









MyFloridaMarketPlace Procure to Pay Overview















AGENDA

- MyFloridaMarketPlace Overview
- Procure-to-Pay Process
 - Vendors
 - Solicitations
 - Purchase Orders
 - Receipts
 - Invoices
 - Invoice Reconciliations
 - Payments
 - Reports
- Resources



- MyFloridaMarketPlace (MFMP) is the State of Florida's eProcurement system and has been in operation since 2003
- The system is a source for centralized procurement activities; streamlining interactions between vendors and state government entities and providing tools to support innovative procurement for the State of Florida



Market Place

Benefits of Using MFMP



MyFloridaMarketPlace provides:

- Centralized procurement data for state and agency departmental purchasing
- Web-based, paperless application with 24/7 access
- Applications that have a similar look and feel
- Electronic quoting features
- Reduced error rates
- Faster order processing time
- Electronic, automated approval flows
- Storage of all content related to the transaction in one place



Market Place

Key Learning Objectives



Upon completion of this training, you will be able to:

- Describe the full MFMP procure-to-pay process
- Identify and describe the different MFMP applications
- Discuss information about vendor accounts
- Provide high-level information on MFMP transactions such as, purchase orders (PO), receipts, invoices and payments
- Discuss how to access Secure Reports



Market Place

Vendor Information Portal



What is the MFMP Vendor Information Portal?

The MFMP Vendor Information Portal (VIP) is a self-service online application that allows vendors to:

- Register to do business with the State of Florida
- Maintain their account/contact information
- View their performance ratings
- View and report their transaction fees
- Select commodity codes that match their business' offered goods/services



my Market Place

Vendor Bid System

What is the Vendor Bid System?

The Vendor Bid System (VBS) is the State of Florida's public central posting tool for advertising agency decisions and notices, competitive solicitations, public meeting notices, single source purchases, and grant opportunities from state agencies and eligible users (e.g., universities and colleges, local governments, etc.).





mig Harket Place

MyFloridaMarketPlace Sourcing



What is MFMP Sourcing?

The MFMP Sourcing application is used by the State of Florida to issue formal competitive solicitations and informal electronic request for quotes (eQuotes).





my Harket Place

MyFloridaMarketPlace Buyer



What is MFMP Buyer?

The <u>MFMP Buyer</u> application provides state agencies the ability to electronically issue POs to registered vendors, receive goods/services and process invoices.





My Harket Place

MyFloridaMarketPlace Analysis



The <u>MFMP Analysis</u> application provides customers the ability to build analytical reports using several different sources of information from the following applications:

- Buyer
- Florida Accounting Information Resource (FLAIR)
- Vendor Information Portal (VIP)





AGENDA

- MyFloridaMarketPlace Overview
- Procure-to-Pay Process
 - Vendors
 - Solicitations
 - Purchase Orders
 - Receipts
 - Invoices
 - Invoice Reconciliations
 - Payments
 - Reports
- Resources

Procure-to-Pay Process



Getting to Know Your Vendors



Market Place

Vendor Information Portal Accounts



ketPlace

My Market Place

Florida Substitute Form W-9



What is the Florida Substitute Form W-9?

A form that is used by the Department of Financial Services (DFS) to validate a vendor's business name and Tax Identification Number. Agency customers can only send encumbered POs and payments to vendors that have valid W-9s on file with DFS.



Transaction Fee

my Harket Place



What is the Transaction Fee?

A fee that the State of Florida applies to all applicable business transactions conducted with the State of Florida. All vendors are required to pay the transaction fee unless the procurement is specifically exempt by Rule 60A-1.031(3), Florida Administrative Code.





The transaction fee applies to all transactions that are not specifically exempted in Rule 60A-1.031(3), Florida Administrative Code. The table below explains the three levels to which a specific vendor or purchase can be exempt from the transaction fee:

Level	Description
Vendor	If a vendor is a non-profit or government entity, they are generally exempt from paying the transaction fee.
Contract	An exemption that applies to all transactions (purchase orders or disbursements) conducted with a vendor for a specific contract within an agency.
Transaction	Allows agencies to indicate that all or a portion of the transaction is exempt from the transaction fee.

Market Place

Certified Business Enterprise



Things to know:

- The Department of Management Services' <u>Office of Supplier Diversity</u> (OSD) certifies woman-, veteran- and minority-owned small businesses
- Certified businesses are listed on the OSD Certified Vendor Directory and in the MFMP Buyer and Sourcing applications
- The Office of Supplier Diversity also provides vendor training and targeted information about contract opportunities, special events and networking activities



Market Place

Vendor Inactivation



- MyFloridaMarketPlace will inactivate a vendor's MFMP VIP account when:
 - Vendor requests to have their MFMP
 VIP account inactivated
 - Vendor requests to consolidate multiple registrations
 - A request to suspend the vendor is submitted by the Department of Management Services (DMS) or DFS
 - Vendor is removed via the annual MFMP vendor inactivation process
- When a vendor's account is set to an 'Inactive status', composing POs or invoices cannot be completed
- For more information see the <u>Vendor</u>
 <u>Inactivation Job Aid</u>
 <u>mySarketPlace</u>

ny Market Place

Vendor Training



Things to know:

- MyFloridaMarketPlace offers vendors several training channels
- The <u>MFMP U for Vendors</u> Web page contains online trainings, job aids, inperson training registrations and much more
- MFMP for Vendors, is a subscription based, quarterly communication, created to keep vendors up to date on vendor related MFMP topics
- The MFMP team also partners with <u>OSD</u> to offer MFMP trainings to Florida's woman-, veteran- and minority-owned businesses



Warket Place

Knowledge Check

Can a state agency send an encumbered PO to a vendor that does <u>not</u> have a valid W-9 on file with DFS?





A: Yes, vendors can receive encumbered POs from state agencies without a valid W-9.

B: No, only vendors with a valid W-9 can receive encumbered POs.

Procure-to-Pay Process



Creating Solicitations



Market Place

eQuotes



Things to know:

- eQuotes, are informal solicitations for goods and/or services submitted to vendors who electronically respond in the <u>MFMP Sourcing</u> application
- In MFMP Sourcing, eQuotes are referred to as events or quick projects
- Agency customers can create two types of eQuotes: integrated and manual
- eQuotes are created for:
 - Purchases less than \$35,000 (Category Two threshold)
 - To request quotes off state term contracts



Market Place

Contracts & Agreements



State term contracts (STC) are formal agreements that were competitively procured by DMS, Division of State Purchasing. These contracts between the state and a specific set of vendors, permit state agencies to purchase specific goods and/or services, at a predetermined price or discount, for a defined period. Agency customers are required to utilize STCs, in accordance with section 287.056, Florida Statutes.

Market Place

Contracts & Agreements

What are Alternate Contracts Sources?

Alternate contract sources (ACS) are federal, state or local government cost effective contracts that have been approved for agency use by DMS, Division of State Purchasing.



Market Place

Contracts & Agreements



What are Agency Term Contracts?

Agency term contracts (ATC) are agency specific contracts between an agency and a specific vendor(s). Agency term contracts are similar to STCs in that they both permit the agency to purchase specific goods and/or services, at a predetermined price or discount, for a defined period.

MyFloridaMarketPlace recommends that customers create MFMP contracts to facilitate ATC purchases.



Knowledge Check

My Harket Place





A: Analysis

B: Sourcing

C: Vendor Information Portal

Procure-to-Pay Process



Creating Purchase Orders



mig Harket Place

Requisitions

What is a Requisition?

A requisition (PR) is a request to purchase a commodity and/or service for the State of Florida. Requisitions are created by Requesters in MFMP Buyer. Once the requisition is approved, MFMP will generate a PO and transmit it to the vendor.



Warket Place

Requisitions



Things to know:

- Setup requisitions the same way the vendor will invoice it by using the correct unit of measure and unit price
- Setting up requisitions properly may prevent:
 - Confusion for the vendor
 - Payment issues
 - Delayed receipt of products/services
 - Problems with change orders
- Include information to meet audit requirements
- Once a requisition is approved, the PO becomes a contract between the State of Florida and vendor



Market Place

Method of Procurement

Warket Place

Things to know:

- A Method of Procurement (MOP) indicates the statutory authority an agency customer must have to make a purchase
- Florida provides several different procurement methods to state agencies to purchase commodities and services
- Agencies must follow procurement rules when determining which procurement method they will need to use

Market Place

Method of Procurement

Market Place



Commonly used MOPs:

- State Term Contracts (MOP A or B)
- Alternate Contract Sources (MOP C)
- PRIDE (MOP N)
- **RESPECT (MOP M)**
- **Discretionary Spend (MOP E)**
- Purchases under the Category Two threshold that require informal quotes/eQuotes (MOP F)

To see a full list of MOPs, view the MFMP **Buyer Manual**.

my Harket Place

Commodity Codes

Things to know: Florida uses the United Nations • **Standard Products and Services Code** (UNSPSC) for commodity and service classification for state purchases UNSPSC codes are eight-digits long, • with a four-level hierarchy: * Segment – **00**XXXXXX Family – 0000XXXX Class – **000000**XX 0 + Commodity - 00000000 Hierarchy Description Code Segment **47**000000 **Cleaning Equipment and Supplies** Family **4712**0000 Janitorial equipment Class **471217**00 Waste containers and accessories Commodity 47121701 Trash bags

Min Slarket Place

*

my Harket Place

Object Codes

Things to know:

- Florida uses a six-digit code that represents a uniform classification of expenditures for use by all state agencies in FLAIR
- MyFloridaMarketPlace populates an object code based on the commodity code selected (based on DFS mapping)

Commodity Code	Object Code
80161801: Photocopier	442000: Equipment Rental –
Rental or Leasing Service	Copier
14111511: Writing Paper	341018: Suppliers Office Consumable
27152500: Tires and Tire	241038: Repairs/Maintenance
Tubes	– Commodities Vehicles


my Harket Place

Catalog

VS

Non-Catalog

- Purchases created from MFMP catalogs that are auto-populated with state term contract information
 - All catalogs are based on STC/ACS contracts
- MFMP offers customers two types of catalogs:
 - Line item
 - Punchout

- Purchases created when items are not listed on an MFMP catalog
- Agency customers will need to manually enter the purchase information

Market Place



- A State of Florida bank card issued to agency customers for the payment of commodities and services
- Most catalog vendors require the P Card number to be included in a requisition that is marked as P Card
- The *P Card Number* is entered on the Accounting Details page and can only be viewed by the Requester/On Behalf Of (OBO) and vendor

Bill To:	* DMS-B (DMS - Departm 🛇
P Card Order?	\checkmark
P Card Number:	
P Card Exp Date:	

Market Place



- An MFMP contract is an electronic operational document set up in MFMP. The contract is used to execute purchases and invoices against a formal agreement between an agency and a supplier
- Contracts can be created for both services and commodity purchases
- Creating an MFMP contract allows customers to:
 - Track spend
 - Define the scope of a purchase
 - Manage budget
 - Document multi-year agreements



my Harket Place

Approval Flows



A sequence of approvals through which a transaction passes from submission to completion. In MFMP, approval flows specify a group of customers (either by name or role) that are expected to review a transaction prior to its approval. Approval flows are generated based on agency preferences, individual profiles, items purchased and/or the total cost of the purchase.





Standard Approval Flow

Most agencies, at the very least, utilize the following approval flows:

Catalog Approval Flow

Summary Approval Flow Orders Receipts History	
Legend: 🖌 Approved ! Active 🔽 Pending	
Management Special Approver Purchasing Office Approved	•

Non-Catalog Approval Flow

Summary Approval Flow Orders Receipts History
Legend: Approved I Active Pending
Purchasing Agent) Management Special Approver Purchasing Office Approved
<u></u>

*Special Approvers could be from the following departments: FCO, OCO, Fleet, or IT

my Harket Place

Delegation of Approval Authority

Next 🕨

 \bigcirc

my Harket Place

Exit



mig Harket Place

Knowledge Check

The ______ indicates the statutory authority an agency customer must have to make a purchase.





A: Object Code

B: Method of Procurement

C: Commodity Code

Procure-to-Pay Process



Receiving Goods & Approving Services





To acknowledge acceptance of goods and/or services in MFMP, agencies <u>must</u> complete receipts for goods that are delivered and approve services that were rendered within <u>five working days</u>, in accordance with section 215.422, Florida Statutes.

Receiving Goods

MyFloridaMarketPlace offers two types of receiving: desktop receiving and central receiving.

Desktop	Central
The Requester or	Customers with
On Behalf Of	the 'Central
(OBO) completes	Receiving' role
the receipt of	can complete the
goods	receipt of goods

Approving Services

MyFloridaMarketPlace routes invoice reconciliations (IR) for services to the Requester/OBO for approval to confirm receipt of services prior to the IR being routed to Finance & Accounting (F&A).

Market Place

Receipts



- MyFloridaMarketPlace places a blank receipt in 'Composing' status when a good-based order is approved
- Partially receiving a purchase allows the order to remain open until the Requester or Central Receiver:
 - Receives the order in full
 - Selects the Close Order radio button
- When a partial receipt is completed, a new receipt is placed in 'Composing' status
- When a receipt is completed, the order reflects a status of 'Receiving' or 'Received' in the system

Procure-to-Pay Process



Creating Invoices



my Harket Place

Invoices

What is an Invoice?

A document, written or electronic, delivered to the agency's *Bill To* address shown on the PO that itemizes the goods and/or services the vendor provided, any additional costs and the total cost.



Market Place

Invoices

- There are three types of invoices in MFMP:
 - PO-based
 - Contract-based
 - Electronic (elnvoices)
- Clerks, Requesters or F&A staff are responsible for creating invoices (depending on the agency)
- Agency customers should create the invoice in MFMP when they receive it from the vendor
- Creating an invoice in MFMP begins the review and/or payment process by generating an IR



Market Place

Invoices



- Each MFMP invoice <u>must</u> match the paper invoice the vendor sent
- The Department of Financial Services requires customers to attach a copy of a paper or emailed invoice
 - Not required for elnvoices

For service-based invoices, DFS requires:

- Service start and end dates
- Attached timesheet



mig Harket Place

Knowledge Check

Service-based invoices are required to have: (select all that apply)





A: Service start and end dates

B: Attached timesheet

C: Attached copy of the paper invoice

Procure-to-Pay Process



Approving Invoice Reconciliations



my HarketPlace

Invoice Reconciliations



What is an Invoice Reconciliation?

An MFMP electronic accounting process that displays all exceptions between orders, invoices and receipts, if applicable. The exceptions must be reconciled before the IR is approved for payment.



Market Place

Invoice Reconciliations

- Invoice reconciliations are created when customers submit an invoice in MFMP or a vendor submits an elnvoice
- MyFloridaMarketPlace compares invoice line items for services to the PO, called a two-way match, and adds the Requester/OBO as the first approver in the flow
- For goods, MFMP performs a three-way match comparing the invoice, PO and receipt
- Exception Handlers must reconcile all exceptions before the Invoice Manager approves the IR for payment



Market Place

Invoice Reconciliations

Things to know:

- Requesters/OBOs must approve the IR to indicate that services have been rendered
 - This applies to all requisitions that contain a service-based commodity code beginning with 70-94
- When approving services, Contract Managers must comply to all DFS rules, which include attaching one of the following:
 - Contract Summary Form (FACTS)
 - Contract Manager Statement

For more information, see the <u>DFS CFO Memorandum</u> <u>2012-2013 01</u>.



mig Harket Place

Exception



What is an exception?

A variance identified between the PO, receipt (if applicable) and the IR. The agency's Exception Handler must reconcile the exceptions before the IR can be approved for payment by the Invoice Manager.



My Market Place

Exception



- Header Level Exceptions
 - Amount Variance
 - Auto Reject Amount Variance
 - Invoice Reconciliation Already Exists
 - PCard Order
- Line Item Exceptions
 - Accounting Verification
 - Quantity Variance
 - Price Variance
 - Received Quantity Variance



Mig Harket Place

Knowledge Check







A: Good / Commodity

B: Service

Procure-to-Pay Process



Initiating Payments



Market Place



- The Department of Financial Services,
 <u>Bureau of Auditing</u> will audit an IR if the total amount is greater than \$10,000 or if it was randomly selected
- If the IR meets DFS requirements, the DFS Auditor will approve the IR for payment
- If the IR does <u>not</u> meet DFS requirements, the DFS auditor will return the IR back to the agency in MFMP
- If the IR is not selected for auditing, it should automatically post during the nightly FLAIR payment processing



Warket Place

Payments



- Once the IR is approved by DFS (if applicable) it will be sent to FLAIR for payment
- A warrant, an official certificate authorizing a vendor to receive payment from the State of Florida, is created and the payment is sent to the vendor
- Once the payment is complete, the payment information can be viewed in the payment details in MFMP Buyer





Procure-to-Pay

All transactions in MFMP Buyer are tied together, to easily locate each item in the MFMP procure-to-pay process.

Summary Approval Flow	w Orders Receipts	History	Summary	Approval Flow Receipt	s Invoices History
Title:	BET CILB/Doubl	letree by	ReqID:	PR10016613-V2	
PO Start Date:	Wed, 8 Mar, 20	17	Order ID:	<u>B0A7B7</u>	
PO End Date:	Fri, 30 Jun, 201	17	Version:	2	
Fiscal Year:	2017		Title:	BET CILB/Doubletree b	y Hilton Miami Airport Hote
PUI#:	5300		Supplier:	Doubletree by Hilton M	liami Airport Hotel & Conve
Encumber Funds:	~		Contact:	005_DoubleTree by Hil	lton Miami
Requester OLO:	790000		PO Balance:	\$0.00000 USD	
Requester Site Code:	0		Payment Detail	s: <u>More</u>	
			My Labels:	Apply Label	
P Card Order:	vment Details: IR41999-	Order <u>PO Balance (</u> B0A7B7	eForm Transaction Date Thu, 23 Mar, 2017	Paid Date Amount Wed, 12 Apr, \$15,000.0	0000
	ID41000		eForm Transaction Date	Paid Date Amount	0000
	vment Details: IR41999-	B0A7B7	eForm Transaction Date	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD	0000
Pay	yment Details: IR41999- 4497831	B0A7B7	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History	0000
Pay Invoice Reconciliation:	yment Details: IR41999- 4497831	B0A7B7 Exceptions Appr Display: All line iten	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History	
Pay Invoice Reconciliation: Contact:	yment Details: IR41999- 4497831	B0A7B7 Exceptions Appr Display: All line iten Invoice Date:	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord ms Mon, 27 Feb, 2017	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History	B0A7B7
Pay Invoice Reconciliation: Contact: Sent Date: Amount:	yment Details: IR41999- 4497831 IR41999-4497831 005_DoubleTree by Hil	B0A7B7 Exceptions Appr Display: All line iten Invoice Date: Transaction Date:	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord ms Mon, 27 Feb, 2017 Thu, 23 Mar, 2017	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History V Order: Supplier:	
Pay Invoice Reconciliation: Contact: Sent Date:	yment Details: IR41999- 4497831 005_DoubleTree by Hil \$15,000.00000 USD	B0A7B7 Exceptions Appr Display: All line iten Invoice Date:	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord ms Mon, 27 Feb, 2017	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History V Order: Supplier:	B0A7B7 Doubletree by Hilton Mia Convention Center
Pay Invoice Reconciliation: Contact: Sent Date: Amount: Total Invoiced Amount:	yment Details: IR41999- 4497831 005_DoubleTree by Hil \$15,000.00000 USD \$15,000.00000 USD	B0A7B7 Exceptions Appr Display: All line iten Invoice Date: Transaction Date:	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord ms Mon, 27 Feb, 2017 Thu, 23 Mar, 2017 INV41999-4497831	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History Order: Supplier:	B0A7B7 Doubletree by Hilton Mia Convention Center 005_DoubleTree by Hilton
Pay Invoice Reconciliation: Contact: Sent Date: Amount: Total Invoiced Amount: Warrant Number:	yment Details: IR41999- 4497831 005_DoubleTree by Hil \$15,000.00000 USD \$15,000.00000 USD 0990462	B0A7B7 Exceptions Appr Display: All line iten Invoice Date: Transaction Date: Invoice:	eForm Transaction Date Thu, 23 Mar, 2017 roval Flow Invoice Ord ms Mon, 27 Feb, 2017 Thu, 23 Mar, 2017 INV41999-4497831	Paid Date Amount Wed, 12 Apr, \$15,000.0 2017 USD er Receipts History Order: Supplier: Contact:	B0A7B7 Doubletree by Hilton Mia Convention Center 005_DoubleTree by Hilto : Syndi Wharton

Procure-to-Pay Process



Reporting in MFMP



My Harket Place

Reporting in MFMP

System Searches

Search for data about activity in Buyer or Sourcing directly in the applications

MFMP Analysis

Create customized reports on information in Buyer, VIP, and FLAIR

Secure Reports

Obtain high level operational reports for your agency from this secure site

Reporting tools in MFMP

Narket Place

Vendor Performance Tracking

٠ ٠

- Vendor Performance Tracking (VPT) is a survey that customers complete to track vendor performance per transaction
- MyFloridaMarketPlace generates a VPT survey after an IR moves to 'Paid' status
- Surveys will generate for the following transactions:
 - State term contracts
 - Agency term contracts
 - Transactions greater than or equal to \$2,500 (including governmental entities)



my Market Place

VPT Email Notifications

Subject: Rate the Vendor

You are designated as the requester or MFMP Contract contact on one or more recently completed MyFloridaMarketPlace transactions.

To access a Vendor Performance Rating (VPT) you can take the following steps:

- * Login to Ariba Buyer at https://buyer.myfloridamarketplace.com/Buyer/Main
- * Click Manage
- * Choose Vendor Performance
- * Click "Submit Pending Vendor Ratings"

Submitting the Vendor Performance Rating is optional, but is greatly encouraged to support vendor performance management and informed vendor selection for future business. You have 30 days to submit your Vendor Performance Rating for this transaction, after which the rating request will be purged.

This is an auto-generated email message. Please do NOT reply to this email.

If you have any questions regarding this email or Vendor Performance Tracking, please use the links provided below for general information and FAQ's:

Vendor Performance Tracking Fact Shee

Thank you for addressing this matter pro

This screen shot is an example of the email notification that customers receive. When you click the link, MFMP takes you to MFMP Buyer.

Market Place

Vendor Performance Tracking

• ٠

- MyFloridaMarketPlace sends a survey email to the:
 - Requester/OBO for orders
 - Contract Manager/Contact for contracts
- Agency customers will receive one email per day for all new pending surveys
- Surveys can be accessed through the Common Actions section on the dashboard
- Agency customers have 30 days to complete their VPT surveys



My Harket Place

Accessing VPT Surveys



My Harket Place

Accessing VPT Surveys

Pending Vendor Rating Submissions

Click on a Vendor Name:

Vendor Name VERIZON WIRELESS SERVICES, LLC

To access the survey, click on the name of the vendor that you are rating.

Vendor Transaction Performance Rating								
Category	Fails to Meet Most Requirements	Fails to Meet Some Requirements	Meets Requirements	Exceeds Some Requirements	Exceeds Most Requirements			
	(1 Point)	(2 Points)	(3 Points)	(4 Points)	(5 Points)			
Performance to Specification	0	O	o	O	O			
Delivery	0	0	0	0	0			
Invoicing	0	0	0	0 _ 0				
Customer Service	۲	0	0	Rating anythin				
		other than "Meets Requir d public records law. Un		more	or less			

Subject to public disclosure. See chapter 119, Florida Statutes.

Rating anything more or less than **Meets Requirements** requires a brief explanation.

Submit

Reset

Market Place

Choose Value for Vendor Loca	tion									
field: Company	grain	Search								
Name ↑ LegacyID Grainger, MD	Company Street Grainger, MD Ste 310	City	State	Country States	Woman-Owned / SDVBE Status SDVBE	Vendor Designation	W9 Status on File	Pcard /	ASI Ratir Rate	-
001_Grain Communications, LLC	Grain Communications, LLC 201	Caracota	FL	United States	Non Woman-owned, Non- SDVBE	Black, Non- Certified	Valid W-9 on File	No I	Not Rate	d
001_Main Office	12399 <u>Graingeco, LLC</u> Belcher Ro S, Suite 1:		FL	United States	Woman-Owned Non-Certified, Non-SDVBE	Non Minority	Valid W-9 on File	1	Not Rate	Selec
003_Grainger - West Palm Beach 482		-	-		he right endor. To se	e ority	Valid W-9 or File	Yes	res Not Rate	d
005_Grainger - Jacksonville Brn 384		ociate			g by category nments, clic	′	Valid W-9 on File	Yes	(es 3.5	Select
005_Sara Lee Baking Co, Mobile	Earthone Ear		AL	United States	Non Woman-owned, Non- SDVBE	Non Minority	Valid W-9 on File	Yes	No 3.4	Select



AGENDA

- MyFloridaMarketPlace Overview
- Procure-to-Pay Process
 - Vendors
 - Solicitations
 - Purchase Orders
 - Receipts
 - Invoices
 - Invoice Reconciliations
 - Payments
 - Reports
- Resources



- <u>MyFloridaMarketPlace</u>
- <u>MyFloridaMarketPlace University Training Materials</u>
- Agency Customer Training Registration
- <u>State Contracts and Agreements</u>
- Buyer **Production** Environment
- Buyer Training Environment
 - Username: Customer's MFMP username
 - Password: train30
- Sourcing Production Environment
- <u>Sourcing Training Environment</u>
 - Username: Customer's MFMP username
 - Password: train30



- Analysis Production Environment
- Vendor Information Portal

- Username and password: "publicuser"

Vendor Bid System



Contact the MFMP Customer Service Desk:

Phone: 866-352-3776

- Email: <u>BuyerHelp@MyFloridaMarketPlace.com</u>
- Hours: Monday Friday, 8:00 a.m. 6:00 p.m.,

Eastern Time

