



**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

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EXECUTIVE DIRECTOR

TO: State Agency Financial and Procurement Staff  
FROM: Cindy Crocker, MAGIC Project Director *C/C*  
DATE: June 25, 2014  
SUBJECT: Vendor Communications for MAGIC

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The project team has received numerous inquiries about communications to vendors regarding MAGIC. Please distribute the information in this memo to all individuals in your agency who work with vendors or have a role in vendor-related processes such as bids, RFxs, and vendor payments.

**PayMode®**

PayMode is not being replaced by MAGIC and will remain the State's product for e-payments to vendors. Vendors will still be able to submit invoices and be paid via PayMode as they currently do. Vendors do not have to do any additional registration in MAGIC to continue to be paid via PayMode or paper warrants, as they currently are being paid.

**Bid Opportunities**

The MS Procurement Technical Assistance Program (MPTAP) administered by MDA will continue to link all state government bid/RFP solicitations still current at Go-Live, via their "Bid Opportunities" page. This site has been available to vendors for many years and requires no log in or registration to access.

Each individual state agency will continue to post their active solicitations at the same links where vendors current access them.

A new MSI MS Contract/Procurement Opportunity Search site will be deployed at Go-Live. Links to the new site, referred to as the "Bid Board," will be added to ms.gov as well as the MMRS website. The Bid Board will contain all bid/RFx opportunities published by state agencies through MAGIC. Vendors do NOT have to be registered to search the bid/RFx opportunities. Once a vendor wins a solicitation, the vendor must register in MAGIC for the State to execute a contract and/or pay for services/products.

### **Vendor Registration**

After the July 1, 2014 Go-Live, DFA will use a phased approach to vendor outreach and conversion/registration, by working with agencies as they solicit bids, getting a vendor list from these agencies, and then working with the vendors on the list to ensure they are registered in MAGIC and have their user ids and passwords.

Vendors currently active in the legacy systems will be converted to MAGIC but will have to take action to complete their registration once MAGIC is implemented to bid on future projects/work. At Go-Live, converted vendors will be able to request their login ids and passwords via MAGIC in order to complete their registration. DFA will use the phased vendor outreach approach described earlier in this letter to help vendors through this process. Vendors that were not converted will be able to register in MAGIC after Go-Live.

A vendor outreach page has been added to the MAGIC Project pages on the MMRS website. After Go-Live, this site will be updated with additional vendor information, including the link to the eLearning course vendors can take to learn how to register. The site can be accessed at:

[http://www.mmrs.state.ms.us/MAGIC/Vendor\\_Outreach.shtml](http://www.mmrs.state.ms.us/MAGIC/Vendor_Outreach.shtml)

Once their registration is complete, vendors can maintain their vendor information in MAGIC (complete contact and company information, identify the products/services they provide, etc.). Vendors will be instructed to complete MAGIC eLearning courses LOG800, "Supplier Registration (External)" and LOG820, "Supplier Self-Service."

MAGIC also contains "Register of Behalf of" functionality that allows agency staff to register vendors in MAGIC on the vendor's behalf. Staff members who will perform this function should complete MAGIC eLearning course LOG810, "Registration on Behalf of Supplier."

If your agency wants to send any additional communications to its vendors regarding MAGIC, DFA requests that you allow us to review the message before you distribute it. You can email the draft communication to MMRS at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

Thank you for your continued help in ensuring vendors receive the information they need to do business with state government.