

## Attachment C

# Bidders Training Guide for Reverse Auction



# **MAGIC Reverse Auction Bidders Training Guide**

The MAGIC Reverse Auction Bidders Training Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

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### Technical Requirements

Bidders are responsible for ensuring technical requirements are met.

#### Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Microsoft Edge
- Google Chrome versions 49 and above

#### Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Safari
- Firefox

Note: Pop-up blocker must be turned off.

### Login Procedure

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and Password. The password is case sensitive.

MAGIC is the Mississippi Accountability System for Government Information and Collaboration

Having password problems? Please click on this [link](#) for help...

User \*

Password \*

Log On

If you need access or additional information please go to the below website:  
<http://www.dfa.ms.gov/dfa-offices/mmrs>



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### View Available Reverse Auctions

#### Search for Auction(s)

Listed below are the steps to search for a bid response.

1. **Bidders must first respond to the RFx (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RFx are available [here](#), [RFx Response -Supplier Self Service](#).
  - The RFx (RFQF) – Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RFx (RFQF) will be invited to participate in Reverse Auctions.
2. To search for auctions, click on the **Suppliers Self-Service** tab.
3. Select **RFx and Auctions** in the navigation menu on the left of the screen.
4. Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the [Show Quick Criteria Maintenance](#) button to expand the search criteria.

The screenshot displays the MAGIC Suppliers Self-Service interface. At the top, there is a navigation bar with links: Back, Forward, History, View, and Help. Below this, a secondary navigation bar contains icons and labels for Home, Procurement, and Suppliers Self-Service (which is highlighted with a red box). The main content area is titled 'Supplier Self-Service Work Center' and includes a sub-navigation bar with 'Administration' and 'Suppliers Self-Service > Supplier Self-Service Work Center > RFx and Auctions'. On the left, a 'Work Center Overview' sidebar lists 'Supplier Self-Service Work Ce...', 'RFx and Auctions' (highlighted with a red box), and 'Purchase Orders'. The main panel shows 'Active Queries' with a table:

	All	Published	Ended	Completed
eRFxs	(0)	(0)	(0)	(0)
eAuctions	(1)	<b>Published (1)</b>	(4)	(0)

Below the table, the 'eAuctions - Published' section is visible, featuring a 'Show Quick Criteria Maintenance' button (highlighted with a red box). At the bottom, there is a 'View:' dropdown menu set to 'Standard View' and a table header with 'Event Number' and 'Event Description'.



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5. Enter the search criteria. To find all available bid opportunities, skip to step (f).
  - a) Select **All** or **Published** to search for available Events (eAuctions).
  - b) Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.
  - c) Click on **Apply** to view all Auctions based on your search criteria.
  - d) To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).
6. Click **Apply** to find available bid opportunities.
7. In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)

The screenshot displays the MAGIC web application interface. The top navigation bar includes the MAGIC logo, the text "Mississippi Accountability System for Government Information and Collaboration", and a "Log" button. Below this is a secondary navigation bar with links: "Back", "Favorites", "History", "Favorites", "View", and "Help". A welcome message "Welcome, VND9050881" is visible on the right.

The main content area is titled "Supplier Self-Service Work Center" and "Administration". It features a sidebar on the left with links: "Work Center Overview", "Supplier Self-Service Work Ce...", "RFx and Auctions", and "Purchase Orders".

The main content area shows the "Active Queries" section, which includes a search form for "eAuctions". The form has the following fields:

- Event Number: 3300000092
- Event Status: (dropdown menu)
- Creation Date: (calendar icon)
- Deadline Date Flag: (dropdown menu)
- Status: (dropdown menu)
- My RFx Responses From: (dropdown menu)
- Smart Number: (text input)

Buttons for "Apply" and "Clear" are located below the form. A "Refresh" button is also present.

Below the form is a table with the following columns: "Event Number", "Event Description", "Event Type", "Event Status", "Start Date", "End Date", "Bid Number", and "Bid Status". The table contains one row of data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
3300000092	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created



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### Display Auction Details

Listed below are the steps to view the auction details and information regarding the auction.

1. The Auction Details screen will be displayed. It is important to review the details prior to the auction start time. Bidding will not be available prior to the Auction Start Date/Time.

**Display Auction: 3300000092**

Print Preview
Close
Live Auction

3 Days 11:41:05 Remaining Time
Number 3300000092
Name 1130-18-R-RAEX-00002
Owner First Last
Status Active
Currency USD
Start Date 20.10.2017 13:58:45 CST
End Date 27.10.2017 01:00:00 CST

Auction Information
Items
Notes and Attachments

Auction Parameters
Notes and Attachments

**Identification**  
Name: 1130-18-R-RAEX-00002  
Type: English Auction  
Product Category:  
Currency: USD

**Dates**  
Start Date: 10/20/2017 01:58:45 pm  
End Date: 10/27/2017 01:00:00 am  
Time Zone: CST

**Event Parameters**  
Bid Decrement: Absolute  
Bid Validation: New bid must beat overall best bid  
Follow On Document: Contract  
Sequential Line Items: ☐  
Sequential Initial Duration: 0  
Sequential End-Time Gap: 0  
Automatic Extensions:  
Remaining Time Trigger: 0  
Extension Period: 0  
Number of Extensions: 0  
**Status and Statistics**  
Creation Date: 10/03/2017 04:27:46 pm  
Created By: SRMBUYER04

The table below lists the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.

Section	Field Name	Description
Identification	Name	Smart Number with details related to the RFx
	Type	English Auction is the standard for State of Mississippi
	Product Category	The 5 digit NIGP code (optional)
	Currency	US Dollar (USD)
Dates	Start Date	Begin Date and Time for the Live Auction
	End Date	Date and Time of Live Auction completion
	Time Zone	Central Standard Time (CST)
Event Parameters	Bid Decrement	The amount/percentage by which the next bid must decrease relevant to the current lowest bid.
	Bid Validation	Logic used to determine if the bid is valid.
	Follow On Document	Contract or Purchase Order
	Sequential Line Items	Enables sequential line item functionality to stagger end times.
	Sequential Initial Duration	The amount of time in between each line item end time.
	Sequential End-Time Gap	The time between item end times.



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Automatic Extensions	Remaining Time Trigger	The time period before the end of the auction where an extension can be triggered due to bid activity.
	Extension Period	Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period.
	Number of Extensions	The number of times an auction can be extended by bid activity within the Remaining Time Trigger.
Status and Statistics	Creation Date	The date and time the auction was created.
	Created By	The User ID of the Agency Buyer who created the auction.

### Display Line Items

Listed below is information regarding the line items associated with the auction.

1. Click the **Items** tab to view the line items.

**Display Auction: 3300000092**

Print Preview Close Live Auction

3 Days 11:41:05 Remaining Time

Number 3300000092 Name 1130-18-R-RAEX-00002 Owner First Last Status Active Currency USD

Start Date 20.10.2017 13:58:45 CST End Date 27.10.2017 01:00:00 CST

Auction Information **Items** Notes and Attachments

▼ Item Overview

Details Copy Paste

Expand All Collapse All Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		TEST 01		1,000 AU		10,000.00	10,00		0 / 0	0 / 0
2	Material		TEST 02		1,000 AU		10,000.00	10,00		0 / 0	0 / 0
3	Material		TEST 03		1,000 EA		10,000.00	10,00		0 / 0	0 / 0
4	Material		TEST 04		1,000 EA		10,000.00	10,00		0 / 0	0 / 0

Number 3300000105 Name 1130-18-R-RAEX-00002 Type English Auction Status Active Number of Bidders 11

Auction Information Bids Items Notes and Attachments Bidder View Tracking

▼ Item Overview

Details Add New Copy Paste Lockable Delete

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Unit	Bid Decrement
1	Material		4-PR-100	✓				0.00		0.00	0.00	
1.1	Material		Big		10004		100 EA			0.00		
1.2	Material		Small		10004		100 EA			0.00		
1.3	Material		Medium		10004		100 EA			0.00		
2	Material		4-PR-100	✓				0.00		0.00	0.00	
2.1	Material		Big		10004		100 EA			0.00		
2.2	Material		Small		10004		100 EA			0.00		
2.3	Material		Medium		10004		100 EA			0.00		
3	Material		4-PR-100	✓				0.00		0.00	0.00	
3.1	Material		Big		10004		100 EA			0.00		
3.2	Material		Small		10004		100 EA			0.00		
3.3	Material		Medium		10004		100 EA			0.00		

If the items are **Lots**, the main items will be listed with individual lot items below.



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- To view additional details for a line item, select the desired line and click the **Details** button.

**Display Auction: 3300000092**

Print Preview Close Live Auction

3 Days 11:41:05 Remaining Time Number 3300000092 Name 1130-18-R-RAEX-00002 Owner First Last Status Active Currency USD Start Date 20.10.2017 13:58:45 CST End Date 27.10.2017 01:00:00 CST

Auction Information Items Notes and Attachments

Item Overview

Details Copy Paste Expand All Collapse All Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material	TEST 01			1,000	AU	10,000.00	10.00		0 / 0	0 / 0
2	Material	TEST 02			1,000	AU	10,000.00	10.00		0 / 0	0 / 0
3	Material	TEST 03			1,000	EA	10,000.00	10.00		0 / 0	0 / 0
4	Material	TEST 04			1,000	EA	10,000.00	10.00		0 / 0	0 / 0

- The details for the line item will be displayed.

Item 1 : TEST 01

Item Data Notes and Attachments

Identification

Item Type: Material

Product ID:

Description: TEST 01

Product Category: 86300

Currency, Values and Pricing

Quantity / Unit: 1,000 AU

Price Per Unit: 1 Activity unit

Start Price: 10,000.00 USD

Ceiling Price: 0.00 USD

Bid Decrement Percent: 0.00

The table below lists the fields and a brief description of the information available for each line item.

Section	Field Name	Description
Identification	Item Name	Type of item (Material)
	Product ID	11 digit material number
	Description	Detailed description of the item
	Product Category	The 5 digit NIGP code
Currency, Values, and Pricing	Quantity /Unit	The number of items / the Unit of Measure (i.e. EA for each)
	Price Per Unit	The individual price based on the Unit of Measure indicated.
	Start Price	Starting bid price of the item (Bids higher than the start price will not be accepted.)
	Ceiling Price	Ceiling Price is not used.
	Bid Decrement Percent	Bid decrement amount if percentage option is selected.
	Bid Decrement	Bid decrement amount if dollar amount option is selected.





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### Display Notes and Attachments

Click the **Notes and Attachments** tab to view supporting documents and/or notes associated with the auction.

**Display Auction: 3300000092**

Print Preview Close Live Auction

3 Days 11:31:45 Remaining Time Number 3300000092 Name 1130-18-R-RAEX-00002 Owner First Last Status Active Currency USD  
Start Date 20.10.2017 13:58:45 CST End Date 27.10.2017 01:00:00 CST

Auction Information Items **Notes and Attachments**

▼ Notes

Add Clear

Assigned To Category Text Preview

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	test	3160000714.MHTML	1		<input type="checkbox"/>	MHTML	55	SRMBUYER04

### Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

1. In the **Display Auction** screen, click the **Live Auction** button.
2. A pop-up window will appear containing terms and conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.

If the agency did not establish terms and conditions this screen will not be displayed.

**Terms and Conditions**

These are the conditions of participation. Do you Accept?

☐ Yes ☐ No



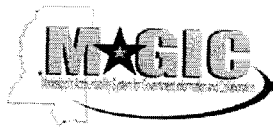
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- The Live Auction Cockpit screen will be displayed. If you receive any error messages, please ask your company's system administrator to verify your computer's technical requirements.

### Live Auction Cockpit

Listed below is information regarding key items for the Live Auction Cockpit. The steps for submitting a response are located on the next page.

Field Name	Description
Start Date	Date and Time the Live Auction starts
End Date	Date and Time the Live Auction ends
Time Remaining	The time remaining for the Live Auction
Description	Line item description
Quantity	Line item quantity
Unit	Line item unit
Price Unit	Line item price per unit
Start Price	The initial price for the line item.
Best Bid	The lowest bid that has been submitted, to date, for that line item. This field will be blank until the first bid has been submitted.
Next Valid Bid	The next price that is allowed to be bid for that line item. It is determined by subtracting the decrement amount from the best bid amount.
Bid Price	Your bid for the item. Your bid should be equal or less than the next valid bid field.  For instructions on how to enter your bid price, see the next page.



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### Submitting a Bid Response

The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on. Note: Do not enter "0" in the Bid Price field for an item you do not wish to bid on.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025      Requester: 1130\_SRGBOS1  
Number: 3300000120      Currency: USD      Start Date: 10/18/2017 10:06:00 AM CDT  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding      End Date: 10/19/2017 9:59:00 AM CDT  
Description:      Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10 each		1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12 each		1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15 each		1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20 each		1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids: 45,610.00      Total Bid Value:      **Submit**

3. Click the **Submit** button. The submit button may be used to enter a bid for each line item individually or to enter bids for multiple line items at once.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025      Requester: 1130\_SRGBOS1  
Number: 3300000120      Currency: USD      Start Date: 10/18/2017 10:06:00 AM CDT  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding      End Date: 10/19/2017 9:59:00 AM CDT  
Description:      Time Remaining: 00:00:00 (Ended)

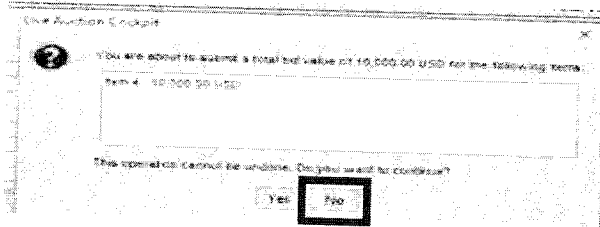
Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10 each		1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12 each		1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15 each		1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20 each		1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids: 45,610.00      Total Bid Value:      **Submit**



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- A confirmation pop-up window will be displayed. The bid value (by line item) will display the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



- A confirmation of a successful bid submission will be displayed in the Chat Window.

Note: Erroneous bids may be deleted by the agency during the live auction.

### Chat and System Messages

06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 1 has been successfully submitted  
 06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 2 has been successfully submitted  
 06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 3 has been successfully submitted

- Repeat steps 1 – 5 for each desired line item.

### Chat and System Messages

The Chat and System Messages area is used for viewing chat messages from an agency buyer and information messages automatically generated by MAGIC.

Below are helpful hints in using the chat feature.

<b>A bidder CAN:</b>	Send a message to an agency buyer.
	Type the message in the message box and click <b>Send</b> .
	See broadcast messages from the agency buyer to ALL bidders.
<b>A bidder CANNOT:</b>	See messages regarding the status of the auction (e.g. paused, resumed, or extended)
	Send a message to other bidders of the auction.
	See messages sent to an agency by other bidders.
	See messages sent to other bidders from the agency buyer.

Chat and System Messages
Participating Bidders: 5
Purchaser Status: Offline
☒ Display Time Stamp
All Messages

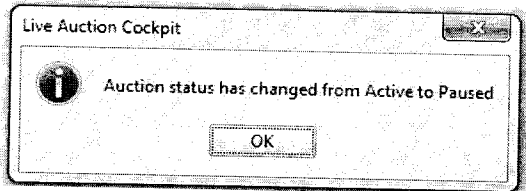
Please send me...
Send



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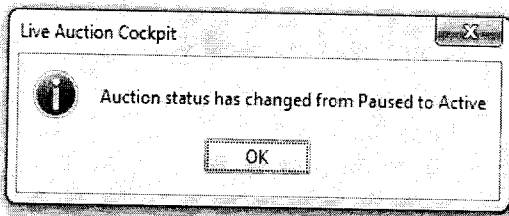
### Pausing and/or Resuming an Auction

If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from "Active" to "Paused". A system alert will appear on the screen.



**The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.**

When the agency buyer resumes the auction the auction status will be changed from "Paused" to "Active". A system alert will appear on the screen.



Once the auction has ended, a notification will display.

