



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

J. K. STRINGER, JR.  
EXECUTIVE DIRECTOR

**To:** State Agency and Institution Purchasing Officers  
State Agency and Institution Finance Officers  
**From:** Cille Litchfield, CSIO  
Department of Finance and Administration/MMRS  
**Date:** November 7, 2007  
**Subject:** Rollout of WebProcure®

The Department of Finance and Administration (DFA) is continuing the rollout of WebProcure® to State Agencies. The WebProcure® rollout will be completed in several phases with each phase providing enhanced e-procurement functionality and options. The timeline is detailed below:

- Phase I:
  - DFA will conclude state agency training for the Order Management Module for electronic catalog ordering by **December 31, 2007**.
  - State agencies will be required to use WebProcure® to place orders for items on the Office of Purchasing, Travel and Fleet Management's (OPTFM) state competitive contracts beginning **January 1, 2008**.
  - Effective that same date, agencies will no longer be able to create purchase orders in SAAS for items on OPTFM's state competitive contracts.
  - You can view our training schedule on the MMRS website at the following URL:  
<https://www.mmrs.state.ms.us/MMRS/MMRSWeb.nsf/mash?OpenForm#mmrstrainingschedule>.  
Registration for these classes is handled via MELMS.
- Phase II:
  - DFA will incorporate Negotiated Contracts managed by the OPTFM into WebProcure®.
  - The migration of the negotiated contracts and the supporting addition of their related catalogs, to WebProcure® will occur as the contracts renew. This process is currently underway and should be fully migrated by **November 2008**.
- Phase III:
  - Complete migration the GENIE P1 process to WebProcure® through the utilization of the Solicitation and Order Management modules.
  - The implementation date is targeted for **July 2009**. At that time, the GENIE application will be retired by MMRS.

Please visit our webpage on the MMRS website for more information about WebProcure® or browse the electronic catalogs currently available in WebProcure® via the following access:

- URL: <https://procurement.pbnlink.com/Login>
- Log in: Username = catalogview Password = password
- Select Order Management from the left hand menu
- Browse the catalogs by utilizing the available search options (i.e. Keyword or Supplier)

For further assistance or if you have questions, please contact Alex Kirkwood at [kirkwooda@dfa.state.ms.us](mailto:kirkwooda@dfa.state.ms.us) or contact the MMRS Call Center at 601-359-1343.