



INTRODUCTION

MAGIC Supplier Relationship Manager (SRM) or Shopping Cart (SC) provides an electronic process for the creation of a purchase requisition for requesting a purchase order (PO).

- The Shopping Cart may be used instead of a paper requisition process.
- The Shopping Cart may be submitted to request a Purchase Order.

Shopping Cart can be used for the following purchases:

- Service Contracts
- Products/Commodities (Office Supplies, furniture) *Note: You should consult state contract lists for these purchases first)*
- Technology Software Only (Must not include hardware)

SHOPPING CART ROLES AND RESPONSIBILITIES

SRM Requisitioner	This role provides the user the ability to create and display a shopping cart (requisition). Employees will be able to request a PO for goods and services directly in the MAGIC system.
SRM Approver	This role provides the user the ability to review or approve a shopping cart.
SRM Manager	Provides the ability to approve/reject a shopping cart submitted by SRM Requisitioner, if applicable.
MAGIC eLearning Course	http://uperform.magic.ms.gov/gm/folder-1.11.8507

REQUIRED INFORMATION FOR REQUESTING A ROLE

Program Office	Name of MDE Office
Cost Center(s)	Cost center(s) must be established and assigned to person(s) making PO requests in the shopping cart.

APPROVAL WORKFLOW

Step 1 - Program Office

- Does the purchaser(s) have a MAGIC user ID and are they able to log into MAGIC to view the Procurement Tab? If so, the office making the request should log into DocuSign and complete the "MAGIC Shopping Cart Workflow Change Request Form". If you do not currently have a DocuSign Account, contact the OTSS by sending an email to mdenet@mdek12.org.

Step 2 - Bureau or Above

- A Bureau Director or Above must sign to approve that the persons listed on the form are authorized to have the roles requested in association with the cost center(s) identified on the form.

Step 3 - MDE Budget Office Authorized Staff

- The DocuSign workflow sends the form to the MDE Budget Staff for review and signature to verify that the requested cost center(s) are accurately assigned to the program office making the request. Once the Budget Office signs the form, it is automatically sent to the OTSS Staff for signature and processing.

Step 4 - OTSS Staff

- OTSS Staff will review request form and submit to DFA for processing. DFA will assign MAGIC Security rights and roles to each person listed to authorize and/or approval the routing of a Shopping Cart to the Office of Procurement.

Step 4 - Program Office

- The office making the request may contact the Purchasing Division (Office of Procurement) to schedule Shopping Cart training if needed.