Welcome to the first edition of Inside MFMP U, a quarterly communication created specifically to keep customers up-to-date on MyFloridaMarketPlace (MFMP) training activities!

Training Material Updates:
MyFloridaMarketPlace University (MFMP U) is excited to announce an updated MFMP System Overview online training (previously known as recorded tours) for those customers who are new to the system or those who would like to refresh their knowledge of MFMP. We recommend this course as a prerequisite to all other agency MFMP trainings. In addition, the team recently published an updated Buyer Manual and System Administrator Manual.

All of MFMP U’s trainings can be found in the new course catalog. This catalog is a great resource to see all trainings currently offered and decide which trainings would benefit your understanding of MFMP.

Upcoming MFMP Changes:
MFMP has been working on a project to convert the current Florida specific commodity codes (known as FLID) to an internationally accepted and standardized code set known as the United Nations Standard Products and Services Classification (UNSPSC) for the last several months. The planned implementation of the system changes is scheduled for July 1, 2014. The project provides benefits to both state agencies and vendors. UNSPSC standardization allows for better reporting and therefore more strategic sourcing. The standardization also provides the ability to better target vendors with solicitation notifications and reduce the effort for vendors to provide catalogs to the State of Florida. More information about the project can be found on the MFMP website. The MFMP team will also be hosting several webinars before and after July 1. Registration for these webinars is available on the MFMP website.

Agency Customer Impact
Agency requisitions that are marked with a Delay Purchase Until (DPU) date of July 1, 2014 will be systemically converted using the mapping posted on the MFMP website. After implementation, agencies will be required to select UNSPSC codes on new requisitions or change orders. Historical purchase orders will continue to reference FLID codes. Agencies will not be required to select a UNSPSC code when invoicing against a historical purchase order. Both UNSPSC and FLID codes will be displayed on any reports that cross fiscal years (FY2013-2014 and FY2014-2015).

Third Quarter Training Statistics:
The MFMP U team continues to offer numerous trainings through several channels. Recently, the team offered statewide training in Miami, Ft. Lauderdale, Orlando, and Tampa, along with training in Tallahassee. In order to continue providing statewide training, our participation needs to improve. Please help us by encouraging agency staff who need MFMP training to attend one of our monthly training sessions.
Steps for Success: Units of Measure on eQuote

- Before publishing an eQuote, ensure that you have the correct unit of measure tied to each Line Item. For Example, if you want to order 2 boxes of pens that contain 10 pens per box:
  - Choose the unit of measure “each” and a quantity of 2.
  - OR
  - Choose the unit of measure “each,” a quantity of 20 and a unit price per pen of $0.20.

- Be sure to align the description of your request with the information entered in the unit of measure and quantity section. In other words, do not ask for pricing on 2 boxes when you’ve entered a quantity of 20 and a unit of measure “each”.

Upcoming MFMP U Trainings:
The MFMP U team is offering webinars on the new commodity code implementation. If you would like to attend, please go to the [MFMP website](http://www.mfmp.com) and register. If there are customers in your office that would benefit from training, please feel free to forward this information.

MFMP Tip of the Quarter: The MFMP team will be including quarterly tips to help improve your knowledge of and experience with the system. This quarter’s tip is about using the correct unit of measure on eQuotes.