



Charles' Corner

## Using MFMP Tools Helps Save Money and Improve Efficiency Part Two of Five

By: Charles Covington

MyFloridaMarketPlace (MFMP) customers ask us every day how to be more diligent about spend management. Especially in government, every dollar spent must not only go to good use, but must be managed and reconciled within our lean budgets in an efficient, effective way.

Use e-Invoicing (electronic invoicing) to help stretch every dollar to its maximum. E-invoicing saves money and provides internal efficiencies for agencies and vendors.

### e-Invoicing benefits for buyers

- Saves time for payment processing in accounts payable offices
- Reduces paper flow and associated costs
  - Copying
  - Filing
- MFMP audits and approves e-Invoices electronically, reducing manual reconciliations
- Reduces the cost of research
  - Eliminates manual audit
  - Eliminates need to research for duplicate payments
- Encourages prompt invoice processing by eliminating manual processes such as manual data entry, reducing processing errors and payment cycle times

### e-Invoicing benefits for vendors

- Saves a good amount of time
- Reduces paper flow and associated costs
  - Shipping
  - Handling
  - Postage
- Reduces the cost of time, research, and production of print invoices
- Encourages prompt and accurate processing of invoices
- Improves data accuracy, which reduces processing errors and payment cycle times
- When combined with electronic funds transfer (EFT), vendors receive payment faster
- Invoice disputes are electronically returned to vendors, saving time and energy, compared to a paper system

### e-Invoicing benefits for CMBE vendors

- Free e-Invoicing for Certified Minority Business Enterprises (CMBEs)
- Major cost savings include:
  - Eliminate production costs (research, print invoices)
  - Eliminate shipping/mailling costs
  - Reduce payment cycle time
- No Ariba Supplier Network (ASN) system cost or fee to implement

### Promoting e-Invoicing

While some agencies may not currently work with e-Invoicing vendors, the MFMP team constantly reaches out to vendors to promote the efficiencies of e-Invoicing. Current outreach activities include vendor teleconferences, presentations, awareness campaigns and more.

### Implementing e-Invoicing

MFMP offers several ways to provide electronic invoices for State of Florida vendors. The ASN routes purchase orders from MFMP to registered vendors. This tool enables vendors to electronically "flip" a purchase order into an invoice and send it electronically to the state. Vendors can select the method that best meets their capabilities.

To determine if e-Invoicing is beneficial for your business, consider the number and frequency of invoices your company created for orders with State of Florida executive agencies in fiscal year 2007. Review how many invoices you created so far this calendar year. Then consider the cost of time, research and production of printed invoices for your customers. Contact the MFMP Customer Service Desk (CSD) at 1-866-352-3776 or at [vendorhelp@myfloridamarketplace.com](mailto:vendorhelp@myfloridamarketplace.com) to implement e-Invoicing.

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# Buyer corner

## Agency Spotlight – Florida School for the Deaf and Blind

The Florida School for the Deaf and Blind (FSDB) went live with MFMP in February, 2008. After the initial training and implementation within the agency, FSDB found MFMP so useful and helpful it made the decision to enter and encumber all purchases through MFMP, including, but not limited to:

- All office supplies
- All facility/Maintenance supplies
- All supplies needed for the school residents (books, educational materials, etc.)
- All food purchase contracts

“FSDB appreciates the system’s ability to be able to procure and pay directly in MFMP and it’s paperless quality,” said John Conner, FSDB Purchasing Director.

All requests are entered and submitted through FSDB’s approved workflow to view and approve the request and to initiate the purchase order. As goods arrive, FSDB receives the commodities, pays invoices and approve services all through MFMP.

Purchasing information is available online anytime with the ability to submit payment and view payment history. These resources enable both the Purchasing and Finance and Accounting departments to document purchases and balances, and easily working with Department of Financial Services (DFS) auditors.

## Agency SPURS Access Update

DMS officially sunset the purchasing functions of SPURS. We removed all remaining agency SPURS permissions not tied to adding purchasing card vendors (PK screen) January 30, 2009.

Adding confidential vendors through the SPURS VA screen is no longer operational. Instead of adding confidential vendors using the VA screen in SPURS, agencies should use the FLAIR Vendor Client file. Use the [FLAIR Vendor Client](#) file to add confidential vendors.

In addition, DMS, working with DFS, is developing a new vendor payee add application. The new vendor payee add application adds vendors to the statewide vendor file.

More information about agency SPURS access and the new payee add application is available on the [Buyer bulletin board](#).

## Buyer Hot Topics

Buyer hot topics are now posted directly to the Buyer bulletin board. February topics include:

**System searches** – System Searches are efficient and valuable in locating MFMP documents such as requisitions, purchase orders, invoices, master agreements, etc. In addition to standard searches, you are able to save searches that you execute often.

**Searching for Vendors** - Finding the vendor you need is right at your fingertips with the Vendor Administrative Lookup Tool and SPURSView. These tools provide you with useful information, including if a vendor is registered in MFMP, when a vendor accepted the MFMP terms of use and if a vendor sells a particular commodity.

# SPOTLIGHT



## Kudos

MFMP tips its hat to the agencies listed below:

### Agency

Department of Management Services  
Department of Environmental Protection  
Seminole County Health Department  
Seminole County Sheriff's Department  
Department of Business & Professional Regulation  
Department of Transportation  
Broward County Health Department  
Department of Transportation  
Department of Revenue

### City

Tallahassee  
Tallahassee  
Sanford  
Sanford  
St. Augustine  
Fort Lauderdale  
Fort Lauderdale  
Tampa  
Tampa

These agencies opened their doors to provide computer-equipped facilities for our trainings. In addition, these folks went above and beyond by creating signs and restaurant maps for customers unfamiliar with the area. In short, these agencies made it possible for us to successfully train MFMP customers statewide. The MFMP team sincerely appreciates all your contributions and look forward to working with you again in the future.

## In Our Next Issue

- MFMP Training
- Year End Processing Tips
- Blanket Purchase Order Considerations
- Change Request (CR) 36 – Making the Encumbrance Number and the DO Number the Same



# Vendor corner



## Statewide Vendor Registration - MyFloridaMarketPlace

**Welcome to the State of Florida's Vendor Registration Website!**

MyFloridaMarketPlace is the State of Florida's eProcurement system. This system is designed to streamline interactions between vendors and state government entities that purchase goods and services, and provides a user-friendly Internet portal where vendors can register, receive information on upcoming bids, post information on products and services, and receive purchase orders electronically.

If you have previously logged in to this vendor registration system, please enter your Username and Password in the "Vendor Login" box (below).

Vendor Login	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
<a href="#">Forgot Your Password?</a>	

New Vendor Registration	
Company Name:	<input type="text"/>
Tax ID Type:	<input type="button" value="Select"/>
Tax ID Number*:	<input type="text"/>
Re-enter Tax ID:	<input type="text"/>
<input type="button" value="Register"/>	

**Otherwise**, please enter your Company Name and Tax ID Number in the "New Vendor Registration" box. Your Tax ID should be entered without spaces or dashes.

## New! Vendor Password Reset Automation

Forgot Your Password? No Problem! One of the most common MFMP vendor questions is: "What is my vendor registration password?" To address this, and to provide vendors with additional self-service functionality, a 'Forgot Password' automated enhancement is now available on the MFMP Vendor Registration Web site:

<https://vendor.myfloridamarketplace.com>.

Step-by-step instructions for completing the password reset process are available on the [Vendor bulletin board](#).

## Vendor OnDemand Training Tool

Did you know the [Vendor OnDemand Training tool](#) is a great resource in becoming familiar with responding to agency bids and solicitations in MFMP OnDemand (self-paced) modules include Vendor registration, eQuotes, Invoicing and now Sourcing!

If you need help completing any of these tasks in MFMP, please contact the CSD by phone at (866) 352-3776 or

[VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com).

### Vendor Hot Topics

We now post Vendor Hot Topics directly to the Vendor bulletin board. Visit the vendor home page for the latest MFMP news!

### Upcoming Vendor Training Opportunities

You asked, we listened. Our vendor teleconferences are now more interactive – Using WebEx technology,

MFMP vendor training meetings now include streaming visuals, live interactive chat and audio functionality. MFMP Vendor meetings are a great way to become familiar with vendor information and resources. The MFMP team hosts free, one-hour interactive meetings. Each online meeting begins at 12 noon EST and is accessible by logging in to WebEx and dialing a toll-free teleconference phone number. Upcoming meetings include:

- ◆ March 25, 2009 – 1% Transaction Fee/Fee Processing
- ◆ April 29, 2009 – Solicitations

Visit <http://dms.myflorida.com/vendormeetings> to register today!

# Did YOU know?

## Buyer Toolkit Resources

In addition to in-person classes and online training materials, MFMP offers two hands-on training Web sites to help customers learn MFMP functionality: The Buyer OnDemand Training Tool and the Buyer Training Environment.

- **Buyer OnDemand Training Tool** - Learn while you work at your own pace. Gain well-rounded knowledge and hands-on experience in a simulated environment.

The Web-based training includes three levels: *See It, Try It, and Know It.*

- o **See It!** Learn by watching an animated demonstration.
  - o **Try It!** Learn interactively in a simulated environment.
  - o **Know It?** Assessment-type playback mode in which you are instructed to complete a particular task without step-by-step instructions in a simulated environment with an accuracy score when complete.
- **Buyer Training Environment** - Work in a “sandbox” mirrored version of the live MFMP system. Use your agency-specific data to simulate transactions your agency conducts day-to-day. Many agencies utilize this tool for internal training and even to help screen potential job applicants. Note: To log in to the training environment, use your username from MFMP Buyer (if you don't have one, please contact your agency system administrator—they will set you up in the training environment) and use training password *train20*.

## **Vendor Updates**

When a purchase order (PO) delivery fails, the CSD attempts to resend the PO via the vendor's e-mail address or fax number. If the alternative delivery method fails because of an invalid fax number and/or e-mail address, the agency customers are notified by e-mail and the twice-weekly Failed Purchase Order Report. In addition, the weekly Vendors with Invalid Data Report includes all identified vendors who need to update their e-mail address, fax and phone numbers.

If agency customers obtain the below information, please contact us so we can properly update the vendor's account:

- Updated contact
- Updated e-mail address
- Fax number
- Phone number

## **Tips for Working with Vendors**

The MFMP CSD processes all agency Reluctant Vendor Registration requests and SPURS account updates. As part of this process, the Department of Management Services (DMS) reviews agency requests and approves/denies the request.

## **Reluctant Vendor Registration**

To qualify as a reluctant vendor, a vendor (not exempted under **Rule 60A-1.030**) must refuse to register in MFMP and (without registering the vendor) their product or service must be deemed critical to the agency's mission.

## Reluctant Vendor Registration

Agencies must complete the **Reluctant Vendor Registration Form** prior to contacting the CSD, ensuring timely processing.

Common missing information includes:

- Doing Business As (DBA) Name - if the company does not use a DBA name, enter the official company name as it appears on the company's 1099 form
- Main Contact Title
- Valid E-mail Address
- Location Name - if the company does not use a specific location name, enter the official company name as it appears on the company's 1099 form
- Preferred Purchase Order Method (indicate fax or e-mail)
- Valid Fax Number (required if the order method is fax; if the order method is e-mail, enter the company's 'Order From' Contact Phone number)

## SPURS Account Updates

Agencies should contact the CSD with a need to register a vendor in SPURS and/or update a SPURS vendor's account information. Complete the **PUR 7018 SPURS** form to facilitate these requests. Currently, the only reason for vendors to be added or updated in SPURS is if they are considered exempt from MFMP vendor registration in accordance with 60A-1.030(3). Requests are reviewed by DMS, and we communicate approval / denial back to the agency.

## Contact Us

For technical questions, such as adding / updating vendor account information, as well as questions about bids, SPURS one-time vendor adds, or Solicitations, please e-mail the Vendor Help Desk at: [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com).

For purchasing or finance and accounting related questions from agencies, or other questions related to the Ariba or Analysis application, please e-mail the Buyer Help Desk at: [BuyerHelp@myfloridamarketplace.com](mailto:BuyerHelp@myfloridamarketplace.com).

If you need to speak with a MFMP customer service representative, please call (866) FLAEPRO (352-3776) 8 a.m. to 5:30 p.m. EST, Monday through Friday.

MyFloridaMarketPlace

<http://myfloridamarketplace.com/>

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