

# MyFloridaMarketPlace Customer Round Table Meeting

May 4, 2017

# CRT Agenda

- IT Staff Augmentation Contract
- Utilization Scorecard
- Training Update
- Transaction Fee Exemption Process
- Reluctant Vendors
- Year-End Activities
- Trivia
- Open Forum

# Auto Addition of Vendors

- As of March 1, 2017, all eQuotes created from the [IT Staff Augmentation Services](#) contract (80101507-SA-15-01), will have five randomly generated contracted vendors (based on FEIN) added to the eQuote
- This functionality is designed to increase competition among vendors on the IT Staff Augmentation Services State Term contract
- Customers have the option to add additional vendors and to remove the auto-populated vendors, if desired
  - The State Term Contract requires that customers add three additional vendors to the eQuote

# Auto Addition of Vendors Process

- **Step 1:** Agency customers must select the IT Staff Augmentation Services contract number in the *Contract Number* field on the eQuote overview for this functionality to work

**Create Sourcing Project**

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing Project appear in the section at the bottom of the page, and available Templates m

Name:	* Example eQuote	Owner:	Felicia Thompson
Description (for internal use only):		Currency:	US Dollar
Copy from Project:	(no value)	Commodity:	* 14101500: Raw materi
Project:	<input type="radio"/> Full Project <input checked="" type="radio"/> Quick Project	Contract Months:	
Event Type:	* eQuote	Contract Number:	80101507-SA-15-01
Test Project:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Contract Effective Date:	
Base Language:	English	Number Of Available Renewals (Years):	
Regions:	(no value)		
Departments:	* 720010 Department of		
Baseline Spend:	USD		
Target Savings %:			
Notify Vendors? :	* <input type="radio"/> Yes <input checked="" type="radio"/> No		
Predecessor Project:	(no value)		

# Auto Addition of Vendors Process (Cont.)

- **Step 2:** View auto added vendors on the *Suppliers* page
- **Step 3:** Add or remove vendors as desired. Please note that the contract requires customers to manually add at least 3 additional vendors
- **Step 4:** After publishing the eQuote, project owners may validate that MFMP added vendors (based on FEIN) on the *Log* tab



Date Created ↓	Real User	On Behalf Of	Action	Scope	Details
03/22/2017 01:23:11 PM	Ariba System	Ariba System	System process:MFMP		The vendors with the following FEINs were auto added by the system <b>FEINs removed from screenshot for confidentiality purposes</b>

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# MFMP Utilization Scorecard

- The Third Quarter Scorecard is available on the [MFMP website](#)
  - Utilization for Purchase Orders/Contracts, Invoicing, and Receiving continue to exceed 80%
  - Utilization for Catalogs surpassed 80% this FY
  - Average agency eQuote utilization has almost reached 50%
- Check out our [Utilization Support Webpage](#)
  - If your agency is interested in support from the MFMP team, please email [BuyerHelp@myfloridamarketplace.com](mailto:BuyerHelp@myfloridamarketplace.com)

## MFMP Utilization Support

### Utilization Support History

Beginning in FY 2014-2015, the MFMP team began offering utilization support reviews to four pilot agencies. The team validated that these agencies were utilizing MFMP in accordance to the five key eProcurement metrics: PO and Contract Utilization, Invoice Utilization, Catalog Utilization, Receiving Goods in MFMP Utilization, and eQuote Utilization. Based on feedback from these pilots, the MFMP team is now offering Utilization Support to all interested agencies.

### Utilization Support Process

If your agency is interested in support from the MFMP team by reviewing internal processes

#### additional resources:

[MFMP Utilization Scorecard](#)

[MFMP Framework Documents](#)

[MFMP Training Materials](#)

[MFMP Best Practices](#) (📄)  
502.96 KB)

[MFMP eQuote Support](#)

[Request MFMP Support](#)

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- The MFMP team delivered statewide, in-person training in the following cities for 263 customers:
  - Ocoee and Tampa
  - Panama City
  - Lake City
- The MFMP team recently updated the existing Creating Requisitions online training
  - View the new training on the [MFMP Requisitions/PO Learning Path](#)



- The MFMP team is considering updating our System Administrator training format
  - System Administrator Office Hours
  - Individual on-boarding support for new System Administrators
- MFMP Analysis Office Hours (one-on-one sessions)
  - Out of the 12 registrants, only 3 attended
- The team continues our MFMP communications pilot tracking email open rates and link clicks
  - The average open rate to date is 27%
  - Please let the MFMP team know if your agency has had any difficulty receiving MFMP communications and to make updates to your Distribution List

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# Transaction Fee Exemption Process

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- All business conducted with State of Florida agencies is subject to the transaction fee unless specifically exempt by rule
  - Exemption requirements are outlined in Rule 60A-1.031, Florida Administrative Code
- Agencies may mark a particular transaction (contract, requisition, or invoice) exempt from the transaction fee if it meets certain statutory requirements (see the Transaction Fee Exemption section of the [Buyer Manual](#))

# Exemption Process for Contracts

- Rule 60A-1.031, Florida Administrative Code authorizes the DMS State Purchasing Director to approve a particular contract exempt from the transaction fee in advance of the procurement
  - The procurement must meet two elements:
    - Critical to the agency’s mission or necessary for the public health, safety, or welfare; and
    - Imposition of the fee would prevent the consummation of the transaction
- Marking an MFMP contract as transaction fee exempt, exempts all associated releases or invoices
  - If the *Transaction Fee Exempt* field is not selected and the entire contract should be exempt, customers should complete the Contract Exemption eForm

# Exemption Process for Transactions

- An agency may exempt a particular transaction from the transaction fee if:
  - The governor suspends purchasing regulations due to an emergency; or
  - The agency head declares an emergency under paragraph 287.057(5)(a), Florida Statutes
  - Other statutory basis
- Marking a requisition as transaction fee exempt, exempts all associated invoices
  - Orders or invoices can be marked exempt by checking the *Transaction Fee Exempt* field in the line item accounting details and select an *Exemption Reason* (view available reason codes in the [Buyer Manual](#))

# Exemption Process for Payments

- If the *Transaction Fee Exempt* field is not selected on an invoice reconciliation and the fee has been assessed, customer should complete the following steps:
  - **Step 1:** Update the transaction fee exemption on the order/contract, so that all associated future payments will be exempt
  - **Step 2:** The agency Transaction Fee Dispute Liaison should submit the Dispute Form located on the [MFMP Website](#) for any payments that resulted in disputed fees so that the vendor's account can be credited

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- Up to late 2011, MFMP maintained a *Reluctant Vendor Process* which allowed agency customers to request a vendor registration on behalf of the vendor
- MFMP reluctant vendors are:
  - Unable to access and manage their VIP accounts
  - Unable to participate in bidding opportunities through MFMP Sourcing or the VBS
  - Are not assessed the transaction fee
- The *Reluctant Vendor Process* was retired in late 2011, as part of an effort to streamline registrations to include only active vendors, allowing customers to more effectively identify vendors with which to conduct business

- As of April 2017, there were 201 active reluctant vendor locations remaining
- The MFMP team will begin a vendor and agency outreach in early May to encourage vendors to create a new MFMP registration
- All remaining reluctant vendor locations will be inactivated on **June 23, 2017**
  - Customer with open orders tied to a reluctant vendor must create a new PO with the new vendor registration in order to process payment
- Analysis reports will be posted to help agency customers review recent business to reluctant vendors
  - Payments to Reluctant Vendors
  - Purchase Orders to Reluctant Vendors

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- MFMP Buyer will be down for year-end processing between June 30<sup>th</sup> and July 1<sup>st</sup>.
  - Specific times will be communicated in early June
- The MFMP team will begin a vendor outreach in late May to confirm PO contact and delivery information
  - Due to the fax transition, the team expects to encounter increased number of failed orders
  - Please remind your vendors to check their PO email address in VIP. Customers may add their vendor's contact information as a comment on the PR to help process potential failed orders
- MyFloridaMarketPlace year-end processing includes:
  - The carry forward process and the processing of delay purchase until (DPU) orders

# Types of Carry Forward items

- **Type A Payables** identify goods/services received on or prior to June 30
- **Type B Encumbrances** identifies goods/services ordered on or prior to June 30, but not received until after June 30
  - Agencies may utilize DFS's automated process or MFMP's manual process to mark their encumbrances as Carry Forward

- Document the encumbrance number and line numbers from the transaction
- Establish the payable (TR 81) in FLAIR
  - This process reduces the encumbrance at the same time it establishes the payable
- During the disbursement process, the Exception Handler or Invoice Manager must check the *Payable* box in the line item accounting to indicate that the disbursement is a payable disbursement (TR 53)
- Enter the *Payable Line Number* and *Payable Number* and finish approving the IR per standard processes

ACCOUNTING - BY LINE ITEM

Bill To: \* A08eef0v.q (BUREAU OF) [v]

Payable Disbursement:

Payable Line Number:

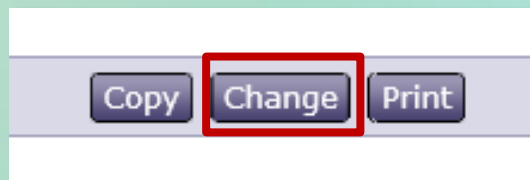
Payable Number:

# Carry Forward Automated Process

- Agencies may choose to utilize the Department of Financial Services' (DFS) automated process of marking encumbrances as Carry Forward
  - If no changes are made, the current year request will be the same as last year's request
- MyFloridaMarketPlace receives the file update from FLAIR, noting which encumbered requisitions to mark with a *Carry Forward Indicator*
  - **Timing:** Early morning July 1
  - **Process:** See the [Year End Marking of Subsidiaries](#) training located on the DFS Accounting and Auditing Website for step-by-step instructions on this process

# Carry Forward Manual Process

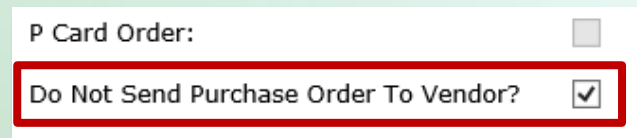
- Agencies may choose to manually mark encumbrances in MFMP as Carry Forward. Agency customers must add a *C* in the MFMP *Certified Forward Indicator* drop-down box before July 1 to mark a transaction as Carry Forward
  - **Timing:** Manual changes can be initiated at any time
  - **Process: *Step 1:*** Initiate a change to the appropriate requisition. Customers assigned the *CO No Workflow* group may complete a change for accounting/encumbrance changes





# Carry Forward Manual Process (Cont.)

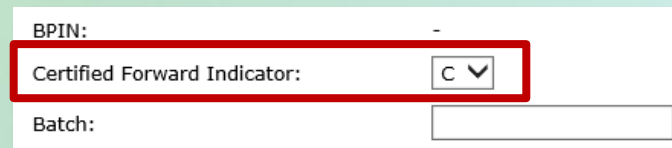
**Step 2:** Select the *Do Not Send to Vendor* checkbox (permission based) to prevent the vendor receiving the change order



P Card Order:

**Do Not Send Purchase Order To Vendor?**

**Step 3:** Update the *Certified Forward* Indicator field from *N* to *C* in the line item accounting details.



BPIN: -

**Certified Forward Indicator:** C ▼

Batch:






**Step 4:** Submit the updated requisition and MFMP will automatically update the order (only if the customer has the CO No Workflow group) and send an updated encumbered transaction to FLAIR

# Delay Purchase Until Process

- The *Delay Purchase Until* date field allows requesters to create and submit requisitions to move through the approval flow process and, once approved, remain queued until the *Delay Purchase Until* date arrives
- After midnight on the *Delay Purchase Until* date, MFMP automatically sends:
  - Transaction to FLAIR (encumbered orders only)
  - The purchase order to the vendor
- If a customer needs to make edits prior to the *Delay Purchase Until* date, agencies can withdraw and edit these requisitions
  - Only preparers/requesters can withdraw and edit requisitions

# Delay Purchase Until Process

- Create a requisition following the standard requisition creation process.
- On the requisition *Summary* tab, requesters select the desired date they wish the purchase order be sent to the vendor and encumbered (if applicable) in the *Delay Purchase Until* field

Title:	*	<input type="text"/>
On Behalf Of:		<input type="text" value="Tammy Clark"/> 
Delay Purchase Until:		<input type="text"/> 
PO Start Date:		<input type="text"/> 
PO End Date:		<input type="text"/> 

# Payments Completed in FLAIR

- Three steps to enter a FLAIR payment in MFMP:
  - Enter the invoice in MFMP (not applicable for eInvoices),
  - Reconcile and approve the invoice reconciliation, and
  - Complete the Payment Update eForm
- Benefits of this process:
  - Improved spend analysis
  - Vendor transaction fee compliance
- Agencies may utilize the *Payments Completed in FLAIR* Secure Report to verify that all IRs marked paid in FLAIR have a corresponding Payment Update eForm
- See the [Entering Payments Made Directly in FLAIR](#) job aid for step-by-step instructions on this process

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What is MFMP's current email open rate?

**27%**

What field are customers required to complete in order to have MFMP Sourcing auto-populate vendors on the *IT Staff Augmentation Contract*?

**The *Contract Number* field on the eQuote**

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- These meetings are intended to:
  - Discuss issues and concerns from agencies
  - Identify and review improvements to MFMP applications, training, and/or communications.
  - Allow agencies to discuss internal process/policies with each other
- After each meeting, the MFMP team will
  - Review feedback and determine next steps (create CR, find existing CR #, provide training material, follow-up for additional context, etc.)
  - Communicate status back to original feedback originator

If you have further questions please contact the  
MFMP team at  
[MyFloridaMarketPlace@dms.myflorida.com](mailto:MyFloridaMarketPlace@dms.myflorida.com)