

MyFloridaMarketPlace

Understanding the Transaction Fee



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

state purchasing

We serve those who serve Florida

Agenda

- Overview of MyFloridaMarketPlace
- Overview of the 1 Percent MyFloridaMarketPlace Transaction Fee
- Transaction Fee Terms and Definitions
- Transaction Fee Reporting and Payments
- Submitting Transaction Fee Reports
 - State Contracted Vendors
 - Non-State Contracted Vendors
- Transaction Fee Dispute Process
- Helpful Hints
- Resources

Overview of MFMP

- MyFloridaMarketPlace (MFMP) is the state's online purchasing system and continues to be a significant tool for buyers and vendors of the State of Florida.
- MFMP's state of the art system focuses on best practices and maximizes the state's buying power to support efficient government.
- MFMP prides itself on public and private partnerships; its award-winning technology applications create easier and faster transactions for both buyers and vendors.

Overview of MFMP

MFMP Customers

- MFMP is a tool used by buyers and vendors of the State of Florida.
 - Buyers include executive and other state agencies.
 - Vendors include state term contract vendors, agency/department contract vendors, and minority-owned and small businesses – anyone and everyone who does business with the State of Florida.

Why MFMP?

- The MFMP system is designed to increase public access to state government buying entities, as well as enhancing economic development opportunities for small businesses and minority-owned, service disabled veteran, and women-owned businesses.

MFMP Vendor Benefits

- eInvoicing (Electronic Invoicing)
- Electronic funds transfer (EFT)
- Reduced marketing costs
- 24/7 access to more bid opportunities and information
 - Vendor Bid System (VBS)
 - Sourcing
 - eQuote

Overview of MFMP

MFMP Vendor Benefits

- Equal access for small and minority-owned businesses.
- Less paperwork and processing time.
- Improved quality of interactions with the state.
- Customer service support staff available to provide real time assistance.
- Green catalog and product listing options.

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What is the 1 Percent Transaction Fee?

- Through Rule 60A-1 of the Florida Administrative Code (F.A.C.), the use of the fee was extended to transactions processed through the MFMP system.
 - [Rule 60A-1 F.A.C](#)
- All business conducted with State of Florida agencies is subject to the 1 percent transaction fee unless specifically exempt by Rule.
- Provides funding for the e-procurement system and purchasing oversight that benefits the state and business community.
- Provides vendors with electronic access to state buyers and vendor outreach / support activities.
- There is no charge for vendors to register in MFMP.

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Terms and Definitions

MFMP Transaction Fee Terms and Definitions

- Transaction fee reporting system – MFMP’s online system for reporting and tracking of transaction fees. Accessed through the MFMP Vendor Information Portal (VIP).
- Consolidated billing invoice (CBI) – The Consolidated billing invoice (CBI) detail provides your vendor invoice number, the State of Florida's order number, the total amount of the payment, the date the payment was issued, and the total amount due for each payment issued.
- State term contract (STC) – As defined in Section 287.012(27), Florida Statutes (F.S.), "State term contract" is competitively procured by the department pursuant to Section 287.057, F.S. and that is used by agencies and eligible users pursuant to Section 287.056.

Terms and Definitions

MFMP Transaction Fee Terms and Definitions

- State purchasing agreement (SPA) – Pricing agreements issued by the DMS Division of State Purchasing less than \$25,000 pr unit.
- Alternate contract source (ACS) – Term contracts or requirements contracts competitively established by other governmental entities. In MFMP, an ACS is deemed to be a STC.
- Non-state term contracted vendor – Any other vendors providing goods or services to a state agency not on a statewide contract. May be contracted by a specific agency. If an ACS is approved for an agency, the ACS is deemed to be a non-state term contract (or agency contract).

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Payment Details

- The 1 percent transaction fee is paid to the State of Florida.
 - **All reporting and fee payment is due by the 15th of each month.**
- Reports and transaction fee payments are based on fee-eligible payments that the vendor received the prior month.
 - For example, payments that the vendor received in March should be included on the vendor's April transaction fee report and April transaction fee payment.
- Vendors should access their MFMP registration account on the fifth business day of the month to review their CBI.
- Payments are accepted via check, money order, cashier's check or debit automated clearing house (ACH).
 - Debit ACH, also known as bank-to-bank EFT (electronic funds transfer), is a form of electronic payment in which you electronically transfer funds from your bank account to the MFMP account.
- If paying by check, money order or cashier's check, please submit your method of payment made payable to:

**MyFloridaMarketPlace
P.O. Box 5497
Tallahassee, FL 32314-5497**

- Please record the Federal Tax Identification number, company name, and the Consolidated Billing Invoice (CBI) number on the payment to ensure the payment is posted to the company's account .

Transaction Fee Reporting and Payments

Payment/Report Schedule

Contract Type	When is the Report Due?	When is the Payment Due?	Fees Owed On	Transaction Fee Report Sections to be Completed
DMS STC (including ACS) and SPA	15 th calendar day of the month (even if no payments are received during the month)	15 th calendar day of the month	All payments received by state agencies and other eligible users of the contract (e.g., counties, cities, colleges)	Summary and Detailed Sections
All Others (Non-State Term Contracted Vendors)	15 th calendar day of the month (when fee-eligible payments are received)	15 th calendar day of the month	All payments from Executive Branch agencies	Summary Section


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Transaction Fee Reports

STC and SPA Contracts Transaction Fee Reporting

- Log in to your VIP vendor registration account
<https://vendor.MyFloridaMarketPlace.com/> and enter your username and password



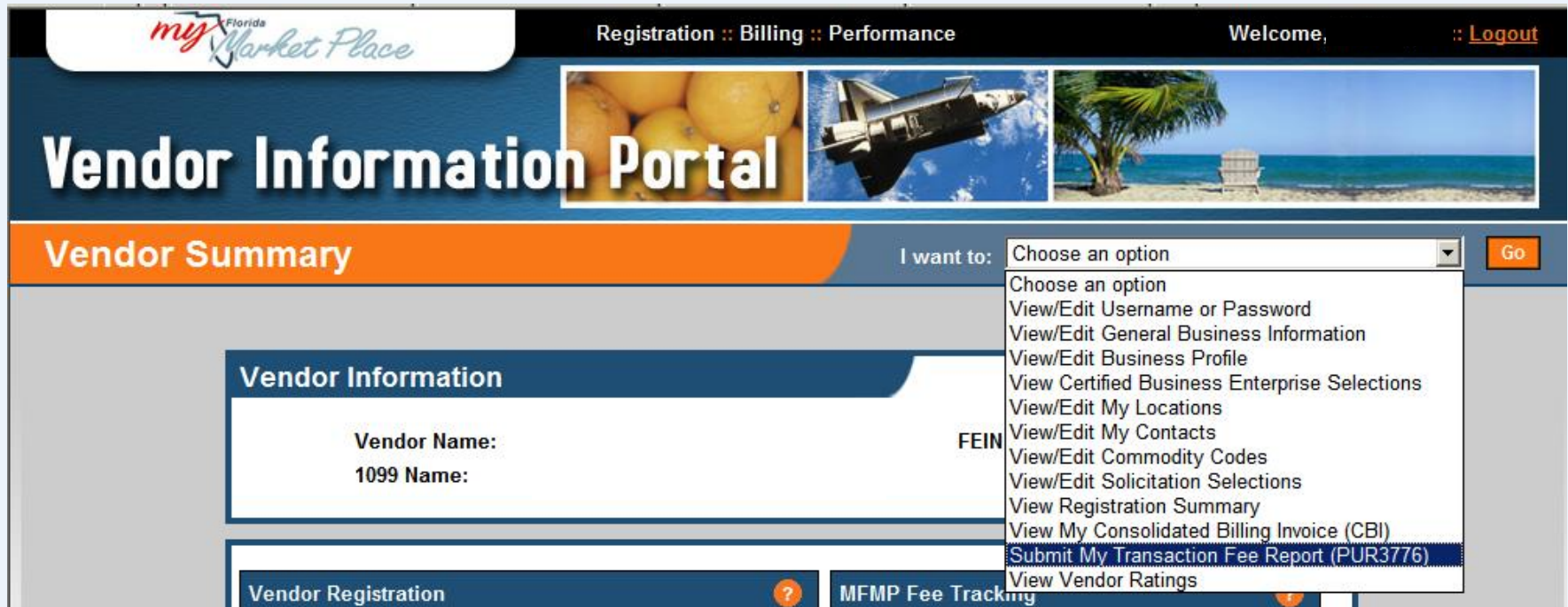
The image shows two side-by-side web forms. The left form is titled 'Vendor Login' and contains fields for 'Username:' and 'Password:', both of which are circled in red. Below these fields is a 'Login' button and a link that says 'Forgot Your Password'. The right form is titled 'New Vendor Registration' and contains fields for 'Company Name:', 'Tax ID Type:' (with a dropdown menu showing 'FEIN'), 'Tax ID:', and 'Re-enter Tax ID:'. Below these fields is a 'Register' button.

Vendor Login	New Vendor Registration
Username: <input type="text"/>	Company Name: <input type="text"/>
Password: <input type="password"/>	Tax ID Type: <input type="text" value="FEIN"/>
<input type="button" value="Login"/>	Tax ID: <input type="text"/>
Forgot Your Password	Re-enter Tax ID: <input type="text"/>
	<input type="button" value="Register"/>

STC and SPA Contracts Transaction Fee Reporting

Select the option from the drop down box to "Submit My Transaction Fee Report (PUR 3776)" and Click "Go." Please confirm your billing and collections information on the "Billing Entity Information" page.

Note: A "CBI Snapshot" of the last three months is available for viewing on this page. Should you want to see additional detail, you can click on the links provided and/or select from the drop down box to view additional history information.



The screenshot shows the Vendor Information Portal interface. At the top, there is a navigation bar with the "myFlorida MarketPlace" logo, links for "Registration :: Billing :: Performance", a "Welcome," message, and a "Logout" link. Below the navigation bar is a banner area with three images: oranges, a space shuttle, and a beach scene. The main heading "Vendor Information Portal" is prominently displayed. Below this, there is a "Vendor Summary" section with an orange background. To the right of this section is a dropdown menu labeled "I want to:" with a "Go" button. The dropdown menu is open, showing a list of options: "Choose an option", "View/Edit Username or Password", "View/Edit General Business Information", "View/Edit Business Profile", "View Certified Business Enterprise Selections", "View/Edit My Locations", "View/Edit My Contacts", "View/Edit Commodity Codes", "View/Edit Solicitation Selections", "View Registration Summary", "View My Consolidated Billing Invoice (CBI)", "Submit My Transaction Fee Report (PUR3776)", and "View Vendor Ratings". The "Submit My Transaction Fee Report (PUR3776)" option is highlighted. Below the dropdown menu, there is a "Vendor Information" section with fields for "Vendor Name:" and "1099 Name:". At the bottom, there are links for "Vendor Registration" and "MFMP Fee Tracking".

- Select the option (from the drop down box) to “Submit a Report”



The screenshot shows the Vendor Information Portal interface. At the top, there is a navigation bar with the "myFlorida MarketPlace" logo, links for "Registration :: Billing :: Performance", and a "Logout" link. Below the navigation bar is a banner with three images: oranges, a space shuttle, and a beach scene. The main heading is "Vendor Information Portal". Below this is an orange bar labeled "Billings & Collections System". To the right of this bar is a section labeled "I want to:" with a dropdown menu and a "Go" button. The dropdown menu is open, showing the following options: "Choose an option", "Submit a Report", "View Company Summary", "View Full CBI Snapshot History", and "View Self-Reporting Snapshot History". The "Submit a Report" option is highlighted. Below the dropdown menu is a form with two sections: "Vendor Information" and "Select a Billing Entity". The "Vendor Information" section has fields for "Vendor Name:" and "1099 Name:". The "Select a Billing Entity" section has a dropdown menu with a question mark icon.

STC and SPA Contracts Transaction Fee Reporting

- Complete the fields under the “Report Period Selection” and “Report Entry” areas.

Report Period Selection ?

Please select the time period this report covers:

Select a period ▼

Report Entry ?

Please enter information in the appropriate fields as indicated below:

<u>Contract, Agreement, or Invoice Number</u>	<u>Payments Received From State Agencies or Statewide Contracts</u>	
1 <input type="text"/>	<input type="text" value="\$0.00"/>	<div>? Remove</div>

Add Line

Total Eligible Payments: \$0.00

Recalculate Total

Please reference the State of Florida Department of Financial Services Vendor Payment History web site if you have any questions regarding historical payments from FLAIR.

<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>

Cancel

Reset Form

Continue

STC and SPA Contracts Transaction Fee Reporting

Report Period Selection

Selected Report Periods:

September 2004

Report Entry Confirmation

	<u>Contract, Agreement, or Invoice Number</u>	<u>Total Fee Eligible Payments Received for Reporting Period</u>	<u>Calculated State Transaction Fee</u>
1	123-456-789	\$0.00	\$0.00
	Totals:	\$0.00	\$0.00

Total State of Florida Transaction Fees Due: \$0.00

Please reference the State of Florida Department of Financial Services Vendor Payment History web site if you have any questions regarding historical payments from FLAIR.

<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>

I declare that this is a true and accurate report of all payments received and Transaction Fees due under the terms of use of the MyFloridaMarketPlace system.

The final page of the report is the Summary page. If you agree with the information as presented, select the "I Agree" button at the bottom of the page. Upon successful completion of the form, the system will give you a confirmation number.

Transaction Fee Reporting

Non-State Term Contract Fee Reporting

- Log in to your vendor registration account <https://vendor.MyFloridaMarketPlace.com/> and enter your username and password.

Vendor Login

Username:

Password:

Login

[Forgot Your Password](#)

New Vendor Registration

Company Name:

Tax ID Type:

FEIN

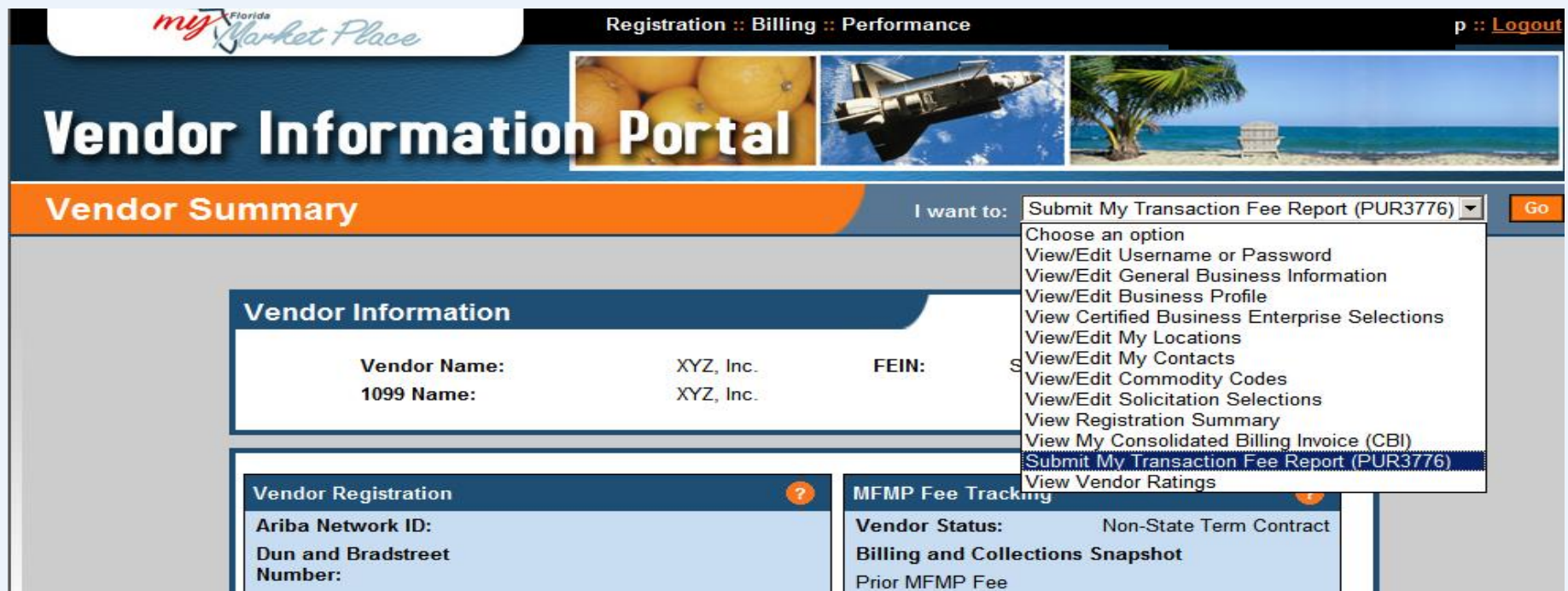
Tax ID:

Re-enter Tax ID:

Register

Non STC Vendor Transaction Fee Reporting

- Non-state term contract vendors are required to file a report if payments are received, but not reflected on your CBI.
- Select the option from the drop down box to "Submit My Transaction Fee Report (PUR 3776)" and Click "Go."
 - Please confirm your billing and collections information on the "Billing Entity Information" page.



The screenshot shows the Vendor Information Portal interface. At the top, there is a navigation bar with the logo, navigation links (Registration :: Billing :: Performance), and a Logout link. Below the navigation bar is a banner with three images: oranges, a fighter jet, and a beach scene. The main heading is "Vendor Information Portal". Below this is a "Vendor Summary" section. On the right side of the summary, there is a dropdown menu labeled "I want to:" with the option "Submit My Transaction Fee Report (PUR3776)" selected. A "Go" button is next to the dropdown. The dropdown menu is open, showing a list of options: "Choose an option", "View/Edit Username or Password", "View/Edit General Business Information", "View/Edit Business Profile", "View Certified Business Enterprise Selections", "View/Edit My Locations", "View/Edit My Contacts", "View/Edit Commodity Codes", "View/Edit Solicitation Selections", "View Registration Summary", "View My Consolidated Billing Invoice (CBI)", "Submit My Transaction Fee Report (PUR3776)", and "View Vendor Ratings". The "Submit My Transaction Fee Report (PUR3776)" option is highlighted. Below the summary section, there are two main panels. The left panel is titled "Vendor Information" and contains fields for "Vendor Name: XYZ, Inc." and "1099 Name: XYZ, Inc.". The right panel is titled "MFMP Fee Tracking" and contains fields for "Vendor Status: Non-State Term Contract" and "Billing and Collections Snapshot". Below these panels, there is a "Vendor Registration" section with fields for "Ariba Network ID:" and "Dun and Bradstreet Number:". The "MFMP Fee Tracking" section also includes a "Prior MFMP Fee" field.

Non STC Vendor Transaction Fee Reporting

Billings & Collections System

I want to: Choose an option

Go

Vendor Information

Vendor Name: XYZ, Inc.
1099 Name: XYZ, Inc.

Select a Billing Entity ?

Please select a Billing Entity from the list of Bill-To Contacts below:

4STUFF@VERIZON.NET.zzz

Confirm Selection

Billing Entity Information

Billing Contact: Eileen Camp
Contact Email: 4STUFF@VERIZON.NET.zzz

Choose an option

Submit a Report

View Company Summary

View Full CBI Snapshot History

View Self-Reporting Snapshot History

Please confirm your billing and collections information on the “Billing Entity Information” page.

Select the option (from the drop down box) to “Submit a Report”.

Non STC Vendor Transaction Fee Reporting

Complete the fields related to any transaction fee eligible payments.

Please select the time period this report covers:

January 2010
December 2009
November 2009
October 2009
September 2009
August 2009
July 2009
June 2009
May 2009
April 2009

+

-

Report Entry ?

Please enter additional fee eligible payment amount in the field below:

**Additional Fee Eligible Payments
Received for Reporting Period** ?

→

Please reference the State of Florida Department of Financial Services Vendor Payment History web site if you have any questions regarding historical payments from FLAIR.

<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>

Cancel

Reset Form

Continue

Non STC Vendor Transaction Fee Reporting

- The final page of the report is the Summary page. If you agree with the information as presented, Select the "I Agree" button at the bottom of the page.
- Upon successful completion of the form, the system will give you a confirmation number.

Selected Report Periods:

January 2010

Report Entry Confirmation ?

Additional Fee Eligible Payments Received for Reporting Period	Calculated State Transaction Fee
\$250.00	\$2.50

Additional Transaction Fees Self Reported: ? \$2.50
Transaction Fees Billing by MyFloridaMarketPlace: ? \$0.00
Total State of Florida Transaction Fees Due: \$2.50

I declare that this is a true and accurate report of all payments received and Transaction Fees due under the terms of use of the MyFloridaMarketPlace system.

Please reference the State of Florida Department of Financial Services Vendor Payment History web site if you have any questions regarding historical payments from FLAIR.

<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>

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Transaction Fee Exemptions

Level	Description
Vendor	If a vendor is a non-profit or government entity, they are generally exempt from the transaction fee. If the vendor is not required to register in MFMP or is reluctant to register, the vendor may be exempt from the transaction fee. The reluctant vendor registration can only be processed if the reason meets specifications outlined in Rule 60A-1.030, F.A.C.
Contract	An exemption that applies to all transactions (purchase orders or disbursements) conducted with a vendor for a specific contract within an agency. An agency must flag a contract as exempt from the 1 percent transaction fee by completing the Contract Exemption eForm.
Transaction	Allows agencies to indicate that all or a portion of the transaction is exempt from the transaction fee. When a transaction is exempt, the agency must check the Fee Eligible box of the requisition/invoice and select the appropriate reason code.

The 1 percent transaction fee applies to all transactions that are not specifically exempted in [Rule 60A-1.032](#) , F.A.C. The table below explains the three levels of exemptions to the 1 percent transaction fee that may apply to a particular vendor or specific purchase:

Transaction Fee Dispute Process

Dispute Form

Vendor Information

Date:		Instructions 1. All fields must be completed 2. To dispute Transaction Fees with multiple agencies you will need to submit a separate form for each agency. 3. Please e-mail completed form to: E-mail: feeprocessing@myfloridamarketplace.com 4. If you have questions, please contact: Phone: 1-866-FLA-EPRO
Federal Tax ID #:		
Company Name:		
Contact Name:		
Title:		
Street Address:		
City:		
State, ZIP:		
Phone Number:		
E-Mail Address:		
Fax Number:		

Dispute Request Information

Please enter the name of the State Agency listed on the Purchase Order: Agency For Health Care Administration

Bill Date	Consolidated Billing Invoice (CBI) #	DO Number	Total Payments	Disputed Amount (1% Transaction Fee)	Reason for Dispute
Total Amount Disputed			\$	\$	

For Agency Purchasing Director

- If a vendor believes the transaction fees were assessed in error, there is a dispute process to follow. You must complete a dispute form in its entirety.
- When completing the form, identify the CBI number(s), DO number(s), total payments and the amount of the 1 percent transaction fee you dispute and the reason(s) for the dispute.
- Upon completion of the document, e-mail the Word document to:
FeeProcessing@MyFloridaMarketPlace.com .
- MFMP verifies the information is complete and emails the form to the applicable agency's Purchasing Director / Dispute Liaison for a decision.
- The agency approves / disapproves.
- The agency notifies MFMP of their decision.
- The MFMP CSD notifies the vendor of agency decision.

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Monthly Transaction Fee Notifications

- You can sign up for voluntary monthly transaction fee notifications.
 1. Access your VIP account
 2. Select “*Locations and Contacts*” in the left side navigation list
 3. Select “*Edit*” on the appropriate location
 4. Under “*Billing Contact*” section, check the check box below “*Confirm Billing Contact e-mail Address*” that states:
 - *Yes, I would like to receive monthly e-mail notifications from the state reminding me to pay my 1 percent transaction fee*
 - Save and Exit
- *MFMP Helpful Hint:* Also, consider using an email or web based calendar to set up reminders for submitting reports and payment to MFMP on a monthly basis.

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- **Vendor Payment History website**

- The State of Florida Chief Financial Officer Payment History website <http://flair.dbf.state.fl.us/dispub2/cvnhphst.htm> can assist vendors with what payments were made to them by the State of Florida.

- Payment information is updated each evening.

- When you access the Vendor Payment History Web site, you will need your FEIN / vendor number.

- If you have questions about a payment, you may also contact the DFS Vendor Ombudsmen Section at (850) 413-5516.

- MFMP VIP Vendor Registration
 - <https://vendor.MyFloridaMarketPlace.com/>
- MFMP Transaction Fee and Reporting
 - http://dms.MyFlorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/vendor_toolkit/mfmp_transaction_fee_and_reporting
- FAQs
 - http://dms.MyFlorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/vendor_frequently_asked_questions_faqs/transaction_fee_and_monthly_reports_faq

- Rule 60A-1, Florida Administrative Code
 - <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=60A-1>
- Florida Statutes:
 - **Section 287.012 F.S. Procurement of Personal Property and Services: Definitions**
 - http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=287.012&URL=0200-0299/0287/Sections/0287.012.html
 - **Section 287.057 F.S. Procurement of commodities or contractual services.**
 - http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=287.057&URL=0200-0299/0287/Sections/0287.057.html
 - **Section 287.056 F.S. Purchases from purchasing agreements and state term contracts.**
 - http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=287.056&URL=0200-0299/0287/Sections/0287.056.html

Contact Us

- Customer service desk (VendorHelp) at (866) 352-3776 or VendorHelp@MyFloridaMarketPlace.com
 - Transaction fee inquiries at (866) 352-3776 or FeeProcessing@MyFloridaMarketPlace.com
- Contact information:
MyFloridaMarketPlace
Phone: (866) 352-3776
Fax: (850) 414-8192
Email: VendorHelp@MyFloridaMarketPlace.com
Website: <http://MyFloridaMarketPlace.com>
Hours: Monday – Friday, 8:00 a.m. – 5:30 p.m., Eastern time