

TOPIC	PURCHASING	SUB-SECTION 08.10.20
SECTION	OVERVIEW	ISSUANCE DATE: April, 30, 2003
SUB-SECTION	KEY TERMS	REVISED - 2018

**KEY TERMS**

<b>TERM</b>	<b>DEFINITION</b>
Account Assignment Category	Determines which details are required for the item, for example, a Cost Center.
Bid	A written quote from a vendor to supply a service or sell a commodity at a stated price.
Carry Out Sourcing	The process used by buyers to access shopping carts to complete the sourcing process.
Catalogs	Internal Catalogs are maintained by SOMS and known as state contracts.  External Catalogs are maintained by suppliers and accessed through a SOMS – specific home page.
Commodities	The word “commodities” according to Section 31-7-1(e) Miss. Code Ann. (1972), shall mean and include the various commodities, goods, merchandise, furniture, equipment, automotive equipment of every kind, and other personal property purchased by agencies of the state and governing authorities, but not commodities purchased for resale.
Competitive Bid Contract	A contract that has been awarded to a vendor after taking bids from multiple vendors. Any dollar amount may be purchased from the contractor listed. Prior approval must be obtained from the Office of Purchasing, Travel, and Fleet Management to purchase the item from any other source.
Computer Equipment	Any data processing, computer or computer-related, telecommunications, electronic word processing or office systems equipment, or services utilized in connection therewith.
Contract	A type of outline-agreement against which release orders (purchase order call offs) can be issued for agreed materials or services as and when required during a certain overall time-frame.
Cost Center	Represents a division or area within an Agency for recording and reporting budgets, revenues, and expenditures.

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Document Builder

The Document Builder application in MAGIC is used for creating documents quickly and easily, using customer defined formats, templates, and content. They are used in RFx and Contract creation.

Emergency

The term “emergency” in accordance with Section 31-7-1(i) Miss. Code Ann. (1972), shall mean any circumstance caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection or caused by any inherent defect due to defective construction, or when the immediate preservation of order or of public health is necessary by reason of unforeseen emergency, or when the immediate restoration of a condition of usefulness of any public building, equipment, road or bridge appears advisable, or in the case of a public utility when there is a failure of any machine or other thing used and useful in the generation, production, or distribution of electricity, water or natural gas, or in the transportation or treatment of sewage; or when the delay incident to obtaining competitive bids could cause adverse impact upon the governing authorities or agency, its employees or its citizens.

Equipment

The term “equipment” shall include: automobiles, trucks, tractors, office appliances and all other equipment of every kind and description.

Furniture

The term “furniture” shall include : desks, chairs, tables, seats, filing cabinets, bookcases, and all other items of similar nature, as well as dormitory furniture, appliances, carpets, and all other items of personal property generally referred to as home, office or school furniture.

Goods Movement

A physical or logical movement of materials leading to a change in stock levels or resulting in the consumption of the material.

Goods Receipt

A Goods Movement in which the receipt of goods from a vendor is posted.

Grant

Grant is only used when a purchase is being made on behalf of a client.

Lease Purchase

An agreement to purchase equipment or furniture with payments made over a period of several months or more. Lease purchases require approval of DFA or IHL. The Division of Energy and Transportation of the Mississippi Development Authority must approve energy efficiency services and/or equipment.

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Logistics Invoice Verification (LIV)	Logistics Invoice Verification refers to the 3-way match of PO, Goods Receipt (GR), and Invoice in MAGIC.
Master Data	Master Data is static data which represents things, rather than events (which is transactional data). Central repository shared across MAGIC modules, master data is maintained for all material, vendors, employees, and more in MAGIC.
Material Document	Data record created with each material movement that records material, quantity, and material disposition.
Material Master	A master record that serves as a central repository for all data on a material.
Motor Vehicle	The term shall mean passenger automobiles, trucks, tractors, aircraft, boats, buses, farm machinery (self-powered), dirt moving equipment and all similar equipment. Automobiles may only be purchased by agencies under authority granted by DFA. This is in accordance with Section 25-1-77 Miss. Code Ann. (1972).
Movement Type	A 3-character key indicating the type of material movement (for example, goods receipt, a return, stock transfer).
Negotiated Contract	The Office of Purchasing, Travel, and Fleet Management accepts proposals from multiple vendors. The proposals are evaluated with a contract awarded to all vendors whose prices are "competitive". Commodities purchased under these contracts bear a contract number beginning with "5".
Office of Purchasing, Travel, and Fleet Management	The Office of Purchasing, Travel, and Fleet Management of DFA.
Open Market Purchase	Commodities purchased that are not covered by competitive bid or negotiated contract.
Order (Internal Orders)	A flexible cost collector that can be defined by the Agency to meet a variety of agency needs.
Organizational Data	Organizational Data is used to represent different views of the legal and organizational structure of a company; data is organized by a hierarchy.
Organizational Unit	An organizational unit represents each of the divisions, locations, and/or departments within each agency.

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

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Position	Described by a job and related to an organizational unit. Employees are assigned to positions (PIN/WIN in SPAHRS).
Purchase Order (PO)	An individual purchasing agreement used to obtain materials or services from a vendor with/without a contract.
RFx	The Strategic Sourcing module in MAGIC provides various types of documents used to solicit responses from suppliers (RFP, ITB, RFQ, RFI, etc.), known as RFx.
Registration of Suppliers (ROS)	The registration site used by suppliers to complete an application to do business with the State.
Reporting Data	Data used to analyze the resulting target/actual variances by cause, as well as further analyses of operational and accounting measures.
Sealed Bids	Bids required to be received and maintained in a sealed envelope until day and time specified (in the advertisement) for opening.
Service Entry Sheet	A list of services performed by a vendor on the basis of a purchase order, containing service descriptions and details of quantities and values.
Shopping Cart (SC)	Electronic requisition process where the requisitioner can select from pre-defined catalogs or create a request for items not included in catalogs. It is a request to Purchasing to procure a quantity of a material or a service.
Small Purchase Procurement Card (SPPC)	The State Fiscal Officer allows state agencies to make certain purchases without first issuing a purchase order with a small purchase procurement card. The maximum single order purchase limit established by the Office of Purchasing, Travel and Fleet Management on the card is \$3,500. Agencies may establish stricter guidelines. General Ledger codes 61900000 and 62900000 are used when paying the small purchase procurement vendor. Equipment and purchases from hotel, motel, restaurants or health care providers are not allowed on the SPPC. In addition, state contract items should be purchased only from the state contract vendor at or below the state contract price.
Sole Source Purchase	Noncompetitive purchase of commodities available from one (1) source only
Strategic Sourcing	Process used to create Requests for Bids (RFx), Request for Quotes, and various other types of requests to find and evaluate potential sources of supply.

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Supplier Self-Service (SUS)	Provides portal access for suppliers to maintain their own data, respond to RFxs, and communicate with buyers.
Transactional Data	Transactional Data is dynamic data, or data "created" by business activities. Typically, when you run a "create" transaction, MAGIC will generate a document.
Telecommunications Equipment	These include electronic transmission facilities, telephone systems, facsimile systems, radio paging services, mobile telephone services, cellular mobile telephone service, intercom and electro-mechanical paging systems, and any and all systems based on emerging and future telecommunications technology.
Vendor Master	A master record that contains all necessary data for carrying out business with an external supplier.
WBS Element	Identifies the details of a project for recording and reporting budgets, revenues and expenditures. (Work Breakdown Structure)