



Scanning & File Attachment Job Aid

While agencies need to maintain documents to comply with Florida's public records laws (Chapter 119, Florida Statutes (F.S.)), MyFloridaMarketPlace (MFMP) asks customers to follow these storage guidelines for documents you attach to MFMP files. MFMP electronically stores necessary supporting documents related to purchase orders (PO), contracts, master agreements and invoices. MFMP supports storage of these necessary procurement and payment-related documents; however, it is not intended to be a full document management system.

Each agency is responsible for appropriate handling of any confidential records it possesses and maintains. Transaction data you enter into MFMP (the values entered into the online fields) serve as the system of record for POs issued through MFMP. Each agency must determine its own system of record for solicitations, contracts and other standalone documents.

Tip: To assure compliance with state and federal laws, keep confidential information (attachments) out of MFMP. Refer to our Buyer or System Administrator manuals for additional information.

Scanner Settings

Use these guidelines to help manage storage space in MFMP:

- Scan images at lower resolutions to decrease file sizes, i.e., 300 dpi.
- Scan in black and white, instead of color, to decrease file size.
- Configure your scanner, depending on make and model, to scan in black and white, and lower resolution.
- Work with your agency information technology office to configure your scanner.

Remember larger files take longer to upload, which slows down MFMP transaction processing. Following these guidelines help us serve all customers efficiently. For further information regarding the Electronic Record Rule, please refer to the [Department of State Bureau of Archives and Records Management](#).

File Attachment Sizes

You have no limit on the number of attachments per transaction; however, each MFMP attachment needs to be four megabytes (MB) or less in size.

Valid File Types

MFMP supports most file types for MFMP transaction attachments. Whether you scan or fax attachments to/from MFMP, the system supports most file types for transaction attachments. The table at the right lists the file types MFMP supports depending on how you submit attachments. MFMP monitors purchases daily to assure that orders and their attachments transmit successfully.

File Type	MFMP Supported	Fax Supported	MFMP Supported, but not fax Supported
.TXT	X	X	
.XLS	X	X	
.DOC	X	X	
.HTM	X	X	
.HTML	X	X	
.PDF	X	X	
.XML	X		X
.PPT	X	X	
.JPEG	X	X	
.JPG	X	X	
.BMP	X	X	
.GIF	X	X	
.ZIP	X		X
.RTF	X	X	
.PS	X		X
.CSV	X	X	
.DOCX	X	X	

Document Content to Attach in MFMP

PO Processing

- Attachments for vendors:
 - Any necessary terms and conditions related to the purchase such as the awarded vendor’s quote, specification sheets, special instructions, etc.
- Attachments for internal use only:
 - Bid tabulation documentation
 - Award bid submission
 - Sole source approvals
 - Emergency certifications
 - Alternate contract source authority
 - Purchase justification
 - Quotes for non-awarded vendors

Payment Processing

- Paper invoices the agency receives to input into MFMP using an Invoice and any other necessary documentation to support the transaction.
- Department of Financial Services required forms.
- Contractual documents necessary for payment.

MFMP Customer Service Desk

If you have any questions about any of these guidelines, or need other assistance, please contact our Customer Service Desk.

- (866) 352-3776
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