



## 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

<b>SRM Requisitioner</b>	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.
<b>SRM Approver</b>	This role provides the user the ability to review or approve a shopping cart.
<b>SRM Manager</b>	Provides the ability to approve/reject a shopping cart submitted by SRM Requisitioner, if applicable.
<b>MAGIC eLearning Course</b>	<a href="http://uperform.magic.ms.gov/gm/folder-1.11.8507">http://uperform.magic.ms.gov/gm/folder-1.11.8507</a>

## REQUIRED INFORMATION FOR REQUESTING A ROLE

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

### Step 1 - Program Office

- Does the purchaser(s) have a MAGIC user ID and is able to log into MAGIC to view the Procurement Tab? If so, the office making the request should complete the SC request form and forward for second level review. If not, contact OTSS for establishing security for MAGIC roles.

### 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

- Form should be submitted to the assigned Budget Analyst. MDE Budget Staff will review the form to verify that the requested cost center(s) are accurately assigned to the program office making the request. Budget will review, sign, and forward to OTSS for 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.



## MAGIC SHOPPING CART REQUEST FORM

Please complete the table below to identify persons responsible for requisition processes in your program office. The Office of Budget will review requested cost centers for accuracy, and the Office of Technology and Strategic Services (OTSS), and DFA will assign MAGIC security rights and roles (below) to each person listed to authorize approval of the routing of a Shopping Cart request to the Office of Procurement for processing of a purchase order (PO).

**Requester:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

Program Office	Cost Center (s)	SRM Requisitioner(s) Name	*SRM Approver (if applicable)	SRM Manager (Final Approver)

*\*Not required – An SRM Approver can be the final approval if assigned.*

\_\_\_\_\_  
Bureau or Above Signature Date

\_\_\_\_\_  
Budget Authorized Staff Date

\_\_\_\_\_  
OTSS Staff Request Processing Date

***\*Final Signed Document will be returned to Requester***