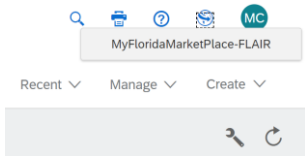
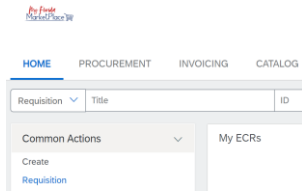


Next Generation MyFloridaMarketPlace (MFMP) Ariba on Demand (AOD) Frequently Asked Questions (FAQ)

Last Updated July 14, 2022

FAQ #	Category	Question	Answer
1	General	How do I log in for the first time?	<p>If you haven't logged in yet, navigate to Ariba on Demand (AOD) and then click the <i>forgot password</i> link. Then, enter your legacy MFMP user name.</p> <p>An email will be sent to the email address associated with the user name you entered. Check your email for detailed instructions on resetting your password.</p> <p>Be sure to set up the security question and answer so you may use the self-service forgot password feature in the future when needed.</p>
2	General	Can my AOD System Administrator reset my password?	No. AOD System Administrators cannot reset passwords. You must use the self-service <i>forgot password</i> link to reset your password.
3	General	I don't see where I can create requisitions or invoicing in AOD.	<p>To view Buying and Invoicing in AOD, click the globe icon next to your initials in the upper right corner of the screen. Then, click <i>MyFloridaMarketPlace - FLAIR</i>.</p>  <p>The screenshot shows a user interface with a search bar at the top containing 'MyFloridaMarketPlace-FLAIR'. Below the search bar are three tabs: 'Recent', 'Manage', and 'Create'. At the bottom of the screenshot, there is a toolbar with a wrench icon and a refresh icon.</p> <p>You may also want to click <i>Home</i> on the left side of your screen (under the MFMP logo) to get to the main page for Buying and Invoicing.</p>

			
4	General	What is the difference between Guided Buying and Expert View?	<p>Guided Buying is a new graphics-based view for purchasing. It is where you will land when you log into AOD and you can navigate to other MFMP applications from Guided Buying.</p> <p>Expert view is a modernized look of what everyone is accustomed to using in the legacy MFMP Buyer application.</p>
5	General	How do I access the training materials?	<p>The training materials including the guides, recordings of training, and questions and answers from the training are posted on the MFMP U Course Catalog.</p>
6	General	How does the dual processing period work?	<p>After July 5, you will use the legacy MFMP Buyer application to submit change orders, create receipts, pay invoices, and release encumbrances for fiscal year 2021-22 purchase orders or certified forwards. Beginning July 5, 2022, you will use AOD to create all of your new purchase orders, create change orders, receive, pay invoices, and release encumbrances for those fiscal year 2022-23 transactions. The MFMP Dual Processing Period webpage provides more information about the dual processing period.</p>
7	General	How do I find my requisitions (PRs) that were migrated from legacy MFMP Buyer to AOD?	<p>Migrated PRs have a different number in AOD than in the legacy MFMP Buyer application. Follow these steps to locate migrated PRs:</p> <ol style="list-style-type: none"> 1. Login to AOD 2. Navigate to Expert View 3. Confirm Requisition is selected in the simple search at the top of the screen 4. Click the magnifying glass next to the ID field

			<p>5. If <i>Originating System Ref. ID</i> is not in your search filters, click <i>Search Options</i> and then select the <i>Originating System Ref. ID</i></p> <p>6. Enter the legacy PR number in the <i>Originating System Ref. ID</i></p> <p>7. Add other search filters, as desired</p> <p>8. Click <i>Search</i></p>
8	General	Will we be able to copy the previous requisitions (PRs) in AOD like we used to do in Buyer?	Yes. In AOD, you can copy requisitions that were migrated to AOD or created in AOD.
9	General	What is the best web browser to use for AOD?	All modern web browsers work with Next Gen MFMP applications. You can use whichever you prefer.
10	Purchasing	Will vendors still have catalogs in AOD that you can browse, or will you have to know what you are looking for to do a search?	Yes. In AOD punchout and line item catalogs continue to exist. You will have the ability to search by vendor name or product.
11	Purchasing	Are you able to update accounting details for all line items at once?	Yes. You may mass edit accounting details in Expert View. Mass Editing is not yet available in Guided Buying.
12	Purchasing	Do receipts need to be done for PRs that are services only too?	Yes, that is correct, you will create a receipt for goods and services in AOD. The invoice reconciliation process changes since the requester/obo will not need to be on the IR for service-based orders any longer (since they are creating a receipt for those types of orders as well).
13	Purchasing	If I use a PCard for purchases, does that mean I won't be encumbering funds?	Yes, PCard orders in AOD are unencumbered.
14	Purchasing	Can PCard purchases be signed off on in AOD or will we still be using Works?	No, PCard orders may not be signed off on in AOD. You will still use Works as you did before AOD was implemented. AOD enables you to load your PCard information so you can easily create PCard orders and there is the logic that helps so you only create PCard orders for vendor locations that accept PCards for payment.

15	Finance and Accounting	Since the requester/OBO is no longer on the Invoice Reconciliation (IR) approval flow for services, where should the Contract Manager (CM) put their certification?	DFS Auditors look for the CM statement in a comment on the IR, in an attached document to the IR, or directly on the paper invoice attached for documentation.
16	Finance and Accounting	Why does the Invoice Manager have to approve the Invoice Reconciliation twice?	The first approval acts as the formal approval in the system, the second “approval” is a means to prompt the IR to be pre-validated in FLAIR. This must happen for the IR to be routed to FLAIR for payment, or for audit by DFS.
17	Quoting	Will we still be able to do eQuotes?	No. eQuotes are replaced by Collaborative Requisitions and State Term Contract (STC) Request for Quote (RFQ) templates in AOD. You can learn more about your new quoting tools in AOD by viewing the Quoting training and accessing your Solicitations and Contracts Guide. Both of these resources may be found on the MFMP U Course Catalog .
18	Quoting	Can I use the IT Staff Augmentation STC RFQ template to select certain vendors if they are not in the pool I choose?	No. If there are specific vendors on the contract you would like to invite you would need to create the STC RFQ using the Collaborative Requisition instead of the STC RFQ template for the IT Staff Augmentation Contract.
19	Quoting	What are the differences between the pools on the IT Staff Augmentation STC RFQ template?	Each pool includes a randomized list of vendors that were awarded the IT Staff Augmentation Contract.
20	Quoting	I understand that each pool in the IT Staff Augmentation STC RFQ template will generate a list of different suppliers, but it was stated that even if I pick the same pool each time I use the template, I may get a list of different suppliers. So, why do we have different pool options?	The pools in the IT Staff Augmentation STC RFQ template are updated regularly to promote the randomization of vendors. Since the pools are updated regularly, if you choose the same pool each time you use the IT Staff Augmentation STC RFQ template, the vendors available for you to select may be different.

21	Quoting	How much time do you give the vendors to respond to a collaborative requisition or STC RFQ?	<p>Vendor response time can vary from project to project and may be dependent on the complexity of the services being requested.</p> <p>You may consider allowing a minimum of five business days for vendor responses, when possible, but you may need to allow more time for complex services.</p>
22	Quoting	Where can I enter an end time for my collaborative requisition or my STC RFQ?	There is no end date or time field for collaborative requisitions or the STC RFQ templates. Instead, you may consider putting the end date and time in the title of your event and ensuring any deadlines are in any associated documents (attachments).
23	Quoting	Can I edit a collaborative requisition after I've submitted it?	Yes. There are three different ways you can make edits to a collaborative requisition; re-collaboration, ending the collaboration, or line-by-line edits. The process for these edit methods is covered in the "Editing a Collaborative Requisition" lesson in the Solicitations and Contracts Guide .
24	Quoting	Can I edit an STC RFQ when I use one of the templates in AOD?	No. If you need to make edits to an STC RFQ when you use the templates in AOD you would need to cancel the STC RFQ and then create a new one.
25	Quoting	Can I create an RFQ for a state term contract that is not on the list when I access a template?	No. You can only use the STC RFQ templates for the contracts that are listed when you access the template. However, you can still create STC RFQs for other contracts using a collaborative requisition, you would just need to manually build the RFQ instead of working with the templated content.
26	Tableau	Will report information be available in an Excel format?	Yes. You can download the data (as Excel, PDF, PowerPoint, etc.) and then share that data with your agency customers.
27	Tableau	Is the Tableau login information the same as my AOD login credentials?	No. Tableau credentials will differ from the credentials in you use to access Ariba on Demand (AOD).

			If you were assigned one of your agency's Tableau licenses before go-live on July 5, 2022, you received an email with your Tableau username and a temporary password.
28	Sourcing and Contracts	Do I need to pause my sourcing event to make edits after it has been published?	There is no need to pause the event. You can go about with your updates. The dates will stay the same unless your update specifically covers changing the dates.
29	Sourcing and Contracts	Do Contract Terms have to be created in the system?	No. Contract Terms are not required. Contract Terms enable you to create the parameters that your agency may use when purchasing off the contract. When you setup Contract Terms and your agency associates their purchases to that contract, you may use MFMP reporting tools to see that spend. Contract Terms also enable you to capture contract expiration dates and setup notifications about those dates.
30	Sourcing and Contracts	Can multiple staff be in the Project Owner group?	Yes. You may add multiple people to the Project Owner group. The person who creates the workspace is automatically assigned as the Project Owner. In addition to that individual, each agency identified a group of people who would be added as Project Owners to all the agency workspaces. The Team Tab allows anyone that is listed as a Project Owner to add additional people to the group.
31	AOD System Administration	Should I inactivate rather than delete users in AOD?	Deleting a user is the same as inactivating a user.
32	AOD System Administration	Can work be reassigned to more than one user?	Yes. Work can be reassigned to more than one user. Select the transaction one by one and reassign them to a user and then go through the reassignment process again to reassign other transactions to a different user.