eInvoicing Job Aid

Electronic invoicing, better known as eInvoicing, is the process where a vendor electronically sends an invoice to an agency for payment in MyFloridaMarketPlace, eliminating the need to manually enter an invoice. MFMP has over 60 vendors that are issuing electronic invoices. A full list of all eInvoicing vendors and locations is available on the MFMP website.

eInvoicing Process

With eInvoicing, the invoice is automatically added to the appropriate agency customer's 'To Do' queue as an Invoice Reconciliation (IR). For service-based invoices, the invoice will be automatically added to the requester 'To Do' queue and for commodity-based invoices, the invoice will be added to the Exception Handler 'To Do' queue. If a vendor is eInvoicing, it is imperative that customers **do not** manually create invoices. If an invoice is manually entered and the vendor tries to send an eInvoice, the eInvoice will be rejected as the system does not allow duplicate vendor invoices. If an agency customer tries to enter an invoice into MFMP when an eInvoice has already been received, they will receive the error "An invoice already exists for this supplier and invoice number." If an eInvoice has not been received after X numbers of days (per your agency's internal policy), MyFloridaMarketPlace recommends that customers reach out to their vendors to confirm that they will send an eInvoice.

- On eInvoices, the first approver in the IR workflow must add the correct site code. eInvoices come into MFMP with 'Ariba System in the 'On Behalf of' field. This field may be changed by any approver in the approval flow.

- If the eInvoice was received on a weekend or holiday the transaction date needs to be updated to the following business day. If an agency has not received the invoiced goods or services, the receipt should be completed prior to reconciliation by Finance & Accounting. If the goods were received after the invoice, F&A should amend the Transaction Date appropriately.
- If the eInvoice contains line items that are not matched to the correct PO line items, customers may manually match them. View the Manual Match Job Aid for more information.
- Once the invoice goes through the approval flow, each agency will either electronically approve or reject any IR. View the Reconciling and Approving Invoices Online Training for detailed information on this process.

Resources

MFMP eInvoicing Page: Contains information about eInvoicing and lists all current vendors who offer eInvoicing.

Please contact the MFMP Customer Service Desk if you have any questions.
Phone: 866-352-3776
Email: BuyerHelp@myfloridamarketplace.com