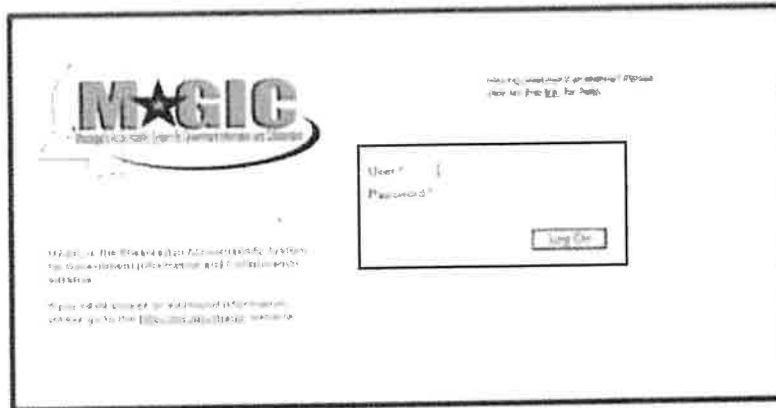


How to Create an Agency Copier Rental Agreement Contract

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.

Contract Type	Contract Type Description	Partner Grouping Schema
PDC	PDC - Lease	
CNTR	Purchasing General	DCTR_DISTRIBUTOR CTR_Distributor_PGS
EMER	Emergency Contract	
SOLE	Contract Oversight App	

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>

General Header Data	
Contract Number	600023724
Supplier	110001110
Valid From / To	02/23/2016 - 02/23/2017
Purchasing Organization	State of Mississippi - Purchasing
Purchasing Group	1100020000 CNTRM
Contract Name	1100-16-C-CNTR-00102
Contract Owner	Jesse G. Gentry
Target Value Currency	4.0M USD
Request Value	4.0M USD
Prime Contract	☐
Prime Supplier	☒

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.

The screenshot shows the 'General Header Data' section of a contract form. The 'Valid From / To' field is highlighted with a red box, showing the dates 06/28/2014 and 02/01/2017. The 'Purchasing Organization' is set to 'State of Mississippi - Purchasing'. Below this, the 'Basic Data' tab is selected, showing the 'Identification' section. The 'Contract Number' is 6290023724, and the 'Contract Name' is '1116 16.C.CHTR 00102'. The 'Contract Type' is 'Purchasing (General)'. The 'Basic Contract' checkbox is checked. The 'Confidential' checkbox is checked. The 'Substitute Contract in Catalog' checkbox is checked. The 'Organization' is 'State of Mississippi - Purchasing'. The 'Purchasing Group' is '1116 0000000000000000'. The 'FM Posting Date' is 06/28/2014. The 'Valid From / To' field is highlighted with a red box, showing the dates 06/28/2014 and 02/01/2017.

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

The screenshot shows the 'Partner' section of the contract form. The 'Function' list includes 'Supplier', 'Goods Recipient', 'Responsible Employee', 'Purch Org Auth For Release', 'Location', and 'Distributor'. The 'Exclude' checkbox is checked for 'Supplier', 'Goods Recipient', 'Responsible Employee', and 'Purch Org Auth For Release'. The 'Number' field is 32316. The 'Distributor' role is highlighted with a red box.

3. Click the **Items** Tab.



a. Line 1: Monthly Rental Rate

The screenshot shows the 'Items' tab with a table containing two lines. Line 1 is highlighted with a black border. The table has columns: Line Number, Item Category, Item Number, Description, Product Category, Target Quantity, Unit, Target Value, Price, Price Unit, Price Per, and Currency.

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Unit	Target Value	Price	Price Unit	Price Per	Currency
1	Normal	1	Copier Monthly Rental		36	AU	7,200.00	200.00			1 USD
2	Normal	2	Overages (0000 per copy)		0	AU	23.76	0.00			1 USD

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

The screenshot shows the 'Items' tab with a table containing two lines. Line 2 is highlighted with a black border. The table has columns: Line Number, Item Category, Item Number, Description, Product Category, Target Quantity, Unit, Target Value, Price, Price Unit, Price Per, and Currency.

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Unit	Target Value	Price	Price Unit	Price Per	Currency
1	Normal	1	Copier Monthly Rental		36	AU	7,200.00	200.00			1 USD
2	Normal	2	Overages (0000 per copy)		0	AU	23.76	0.00			1 USD

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**.

The screenshot displays the 'Overview' tab of a contract management system. The 'General Header Data' section includes fields for Contract Number (8200024030), Supplier (3100031139 CANNON U.S.A. LLC), Valid From/To (06/29/2014 - 03/06/2017), Purchasing Organization (State of Mississippi - Purchasing), and Purchasing Group (1130 OVERSIGHT OPTFM). The right side shows Contract Name (1130-16-C-CTR-00116), Contract Owner (32016 Carlos Gutierrez), Target Value/Currency (7,223.76 USD), Release Value (0.00 USD), Basic Contract (unchecked), and Permit Supplier (unchecked).

Below the header is a table of line items:

Line Number	Item Category	Option Type	Item Number	Description	Product ID	Product Category	Target Quantity	Option Status	Unit	Target Value
1	Normal	1		Copier Monthly Rental	98520		30		AU	7,200.00
2	Normal	2		Oversages (0.006 per copy)	98520		0		AU	23.76

Step Three: Header – Additional Information

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

The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, the 'Additional Information' subtab is active, showing fields for Basic Data, Condition, Exchange Rate Thresholds, Distribution, Notes and Attachments, Output, and Payment.

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

- Reference Contract Number:** Enter the valid Statewide Copier Contract with the Manufacturer on the date the rental agreement was signed.
- Request Type:** Use the drop down and select 'Competitive Purchasing Agreement'
- 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").
- Material/Service Type:** Use the dropdown and select "Commodity (NON-IT)"

Overview	Header	Items	Notes and Attachments	Conditions	Authorization	Approval	Tracking
Basic Data	Condition	Exchange Rate Thresholds	Distribution	Notes and Attachments	Quota	Additional Information	File
▼ Additional Information							
General Contract Attributes Reference Contract Number: 820017792 Request Type: COMMODITY PURCHASING AGREEMENTS Contract Category: COMMODITY				Multiplier/Service Type: COMMODITIES (PROFIT) P-Card: Yes No Contract Performance Location: HNDG Vendor Performance Rating:			

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

- Stimulus Funded:** Select the appropriate value.
- 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.

Overview	Header	Items	Notes and Attachments	Conditions	Authorization	Approval	Tracking
Basic Data	Condition	Exchange Rate Thresholds	Distribution	Notes and Attachments	Quota	Additional Information	File
▼ Additional Information							
General Contract Attributes Reference Contract Number: 820017792 Request Type: COMMODITY PURCHASING AGREEMENTS Contract Category: COMMODITY				Multiplier/Service Type: COMMODITIES (PROFIT) P-Card: Yes No Contract Performance Location: HNDG Vendor Performance Rating:			
Funding Source Information Stimulus Funded: No Federal Funds Indicator: No Federal Fund %: 0.00 Federal Amount: 0.00 State Fund %: 100.00 State Amount: 820017792.00 Other Amount %: 0.00 Other Amount: 0.00 Total Amount: 820017792.00				Funding Source Information Stimulus Funded: No Federal Funds Indicator: No Federal Fund %: 0.00 Federal Amount: 0.00 State Fund %: 100.00 State Amount: 820017792.00 Other Amount %: 0.00 Other Amount: 0.00 Total Amount: 820017792.00			

If Federal Funds Indicator is "YES."

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

General Contract Attributes		Material/Service Type *	COMMODITIES - (NON-IT)
Reference Contract Number	820017716	P-Card	☐ Yes ☒ No
Request Type *	COMPETITIVE PURCHASING AGREEMENT	Contract Performance Location *	HNDS
Contract Category *	OPTFM-P1	Vendor Congressional District	
Agency / Board Approval		Oversight Approval	☒ No ☐ Yes
Agency / Board Approval Date		Document Builder Doc Type	ZCNT_OPT_NEG
Fed Grant Award Number *	12345A	Total Renewals	
Fed Aid Number *	12345B	Renewals Exercised	
CFDA Number *	10.219 CDC Grant	Buy On Behalf	☐
Stimulus Funded *	☐ Yes ☒ No		
Federal Funds Indicator	☒ Yes ☐ No		
State Fund % *	90.00		
Federal Funds % *	5.00		
Other Amount % *	5.00		
Federal Amount *	301.19		
State Amount *	6,501.38		
Other Amount *	301.19		
Contract Total Value *	7,223.76		

Must Equal 100%

Must add up to Contract Total Value

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

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

Green Attributes

Recycled Goods:	
Recycled Goods Percentage:	
Energy Efficiency:	☐ Yes ☒ No
Green Technology or Products:	☐ Yes ☒ No
Manufactured in Mississippi:	☐ Yes ☒ No
Carbon Footprint:	

Step Four: Notes and Attachments

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

Create Cntr/Oversight Appr 8800001161

Contract Number 8800001161 Smart Number 1130-13-0-SOLC-0002 Contract Ty

Save Edit Check Print Form Cancel Import Exit

Overview Header Items **Notes and Attachments** Conditions

Contract Header Data

Contract Number 8800001161

Supplier

Start From To 06-01-2014 06-21-2014

Purchasing Organization 06-01-2014 06-21-2014

Purchasing Group 06-01-2014 06-21-2014

- (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.....

Overview Header Items **Notes and Attachments** Conditions Authorized Approval Tracking

▼ Notes

Add Cancel

Header Supplier Text Text Preview

Item Supplier Text

Short Contract Description

Copy URL

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

▼ Notes

Add Cancel

Category Text Preview

Header Supplier Text Agency Copier Rental Agreement with

Short Contract Description Agency Copier Rental Agreement with

- (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.

The screenshot shows two sections of a software interface. The top section is titled 'Notes' and contains an 'Add' button and a 'Clear' button. Below these are two rows of data: 'Header Supplier Text' and 'Short Contract Description', both with a 'Text Preview' column showing 'Agency Copier Rental Agreement with'. The bottom section is titled 'Attachments' and contains buttons for 'Add Attachment', 'Edit Description', 'Versioning', 'Delete', and 'Create Qualification Profile'. Below these buttons is a table with columns: 'Assigned To', 'Category', 'Description', 'File Name', 'Version', 'Processor', 'Checked Out', 'Type', and 'Size'. A message icon and text state 'The table does not contain any data'.

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

The screenshot shows a dialog box titled 'Add Attachment'. It contains a message: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. There are two main sections: 'File' and 'Description'. The 'File' section has a text field with 'C:\Users\CCG539448\Documents' and a 'Browse...' button. The 'Description' section has a text field with 'Copier Rental Agreement'. Below these are 'Assign To' (set to 'General Data') and 'Visible Internally only' (checked) options. At the bottom are 'OK' and 'Cancel' buttons.

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

This screenshot shows the 'Add Attachment' dialog box with the following fields filled: 'File' is 'C:\Users\CCG539448\Documents', 'Description' is 'Copier Rental Agreement', 'Assign To' is 'General Data', and 'Visible Internally only' is checked. The 'Browse...' button is still visible next to the file path. 'OK' and 'Cancel' buttons are at the bottom.

- (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.

The screenshot shows a table with the following columns: Assigned To, Category, Description, File Name, Version, Processor, and Visible Internally only. The first row contains the following data: Document Header, Standard Attachment, Copies Rental Agreement, How to Create an Agency Copies Rental Agreement Contract.docx, 1, and an unchecked checkbox for Visible Internally only.

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only
Document Header	Standard Attachment	Copies Rental Agreement	How to Create an Agency Copies Rental Agreement Contract.docx	1		☐

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.

The screenshot shows a button labeled "Release" in a system interface.

- (3) The Commodity Oversight Approvers are required to approve all P1 Requests.

The screenshot shows the "Approval" tab in a system interface. It displays a table with the following columns: Sequence, Processor, Status, Request Description, Requester, Requested On, Processed On, and Verified On. The first row contains the following data: 1, User, Pending Approval, Copies Rental Agreement, User, 10/10/2014 10:10:10, and empty cells for Processed On and Verified On.

Sequence	Processor	Status	Request Description	Requester	Requested On	Processed On	Verified On
1	User	Pending Approval	Copies Rental Agreement	User	10/10/2014 10:10:10		