

RFX RESPONSE IN MAGIC

Procedure

1. Log in Magic

	Supplier Self-Service Work Center accessing all their functionality. Use the Supplier Work Center by clicking on the appropriate links. Vendor Spend Application RFx and Auctions	All New Chaned In Process Confirmed Partially Confirmed Rejected Canceled by Customer
scriptwoid(0)		



2. Click RFx and Auctions Icon

ctine	e Queries										
eRF: With	xs nout Category As	All (23) isignment <u>New Quer</u>		Ended (0) Co	mpleted (1)						
	s - All ide Quick Criteria	Maintenance									
RFx	Number:	Image: Second			то		\$				
RFx	Status:		-								
	Responses From:										
20000	art Number:	0 P	7		- [17	\$				
Ξ.	ncy:	۷ <u> </u>			то						
Buy	nmodity:				To	171	and the second sec				
	ply Clear					122					
	ew: [Standard Vie	w) 💌 Cri	ate Response	E Display	Event Displa	y Response	Print Prev	riew Refresh E	Export 4		
2	Event Number	RFx Number	Eve	ent Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response
	3160000296	1130-14-R-IFBD-001	05-V01 Inv	itation for Bid	Published	01/24/2014	02/04/2014	600000035	Submitted		
	3160000292	1130-14-R-IFBD-001	101 Inv	itation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
	3180000291	1130-14-R-IFBD-001	Inv	itation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
_	3160000283 1130-14-R-IFBD-00093 Inv		193 Inv	itation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
	3160000282	3374-14-R-IFBD-000	058 Inv	itation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	



3. Enter RFx in the "RFx Number Field"

RFxs		All (23) Publishe								
	ut Category As	signment New Query (0)	<u>d (1) Ended (0) Co</u>	mpleted (1)						
RFxs	- All									
+ Hid	le Quick Criteria	Maintenance								
Ex Ne	umber:	3160000291		То		\$				
RFx St	tatus:			1.76.15						
/y Re	esponses From:									
Smart	t Number:		1							
genc	y:	Image: 1		То	17	\$				
Comm	nodity:	٥ [0	То	C	-				
Buyer	c.	T	-	То	Ø	\$				
Apph	y Clear									
-	w: [Standard Vie	wi Create Res	nonsa] Disnlav	Event Displa	v Resource	Print Prev	riew Refresh E	woort 4		
Sec.	Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response
-	3160000296	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	600000038	Submitted		
1	3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
1	3180000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
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	
3	010000202	2011-11-11-11-DD-000000								

4. Click Apply to apply the search criteria



5. Select RFx Number hyperlink

		a Maintenance							
_	ew: [Standard Vie Event Number		Response Dis	play Event Di		Preview Refrest	h Export ∡ Response Status	Event Version	Response Versio
	<u>3160000291</u>	1130-14-R-IFBD-00100			01/12/2015		No Bid Created	1	



6. Click Participate. This step is required and notifies the SoMs your intent to create a RFx response

7. Click Create Response

Display RFx : 316000	0291			<u>Help</u>							
	er 1130-14-R-IFBD-00100 x Version Number 1	RFX Status Published RFx Start Date 01/23/2014 16:30:00 CST RFx Version Type Active Version	Remaining Time 338 Days 02:32:17								
Close Print Preview Refresh	Participate Tentative	Create Response Questions and Answers (0) Export									
RFX Information Items Notes and Attachments											
RFx Parameters Questions Note and A	Attachments Condition	ns Payment									
Time Zone: CST Start Date: 01/23/2014 04:30:0 Opening Date: * 01/10/2015 12:00:0 End of Binding Period:	0 pm Bi	dder Submission Deadline Date: 12/31/2014 dder Submission Deadline Time: 01:30:00 pm									
▼ Partners and Delivery Information											
Details Add J Send E-Mail Call Cle	ar			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									



- 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 800000038 RFx Number 318000 Remaining Time 338 Days 02:31:55 RFx Owner Mr.									
Attribute Does the vendor accept the required contractual te is m Attribute How long has your company been in business (Specif i		*							
Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)									
RFx Information Items Notes and Attachments Basic Data Questions Notes and Attachments Conditi									
Event Parameters Validity Period: Currency: United States Dollar Target Value of RFx Response: 0.00 USD	Pricing Arrangement Service and Delivery Pricing Arrangement: Celling Amount: Status and Statistics Created On: 01/27/2014 10:58:08 CST Created By: Ms. Golden Eagle Last Processed Dn: 01/27/2014 10:58:08 CST Last Processed By: Ms. Golden Eagle								
Partners and Delivery Information									
Details Send E-Mail Call Clear Function Number	Name Phone Number	Filter Settings							
Location	Name Prone Number								
Submit Close Read Only Print Preview Check	Save Export Import Questions and Answers (0)								



10. Click Yes

Create RFx Response		<u>Help</u>									
		10/2015 00:00:00 CST 5x 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): *	7 YR										
Does the vendor accept the required contractual terms and conditions: *											
Submit] Close Read Only Print Preview Check Save Export Import Questions and Answers (0)										



11. Click Items tab

Create R	Fx Res	pons	se									
RFx Response Nu Target Valu	imber 600000 e 0.00 USD			er 3160000291 rsion Number Ac	Status In Process tive Version RF	Submission Deadline 12 Fx Version Number 1	2/31/2014 13:30:00 C	ST Opening Da	te 01/10/	2015 00:00:00 C	ST Rer	naining Tir
Submit Close	Read On	ly Print	Preview	Check Save	Export Import	Questions and Answers (0)						
RFx Information Items Notes and Attachments Conditions Summary Tracking												
Item Overview Details Add N	ew 🔺 🛛 Cop	y Paste	e Delete	Calculate Value	1							
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price Currency	Price Per	Total Val
Details	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	0.00 USD	1	0.

12. Click Details button



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

			-					
Details for item abrasive	Conditions Table Extensions Delivery	Subcontracting						
Item Data Questions Notes and Attachments Payment	Conditions Table Extensions Delivery	Subcontracting						
▼ Basic Data								
Identification	Currency: United States Dol	lar						
Item Type: Material	Required Quantity:	2 EA each						
Product Category: 00514 Abrasives Clothfiber	Submitted Quantity:	2 EA each						
Product ID:	Price: 0.0	0 USD Per: 1 EA						
Description: abrasive	Delivery Days: 000							
Item Variant Description: Original Item	Not to Exceed Price:							
Supplier Product Number:	Not Separately Priced:							
Manufacturer Part Number:								
	Status and Statistics							
Period of Performance:	Guaranteed Minimum Amount:	0.00						
External Manufacturer:								
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 Numb					
Requester		Sims Harman	404-579-9122					
	nport Questions and Answers (0)		-					
			•					



14. Click Notes and Attachments tab

			_			
Details for item abrasive						
Item Data Questions Notes and Attachments Payment	Conditions Table Extensions Delivery	Subcontracting				
▼ Basic Data Notes and Attachments						
Basic Data Notes and Attachments Identification	Currency: United States Dolla	ar				
Item Type: Material	,	2 EA each				
Product Category: 00514 Abrasives Clothfiber		2 EA each				
Product ID:	Price: 250	0 USD Per: 1 EA				
Description: abrasive	Delivery Days: 10					
Item Variant Description: Original Item	Not to Exceed Price:					
	Not Separately Priced:					
Supplier Product Number: 123_abo_9 Manufacturer Part Number:						
	Status and Statistics					
Period of Performance:	Guaranteed Minimum Amount:	0.00				
External Manufacturer:						
Net value: 0.00						
Acceptance at Origin:						
Acceptance at Origin in RFx:						
▼ Partners and Delivery Information						
Details Add A Send E-Mail Call Clear						
Function	Number	Name	Phone Numb			
Requester		Sims Harman	404-579-9122			
Submit Close Read Only Print Preview Check Save Export In	nport Questions and Answers (0)					
			•			

15. Click Bidder's Remarks, if applicable

• 🛃 🗉		vanant	item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA 2	2,500.00	USD	1	5,000.0
Details for													
Item Data	Questions		otes and Att		Payment Condi	tions Table Extensions	Delivery St	ubcontracting					
 Notes 													
Clear Copy													
Category					0	escription							
Category													
RFx/Auction	n Text				-1	Empty-							
						Empty- Empty-							
RFx/Auction	marks				-4								
RFx/Auction Bidder's Ren	<u>marks</u> Remarks				4	Empty-							
RFx/Auction Bidder's Ren Purchaser's	<u>marks</u> Remarks				4	Empty-							
RFx/Auction Bidder's Ren Purchaser's	<u>marks</u> Remarks				4	Empty-							
RFx/Auction Bidder's Rer Purchaser's Justification	marks Remarks I	ription	/ersioning a	Delete Creat	4	Empty-							
REx/Auction Bidder's Rer Purchaser's Justification Attachments Add Attachmer	marks Remarks I			Delete Creat	4 4 4 e Profile	Empty-	or	Cheoked Out		Tvi	pe	Size (KB)	
RFx/Auction Bidder's Rer Purchaser's Justification Attachments Add Attachment Category	marks Remarks ! ! Edit Desc	Descript	ion		4 4 4 e Profile	Empty- Empty- Empty-	sor	Checked Out		Туг	pe	Size (KB)	
RFx/Auction Bidder's Rer Purchaser's Justification Attachments Add Attachment Category	marks Remarks I	Descript	ion		4 4 4 e Profile	Empty- Empty- Empty-	tor	Checked Out		Ту	pe	Size (KB)	
RFx/Auction Bidder's Rer Purchaser's Justification Attachments Add Attachmer Category	marks Remarks ! ! Edit Desc	Descript	ion		4 4 4 e Profile	Empty- Empty- Empty-	sor	Checked Out		Ту	pe	Size (KB)	
RFx/Auction Bidder's Rer Purchaser's Justification Attachments Add Attachmer Category	marks Remarks ! ! Edit Desc	Descript	ion data	File N	e Profile	Empty- Empty- Empty-	sor	Checked Out		Ту	pe	Size (KB)	



16. If applicable, enter bidder's remarks

Add Bidder's Rem	arks	
Bidder's Remarks:		
	OK Can	cel:

17. Click OK



18. Click Add Attachment

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
•	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00
♦ Details for	item abrasiv	e											
Item Data	Question	s N	lotes and Att	achments Pa	ayment Condit	ions Table Extensions	Delivery S	ubcontracting					
													_
▼ Notes													
Clear Copy													
Category					De	escription							
RFx/Auctio					-E	mpty-							
Bidder's Re						e can deliver products with in 10) days						
Purchaser's						mpty-							
Justificatio	<u>n</u>				-E	mpty-							
★ Attachments													
Add Attachme	ent Edit Dese	cription	Versioning a	Delete Create	Profile								
Category		Descrip	tion	File Nar	me	Version Process	sor	Checked Out		Ту	pe	Size (KB)	
i The tab	le does not co	ntain any	data										
Submit Close	Read Onl	y Print	Preview	Check Save	Export Import	Questions and Answers (0)							-
······································	7												•

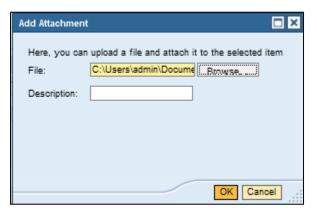


Add Attachment, if applicable

Add Attachment	
Here, you can	upload a file and attach it to the selected item
File:	Browse
Description:	
	OK Cancel

- **19.** Click Browse
- 20. Choose File to Upload

21. Click Open



- 22. Add description
- 23. Click OK



24. Click Check

25. Click Submit

	Description	variant	Item Type	FIGULETID	Product C	ategory	Product Category D	escription	Required (Quantity	Submitted Q				-	Price Per	
• 🚳 🖻	abrasive		Material		00514		Abrasives Clothfibe	r		2		2	EA	2,500.00	USD	1	5,000.
Details for	item abraciu																
-		_															
							Constant Table Date										
Item Data	Questions	s N	otes and Atta	achments	Payment	Condit	tions Table Exte	nsions	Delivery		bcontracting						
	Questions	5 N	otes and Atta	achments	Payment	Condit	tions Table Exte	nsions	Delivery		locontracting						
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Notes Clear Copy Category]	s N	otes and Att:	achments	Payment	De	escription	nsions	Delivery		ibcontracting						
Notes Clear Copy Category RFx/Auction] <u>1 Text</u>	5 N	otes and Att:	achments /	Payment	De -E	escription impty-				ibcontracting						
Notes Clear Copy Category RFx/Auction Bidder's Re	1 <u>n Text</u> marks	5 N	otes and Att	achments /	Payment	De -E W	escription impty- le can deliver products				Boontracting						
Notes Clear Copy Category RFx/Auction Bidder's Re Purchaser's	<u>n Text</u> marks Remarks	5 N	otes and Att	achments	Payment	De -E W	escription impty- le can deliver products impty-				Boontracting						
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Notes Clear Copy Category REx/Auction Bidder's Re Purchaser's Justification] <u>marks</u> Remarks		versioning 4		Payment	De -E W	escription impty- le can deliver products impty-				Beontracting						
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Notes Clear Copy Category REx/Auction Bidders Re Purchaser's Justification Attachments Add Attachme Category] h Text marks Remarks I Edit Desc		Versioning 4	Delete Crea		De -E W -E -E	escription impty- le can deliver products impty- impty- Name	s with in 10 d	days				d Out				
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26. Select Close

)isp	lay R	Fx Re	spon	se 60	0000003	38								
	iponse Nur Irget Value	nber 6000000 0.00 USD			er 3160000291 rsion Number Ac	Status Submitted tive Version RF	Submission Deadline 12 Ex Version Number 1	/31/2014 13:30:00 C	ST Opening Da	te 01/1	0/2015 00	:00:00 CST	Remai	ning Tin
RFx re	sponse 600	0000038 subr	nitted											
Edit	Close	Print Preview	R	efresh	Withdraw Expor	Questions and Ar	nswers (0)							
R	Fx Informat	ion It	ems	Notes and A	Attachments	Conditions Sun	nmary Tracking							
			ents	Notes and A	(taciments		mary macking							
	Overview	w J Cop	y Paste	2 Delete	Calculate Value									
		Description				Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total
•	. 2	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,0
∢ ▶ [Details for i	item abrasive	e											
It	em Data	Question	s N	otes and Att	achments P.	ayment Condit	ions Table Extensions	Delivery Si	ubcontracting					
▼ No	tes													

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