MAGIC SHOPPING CART TUTORIAL

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. DFA and OTSS will assign MAGIC roles and security rights to each person listed to authorize approval and routing of Shopping Cart requests to the Office of Procurement.

Program Office – Name of Office
SRM Requisitioner – provides the user with the ability to create, modify and display a shopping cart (requisition). Employees will be able to request goods and services 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

Program Office	Cost Center (s)	SRM Requisitioner(s) Name	*Initial SRM Approver May list up to two (2) names	SRM Manager (Final Approver)	Back-up Approver (If Final Approver is Absent) Name

_____ _____
Bureau or Above Signature   Date

_____ _____
Procurement Director   Date