



Business Process Flowchart

Contract Management

Packet Description

The Contract Management packet describes the process of creating contracts from a Shopping Cart, RFx, or Contract link.

MAGIC Roles

The MAGIC Roles used in these flows are:

- SRM- Manager Purchasing
- SRM - Approver
- SRM - Buyer Strategic Contract
- SRM - Buyer Oversight
- SRM - Buyer Strategic RFx
- SRM – Auditor
- IM - Goods Receipt Processor Non-stock
- SRM - Buyer Operational
- SRM – Requisitioner
- AP - Agency Invoice Processor
- AP - Invoice Approver

A description of each role can be found on the [MMRS Website](#).

MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- Strategic Sourcing - RFx to Award
- Vendor Bidding Process
- Contract Creation/Modification to Release on Behalf of Agency
- Contract Creation/Modification to Release
- Procure-to-Goods Receipt with Contract and without Contract
- Goods Receipt to Pay Paymode
- Goods Receipt to Pay Non-Paymode

Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



Business Process Flowchart

Contract Management

Significant Changes

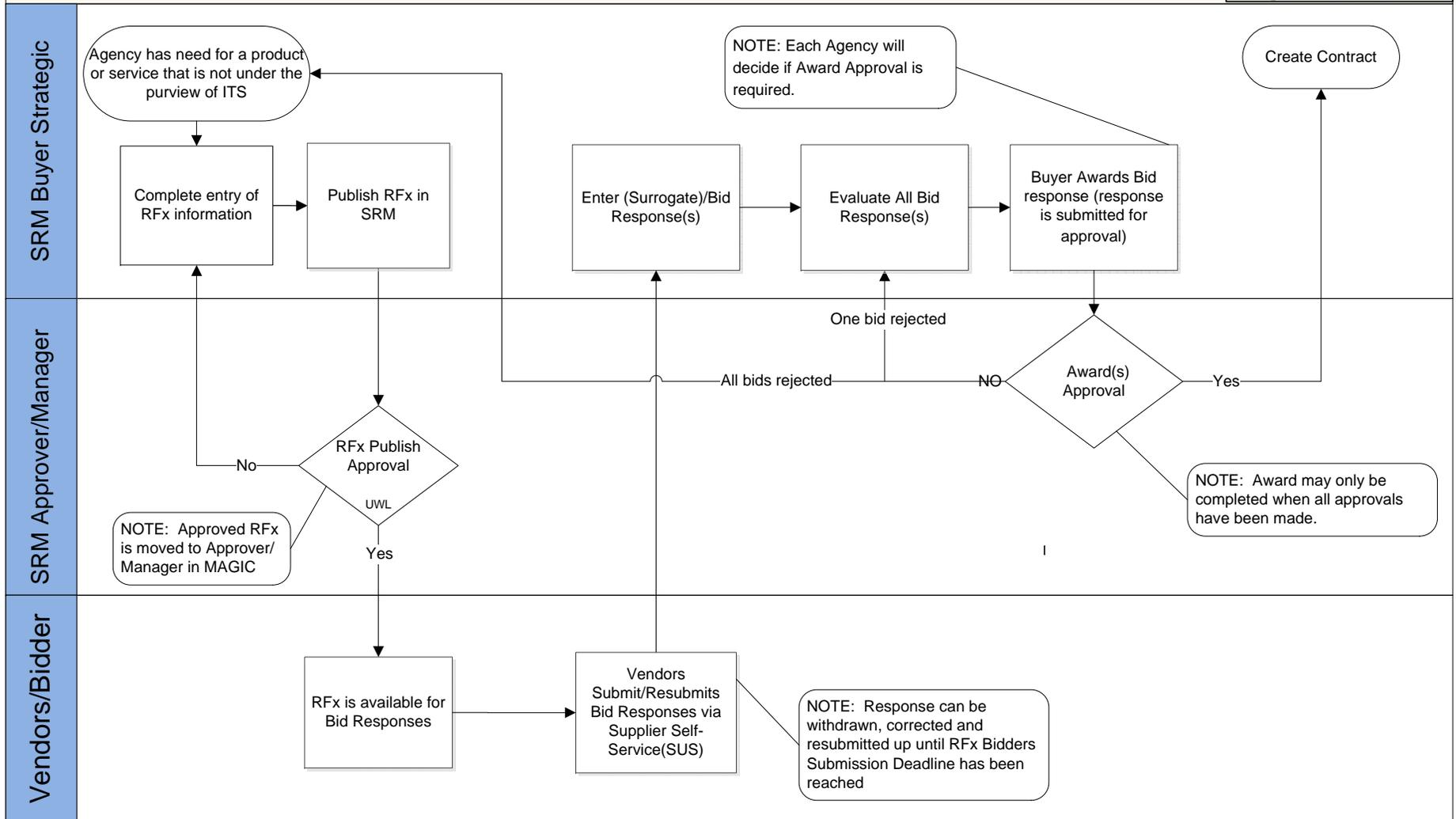
- To create a contract, MAGIC will include the functionality of building on the documents used in the bid invitation to create the contract.
- Agencies will be able to customize reports according to their needs.
- Agencies will be able to track what has been expended against the contract.
- Agencies will be able to view procurement documents (PO, invoices, etc.) released against the contract in one system.
- Statewide contracts will be posted to a single website: ms.gov.
- Agencies will no longer enter information into the award-contract interface.



High Level Process Description

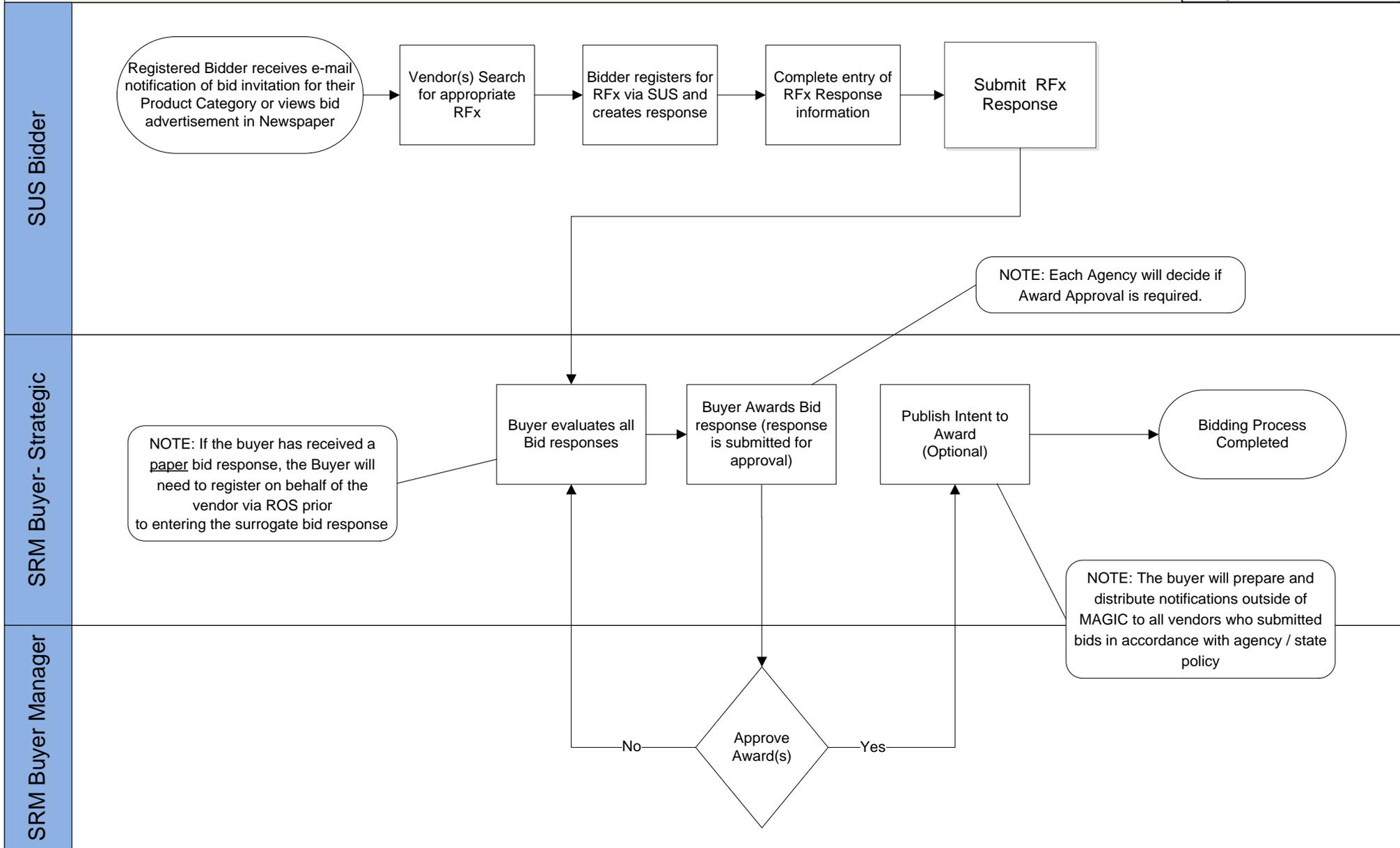
- There are 3 possible starting points for the contract creation process
 - Create a contract manually without reference to an existing document
 - Create a contract with reference to a shopping cart
 - Create a contract with reference to a Contract
- Contracts are managed in the MAGIC portal via our Supplier Relationship Management (SRM).
- A contract shell can be created when line items are entered directly, or imported from a Shopping Cart or RFx.
- MAGIC Document Builder can also be used to help create Contracts. After initial entry into SRM, Document Builder can be used to help author certain clauses (i.e. pricing arrangements).
- Once the document is released from Document Builder, it is automatically attached to the contract shell in SRM.
- Upon completion, and DFA & PSCRB purview, the contract can be sent to the appropriate oversight agency for approvals.
- The Contract and related attachments are also available in Records Management.

Strategic Sourcing - RFx to Award

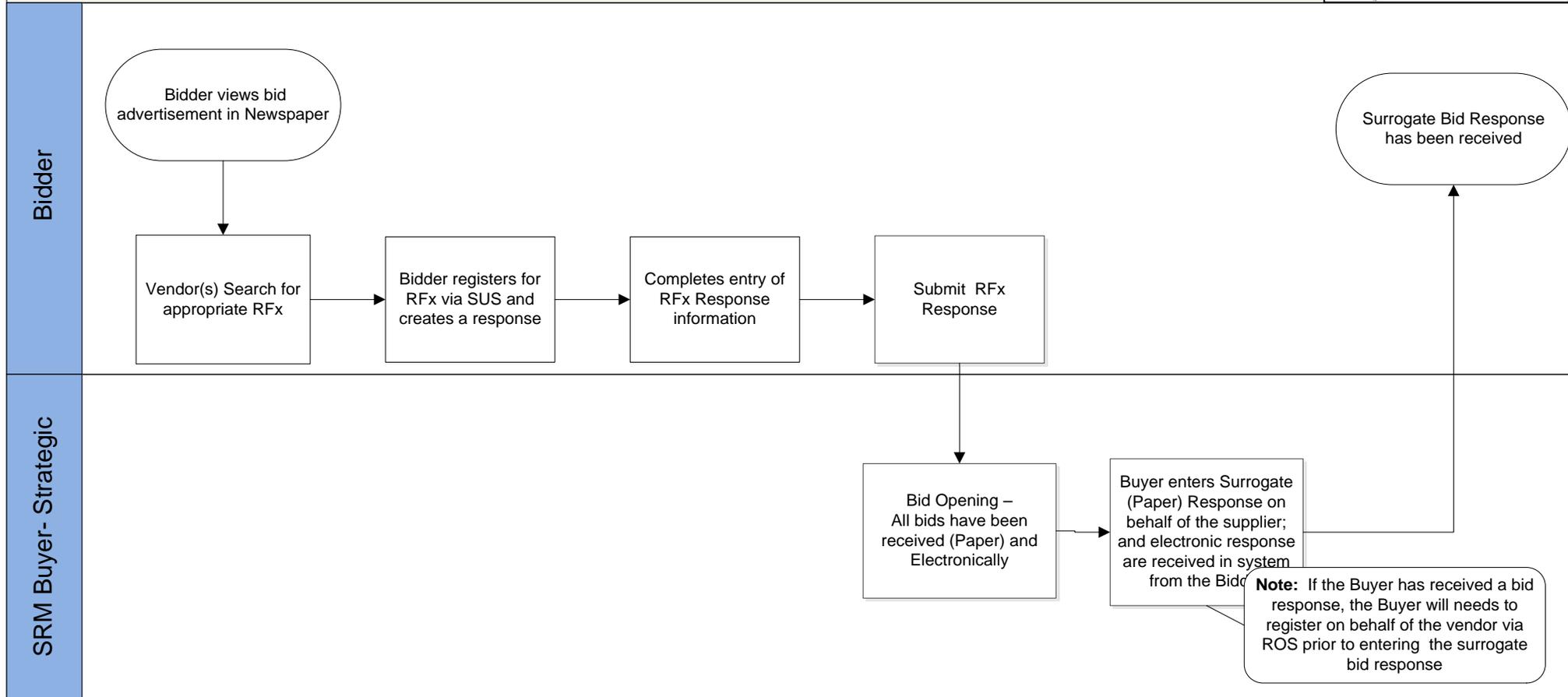


UWL = Universal Worklist

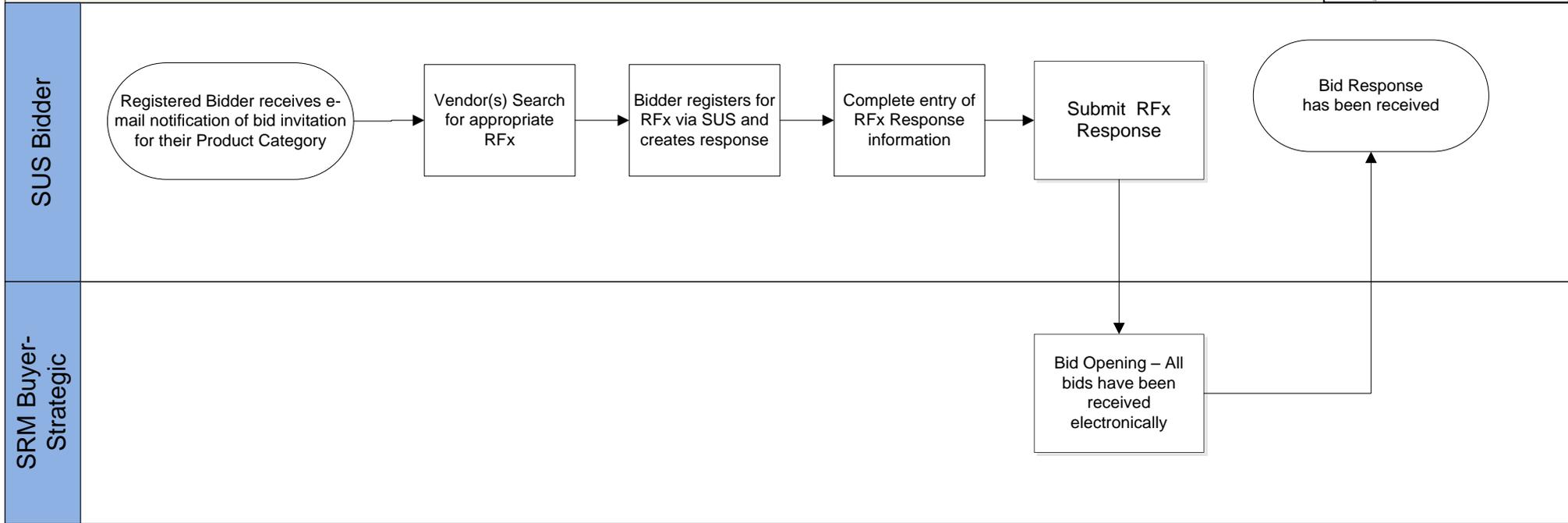
Vendor Bidding Process



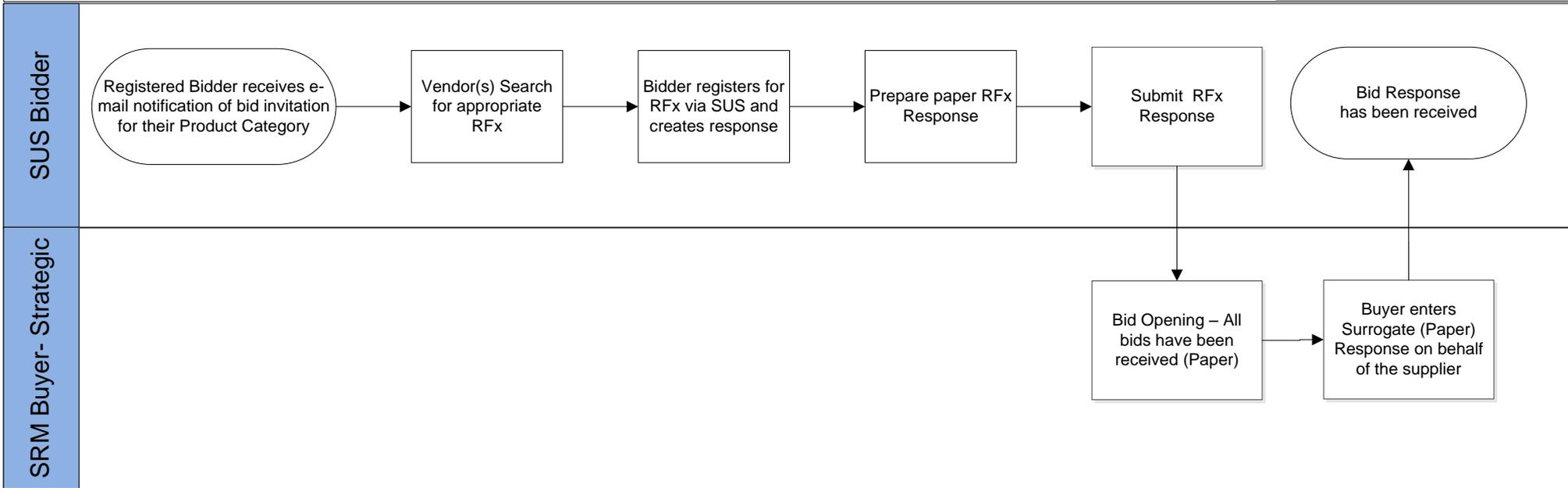
Vendor Bidding Process (Advertisement External)



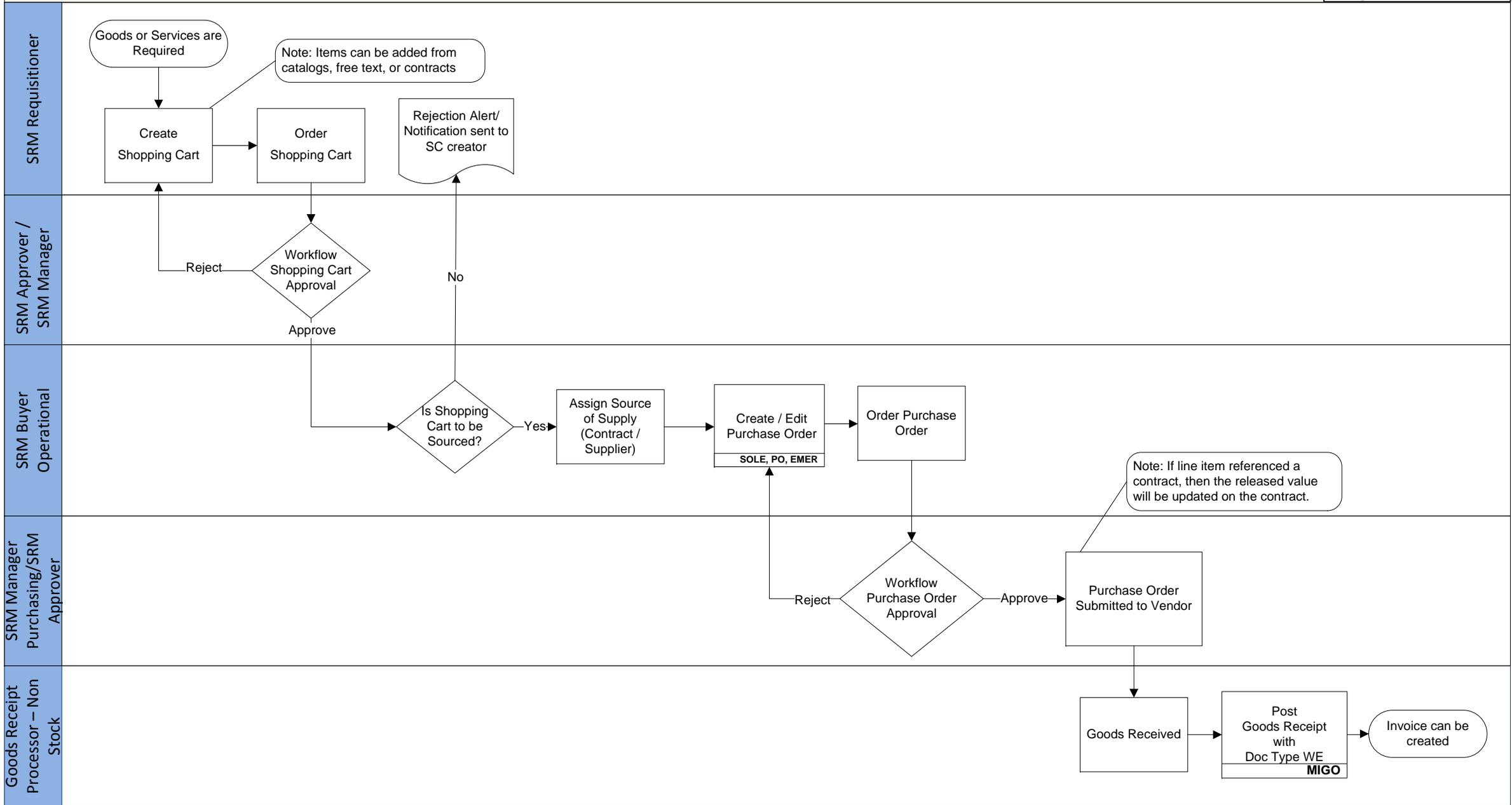
Vendor Bidding Process (Registered Bidder)



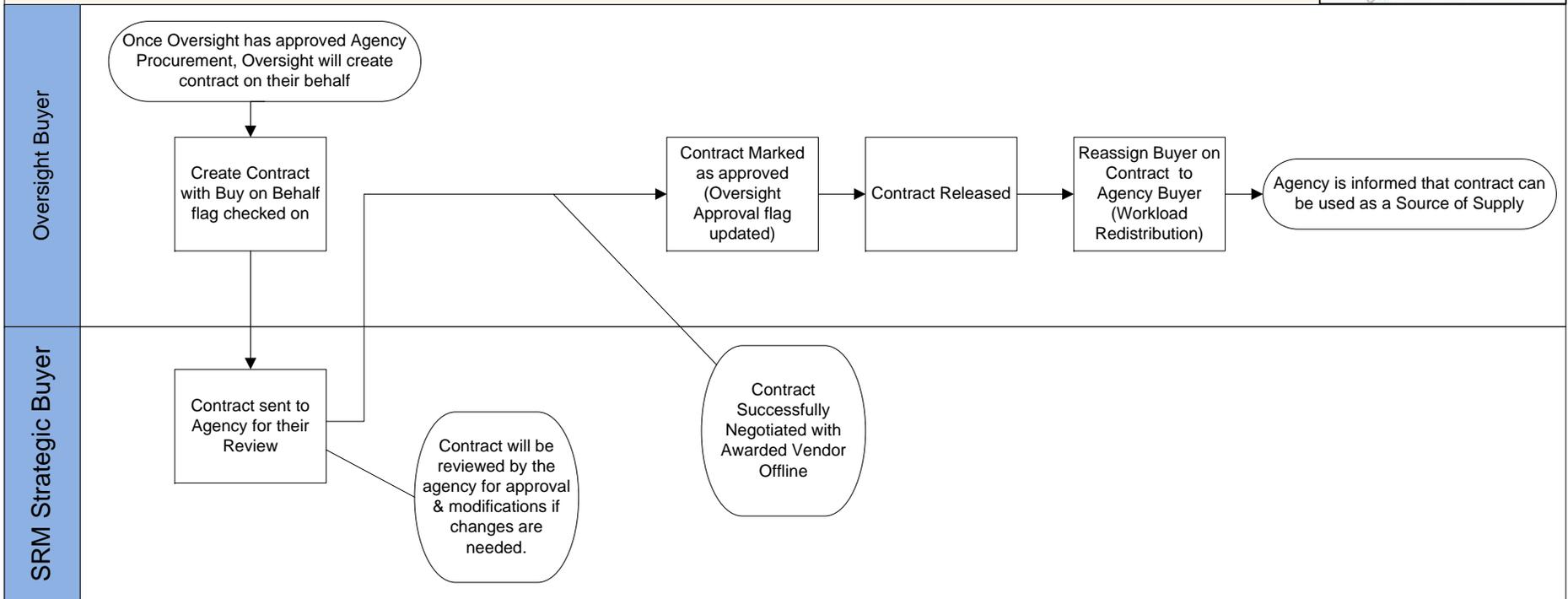
Vendor Bidding Process (Surrogate – Paper)



Procure to Goods Receipt with/wo Contract

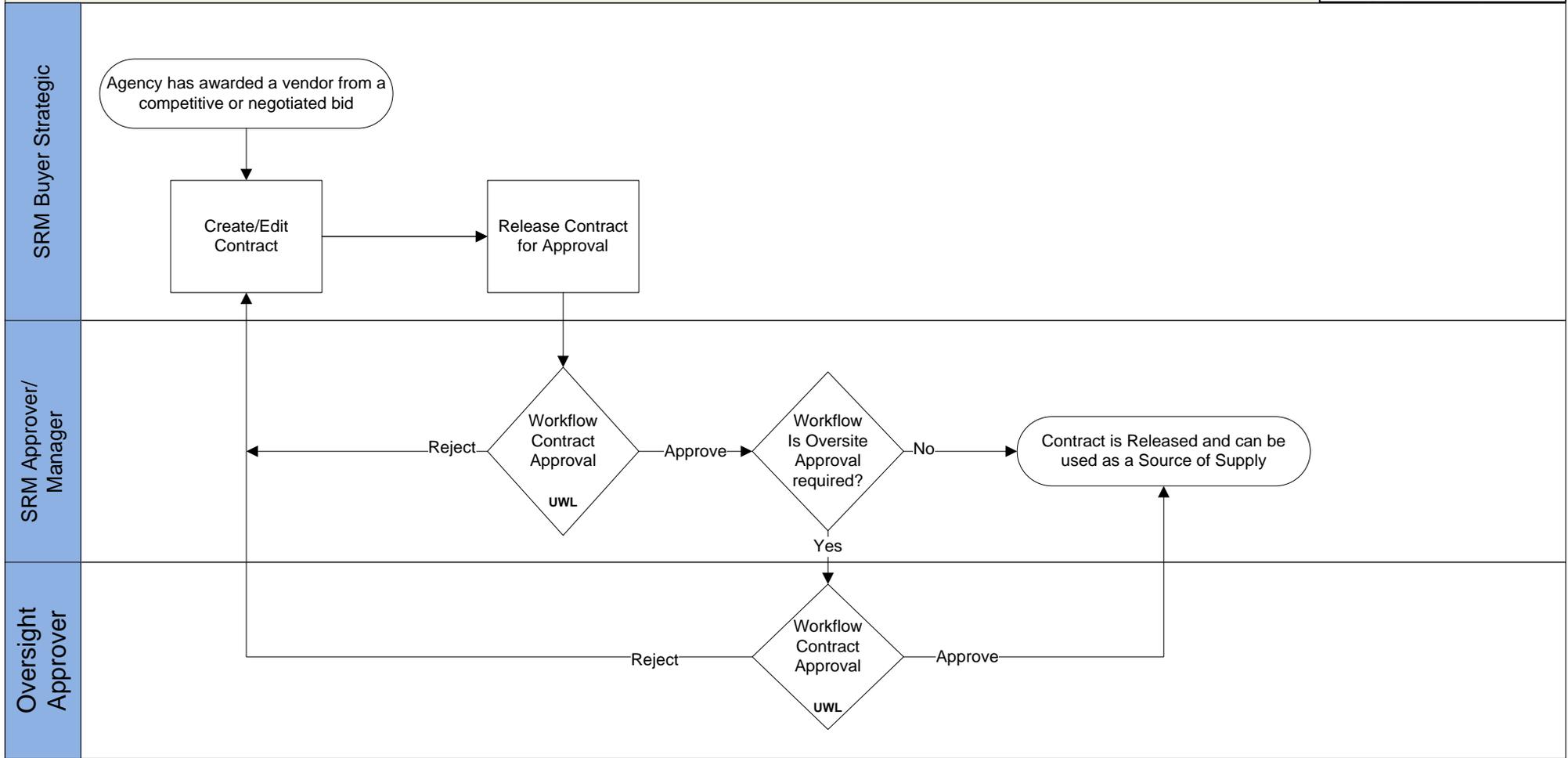


Contract Creation Modification to Release on behalf of Agency



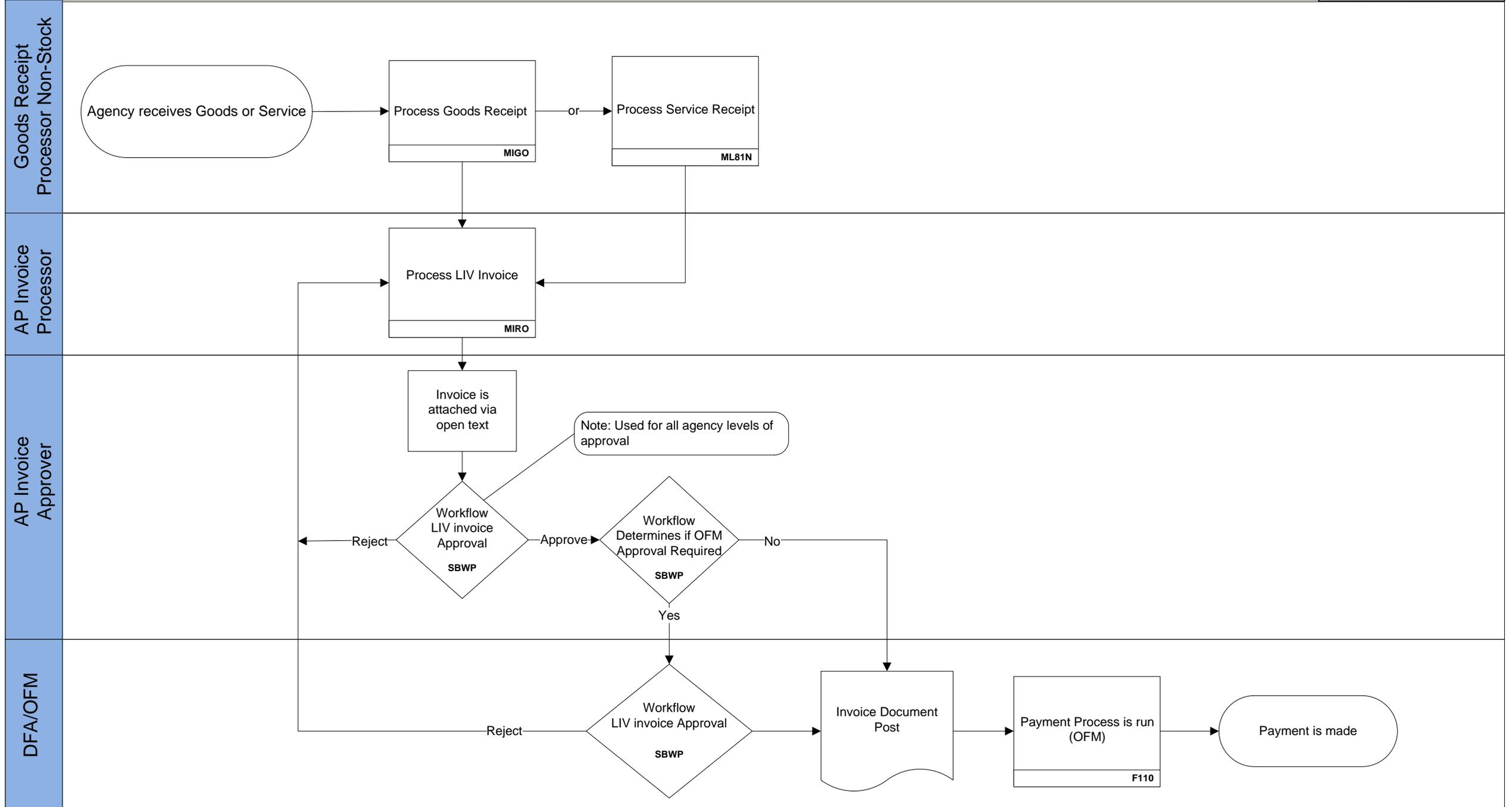
UWL – Universal Worklist (workflow)

Contract Creation - Modification to Release



UWL – Universal Worklist (workflow)

Goods/Service Receipt to Pay Non-Pay Mode



Goods Services Receipt to Pay by Pay Mode

