**MAGIC SHOPPING CART**

**TUTORIAL**

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| --- | --- | --- | --- | --- | --- |
| Course Code | Course Name | Course Description | Delivery Method | Duration  (hrs) | Security Roles |
| LOG802 | Shopping Cart Processing eLearning | This self-paced eLearning course is intended to provide you with training on how to explain the Shopping Cart process, identify key fields used in the creation of the Shopping Cart, complete transactions used to create and maintain the various types of Shopping Carts, and identify and use additional Shopping Cart functions. | MAGIC eLearning | 2 | SRM Requisitioner  SRM Approver  SRM Manager |

**MAGIC ROLES AND DEFINITIONS**

Please complete the chart below to identify persons responsible for requisition processes in your program office. OTSS and DFA will assign security rights and MAGIC roles (below) to each person listed to authorize approval and routing of Shopping Cart requests to the Office of Procurement.

***Program Office*** – Name of Office

***Cost Center(s)*** – Cost center(s) assigned to individual to make purchases

***SRM Requisitioner*** – provides the user with the ability to create, modify and display a shopping cart (requisition). Employees will be able to request goods directly in the MAGIC system

***SRM Approver*** – review a shopping cart

***SRM Manager*** – approve/reject a shopping cart submitted by SRM Requisitioner.(Only authority for routing request to the Office of Procurement for processing.)

MAGIC eLearning Course - <http://uperform.magic.ms.gov/gm/folder-1.11.8507>

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| --- | --- | --- | --- | --- |
| Program Office | Cost Center (s) | SRM Requisitioner(s) Name | \*SRM  Approver  (Review Only) | SRM Manager  (Final Approver) |
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*\*Not required*

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Bureau or Above Signature Date

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Procurement Authorized Staff Date