



## MFMP U Training Catalog

Audience	Training	Description	Channels	Prerequisite
<b>Agency Customer</b>	Approving Requisitions	This course explains how to approve, deny, and manage requisitions as an approver.	Online Training	MFMP System Overview (OL)
<b>Agency Customer</b>	Buyer eQuote	This course is intended for state agency buyer customers who are new to using MFMP eQuote. This session covers how to use MFMP eQuote for procurements less than \$35,000 or for Request for Quotes off state term contracts.	Workshop, Webinar, Seminar, Online Training	MFMP System Overview (OL)
<b>Agency Customer</b>	Creating Contracts	This course is intended for agency customers responsible for creating MyFloridaMarketPlace Contracts. This training covers an overview of MFMP Contracts and how to create MFMP Contracts.	Workshop, Webinar, Seminar	MFMP System Overview (OL)
<b>Agency Customer</b>	Creating Invoices	This course is intended for customers who enter invoices in MyFloridaMarketPlace.	Workshop, Webinar, Seminar, Online Training	MFMP System Overview (OL)
<b>Agency Customer</b>	Managing Contracts	This training is intended for agency customers responsible for managing and invoicing against MyFloridaMarketPlace Contracts. This training covers managing contracts, updating contracts, and creating releases against the contracts.	Workshop, Webinar, Seminar	MFMP System Overview (OL), Creating Contracts (WS)
<b>Agency Customer</b>	MFMP System Administration	This course is intended for MyFloridaMarketPlace system administrators and provides an overview of the MFMP system administration functionality and reviews the process and procedures to request operational data updates.	Online Training	MFMP System Overview (OL)
<b>Agency Customer</b>	MFMP System Overview	This course is intended for MyFloridaMarketPlace customers and provides an overview of the MFMP system, logging in, the dashboard, and system navigation basics.	Online Training	None
<b>Agency Customer</b>	Receiving Goods and Approving Services	This course is Intended for both new or beginner level, and advanced agency customers responsible for receiving goods and approving services in MFMP.	Online Training	MFMP System Overview (OL)
<b>Agency Customer</b>	Reconciling & Approving Invoices	This course is Intended for finance and accounting professionals who manage invoices in MyFloridaMarketPlace. This training covers reconciling, approving, and disputing Invoice Reconciliations, CO No	Workshop, Webinar, Seminar, Online	MFMP System Overview (OL)

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		Workflow permissions and reports to assist finance and accounting.	Training	
Agency Customer	Reporting	This course is intended for agency Purchasing, and Finance and Accounting leaders (or staff who provide MFMP reports to leaders). This session includes MFMP system searches, reports available on the Secure Reports website, and creating reports in Analysis.	Workshop, Online Training	MFMP System Overview (OL)
Agency Customer	Requisitioning	This course is Intended for both new or beginner level, and advanced agency customers responsible for creating and managing purchase requisitions in MFMP. This training covers system basics, creating catalog and non-catalog requisitions, receiving, creating invoices, system searches, etc.	Workshop, Webinar, Seminar, Online Training	MFMP System Overview (OL)
Agency Customer	Sourcing	This course is intended for State Purchasing customers who will utilize the sourcing system to manage formal solicitations for the State of Florida.	Online Training	MFMP System Overview (OL)
Agency Customer	Train the Trainer	This course is intended for agency system administrators and trainers. It covers training concepts, planning a training program, developing training material, and how to leverage existing training resources to accelerate your agency's training plan.	Seminar	MFMP System Overview (OL)
Agency Customer	Understanding Transaction Fees	This course is intended for MyFloridaMarketPlace customers and is designed to provide an overview of the MyFloridaMarketPlace 1 percent transaction fee and the steps to manage vendor transactions and payments received for doing business. It covers the reporting process for both state term contract vendors and the reporting for non-state contract vendors, the rules that support MyFloridaMarketPlace transaction fee, and the Fee Dispute process.	Online Training	None
Agency Customer	Vendor Searching	This course is intended for new or beginner level, and advanced agency customers who search for vendors to complete MFMP events. This training covers how to look up vendor information in the Vendor Information Portal (VIP).	Online Training	None
State Purchasing	Sourcing (Full Project)	This course is intended for State Purchasing customers who will utilize the sourcing system to manage formal solicitations for the State of Florida.	Workshop	MFMP System Overview (OL)
State Purchasing	State Purchasing (Sourcing, Trans Fee Report, Notification Form, Billing Collections)	This course is intended for State Purchasing customers and will explain the vendor transaction fee, fee reporting, fee notifications, billing collections, and sourcing.	Online Training	MFMP System Overview (OL)
Vendor	Understanding the Transaction fee	This course is intended for MyFloridaMarketPlace vendors and is designed to provide an overview of the MyFloridaMarketPlace 1 percent transaction fee and the steps to vendors can use to manage transactions and payments received for doing business. It covers the reporting process for both state term contract vendors and the reporting for non-state contract vendors, the rules that support MyFloridaMarketPlace transaction fee, and the Fee Dispute process.	Webinar, Online Training	None

Audience	Training	Description	Channels	Prerequisite
<b>Vendor</b>	Vendor Registration	This course is intended for MyFloridaMarketPlace vendors and will explain how to register for business with the State of Florida and how to maintain their information on a regular basis	Online Training, Webinar	None
<b>Vendor</b>	Vendor Sourcing and eQuote	This course is intended for MyFloridaMarketPlace vendor customers who want to receive electronic formal and informal quote solicitations from State of Florida agencies. The session provides a training overview MFMP Sourcing including eQuote.	Webinar, Seminar Online Training	None