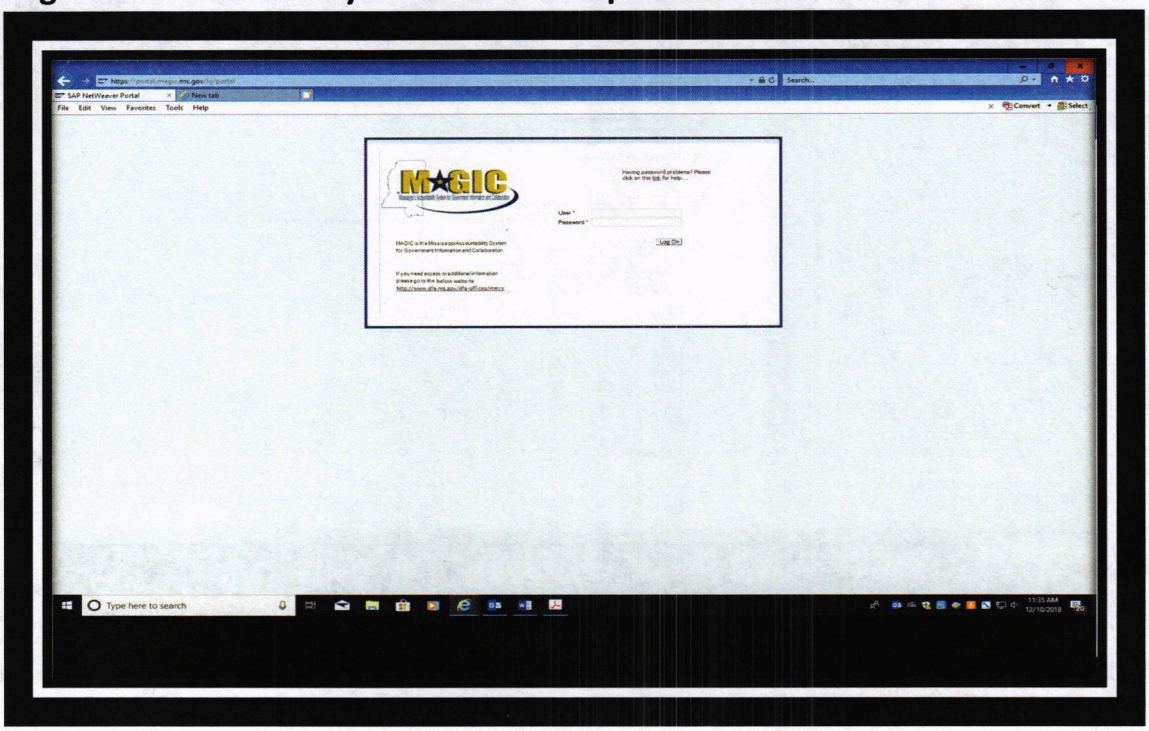
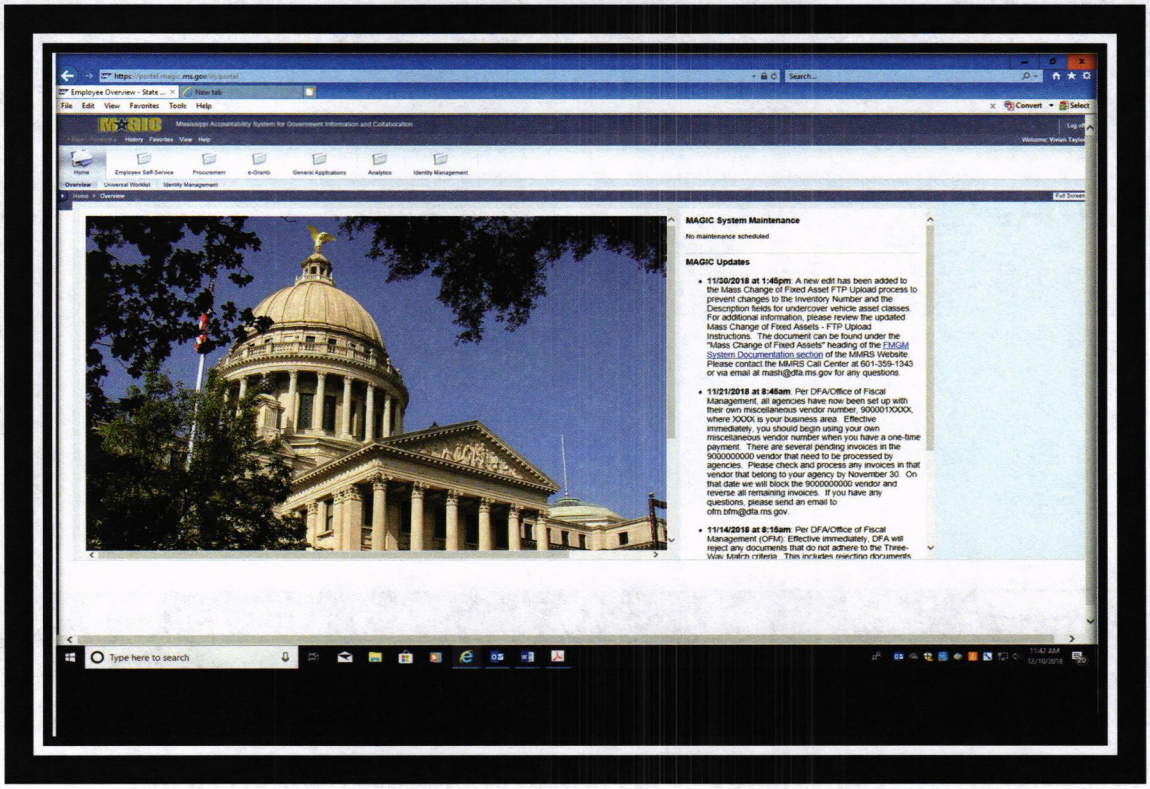
Shopping Cart Process

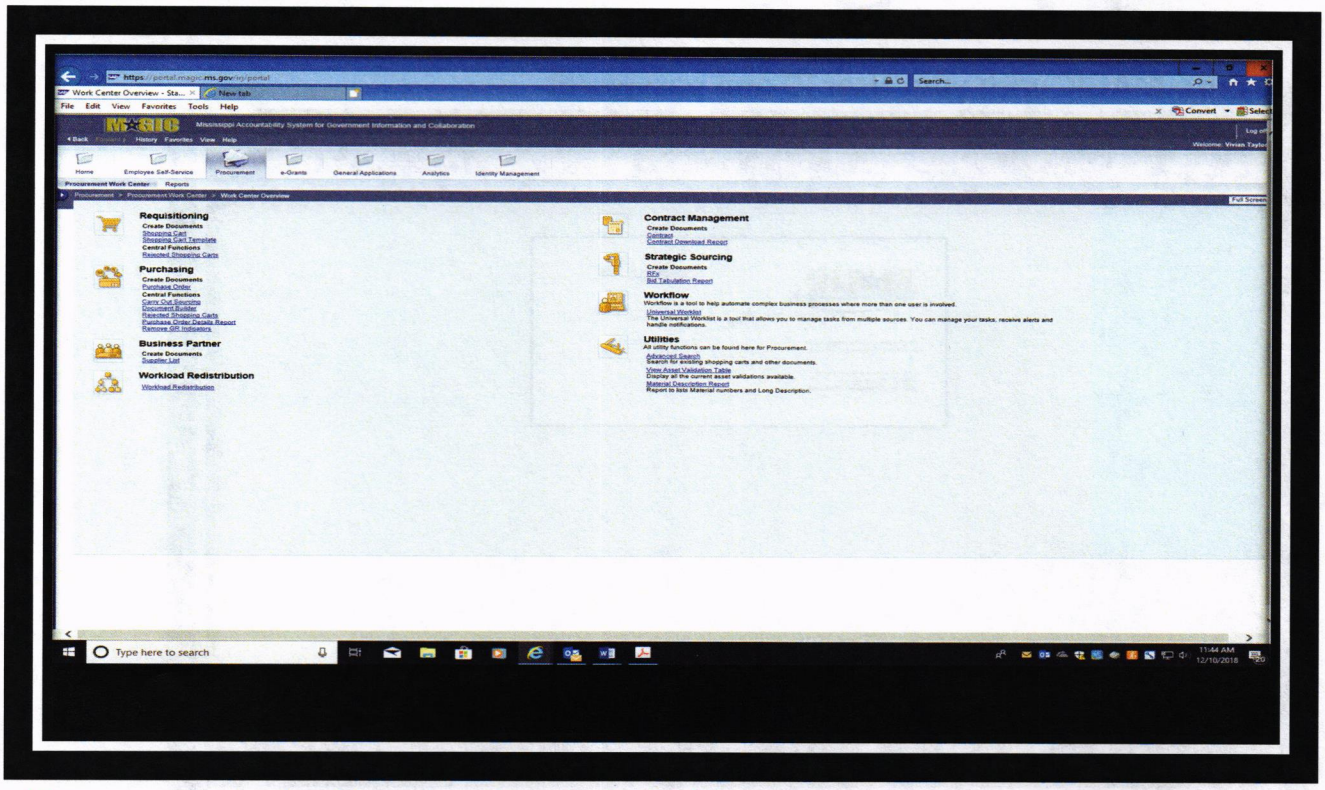
1. **Log onto MAGIC with your user ID and password.**



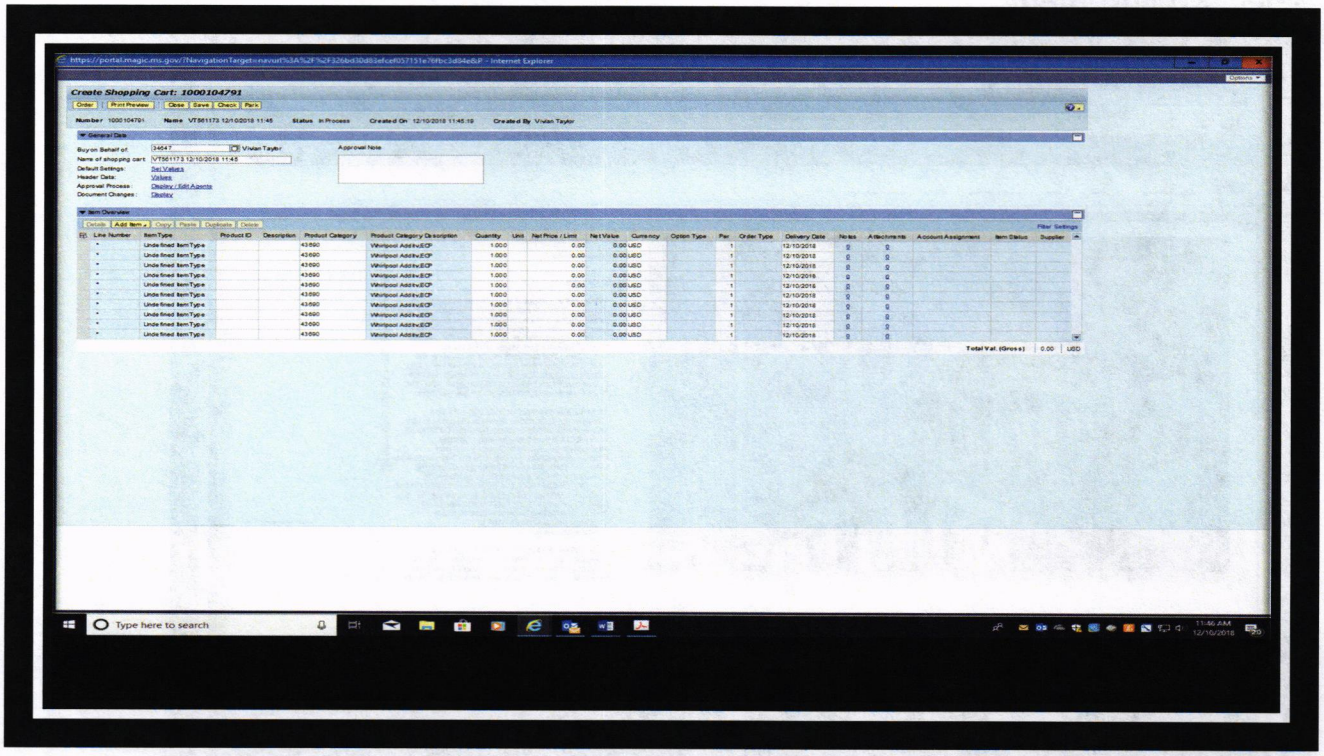
2. **Select Procurement.**



3. **Select Shopping Cart**

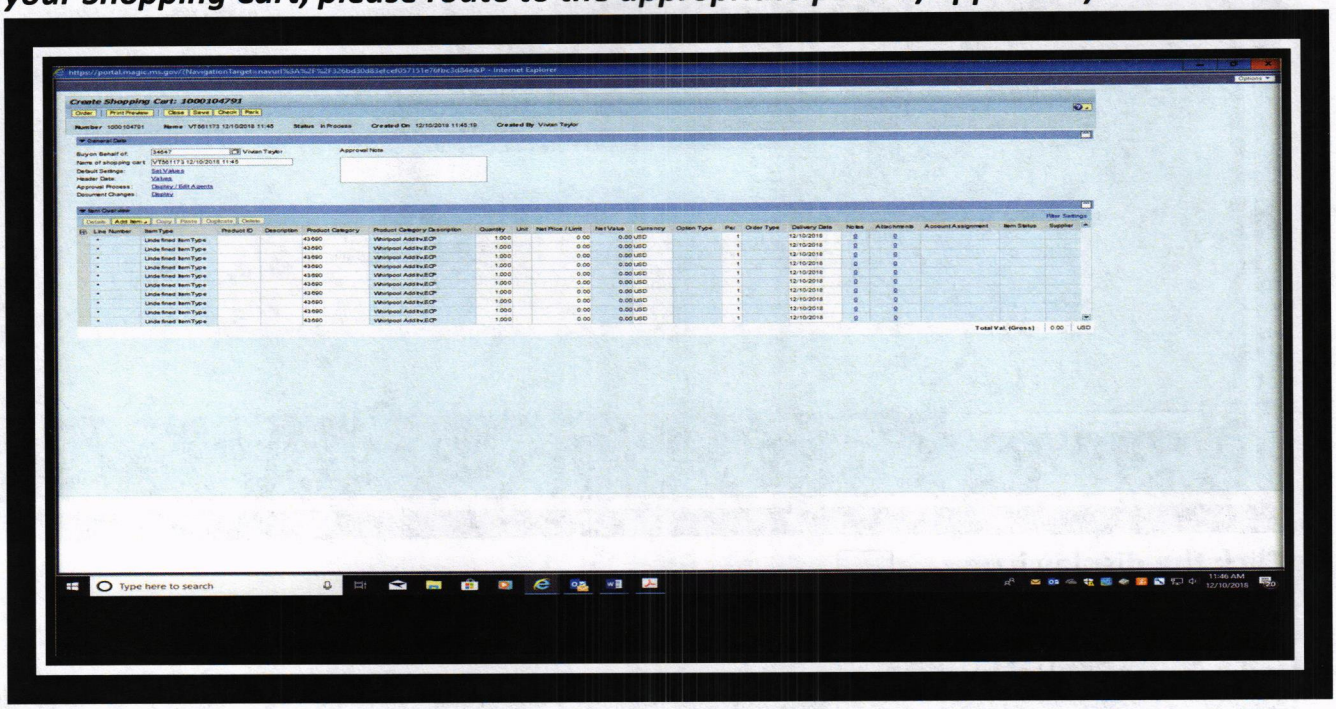


You are now in the Shopping Cart, let's GO!!!

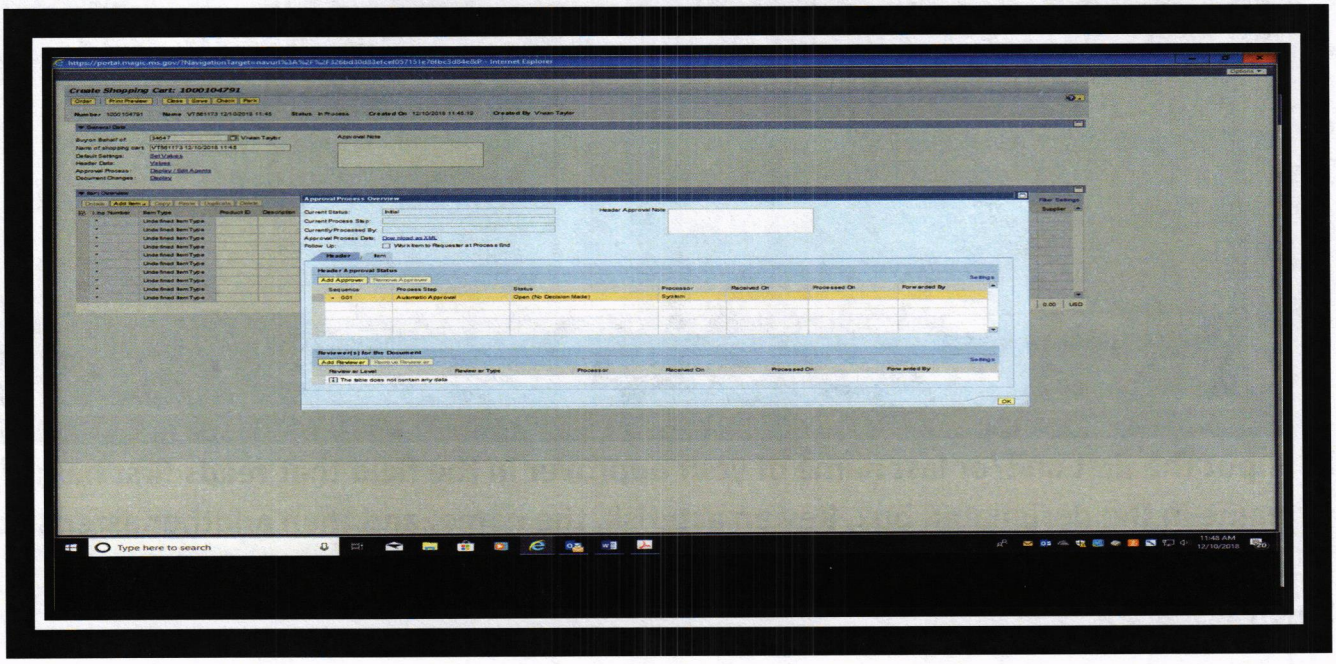


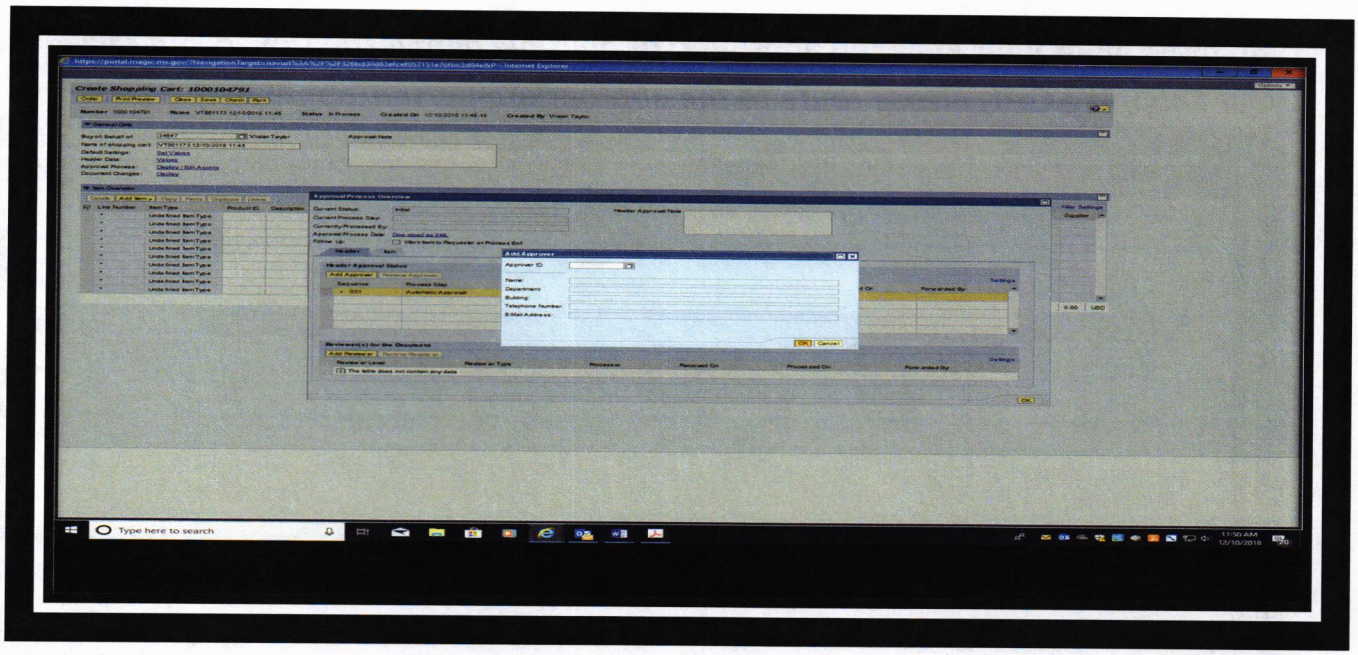
4. **Click Display/Edit Agents, right next to the Approval Process header, to add the approver name for the Shopping Cart. The Shopping Cart will not route automatically,**

you must input your assigned approver. (*If multiple people/approvers are reviewing your Shopping Cart, please route to the appropriate person/approver.)*



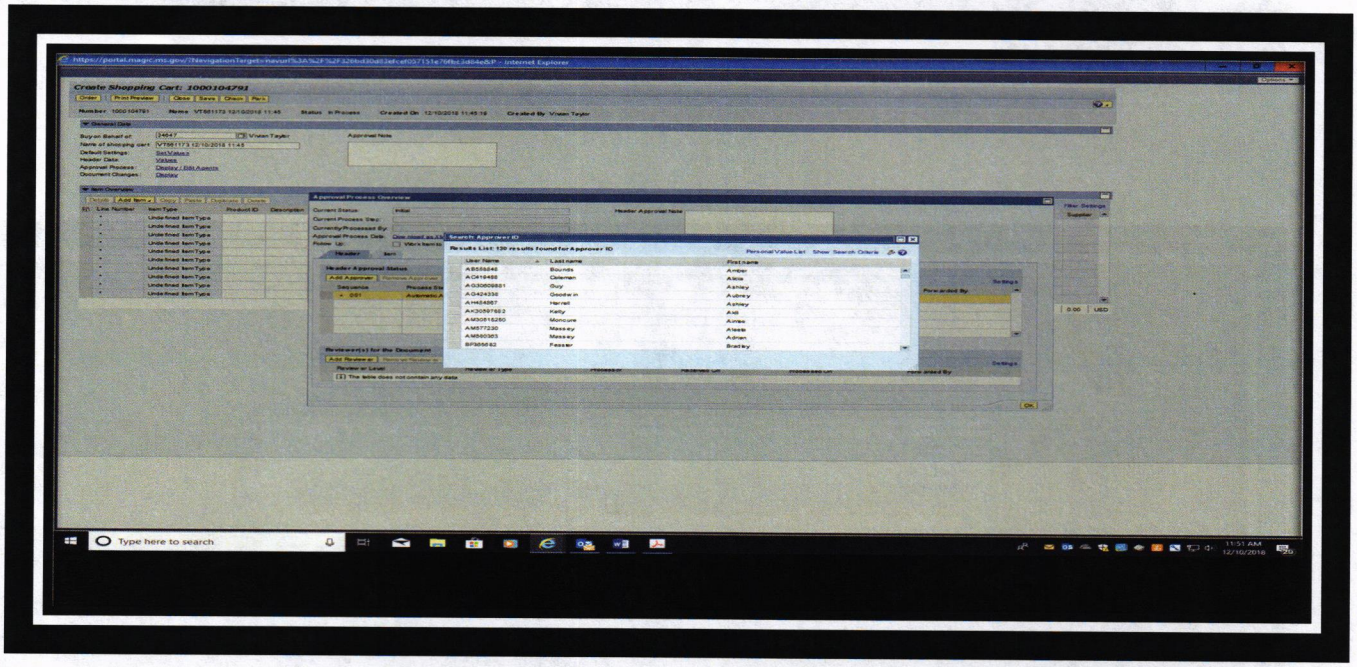
5. Click Add Approver.



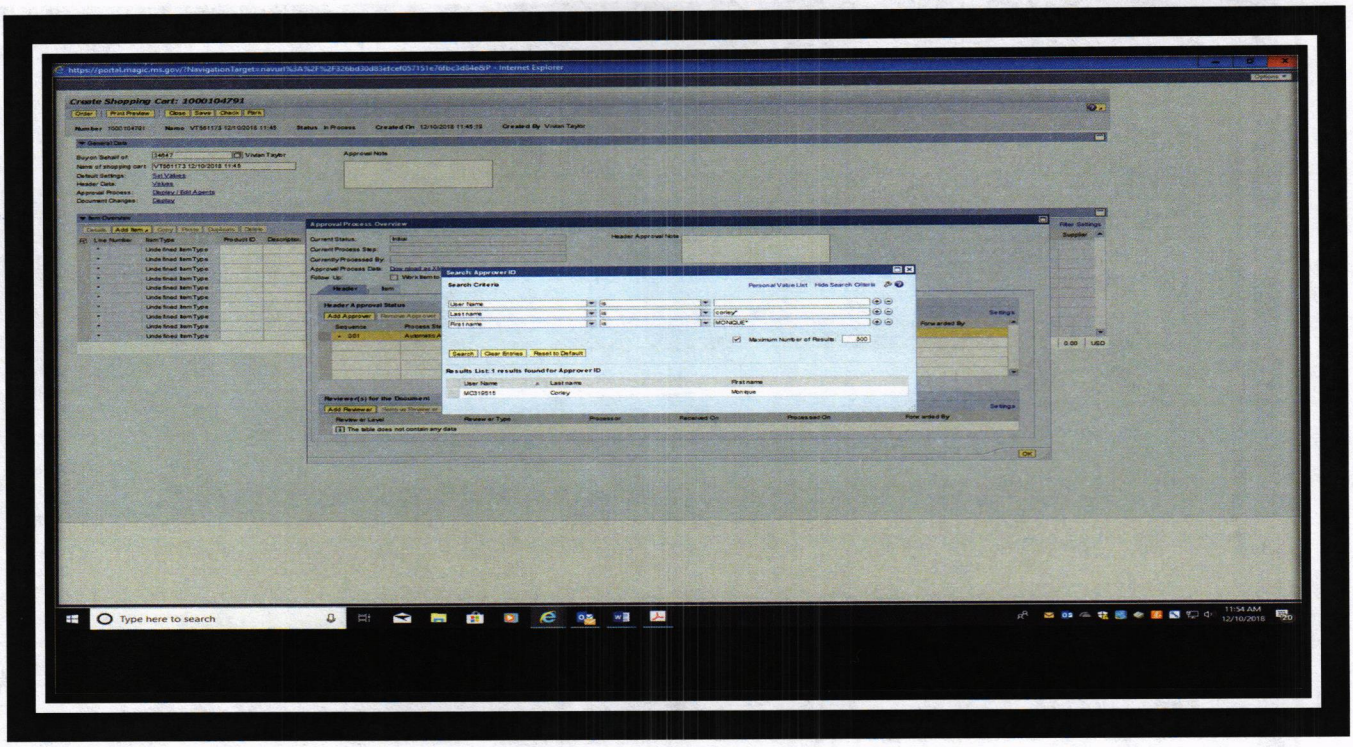


6. **Click the display icon .** 

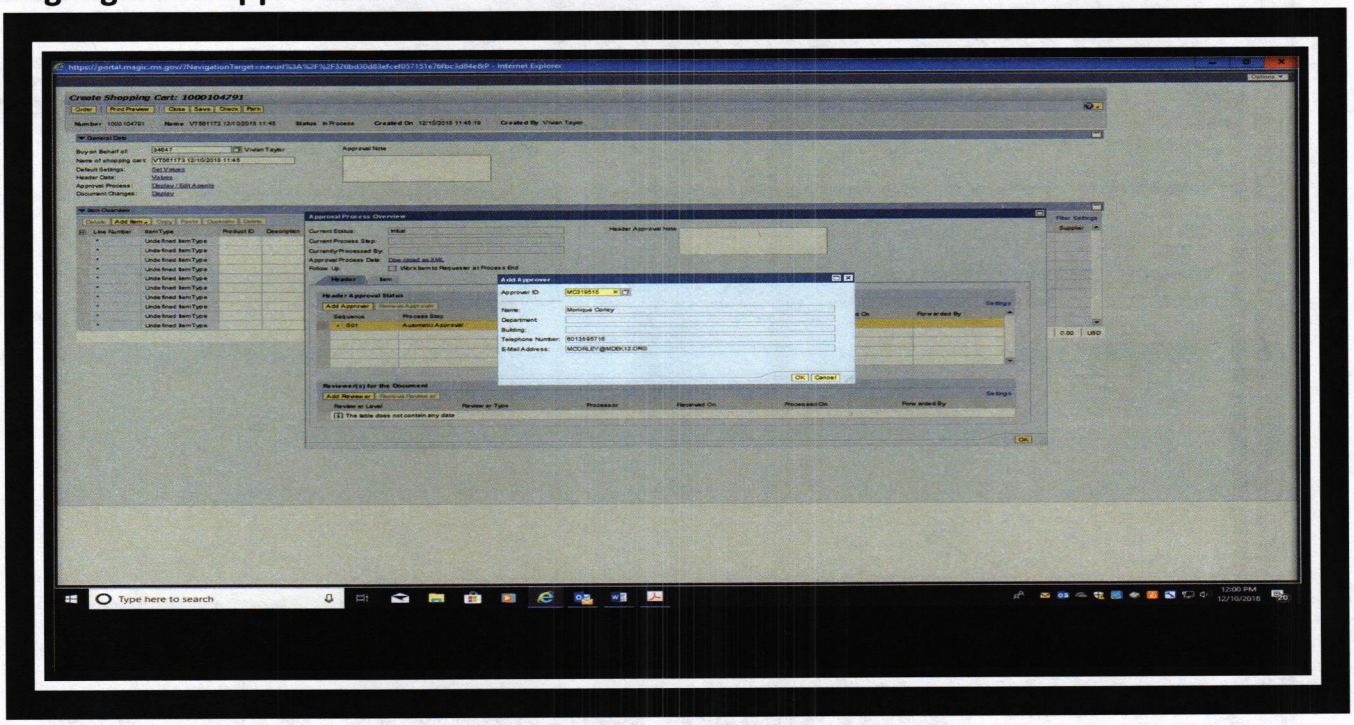
7. **Click Show Search Criteria.**



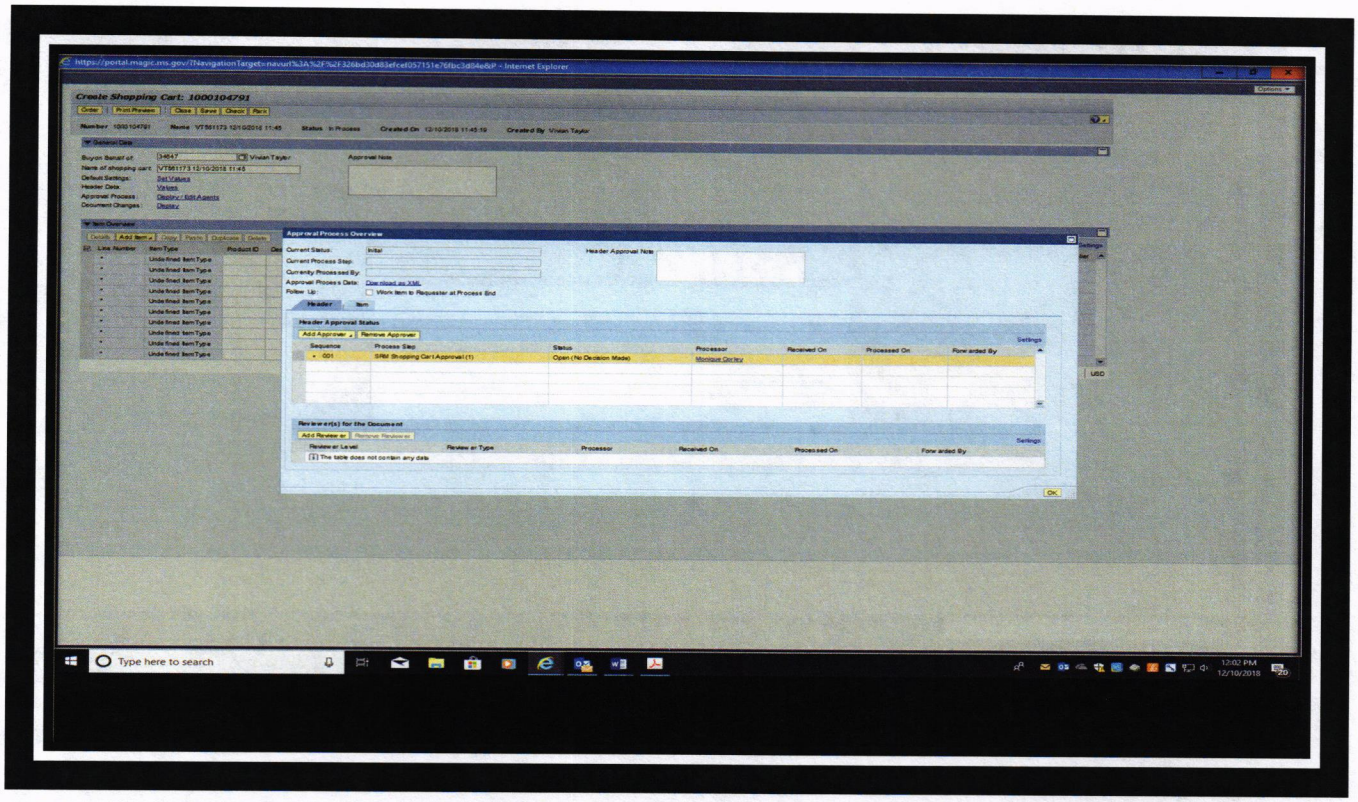
8. **Input the first and/or last name of your approver in the field that reads first name/last name in the designated box. Key an asterisk, the name, and then another asterisk to search. For example, *Joe*.**
9. **Click search.**



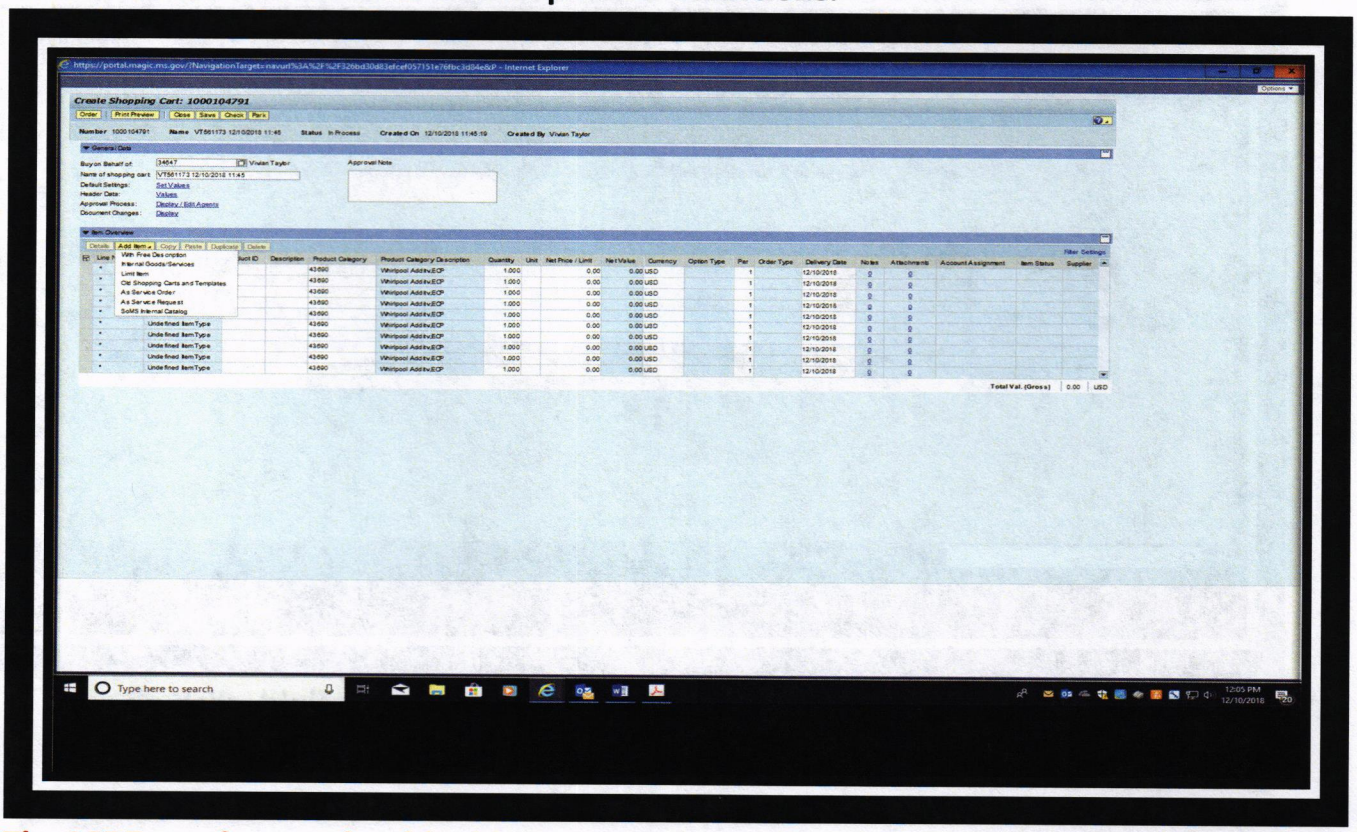
10. Highlight the approvers name and click ok.



11. The approver will now appear in the Header Approval Status field, click ok.

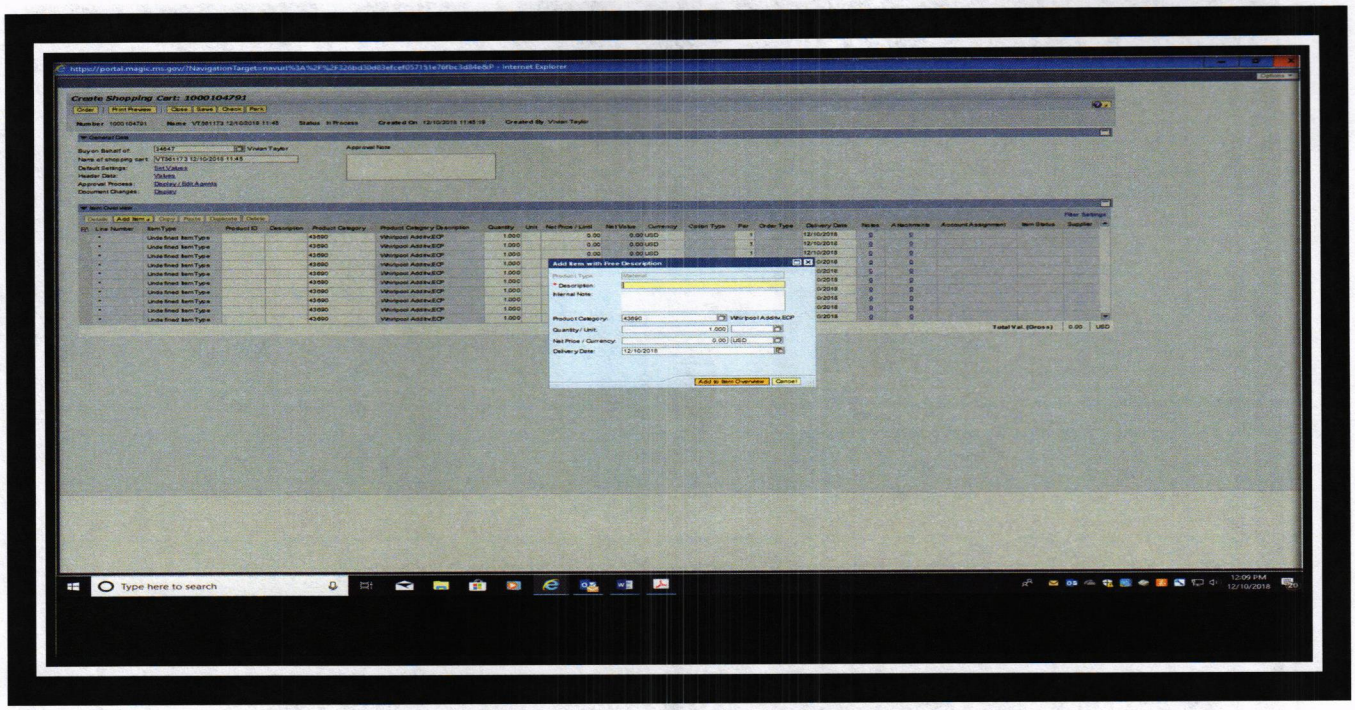


12. Click the Add Item to view the drop-down selections.



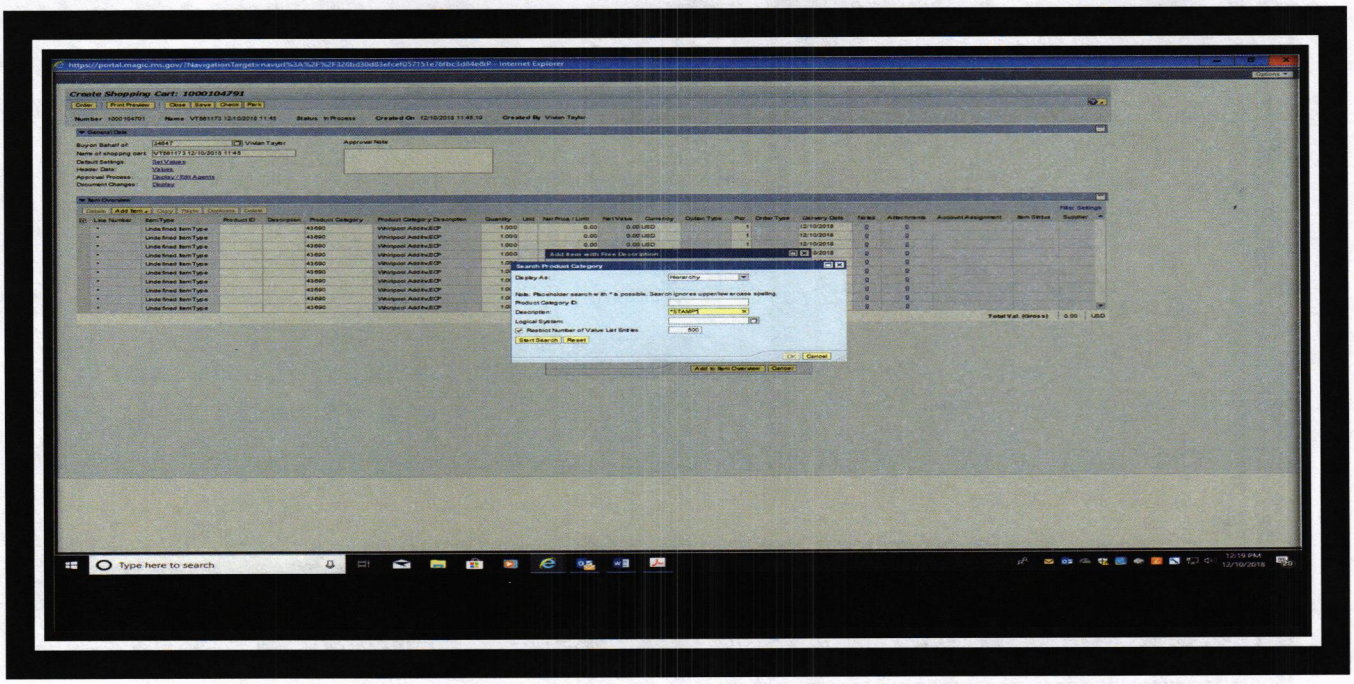
The MDE employees should add items With Free Description or by SOMS Catalog.

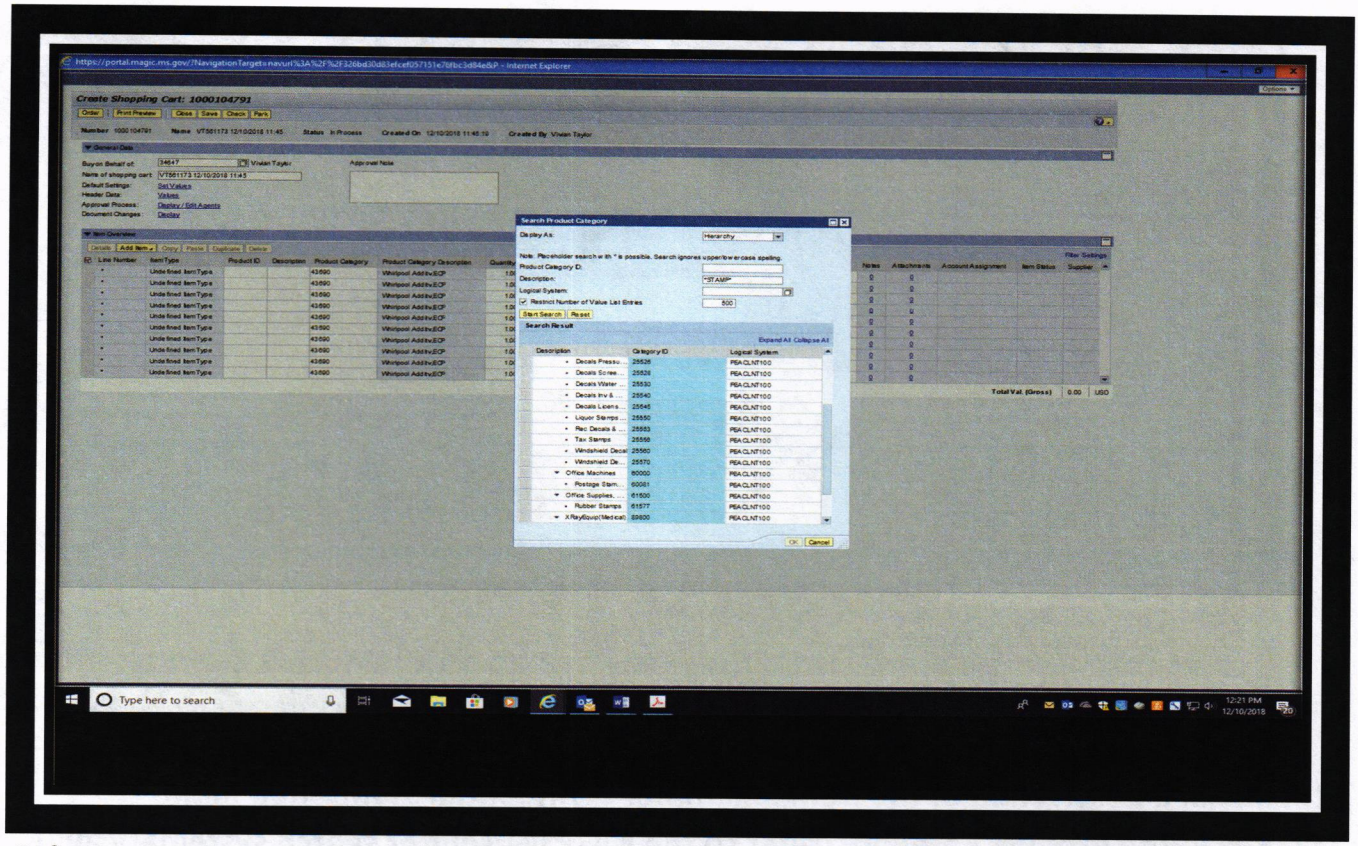
13. Click With Free Description.



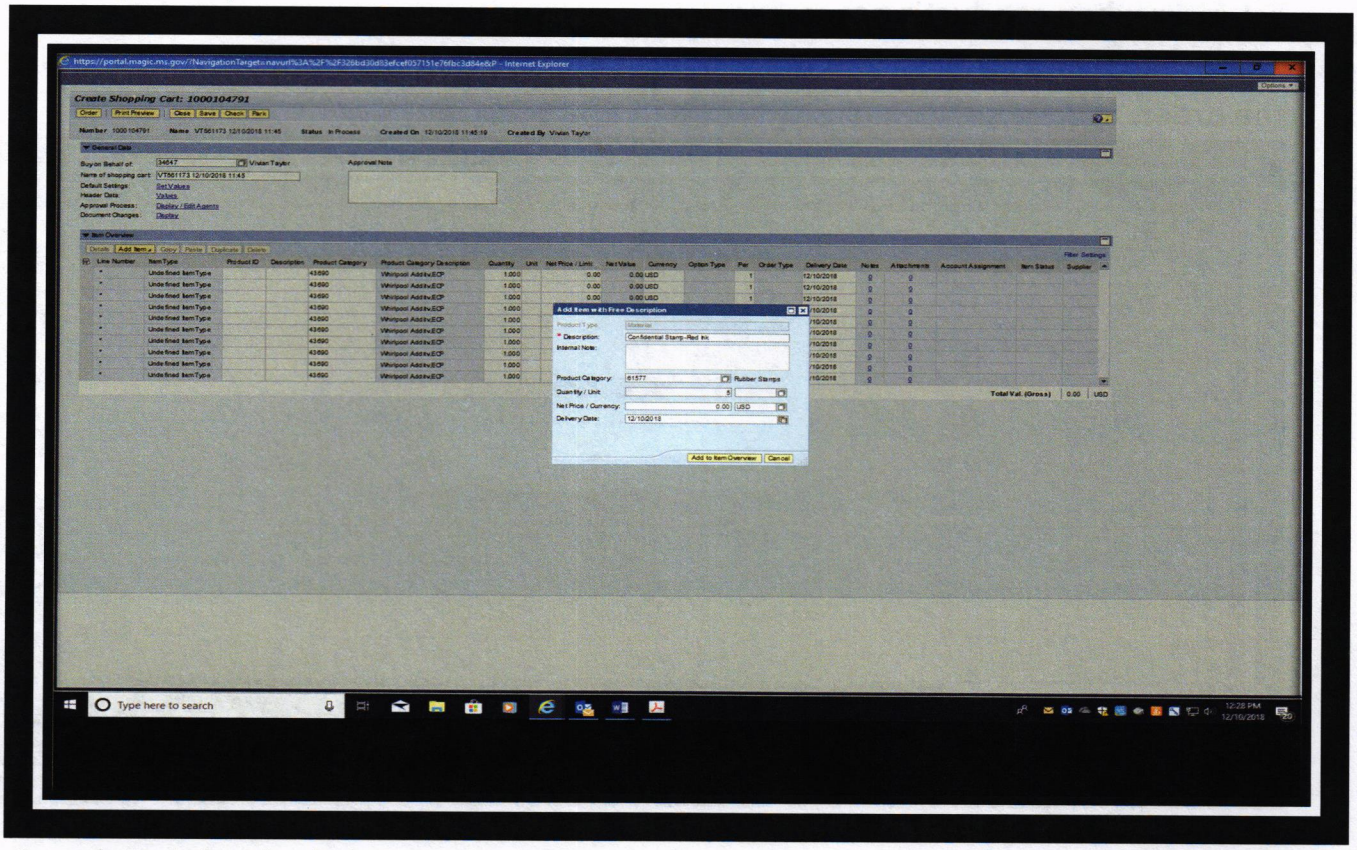
Fill in the fields using the detailed instructions below for #14-27, you got this!!!

14. **Key in a description of the item (example: Confidential Stamp-Red Ink).**
15. **Key in the Product Category (refer to the NIGP list sent or search systematically).**
16. **To search systematically - Click the display icon in the Product Category Field. Enter a description of the item (example: *stamp*); it's a good idea to always use asterisks when conducting searches.**
17. **Start search and scroll to find the Product Category that fits the closest description for the order.**

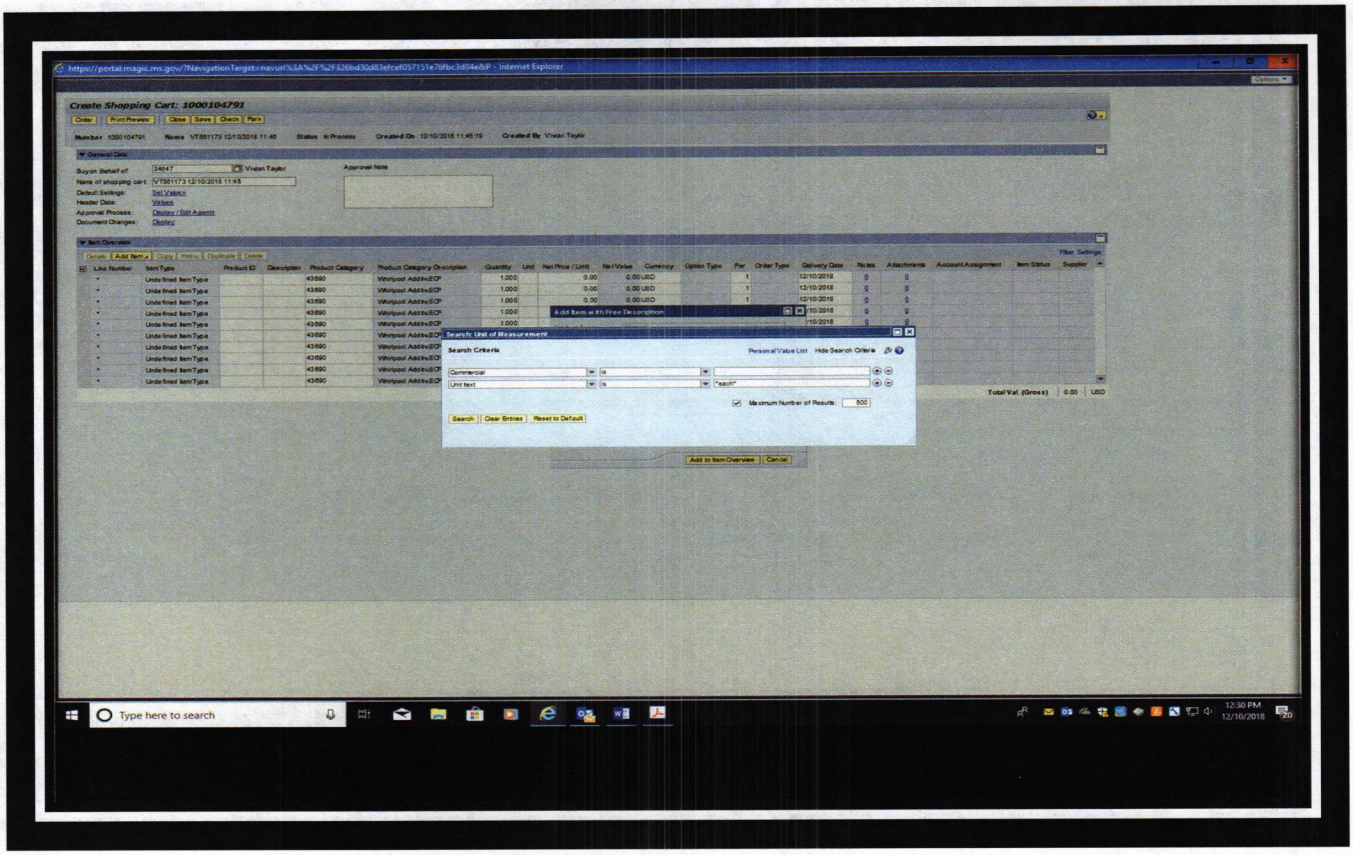




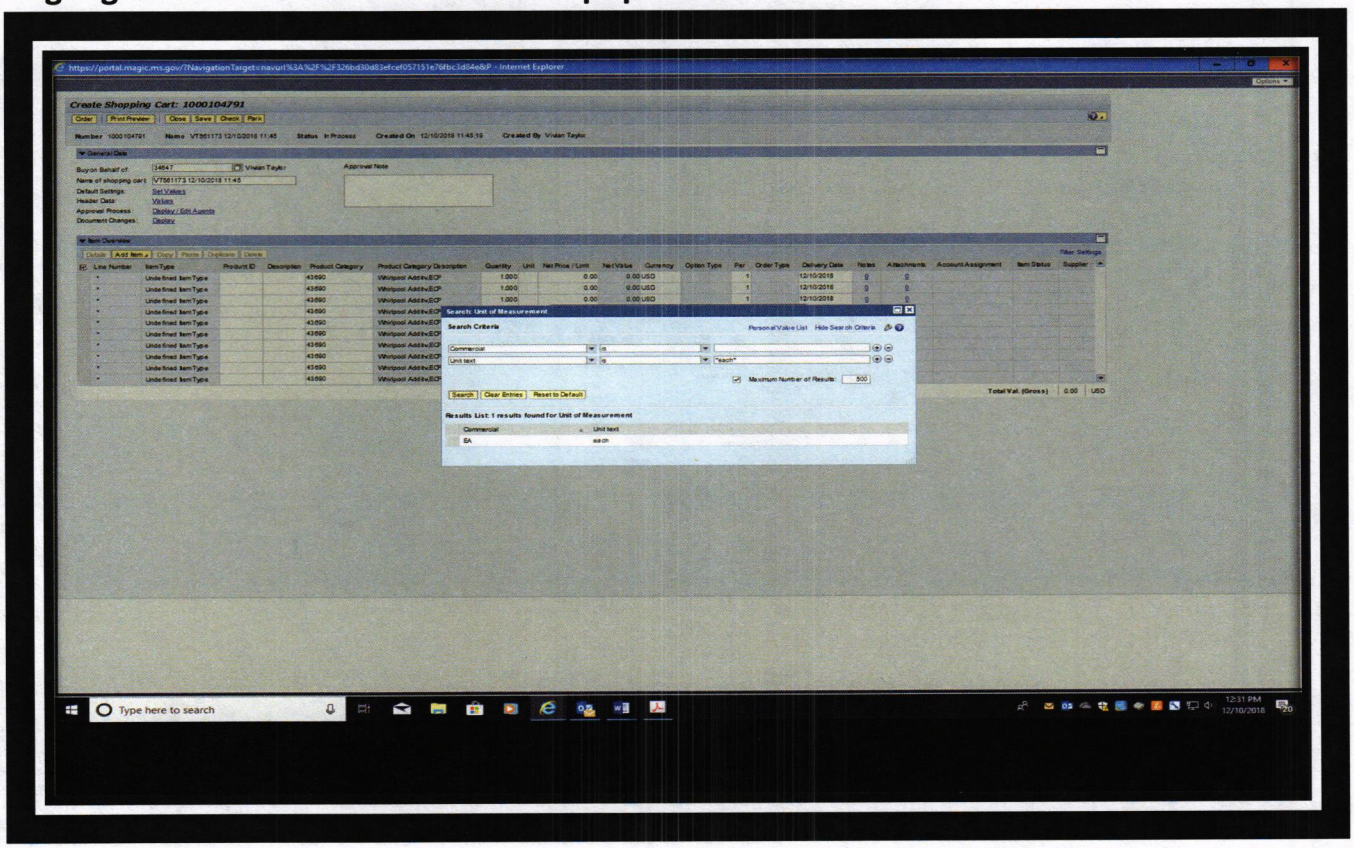
18. Select a Product Category (example: Rubber Stamp under office supplies- 61577) - Click ok.
19. Enter quantity.



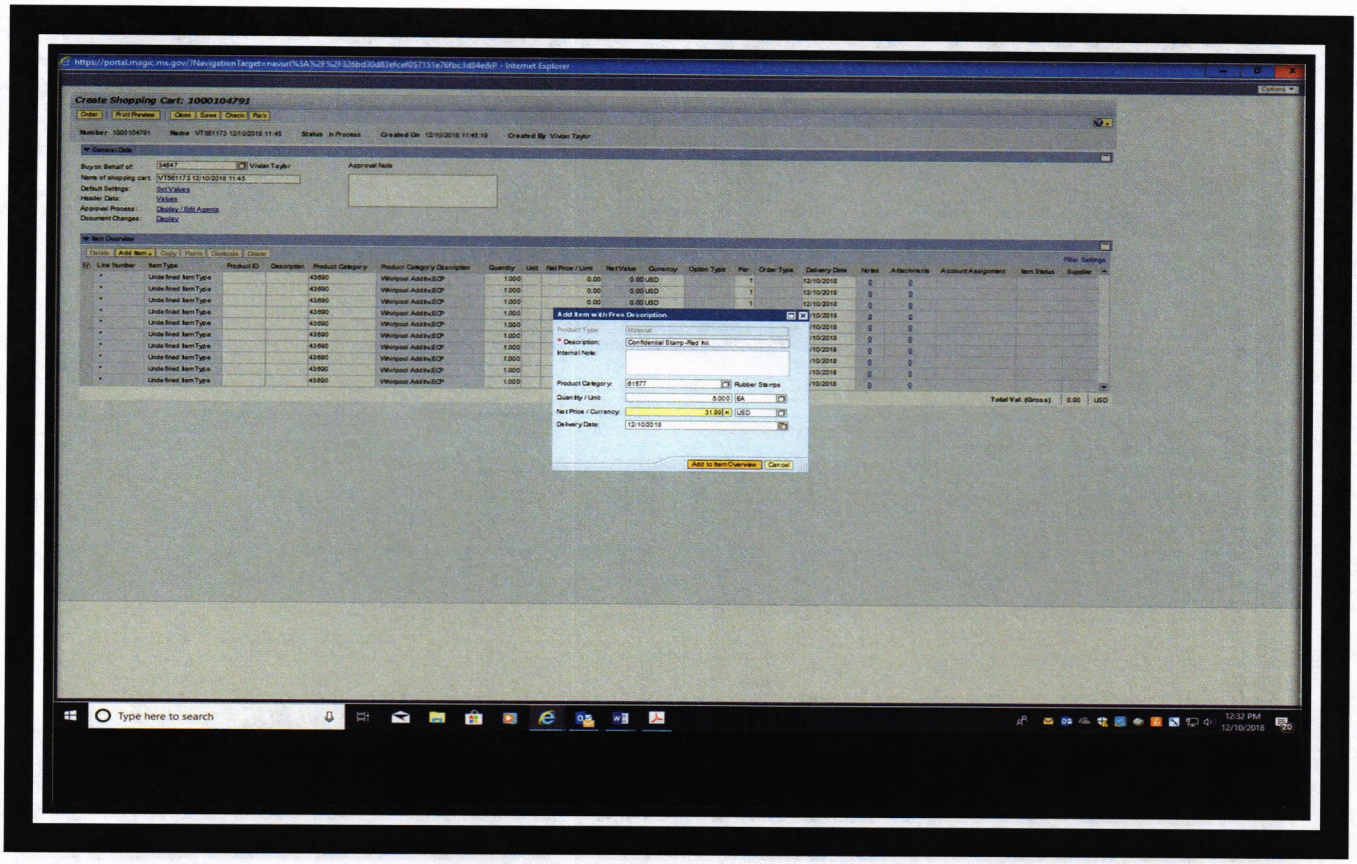
20. Search Unit (each, dozen, pack, set, box). Remember to use asterisks for *each*.



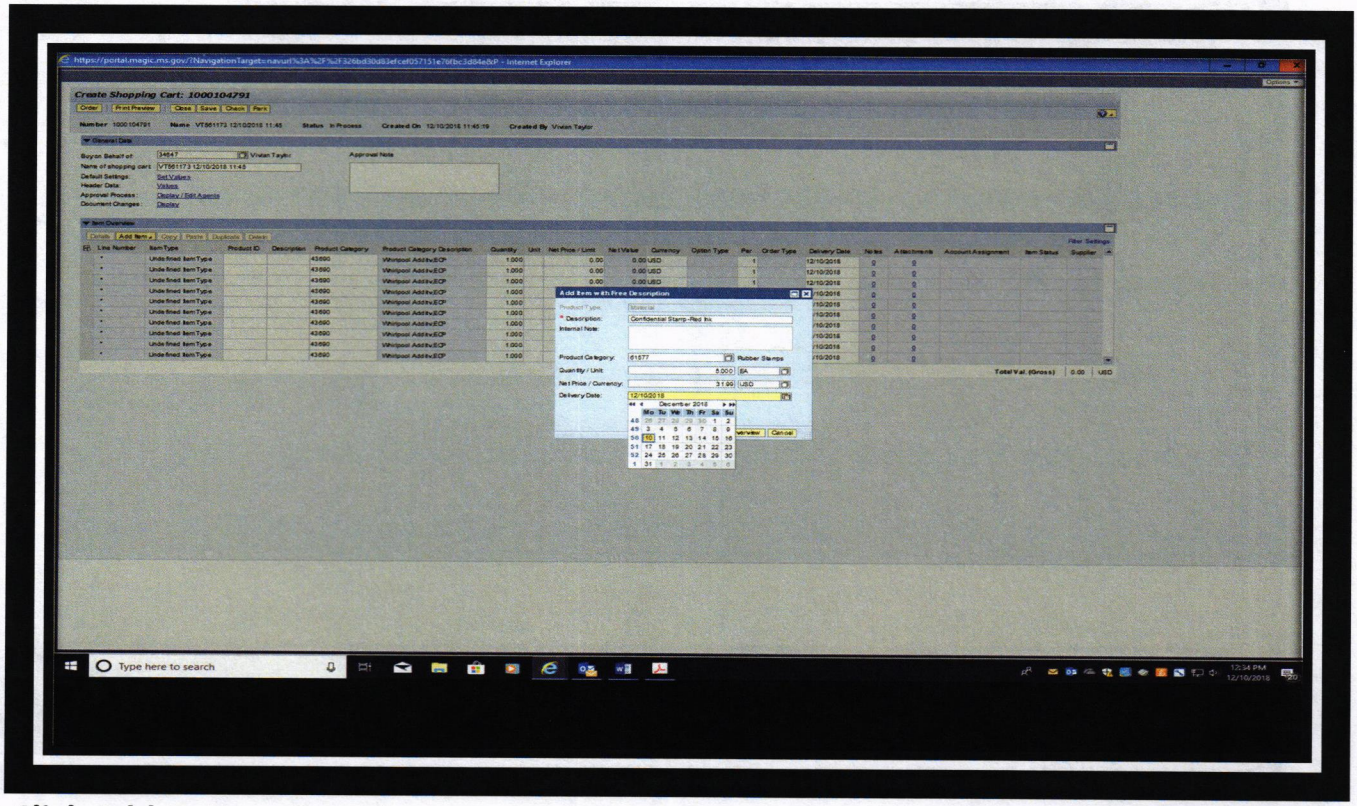
21. Highlight field and the unit code will populate.



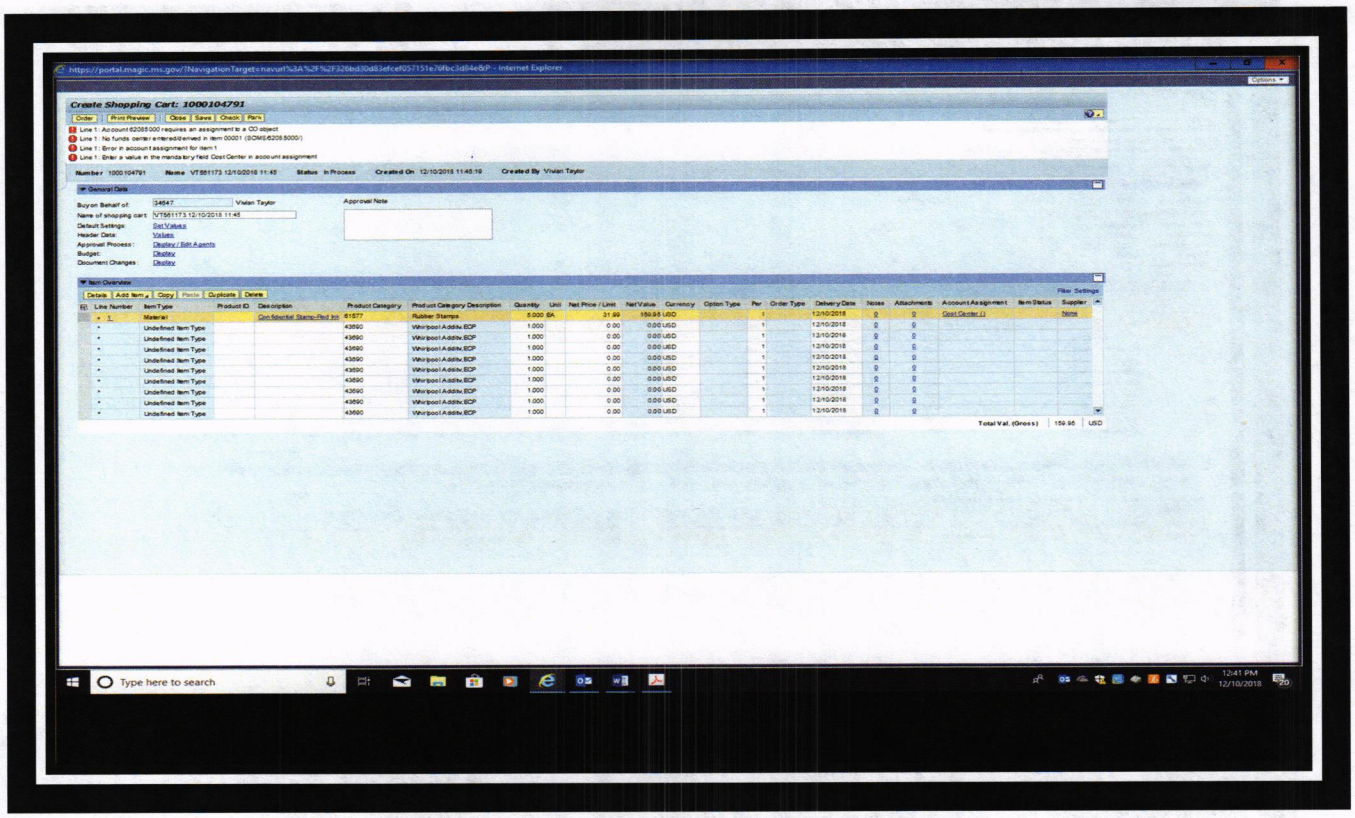
22. Enter Net Price.



23. Click the display icon to set Delivery Date (at least two weeks from the cart submission date).

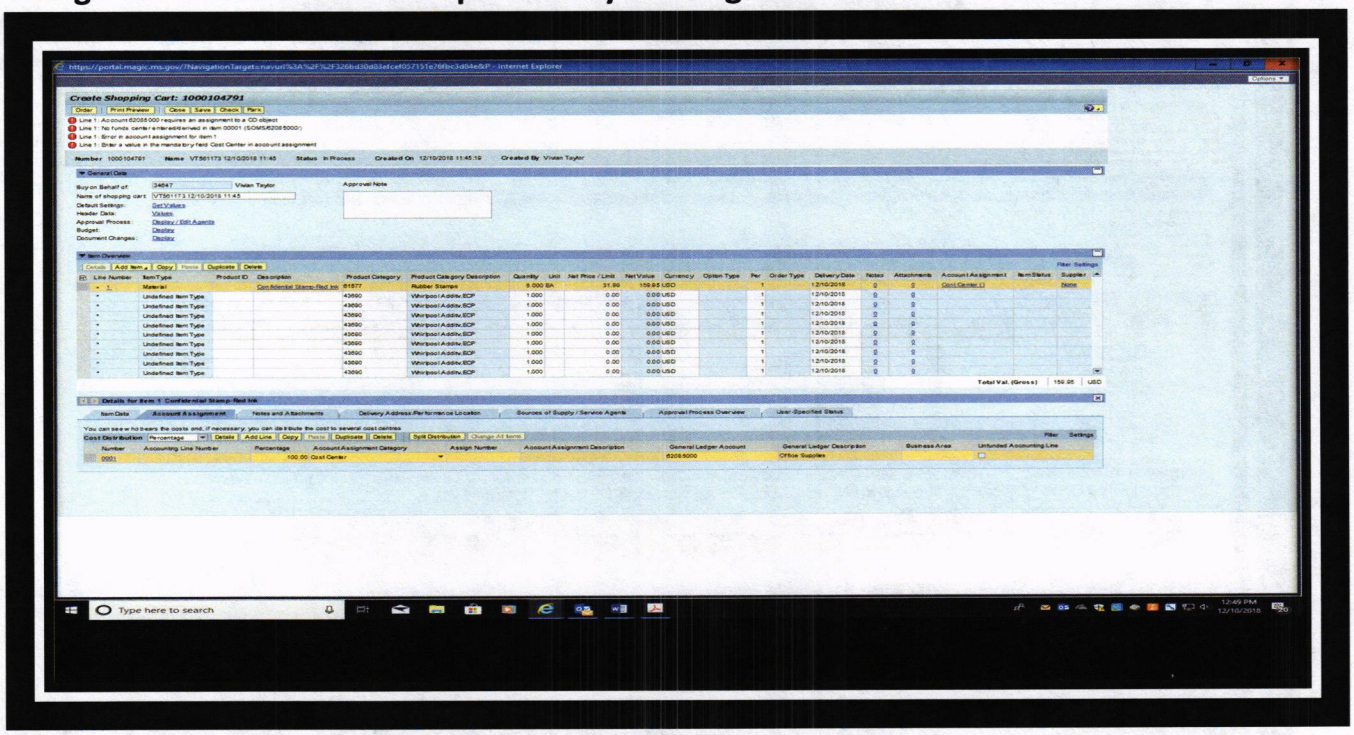


24. Click Add to Item Overview

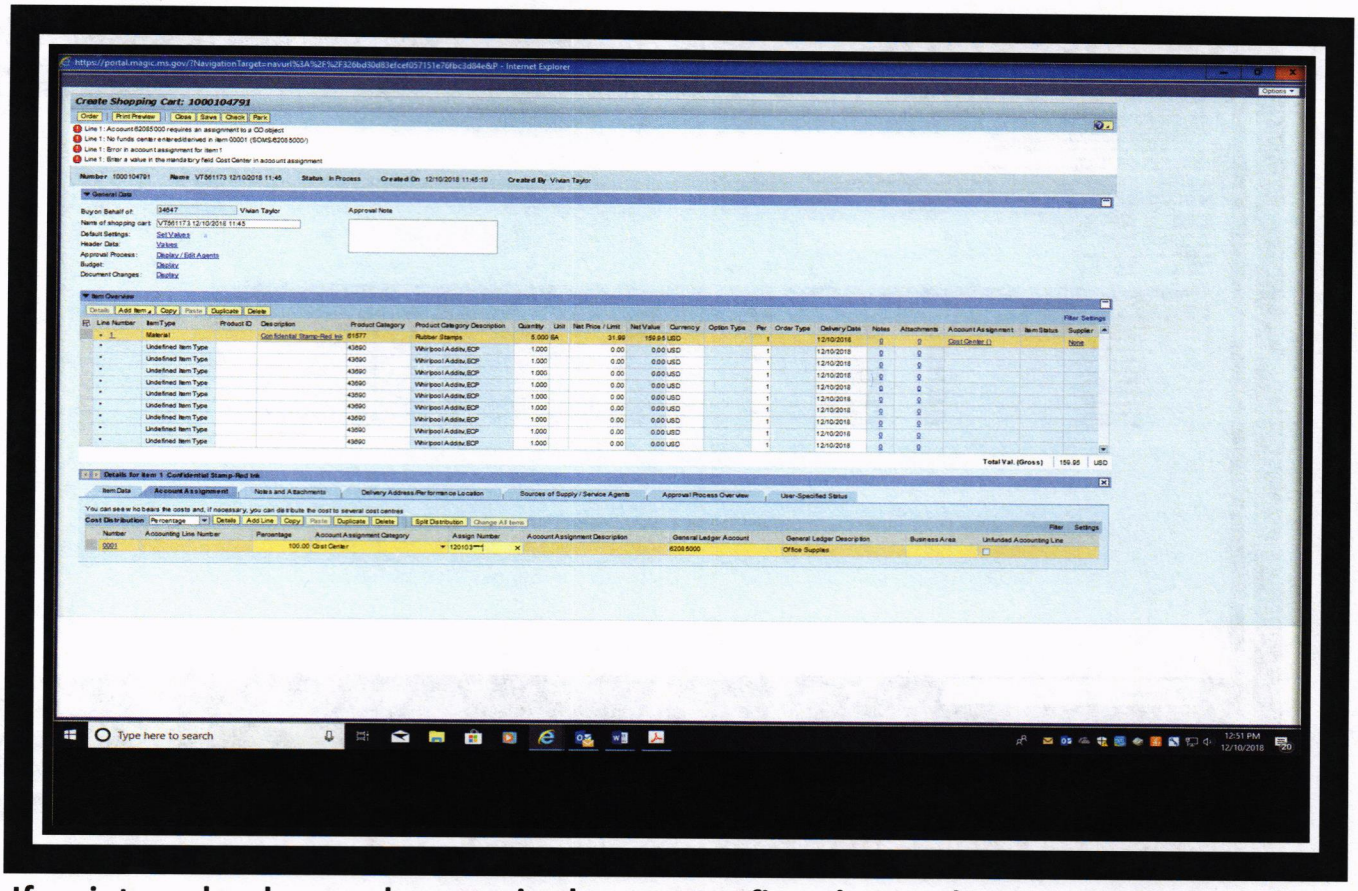


Repeat step for Add Item With Free Description per item. If you have 10 different items, you must repeat this step 10 different times. You are almost there!!!

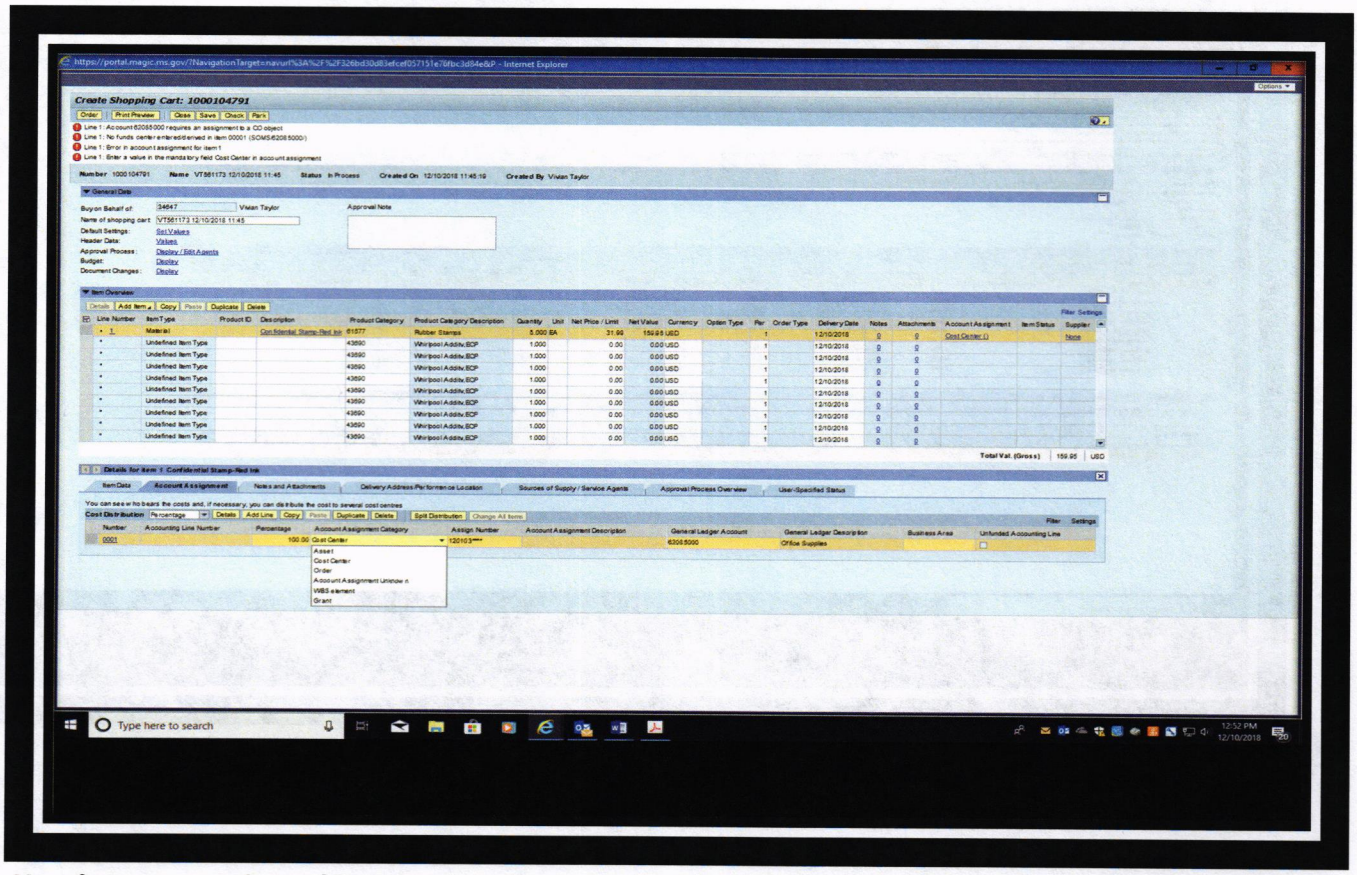
25. Assign the office cost center per line by clicking Cost Center.



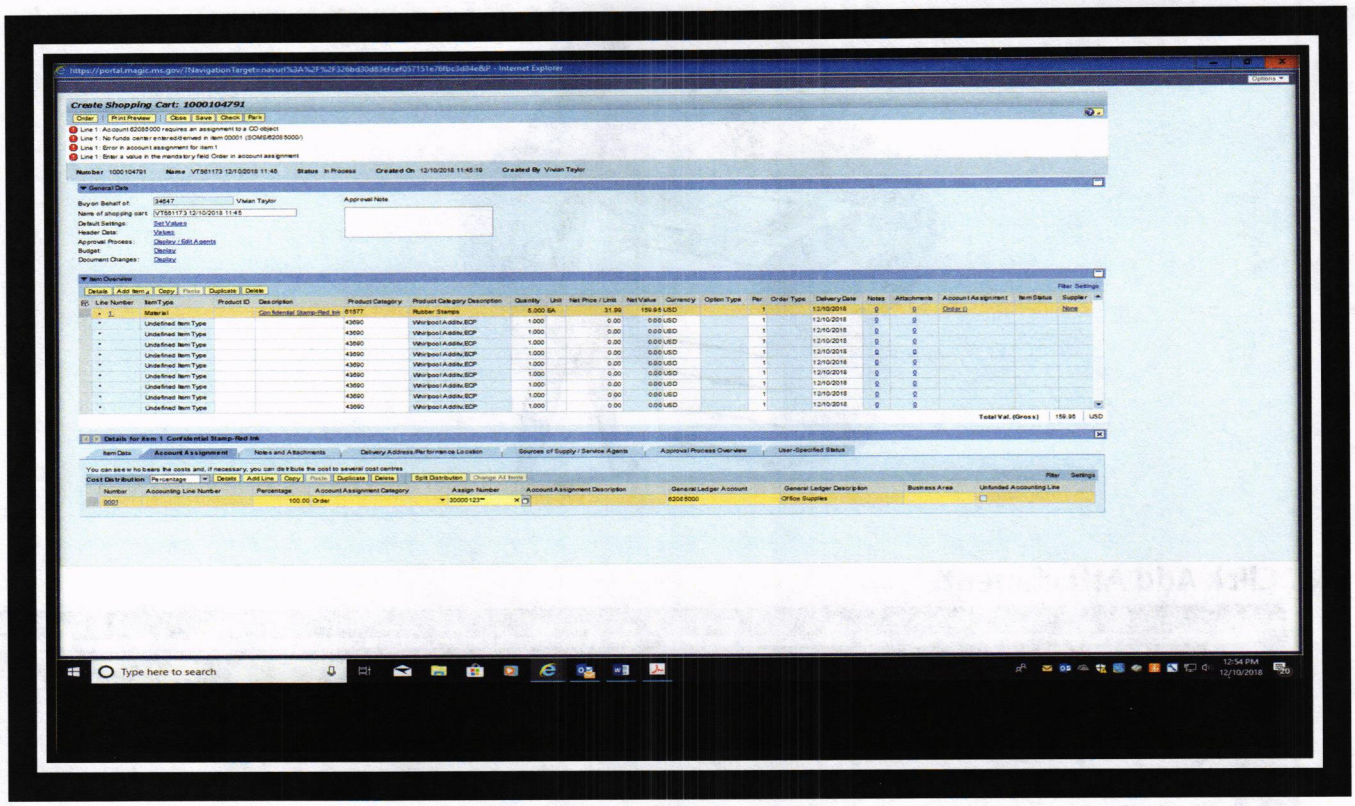
26. Enter the 10-digit cost center in the Assign Number field.



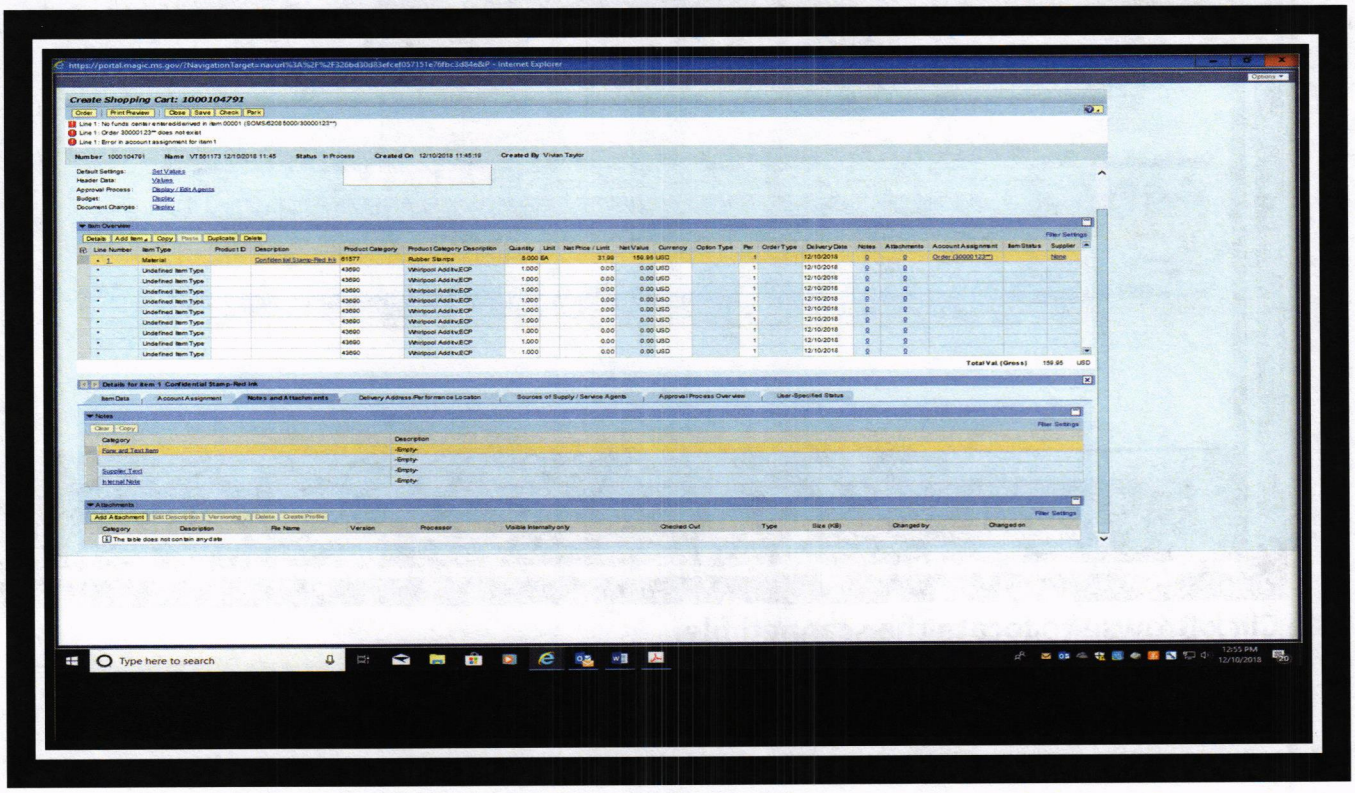
27. If an internal order number required, you must first change the Account Assignment category from cost center to order.



28. Key in your assigned internal order number in the Assign Number field.



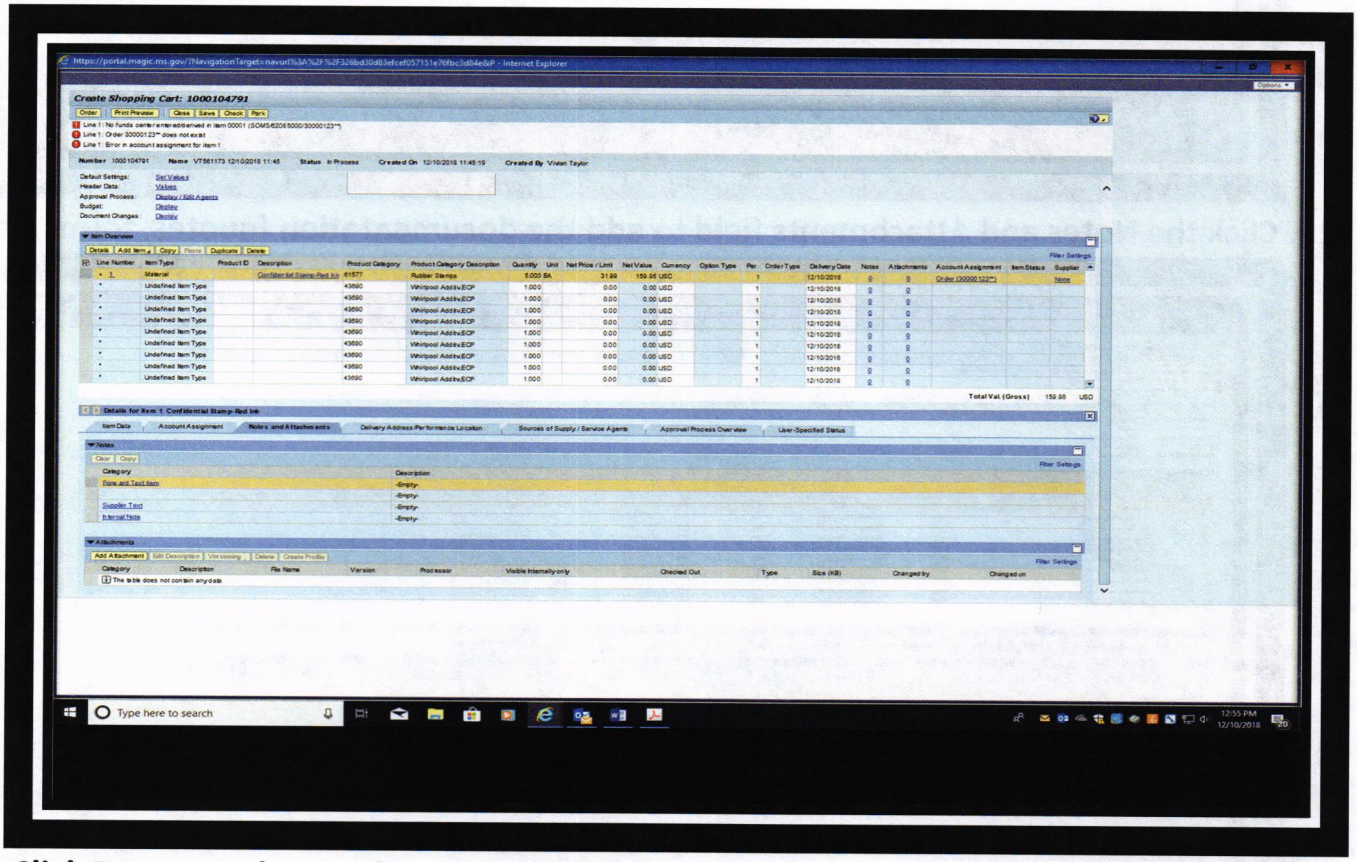
29. Click the Notes and Attachments field to add the documentation (quotes, forms, etc.)



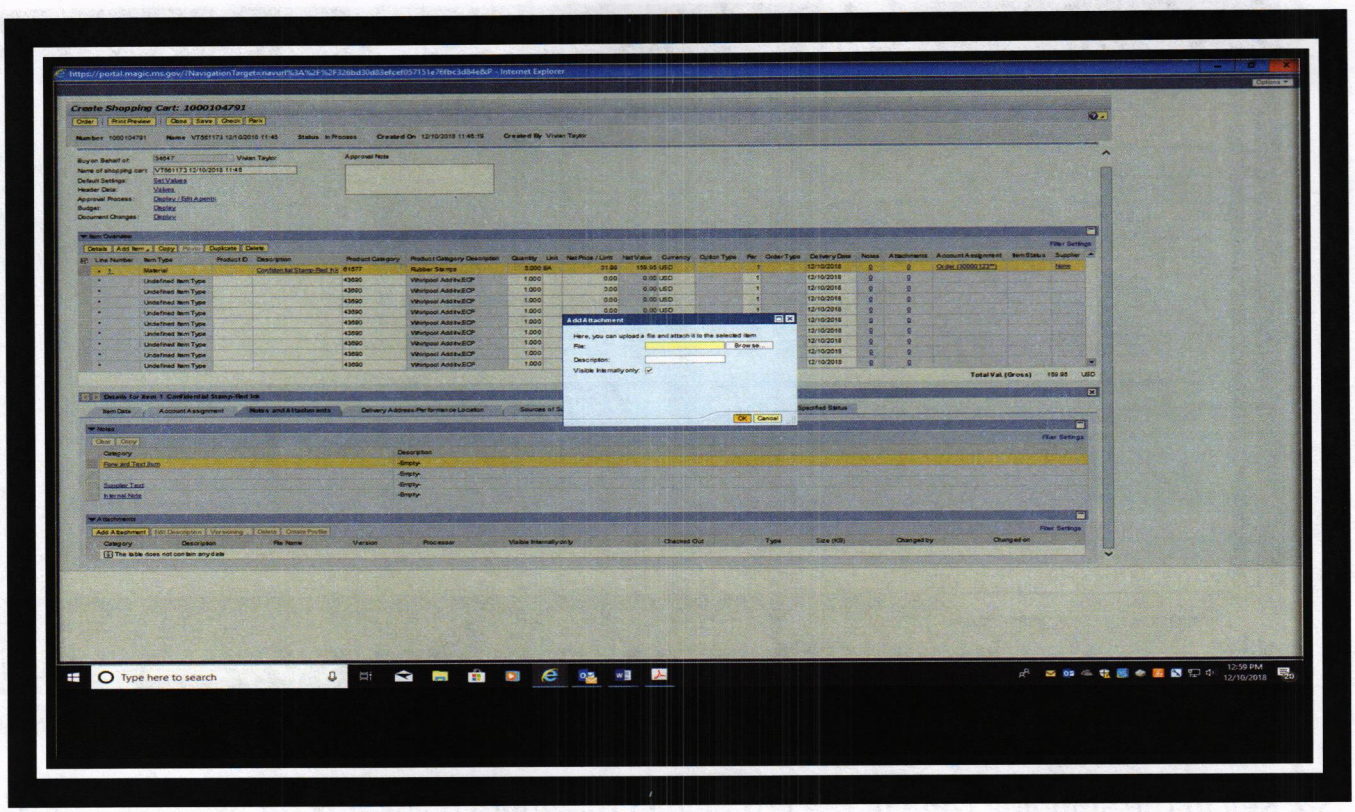
30. Scan the document to desktop or a specified file.



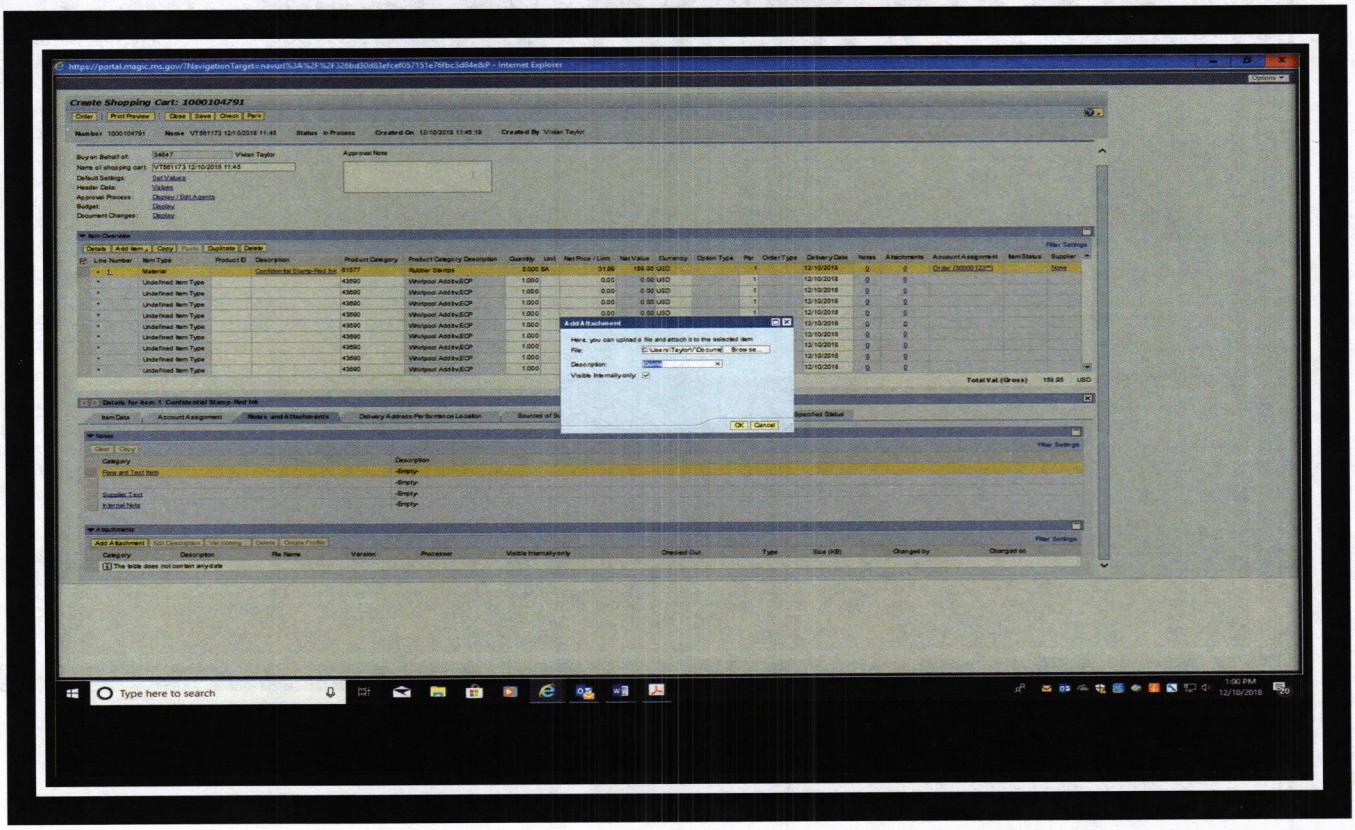
31. Click Add Attachment.



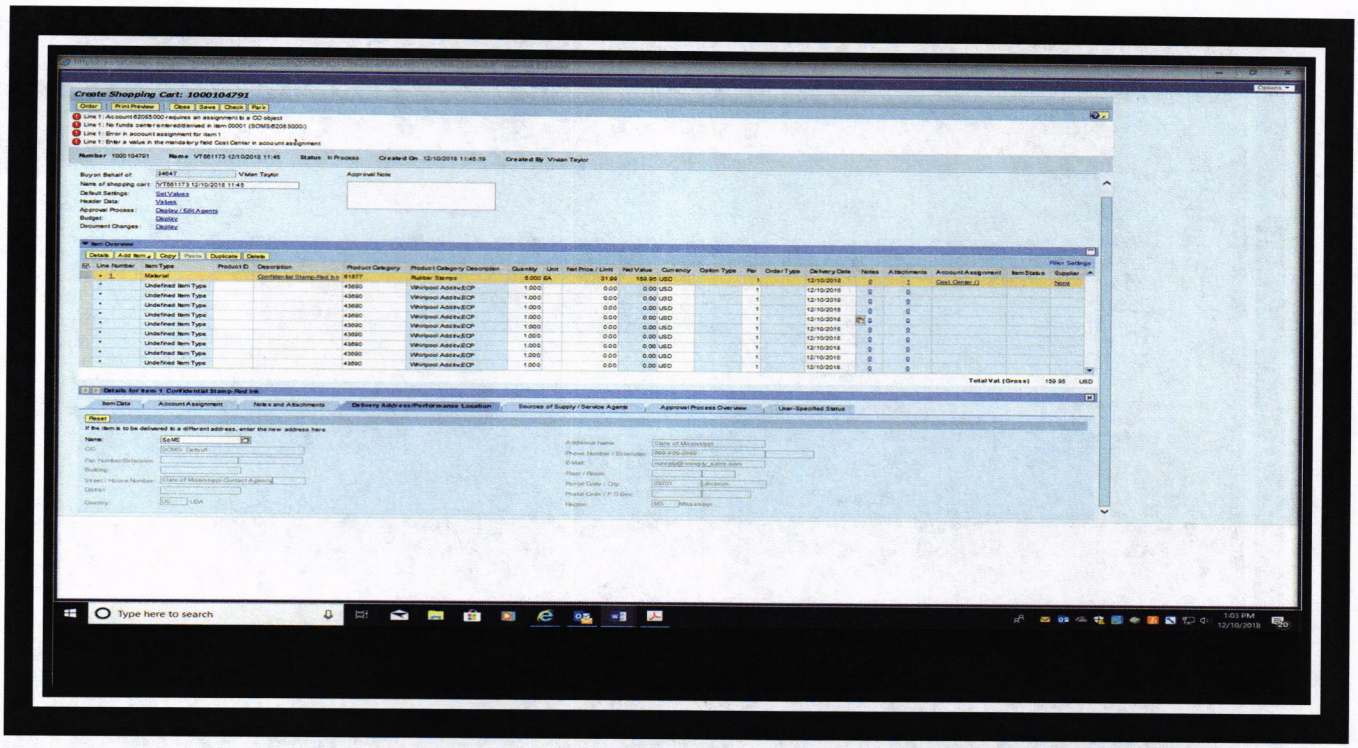
32. Click Browse to locate the scanned file.



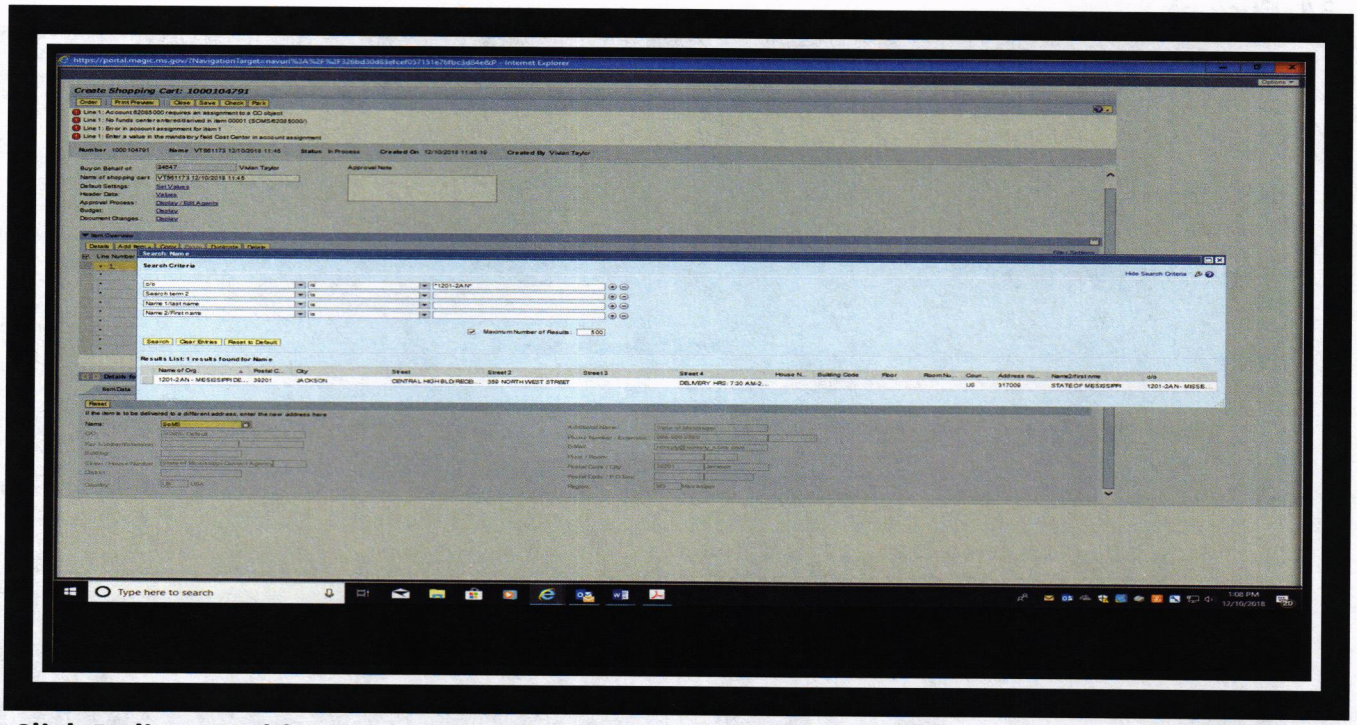
33. Key in a description, for example: Quotes.
34. Click ok.



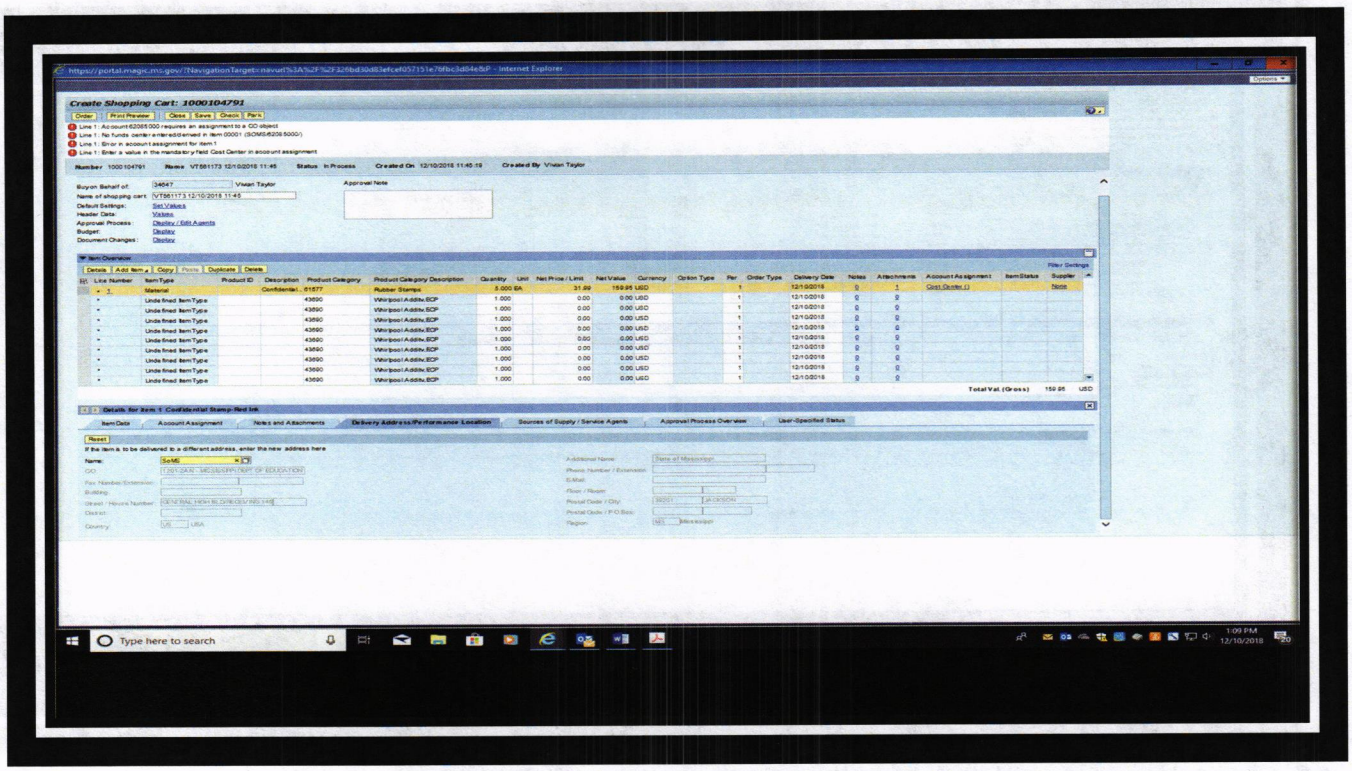
35. Next click the delivery address/performance location tab to assign where you would like the items delivered.
36. Click the SOMS display icon.



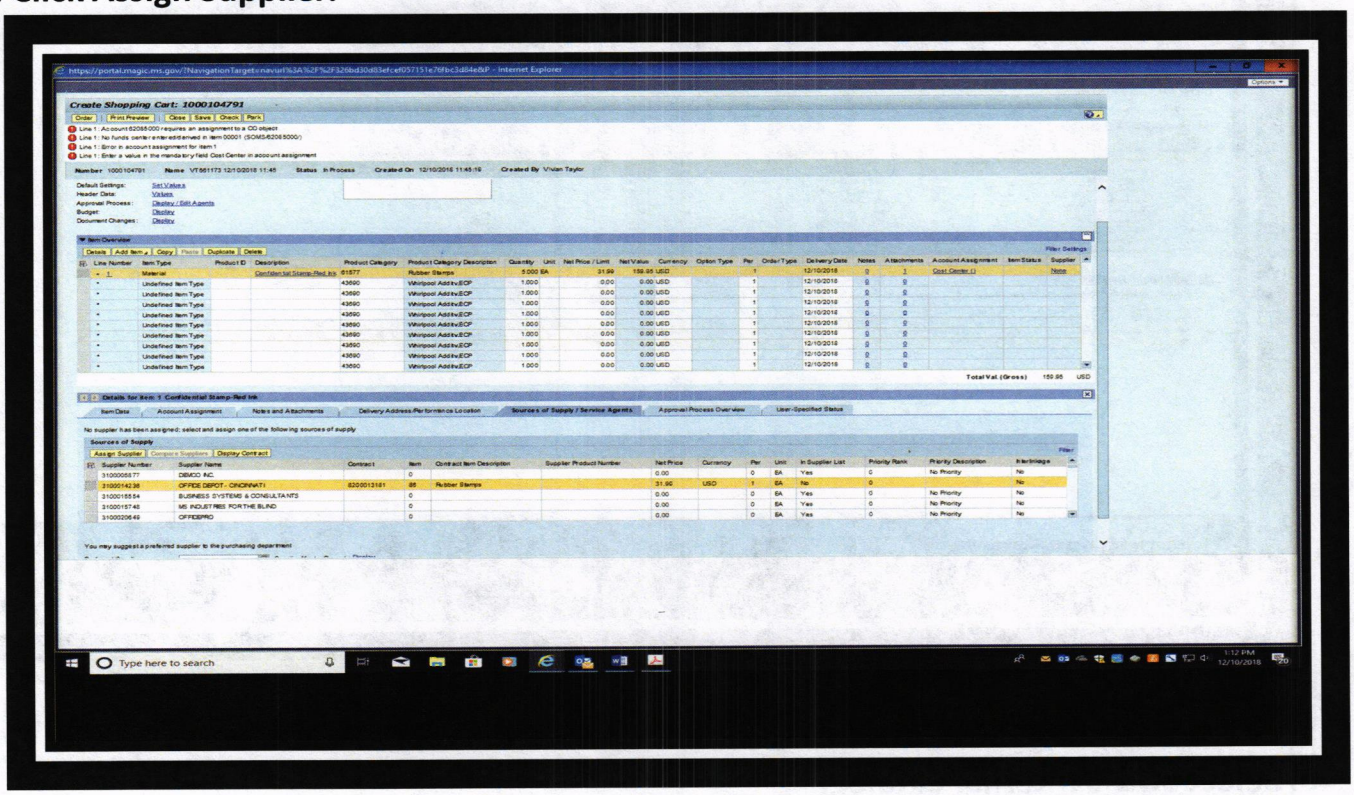
37. Change search term 1 to c/o.
38. Key in the shipping code in the c/o field in the white blank box for example *1201-2AN*.



39. Click Delivery Address.

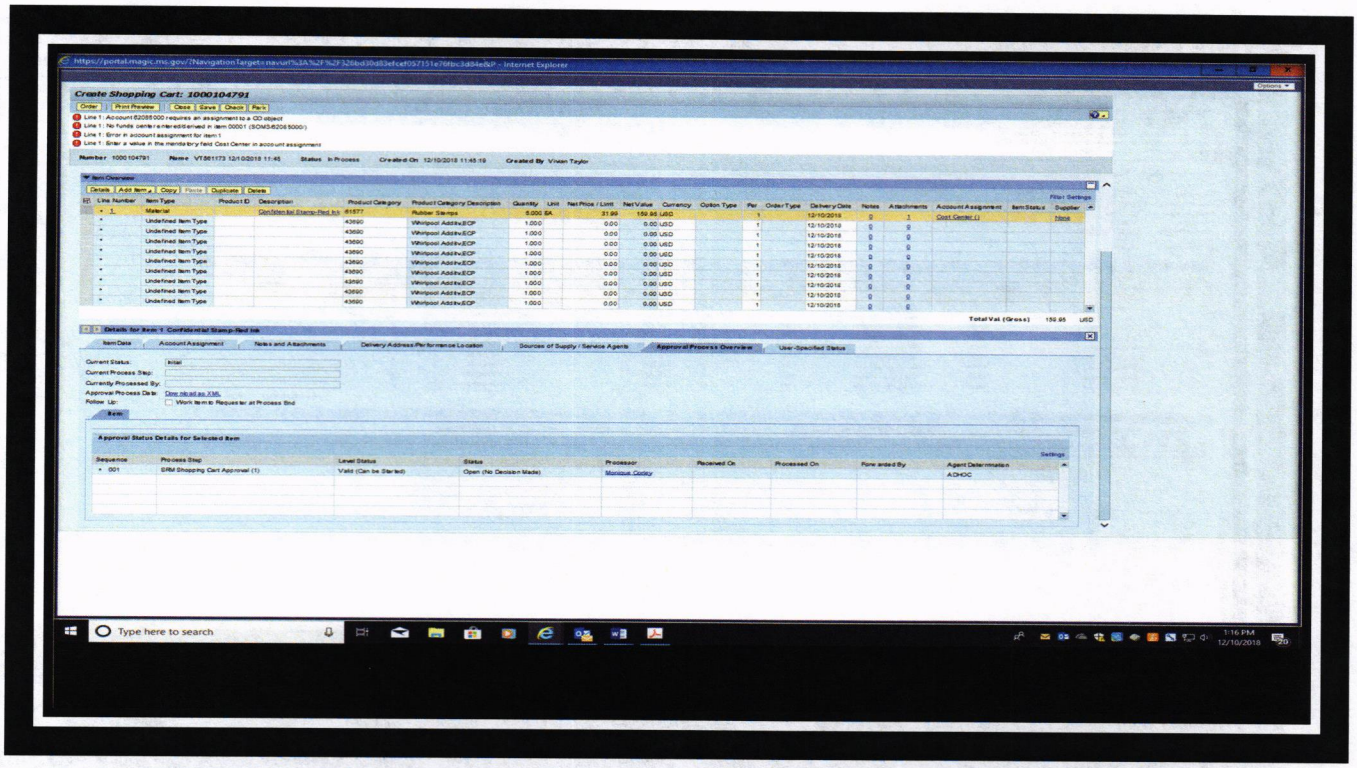


40. Click the Sources of Supply/Service Agents Tab to assign the supplier.
41. Highlight the Supplier for example: 3100014236 Office Depot 8200013181.
42. Click Assign Supplier.

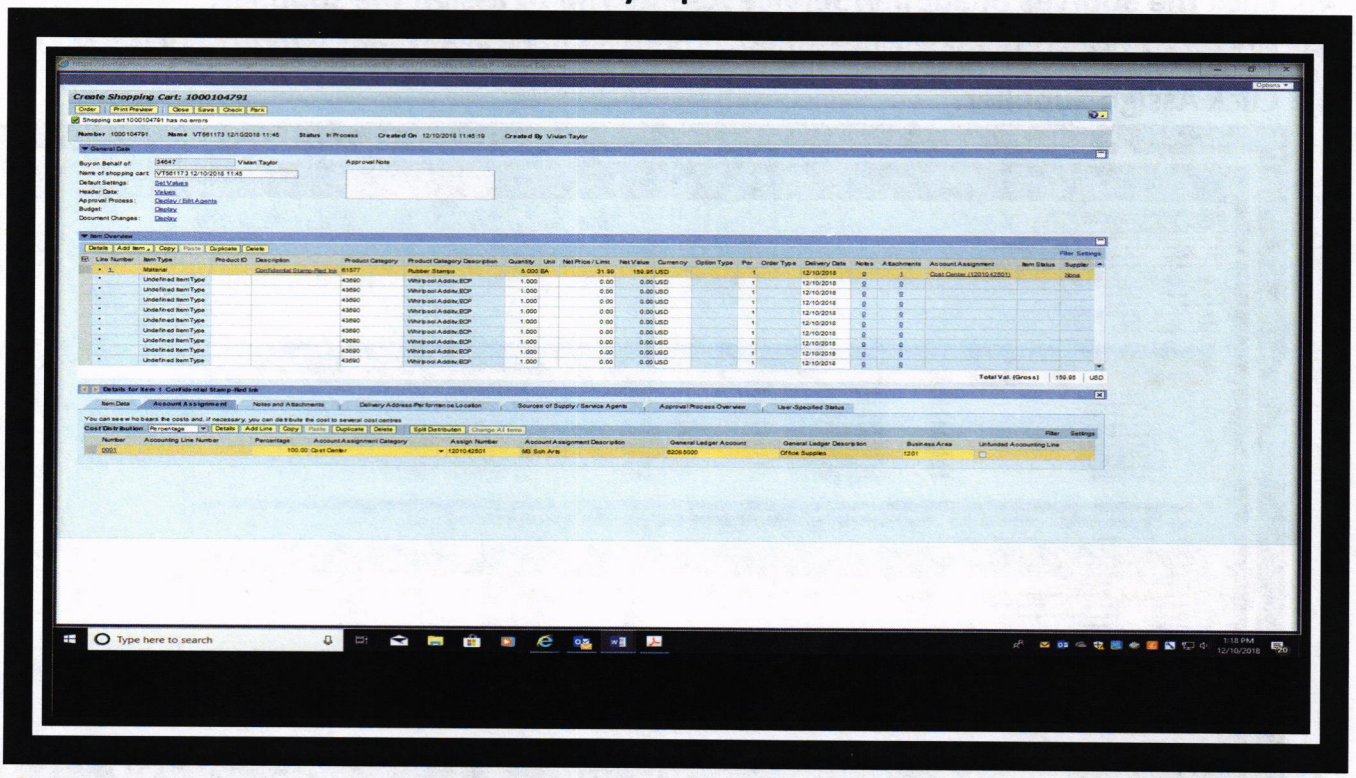


You must assign a supplier for each line item in the Shopping Cart. If there are 10 items, assign the cost center per each line.

43. Click the Approval Process Overview tab to ensure the approver is still assigned.



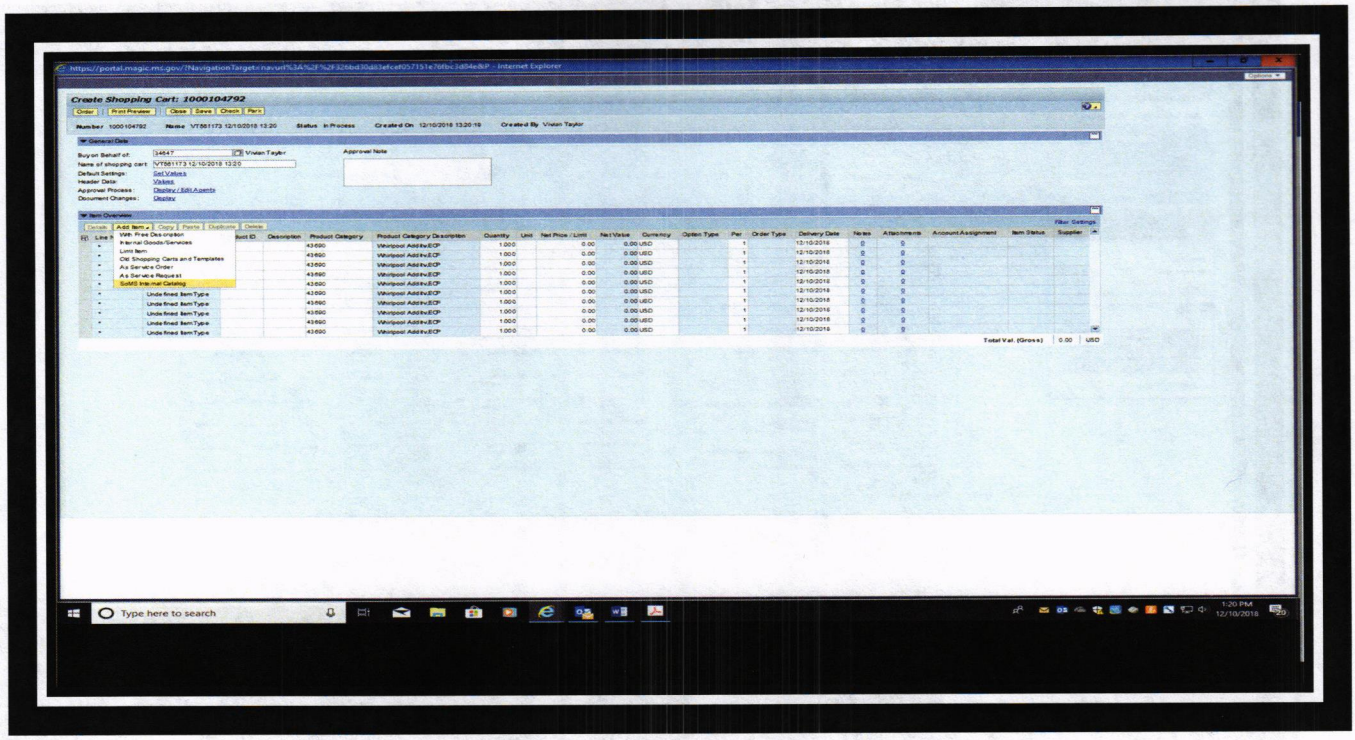
44. Check the cart - click “check” at the very top of the cart.



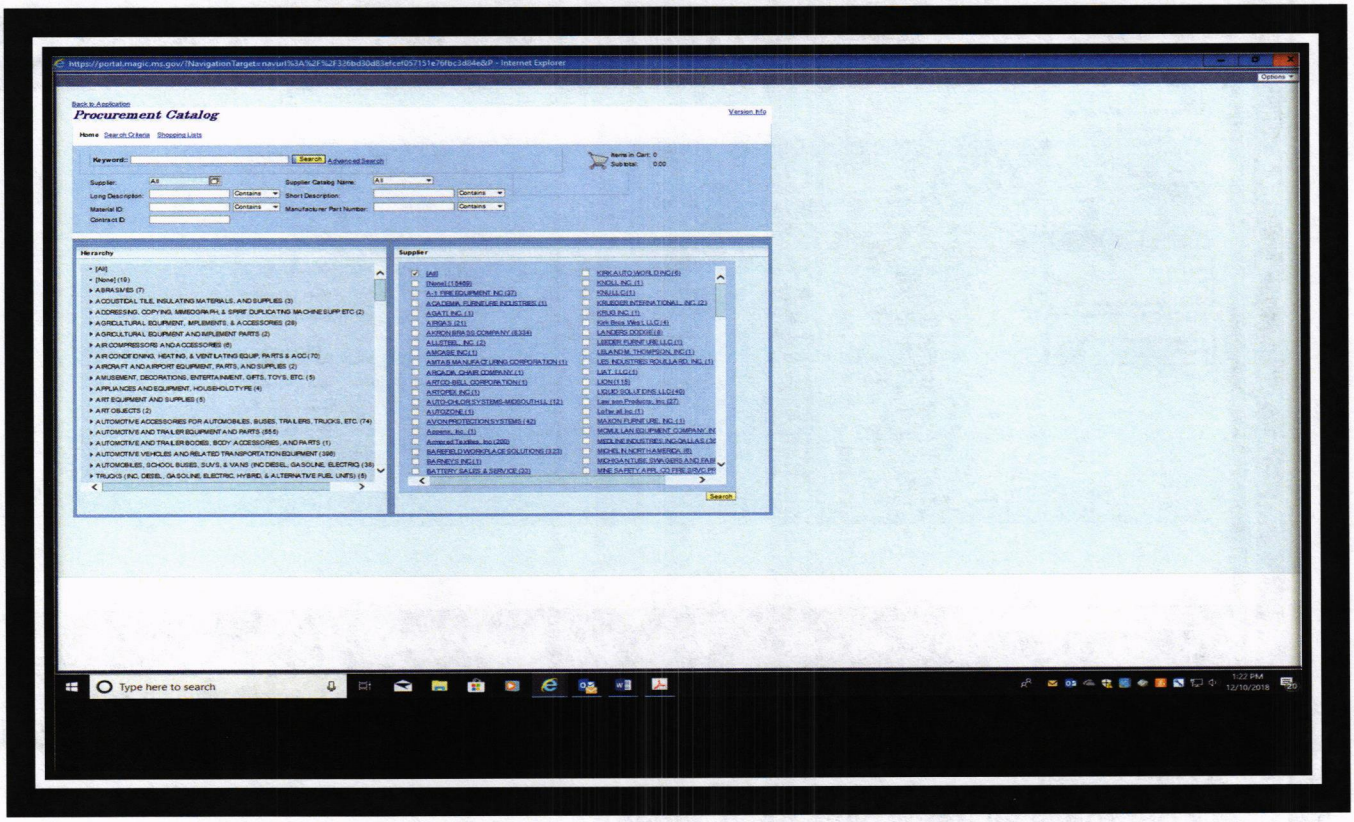
If NO red errors appear click Order-You did it!!!

45. To add by SOMS Internal Catalog click the add item drop box.

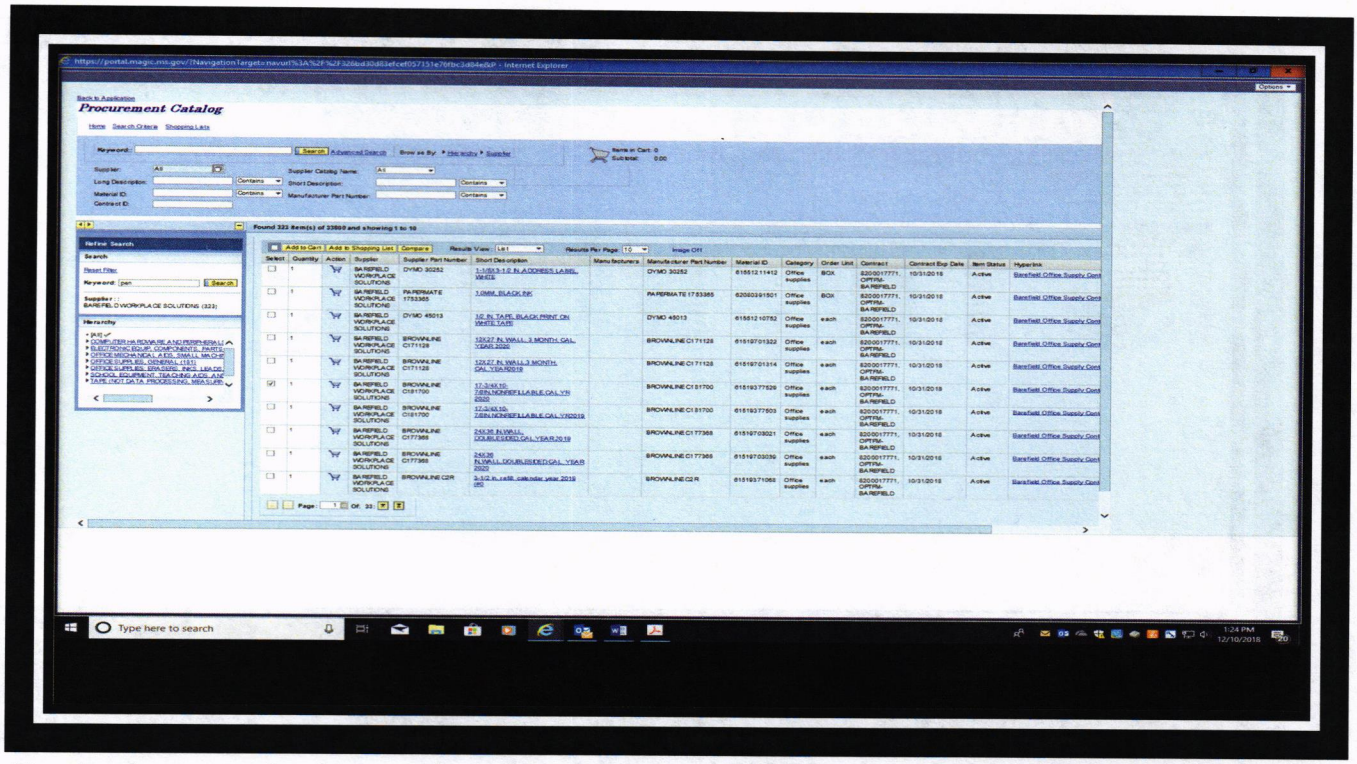
46. Select SOMS Internal Catalog.



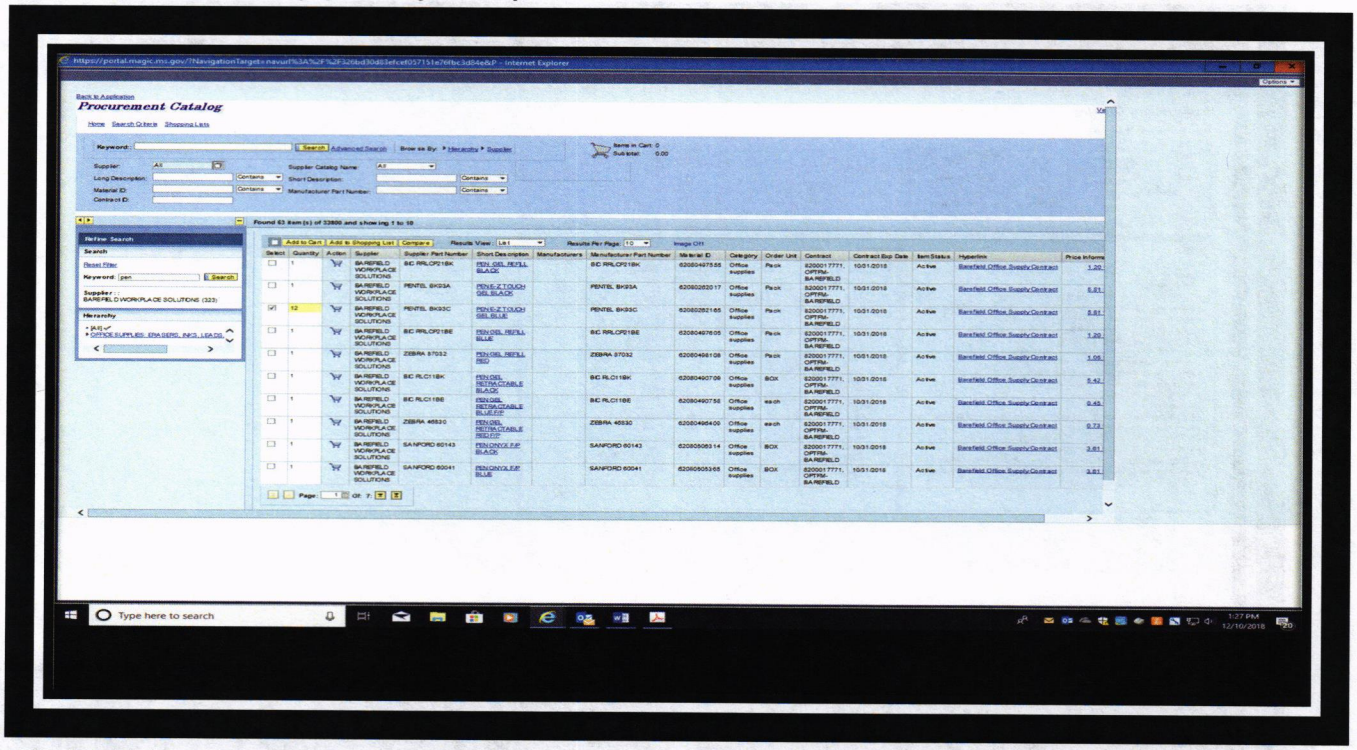
47. You have been routed to the SOMS Internal Catalog.



48. Select Supplier in the list of suppliers for example: Barefield-for Office Supplies, CVR- for toner, Jackson Paper - for copy paper.
49. Select items or search for them using the keyword field (example – pen).

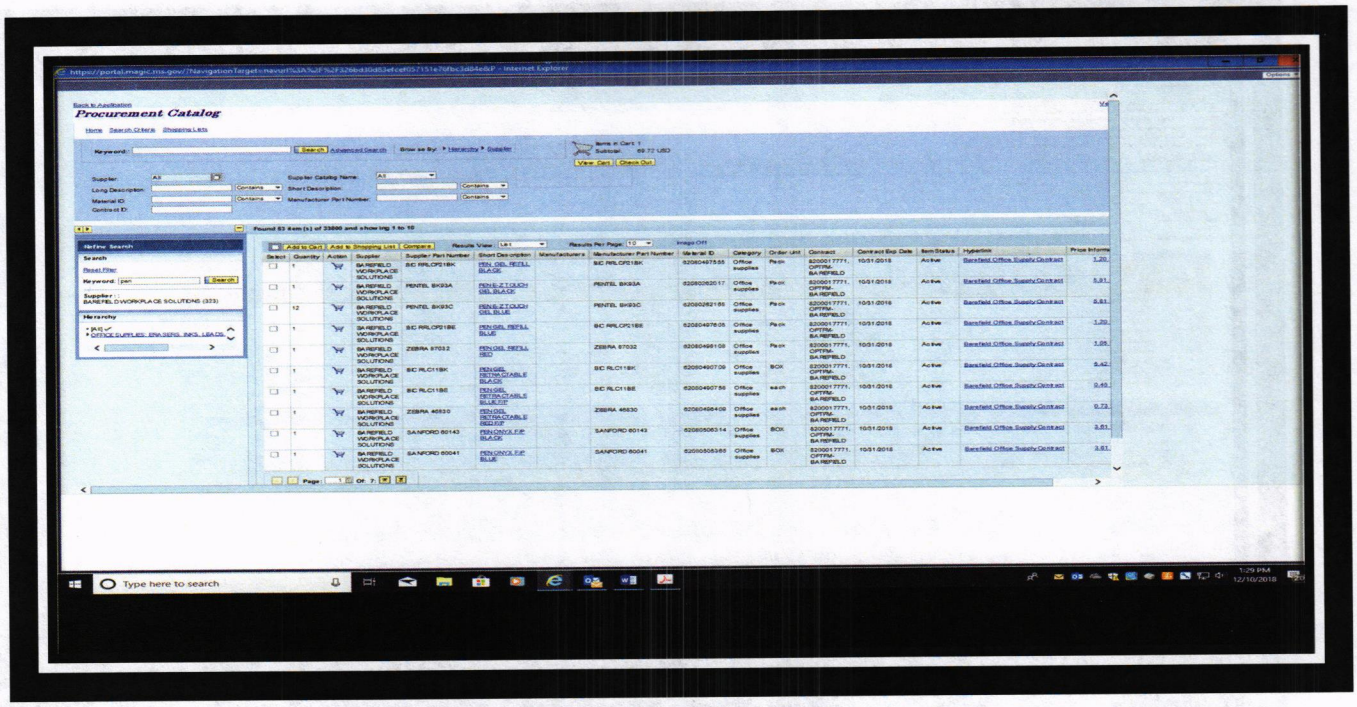


50. Key in the quantity (example 12).

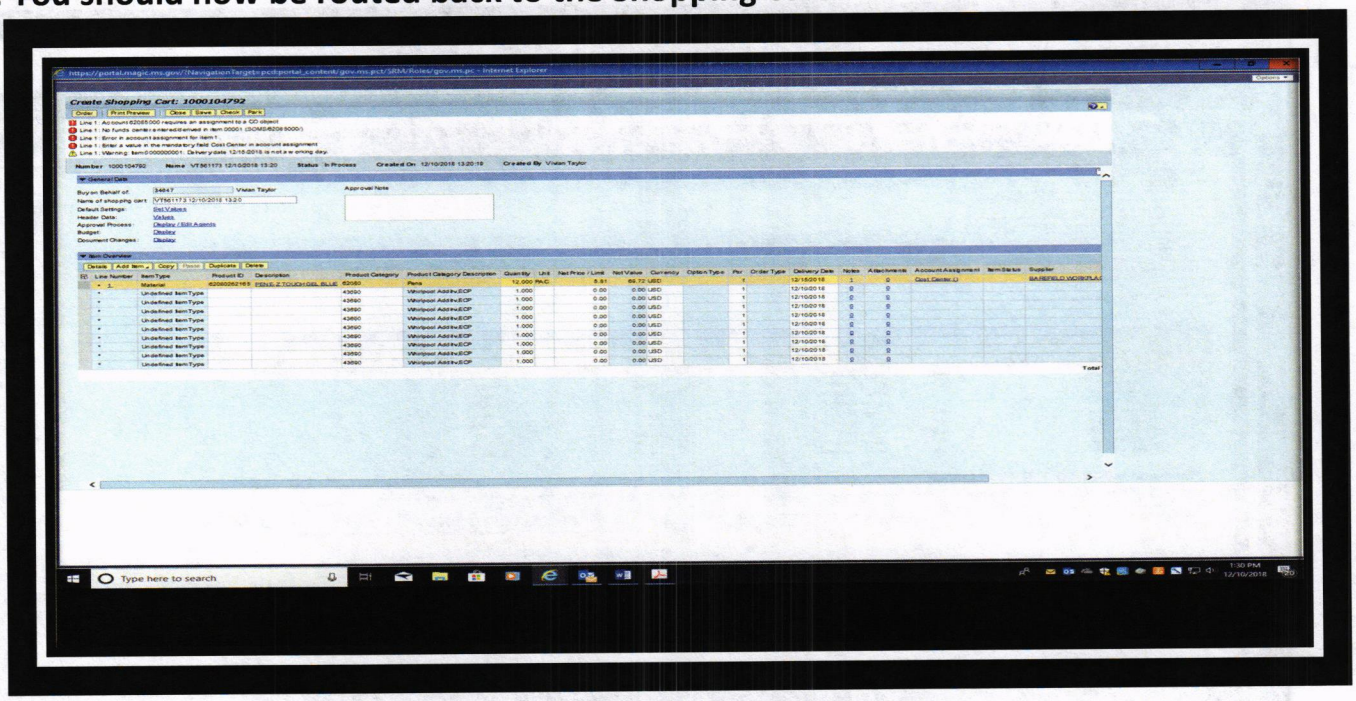


51. Click Add to Cart.

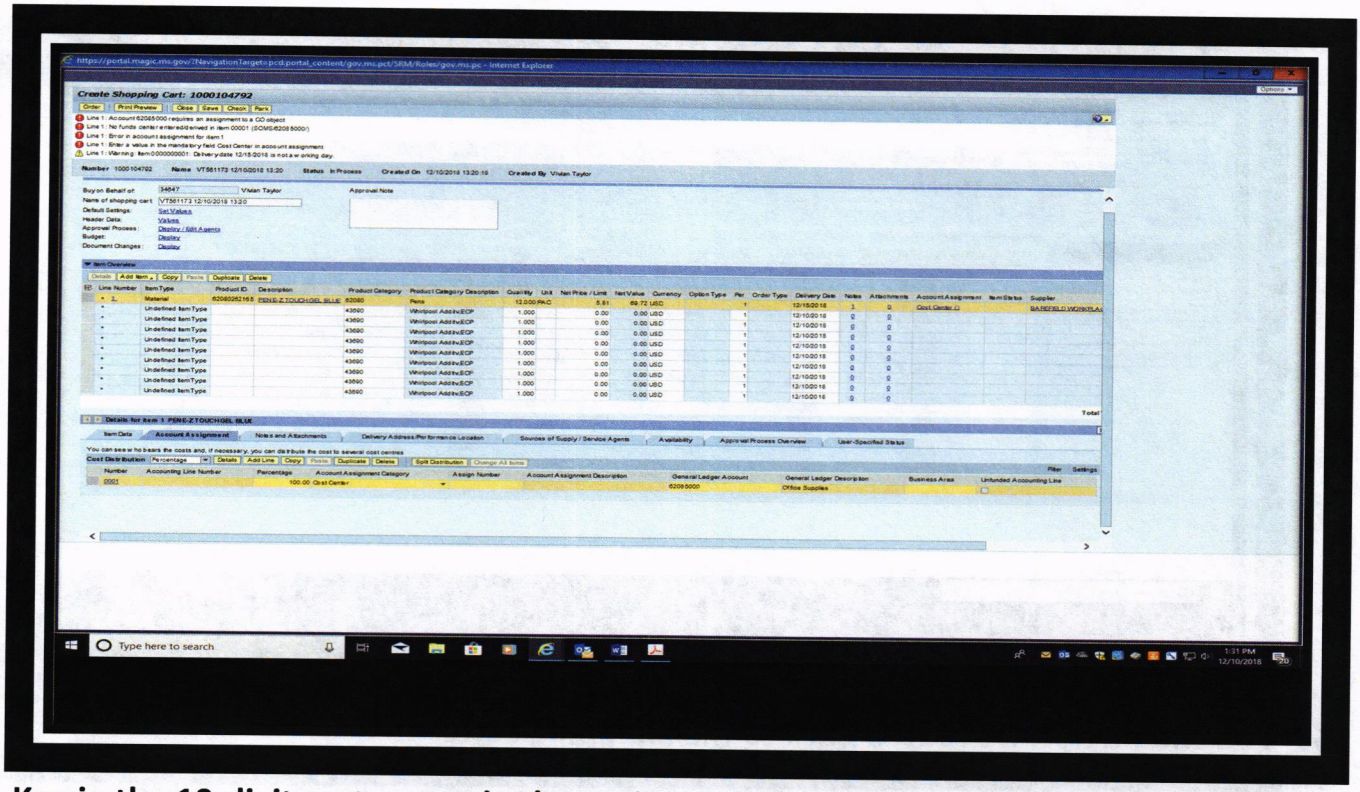
52. Check out (once all items have been added).



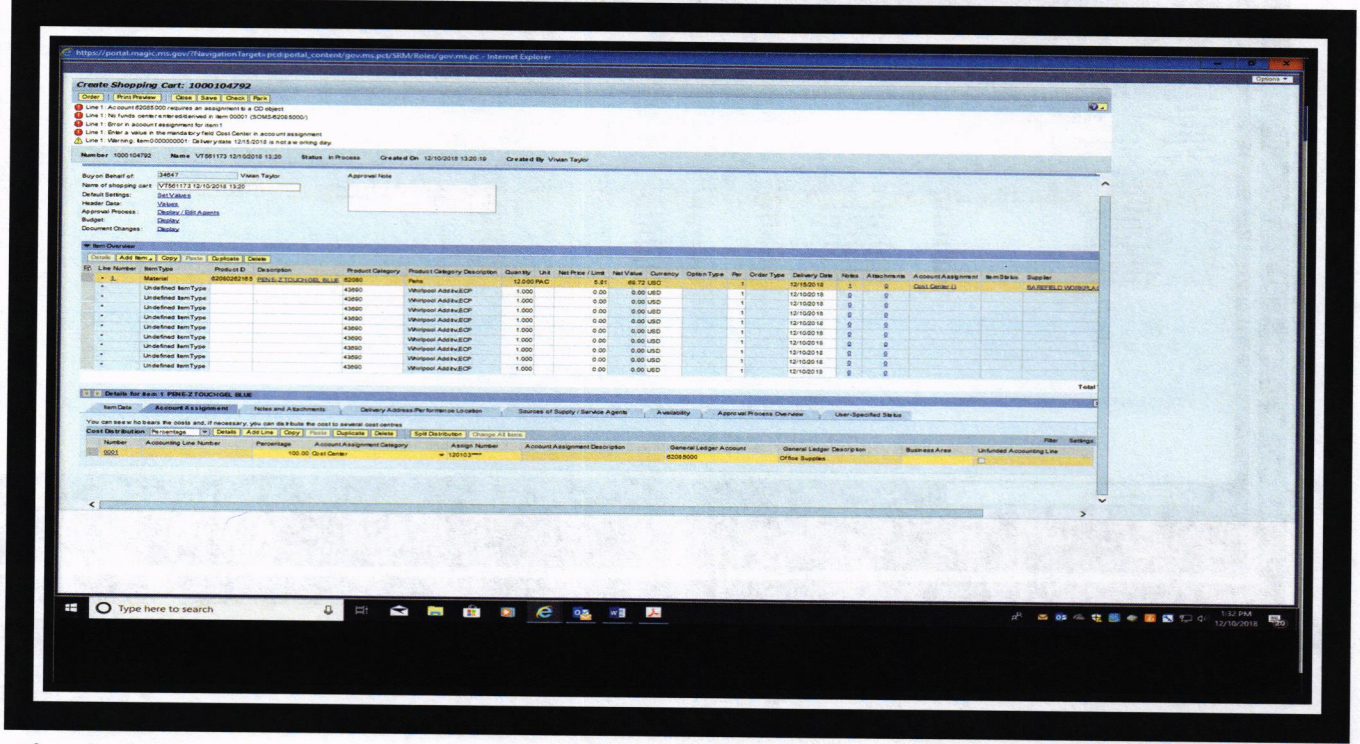
53. You should now be routed back to the Shopping Cart.



54. Assign cost center by clicking Cost Center highlighted in blue.

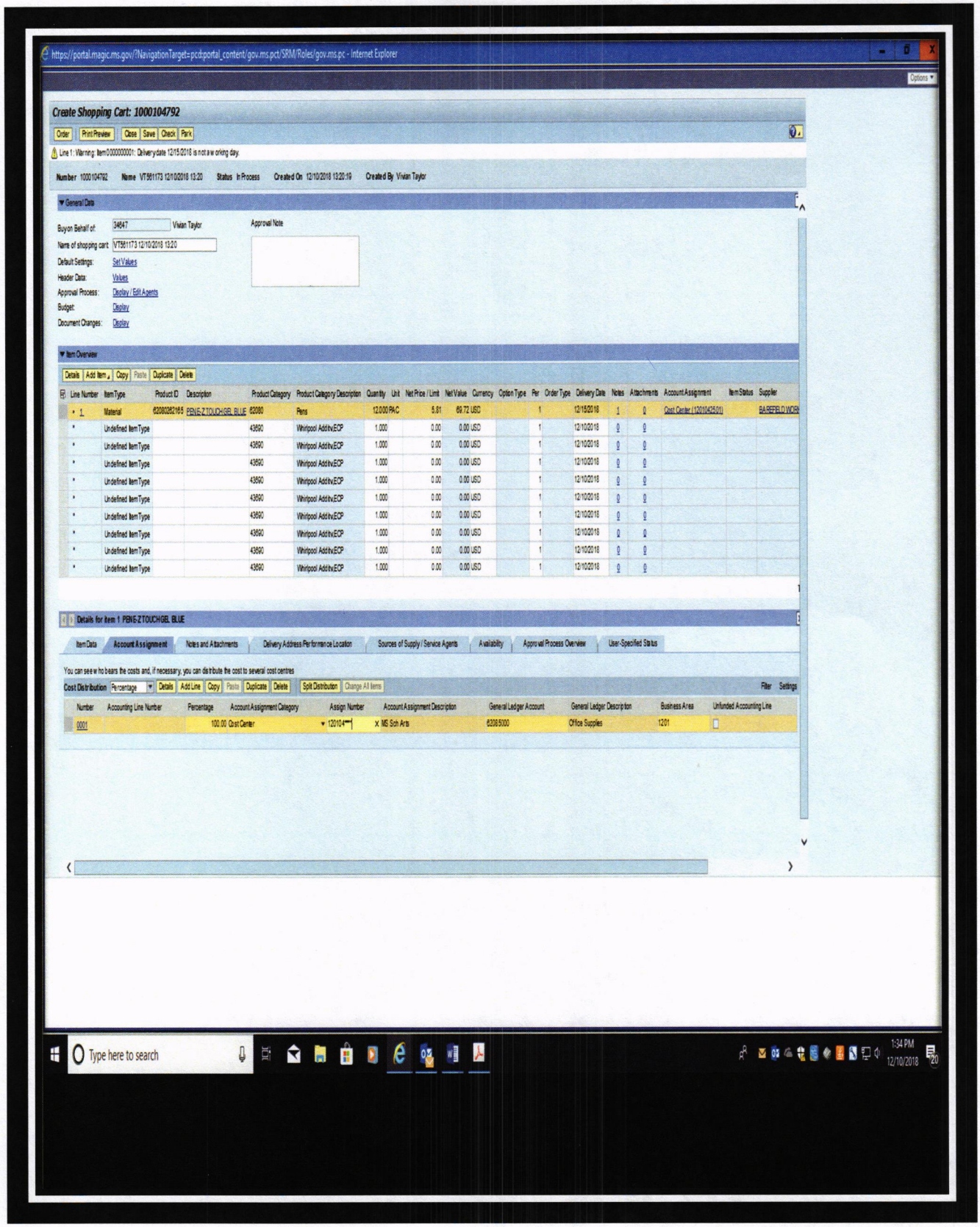


55. Key in the 10-digit cost center in the Assign Number field for each line.



56. Check the cart.

57. If no red errors are present - Click order. Shopping Cart will appear in the next assigned approvers Universal Worklist in MAGIC.


https://portal.magic.ms.gov/?NavigationTarget=pcd:portal_content/gov.ms.pct/SRM/Roles/gov.ms.pc - Internet Explorer
Options
Create Shopping Cart: 1000104792
Order
Print Preview
Close
Save
Check
Park
Line 1: Warning: Item 0000000001: Delivery date 12/15/2018 is not a working day.
Number 1000104792 Name VT561173 12/10/2018 13:20 Status In Process Created On 12/10/2018 13:20:19 Created By Vivian Taylor
General Data
Buyon Behalf of: 34847 Vivian Taylor
Name of shopping cart: VT561173 12/10/2018 13:20
Default Settings: Set Values
Header Data: Values
Approval Process: Display / Edit Agents
Budget: Display
Document Changes: Display
Approval Note
Item Overview
Details
Add Item
Copy
Paste
Duplicate
Delete
Line Number
Item Type
Product ID
Description
Product Category
Product Category Description
Quantity
Unit
Net Price / Limit
Net Value
Currency
Option Type
Per
Order Type
Delivery Date
Notes
Attachments
Account Assignment
Item Status
Supplier
1
Material
6280282165
PENT-Z TOUCHGEL BLUE
62080
Pens
12.000 PAC
5.81
69.72 USD
1
12/15/2018
1
0
Cost Center (1201042501)
RAFFERTY WOR
Undefined Item Type
43690
Whirlpool Addtv ECP
1.000
0.00
0.00 USD
1
12/10/2018
0
0
Details for Item 1: PENT-Z TOUCHGEL BLUE
Item Data
Account Assignment
Notes and Attachments
Delivery Address Performance Location
Sources of Supply / Service Agents
Availability
Approval Process Overview
User-Specified Status
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres
Cost Distribution
Percentage
Details
Add Line
Copy
Paste
Duplicate
Delete
Split Distribution
Change All Items
Filter
Settings
Number
Accounting Line Number
Percentage
Account Assignment Category
Assign Number
Account Assignment Description
General Ledger Account
General Ledger Description
Business Area
Unfunded Accounting Line
0001
100.00
Cost Center
12010
MS Sch Arts
6206000
Office Supplies
1201
Type here to search
1:34 PM
12/10/2018