

## New Supplier Registration

All suppliers must be registered to do business with the State of Mississippi. As a supplier, you may register at any point in time. You will need to setup a Paymode-X account before you register for a vendor number.

Go to the Department of Finances and Administration (DFA) website: [www.dfa.ms.gov](http://www.dfa.ms.gov)

Under the Direct Links tab: (Located on the Top)

- Vendor Service: • Paymode • MAGIC Vendor Service • Vendor Debriefing

Setup your Paymode-X account for Electronic Fund Transfer by clicking on Paymode (takes 10 minutes):

You will need:

- 1) Company's legal name, main telephone number and all physical and remittance addresses used by you company
- 2) Your Company's U.S. Federal Employer Identification Number (EIN) or Social Security Number
- 3) Your company's bank account information, including ACH routing and account numbers

Setup Vendor Number: under the MAGIC Vendor Service:

Click the: MAGIC Vendor Services

Click the Link: State of Mississippi Supplier Registration, (to begin the registration process)

NOTE: Make certain that you add your contact information, to include name and phone no.

Supplier W-9 Submission:

Suppliers who have completed the registration process and have received a User ID and Password, they **must attach a W-9 to their supplier account in MAGIC using the User ID and Password.**

After Supplier's W-9 has been uploaded to MAGIC, it must be submitted to the Department of Finance & Administration. This may be done one of three ways listed below:

- email to [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov) (best option for submission)
- Fax to 601-359-5525
- Mail via USPS to:  
Department of Finance & Administration  
Post Office Box 1060  
Jackson, MS 39215-1060

Once this is completed, Vendor should send an email to their Point of Contact at the Military Department and Jennifer Edwards at [jedwards@mil.ms.gov](mailto:jedwards@mil.ms.gov) and Curtis Boddy at [cboddy@mil.ms.gov](mailto:cboddy@mil.ms.gov) and Amanda Michael at [amichael@mil.ms.gov](mailto:amichael@mil.ms.gov) on all emails to prevent delays.

Vendors needing help with this process should call MMRS Help Desk at 601-359-1343.