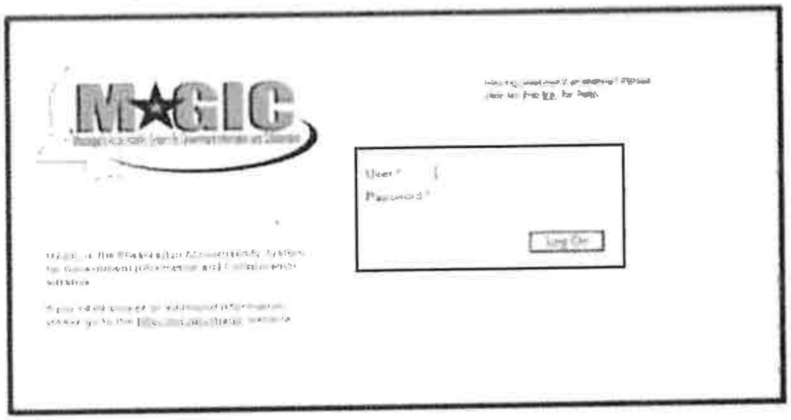
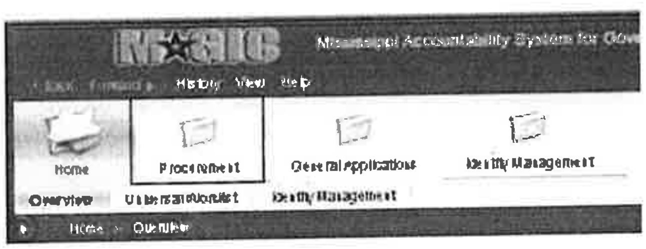
How to Create an Agency Copier Rental Agreement Contract

This process should be used by Universities or Agencies.

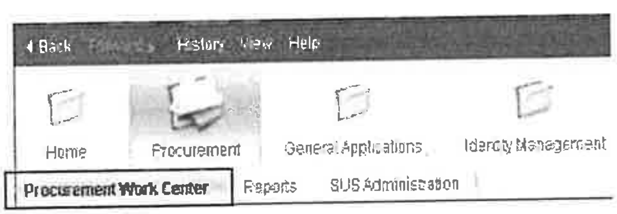
1. Using your User-ID and Password Log into MAGIC: https://portal.magic.ms.gov



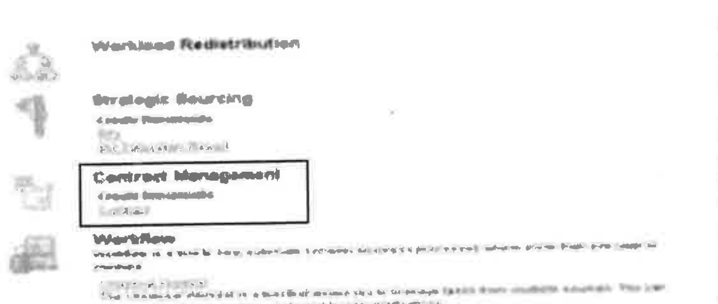
2. Select **Procurement** icon from the home page options.



3. Select **Procurement Work Center**

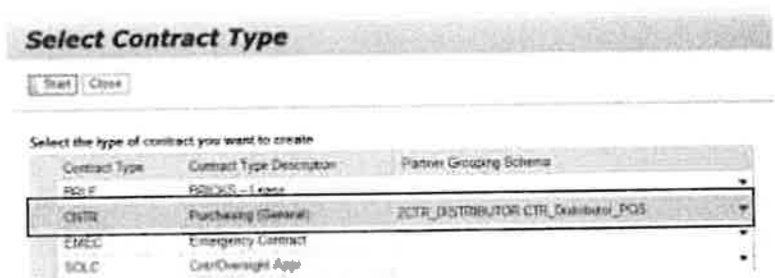


4. Select **Contract** under Contract Management



Step One: Contract Type

Select contract type "CNTR". Ensure the Partner Grouping Schema 'Distributor" is selected.
Note: If this is not activated, a new contract must be created.



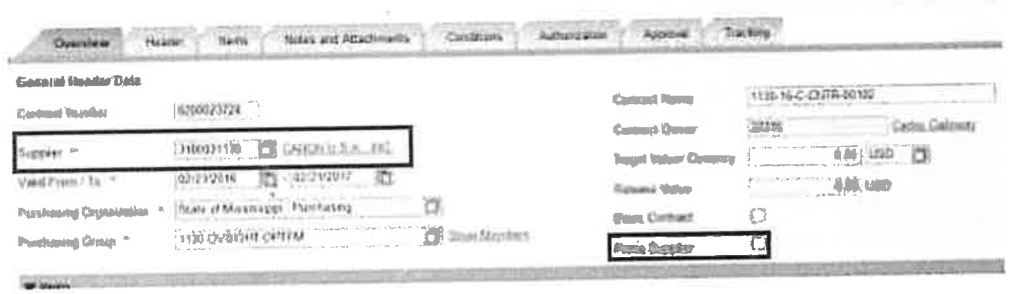
Step Two: Overview

Supplier Information

The supplier number must match the current Statewide Copier contract vendor.
Please use link below to find the applicable supplier number.

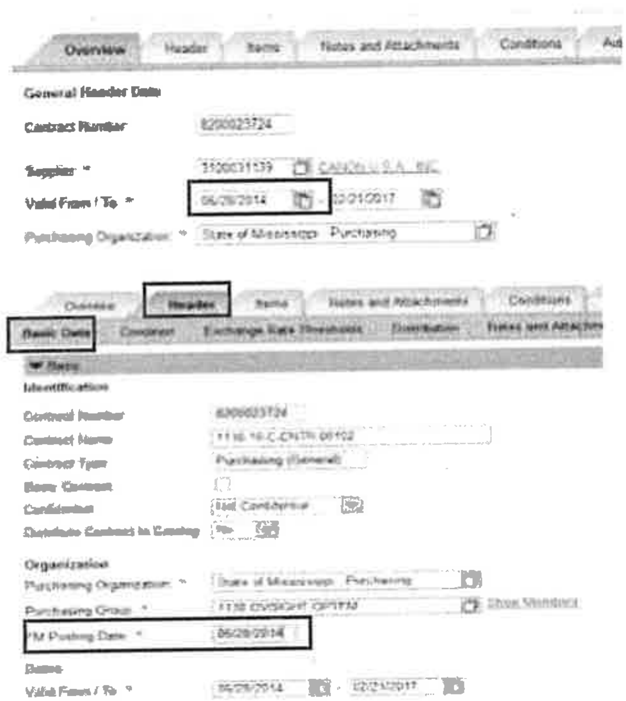
Prime Supplier Flag should be checked only if the Manufacturer (e.g. Canon) will also receive the payments

http://www.dfa.state.ms.us/Purchasing/StateContracts/CopierList600.html

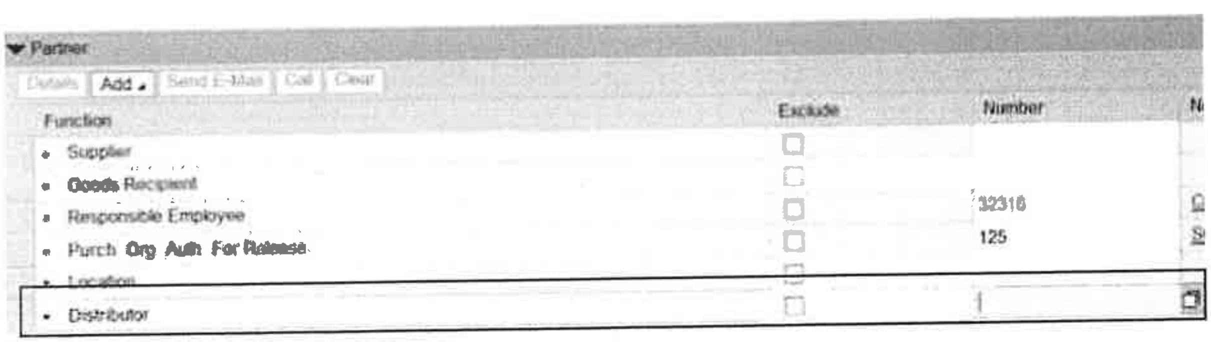


1. Set the **Valid From / To** contract effective dates by clicking the calendar icon to open and display the calendar to select the desired dates.

   Note: If the rental agreement started prior to July 1, 2014, the date of 6/28/2014 should be entered as the Start Date. If the rental agreement began prior to the present date, once the past date has been entered, the FM Posting Date must also be altered to match the Start Date entered.

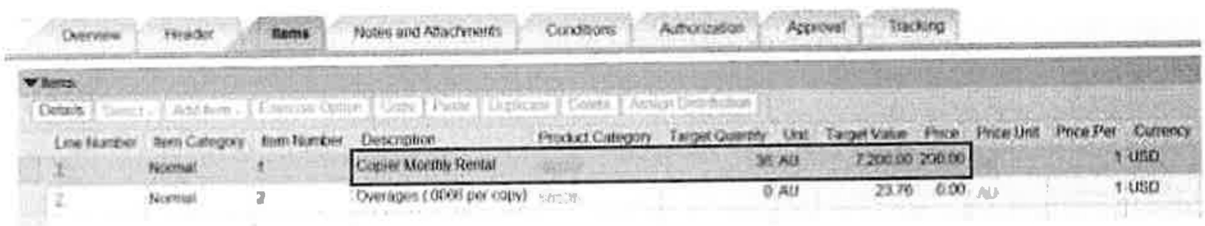


2. If there are dealers, navigate to the Header>Basic Data Tab. Scroll down to the Partner Section to add a Distributor.



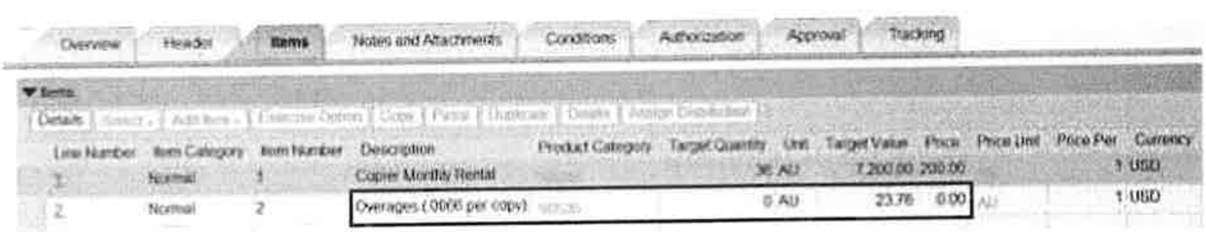
3. Click the **Items** Tab.

a. Line 1: Monthly Rental Rate



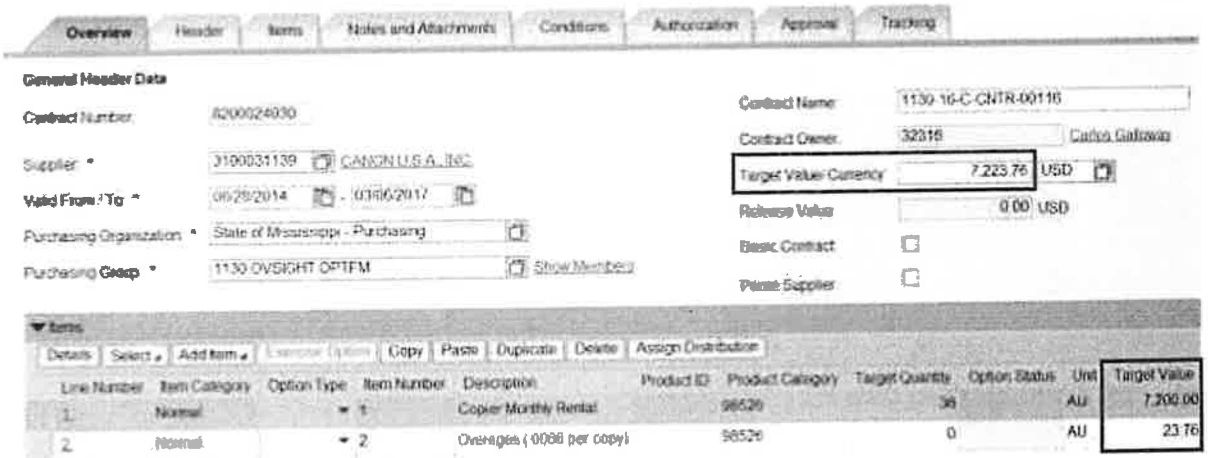
1. Description - (e.g. Copier Monthly Rental)
2. Product Category - enter 98526
3. Target Quantity - number of months remaining on the rental agreement or can be set to “0”.
4. Unit of Measure – enter “AU”
5. Price - monthly rental rate of a single copier or multiple copiers. This rate should be outlined within your rental agreement.
6. Target Value – is calculated by multiplying the monthly rental rate times the number of months remaining on the rental agreement.

b. Line 2: Overages



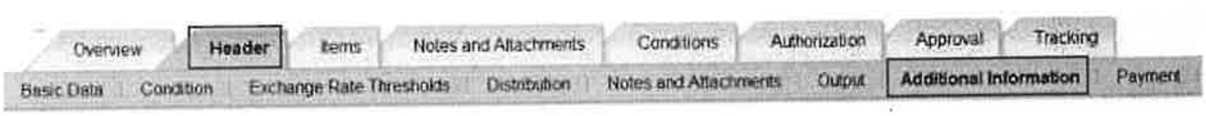
1. Description - (e.g. Overages/ (per copy rate))
2. Product Category - enter 98526
3. Target Quantity – enter “0”.
4. Unit of Measure – enter “AU”
5. Target Value – is calculated by multiplying the estimated monthly overage amount times the number of months remaining on the rental agreement

Note: Once the line items Target Values have been calculated, the sum of the lines should match the **Overview Target Value**.



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.

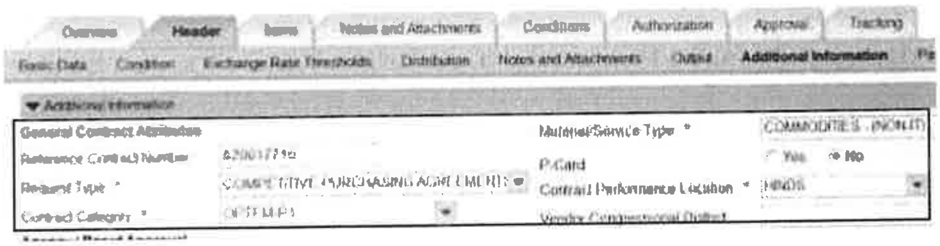
a) **Reference Contract Number:** Enter the valid ***Statewide*** Copier Contract with the Manufacturer on the date the rental agreement was signed.

b) **Request Type:** Use the drop down and select 'Competitive Purchasing Agreement"

c) **Contract Category:** Use the drop down and select the value "OPTFM P1".

d) **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").

e) **Material/Service Type:** Use the dropdown and select "Commodity (NON-IT)

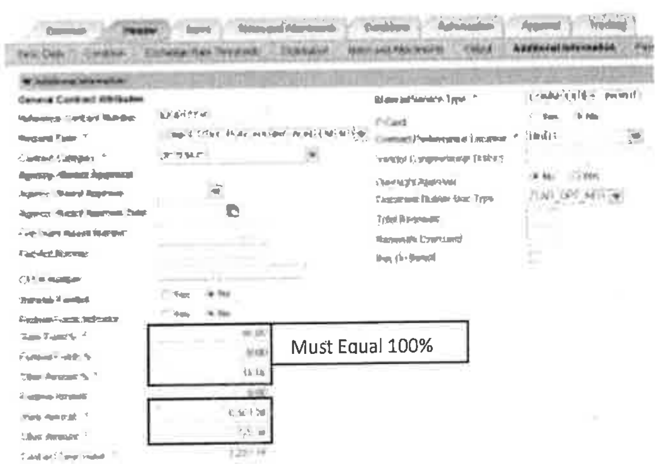


(3) Enter the following funding source information. These fields are required for Transparency reporting.

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.

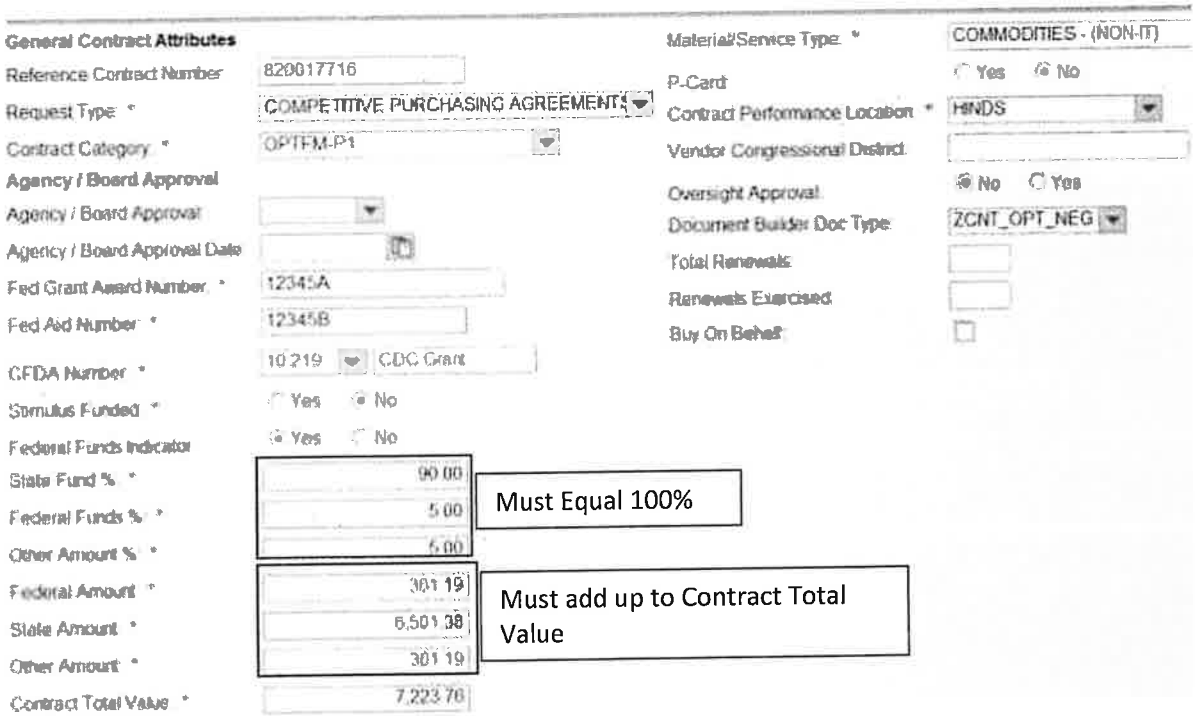


If Federal Funds Indicator is "YES."

a) A Federal Funds % or Federal Amount must be entered.

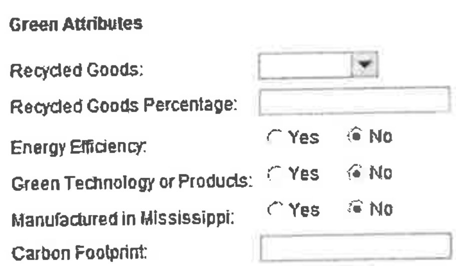
b) Fed Grant Award Number, Fed Aid Number, and CFDA Number will also be required.

c) Federal, State, and/or Other % or Amount must total 100% and amounts must equal Contract Total Value.



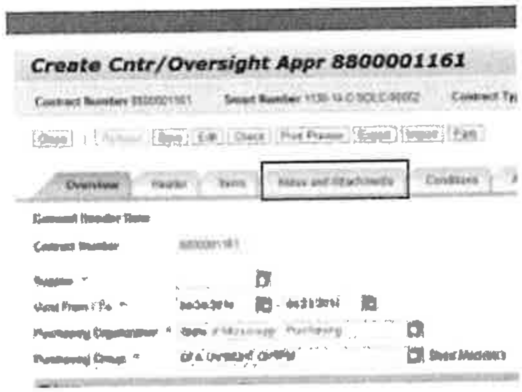
(4) Enter the option **Green Attributes** information.

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.



Step Four: Notes and Attachments

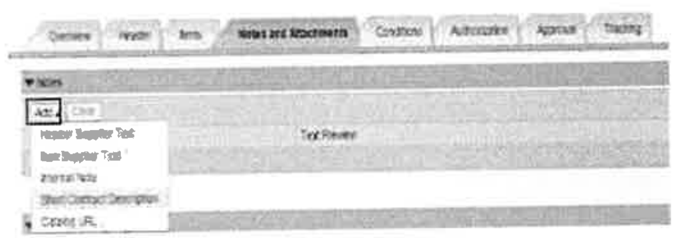
(1) Click the main **Notes and Attachments** tab.



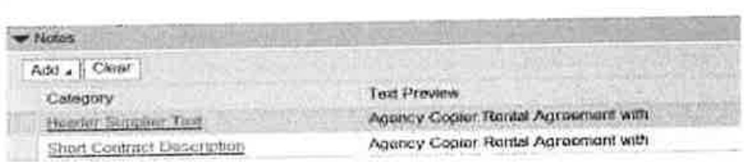
(2) Click **Add** then **Short Contract Description**. The description is a required field and can be up to 60 characters in length. Enter a brief description of the contract.

a. The description must begin with the following phrase:

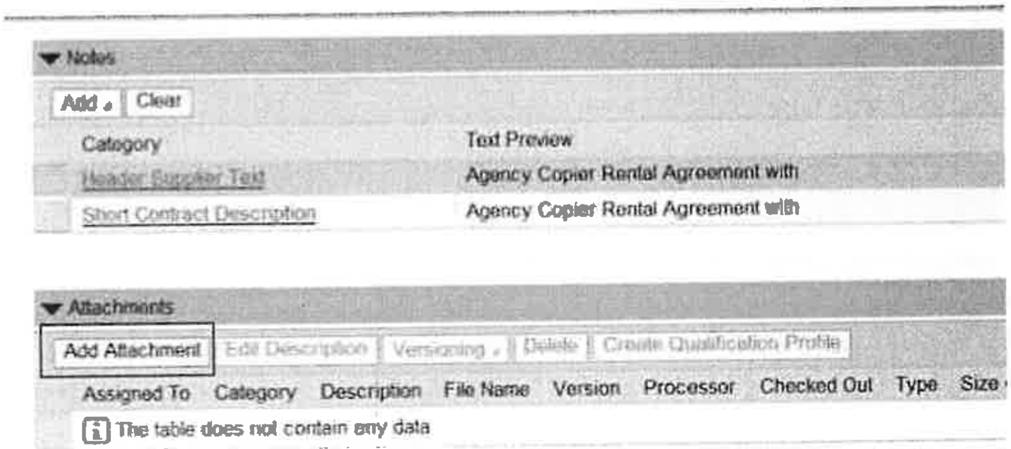
- Agency Copier Rental Agreement with……



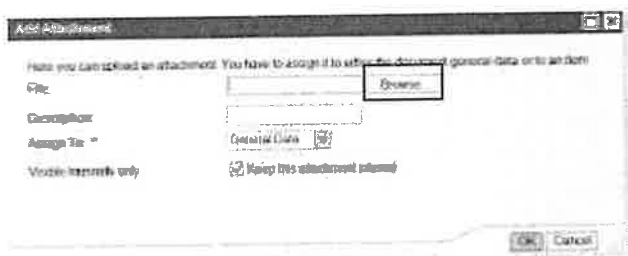
(3) Click **Add** then **Header Supplier Text.** Enter a detailed description of the items requested.



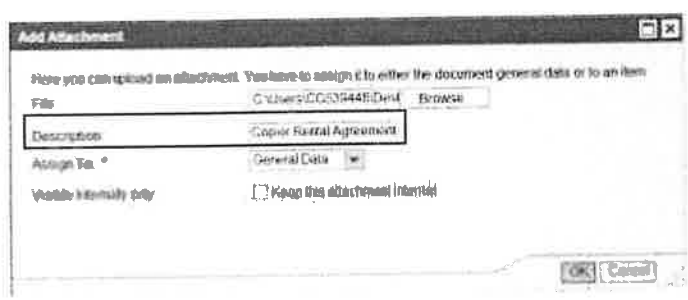
(4) Select the Add Attachment button to upload all rental agreements and a copy of the State contract price list highlighted with copiers being leased.



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



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



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

The system will display the added document to the table below. Ensure the "Visible Internally only" flag is unchecked to post the rental agreement to Transparency.

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 P1 Requests.