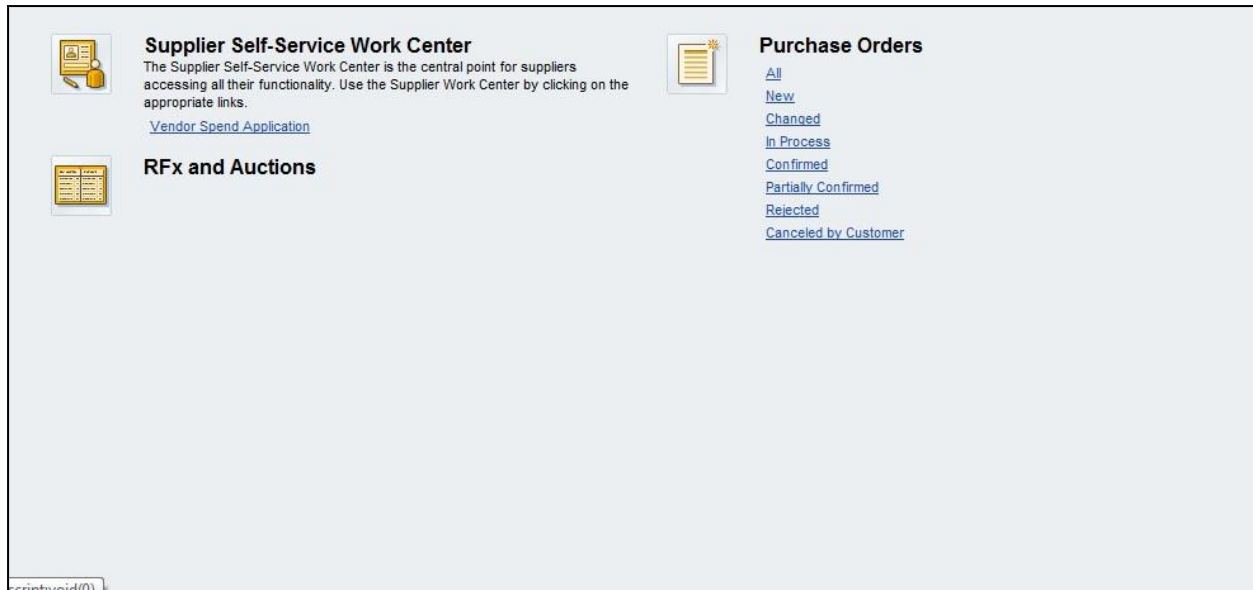




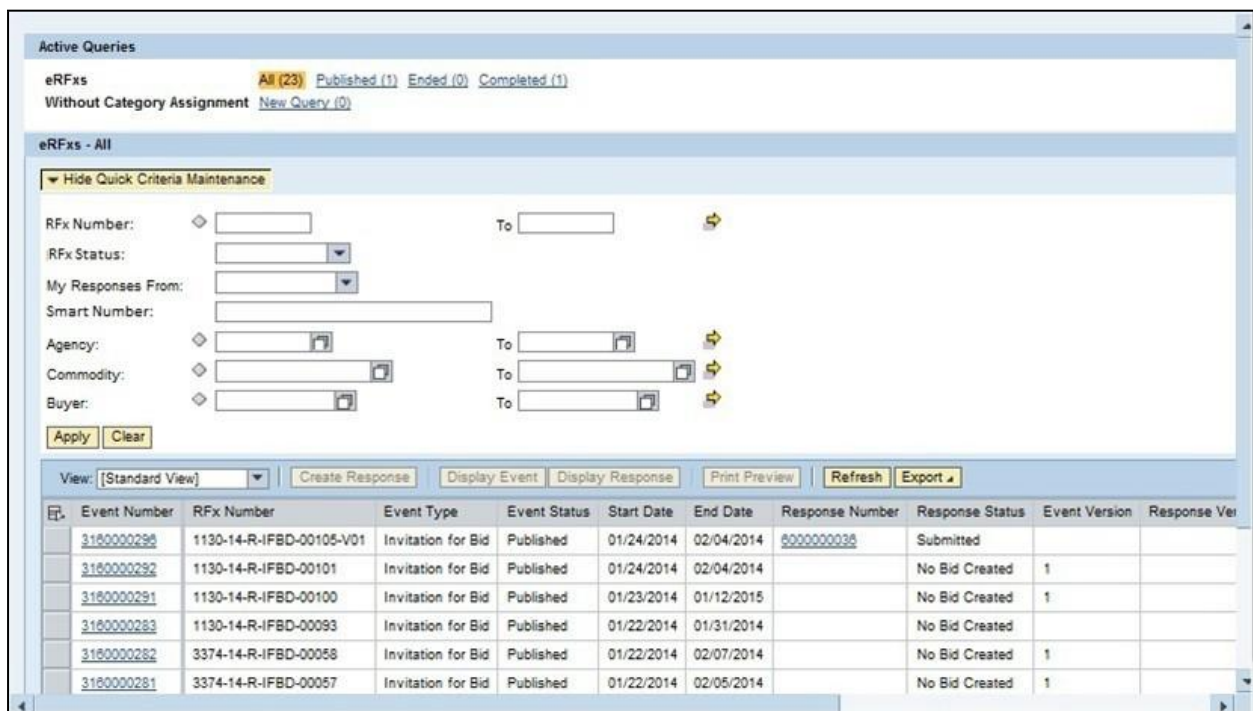
Create an RFx Response

Procedure

1. Log in Magic



2. Click RFx and Auctions Icon





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

[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 | |

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 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

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions | Payment

Event Parameters
Validity Period: -
Currency:
Target Value of RFX Response: USD

Pricing Arrangement
Service and Delivery
Pricing Arrangement:
Ceiling Amount:
Status and Statistics
Created On:
Created By:
Last Processed On:
Last Processed By:

Partners and Delivery Information

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

Created 8/6/2019

RFX Response in Magic

Page 6 of 18



Create an RFX Response

10. Click Yes

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)

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

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)



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_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)

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 light blue background and a dark blue title bar. Inside, there is a label "Bidder's Remarks:" followed by a large, empty yellow rectangular text area. 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

Create an RFx Response

24. Click Check

25. Click Submit

[illegible]

Create an RFx Response

26. Select Close

[illegible]

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