

STATE of MISSISSIPPI Registration of Supplier (ROS) FAQs

TOPIC	Question & Answer
Supplier Registration	<p>Q: Are all suppliers required to enroll in ROS?</p> <p>A: Current, active suppliers have been converted into the new MAGIC system. If your company is an active supplier for the State of Mississippi, you will not be required to enroll in the new MAGIC system using ROS.</p>
Enrollment Process	<p>Q: Can anyone from my company enroll us in ROS or is the company's chief executive required to enroll?</p> <p>A: Any employee of your company can enroll using ROS. The person who enrolls will identify a contact person during registration. That contact person will be the system-designated Administrator for your company.</p>
Enrollment Process	<p>Q: How long does it take to enroll?</p> <p>A: It takes approximate 10 minutes to initiate enrollment in ROS. Suppliers will complete the online enrollment process. The enrollment process can be accessed from the MMRS website Vendor page, at the link shown below.</p> <p>After a supplier completes the online registration process, the designated supplier contact will receive two emails, containing the contact's ID, link to the system, and temporary password. The contact will need to logon and attach your company's W9 and complete additional company information, as needed.</p> <p>Supplier Enrollment Process</p>
Enrollment Process	<p>Q: Whom should I contact to enroll in ROS?</p> <p>A: A vendor may initiate enrollment in ROS by simply accessing the ROS at the link shown below. If you require one-on-one assistance, you may contact the Department of Finance and Administration, Office of Mississippi Management and Reporting System (MMRS) Call Center at 601-359-1343.</p> <p>Supplier Enrollment Process</p>
Enrollment Cost	<p>Q: What is the cost for enrollment in ROS?</p> <p>A: There is no cost to the vendor for enrollment in ROS.</p>
Registration on behalf of	<p>Q: I do not have access to the Internet. Can I still register with the State of Mississippi?</p> <p>A: In the event you do not have Internet access, you may contact a State of Mississippi employee to register on your company's behalf. You will need to obtain the State of Mississippi Supplier Registration Form from the MMRS website (www.mmrs.com), complete the form, and submit it to the agency for registration on your behalf. See below for a link to the registration form.</p> <p>MS Supplier Registration Form</p>
Troubleshooting	<p>Q: Whom do I contact if I have problems during registration?</p> <p>A: You may contact the Department of Finance and Administration, Office of Mississippi Management and Reporting System (MMRS) Call Center at 601-359-1343.</p>
Registration Required to do Business	<p>Q: Do I have to be registered to do business with the State?</p> <p>A: Yes. Your company cannot respond to bids and RFPs or be awarded a contract until it is registered via ROS. You will be able to see bid and RFP advertisements and documents without being registered.</p>
Updating Company Contacts	<p>Q: Can I change the contact for my business?</p> <p>A: A contact person for your company is identified during registration. This contact person will be your company's Administrator. The Administrator can create additional contact person(s). You can have as many contact people as you desire. However, your company can only have one Administrator. If the Administrator leaves the company, you will need to change the Administrator information to reflect the new Administrator's information. These updates must be completed before the Administrator departs or you will need to contact the Department of Finance and Administration, Office of Mississippi Management and Reporting System (MMRS) Call Center at 601-359-1343 for assistance.</p>
Benefits of Registration	<p>Q: What are the benefits of registering with the State of Mississippi?</p> <p>A: You will be able to manage and update your company's information online via the MAGIC system. You can receive Purchase Orders online, and you can respond to RFxs (bids, RFPs, etc.) via the MAGIC system. Electronic invoicing is also available in MAGIC.</p>

Multiple Office Locations	<p>Q: Do I need to register multiple times if my business has multiple offices?</p> <p>A: No, this is not necessary. If you need to add multiple addresses, you should complete and submit the Supplier (Vendor) Alternate Remittance Ordering Address Maintenance Form.. The form can be accessed from the MMRS website Vendor page, at the link shown below, or you may contact a State of MS agency for assistance.</p> <p>Ordering Address Change Form</p>
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