Catalogs provide agency customers with direct access to State Term Contract and Alternate Contract Source pricing within the State of Florida’s eProcurement system, MyFloridaMarketPlace (MFMP). Using a catalog in MFMP makes purchasing easier for both agency customers and vendors.

### Catalog Benefits

#### Reduced Data Entry Errors

Using a catalog in MFMP makes purchasing easier for both agency customers and vendors by pre-populating information (e.g., accounting) on the MFMP requisition.

#### Up-To-Date Information

Catalog pricing is regularly reviewed and updated by the State Purchasing to confirm that agency customers are receiving the most recent state term pricing.

#### Simplified and Centralized Purchasing

By accessing catalogs in MFMP, agency customers can easily view state term pricing. As all of the catalogs are centralized in one application, it also promotes purchasing consolidation and improved spend management visibility.

#### Improved Productivity

Using automated approval workflows, customers can enhance productivity with reduced cycle times. Auto-populated fields also provide time savings.

#### Up-To-Date Information

Catalog pricing is regularly reviewed and updated by the State Purchasing to confirm that agency customers are receiving the most recent state term pricing. Auto-populated fields also provide time savings.

### Catalog Resources

- **Click here to watch the Searching Catalogs in MFMP online training.**
- **Click here to view a list of catalogs available in MFMP.**
- **Click here to submit questions to the MFMP Customer Service Desk.**

### Catalogs found effective

<table>
<thead>
<tr>
<th>MFMP Catalog Utilization**</th>
<th>75%</th>
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| MyFloridaMarketPlace has found that agency customers generally prefer catalogs (both line item and punchout) over manually entering purchases in the system.

### Types of MFMP Catalogs

#### Punchout catalogs

Punchout catalogs allow agencies to “punch-out” to a vendor’s online catalog, like Staples. Agency customers can compare items directly in the punchout catalog.

**Popular catalogs:**
- Office Depot, Staples, Mac Paper and Pride.

#### Line Item Catalogs

Line item catalogs provide an electronic list of pre-populated items available in MFMP. Agency customers can compare items from different vendors directly in MFMP.

**Popular catalogs:**
- Verizon, Steelcase, and Lexmark International.

### Customer Interest and Utilization

<table>
<thead>
<tr>
<th>MFMP Catalog Utilization**</th>
<th>83%</th>
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<tbody>
<tr>
<td>*Per the 2016 MFMP Annual Customer Satisfaction Survey</td>
<td>**Per the fiscal year 2015-16 Scorecard</td>
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