



Vendor Inactivation Process for Agency Customers

Last Update: October 2017

Vendor Inactivation Reasons

MyFloridaMarketPlace (MFMP) will inactivate a vendor's account when:

- Vendors request to have their MFMP Vendor Informational Portal (VIP) account inactivated
- The Department of Management Services (DMS) or the Department of Financial Services (DFS) request suspension of the vendor (e.g., vendor has multiple accounts with different tax identification numbers)
- Vendors are removed via the annual MFMP vendor inactivation process, which is typically scheduled for November. Vendor accounts **will not** be inactivated if any of the following seven criteria are met:
 - Business location has received an MFMP purchase order (PO) in the last two fiscal years
 - Business location has received a payment from the Florida Accounting Information Resource (FLAIR), or a purchasing card (P Card) payment in the last two fiscal years
 - Business location has made an edit to their MFMP VIP account in the last two fiscal years
 - Business location has logged into MFMP Sourcing in the last two fiscal years
 - Business location is associated to a State Term Contract or an Alternate Contract Source
 - Business location is a Florida Emergency Supplier Network supplier
 - Business location has an Office of Supplier Diversity Florida Certified Business Enterprise certificate that has not expired in the last three fiscal years

Non-Annual Vendor Inactivation Timing

Vendors without open transactions are inactivated the week the inactivation was requested. Vendors with outstanding transactions are inactivated the last business day of the month following the request. The vendor's name will be amended to include "IA: MM/YY" (ex. John's Office Supply IA: 11/17). The date denotes when the vendor will be removed from MFMP Buyer; however, their account information will remain visible in MFMP VIP after the inactivation date.

Outstanding Customer Transactions

Once a vendor's account is inactivated, any outstanding transactions (e.g., requisitions (PR), POs and invoice reconciliations (IR)) cannot be completed through MFMP. A warning message will display on the transaction indicating that the "Vendor has been deleted."

Identifying Outstanding Transactions

Every week, MFMP sends a communication to the agencies' Purchasing and Finance & Accounting Liaisons with an Excel workbook containing four spreadsheets:

- **Flagged for Inactivation:** A list of all vendors targeted (flagged) for inactivation. This list displays inactivation dates and reasons
- **Contracts Vendor Inactivations:** A list of all MFMP contracts issued to the flagged vendors
- **PRs for Vendor Inactivations:** A list of all PRs issued to the flagged vendors
- **Prior Inactivations:** A list of vendors inactivated in the previous 18 months

Actions for Outstanding Transactions

It is important to know the status of a transaction when MFMP inactivates a vendor. Different actions are required based on the status of the transaction. The MFMP team recommends that agency customers place a comment on any impacted PO or IR, detailing the actions taken due to a vendor's inactivation. If assistance is needed, customers should contact the MFMP Customer Service Desk (CSD) at BuyerHelp@MyFloridaMarketPlace.com or 866-352-3776.

Tip: If a vendor location is deleted and the account has another active location(s), customers can process any existing invoice(s) by updating the location on previously generated IR(s).

Orders without Submitted Invoices			
PO Status	Receipt Status	IR Status	Action
Ordered	No Receipt (service-based) or Composing (no approved receipts)	No Invoice	<ul style="list-style-type: none"> ▪ If no goods were received or services were rendered, the PO should be canceled via the Cancel Requisition eForm and a new PO issued, if necessary
Receiving or Received	Approved and/or Composing (Partially Received)	No Invoice	<ul style="list-style-type: none"> ▪ If the vendor has another active MFMP VIP account: <ul style="list-style-type: none"> ○ Issue a new PO to the active account with the items remaining on the original PO ○ Complete a Release Encumbrance eForm for the original PO, if encumbered, and process future invoices against the new PO ▪ If the vendor does not have another active account: <ul style="list-style-type: none"> ○ Pay the vendor directly through FLAIR ○ Return to the PO and enter a comment stating that the invoice was paid in FLAIR as the vendor was inactivated. Place the PO in 'Received' status by finding the last receipt completed, making an edit, and selecting <i>Yes</i> on the <i>Close Order?</i> field

Orders with Submitted Invoices

PO Status	Receipt Status	IR Status	Action
Ordered or Receiving	No receipt (service) or Composing (no approved receipts)	Approving or Reconciling	<ul style="list-style-type: none"> ▪ If the vendor has other active location(s) in the same MFMP account: <ul style="list-style-type: none"> ○ Review the active location(s)'s <i>Remit-To-Address</i> to confirm that it matches the location on the vendor's invoice <ul style="list-style-type: none"> ▪ If it does, update the vendor location on the IR ▪ If it does not, work with the vendor to update their account ▪ If the vendor does not have other active locations within the same account, but has another active MFMP account: <ul style="list-style-type: none"> ○ Reject the IR and issue a new PO to the other account with the items remaining on the original PO ○ Complete a Cancel Requisition eForm for the original PO and process future invoices against the new PO ▪ If the vendor does not have another active account: <ul style="list-style-type: none"> ○ Reject the IR and pay the vendor directly through FLAIR ○ Return to the PO and enter a comment stating that the invoice was paid in FLAIR as the vendor was inactivated. Place the PO in 'Received' status by finding the last receipt completed, making an edit, and selecting <i>Yes</i> on the <i>Close Order?</i> field
Receiving or Received	Composing (partially received) or Approved (fully received)	Approving or Reconciling	<ul style="list-style-type: none"> ▪ If the vendor has another active location(s) in the same MFMP account: <ul style="list-style-type: none"> ○ Review the active location(s)'s <i>Remit-To-Address</i> to confirm that it matches the location on the vendor's invoice <ul style="list-style-type: none"> ▪ If it does, update the vendor location on the IR ▪ If it does not, work with the vendor to update their account ▪ If the vendor does not have other active locations within the same account but has another active MFMP account:

			<ul style="list-style-type: none">○ Reject the IR and issue a new PO to the other account with the items remaining on the original PO○ Complete a Release Encumbrance eForm for the original PO and process future invoices against the new PO▪ If the vendor does not have another active account:<ul style="list-style-type: none">○ Reject the IR and pay the vendor directly through FLAIR○ Return to the PO and enter a comment stating that the invoice was paid in FLAIR as the vendor was inactivated. Place the PO in 'Received' status by finding the last receipt completed, making an edit, and selecting <i>Yes</i> on the <i>Close Order?</i> field
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Open Contracts without Releases

PO Status	Receipt Status	IR Status	Action
No order	No receipt	No invoice	<ul style="list-style-type: none"> ▪ If the vendor has another active MFMP VIP account: <ul style="list-style-type: none"> ○ Close the contract and create a new contract request (CR). In the <i>Vendor Location</i> field, select the active MFMP VIP account. In the <i>Historical Amount Spent</i> field, enter the total amount of all previous payments ○ If manually encumbered, release the encumbered funds directly in FLAIR ○ Process all future payments against the new contract ▪ If the vendor does not have another active account: <ul style="list-style-type: none"> ○ Add a comment to the contract with the details of the payment(s) and then close the contract ○ Process all future payments to the vendor directly through FLAIR
No order	No receipt	Approving or Reconciling	<ul style="list-style-type: none"> ▪ If the vendor has another active location(s) in the same MFMP account: <ul style="list-style-type: none"> ○ Review the active location(s)'s <i>Remit-To-Address</i> to confirm that it matches the one on the vendor's invoice <ul style="list-style-type: none"> ▪ If it does, update the vendor location on the IR ▪ If it does not, work with the vendor to update their account ▪ If the vendor does not have other active locations within the same account but has another active MFMP account: <ul style="list-style-type: none"> ○ Reject the IR ○ Close the contract and create a new CR. In the <i>Vendor Location</i> field, select the active MFMP VIP account. In the <i>Historical Amount Spent</i> field, enter the total amount of all previous payments ○ If manually encumbered, release the encumbered funds directly in FLAIR ○ Process all future payments against the new contract ▪ If the vendor does not have another active account: <ul style="list-style-type: none"> ○ Add a comment to the contract with the details of the payment(s) and then close the contract ○ Process all future payments to the vendor directly through FLAIR