and Answers (0)

Create an RFx Response

11. Click Items tab

[illegible]

12. Click Details button



Create an RFX Response

13. Items Data tab: As required, complete/review the following fields: Price, Quantity, Delivery Days, Supplier Product Number

Details for item abrasive								
Item Data		Questions	Notes and Attachments	Payment	Conditions	Table Extensions	Delivery	Subcontracting
Basic Data								
Identification								
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:	0.00		USD Per:	1 EA	
Item Variant Description:	Original Item		Delivery Days:	000				
Supplier Product Number:			Not to Exceed Price:	☐				
Manufacturer Part Number:			Not Separately Priced:	☐				
Period of Performance:			Status and Statistics					
External Manufacturer:			Guaranteed Minimum Amount: 0.00					
Net value:	0.00							
Acceptance at Origin:	☐							
Acceptance at Origin in RFX:	☐							
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)								



Create an RFx Response

14. Click Notes and Attachments tab

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: 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)

15. Click Bidder's Remarks, if applicable

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)



Create an RFX Response

16. If applicable, enter bidder's remarks

A screenshot of a software dialog box titled "Add Bidder's Remarks". The dialog box has a blue header bar with the title and standard window control buttons (minimize, maximize, close). Below the header, the text "Bidder's Remarks:" is followed by a large, empty yellow rectangular text area for input. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

17. Click OK

Create an RFx Response

18. Click Add Attachment

[illegible]



Create an RFX Response

Add Attachment, if applicable

19. Click Browse

20. Choose File to Upload

21. Click Open

22. Add description

23. Click OK



25. Click Submit

Page 14 of 18

Create an RFx Response

26. Select Close

[illegible]

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