



# MyFloridaMarketPlace Contracts FAQs

Last Updated: June 2018

**1. I need to edit my contract request, why can't I see a Change button?**

There are two primary reasons an agency customer would not see a Change button on a contract request:

- The agency customer did not create the initial contract request; or
- The agency customer was not granted "edit" access to the contract.

**2. Is there a way to exempt a contract from the transaction fee without creating a new version?**

Yes, to mark a contract as transaction fee exempt without versioning the contract, agency customers can complete a Contract Exemption eForm. Only agency customers with the 'Contract Exemption' group can access the eForm. For more information on how to complete this eForm, see the [MFMP Buyer Manual](#).

**3. Are there fields on a contract that cannot be updated after the initial contract creation?**

Yes, when making a contract change, agency customers cannot edit the following fields:

Non-Editable Contract Fields	Non-Editable Contract Pricing Fields
MFMP Contract Type	Description
Vendor Location	Supplier
Release Required	Supplier Part Number
	Supplier Auxiliary Part ID
	Unit of Measure

**4. Is the person who adds an attachment or comment the only person who can delete that attachment or comment?**

Yes, the rules for attachments function consistently across MFMP Buyer. The person who adds an attachment or comment is the only person who can delete the attachment or comment. The only difference is that adding an attachment to an existing contract creates a new version of the contract each time.

**5. Is there a file size limit for contract attachments?**

While there is not a specified limit for the total size of all attachments (across all files uploaded to a contract), each individual file must be four megabytes or less.

**6. If I am on the Summary page and I change the contract type (supplier, commodity, or item), which fields would be impacted?**

The Pricing Terms page is the only section that would be impacted. Each contract type has its own set of pricing terms fields. If the contract type is updated, agency customers will need complete a new set of pricing terms.

**7. If I add approvers to the contract request, can they make edits?**

Only approvers with the 'Contract' group can make edits to the contract request. Approvers that do not have the 'Contract' group would only see the following options: Approve, Deny, Excel Export, and Print.

**8. Finance and Accounting canceled the warrant for one of my invoices and now my contract’s available balance is incorrect. Is there a way to correct the balance?**

*Yes, to correct a contract’s available balance, the funds will need to be restored by using the Restore Contract Amount eForm. Only agency customers with the ‘Contract Manager’ group can access the eForm. For more information, see the [MFMP Buyer Manual](#).*

**9. Does an approval flow populate for a release against a contract with the Blanket Purchase Order (BPO) option selected?**

*If the BPO box is checked, an approval flow will not populate on a release.*

**10. What impact does checking the BPO option have on my release?**

Contract BPO Selection	
<b>BPO Box Checked</b>	<i>Release encumbrance defaults to unchecked and is not be editable. No approval flow populates on the release.</i>
<b>BPO Box Not Checked/Encumbered</b>	<i>When encumbrance information is listed on the contract, the encumber funds box defaults to unchecked and is not editable. The standard approval flow populates on the release.</i>
<b>BPO Not Checked/Unencumbered</b>	<i>For unencumbered contracts, the agency encumbrance preference and edit preference default on the release. The standard approval flow populates on the release.</i>

**11. Are there any reports that will assist me in monitoring my contracts?**

*Yes. On the [Secure Reports website](#), there is a report called MFMP Contracts. The report provides a list of all contracts created by an agency. The report is used to assist agency customers with the maintenance and tracking of contracts (formally called master agreements) entered in MFMP for their respective agency. The report contains the following data:*

<i>PUI</i>	<i>Agency</i>	<i>MFMP Contract ID</i>	<i>MFMP Contract Title</i>
<i>MFMP Contract Status</i>	<i>Available Amount</i>	<i>Minimum Commitment</i>	<i>Maximum Commitment</i>
<i>Historical Amount Spent</i>	<i>MFMP Contract Contact</i>	<i>MFMP Contract Contact Email</i>	<i>MFMP Contract Contact Active?</i>
<i>Effective Date</i>	<i>Expiration Date</i>	<i>Last Modified Date</i>	<i>MFMP Contract Open Date</i>
<i>MFMP Contract Closed Date</i>	<i>Term/Agreement Type</i>	<i>FEIN</i>	<i>Supplier</i>
<i>Supplier Status</i>	<i>Method of Procurement</i>	<i>Form of Contract</i>	<i>Contract ID</i>
<i>Contract Type</i>	<i>Release Required?</i>	<i>Organization Code</i>	<i>Expansion Option</i>
<i>Expansion Option Version</i>	<i>Object Code</i>	<i>OCA</i>	<i>GL</i>
<i>Header Encumbrance Number</i>	<i>Header Encumbrance Line Number</i>	<i>Pricing Terms Encumbrance Number</i>	<i>Pricing Terms Encumbrance Line Number</i>
<i>Split Accounting Encumbrance Number</i>	<i>Split Accounting Encumbrance Line Number</i>	<i>Category</i>	<i>Project ID</i>
<i>Contract ID FACTS</i>			