Using electronic Catalogs

Why electronic catalogs matter and what benefits they provide agency customers

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

01 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.

02 Simplified and Centralized Purchasing
By accessing catalogs in MFMP, agency customers can easily view state term pricing. All of the catalogs are centralized in one application, promoting purchasing consolidation and improved spend management visibility.

03 Improved Productivity
Using automated approval workflow, customers can enhance productivity with reduced cycle times.

04 Up-To-Date Information
Catalog pricing is regularly reviewed and updated for State Purchasing to confirm that agency customers are receiving the most recent state term pricing.

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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.

Website: dms.myflorida.com/agencycustomer/catalogs_and_einvoicing
Email: BuyerHelp@MyFloridaMarketPlace.com

Customer Interest and Utilization

MyFloridaMarketPlace has found that agency customers generally prefer catalogs (both line item and punchout) over manually entering purchases in the system.

Catalogs found effective* 75%
MFMP Catalog Utilization** 81%

*Per the 2016 MFMP Annual Customer Satisfaction Survey
**Per the fiscal year 2016-17 Scorecard

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


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