The Procurement Packet describes how to manage the procurement process and interaction with the agency suppliers.

MAGIC Roles
The MAGIC Roles used in these flows are:
- SRM - Requisitioner
- SRM - Buyer Operational
- SRM - Buyer Strategic Contract
- SRM - Buyer Strategic RFx
- SRM - Buyer Oversight
- SRM - Manager
- SRM - Manager Purchasing
- SRM - Approver
- SRM - Auditor
- SRM - Administrator - SUS Purchasing
- SRM - Business Partner Admin

MAGIC Flows
The individual MAGIC flows that are included in this packet are:
- Strategic Sourcing - RFx to Award
- Procure-to-Goods Receipt with Contract and without Contract
- Contract Creation to Release on Behalf of Agency
- Goods Receipt to Pay Paymode
- Goods Receipt to Pay Non-Paymode
- Asset Acquisition to Capitalization

Help or Questions
Click here to learn how to read a MAGIC Business Flowchart.
If you have a question, please use the MAGIC Feedback webpage to submit your question.
Significant Changes

- Shopping carts and catalogs will replace paper requisitions. The Shopping Cart will result in a Purchase Order.
- Agencies will purchase by material code.
- There will be electronic routing and approval process via workflow.
- Three way match of Purchase Order, Goods Receipt and Vendor Invoice

High Level Process Description

- Procurement covers processes such as:
  - Shopping Carts (requisitions)
  - Purchase Order Management
  - Invoice Verification for materials and services
  - Supplier Relationship Management (SRM) enables:
    - Supplier selection and qualification
    - Contract negotiation
    - Bid invitations
    - Supplier evaluation
- After the material is delivered by the vendor, a goods receipt is created.
- When the invoice is received and verified the payment is made.
- There are approval and checks set up in the process and these will be identified in subsequent units.
Agency has need for a product or service that is not under the purview of ITS

Complete entry of RFx information

Publish RFx in SRM

NOTE: Each Agency will decide if Award Approval is required.

Enter (Surrogate)/Bid Response(s)

Evaluate All Bid Response(s)

Buyer Awards Bid response (response is submitted for approval)

NOTE: Award may only be completed when all approvals have been made.

Create Contract

NOTE: Response can be withdrawn, corrected and resubmitted up until RFx Bidders Submission Deadline has been reached

UWL = Universal Worklist
Procure to Goods Receipt with/wo Contract

SRM Requisitioner

- **Goods or Services are Required**
  - Create Shopping Cart
  - Note: Items can be added from catalogs, free text, or contracts
  - Workflow Shopping Cart Approval
  - Approve
  - Is Shopping Cart to be Sourced?
    - Yes: Assign Source of Supply (Contract / Supplier)
    - No: Order Purchase Order

SRM Approver / SRM Manager

- Workflow Shopping Cart Approval
  - No: Reject
  - Approve: Order Purchase Order
  - Note: If line item referenced a contract, then the released value will be updated on the contract.

SRM Buyer Operational

- Assign Source of Supply (Contract / Supplier)
  - Create / Edit Purchase Order
    - SOLE, PO, EMER
  - Order Purchase Order
  - Workflow Purchase Order Approval
    - Reject
    - Approve: Purchase Order Submitted to Vendor

SRM Manager Purchasing / SRM Approver

- Purchase Order Submitted to Vendor
  - Reject
  - Approve: Goods Received
    - Post Goods Receipt with Doc Type WE
    - Invoice can be created

SRM Requisitioner - Non Stock

- Create / Edit Purchase Order
  - Note: Items can be added from catalogs, free text, or contracts
  - Rejection Alert/Notification sent to SC creator

- Order Purchase Order
  - Reject
  - Approve: Goods Received
    - Post Goods Receipt with Doc Type WE
    - Invoice can be created
Contract Creation Modification to Release on behalf of Agency

Once Oversight has approved Agency Procurement, Oversight will create contract on their behalf.

Create Contract with Buy on Behalf flag checked on

Contract sent to Agency for their Review

Contract will be reviewed by the agency for approval & modifications if changes are needed.

Contract Marked as approved (Oversight Approval flag updated)

Contract Released

Reassign Buyer on Contract to Agency Buyer (Workload Redistribution)

Agency is informed that contract can be used as a Source of Supply

UWL – Universal Worklist (workflow)
Goods Services Receipt to Pay by Paymode

**Goods Movement Processor**
- Good or services are received from Vendor
- Process Goods Receipt
- Automatically Saves Goods Receipt as Complete
- NOTE: Goods Receipt must be processed or the Invoice will be blocked for payment
- Payment is made

**Paymode**
- Electronic Invoice Submission
  - Was PO Automatically Matched?
    - Yes
    - No
      - Review the ZFAP_PM_INV_ENTER-Paymode invoice error reprocess table
      - Is PO missing?
        - No
          - Mark as no PO required
        - Yes
          - Add PO reference
          - Creates a LIV or FV60 parked doc for review

**AP Invoice Processor**
- Note: All non-PO Invoices and all non-matched PO’s are on table.
- Review the ZFAP_PM_INV_ENTER-Paymode invoice error reprocess table
- Is PO missing?
  - No
    - Mark as no PO required
  - Yes
    - Add PO reference
    - Creates a LIV or FV60 parked doc for review

**AP Invoice Approver**
- Workflow invoice Approval
  - Workflow Determines if OFM Approval Required
    - No
    - Reject
    - Workflow Invoice Approval
    - Yes
      - SBWP
        - Document Post
          - Payment Process is run (OFM)
    - SBWP
      - Reject
        - Creates a LIV or FV60 parked doc for review
        - Note: Used for all agency levels of approval
        - Reject
          - Rejected documents return to ID stored on cost center for Paymode processing for corrections
        - SBWP
          - Document Post
            - Payment Process is run (OFM)

**DFA/OFM**
- F110
Goods/Service Receipt to Pay Non-Paymode

Agency receives Goods or Service
- Process Goods Receipt
  - MIGO
- Process Service Receipt
  - MIEX

- Process LIV Invoice
  - MIGO

- Invoice is attached via open text
- Note: Used for all agency levels of approval
- Workflow LIV Invoice Approval
  - SBWP
  - Workflow Determines if OFM Approval Required
    - Yes
    - SBWP
    - Workflow LIV Invoice Approval
      - SBWP
      - Invoice Document
        - Post
        - Payment Process is run (OFM)
  - No

- Reject
  - DFA/OFM
  - Payment is made
Asset Acquisition to Capitalization

**SRM Requisitioner**
- Agency Requires an Asset
  - Create Shopping Cart
  - Order shopping cart
  - Workflow Shopping Cart Approval
    - Approve
    - Reject
  - Is SC to be Sourced?
    - No
    - Yes
      - Assign Source of Supply (Contract/Supplier)
      - Create/Edit Purchase Order PO, SOLE or EMER
      - Create Asset Shell or Enter Asset Number
      - Order Purchase Order

**SRM Approver/SRM Manager**
- (Agency decision)
  - May require additional asset approver

**SRM Buyer Operational**
- Create Asset Shell or Enter Asset Number
  - Order Purchase Order
  - Workflow Purchase Order Approval
    - Approved
    - Rejected
  - Is Oversight Approval Required?
    - Yes
    - No

**SRM Manager/Purchasing/SRM Approver**
- Workflow Purchase Order Approval
  - Approved
  - Rejected
  - Is SC to be Sourced?
    - No
    - Yes
      - Assign Source of Supply (Contract/Supplier)
      - Create/Edit Purchase Order PO, SOLE or EMER
      - Create Asset Shell or Enter Asset Number
      - Order Purchase Order

**Oversight**
- Create Asset Shell or Enter Asset Number
  - Order Purchase Order
  - Workflow Purchase Order Approval
    - Approved
    - Rejected
  - Is Oversight Approval Required?
    - Yes
    - No

**Goods Receipt Processor - Non-Stock**
- Update Asset Master Record If Necessary
  - Asset Capitalized
  - Post Goods Receipt

**FA Property Officer**
- Update Asset Master Record If Necessary
  - Asset Capitalized