



# How to Process a P1 in MAGIC

These instructions are developed to provide you step-by-step instructions on how to create P1 requests and how to modify a P1 contract within MAGIC.

Select the desired option from the contents below for the instructions.

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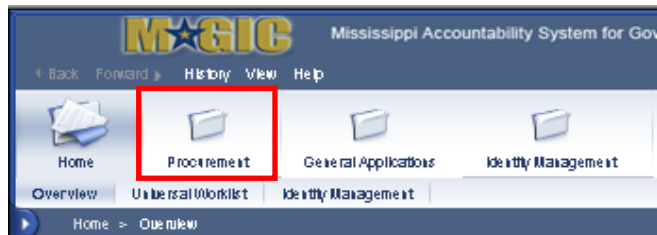
# How to Process a P1 in MAGIC

## System Logon and Navigation to P1 Request Screen

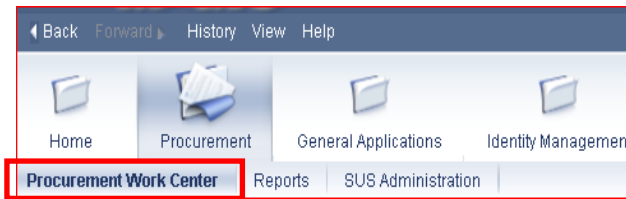
1. Using your User-ID and Password Log into MAGIC:  
<https://portal.magic.ms.gov>



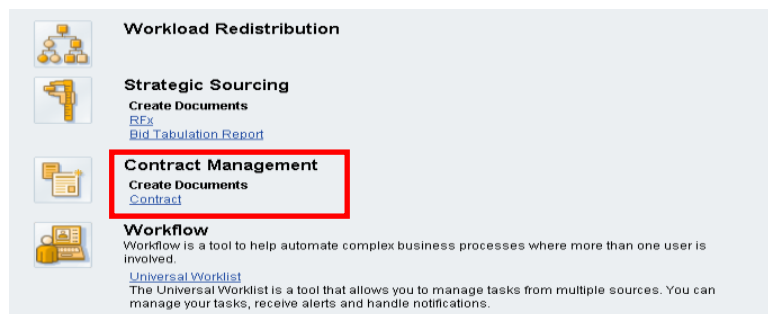
2. Select **Procurement** icon from the home page options.



3. Select **Procurement Work Center**



4. Select **Contract** under Contract Management



## Five Steps to Create P1 Request

If you created a CNTR contract from an RFX Award, you are not required to submit a P1 Request. There are 5 steps to complete when creating the P1 Contract:

### Step One: Contract Type

Select the **SOLC - CNTR/Oversight Approval** Contract type from the list click start:

Contract Type	Contract Type Description	Partner Grouping Schema
BRCT	BRICKS Construction	
BRLE	BRICKS - Lease	
CNTR	Purchasing (General)	
EMEC	Emergency Contract	
SOLC	Cntr/Oversight Appr	
SWCI	Statewide Contract	ZCTR_DISTRIBUTOR CTR_Distributor_PGS

### Step Two: Overview

#### Supplier Information

Before starting to create the P1 Request, check to see if the supplier has been set up in MAGIC.

Use the search icon with the Supplier field and search for the supplier to be certain it is there. If the supplier is still not found, it is possible that the vendor is not registered yet within MAGIC.

The supplier should be contacted and asked to complete the online supplier registration process or the Buyer can register on behalf of the supplier.

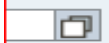
[https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)

Contract Number: 880001161 | Smart Number: 1136-14-C-SOLC-6860 | Contract Type: Cntr/Oversight Appr | Status: In Process

Contract Name: 1136-14-C-SOLC-6860  
 Contract Owner: 19463 Robert Fulbright  
 Target Value/ Currency: \$ 60 USD  
 Release Value: \$ 60 USD  
 Basic Contract:

Purchasing Organization: \* State of Mississippi - Purchasing  
 Purchasing Group: \* CPA OVERSIGHT OPTIM

Line Number	Item Category	Option Type	Item Number	Product ID	Product Category	Description	Target Quantity	Open Status	Unit	Price	Target Value	Currency	Price Per	Price Unit	Reference Item Number	Distribution	Block Level	Steering
Normal							6.00			\$ 60	\$ 60 USD		0		030000000			

(1) Search for a Supplier by clicking the search  icon in the Supplier field

**Create Cntr/Oversight Appr 8800001161**


Contract Number 8800001161 Smart Number 1130-14-C-SOLC-00052 Contract Ty



Close Release Save Edit Check Print Preview Export Import Park


Overview Header Items Notes and Attachments Conditions A


**General Header Data**

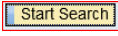
Contract Number: 8800001161

Supplier: \*  

Valid From / To: \* 04/24/2014  - 04/23/2015 

Purchasing Organization: \* State of Mississippi - Purchasing 

Purchasing Group: \* DFA OVSIGHT OPTFM  [Show Members](#)

(2) A Supplier search window will open; enter the vendor's name in Last Name, First Name, or both and click 

**Supplier: All Values**

Hide Filter Criteria

Business partner:

Search term 1:

Name 1/last name:

Name 2/First name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:



Postal Code:


City:

Street:

Building Code:


Restrict Number of Value List Entries To

(3) The search results will appear. Click the cell to highlight the supplier and click .

BusPartner	Name	Name 2	Country	Region	Postal Code	City	Street
3100000016	DREAM INC		US	MS	39200	JACKSON	310 AIRPORT

More Search Helps: Supplier


 



(4) The system will populate the supplier in the field on the Overview tab.


**Overview** Header Items Notes and Attachments Conditions


**General Header Data**


Contract Number: 8800001180

Supplier: \*  

Valid From / To: \* 04/30/2014  - 04/29/2015 

Purchasing Organization: \* State of Mississippi - Purchasing 

Purchasing Group: \* DFA OVSIGHT OPTFM  [Show Members](#)

(5) Set the **Valid From / To** contract effective dates by clicking the calendar icon  to open and display the calendar to select the desired dates.

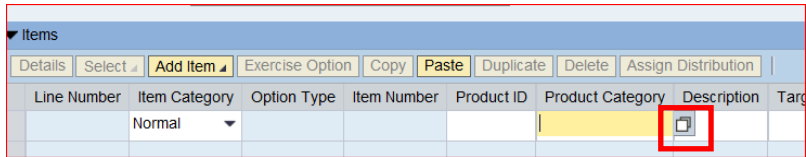
(6) In the window displayed, click the date to be populated.

(7) Enter the **Target Value** of request. (Target Value is the total expected spend throughout contract lifecycle.)

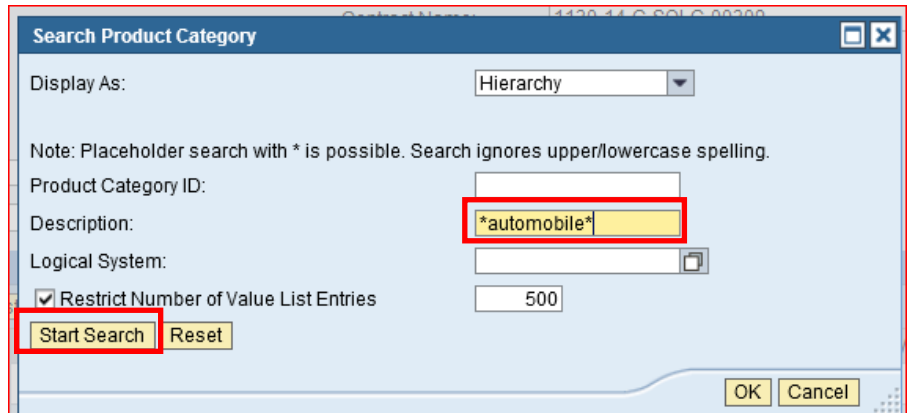
(8) Click the **Items** Tab.

- Item Category – Should always equal Normal
- Product ID (optional) – Should be entered if there is a specific product (11 Digit NIGP code)

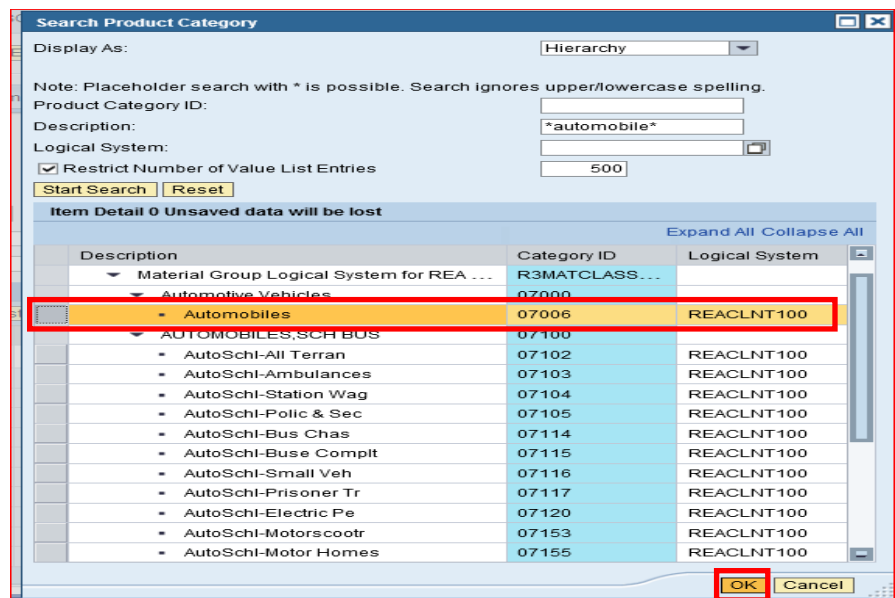
(9) Search for the item **Product Category** by clicking the search icon 



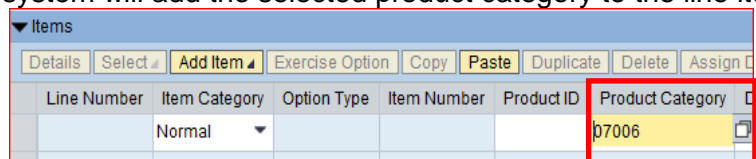
(10) A window will open. Enter a **Description** with asterisks (e.g. \*automobile\* to define the search) and click **Start Search**



(11) The search results will appear. Highlight the product to be added to the line item and click **OK**.



(12) The system will add the selected product category to the line item.





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- (13) Enter a brief **Description** of the item(s) being requested for purchase and the quantity.

Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency
		Fleet Vehicles	07006	2		EA	50,000.00	25,000.00	USD

- (14) Enter the number of **Units** being purchased. This is a free-text field or you can search using the icon within field.

Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency
		Fleet Vehicles	07006	2		EA	50,000.00	25,000.00	USD

- (15) Enter the **Price** of the items being purchased. This is a required field.

Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency
		Fleet Vehicles	07006	2		EA	50,000.00	25,000.00	USD

### Step Three: Header – Additional Information

- (1) Click the **Header**, then **Additional Information Subtab** tab.

- (2) Enter the following information on the Additional Information tab. Fields with \* are required fields.

- Request Type:** Use the drop down and select “Approval Request”.
- Contract Category:** Use the drop down and select the value “OPTFM P1”.
- Contract Performance Location:** Use the dropdown and select the applicable county where the item/service is to be utilized (If there is more than one, select “Multiple Locations” or “Statewide” or “Other”).



## How to Process a P1 in MAGIC

- d) **Material/Service Type:** Use the dropdown and select “Commodity”.
- e) **Reference Contract Number:** Use this field to record an internal agency reference number if needed, this field can be queried upon via advanced search in SRM.

Overview | Header | Items | Notes and Attachments | Conditions | Authorization | Approval | Tracking

Basic Data | Condition | Exchange Rate Thresholds | Distribution | Notes and Attachments | Output | Additional Information | Payment | Account Assignment | D

▼ Additional Information

**General Contract Attributes**

Reference Contract Number:

Request Type: \*

Contract Category: \*

Service Type: \*

P-Card:  Yes  No

Contract Performance Location: \*

Vendor Congressional District:

Oversight Approval:  No  Yes

Document Builder Doc Type:

Total Renewals:

Renewals Exercised:

Buy On Behalf:

**Agency / Board Approval**

Agency / Board Approval:

Agency / Board Approval Date:

Fed Grant Award Number: \*

Fed Aid Number: \*

CFDA Number: \*

Stimulus Funded: \*  Yes  No

Federal Funds Indicator:  Yes  No

State Fund %: \*

Federal Funds %: \*

Other Amount %: \*

Federal Amount: \*

State Amount: \*

Other Amount: \*

Contract Total Value: \*

(3) Enter the following funding source information. These fields are required for Transparency reporting.

- a) **Stimulus Funded:** Select the appropriate value.
- b) **Federal Funds Indicator:** Select “Yes” if federal funds are used to procure the commodity. The system will default to “No.”

If “NO”, the contract does not require a Federal Fund % or Federal Amount (fields will be grayed out). Therefore, the State Fund% and Other Amount % must total to 100%. State and Other Amount fields must equal to the Contract Total Value.

Stimulus Funded:  Yes  No

Federal Funds Indicator:  Yes  No

State Fund %: \*

Federal Funds %:

Other Amount %: \*

Federal Amount:

State Amount: \*

Other Amount: \*

Contract Total Value: \*





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If Federal Funds Indicator is "YES."

- a) A Federal Funds % or Federal Amount must be entered.
- b) Fed Grant Award Number, Fed Aid Number, and CFDA Number will also be required.
- c) Federal, State, and/or Other % or Amount must total 100% and amounts must equal Contract Total Value.

Fed Grant Award Number:	123456A
Fed Aid Number:	123456A
CFDA Number:	10.567 123
Stimulus Funded:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Federal Funds Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No
State Fund %:	90.00
Federal Funds %:	5.00
Other Amount %:	5.00
Federal Amount:	2,500.00
State Amount:	45,000.00
Other Amount:	2,500.00
Contract Total Value:	50,000.00

Must Equal 100%

Must add up to Contract Total Value

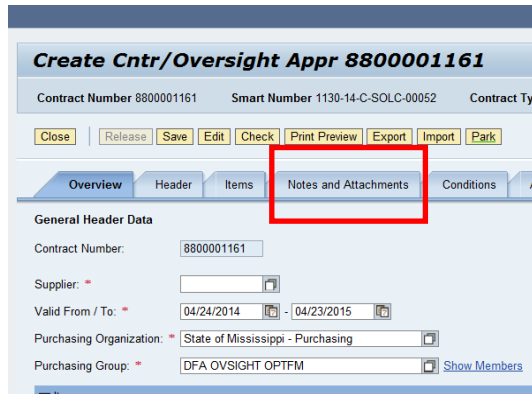
(4) Enter the option **Green Attributes** information.

- a) **Recycled Goods:** Use the dropdown and select the applicable value (Recycled, No, Partial). If "Partial" is selected, the Recycled Good Percentage must be entered.
- b) **Energy Efficient:** Select the appropriate value.
- c) **Green Technology or Products:** Select the appropriate value.
- d) **Manufactured in Mississippi:** Select the appropriate value.
- e) **Carbon Footprint:** Free-text field for you to enter the appropriate value.

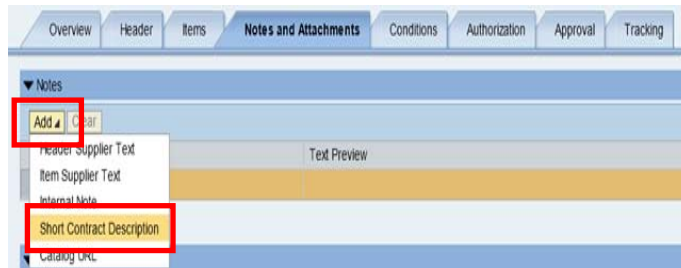
<b>Green Attributes</b>	
Recycled Goods:	<input type="text"/>
Recycled Goods Percentage:	<input type="text"/>
Energy Efficiency:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Green Technology or Products:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufactured in Mississippi:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Carbon Footprint:	<input type="text"/>

## Step Four: Notes and Attachments

(1) Click the main **Notes and Attachments** tab.

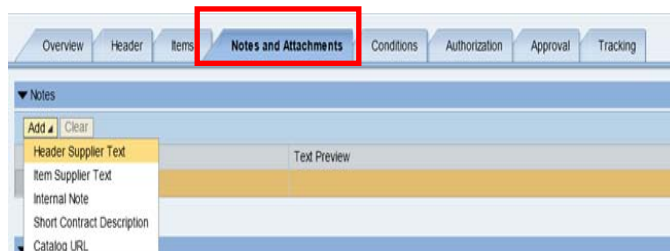


(2) Click **Add** then **Short Contract Description**. The description is a required field and can be up to 60 characters in length. Enter a brief description of the contract.



(3) Click **Add** then **Header Supplier Text**. Enter a detailed description of the items requested. The description must begin with one of the following phrases:

- Bid Solicitation for....
- Sole source request for...
- Research request for...
- Exemption from state contract for...
- Open purchase for...
- Trade-In of Equipment with Purchase



- (4) Internal Note and Item Supplier Text are optional fields and all notes will be displayed as seen below.

Assigned To	Category	Text Preview
Document Header	Header Supplier Text	Exemption from state contract for 2 new fleet automobile...
Document Header	Short Contract Description	New DFA Fleet Automobiles

- (5) Select the **Add Attachment** button to upload the P1 Listing Form

- (6) A small window will display; select the **Browse...** button to select a document from your computer.

- (7) Enter a description of the document to be added.

- (8) This must be External so uncheck the checkbox so that the document visible to other users (uncheck the **Visible Internally only** check box).

Visible Internally only:  Keep this attachment internal

- (9) Select the **OK** button to return the file to the Notes and Attachment display.

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\cg539448\Desktop Browse...

Description: P1 Request to Purchase

Assign To: \* General Data

Visible Internally only:  Keep this attachment internal

OK Cancel

- (10) The system will display the added document to the table below (change screenshot)

Assigned To	Category	Text Preview
Document Header	Header Supplier Text	Exemption from state contract for 2 new fleet automobile...
Document Header	Short Contract Description	New DFA Fleet Automobiles

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed By	Changed on
Document Header	Standard Attachment	P1 Request to Purchase Form	PD_Tampa Load file.xlsx	1		<input type="checkbox"/>	<input type="checkbox"/>	xlsx	59	MM350479	05/20/2014

- (11) Select the **Add Attachment** button to upload the Internal Justification for the purchase request such as Bid Specs, Justification Letter and Bid Tabulation etc.

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\LadhurJ\Desktop Browse...

Description: Vendor Quote

Assign To: \* General Data

Visible Internally only:  Keep this attachment internal

OK Cancel

- (12) A small window will display; select the **Browse...** button to select a document from your computer, change the Description: to **Internal Justification**.

- (13) Ensure the **Visible Internally only** check box is checked.

- (14) Once all the information is entered click **OK**.

### Step Five: Release for Approval

- (1) Once all required information has been entered, select **Release** to send the contract through approval.
- (2) Approvals can be displayed by selecting the **Approval** tab.

- (3) The Commodity Oversight Approvers are required to approve all SOLC Contracts.

Sequence	Process Step	Status	Processor Determination	Processor	Received On	Processed On	Forwarded By
001	SRM Contract Approval	Open (No Decision Made)	CTR Commodity Oversight 1 Approval	David Cranford, William Beard	05/28/2014 14:54:43		

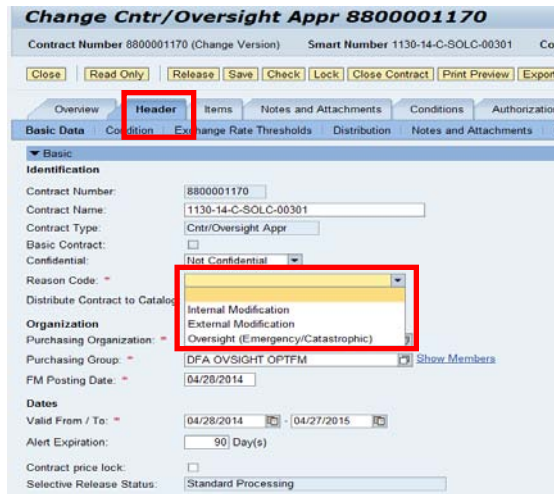
## How to Modify a P1 Contract

A P1 may need to be modified for any number of reasons such as appropriate attachments were not attached.

- (1) To edit a released contract for modifications, search for the contract and select the **Edit** button to make the necessary changes.



- (2) The system will require the Buyer to enter a Header Reason code, Modification Type and Modification Description.
- (3) There are three different reasons to select when modifying a contract. The system will require a reason for the changes by displaying hard error messages:
  - a) Internal Modification: A modification that does not affect the terms and conditions of the contract (i.e. Adding an internal note)
  - b) External Modification: A change that affects the terms and conditions (i.e. change of price, adding an attachment, change of validity dates).
  - c) Oversight (Emergency/Catastrophic): **Not applicable: does not apply to P1 Requests**
- (4) Select Header tab and select a reason code (ex. Used "External Modification")



- (5) Select **External Modification** and the system will update the Smart Number to a new version.

**Change Cntr/Oversight Appr 8800001170**  
 Contract Number 8800001170 (Change Version) Smart Number 1130-14-C-SOLC-00301-V001

The Modification Type on the Additional Information tab is required - [Display Help](#)  
 Modification Description on the Additional Information tab is required - [Display Help](#)

Close Read Only Release Save Check Lock Close Contract Print Preview Export

Overview Header Items Notes and Attachments Conditions Authorization

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments

Basic

Identification

Contract Number: 8800001170  
 Contract Name: 1130-14-C-SOLC-00301-V001  
 Contract Type: Cntr/Oversight Appr  
 Basic Contract:   
 Confidential: Not Confidential  
 Reason Code: **External Modification**  
 Distribute Contract to Catalog:

Organization

Purchasing Organization: State of Mississippi - Purchasing  
 Purchasing Group: DFA OVSIGHT OPTFM Show Members  
 FM Posting Date: 04/28/2014

Dates

Valid From / To: 04/28/2014 - 04/27/2015  
 Alert Expiration: 90 Day(s)  
 Contract price lock:   
 Selective Release Status: Standard Processing

- (6) Depending on the reason code the Smart Number may or may not change. The diagram below shows the reason for modifying the contract as external, note the smart number now includes a version number of (v001). This number will increase every time the contract modification reason is “External”.

**Change Cntr/Oversight Appr 8800001170**  
 Contract Number 8800001170 (Change Version) Smart Number 1130-14-C-SOLC-00301-V001

The Modification Type on the Additional Information tab is required - [Display Help](#)  
 Modification Description on the Additional Information tab is required - [Display Help](#)

Close Read Only Release Save Check Lock Close Contract Print Preview Export

Overview Header Items Notes and Attachments Conditions Authorization

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments

Basic

Identification

Contract Number: 8800001170  
 Contract Name: 1130-14-C-SOLC-00301-V001  
 Contract Type: Cntr/Oversight Appr  
 Basic Contract:   
 Confidential: Not Confidential  
 Reason Code: **External Modification**  
 Distribute Contract to Catalog:

Organization

Purchasing Organization: State of Mississippi - Purchasing  
 Purchasing Group: DFA OVSIGHT OPTFM Show Members  
 FM Posting Date: 04/28/2014


Dates

Valid From / To: 04/28/2014 - 04/27/2015  
 Alert Expiration: 90 Day(s)  
 Contract price lock:   
 Selective Release Status: Standard Processing

- (7) If **Internal Modification** is selected, the Smart Number does not update.

- (8) Make the necessary modification such as attach documents etc.

- (9) Select the sub tab **Additional Information** tab from the Header tab to provide additional reason. On the **Modification Type** field, a dropdown will display for a reason to be selected. In **Modification Description** field, enter a reason.

- (10) Select the **Check** button to make sure there are no errors displayed. If there are none, select the **Release** button trigger  approval through workflow the same approval chain.

Note If the RFX is created within the MAGIC system, the agency must attach the RFX Form to serve as the confirmation of receipt that the bid was posted to the MAGIC Bid Board as an internal attachment. IF the RFX was created outside of the MAGIC system, the agency or external entity must attach the receipt of confirmation received from MPTAP as an internal attachment.



## How to Modify a Rejected P1

1. Navigate to the Universal Worklist.



2. Click on the applicable contract link to open the document.

Cannot connect to the provider [Details](#)

Tasks (44 / 44) Alerts Notifications SAPoffice Mails Tracing

Show: New and In Progress Tasks (44 / 44) Select a Subview: All [Create Task](#)

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Accept Decision / Adjust Contract Number 8800001242</a>	ROBERT FULCHER	Yesterday	Medium		New
<a href="#">Accept Decision / Adjust Purchase order Number 4000002633</a>	ROBERT FULCHER	Jul 22, 2014	Medium		New
<a href="#">Approve Contract Number 8800001233</a>	Bobby Roach	Jul 3, 2014	Medium		New
<a href="#">Revise Shopping Cart 1100003061 with Value 5,600.00 USD</a>	ROBERT FULCHER	Jul 2, 2014	Medium		New
<a href="#">Revise Change version of contract Number 8800000911</a>	ROBERT FULCHER	Jul 1, 2014	Medium		New
<a href="#">Revise Contract Number 8800001195</a>	ROBERT FULCHER	Jun 24, 2014	Medium		New
<a href="#">Approve the Changes to Supplier 3102000032 DBA Sharetha PreProd</a>	Workflow System	Jun 13, 2014	Medium		New
<a href="#">Accept Decision / Adjust Purchase order Number 4000002470</a>	ROBERT FULCHER	Jun 3, 2014	Medium		New
<a href="#">Approve Contract Number 8700014035</a>	USFR.FAIR.cn=vernon.campbell.cn=users.cn=fla.cn=agencies.cn=ead.fk=pre	May 20, 2014	Medium		New

3. Click the **Edit** button.

**Accept / Proceed Cntr/Oversight Appr 8800001242**

Contract Number 8800001242 Smart Number 1711-14-C-SOLC-00002 Contract Type Cntr/Oversight Appr Status Awaiting Approval Supplier [3100024321](#)



## How to Process a P1 in MAGIC

- An Additional Information message will appear; Click **OK**.

Accept / Proceed Cntr/Oversight Appr 8800001242

Contract Number 8800001242 Smart Number 1711-14-C-SOL-C-00002 Contract Type Cntr/Oversight Appr Status Awaiting Approval Supplier 3100024321 COMPUTER PROJECTS OF B, INC Contract Owner 10463 Robert Luchter

Close Release Save Edit Check Accept Print Preview Delete

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 8800001242 Contract Name: 1711-14-C-SOL-C-00002

Supplier: 3100024321 COMPUTER PROJECTS OF B, INC Contract Owner: 10463 Robert Luchter

Valid From / To: 04/15/2014 - 12/31/2017 Target Value/Currency: 59,863.20 USD

Purchasing Organization: State of Mississippi - Purchasing Release Value: 0.00 USD

Purchasing Group: PSP Gen Purch Basic Contract:

Additional Information

The document is in approval.  
Any document changes may lead to an adaptation of the workflow process.

OK Cancel

- Make the necessary changes to the contract and click **Proceed**.
  - Once Proceed is selected, the P1 will be released for approval.

Accept / Proceed Cntr/Oversight Appr 8800001242

Contract Number 8800001242 Smart Number 1711-14-C-SOL-C-00002 Contract Type Cntr/Oversight Appr Status Awaiting Approval Supplier 3100024321 COMPUTER PROJECTS OF B, INC Contract Owner 10463 Robert Luchter

Close Release Save Check **Proceed** Send E-Mail Print Preview Export Import Delete Part

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 8800001242 Contract Name: 1711-14-C-SOL-C-00002

Supplier: 3100024321 COMPUTER PROJECTS OF B, INC Contract Owner: 10463 Robert Luchter

Valid From / To: 04/15/2014 - 12/31/2017 Target Value/Currency: 59,863.20 USD

Purchasing Organization: State of Mississippi - Purchasing Release Value: 0.00 USD

Purchasing Group: PSP Gen Purch Basic Contract:

Items

Line Number	Item Category	Option Type	Item Number	Product ID	Product Category	Description	Target Quantity	Option Status	Unit	Price	Target Value	Currency	Price Per	Price Unit	Reference Item Number	Distribution
1	Normal		1	99102	Surv Misc/NoAdmin		0		AU	0.00	59,863.20	USD	1		0	<input checked="" type="checkbox"/>
	Normal						0.000			0.00	0.00	USD	0		000000000	