MyFloridaMarketPlace Requisitioning 101 Workshop

Agenda

- **MyFloridaMarketPlace Overview**

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

- **Prerequisite:** [System Overview Online Training](#)

- **Covered**:

  - Navigating MyFloridaMarketPlace (MFMP) applications

  - Dashboard setup

  - Password reset

  - Delegation of authority

  - Changing email notification preferences

  - System searches

Do you have any questions?

*

- MyFloridaMarketPlace (MFMP) is the State of Florida's eProcurement system and has been in operation since 2003

- The system is a source for centralized procurement activities; streamlining interactions between vendors and state government entities and providing tools to support innovative procurement for the State of Florida

Here:

MyFloridaMarketPlace provides:

- Centralized procurement data for state and agency departmental purchasing

- Web-based, paperless application with 24/7 access

- All applications have a similar look and feel

- Electronic quoting features

- Reduced error rates

- Faster order processing time

- Electronic, automated approval flows

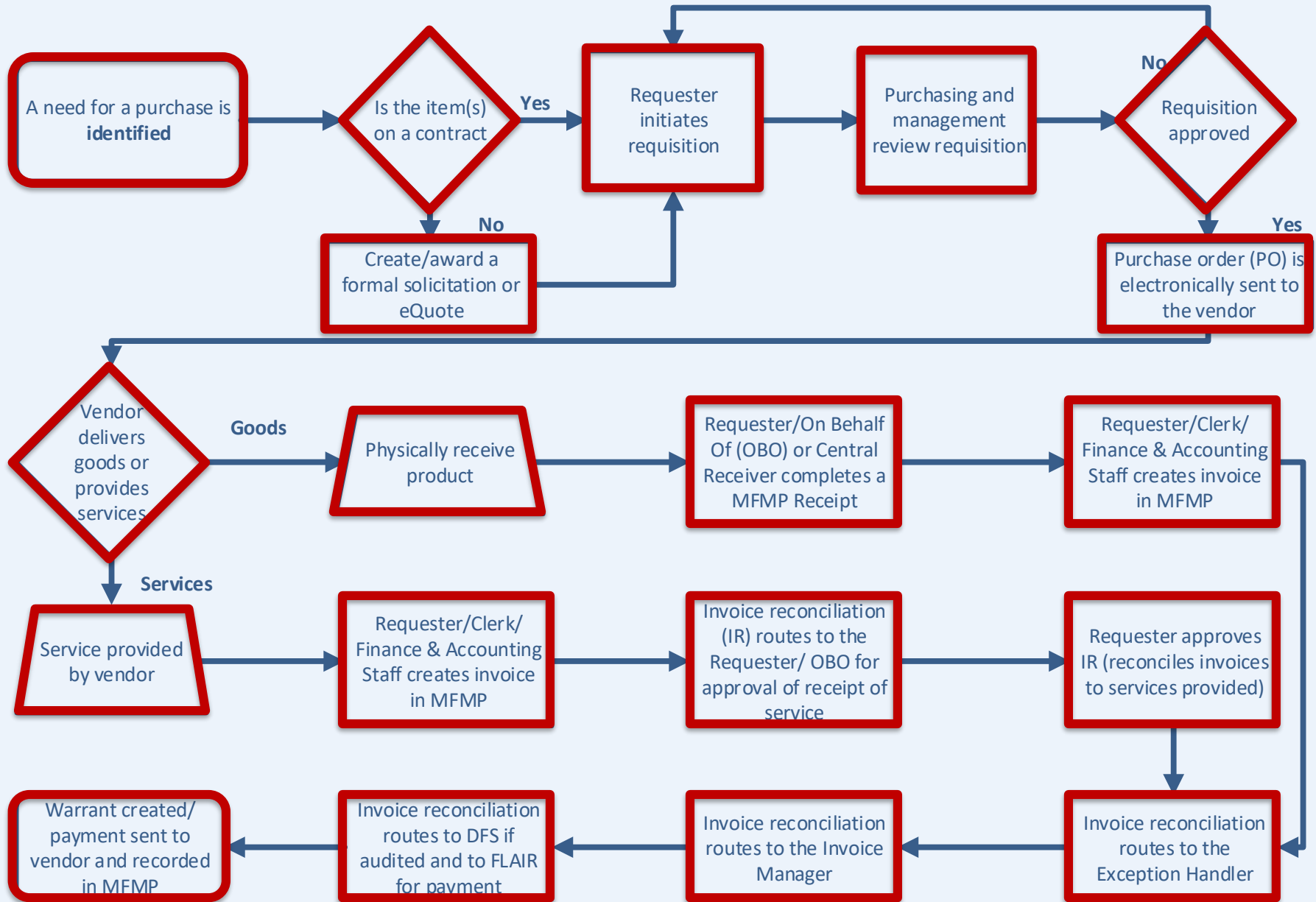- Storage of all content related to the transaction in one place

*

Upon completion of this training, you will be able to:

- Describe the MFMP procure-to-pay process

- Create a requisition, invoice, and receipt

- Recognize when to use an MFMP catalog and when to create a non-catalog item

- Identify the difference between receiving a commodity and approving a service

- Access Vendor Performance Tracking (VPT) surveys

Agenda

- MyFloridaMarketPlace Overview
- Purchasing Overview
- Creating Requisitions
- Approving Requisitions
- Receiving Goods
- Creating Invoices
- Approving Services
- System Searches
- Vendor Performance Tracking (VPT)
- Resources

Procure-to-Pay Process

A need for a purchase is **identified** → Is the item(s) on a contract

Is the item(s) on a contract — **Yes** → Requester initiates requisition

Is the item(s) on a contract — **No** → Create/award a formal solicitation or eQuote → Requester initiates requisition

Requester initiates requisition → Purchasing and management review requisition → Requisition approved

Requisition approved — **No** → Requester initiates requisition

Requisition approved — **Yes** → Purchase order (PO) is electronically sent to the vendor

Purchase order (PO) is electronically sent to the vendor → Vendor delivers goods or provides services

Vendor delivers goods or provides services — **Goods** → Physically receive product → Requester/On Behalf Of (OBO) or Central Receiver completes a MFMP Receipt → Requester/Clerk/Finance & Accounting Staff creates invoice in MFMP

Vendor delivers goods or provides services — **Services** → Service provided by vendor → Requester/Clerk/Finance & Accounting Staff creates invoice in MFMP → Invoice reconciliation (IR) routes to the Requester/ OBO for approval of receipt of service → Requester approves IR (reconciles invoices to services provided)

Requester approves IR (reconciles invoices to services provided) → Invoice reconciliation routes to the Exception Handler → Invoice reconciliation routes to the Invoice Manager → Invoice reconciliation routes to DFS if audited and to FLAIR for payment → Warrant created/ payment sent to vendor and recorded in MFMP

*

What is a Requisition?

A requisition (PR) is a request to purchase a commodity and/or service for the State of Florida. Once the requisition is approved, MFMP will generate a purchase order and transmit it to the vendor.

*

Things to know:

- A purchase order (PO) is a contract between the state and the vendor

- Set up a PO the same way the vendor will invoice it

- Use the unit price

- Include information to meet audit requirements

- Setting up your requisition properly may prevent:

    – Confusion for the vendor
    – Payment issues
    – Delayed receipt of products/services
    – Problems with change orders

MyFloridaMarketPlace assigns a unique identifying number.

What are the different prefixes?

- PR – Original purchase request

- A or B – Encumbered orders

- PO – Unencumbered orders

- RC – Auto-generated receipts

- INV – Invoices

- IR – Invoice Reconciliations

Things to know:

- Federal and state laws prohibit customers from including confidential information directly related to an individual within MFMP

- Examples of confidential information include :

Client/employee addresses	Email addresses
Client/patient names	Telephone numbers
Social Security numbers	Medical record numbers
Account numbers	Certificate/license numbers
Health plan beneficiary numbers	Dates (birth date, date of death, admissions date, etc.)

For more information on confidential information, view the MFMP Buyer Manual.

What are State Term Contracts?

State Term Contracts (STC) are formal agreements that were competitively procured by the Department of Management Services (DMS), Division of State Purchasing. These contracts between the state and a specific set of vendors, permit state agencies to purchase specific goods and/or services, at a predetermined price or discount, for a defined period. Agency customers are required to utilize STCs, in accordance with section 287.056, Florida Statutes.

*

What are Alternate Contracts Sources?

Alternate Contract Sources (ACS) are federal, state, or local government contracts that have been determined by DMS to be cost effective and in the best interest of the state.

Things to know:

- A Method of Procurement (MOP) indicates the statutory authority an agency customer must have to make a purchase

- Florida provides several different procurement methods to state agencies to purchase commodities and services

- Agencies must follow procurement rules when determining which procurement method they will need to use

*

Commonly used MOPs:

- State Term Contracts (MOP A or B)

- Alternate Contract Sources (MOP C)

- PRIDE (MOP N)

- RESPECT (MOP M)

- Discretionary Spend (MOP E)

- Purchases under Category II threshold that require informal quotes (MOP F)

To see a full list of MOPs, view the [MFMP Buyer Manual](#).

*

Things to know:

- Florida uses the [United Nations Standard Products and Services Codes](#) (UNSPSC) for commodity and service classification for state purchases

- UNSPSC codes are eight-digits long, with a four-level hierarchy:
  * Segment – 00XXXXXX
    ▪ Family – 0000XXXX
      o Class – 000000XX
        + Commodity - 00000000

Hierarchy	Code	Description
Segment	47000000	Cleaning Equipment and Supplies
Family	47120000	Janitorial equipment
Class	47121700	Waste containers and accessories
Commodity	47121701	Trash bags

*

Things to know:

- Florida uses a six-digit code that represents a uniform classification of expenditures for use by all state agencies in the Florida Accounting Information Resource (FLAIR)

- MyFloridaMarketPlace populates an object code based on the commodity code selected

Commodity Code	Object Code
80161801: Photocopier Rental or Leasing Service	442000: Equipment Rental – Copier
14111511: Writing Paper	341018: Supplies Office Consumable
27152500: Tires and Tire Tubes	241038: Repairs/Maintenance – Commodities Vehicles

What is an Encumbrance?

An encumbrance is a portion of a budget set aside in a state's accounting system for spending, with the goal of reducing budgetary overages.

In Florida, once an encumbered requisition is fully approved in MFMP, the encumbrance is created in FLAIR, the state's accounting system, and funds are removed from the agency's budget and placed aside for that specific transaction. When an invoice is paid against an order, the associated encumbrance is reduced by the amount of the payment.

*

Things to know:

- The *Encumber Funds* box defaults based on the preferences of the customer's agency

- When an invoice is processed through MFMP, all or part of the encumbrance is released in FLAIR

- The MFMP order number and the FLAIR encumbrance number are the same

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

Requester

- Creates requisitions

- Creates change orders

- Completes receipts (most agencies)

- Creates invoices (most agencies)

- First approver for service-based invoices

  - Validates that the services listed on the invoice were performed

*

Catalogs vs Non-Catalog Purchases

Catalog

VS

Non-Catalog

- Purchases created from MFMP catalogs that are auto-populated with state term contract information
  - All catalogs are based on STC/ACS contracts
- MFMP offers customers two types of catalogs:
  - Line item
  - Punchout

- Purchases created when items are not listed on an MFMP catalog
- Agency customers will need to manually enter the purchase information

Punchout Catalogs
Are used to locate line items through a vendor's online catalog; customers "punchout" from MFMP to the vendor's website.

Examples:
Office Depot
PRIDE Enterprises
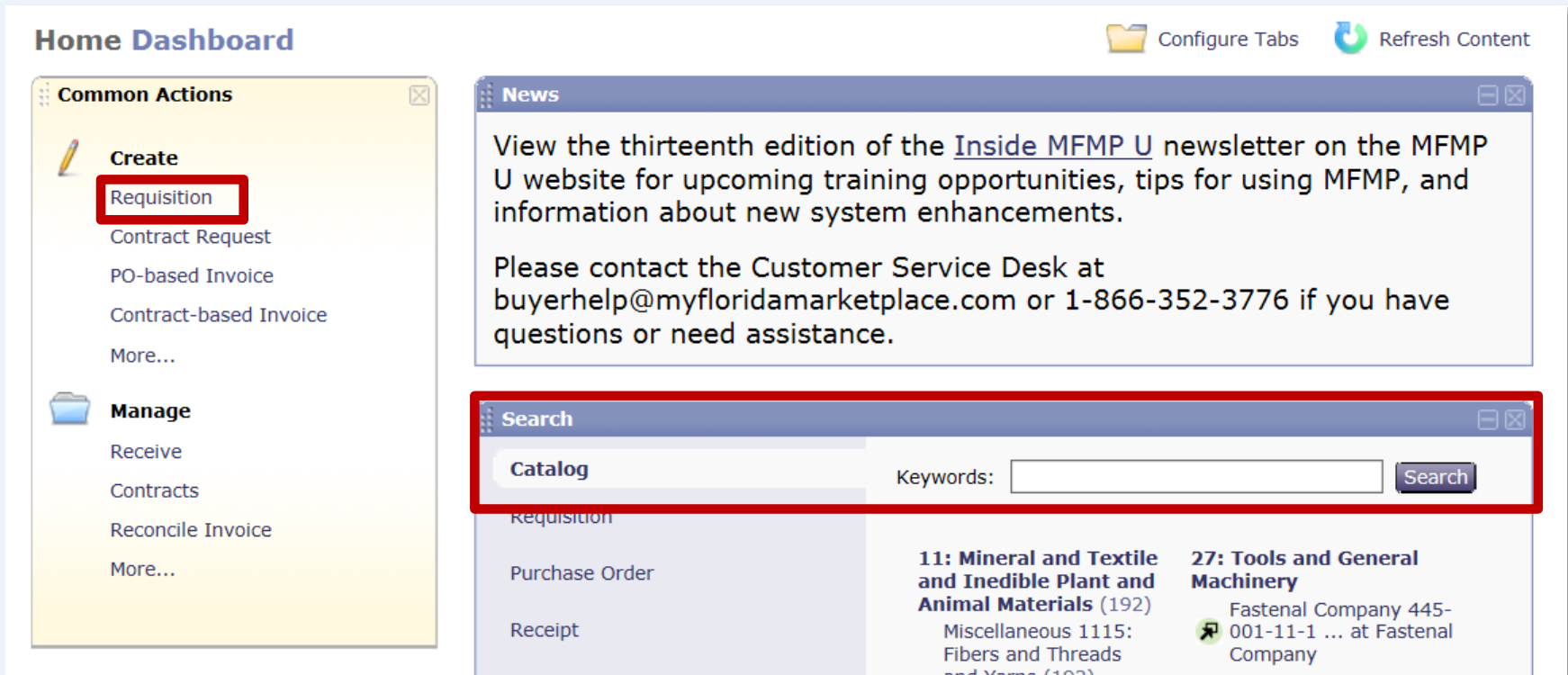
Line Item Catalogs
Are catalogs of preloaded line items with the supplier's location, vendor name, commodity code, unit price and part number.

Examples:
Pitney Bowes
Verizon Wireless

- Search for an MFMP catalog by either:
  - Searching the catalogs in the **Search** portlet
  - Clicking *Requisition* under **Create** in the **Common Actions** section

Fields that auto-populate are:

- Vendor information

- Commodity Code

- Method of Procurement

- Item description

- Item unit price

- Supplier part number

- State Term Contract number

- Refine the MFMP catalog search by:
  – Applying search filters
  – Using keywords

Click the *Thumbnails* link to view multiple line item catalog products at once.

- Compare line item catalog products to determine the best value
- Select the items to consider and click *Compare*

Compare Line Item Catalog items

- You can compare additional details for multiple items at a time

- When you make your selection, update the quantity and click *Add to Cart*

Compare Items

	Qty: 1 Add to Cart	Qty: 1 Add to Cart	Qty: 1 Add to Cart
Item Image			
Price	$150.75000 USD	$150.75000 USD	$74.25000 USD
Product Description	10x12 F7 Female Rigid Plate	10x12 L7 Semi Rigid Plate	5x8 F7 Female Rigid Plate
Supplier	Survival Armor,Inc	Survival Armor,Inc	Survival Armor,Inc
Supplier Part #	10x12 F7 Plate	10x12 L7 Plate	5x8 F7 Plate
Manufacturer	Survival Armor Inc	Survival Armor Inc	Survival Armor Inc
Manufacturer Part #	10x12F7	10x12L7	5x8F7
Available in	**30** Day(s)	**30** Day(s)	**30** Day(s)
Contract ID	46151504-NASPO-17-ACS	46151504-NASPO-17-ACS	46151504-NASPO-17-ACS
More Info on Supplier's Website:	http://www.survivalarmor.com	http://www.survivalarmor.com	http://www.survivalarmor.com
More Info on Manufacturer's Website:	http://www.survivalarmor.com	http://www.survivalarmor.com	http://www.survivalarmor.com
View Contract			
Recycle			
MyGreenFlorida			
MyGreenFlorida Certification			
Commodity Code			

Done

*

Your Purchasing Director asked you to order a specific part for the printer. You don't know if this item is on a State Term Contract. What should you do first?

A: Search the State Contracts and Agreements home page for an STC/ACS that fits the criteria.

B: Search the MFMP line item or punchout catalogs.

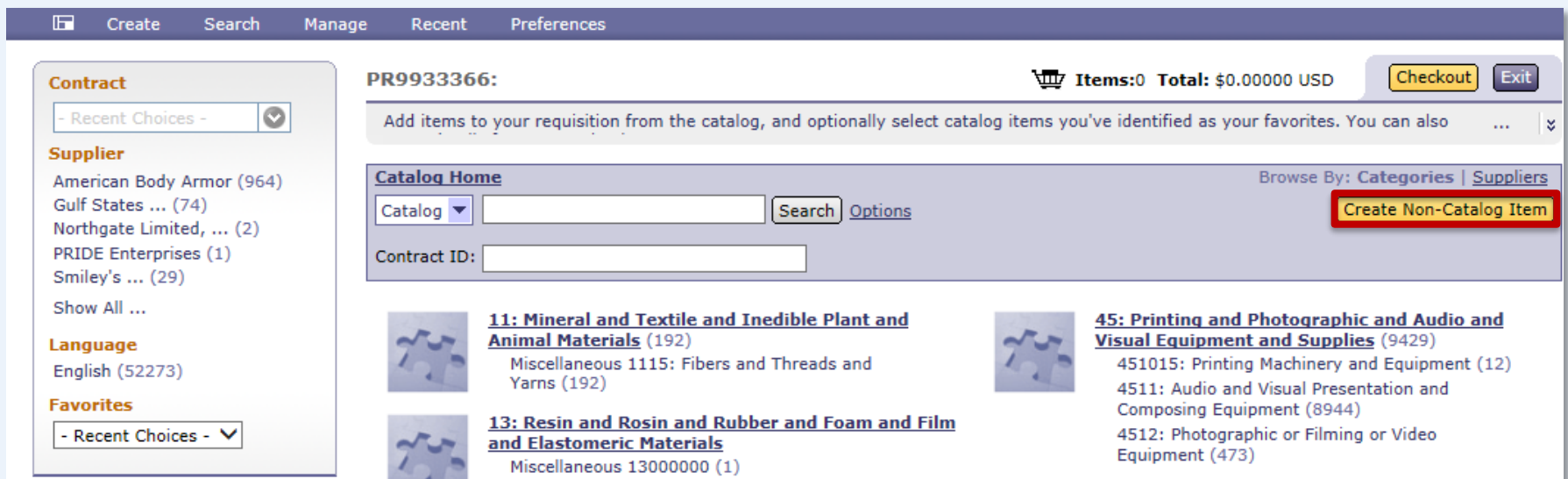**C:** If the item is not available in either place, then create a non-catalog requisition.

*

- Non-catalog requisitions are created if an item is:
  - Not on a MFMP catalog
  - On an STC that requires a Request for Quote (RFQ)
  - Not available on a STC

- Create non-catalog requisitions by clicking the *Create Non-Catalog Item* button and manually entering the information

Creating a Non-Catalog Line Item

Tax Or Other Charge: ☐

Full Description: * `Enter a description for this item.` ▲ ▼

Commodity Code: * (no value) ⌄

Supplier: (No Preference)

Vendor Location: (No Preference) ⌄

Supplier Part Number: [   ]

Method of Procurement: * (no value) ⌄

State Contract ID: (none selected) ⌄

Supplier Auxiliary Part ID: [   ]

Quantity: [1]

Unit of Measure: each ⌄

Price: * $0.00000 USD

Amount: $0.00000 USD

Update Total

OK Cancel

- Add a *Full Description*
- Select a *Commodity Code*
- *Select a Vendor Location*
- Select a *Method of Procurement*
- Add a *Quantity*
- Update the *Unit of Measure* (if applicable)
- Add a *Price*
- Click *Update Total*
- Click *OK*

*

Summary | Approval Flow

Title: * Janitorial Services

On Behalf Of: Tammy Clark

Delay Purchase Until:

PO Start Date:

PO End Date:

Fiscal Year:

PUI:

Encumber Funds:

Requester OLO:

Requester Site Code:

P Card Order:

Do Not Send Purchase Order To Vendor?

Link to MFMP Sourcing:

Reset MFMP eQuote Event:

My Labels: Apply Label...

Line Items (1)

☑	No.	Type	Description
☑	1		Kitchen and Break Roo

Edit | Copy | Delete | Add from Catalog | Add Non-Catalog Item

- Add a *Title*
- Check the line item's header box to mass edit all lines at once (check each line to edit individual lines)
- Click the *Edit* button in the **Line Item** section
- In the **Accounting – By Line Item** section review and update:
  - Organization code (Org code)
  - Expansion option (EO)
  - Object code

Total Cost: $12,000.00000 USD

Update Total

Things to know:

- The **Summary** tab is the same for catalog and non-catalog requisitions

- Requesters can select whether or not comments and attachments are visible to the vendor

- Attachments have to be added one file at a time

- Requesters are required to check a box, certifying that attachments do not contain confidential information
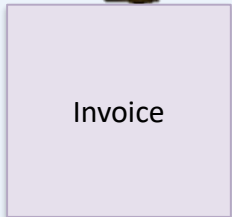
Customer creates a purchase order for **2,080hr@\$75/hr=\$156,000**

—

Vendor creates an invoice for 1 month of service **(160hr@\$75/hr) = \$12,000**

=

Amount remaining on purchase order is **(1,920hr@\$75/hr) = \$144,000**

PO is sent to Vendor

Staff Augmentation Purchase Example

2080hr/ \$75

Invoice is sent to customer

Invoice

*

Customer creates a Purchase Order for **1yr@$156,000**

Vendor creates an invoice for 1 month of service **160hr@$75 = $12,000**

Units of Measure do not match

PO is sent to Vendor

PO 1yr@ $156,000
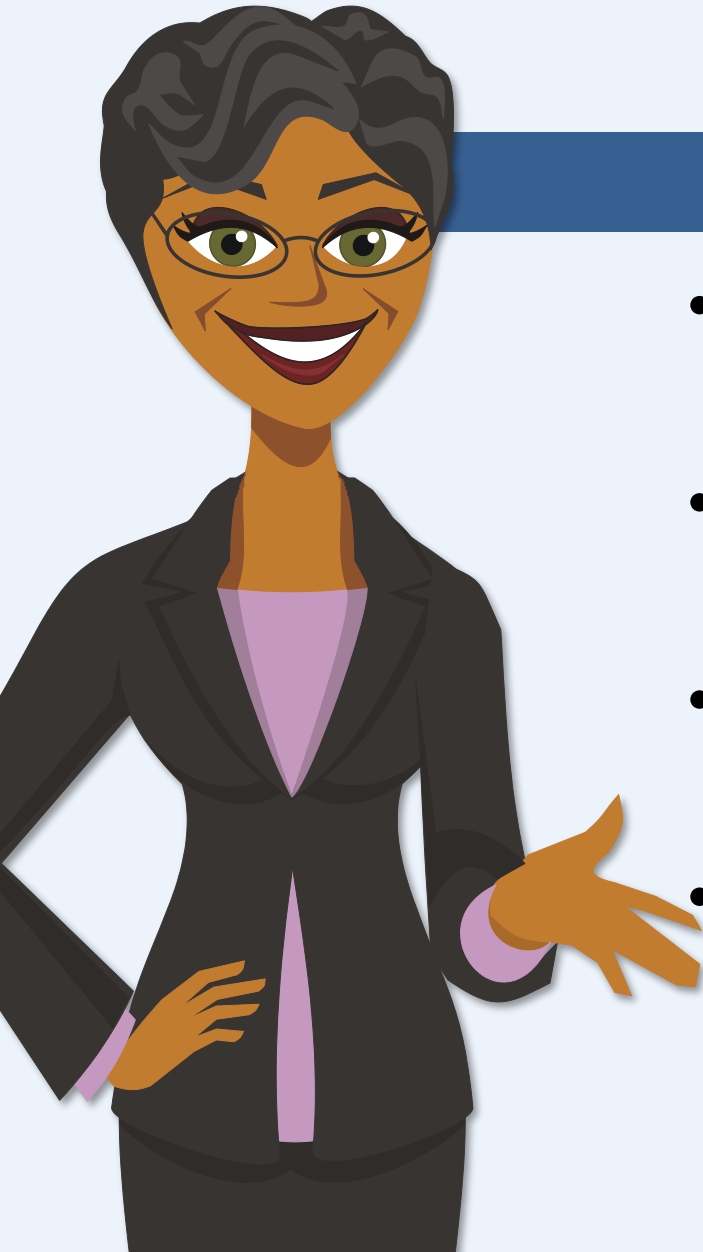
Invoice

Invoice

Invoice is sent to customer

*

Agenda

- MyFloridaMarketPlace Overview
- Purchasing Overview
- Creating Requisitions
- Approving Requisitions
- Receiving Goods
- Creating Invoices
- Approving Services
- System Searches
- Vendor Performance Tracking (VPT)
- Resources

Requisition Approver

- Reviews to confirm that requisitions are appropriate

- Edits and makes changes to requisitions

- Approves/denies requisitions for management or budgetary purposes

- Validates that purchases adhere to purchasing rules and regulations

*

Things to know:

- Review that the request is necessary and appropriate. Review should include:
    – Justification
    – Commodity Code and Object Code
    – Method of Procurement
    – State Term Contract number
    – Attachments and comments

- After reviewing the requisition, approvers can approve, edit or deny the requisition

- MyFloridaMarketPlace sends denied requests back to the Requester
    – Approvers should <u>include a comment</u> about why the request was denied

*

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

To acknowledge acceptance of goods and/or services in MFMP, agencies <u>must</u> complete receipts for delivered goods and approve services rendered within <u>five working days</u>, in accordance with section 215.422, Florida Statutes.

<u>Receiving Goods</u>

MyFloridaMarketPlace offers two types of receiving: desktop receiving and central receiving.

| Desktop	Central
The Requester or On Behalf Of (OBO) completes the receipt of goods	Customers with the 'Central Receiving' role can complete the receipt of goods

<u>Approving Services</u>

MyFloridaMarketPlace routes invoices for services to the Requester or OBO for approval to confirm receipt of services prior to the invoice reconciliation (IR) being routed to Finance & Accounting.

Things to know:

- MyFloridaMarketPlace places a blank receipt in 'Composing' status when an order is approved

- Partially receiving a purchase causes the order to remain open until the Requester or Central Receiver:
  - Receives the order in full
  - Selects the *Close Order* radio button

- When a partial receipt is completed, a new receipt is placed in 'Composing' status

- When a receipt is completed, the order reflects a status of 'Receiving' or 'Received' in the system

- Initiate a receipt by:
  - Selecting *Receive* under **Manage** on the Dashboard or
  - Clicking the *Receive* button on the requisition
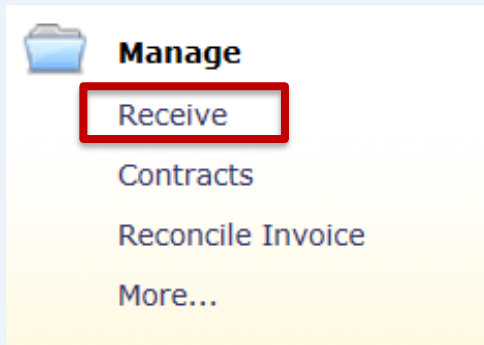
- On the **Receiving Steps** page, search for the order by using the:
  - Order ID
  - Requisition ID
  - Receipt ID
  - Contract ID

*
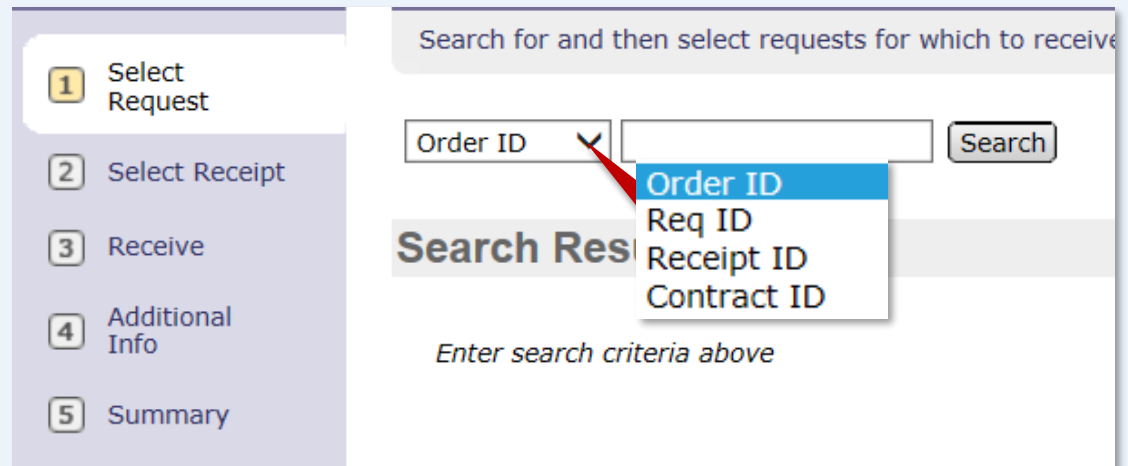
- In the **Line Items – Quantity Receiving Needed** section:
  - Enter the number of items received
  - Enter the number of items rejected, if applicable
  - Enter the date the items were received
- If the order needs to remain open, keep the default selection *No* for the *Close Order* radio button

Order ID:	MA56952-R152	Date:	Today, 11:31 AM
Order Title:	State Purchasing - Staples	Processing Status:	Receiving

My Labels: 🔲 Apply Label...

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Prev. Accepted ↓	Accepted	Rejected	Date Received
1	1	Duracell Coppertop AAA Alkaline Batteries, 20/Pk	0	0	0	Today, 11:31 AM 🔲

Close Order: 🔲   ○ Yes ◉ No

*

What is the common reason(s) why a Requester cannot complete a receipt? (select all that apply)

A: The purchase order has a service-based commodity code.

B: The receipt needs to be completed by a customer within Central Receiving.

C: The requisition was not approved.

*

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

What is an invoice?

A document, written or electronic, delivered to the agency's *Bill To* address indicated on the purchase order that itemizes the goods and/or services the vendor provided, any associated costs and the total costs.

*

Things to know:

- There are three types of invoices in MFMP:
    - PO-based
    - Contract-based
    - Electronic (eInvoices)

- Requesters, clerks and Finance and Accounting staff are responsible for creating an invoice

- Agency customers should create the invoice in MFMP when they receive it from the vendor

- Creating the invoice in MFMP begins the review and/or payment process by generating an invoice reconciliation

Things to know:

- Each MFMP invoice <u>must</u> match the paper invoice the vendor sent

- The Department of Financial Services (DFS) requires customers to attach a copy of a paper or emailed invoice

  - Invoice attachments are not required for eInvoices

- For service-based invoices, DFS requires:
  – Service start and end dates
  – Attached timesheet

In the **Common Actions** queue, under **Create,** click *PO-based Invoice.*

- To create an invoice, complete the following fields:
  - Supplier Invoice Number and Date
  - Vendor Location
  - Purchase Order
  - Invoice Received Date
  - Service Start and End Dates

- On the **Add Items** page, MFMP generates invoice line items where customers can:
  - Edit, copy or delete the line item(s)
  - Add taxes and supplementary charges

Invoice Summary

- ## On the invoice **Summary** page, customers should:
  - Review the invoice header information and line item(s)
  - Add any applicable comments or required attachments

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

Things to know:

- Requesters must approve the IR to indicate that services have been rendered
  - This applies to all requisitions that contain a service-based commodity code (begins with 70-94)

- When approving services, Contract Managers must comply to all DFS rules, which include attaching one of the following:
  - FACTS Contact Summary Form
  - Contract Manager Statement

For more information, see the DFS CFO Memorandum 2012-2013 01.

*

- Click the *IR link* from the **To Do** queue or click on the link in the email notification

- Click *Open*

- Review the IR details

- Enter applicable comments

- Upload required attachments

- Click *Submit* to approve the IR

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

Things to know:

- Any MFMP customer can conduct a system search within MFMP Buyer

- To see enterprise-wide transactions, customers will need the 'Query' group

- MyFloridaMarketPlace recommends that customers use a minimum of three search filters such as, Date Created, Purchasing Unit Identifier (PUI) and Requester

- Customers can save system searches that they frequently use

- Customers can export search results to Miscrosoft Excel

*

To conduct a system search, click *Search* and select the applicable transaction.

Select a transaction type

🔍 **Search**

Type: [Requisition ▼]

Requisition

View All

▽ My Labels
  No Items

▽ My Saved Searches

  This Quarter

  Training 05-03-16 RP

  Untitled Search

▽ Public Saved Searches

  Search for Requisitions

Fill in the applicable search filters

Change the search criteria and then click **Search**. Click the expand button on the right to s ⌄

Search Filters   Search Options

ID: [   ]   Order ID (any line item): [   ]

Date Created: [Last Year ▼] From: Sun, 1 Jan, 2017   Price (any line item): [   ] To: [   ] USD
                               To: Sun, 31 Dec, 2017

Date Ordered: [No Choice ▼]   PUI of Requester: (select a value) [select]

Date Received: [No Choice ▼]   Requester: Tammy Clark [select]

Date Submitted: [No Choice ▼]   Status: [No Choice ▼]

                                        [Search] [Reset] [Save Search]

Search Results   Found 54 items   ▦ ⌄

☐	Type	ID	Title	Status	Date Created	Total ↑
☐	🛒	PR10195603		Composing	Mon, 24 Jul, 2017	$0.00000 USD
☐	🛒	PR10288316	DMS - State Purchasing - FY17/18 - Office Depot - Office Supplies	Received	Tue, 17 Oct, 2017	$8.10000 USD
☐	🛒	PR10031315	DMS-State Purchasing - FY16/17 - Office Depot - Office Supplies	Received	Mon, 20 Mar, 2017	$13.78000 USD
☐	🛒	PR10007440	DMS-State Purchasing - FY16/17 - Office Depot - Office Supplies	Received	Wed, 1 Mar, 2017	$13.78000 USD
☐	🛒	PR10234319	DMS - State Purchasing - FY17/18 - PRIDE - Replacement Key	Received	Thu, 24 Aug, 2017	$16.00000 USD

[Label ▼] [Copy] [Delete] |
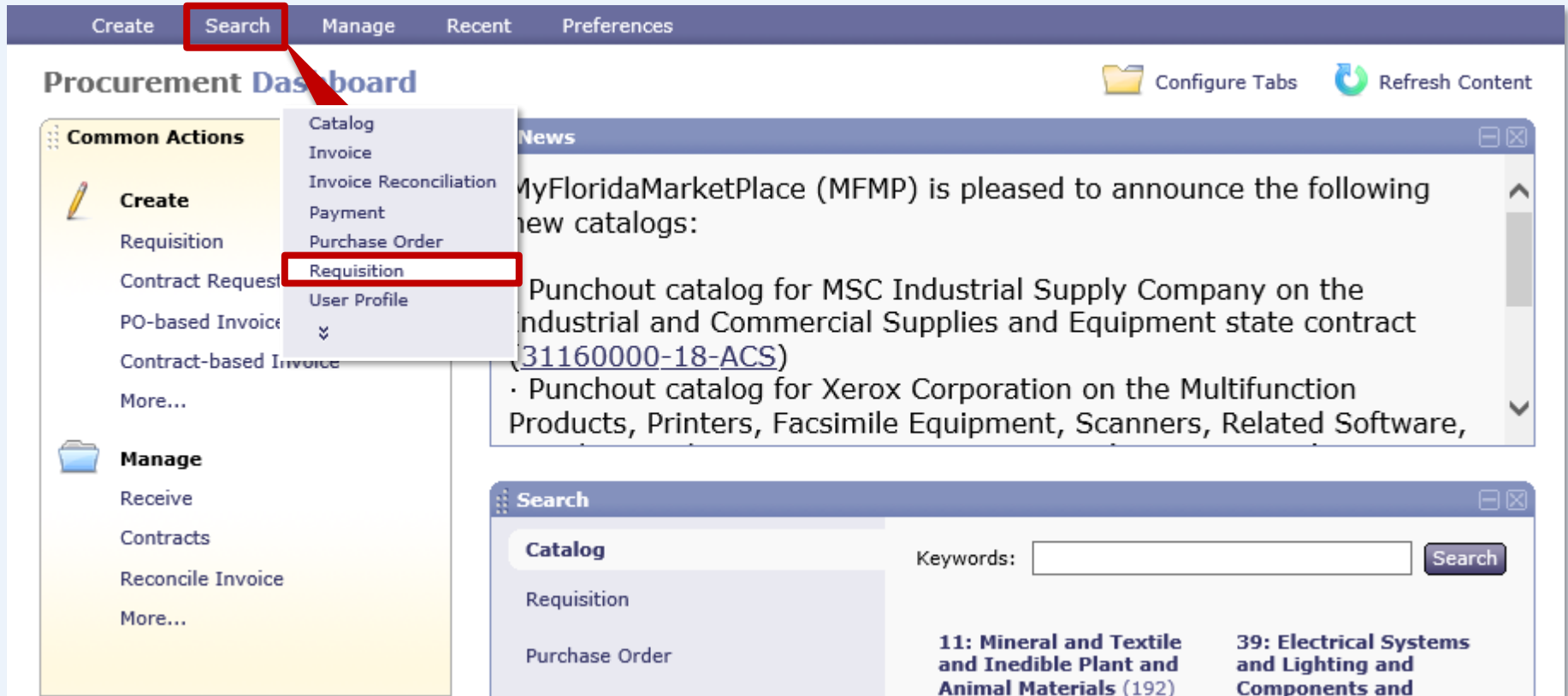
View the search results

*

Agenda

- MyFloridaMarketPlace Overview

- Purchasing Overview

- Creating Requisitions

- Approving Requisitions

- Receiving Goods

- Creating Invoices

- Approving Services

- System Searches

- Vendor Performance Tracking (VPT)

- Resources

Things to know:

- Vendor Performance Tracking (VPT) is a survey that customers complete to track vendor performance per transaction

- MyFloridaMarketPlace generates a VPT survey after an IR moves to 'Paid' status

- Surveys will generate for the following transactions:
  - State Term Contracts (STC)
  - Agency Term Contracts
  - Transactions greater than or equal to $2,500 (including governmental entities)

*

Subject: Rate the Vendor

You are designated as the requester or MFMP Contract contact on one or more recently completed MyFloridaMarketPlace transactions.

To access a Vendor Performance Rating (VPT) you can take the following steps:

*   Login to Ariba Buyer at https://buyer.myfloridamarketplace.com/Buyer/Main
*   Click Manage
*   Choose Vendor Performance
*   Click "Submit Pending Vendor Ratings"

Submitting the Vendor Performance Rating is optional, but is greatly encouraged to support vendor performance management and informed vendor selection for future business. You have 30 days to submit your Vendor Performance Rating for this transaction, after which the rating request will be purged.

This is an auto-generated email message. Please do NOT reply to this email.

If you have any questions regarding this email or Vendor Performance Tracking, please use the links provided below for general information and FAQ's:

Vendor Performance Tracking Fact Sheet and FAC

Thank you for addressing this matter promptly.

This screen shot is an example of the email notification that customers receive. After clicking the link, you'll be taken MFMP Buyer.
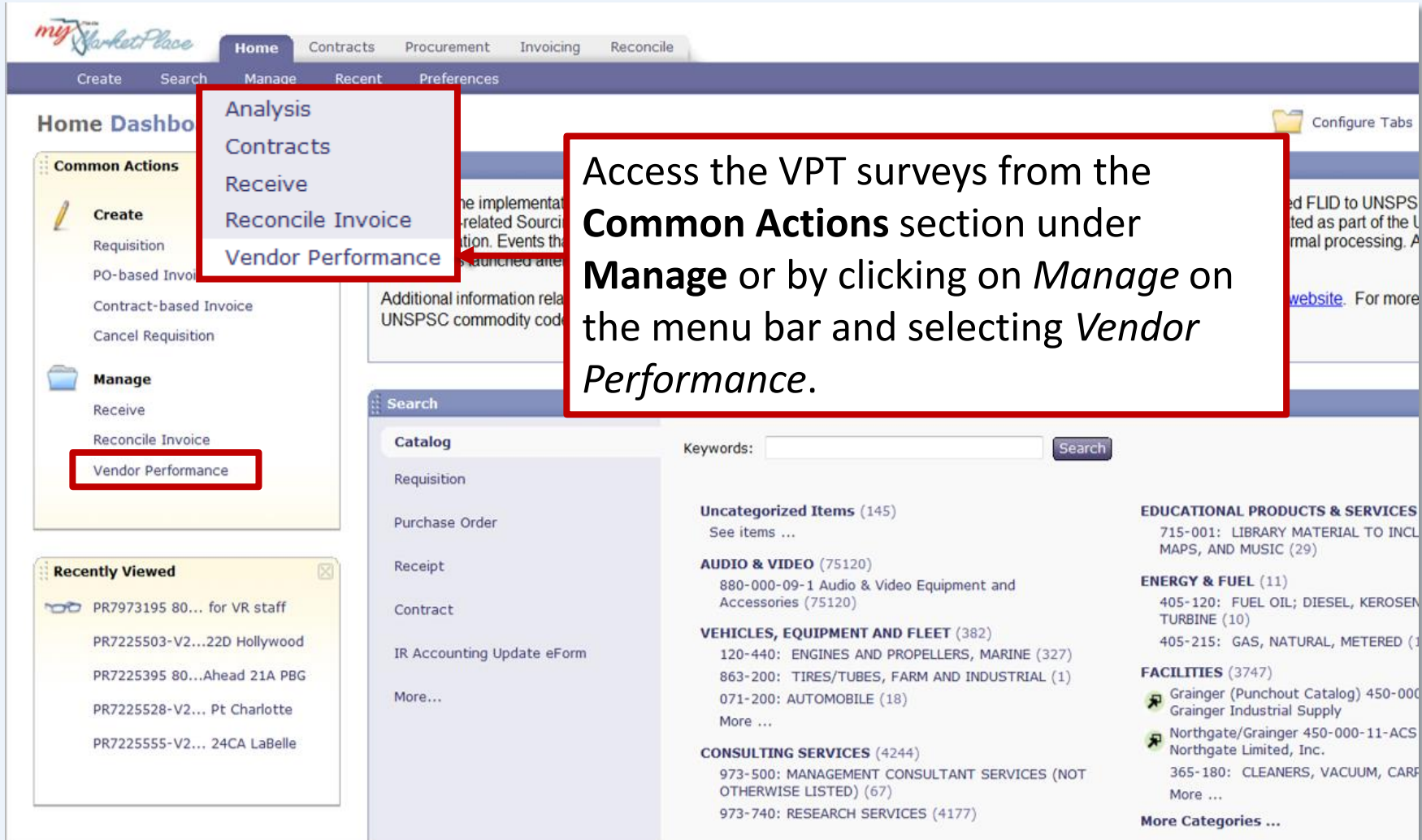
Things to know:

- MyFloridaMarketPlace sends an email for purchase orders or contracts to the:
  - Requester/OBO or
  - Contract manager/contact

- Agency customers will receive one email per day for all new pending surveys

- Surveys can be accessed through the **Common Actions** section on the dashboard

- Agency customers have 30 days to complete their VPT surveys

*

Choose Value for Vendor Location

Field: Company ▼ | grain | [Search]

Name ↑	LegacyID	Company	Street	City	State	Country	Woman-Owned / SDVBE Status	Vendor Designation	W9 Status	Pcard	ASN	Rating	
Grainger, MD		Grainger, MD	Ste 310			States	SDVBE		on File			Rated	
001_Grain Communications, LLC		Grain Communications, LLC	100 N. Washington Blvd., Suite 201	Sarasota	FL	United States	Non Woman-owned, Non-SDVBE	Black, Non-Certified	Valid W-9 on File	No	No	Not Rated	[Select]
001_Main Office		Graingeco, LLC	12399 Belcher Rd S, Suite 110	Largo	FL	United States	Woman-Owned Non-Certified, Non-SDVBE	Non Minority	Valid W-9 on File		No	Not Rated	[Select]
003_Grainger - West Palm Beach 482		Grainger Industrial Supply						ority	Valid W-9 on File	Yes	Yes	Not Rated	[Select]
005_Grainger - Jacksonville Brn 384		Grainger Industrial Supply						ority	Valid W-9 on File	Yes	Yes	3.5	[Select]
			8350										
005_Sara Lee Baking Co, Mobile		Earthgrains Baking Company, Inc.	1201 W I65 Service Rd N	Mobile	AL	United States	Non Woman-owned, Non-SDVBE	Non Minority	Valid W-9 on File	Yes	No	3.4	[Select]

Ratings display to the right when selecting a vendor. To see the vendor's rating by category and associated comments, click the *Rating*.

*

Access the VPT surveys from the **Common Actions** section under **Manage** or by clicking on *Manage* on the menu bar and selecting *Vendor Performance*.

Pending Vendor Rating Submissions

Click on a Vendor Name:

Vendor Name
VERIZON WIRELESS
SERVICES, LLC

Vendor Transaction Performance Rating

Category	Fails to Meet Most Requirements	Fails to Meet Some Requirements	Meets Requirements	Exceeds Some Requirements	Exceeds Most Requirements
	(1 Point)	(2 Points)	(3 Points)	(4 Points)	(5 Points)
Performance to Specification	○	○	○	○	○
Delivery	○	○	○	○	○
Invoicing	○	○	○	○	○
Customer Service	○	○	○		

Please provide comment if any rating is other than "Meets Requirements". (1000 chara

Please note that Florida has a very broad public records law. Unless expressly exem
subject to public disclosure. See chapter 119, Florida Statutes.

You have 1000 characters left

Submit   Reset

To access the survey, click on the name of the vendor that you are rating.

Rating anything more or less than **Meets Requirements** requires a brief explanation.

*

Agenda

- MyFloridaMarketPlace Overview
- Purchasing Overview
- Creating Requisitions
- Approving Requisitions
- Receiving Goods
- Creating Invoices
- Approving Services
- System Searches
- Vendor Performance Tracking (VPT)
- Resources

- [MyFloridaMarketPlace](#)

- [MyFloridaMarketPlace University Training Materials](#)

- [Agency Customer Training Registration](#)

- [State Contracts and Agreements](#)

- [Buyer **Production** Environment](#)

- [Buyer **Training** Environment](#)

  - Username: Customer's MFMP username

  - Password: "train30"

- [Vendor Information Portal](#)

  - Username and password: "publicuser"

Contact the MyFloridaMarketPlace Customer Service Desk:

Phone: 866-352-3776

Email: BuyerHelp@MyFloridaMarketPlace.com

Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m.,

Eastern Time