MyFloridaMarketPlace
System Overview
Agenda

- What is MyFloridaMarketPlace (MFMP)?
- Procure to Pay Process
- Logging in to Buyer
- Dashboard & Navigation
- User Profile Management
- Searches
- Vendor Performance Tracking (VPT)
- Tips & Resources
• MyFloridaMarketPlace is the State of Florida’s eProcurement system, and has been in operation for more than ten years.

• The system is a source for centralized procurement activities; streamlining interactions between vendors and state government entities and provides tools to support innovative procurement for the State of Florida.

• This System Overview course will cover an ‘big picture’ view of the MFMP system, focusing on the Buyer application.
MyFloridaMarketPlace Benefits

- MyFloridaMarketPlace leverages the state’s significant buying power
- Web-based, paperless application with 24/7 access
- All applications have a similar look and feel
- Reduced Error Rates
- Faster order processing time
- Captures and stores all content related to the transaction in one place.
The State Transaction Fee will be reduced from 1% to .7% beginning November 1st, 2015.

The fee change is not retroactive and will be applied to transactions beginning November 1st, 2015.

The MFMP Team is in the process of:

- Revising MFMP Terms of Use with DMS legal.
- Finalizing Draft Rule, which holds the current 1% Transaction Fee language.
- Preparing communications regarding the Transaction Fee change.
- Updating training materials: (e.g.: manuals, recorded training, job aids, presentations, website, and other notifications)
- Preparing updates to the Vendor Information Portal and MFMP Buyer.
The MyFloridaMarketPlace website contains training information, current projects, announcements, information for vendors, utilization scorecard information, and more.
MFMP Buyer routes requisitions for approval for both catalog and non-catalog purchases. Requisitions become orders and are sent to vendors.

- Vendors can submit invoices for payment as an eInvoice or agencies can create PO-based or Contract-based Invoices.
- Invoices are sent for payment request to FLAIR, creating a full procure to pay cycle.
• **MFMP Sourcing** provides an automated way to create, launch, manage, evaluate, and award solicitations for goods and services.

• Vendors must register through the Vendor Information Portal (VIP), add commodity codes to their account, and select ‘yes’ to receive solicitation notifications from Sourcing.
• **MFMP Analysis** provides the ability to build analytical reports using several different sources of information.

• Analysis includes data from Buyer, VIP, FLAIR payments and FLAIR encumbrance information.
• **MFMP VIP** provides Florida’s vendors with self-service tools for registration, account maintenance, performance rating reviews, and transaction fee reporting.

• Agencies can search for vendors with the ‘publicuser’ account.
Agenda

• What is MyFloridaMarketPlace (MFMP)?

• Procure to Pay Process

• Logging in to Buyer

• Dashboard & Navigation

• User Profile Management

• Searches

• Vendor Performance Tracking (VPT)

• Tips & Resources
MFMP Procure-to-Pay Process

A need for a purchase is identified

Is the item(s) on a contract?

Yes
Requester initiates requisition
Purchasing and management review requisition

No
Requisition approved

No
Create /award a formal solicitation or eQuote

Yes
PO is electronically sent to the Vendor

Vendor delivers goods or provides services

Service

Goods
Physically receive product

Requester/On Behalf Of (OBO) or Central Receiver completes MFMP receipt

MFMP routes Invoice Reconciliation (IR) to the Requester/On Behalf Of (OBO) for approval of receipt of service

Continue Invoice Reconciliation (IR) Process

Create invoice in MFMP
Procure to Payment

All transactions in MFMP Buyer are tied together, to easily locate each item in the process.
Standard Approval Flows

Recommended Catalog

Recommended Non-Catalog

Invoice Reconciliation
MyFloridaMarketPlace prohibits customers from including in the system confidential Information directly related to an individual.

- Comments field
- Line item description
- Attachments

Attachment confirmation checkbox
Types of Confidential Information

• The following list shows examples of common types of confidential information to redact:
  – Names and Titles
  – All street addresses, city, county, and zip codes
  – All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, and date of death
  – Telephone numbers
  – E-mail addresses
  – Social Security numbers
  – Medical record numbers
  – Health plan beneficiary numbers
  – Account numbers
  – Certificate or license numbers
Delete Attachment/Comments

- Whoever attaches the document or comments can remove them
  - This applies to requisitions / orders and invoice reconciliations
  - Remove even if the approval process already started
  - Transaction workflow will not regenerate

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Real User</th>
<th>Action</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 2 Jan, 2008</td>
<td>Phyllis Edson</td>
<td></td>
<td>Submitted</td>
<td>PR7495851 submitted for approval.</td>
</tr>
</tbody>
</table>
• What is MyFloridaMarketPlace (MFMP)?
• Procure to Pay Process
• Logging in to Buyer
• Dashboard & Navigation
• User Profile Management
• Searches
• Vendor Performance Tracking (VPT)
• Tips & Resources
Log into MFMP Buyer using your username and password.

- If you do not have access to MFMP Buyer, please contact your System Administrator.
Password Reset

- Passwords must comply with State of Florida security standards:
  - 7-16 characters in length with no spaces, one uppercase letter, one lowercase letter, and one digit, located within the middle of the password.
  - Unable to re-use your last five passwords
  - Eg. MFMPloves2train

- To reset your password, answer your secret question, created when you first logged in.
  - Secret Answers must be at least 5 characters long.

- Change your password or secret question/answer from the ‘Preference’ dropdown on the menu bar.
Agenda

• What is MyFloridaMarketPlace (MFMP)?
• Procure to Pay Process
• Logging in to Buyer

• Dashboard & Navigation

• User Profile Management
• Searches
• Vendor Performance Tracking (VPT)
• Tips & Resources
Dashboard Tabs – display based on your permissions
Use the tabs at the top to quickly access different modules of the system.
The To Do portlet provides an immediate preview of all action items.
The Search Page can also be accessed from the menu bar.
Click ‘View More’ to view by transaction type.
The **Create Section** displays links to commonly used request types.

The **Manage Section** displays links to commonly used management tools.
The Recently Viewed menu displays the five most recently viewed transactions.
You can use labels to help categorize those transactions you frequently reference.
Agenda

- What is MyFloridaMarketPlace (MFMP)?
- Procure to Pay Process
- Logging in to Buyer
- Dashboard & Navigation
- User Profile Management
- Searches
- Vendor Performance Tracking (VPT)
- Tips & Resources
Account Preferences

- Change your password
- Delegate approval authority
- E-mail notification preferences
Delegate Authority

• When on leave and/or out of the office, complete a Delegation of Authority

• Delegation of Authority allows approval of requisitions, invoice reconciliations (IR) and receipts in a timely manner in your absence

• Submit your delegation in advance to obtain your supervisor’s approval before you leave

• The scheduled delegation begins at 12 a.m., Eastern time on the date selected and ends at 11:59 p.m. on the selected End Date
Delegate Authority

- Click on Preferences
- Select Delegate Authority
Set E-Mail Notification Preferences

On the ‘Preferences’ menu, click ‘Change email notification preferences.’
Select which notification to edit.
Set E-Mail Notification Preferences

Set E-mail Method and Frequency.
Set E-Mail Notification Preferences

E-mail Notice Sample

From: Buyer Testing  
Sent: Thursday, July 14, 2011 12:31 PM  
To: Brenda Johnson  
Subject: ACTION REQUIRED: PR5698644 - 2.4 Deny (Approval Request)

PR5698644 - 2.4 Deny requires your approval because "System Supervisor approval is required for requisition"

Requester: Alexis Fleck  
Created: 12:29 PM Thursday, July 14, 2011

Line Items

<table>
<thead>
<tr>
<th>#</th>
<th>Supplier</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terminix National Accounts</td>
<td>Pest Control Services, Office Locations Statewide Excluding Food Service Areas, $26.00 per month for 0-20,000 sq. ft. Please Click on Globe Icon for Additional Florida Contract Information.</td>
<td>1.00</td>
<td>month</td>
<td>25.00 USD</td>
<td>25.00 USD</td>
</tr>
</tbody>
</table>

Total Cost: 26.00 USD

Comments

Approval flow
As of 12:31 PM Thursday, July 14, 2011:
Agenda

• What is MyFloridaMarketPlace (MFMP)?
• Procure to Pay Process
• Logging in to Buyer
• Dashboard & Navigation
• User Profile Management
• Searches
• Vendor Performance Tracking (VPT)
• Tips & Resources
System Searches Basics

• System searches are simple to execute.
• Any customer with MFMP access can create system searches.
• Query group enables customers to see transactions enterprise-wide.
• Use a minimum of three search filters:
  – Date range
  – PUI (Purchasing Unit Identifier)
  – Other
• Save System Searches you use frequently.
• You can export search results to Excel.
Create a System Search

• Click Search on the menu bar
  – Click the drop-down arrow to view all
  – Click on the type of search to create
System Search Filters

• Enter a minimum of three search filters:
  - Date range
  - PUI (Purchasing Unit Identifier)
  - Other, e.g., requisition number, order number, invoice number
Click ‘Save Search’ to save the search and associated parameters.
Click the ‘Table Options’ icon to export search results to Microsoft Excel.
Add System Searches Tabs

Add new tabs to your Dashboard

• Step 1:
  – Click ‘Configure Tabs’ from the Home Tab
  – Select ‘Add New Tab’
• Step 2
  – Enter a Tab name (e.g., Saved Search)
  – Click "OK"

• Step 3
  – Click "Saved Search"
Add System Searches Tabs (Cont.)

- Step 4
  - Select "Saved Searches" you want to see on your new tab
Add System Searches Tabs (Cont.)

- Step 5
  - Arrange the searches on your screen
Agenda

• What is MyFloridaMarketPlace (MFMP)?
• Procure to Pay Process
• Logging in to Buyer
• Dashboard & Navigation
• User Profile Management
• Searches
• Vendor Performance Tracking (VPT)
• Tips & Resources
VPT Overview

• Vendor Performance Tracking (VPT) is the tool agency customers use to enter and monitor vendor performance on a per transaction level

• MyFloridaMarketPlace (MFMP) generates a survey after an invoice reconciliation (IR) moves to ‘Paid’ in MFMP

• Surveys generate for the following transactions:
  – State Term Contracts (STC)
  – State Purchasing Agreements (SPA)
  – Agency Term Contracts
  – Other transactions equal to or above $2,500 (including governmental entities)
VPT Surveys

Customers rate vendors across four categories ranging from 1 (Fails to Meet Most Requirements) to 5 (Exceeds Most Requirements):

- **Performance to Specifications**
  - e.g. compliance to contract specs
- **Delivery**
  - e.g. on-time delivery
- **Invoicing**
  - e.g. accurate billing
- **Customer Service**
  - e.g. prompt/courteous customer service

Comments may be entered for a survey.

Vendors have the ability to view comments relating to their ratings.

Completion of the survey is optional.

**MFMP displays the cumulative VPT ratings during the vendor selection process.**

**Ratings display to the right when selecting a vendor. To see the vendors rating by category, click the rating score.**
Email Notifications

- MFMP sends an email to the requester or contract manager (contact) for purchase orders and contracts.
- The email contains a link to VPT to complete the survey.
- MFMP provides one email per day for all “new” pending surveys.
- VPT surveys can be accessed at anytime through the Common Actions section of your dashboard.
- Open surveys are available until submitted or for 30 days.
Accessing Surveys

Access the VPT surveys from the Common Actions queue under Manage or by clicking on Manage on the menu bar and selecting “Vendor Performance”.
To access the survey, click on the name of the vendor that you are rating.

Rating anything more or less than 3 requires a brief explanation of why.
Agenda

- What is MyFloridaMarketPlace (MFMP)?
- Procure to Pay Process
- Logging in to Buyer
- Dashboard & Navigation
- User Profile Management
- Searches
- Vendor Performance Tracking (VPT)
- Tips & Resources
## Agency Training Recommendations

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>System Administrator</th>
<th>Requester</th>
<th>Supervisor</th>
<th>Purchasing</th>
<th>Finance and Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFMP System Overview</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>MFMP System Administrator</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Advanced Reporting</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating Requisitions</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Requisitions (Spring 2015)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating Invoices</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approving Requisitions</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding Transaction Fees</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reconciling &amp; Approving Invoices</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Receiving Goods &amp; Approving Services</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buyer eQuote</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Searching for Vendors in VIP</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vendor Performance Tracking</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Resource Links

• MyFloridaMarketPlace production applications:
  – MFMP Buyer
  – MFMP Sourcing
  – MFMP Analysis
  – MFMP Vendor Information Portal (VIP) (the username and password is “publicuser”)

• MyFloridaMarketPlace website
  – The MFMP website provides additional useful tools such as frequently asked questions, training opportunities, job aids, manuals and links to applications.

• For questions for assistance, contact the MFMP Customer Service Desk at (866) 352-3776 or BuyerHelp@MyFloridaMarketPlace.com. The MFMP Customer Service Desk is available Monday through Friday, from 8 am to 6 pm.
Training Links

- **Webinar Training Sessions**
  - Interactive training modules using WebEx technology. Customers participate from their own computers and phone lines, using a toll-free conference line. All participants need to register online and webinar capacity is limited.

- **Seminar and Workshop Training Sessions**
  - Offer face-to-face training. Seminars provide classroom instruction. Workshops provide hands-on learning. All participants need to register online as capacity is limited.

- **MFMP online trainings**
  - Allow access to the same basic information provided in the seminar and webinar training sessions. You can take these courses at your convenience.

- You can access the training material and register for upcoming workshops, seminars and webinars on the [MFMP Buyer Training Opportunities page](#).

- The [MFMP Buyer training environment](#) allows you to practice what you’ve learned.
  - Your user name is the same as your production login and the password is “train30”