



## Business Process Flowchart

### Supplier Management

#### Packet Description

The Supplier Management Packet describes how to handle errors, updates to attributes and organizational structures, and user account management.

#### MAGIC Roles

The MAGIC Roles used in these flows are:

- SRM - Approver SRM - Auditor
- SRM - Administrator - SUS Purchasing
- SRM - Manager Purchasing
- SRM - Buyer Strategic RFx
- SRM - Buyer Oversight

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:

- Vendor Bidding Process
- Supplier Evaluation Process

#### 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

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## Supplier Management

### Significant Changes

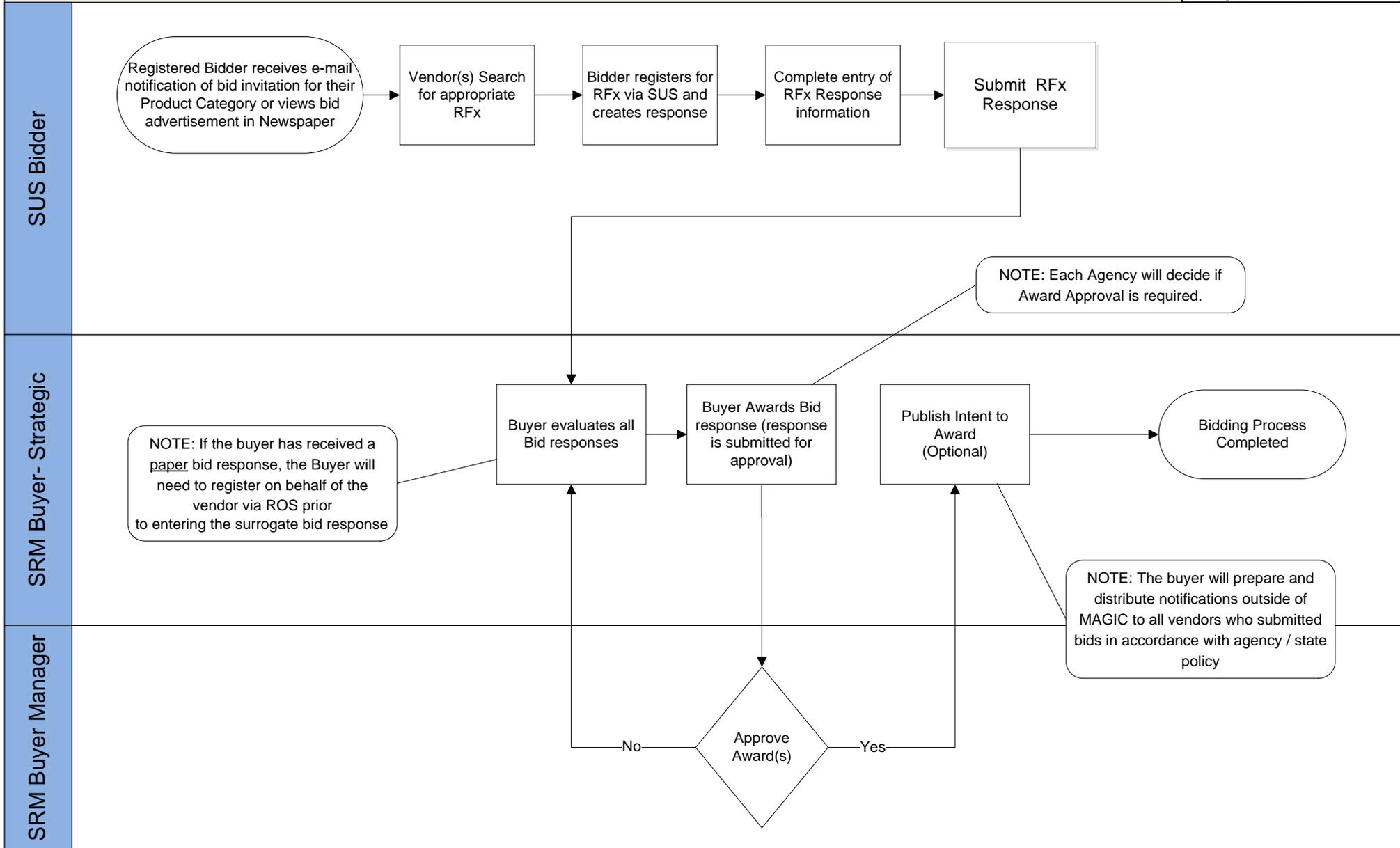
- New supplier registrations must be approved by OPTFM.
- Vendors will maintain their account information, search for bid opportunities, and submit bid responses via MAGIC.
- MAGIC provides functionality for evaluating and monitoring supplier performance, based on data collected through questionnaires and surveys of customer agencies.



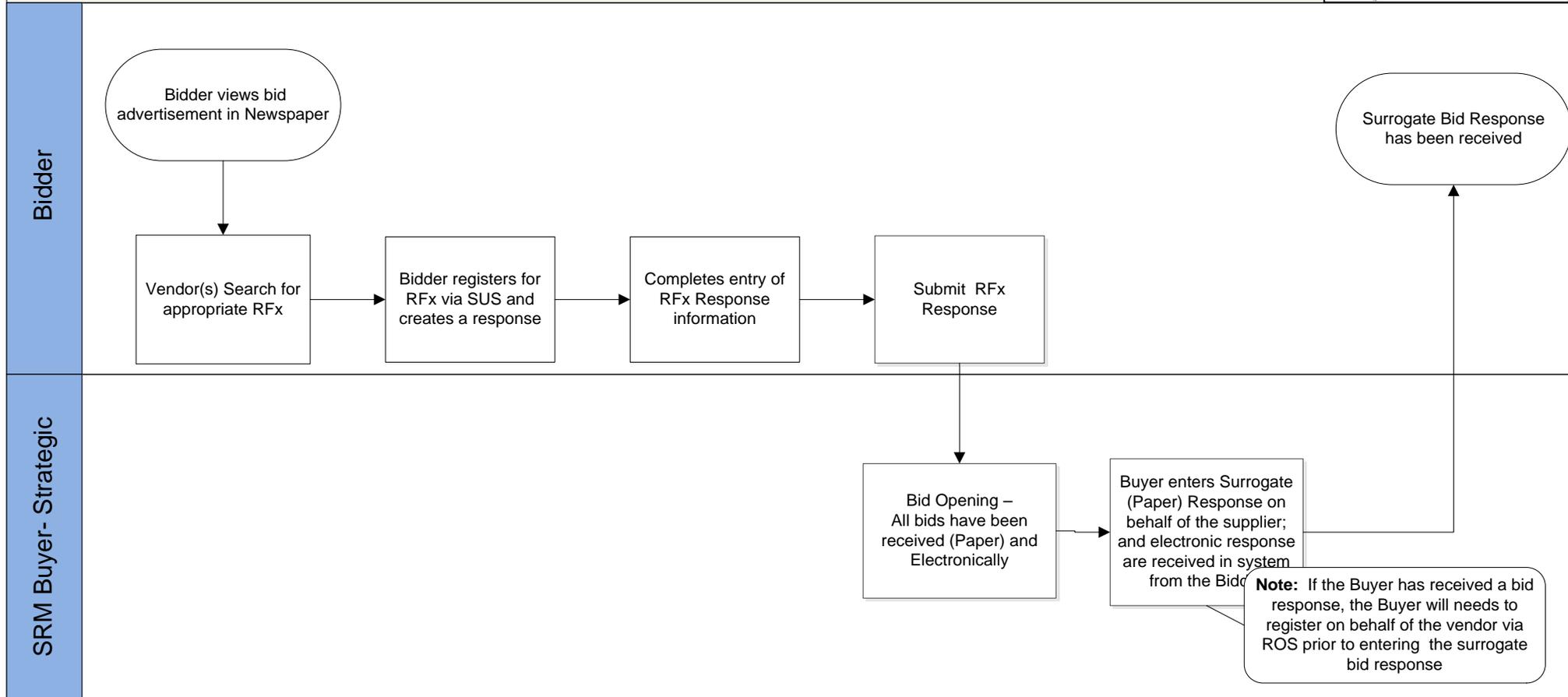
### High Level Process Description

- Supplier will find the supplier registration link on the Mississippi Management & Reporting System website at <http://www.mmrs.state.ms.us/>. After registering, supplier will need to submit their W9 before bids can submit bids.
- Supplier Relationship Management (SRM) is a comprehensive approach to manage the procurement process and interaction with the suppliers.
  - Automates requisitioning and order management
  - Provides easy to use internal and external catalogs
  - Sourcing reduces costs and cycle times
  - Contracts drive compliance with policies
  - Supplier connectivity enables transaction efficiency
  - Real-time budget checks
  - Integration with all areas of MAGIC

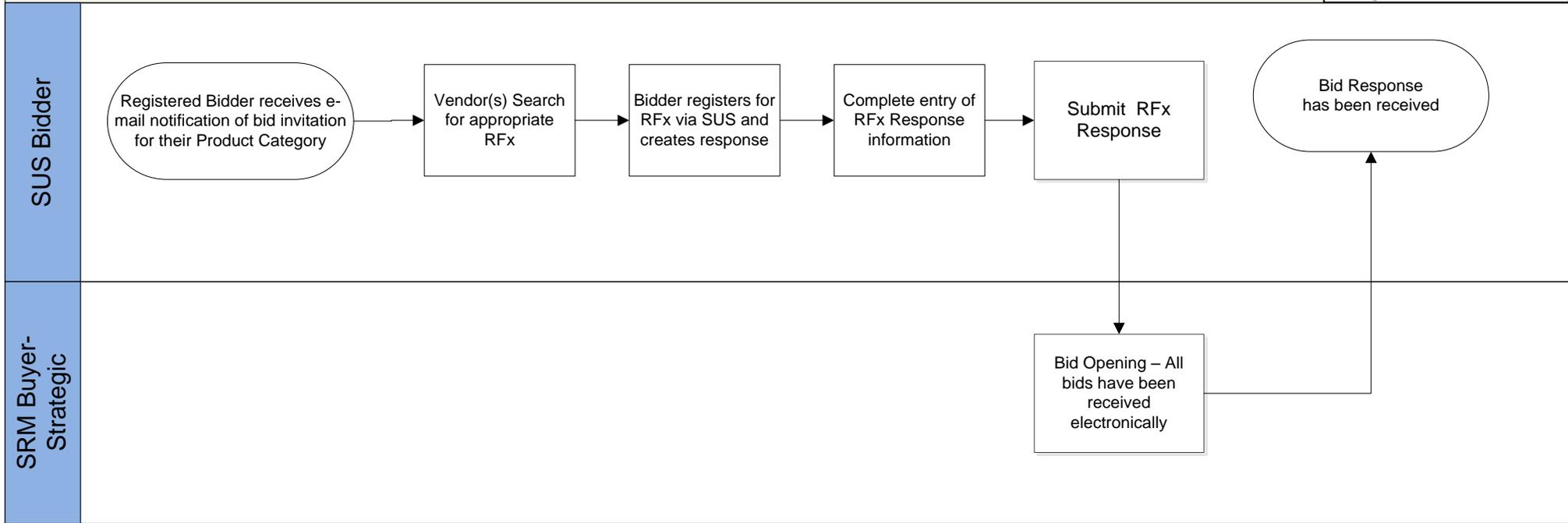
# Vendor Bidding Process



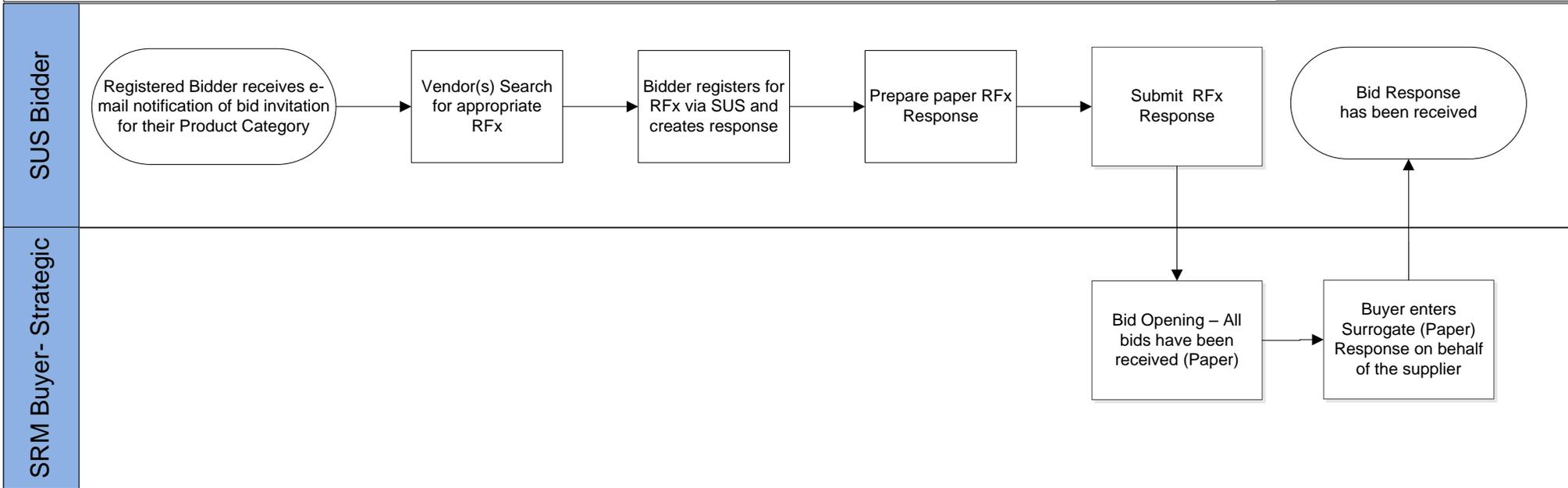
# Vendor Bidding Process (Advertisement External)



# Vendor Bidding Process (Registered Bidder)



# Vendor Bidding Process (Surrogate – Paper)



# Supplier Evaluation Process

