

INSTRUCTIONS AND SPECIAL CONDITIONS

The following section provides a DFA MAGIC Reverse Auction Bidders Training Guide. It includes detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.



MAGIC Reverse Auction Bidders Training Guide

The MAGIC Reverse Auction Bidders Training Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

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Technical Requirements

Bidders are responsible for ensuring technical requirements are met.

Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox

Note: Pop-up blocker must be turned off.

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.

<https://www.java.com/en/download/>

Login Procedure

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and Password. The password is case sensitive.

Having password problems? Please click on this [link](#) for help...

User *

Password *

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the below website.
<http://www.dfa.ms.gov/dfa-offices/mmrms>



View Available Reverse Auctions

Search for Auction(s)

Listed below are the steps to search for a bid response.

- 1.) **Bidders must first respond to the RfX (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RfX are available here, [RfX Response -Supplier Self Service](#).

The RfX (RFQF)– Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RfX (RFQF) will be invited to participate in Reverse Auctions.

- 2.) To search for auctions, click on the **Suppliers Self-Service** tab.
- 3.) Select **RfX and Auctions** in the navigation menu on the left of the screen.
- 4.) Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the [Show Quick Criteria Maintenance](#) button to expand the search criteria.

The screenshot shows the 'Suppliers Self-Service' interface. At the top, there are navigation tabs: 'Home', 'Procurement', and 'Suppliers Self-Service' (which is highlighted with a red box). Below these are 'Supplier Self-Service Work Center' and 'Administration'. A left-hand navigation menu includes 'Work Center Overview', 'Supplier Self-Service Work Ce...', 'RfX and Auctions' (highlighted with a red box), and 'Purchase Orders'. The main content area shows 'Active Queries' with a summary for 'eAuctions' where 'Published (1)' is highlighted with a red box. Below this, a 'Show Quick Criteria Maintenance' button is also highlighted with a red box. At the bottom, there is a 'View: [Standard View]' dropdown and a table header with columns 'Event Number' and 'Event Description'.



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- 5.) Enter the search criteria. To find all available bid opportunities, skip to step (f).
 - a) Select **All** or **Published** to search for available Events (eAuctions).
 - b) Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.
 - c) Click on **Apply** to view all Auctions based on your search criteria.
 - d) To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).

6.) Click **Apply** to find available bid opportunities.

7.) In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)

The screenshot displays the MAGIC web application interface. The top navigation bar includes the MAGIC logo and the text "Mississippi Accountability System for Government Information and Collaboration". Below this is a menu with options like Home, Employee Self-Service, Suppliers Self-Service, General Applications, System Administration, Content Management, and User Administration. The main content area is titled "Supplier Self-Service Work Center" and "Administration". A sidebar on the left shows "Work Center Overview" with options for "Supplier Self-Service Work Ce...", "RFx and Auctions", and "Purchase Orders". The main area shows "Active Queries" with a summary for "eAuctions All (1) Published (1) Ended (0) Completed (0)". Below this is the "eAuctions - All" search criteria form, which includes fields for Event Number (330000092), Event Status, Creation Date, Deadline Date Flag, Status, My RFx Responses From, and Smart Number. The "Apply" button is highlighted. Below the form is a table with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Bid Number, and Bid Status. The table contains one row with the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
330000092	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created



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Display Auction Details

Listed below are the steps view the auction details and information regarding the auction.

- 1.) The Auction Details screen will be displayed. It is important to review the details prior to the Auction begin time. Bidding will not be available prior to the Auction Start Date / Time.

The table below list the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.

Display Auction: 3300000092

3 Days 11:41:05 Remaining Time
 Number 3300000092
 Name 1130-18-R-RAEX-00002
 Owner First Last
 Status Active
 Currency USD

Start Date 20.10.2017 13:58:45 CST
 End Date 27.10.2017 01:00:00 CST

Auction Information Items Notes and Attachments

Auction Parameters Notes and Attachments

<p>Identification</p> <p>Name: 1130-18-R-RAEX-00002</p> <p>Type: English Auction</p> <p>Product Category:</p> <p>Currency: USD</p> <p>Dates</p> <p>Start Date: 10/20/2017 01:58:45 pm</p> <p>End Date: 10/27/2017 01:00:00 am</p> <p>Time Zone: CST</p>	<p>Event Parameters</p> <p>Bid Decrement: Absolute</p> <p>Bid Validation: New bid must beat overall best bid</p> <p>Follow On Document: Contract</p> <p>Sequential Line Items: <input type="checkbox"/></p> <p>Sequential Initial Duration: 0</p> <p>Sequential End-Time Gap: 0</p> <p>Automatic Extensions:</p> <p>Remaining Time Trigger: 0</p> <p>Extension Period: 0</p> <p>Number of Extensions: 0</p> <p>Status and Statistics</p> <p>Creation Date: 10/03/2017 04:27:46 pm</p> <p>Created By: SRMBUYER04</p>
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Section	Field Name	Description
Identification	Name	Smart Number with details related to the RFx
	Type	English Auction is the standard for State of Mississippi
	Product Category	The 5 digit NIGP code (optional)
	Currency	US Dollar (USD)
Dates	Start Date	Begin Date and Time for the Live Auction
	End Date	Date and Time of Live Auction completion
	Time Zone	Central Standard Time (CST)
Event Parameters	Bid Decrement	The amount/percentage by which the next bid must decrease relevant to the current lowest bid.
	Bid Validation	Logic used to determine if the bid is valid.
	Follow On Document	Contract or Purchase Order
	Sequential Line Items	Enables sequential line item functionality to stagger end times.
	Sequential Initial Duration	The amount of time in between each line item end time.
	Sequential End-Time Gap	The time between item end times.
Automatic	Remaining Time Trigger	The time period before the end of the auction where an



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Extensions		extension can be triggered due to bid activity.
	Extension Period	Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period.
	Number of Extensions	The number of times an auction can be extended by bid activity within the Remaining Time Trigger.
Status and Statistics	Creation Date	The date and time the auction was created.
	Created By	The User ID of the Agency Buyer who created the auction.

Display Line Items

Listed below is information regarding the line items associated with the auction.

- 1.) Click the **Items** tab to view the line items.

Display Auction: 330000092

Print Preview Close Live Auction

3 Days 11:41:05 Remaining Time Number 330000092 Name 1130-18-R-RAEX-00002 Owner First Last Status Active Currency USD

Start Date 20.10.2017 13:58:45 CST End Date 27.10.2017 01:00:00 CST

Auction Information **Items** Notes and Attachments

▼ Item Overview

Details Copy Paste Expand All Collapse All Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		TEST 01		1,000	AU	10,000.00	10,00		0 / 0	0 / 0
2	Material		TEST 02		1,000	AU	10,000.00	10,00		0 / 0	0 / 0
3	Material		TEST 03		1,000	EA	10,000.00	10,00		0 / 0	0 / 0
4	Material		TEST 04		1,000	EA	10,000.00	10,00		0 / 0	0 / 0

If the items are in **Lots**, the main items will be listed with individual lot items below.

Number 330000185 Name 1130-18-R-RAEX-00037 Type English Auction Status Saved Number of Bidders 11

Auction Information Bidders **Items** Notes and Attachments Bidder View Tracking

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Unit	Bid Decrement
1			AFRICANS	✓				0.00	0.00	0.00		
1.1	Material		Big		10004	300	EA			0.00		1
1.2	Material		Small		10004	400	EA			0.00		1
1.3	Material		Medium		10004	300	EA			0.00		1
2			UNIFORM	✓				0.00	0.00	0.00		
2.1	Material		Big		10004	300	EA			0.00		1
2.2	Material		Small		10004	400	EA			0.00		1
2.3	Material		Medium		10004	300	EA			0.00		1
3			HATS	✓				0.00	0.00	0.00		
3.1	Material		top hats		10004	1,000	EA			0.00		1
3.2	Material		cowboy hats		10004	5,000	EA			0.00		1
3.3	Material		baseball caps		10004	10,000	EA			0.00		1

- 2.) To view additional details for a line item, select the desired line and click the **Details** button.



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Display Auction: 3300000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time Number 3300000092 Name 1130-18-R-RAEX-00002 Owner First Last Status Active Currency USD

Start Date 20.10.2017 13:58:45 CST End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

▼ Item Overview

Details | Copy | Paste Expand All Collapse All Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material	TEST 01			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
2	Material	TEST 02			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
3	Material	TEST 03			1,000	EA	10,000.00	10,00		0 / 0	0 / 0
4	Material	TEST 04			1,000	EA	10,000.00	10,00		0 / 0	0 / 0

3.) The details for the line item will be displayed.

Item 1 : TEST 01

Item Data | Notes and Attachments

Identification		Currency, Values and Pricing	
Item Type:	Material	Quantity / Unit:	1,000 AU
Product ID:		Price Per Unit:	1 Activity unit
Description:	TEST 01	Start Price:	10,000.00 USD
Product Category:	86300	Ceiling Price:	0.00 USD
		Bid Decrement Percent:	0.00

The table below list the fields and a brief description of the information available for each line item.

Section	Field Name	Description
Identification	Item Name	Type of item (Material)
	Product ID	11 digit material number
	Description	Detailed description of the item
	Product Category	The 5 digit NIGP code
Currency, Values, and Pricing	Quantity /Unit	The number of items / the Unit of Measure (i.e. EA for each)
	Price Per Unit	The individual price based on the Unit of Measure indicated.
	Start Price	Starting bid price of the item (Bids higher than the start price will not be accepted.)
	Ceiling Price	Ceiling Price is not used.
	Bid Decrement Percent	Bid decrement amount if percentage option is selected.
	Bid Decrement	Bid decrement amount if dollar amount option is selected.



Display Notes and Attachments

Click the **Notes and Attachments** tab to view supporting documents and/or notes associated with the auction.

Display Auction: 3300000092

Print Preview | Close | **Live Auction**

3 Days 11:31:45 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD
Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | **Notes and Attachments**

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
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▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	test	3160000714.MHTML	1		<input type="checkbox"/>	MHTML	55	SRMBUYER04

Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

- 1.) With the Auction displayed, click the **Live Auction** button.

Display Auction: 3300000092

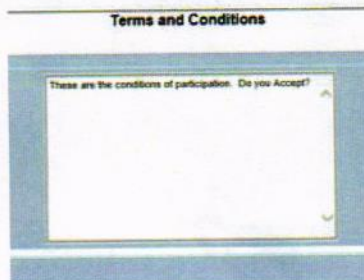
Print Preview | Close | **Live Auction**

3 Days 11:25:52 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD
Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | Notes and Attachments

- 2.) A pop-up window will appear containing Terms and Conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.

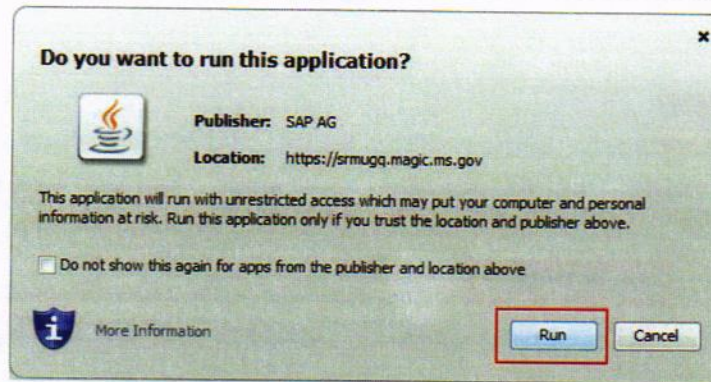
If the agency did not establish Terms and Conditions this screen will not be displayed.





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3.) If any pop-ups appear asking for a confirmation to run the JAVA application, click **Run**.



4.) The Live Auction bidding screen will be displayed. If you receive any error messages, please ask your company's system administrator to verify your computer's technical requirements.

Live Auction Cockpit

The Live Auction Cockpit will be displayed when the JAVA application has run.

Listed below is information regarding key items for the Live Auction Cockpit. The steps for submitting a response are located on the next page.

Live Auction Cockpit

Name: 1130-18-R-RFQI-00030 Requester: 1130_SRBOS1
Number: 3300000163 Currency: USD Start Date: 08/23/2017 10:38:30 AM CDT
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 08/23/2017 10:50:00 AM CDT
Description: Time Remaining: 00:08:06 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Pencils	100	each	1	19.00	-	-	-	-	19.00	10.00	
2	Pens	200	Case	1	20.00	-	-	-	-	11.00	11.00	
3	Folders	300	Pail	1	29.00	-	-	-	-	22.00	22.00	
4	Books	400	Drum	1	34.00	-	-	-	-	28.00	28.00	

Total Value of M

Details

Item: 1
Description: Pencils
Quantity: 100
Unit: each
Price Unit: 1
Currency: USD
Start Price: 19.00
Decrement: 0.00
Revision Level:
Supplier Text:



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Field Name	Description
Start Date	Date and Time the Live Auction starts
End Date	Date and Time the Live Auction ends
Time Remaining	The time remaining for the Live Auction
Description	Line item description
Quantity	Line item quantity
Unit	Line item unit
Price Unit	Line item price per unit
Start Price	The initial price for the line item.
Best Bid	The lowest bid that has been submitted, to date, for that line item. This field will be blank until the first bid has been submitted.
Next Valid Bid	The next price that is allowed to be bid for that line item. It is determined by subtracting the decrement amount from the best bid amount.
Bid Price	Your bid for the item. Your bid should be equal or less than the next valid bid field. For instructions on how to enter your bid price, see the next page.

Submitting a Bid Response

The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on.

Live Auction Cockpit												SAP
Name: 1130-18-R-RFQF-00025				Requester: 1130_SRMBO51								
Number: 3300000120				Currency: USD				Start Date: 10/16/2017 10:06:00 AM CDT				
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding				End Date: 10/19/2017 9:59:00 AM CDT				Time Remaining: 00:00:00 (Ended)				
Description:												?
Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15	each	1	1,500.00	10.00	1	670.00	13,050.00	870.00	860.00	
4	Test Material 04	20	each	1	2,000.00	10.00	1	672.00	17,440.00	872.00	862.00	
Total Value of My Bids: 45,010.00										Total Bid Value:		Submit



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- Click the **Submit** button. The submit button may be submitted after each line item price is entered or after you enter the price for all line items you wish to bid on.

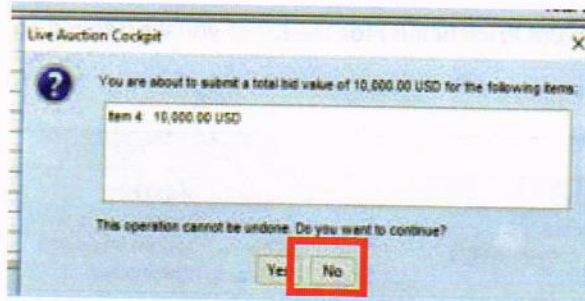
Live Auction Cockpit SAP

Name: 1130-18-R-RFQF-00025 Requester: 1130_SRGBOS1
Number: 3300000120 Currency: USD Start Date: 10/16/2017 10:06:00 AM CDT
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 10/19/2017 9:59:00 AM CDT
Description: Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	650.00
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	650.00
3	Test Material 03	15	each	1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	860.00
4	Test Material 04	20	each	1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	862.00

Total Value of My Bids: 45,010.00 Total Bid Value:

- A confirmation pop-up window will be displayed. The bid value (by line item) will be displayed the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



- A confirmation of a successful bid submission will be displayed in the Chat Window.

Note: Erroneous bids may be deleted by the agency during the live auction.

Chat and System Messages

06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 1 has been successfully submitted
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 2 has been successfully submitted
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 3 has been successfully submitted

- Repeat steps 1 – 5 for each desired line item.

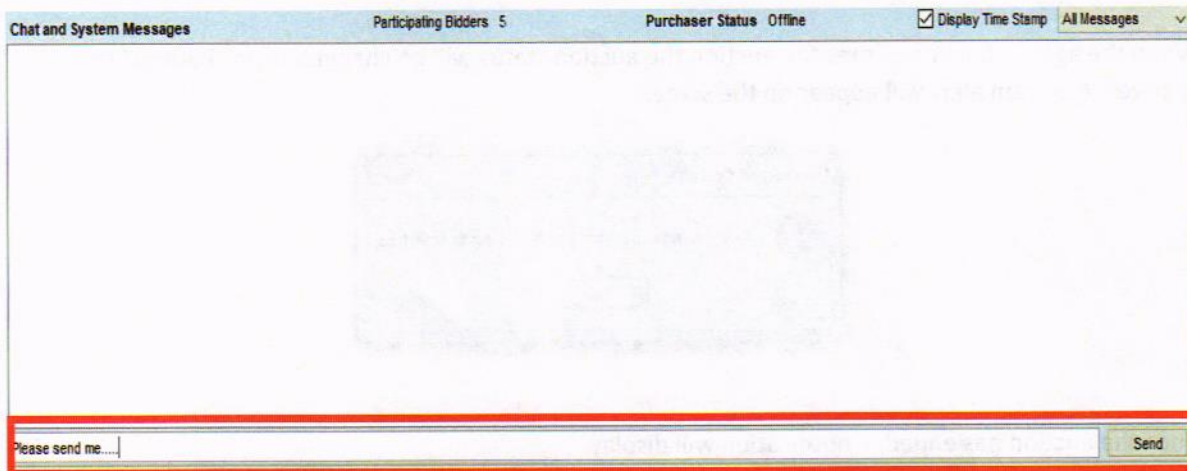


Chat and System Messages

The Chat and System Messages area is used for viewing chat messages from an agency buyer and information messages automatically generated by MAGIC.

Below are helpful hints in using the chat feature:

A bidder CAN:	Send a message to an agency buyer. Type the message in the message box and click Send .
	See broadcast messages from the agency buyer to ALL bidders.
	See messages regarding the status of the auction (e.g. paused, resumed, or extended)
A bidder CANNOT:	Send a message to other bidders of the auction.
	See messages sent to an agency by other bidders.
	See messages sent to other bidders from the agency buyer.





Pausing and/or Resuming an Auction

If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from "Active" to "Paused". A system alert will appear on the screen.



The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.

When the agency buyer resumes the auction the auction status will be changed from "Paused" to "Active". A system alert will appear on the screen.



Once the auction has ended, a notification will display.

