



*"State of Florida partnering with vendors to provide them with direct access to state agencies, local governments and other eligible buyers, where buyers benefit from increased competition and vendors benefit by reaching a greater purchasing audience."*



# myFlorida Market Place Bulletin

Volume 7

## Help Desk and Support!

The MyFloridaMarketPlace team knows that providing a strong support network is essential to the successes an agency will enjoy leading up to and after the implementation of this exciting initiative.

MyFloridaMarketPlace is set up to help Buyers and Vendors alike in many different ways. Throughout the implementation process, each agency has appointed a liaison, who has been involved in the project since its inception. Additionally, we have set up the Buyer and Vendor Help Desks, which can be reached by calling 866-FLA-EPRO (866-352-3776) between the hours of 8:00 and 5:00 Eastern Standard Time, or by email at [BuyerHelp@MyFloridaMarketPlace.com](mailto:BuyerHelp@MyFloridaMarketPlace.com) and [VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com) respectively. As always, general questions can be posted to [MyFloridaMarketPlace@myflorida.com](mailto:MyFloridaMarketPlace@myflorida.com).

## Invoicing

Invoice reconciliation is a key function performed by the MyFloridaMarketPlace system. Each invoice is electronically matched to the original purchase order and compared against receivables as well as contract pricing and terms. Finally, invoices are reviewed by the agency's finance and accounting teams and approved for payment.

An automated, easy-to-use solution is essential to allow the State to gain control over their payables process, improve vendor communication, and ensure contract compliance. MyFloridaMarketPlace will allow agencies to check invoice and payment status at any time. Automated audit and reporting processes as well as accurate payment routing and remittance information enable agencies and vendors to better manage their cash flow and streamline payment reconciliation.

## Ariba Supplier Network

State vendors will have the option of registering with the Ariba Supplier Network (ASN). The ASN is a procurement network that enables vendors to receive purchase orders electronically and submit corresponding invoices electronically to the State, as well as other buyers. The process of converting an electronic purchase order received from the State to an electronic invoice is very easy for the vendor and is referred to as a "Purchase Order Flip". Vendors that choose to use the Ariba Spend Management Solutions can better manage all their spend with the State by transacting business and exchanging documents electronically through a single, integrated supplier network.

If a vendor chooses not to participate in the Ariba Supplier Network (ASN), an electronic version of the invoice is created when the vendor submits an invoice via the invoice eForm. This means that the vendor is unable to provide the invoice to the state via the Purchase Order Flip and a paper invoice is submitted.

Once a request has been made, purchase order created, items received, reconciliation of the invoice is necessary. If there is an issue between the Purchase Order, Invoice, and Receipt, an exception is generated. Possible invoice exceptions include:

- Unmatched invoice
- Unmatched line item
- Total amount variance
- Line item price variance
- Catalog price variance
- Tax variance
- Received quantity variance
- Freight variance
- Handling variance
- Contract price variance
- Outside term of contract

For payment of invoices, all variances must be cleared. Also, to make payment, the invoice must be approved by authorized persons within the agency. Once MyFloridaMarketPlace is fully interfaced with FLAIR, the state's accounting system, vendors who use the ASN will have their purchase orders, invoices and shipment receipts automatically reconciled by MyFloridaMarketPlace – thus saving considerable time for agency finance and accounting teams.

*What was your overall  
impression of the  
MyFloridaMarketPlace system?*

***"I think it's great - so easy  
and userfriendly for  
State and vendors"***

*- Melissa Price,  
Above and Beyond Productions*

*What was your overall  
impression of the  
MyFloridaMarketPlace system?*

***"I am positively impressed  
with this system"***

*-Bill Robinson, RAB Services, Inc.*

**For More Information  
Logon to:  
[www.MyFlorida.com](http://www.MyFlorida.com)  
and click  
MyFloridaMarketPlace  
under Hot Topics**

**For more information:  
[VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com)**



**For more information:  
[BuyerHelp@MyFloridaMarketPlace.com](mailto:BuyerHelp@MyFloridaMarketPlace.com)**