

## Section III

### How to Create an RFx Response



### Create an RFx Response

#### Work Instruction

Transaction Code(s):

#### Purpose

Use this procedure to submit an RFx Response.

#### Trigger

Perform this procedure when your company would like to respond to a RFx invitation.

#### Menu Path

N/A

#### Transaction Code

#### Helpful Hints

Attachments should include blue print, Statement of work, Material list, or other informational documents needed to help select an RFx response.

RFx Response is a bid to complete work or provide products to the State of Mississippi.



#### Procedure

1. Start the transaction.

#### Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer

The screenshot shows the "Supplier Self-Service Work Center" interface. On the left, there are two icons: one for "Supplier Self-Service Work Center" and another for "RFx and Auctions". The main content area is divided into two columns. The left column contains the text: "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." followed by a link: "[Vendor Spend Application](#)". The right column is titled "Purchase Orders" and lists several status options: "All", "New", "Changed", "In Process", "Confirmed", "Partially Confirmed", "Rejected", and "Canceled by Customer".

2. Click RfX and Auctions Icon. .

**Active Queries**

The screenshot shows the 'Active Queries' window with the following details:

- Active Queries:** eRFxs (All (23), Published (1), Ended (0), Completed (1)), Without Category Assignment (New Query (0))
- Search Filters:**
  - RfX Number: [ ] To [ ]
  - RfX Status: [ ]
  - My Responses From: [ ]
  - Smart Number: [ ]
  - Agency: [ ] To [ ]
  - Commodity: [ ] To [ ]
  - Buyer: [ ] To [ ]
- Buttons:** Apply, Clear, View: [Standard View], Create Response, Display Event, Display Response, Print Preview, Refresh, Export
- Table:**

Event Number	RfX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000290	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	

3. As required, complete/review the following fields:

Field R/O/C Description		
RfX Number:	Required	Example: 3160000291

**Active Queries**

This screenshot is identical to the previous one, but the 'RfX Number' search filter is now populated with the value '3160000291'.

- Click Apply **Apply** to apply the search criteria.

**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
<a href="#">3160000296</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted	
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1

## Active Queries

**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
<a href="#">3160000296</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted		
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

5. Click Hide Quick Criteria Maintenance [Hide Quick Criteria Maintenance](#)

### Active Queries

The screenshot shows the 'Active Queries' window. At the top, there are filters for 'eRFxs' with counts: All (1), Published (1), Ended (0), Completed (1). Below this, there's a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. A toolbar contains buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main area is a table with the following data:

Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	

3160000291

6. Click 3160000291 .

### Display RFX 3160000291

The screenshot shows the 'Display RFX : 3160000291' window. At the top, it displays key information: RFX Number 3160000291, Smart Number 1130-14-R-IFBD-00100, RFX Status Published, RFX Start Date 01/23/2014 16:30:00 CST, and Remaining Time 338 Days 02:32:17. Below this is a toolbar with buttons for 'Close', 'Print Preview', 'Refresh', 'Participate', 'Tentative', 'Create Response', 'Questions and Answers (0)', and 'Export'. The main content area is divided into sections: 'RFX Information', 'Items', and 'Notes and Attachments'. Under 'RFX Information', there are fields for Time Zone (CST), Start Date (01/23/2014 04:30:00 pm), Opening Date (01/10/2015 12:00:00 am), End of Binding Period, and Currency (USD). Below this is the 'Partners and Delivery Information' section, which includes a table with the following data:

Function	Number	Name	Phone Number
Requester		Sims Harman	404-579-9122
Location		MS DEPT FINANCE & ADMINISTRATION	

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

## Create RFX Response

**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

**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 Filter Settings

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Location		MS DEPT FINANCE & ADMINISTRATION	

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

9. Click Questions **Questions** to view the required buyer questions.
10. As required, complete/review the following fields:

Field	R/O/C	Description
How long has your company been in business (Specify in years):	Required	<b>Example:</b> 7

11. Click Yes **Yes**.

## Create RFX Response

**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 (Specify 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 )

12. Click Notes and Attachments . [Notes and Attachments](#)
13. Click Items . [Items](#)

## Create RFX Response

**Create RFX Response**

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  
 Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers ( 0 )

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

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Val
1	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	0.00	USD	1	0.

14. Click Details button **Details** .

**Create RFX Response**

The screenshot shows a web-based form titled "Details for item abrasive". The form is organized into several sections:

- 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, and Acceptance at Origin in RFX.
  - Pricing:** Currency (United States Dollar), Required Quantity (2 EA each), Submitted Quantity (2 EA each), Price (0.00), and USD Per (1 EA).
  - Delivery:** Delivery Days (000), Not to Exceed Price, and Not Separately Priced.
  - Status and Statistics:** Guaranteed Minimum Amount (0.00).
- Partners and Delivery Information:** A table with columns for Function, Number, Name, and Phone Number. One entry is visible: Requester, Sims Harman, 404-579-9122.

At the bottom of the form, there are buttons for Submit, Close, Read Only, Print Preview, Check, Save, Export, Import, and Questions and Answers (0).

15. As required, complete/review the following fields:

Field R/O/C Description		
Price:	Required	<b>Example:</b> 2500
Delivery Days:	Required	<b>Example:</b> 10
Supplier Product Number:	Required	<b>Example:</b> 123 abc 9

## Create RFx Response

**Details for item abrasive**

Item Data | Questions | **Notes and Attachments** | Payment | Conditions | Table Extensions | Delivery | Subcontracting

**Basic Data** Notes and Attachments

**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

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)

16. Click Notes and Attachments tab Notes and Attachments

## Create RFx Response

**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

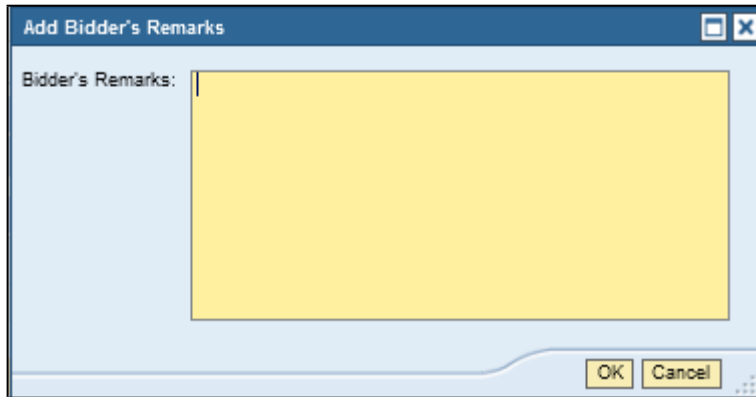
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)



17. Click Bidder's Remarks **Bidder's Remarks** .

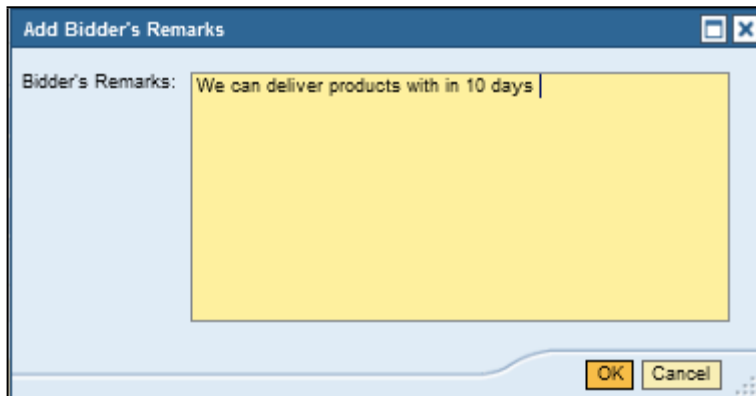
### Add Bidder's Remarks



18. As required, complete/review the following fields:

Field R/O/C Description		
Bidder's Remarks:	Required	<b>Example:</b> We can deliver products with in 10 days

### Add Bidder's Remarks



19. Click OK **OK** .

# Create RFx Response

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	We can deliver products with in 10 days
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 )

20. Click Add Attachment **Add Attachment**.

## Add Attachment

**Add Attachment**

Here, you can upload a file and attach it to the selected item

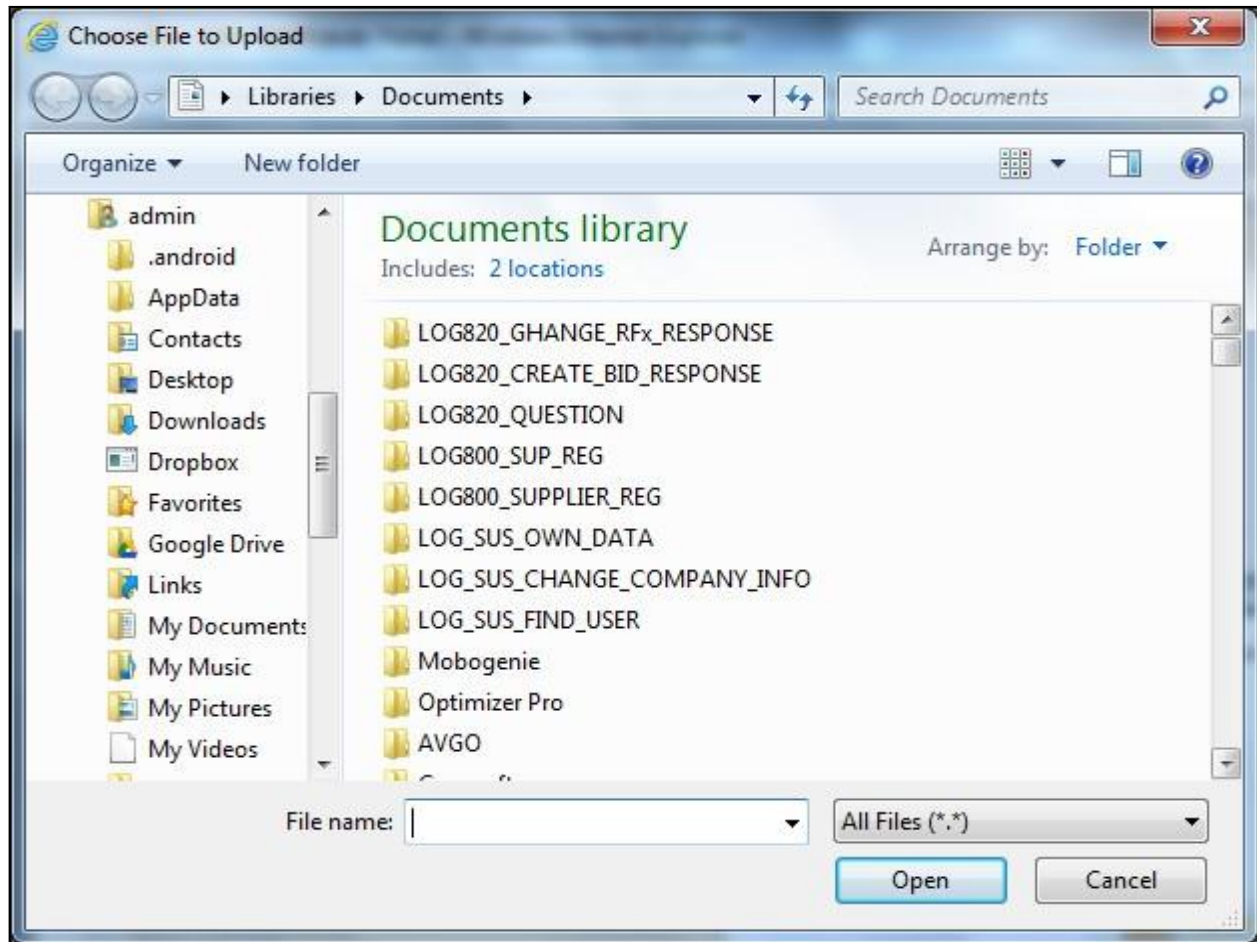
File:  **Browse...**


Description:

**OK** **Cancel**

21. Click **Browse...**.

## Choose File to Upload

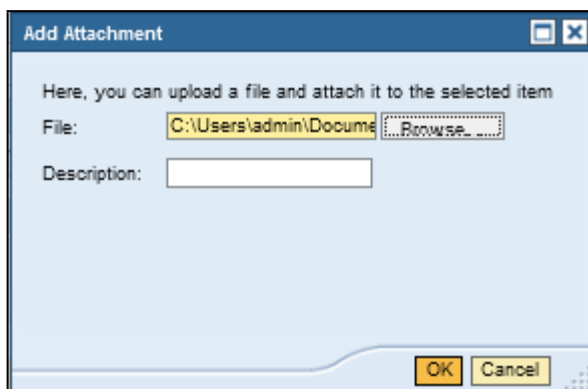


22. Click Page down  .

23. Click [Book2.xlsx](#)

24. Click Open  .

### Add Attachment



25. As required, complete/review the following fields:

Field R/O/C Description		
Description:	Required	<b>Example:</b> Product List

26. Click OK  .

### Create RFX Response

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
<a href="#">RFx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	We can deliver products with in 10 days
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Justification</a>	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	<a href="#">PRODUCT LIST</a>	Book2.xlsx	1		<input type="checkbox"/>	xlsx	11

Submit | Close | Read Only | Print Preview | **Check** | Save | Export | Import | Questions and Answers ( 0 )

27. Click Check  .

28. Click Submit  .



## **Section IV**

### **Special Instructions**

The following section provides a DFA MAGIC Reverse Auction Bidder's Training Guide. It includes detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.

## **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.

### **Contents**

#### **Technical Requirements**

##### **Login Procedure**

##### **View Available Reverse Auctions**

###### **Search for Auction(s)**

###### **Display Auction Details**

###### **Display Line Items**

###### **Display Notes and Attachments**

#### **Participating in a Live Auction**

##### **Live Auction Cockpit**

##### **Chat and System Messages**







##### **Pausing and/or Resuming an Auction**

# MAGIC Reverse Auction Bidders Guide












## Technical Requirements

Bidders are responsible for ensuring technical requirements are met.

### Acceptable Internet Browser(s)




-    Microsoft Internet Explorer (IE) version 11
-    Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

### Unsupported Internet Browser(s)

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

Note: Pop-up blocker must be turned off.

### Java

-    Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.  
<https://www.java.com/en/download/>



## 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 Reverse Auction Bidders Guide

### View Available Reverse Auctions

#### Search for Auction(s)

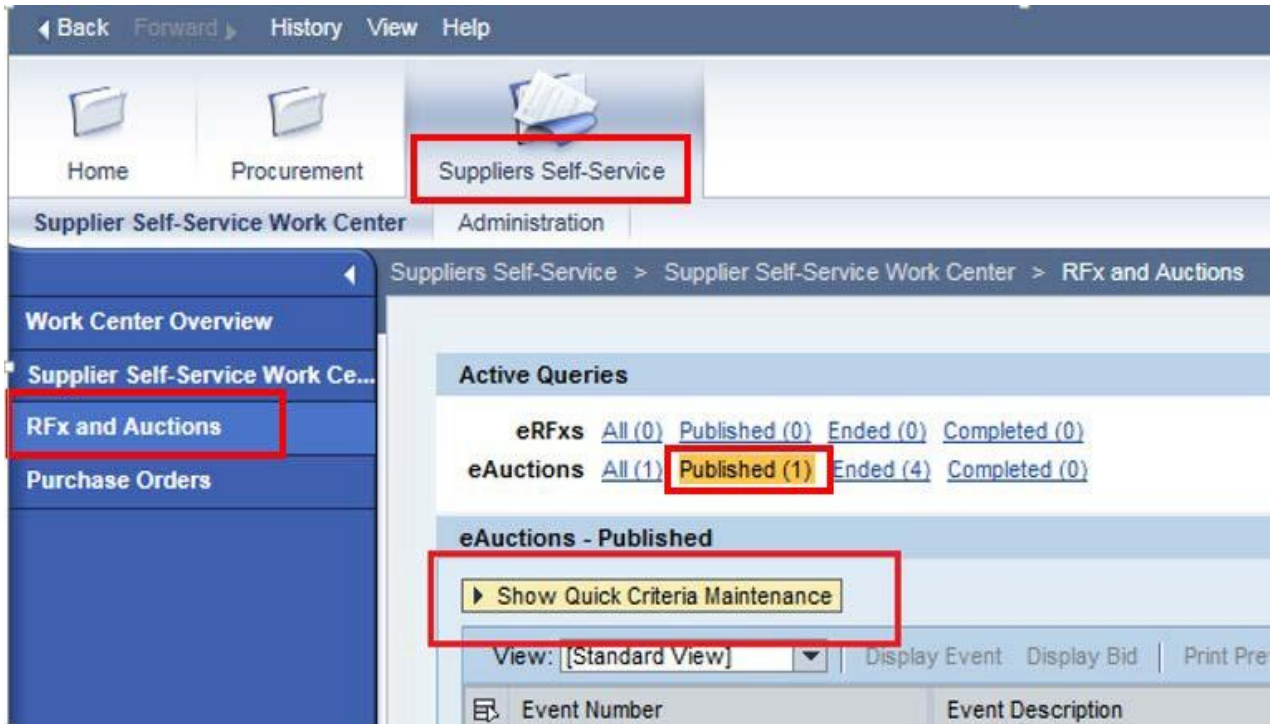
Listed below are the steps to search for a bid response.

- 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 (RFOF) 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.





## MAGIC Reverse Auction Bidders Guide

- 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.)



**Active Queries**

eRFXs All (0) Published (10) Ended (0) Completed (0)

**eAuctions All (1) Published (1) Ended (0) Completed (0)**

**eAuctions - All**

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

My RFX Responses From:

Smart Number:

View: [Standard View] | [Display Event](#) | [Display Bid](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
<a href="#">3300000092</a>	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created

## MAGIC Reverse Auction Bidders Guide

### Display Auction Details

Listed below are the steps 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 begin time. Bidding will not be available prior to the Auction Start Date / Time.

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



**Display Auction: 330000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | 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

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	The amount of time in between each line item end time.
	Sequential End-Time	The time between item end times.
Automatic	Remaining Time Trigger	The time period before the end of the auction where an

## MAGIC Reverse Auction Bidders Guide

Extensions		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 <u>Remaining Time Trigger</u> period.
	Number of Extensions	The number of times an auction can be extended <u>by bid activity within the Remaining Time Trigger</u> .
Status and	Creation Date	The date and time the auction was created.
	Created By	The UserID of the Agency Buyer who created the

### 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

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

Number 3300000195 | Name 1130-18-R-RFQ-00037 | Type English Auction | Status Saved | Number of Bidders 11

Auction Information | Bidders | **Items** | Notes and Attachments | Bidder View | Tracking

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Unit	Bid Decrement
1			APRONS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
1.1	Material		Big		10004	300	EA		0.00			1
1.2	Material		Small		10004	400	EA		0.00			1
1.3	Material		Medium		10004	300	EA		0.00			1
2			UNIFORM	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
2.1	Material		Big		10004	300	EA		0.00			1
2.2	Material		Small		10004	400	EA		0.00			1
2.3	Material		Medium		10004	300	EA		0.00			1
3			HATS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
3.1	Material		top hats		10004	1,000	EA		0.00			1
3.2	Material		cow boy hats		10004	5,000	EA		0.00			1
3.3	Material		baseball caps		10004	10,000	EA		0.00			1

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



## MAGIC Reverse Auction Bidders Guide

**Display Auction: 330000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | 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

3.) The details for the line item will be displayed.

Item 1 : TEST 01

Item Data | Notes and Attachments

<b>Identification</b> Item Type: <input type="text" value="Material"/> Product ID: <input type="text"/> Description: <input type="text" value="TEST 01"/> Product Category: <input type="text" value="86300"/>	<b>Currency, Values and Pricing</b> Quantity / Unit: <input type="text" value="1,000"/> <input type="text" value="AU"/> Price Per Unit: <input type="text" value="1"/> Activity unit Start Price: <input type="text" value="10,000.00"/> USD Ceiling Price: <input type="text" value="0,00"/> USD Bid Decrement Percent: <input type="text" value="0,00"/>
--	---

The table below list 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	Bid decrement amount if percentage option is
	Bid Decrement	Bid decrement amount if dollar amount option is selected



## MAGIC Reverse Auction Bidders Guide

### 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	<a href="#">test</a>	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.) With the Auction displayed, click the **Live Auction** button.

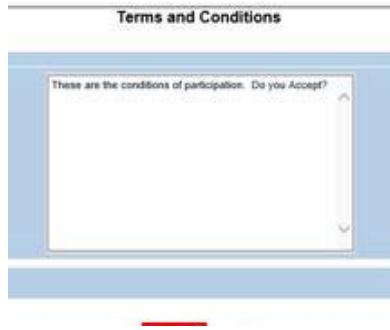
**Display Auction: 3300000092**

Print Preview | Close | **Live Auction**

3 Days 11:25:52 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

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.



## MAGIC Reverse Auction Bidders Guide

3.) If any pop-ups appear asking for a confirmation to run the JAVA application, click **Run**.



4.) The Live Auction bidding 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

The Live Auction Cockpit will be displayed when the JAVA application has run.

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







## Live Auction Cockpit

Name: 1130-18-R-RFQI-00030 Requester: 1130\_SRGBOS1  
 Number: 3300000163 Currency: USD Start Date: 08/23/2017 10:38:30 AM CDT  
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 08/23/2017 10:50:00 AM CDT  
 Description: Time Remaining: 00:08:06 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Pencils	100	each	1	19.00	-	-	-	-	10.00	10.00	
2	Pens	200	Case	1	20.00	-	-	-	-	11.00	11.00	
3	Folders	300	Pail	1	29.00	-	-	-	-	22.00	22.00	
4	Books	400	Drum	1	34.00	-	-	-	-	28.00	28.00	

Total Value of M

 Details	Item	1
 History	Description	Pencils
 Charts	Quantity	100
 Calculation	Unit	each
	Price Unit	1
	Currency	USD
	Start Price	19.00
	Decrement	0.00
	Revision Level	
	Supplier Text	

## MAGIC Reverse Auction Bidders Guide

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.



### 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.



**Live Auction Cockpit**

---

Name: 1130-18-R-RFQF-00025  
 Number: 3300000120      Currency: USD  
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
 Description:

Requester: 1130\_SRMBS01  
 Start Date: 10/16/2017 10:06:00 AM CDT  
 End Date: 10/19/2017 9:59:00 AM CDT  
 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 45,010.00
Total Bid Value:
Submit

## MAGIC Reverse Auction Bidders Guide

- Click the **Submit** button. The submit button may be submitted after each line item price is entered or after you enter the price for all line items you wish to bid on.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025

Number: 3300000120      Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130\_SRMBS01

Start Date: 10/16/2017 10:06:00 AM CDT

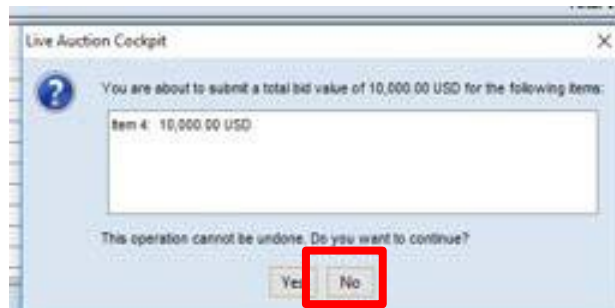
End Date: 10/19/2017 9:59:00 AM CDT

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 45,010.00
Total Bid Value:
Submit

- A confirmation pop-up window will be displayed. The bid value (by line item) will be displayed 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.



## MAGIC Reverse Auction Bidders Guide

### 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.
	See broadcast messages from the agency buyer to ALL bidders.
	See messages regarding the status of the auction (e.g. paused, resumed, or extended)
<b>A bidder CANNOT:</b>	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

# MAGIC Reverse Auction Bidders Guide

## Pausing and/or Resuming an Auction

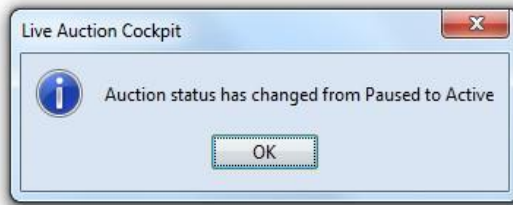
If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from “Active” to “Paused”. A system alert will appear on the screen.



**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.

