

MAGIC Purchase Order & Contract Support Workshops



The Mississippi Management and Reporting System (MMRS) will be holding MAGIC Support Workshops for Purchase Orders (POs) and Contracts processing. The workshops will offer you the opportunity to bring your production work with you and receive any assistance you may need.

You must register in MELMS for the workshop you want to attend. **We ask that each agency limit the total number of attendees to two (per topic) to ensure that the maximum number of agencies may attend. Registration will be on a first come, first served basis.**

To prepare for the workshop, you need to:

- Gather documents and information necessary to process your production work and bring it with you to the Support Center.
- Document and bring a list of outstanding questions and/or issues.

Purchase Orders (POs) Workshop Schedule				
Workshop Name	Date	Time	Location	MELMS Course Code
MAGIC Purchase Order Workshop	3/22/2016	8:30 am – 12:00 pm	Woolfolk Annex 209	DFAWRKPO
MAGIC Purchase Order Workshop	3/24/2016	1:00 pm – 4:30 pm	Woolfolk Annex 209	DFAWRKPO

Contracts Workshop Schedule				
Workshop Name	Date	Time	Location	MELMS Course Code
MAGIC Contracts Workshop	3/22/2016	1:00 pm – 4:30 pm	Woolfolk Annex 209	DFAWRKCO
MAGIC Contracts Workshop	3/24/2016	8:30 am – 12:00 pm	Woolfolk Annex 209	DFAWRKCO