



Florida Department of Health

MFMP

Participant's Guide
(Online, Self-Paced, Interactive)

Version 2.0

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MFMP

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Revision
Date

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MFMP Training

Participant's Guide

This guide will help you during and after this training. It contains information about and resources for MyFloridaMarketPlace (MFMP), as well as the actual slides and notes seen in the presentation. For links to additional materials, please see the list of resources at the end of this guide. **Please save this guide to your network space. You may print it for use during training and as an easy reference after training.**

If you have any questions about this training, please direct your queries to your supervisor first, then to the **central Purchasing Office** at **(850) 245-4444, extension 3141 or 3091**, if your supervisor cannot assist you.

Preparation

Before the class, please be sure to:

- Have a user ID for MyFloridaMarketPlace
 - Complete "Purchasing 101" training prior to taking the MFMP training. Participants also should be familiar with the Department of Health's purchasing policies and procedures. These policies were created to provide a general overview of chapter 287, *Florida Statutes (F.S.)*, and Section 60A, *Florida Administrative Code (F.A.C.)*.
 - Save and/or print this participant's guide to use during the training or as a quick reference guide after the training.**
 - Schedule time to take the training and put it on your calendar.
-

Day of Class

- You may save this participant's guide to your desktop and use it during the post-test, but it is not necessary.
 - Turn off cell phones, turn off Blackberries, close Outlook, and forward phones during training. These can reduce your ability to learn and retain the information.
-

After Class

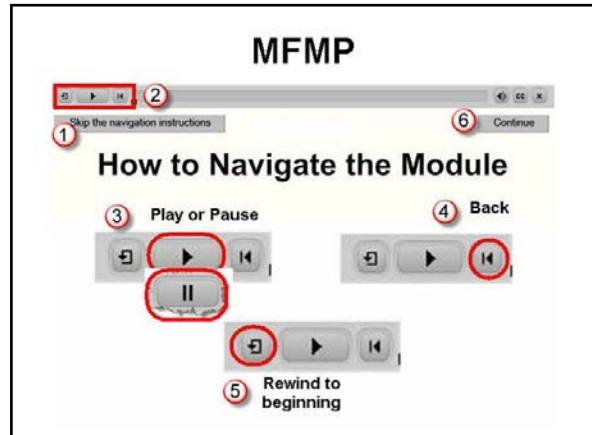
- Complete the post-test in the learning management system

 - Complete the course evaluation form in the learning management system
-

MFMP Overview

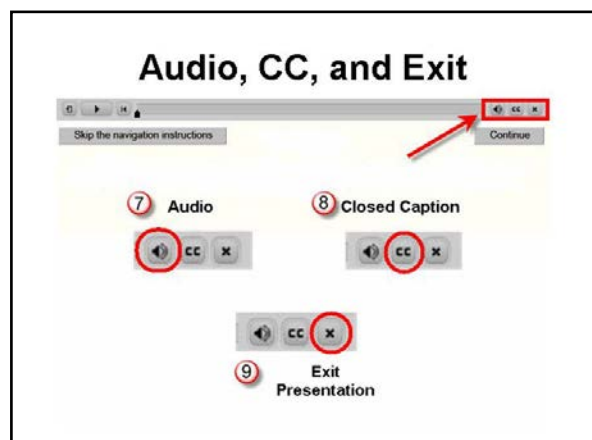
Slide 1: How to Navigate the Module

1. To skip the navigation instructions, click on the box in the upper left corner of your screen.
2. Notice the navigation tools are at the top of your screen.
3. To hear or pause the narration for the current screen, click the play/pause button located on the upper left side of the screen.
4. Click the **back** button to move backward through the previous screens.
5. To go back to the beginning of the presentation from anywhere in the presentation, click the rewind button.
6. Click the **continue** button to move forward to the next screen.



Slide 2: Audio, Closed-Caption, and Exit

7. To adjust the volume of the narration or to turn the sound level all the way down, click the audio button in the upper right corner.
8. To view notes via closed caption at the bottom of the screen, click the closed caption button. Using closed caption is not necessary if you have an Americans with Disabilities Act (ADA) reader on your computer, or you can read the notes in your participant's guide.
9. To exit the presentation, click the "X" in the upper right corner of the presentation.



Part A

Slide 3: Welcome to MyFloridaMarketPlace 3.0, Part A




Welcome to Part A of the Department of Health's MyFloridaMarketPlace (MFMP) training, more commonly referred to as "MFMP."

Slide 4: What is MFMP?

- MyFloridaMarketPlace (MFMP) is the state of Florida's online exchange for buyers and vendors. In operation for more than seven years, the system is a source for centralized procurement activities, streamlining interactions between vendors and state government entities.
- MFMP provides automated workflows and online approvals for streamlined processing.

What is MFMP?

- Online procurement system
 - Implemented in 2003
 - Centralized procurement
 - Streamlines interaction with vendors
- Automated workflows
 - Online approval



Notes: _____

Slide 5: MFMP Training Objectives

After completing the Department of Health's MyFloridaMarketPlace (MFMP) training, you will:

- 1. Know how to apply for access to MyFloridaMarketPlace (MFMP) at the Florida Department of Health.
- 2. Explain the roles and groups from which each user chooses when becoming a requester in MFMP.
- 3. Understand the vendor registration requirement and exemptions that may or may not apply to vendors.

MFMP Training Objectives

- 1. Know how to apply for access to MyFloridaMarketPlace (MFMP) at DOH.
- 2. Explain the roles and groups from which each user chooses when becoming a requester in MFMP.
- 3. Understand the vendor registration requirement and exemptions that may or may not apply to vendors.

Slide 6: MFMP Training Objectives

MFMP Training Objectives

- 4. Understand MFMP 3.0 system basics including preferences, delegations, system searches, and labels.
- 5. Understand what a catalog requisition is and how to create one.
- 6. Understand what a non-catalog requisition is and how to create one.

Users will also:

- 4. Understand MyFloridaMarketPlace (MFMP) 3.0 system basics including preferences, delegations, system searches, and labels.
- 5. Understand what a catalog requisition is and how to create one.
- 6. Understand what a non-catalog requisition is and how to create one.

Notes: _____

Slide 7: MFMP Training Objectives

And,

- 7. Know how to create a change order in MFMP.
- 8. Understand the difference between a commodity and a service, and how to receive commodities and approve invoice reconciliations.
- 9. And, know how to create a MyFloridaMarketPlace (MFMP) help desk ticket for additional assistance.

MFMP Training Objectives

- 7. Know how to create a change order in MFMP.
- 8. Understand the difference between a commodity and a service, and how to receive commodities and approve invoice reconciliations.
- 9. Know how to create a MFMP help desk ticket for additional assistance.

Slide 8: Training Organization

- To make it easier to complete this training at your convenience, the training presentation is split into three separate parts. You can complete the three parts separately, but they should be completed in the order shown here.
- There is a mandatory post-test following Part C, which you can attempt as many times as you like, but you must pass it to get credit for completing the course.
- Last, we appreciate your feedback via completion of the mandatory course evaluation form.

Training Organization

- Part A
 - Objectives 1 – 4
- Part B
 - Objectives 5 – 6
- Part C
 - Objectives 7 – 8
- Post-test
- Evaluation




Notes: _____

Slide 9: Objective 1

Objective 1

Know how to apply for access to MyFloridaMarketPlace (MFMP) at the Florida Department of Health.



We begin with how to apply for access to MyFloridaMarketPlace at the Department of Health.

Slide 10: How to Become a MFMP User

Department of Health employees seeking to become a MyFloridaMarketPlace (MFMP) user must first complete the Form DH1970 available on the Purchasing intranet site. There is a link to the form in the list of resources in your participant's guide and a copy of the form on the page following this slide in your guide.

How to Become a MFMP User

- Purchasing Intranet Site
– Form DH1970 – Add/Delete End User

MFMP END USER SYSTEM ACCESS ADD/DELETE END USER FORM	
PLEASE READ INSTRUCTIONS BEFORE COMPLETING	
SELECT ONE CHOICE ONLY:	
<input type="checkbox"/> Add End User	<input type="checkbox"/> Delete End User (Complete Section A only)
SECTION A	
• Name of End User:	E-mail Address of End User:
• Program Office/CHD:	
• Phone Number:	SC Number:
SECTION B	

Notes: _____

Slide 11: MFMP Functions

MFMP Functions

SECTION C MFMP System Functions: Choose all applicable functions

- Requester (Creates purchase requisitions)
- Requisition Approver (System supervisor that approves requisitions)
- Contract (Contract Manager responsibilities)
- IT Approver (Approves Information Technology purchases)
- Contract Manager (Contract Administrator responsibilities)
- Receiver (Creates receiving report for items received-must have address that end user will receive for) list address:
- Fiscal Reviewer (Determines if funds are available for purchase)
- Exception Handler (Handles discrepancies when reconciling invoices-fiscal office function)
- Invoice Manager (Pays the invoice in the system-fiscal office function)

The form must include all the functions that the user will be required to use in the MFMP system, such as requester, approver, IT approver, etc.

Slide 12: Access Approval

- Once the employee has completed the form, submit it to the user's approving authority.
- Please remember to print the name of the person and his or her title before the approving authority signs it.

Access Approval

- Submit to user's approving authority
- Print authority's name and title

Approval Signature (Bureau Chief, CHD Business Manager, CMS Program Manager, Office Director, Designated MFMP Champion):	Date:
Print Name:	Title:
Additional Comments:	


Notes: _____

Slide 13: Submit Form

- Once the form has been approved, submit it via email to the MFMP Administrator at “ZZZZ Feedback, MFMP_Administrator” or MFMP_Administrator@doh.state.fl.us
- It normally takes 24 to 48 hours after submittal before the user can access MFMP.

Submit Form


- Submit approved form via email to:
 - zzzz Feedback, MFMP_Administrator
 - MFMP_Administrator@doh.state.fl.us
- 24-48 hours before user can access MFMP



Slide 14: Objective 2

Objective 2

Explain the roles and groups from which each user chooses when becoming a requester in MFMP.



Next, we look at the user’s role and groups when becoming a requester in MyFloridaMarketPlace (MFMP).

Notes: _____

Slide 15: Roles and Groups

- Roles are used for routing purposes in the approval flow.
- Only special approvers typically have roles assigned to their MyFloridaMarketPlace (MFMP) user profiles, such as purchasing, finance and accounting, legal, and operating capital outlay (OCO) approvers.
- Groups are what functions a user can perform in the system, such as edit accounting records, change order no workflow, system administrator, etc.


Roles and Groups

- Roles used for approval routing
- Special approvers typically assigned roles
 - Purchasing
 - Finance and accounting
 - Legal
 - OCO
- Groups are what functions can be performed

Slide 16: Objective 3

Objective 3

Understand the vendor registration requirement and exemptions that may or may not apply to vendors.



Users also need to understand vendor registration and fee exemptions.


Notes: _____

Slide 17: MFMP Vendor Registration

- In accordance with Section 60A-1.030, *Florida Administrative Code (F.A.C.)*, and unless otherwise authorized by rule, all vendors are required to register in MyFloridaMarketPlace (MFMP) to do business with state agencies.
- When vendors register in MFMP, they must accept the terms and conditions of the system to become an active vendor, which includes a 1% transaction fee per Section 60A-1, *F.A.C.*, unless exempt by law.
- It typically takes 24 to 48 hours for the vendor to become visible in the system.
- During registration, vendors also have the option to register for e-quotes, sourcing, the Ariba Supplier Network (ASN), etc.

MFMP Vendor Registration

- Unless otherwise authorized by rule, vendors are required to register in MFMP
- Must accept the MFMP terms and conditions
- Agree to pay the 1% transaction fee unless exempted



When presented with the Terms of Use at vendor registration, you will be given the option to accept or decline. If you click "I decline", your vendor registration will not be a registered Supplier on MyFloridaMarketPlace.

Slide 18: MFMP Vendor Registration



Vendors can register via the Vendor Information Portal on the Internet.

Notes: _____

Slide 19: Vendor Registration Assistance



Vendor Registration Assistance

MFMP Vendor Help Desk
1-866-352-3776
E-Mail
VendorHelp@MyFloridaMarketPlace.com

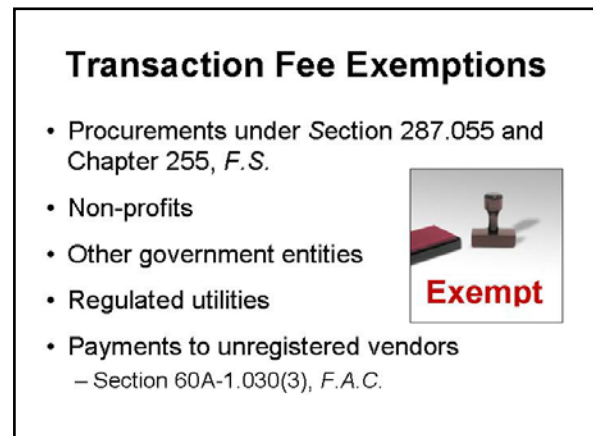
The graphic features a woman wearing a headset and holding a pen, with a computer monitor in the background. The text is overlaid on the image.

- Should vendors need assistance with registration, they may contact the MyFloridaMarketPlace (MFMP) Vendor Help Desk at 1-866-352-3776 to speak with a member of the MFMP team.
- Or, email the help desk at VendorHelp@MyFloridaMarketPlace.com.

Slide 20: Transaction Fee Exemptions


Some vendors may be exempt from the 1% MyFloridaMarketPlace (MFMP) transaction fee per Section 60A-1, *Florida Administrative Code (F.A.C.)*. Here are some commonly used exemptions.

- Procurements under Section 287.055, *Florida Statutes (F.S.)*, “Consultants Competitive Negotiation Act,” and Chapter 255, *F.S.*, “Public property and publicly owned buildings”
- Non-profit organizations, such as churches, the March of Dimes, Red Cross, etc.
- Governmental agencies including universities and other state agencies
- Regulated utilities such as electric, sewer, and water
- Payments to unregistered vendors as outlined in Section 60A-1.030(3), *F.A.C.*



Transaction Fee Exemptions

- Procurements under Section 287.055 and Chapter 255, *F.S.*
- Non-profits
- Other government entities
- Regulated utilities
- Payments to unregistered vendors
– Section 60A-1.030(3), *F.A.C.*




The graphic includes a red stamp with the word "Exempt" in white text, placed over a stack of books and a gavel.

For more exemptions, see Section 60A-1, *F.A.C.*

Slide 21: Objective 4

Objective 4

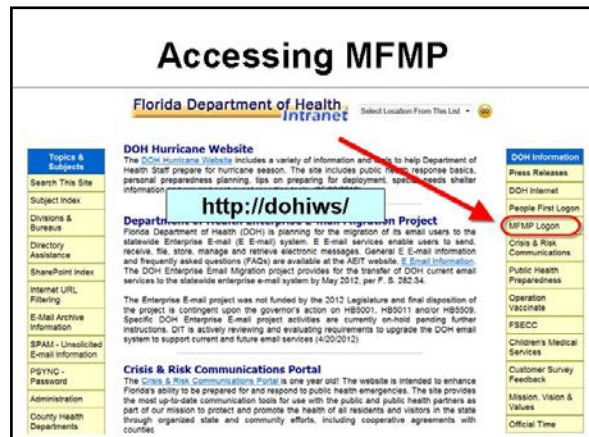
Understand MFMP 3.0 system basics including preferences, delegations, searches, and labels.



Now, we move into the basics of the MyFloridaMarketPlace 3.0 system including preferences, delegations, labels, etc.

Slide 22: Accessing MFMP

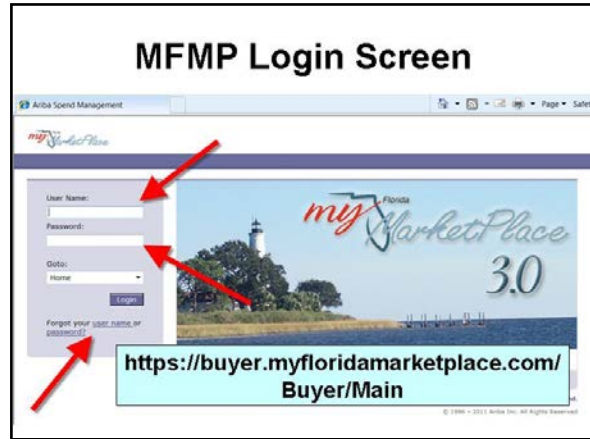
- Users may access MyFloridaMarketPlace (MFMP) using the Internet from anywhere in the world. However, Department of Health (DOH) users commonly use the link on the DOH's intranet home page.
- The “MFMP Logon” link is located on the right side of the page.
- Remember, you must have a user name and password assigned to log into MFMP.



Notes: _____

Slide 23: MFMP Login Screen

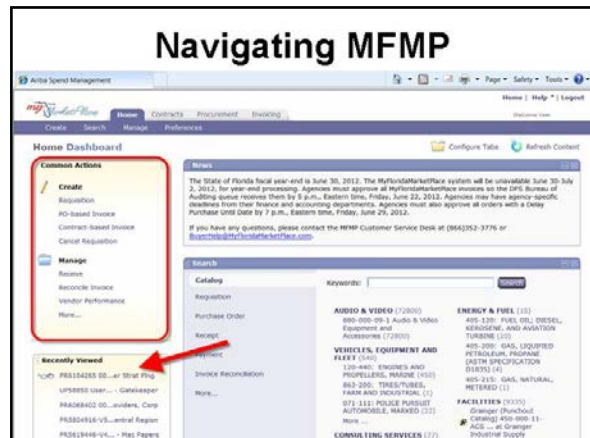
- The MyFloridaMarketPlace (MFMP) login screen allows users to type in their MFMP user name and password. If you do not have a MFMP user name and password, you must complete a help ticket and submit form DH1970, as discussed earlier in this presentation.
- If you have received a user name and password, and have trouble logging in, email the MFMP administrator at “zzzz Feedback, MFMP Administrator,” or submit a help ticket, which will be discussed later in this presentation.
- If you forgot either your user name or password, you can click on the links below the login fields.



Slide 24: Navigating MFMP

From the home page, users are allowed to:

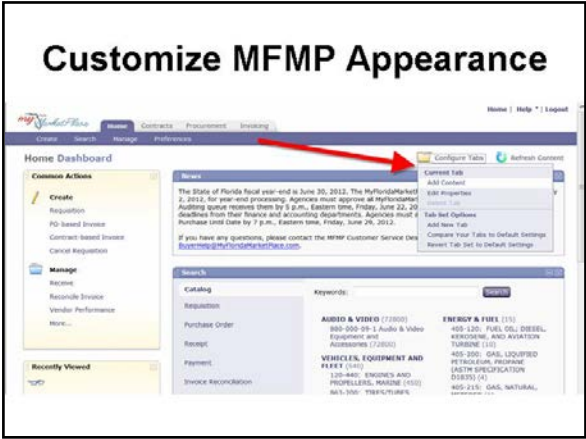
- Create a requisition
- Find the status of requests
- Conduct system searches
- Approve requisitions and invoice reconciliations
- Receive commodities
- Explore folders and saved searches
- And, much more



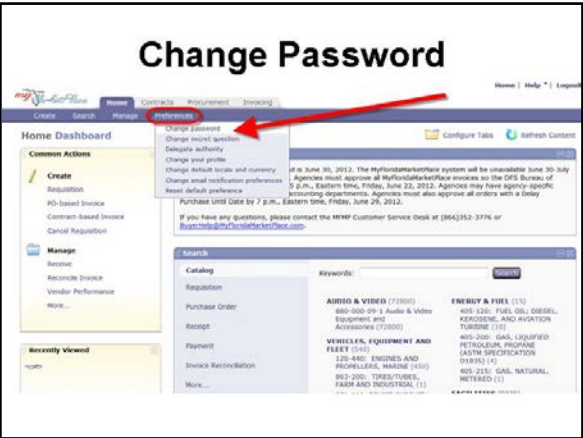
Also, notice on the lower left that once users begin working in the system, they will find items recently worked listed under the “Recently Viewed” menu.

Slide 25: Customize MFMP Appearance

- Users also may choose to customize the appearance of their home page.
- Note: Users can always click “Revert Tab Set To Default Settings” to undo any changes made to their home screens.



Slide 26: Change Password

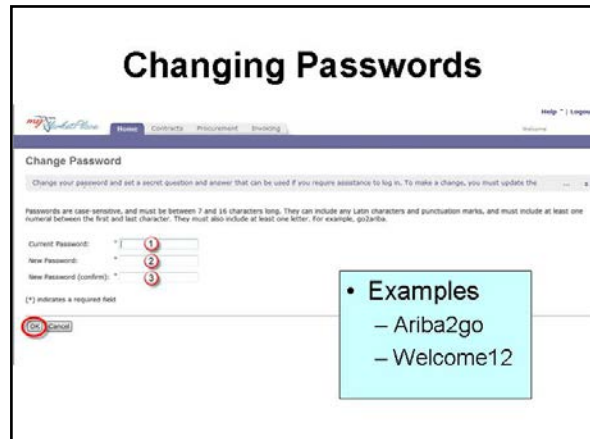


MyFloridaMarketPlace (MFMP) users have the capability of changing or updating their own password by simply clicking on the “Preferences” tab, then selecting change password.

Notes: _____

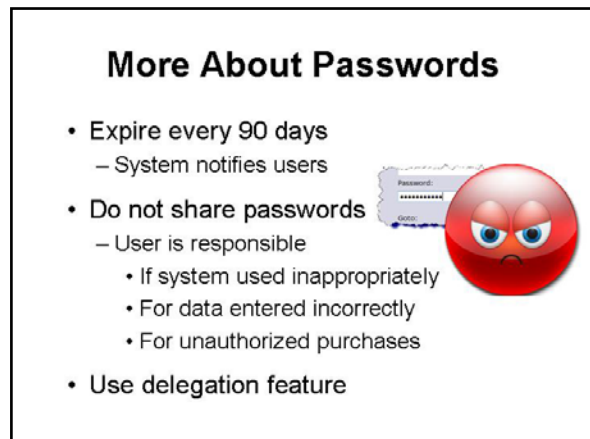
Slide 27: Changing Passwords

- Users enter their (1) current password, (2) create a new password, and (3) confirm it, then click “OK” for the new password to go into effect. To make no changes, click “Cancel.”
- The change does not have to be approved and is effective immediately.
- Passwords must be between seven and 16 characters in length, without spaces. Passwords must include one number between the first and last character of the password, for example, “ariba2go” or “welcome12.”



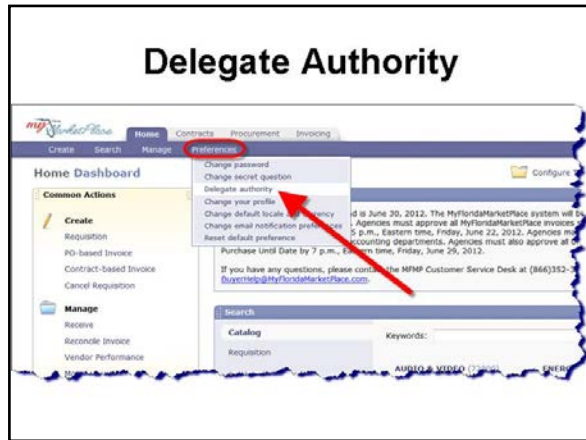
Slide 28: More About Passwords

- Keep in mind, passwords expire every 90 days. The MFMP system notifies users when passwords need to be changed.
- Remember, too, it is a violation of the Department of Health (DOH) information and security policy to share passwords with anyone for any reason. If passwords are given to someone who uses it in the system inappropriately, incorrectly enters data, or purchases something that is not authorized, the user is responsible.
- If someone needs to perform work during the user's absence, the MFMP delegation feature should be used instead.



Notes: _____

Slide 29: Delegate Authority



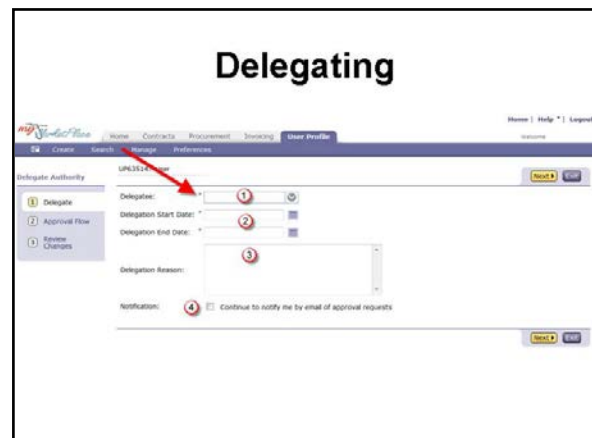
- The delegation process in MyFloridaMarketPlace (MFMP) is extremely important, because it allows users to delegate someone else to access their approval queue while out of the office for a certain period.
- This function helps to prevent a roadblock for processing urgent requests, as well as a venue for getting routine requests processed. Delegations can be done for any length of time; however, it does require approval from their

immediate supervisor in MFMP prior to being put into effect.

- To start the delegate process, go to the “Preferences” tab on the MFMP home page and click on “Delegate Authority.”

Slide 30: Delegating

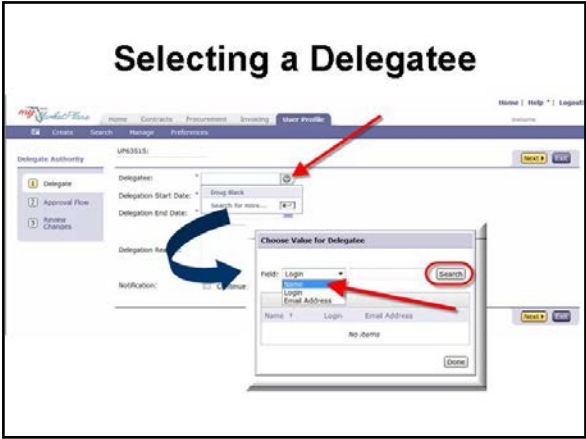
- The next step in the delegation process allows users to select (1) the person to whom they would like to delegate their work, (2) a start and end date, (3) a reason for the delegation, which is not mandatory, and (4) whether or not an email notification is to be sent to the user during the delegation.
- **Note:** As we go through this training, you will notice that required fields are designated with an asterisk (*). You will get a red error message if it is not completed.



Notes: _____

Slide 31: Selecting a Delegatee

- The delegatee should be someone within the same office or department who has the same approval authority as the user.
- To select the delegatee, click the drop-down box and select “Search for more.”
- A new window opens. Only search using the delegatee’s name, not “Login” or “Email Address.” Click the “Search” button to find the delegatee.



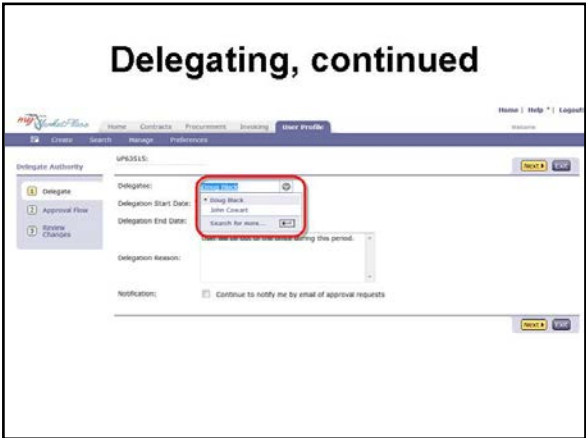
Slide 32: More About Delegating



Select the appropriate delegatee from the search results list by clicking the “Select” button next to his or her name, then click ”Done.”

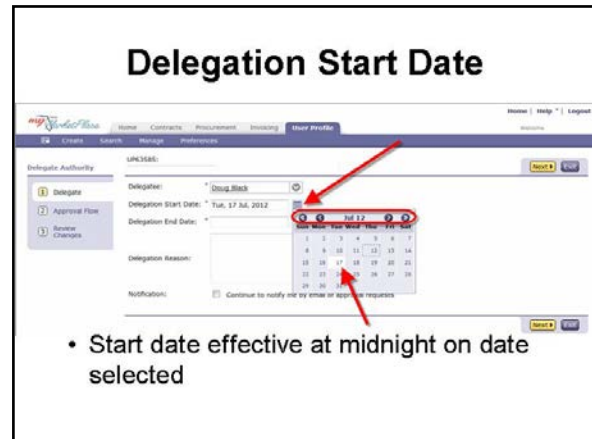
Slide 33: Delegating, continued

- The screen will refresh back to the “Delegate Authority” page with the delegatee’s name populated.
- If a user has previously used this function and delegated to someone before, the system will store the five prior names entered and show them in the drop-down box. Prior delegates can be chosen from the drop-down box.



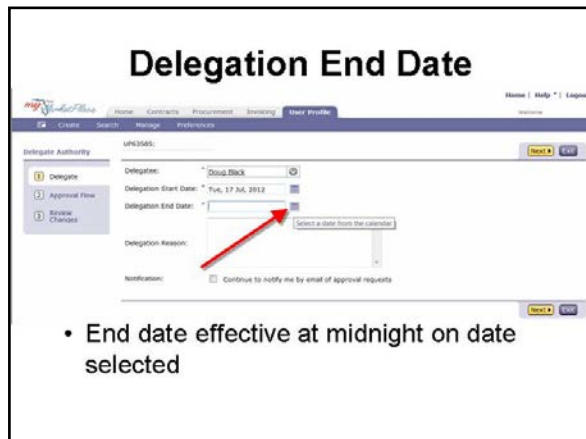
Slide 34: Delegation Start Date

- The start date is the date the user wants the delegation to start. Keep in mind the delegation will not go into affect until midnight of the day selected and until the user's immediate supervisor in MyFloridaMarketPlace (MFMP) has approved the delegation.
- To select the delegation start date manually enter the date or click on the calendar icon to the right of the delegation start date field.



- To scroll by month through the calendar, click the single arrow. To scroll by year, click the double arrow.
- Click on the number to select the date and the system populates the date into the field.

Slide 35: Delegation End Date

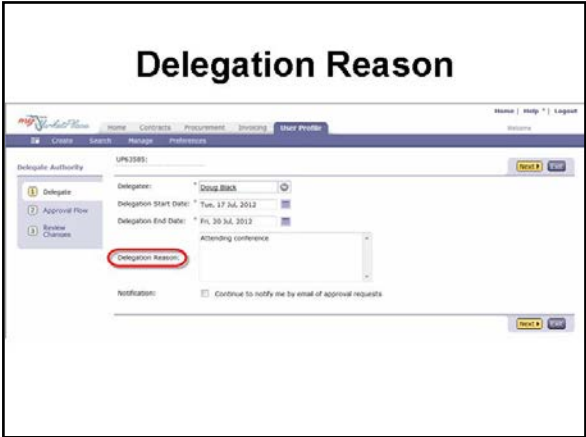


- The delegate end date is the date that the user would like to have the delegation end.
- Again, this period ends at midnight on the date selected.
- Follow the steps previously discussed for the start date to select the end date.

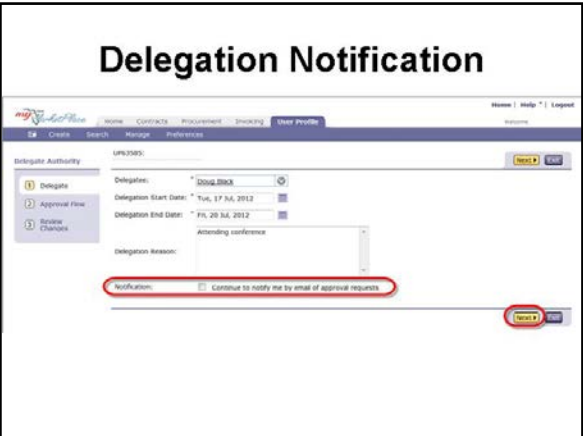
Notes: _____

Slide 36: Delegation Reason

- The delegation reason is not a required field. However, we recommend the user complete this field to identify the reason for the delegation.
- Some examples are attending a conference, attending training, taking annual or sick leave, attending meetings, etc.



Slide 37: Delegation Notification

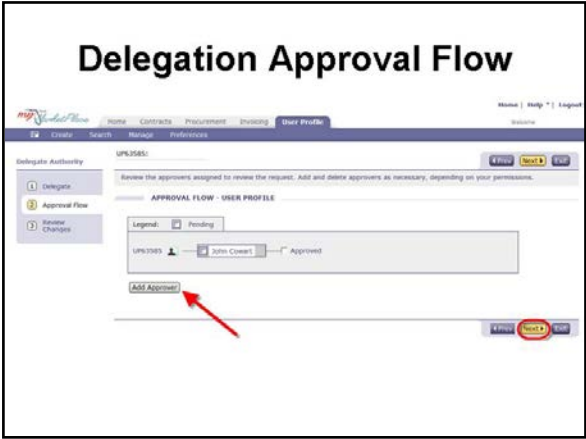


- If the user wants to continue receiving emails about requests requiring his or her approval during their absence, check this box. Otherwise, leave this box unchecked to stop receiving normal email notifications. However, we do not recommend you leave this unchecked to ensure delegates complete approvals in a timely manner.
- Once you complete all the fields for the delegation, click the “Next” button to proceed with the delegation process.

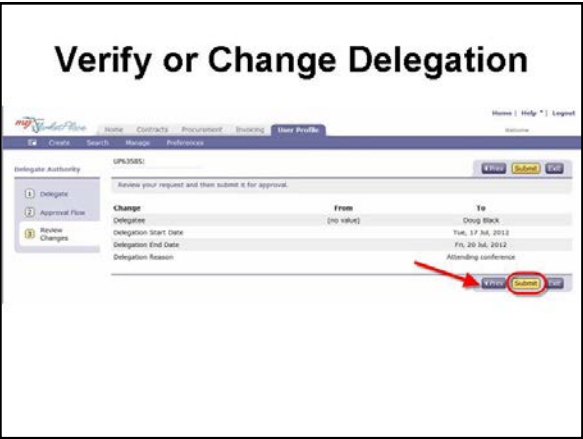
Notes: _____

Slide 38: Delegation Approval Flow

- This screen shot shows the approval flow required for the delegation to become effective. Additional approvers can be added as necessary.
- Delegation requests in MyFloridaMarketPlace (MFMP) require the approval of the user's immediate supervisor, who was identified on the DH1970 form. Please note the MFMP supervisor may not always be the user's office supervisor.
- Once you verify the approval flow, proceed with the delegation process by clicking the "Next" button.



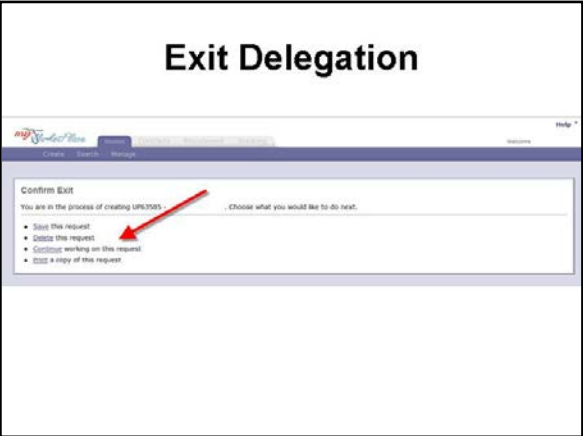
Slide 39: Verify or Change Delegation



- The final screen in the delegation process is a preview of the delegation.
- If any changes need to be made to the delegation request, click the previous button. Otherwise, the user can click "Submit" to complete the delegation process.
- Once submitted, the supervisor will receive an email notification for approval.

Notes: _____

Slide 40: Exit Delegation

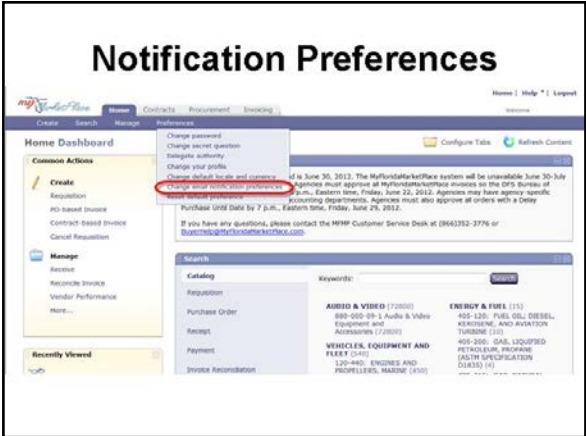


If you select the “Exit” button rather than the “Submit” button, you will be taken to the “Confirm Exit” screen where you will have a choice:

- Save the request
- Delete the request
- Continue working on the request, or
- Print a copy of the request

Slide 41: Notification Preferences

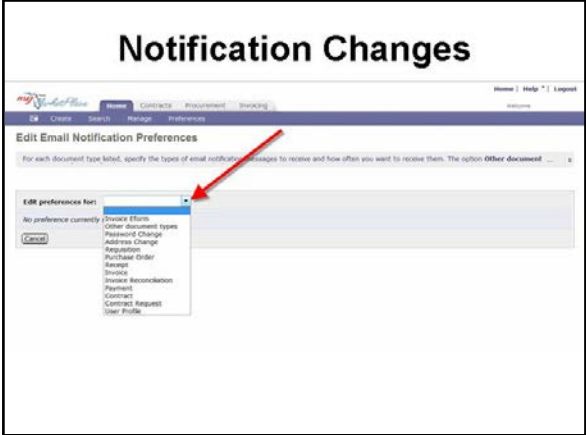
- The MyFloridaMarketPlace (MFMP) system will notify users via email if they have a MFMP purchase requisition or invoice reconciliation pending their approval or if they want to track a request through the system. Note: MFMP does not send email notifications for receipts.
- MFMP users can select how frequently they would like to receive notification alerts from MFMP. To change email notification preferences, click on the “Preferences” tab, then choose “Change email notification preferences.”



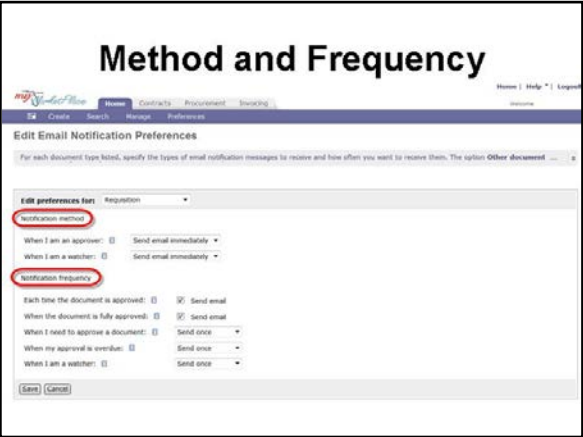
Notes: _____

Slide 42: Notification Changes

On the email notification preferences screen, the user selects which area to update using the drop-down menu.



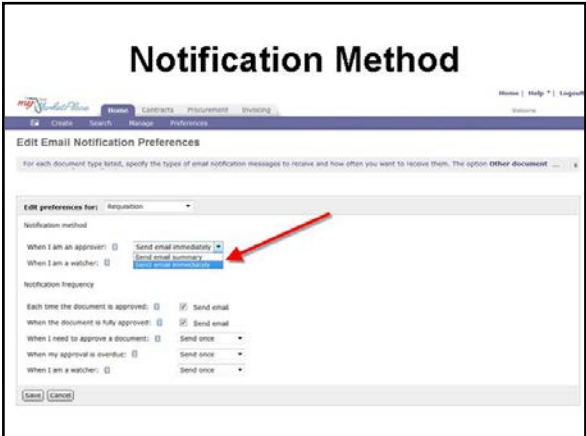
Slide 43: Method and Frequency



Once the user decides which area to change, he or she selects the email notification method and frequency using the various drop-down menus.

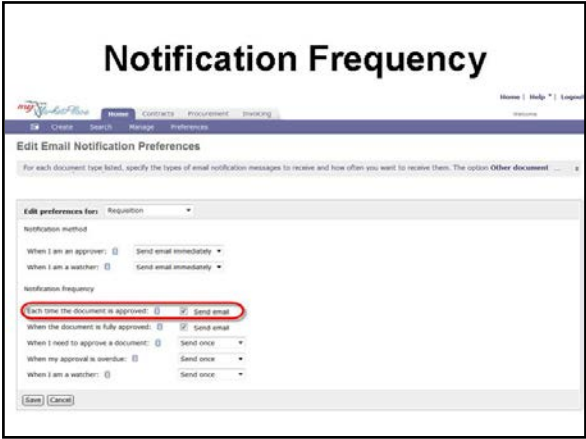
Slide 44: Notification Method

- Under “Notification Method,” the user can choose from “Send email immediately” or “Send email summary.”
- “Send email immediately” means the user will automatically receive an email from MyFloridaMarketPlace (MFMP) when a request is pending approval.
- “Send email summary” means the user will receive an email summary from MFMP each day outlining the prior-day approvals.

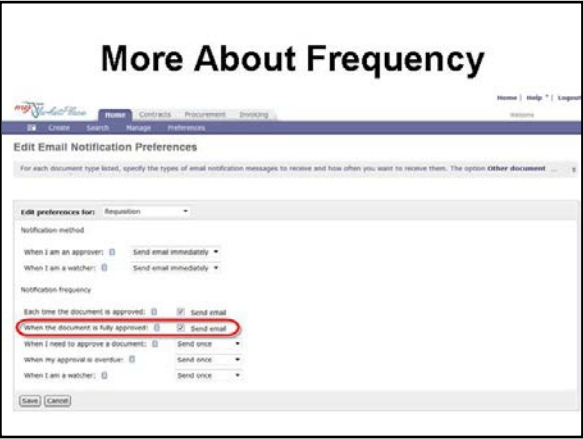


Slide 45: Notification Frequency

“Each time my document is approved” means the user will receive an email each time an approver in the approval flow approves or denies a request. For example, if a request requires ten approvers, the user will receive ten emails – one for each approver.



Slide 46: More About Frequency

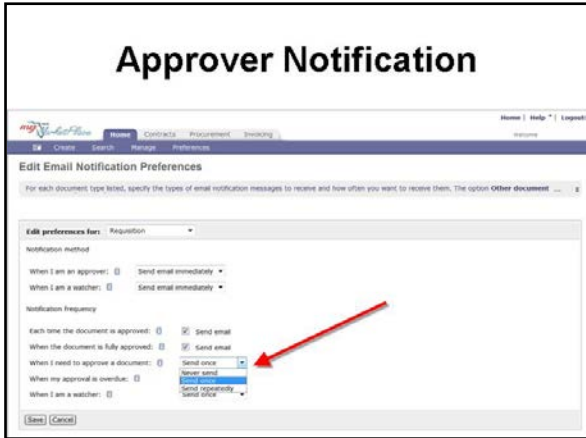


- “When the document is fully approved” means the user will receive an email when the request has been approved by all approvers in the flow.
- For example, if there are ten approvers in the approval flow, the user will receive one email at the end when MyFloridaMarketPlace (MFMP) has issued a final order. The requester generally uses this feature to monitor the status of his or her requests.

Slide 47: Approver Notification

When I need to approve a document” has three options – send once, send repeatedly, never send.

- “Send once” means the user will get one email reminding them to approve the request.
- “Send repeatedly” means the user will get a notification each day reminding them to approve the request.
- “Send never” means the user will not get any reminder notification to approve the request.




Slide 48: Helpful Hint

- Use “Never send” for users who are constantly in the system.
- Use “Send repeatedly” for those users who only go into the system occasionally to approve actions.
- And, use “Send once” for those users somewhere between those two extremes.

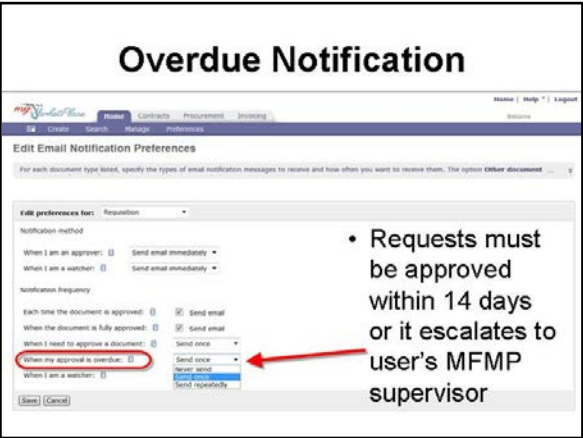
Helpful Hint

- “Never send” for users constantly in system
- “Send repeatedly” for occasionally users who approve actions
- “Send once” for those in between the two extremes



Slide 49: Overdue Notification

Overdue Notification



• Requests must be approved within 14 days or it escalates to user's MFMP supervisor

- “When my approval is overdue” is a warning that a request in the queue is getting ready to escalate to the user’s supervisor.
- Requests must be approved within 14 calendar days or it will escalate to the users’ MFMP supervisor for review and approval.

Slide 50: Searching MFMP

MyFloridaMarketPlace (MFMP) requesters can easily search for anything in the system including requisitions, purchase orders, receipts, invoice reconciliations, user profiles, and delegations.

Searching MFMP

- Search for
 - Requisitions
 - Purchase orders
 - Receipts
 - Invoice reconciliations
 - User profiles
 - Delegations




Slide 51: Types of Searches

The system has two types of searches – system searches and saved searches.

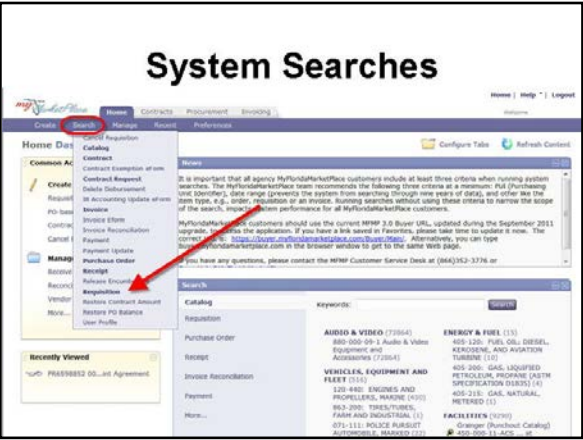
- System searches are standard searches MFMP has created. The most frequently used is the search for requisitions, purchase orders (POs), and receiving reports.
- Saved searches are those searches unique to each user. Users create and save searches for their most frequently searched items.

Types of Searches

- **System searches**
 - Standard searches MFMP has created
 - Most frequently used for
 - Requisitions
 - POs
 - Receiving reports
- **Saved searches**
 - Unique to user
 - Users create for frequently searched for items



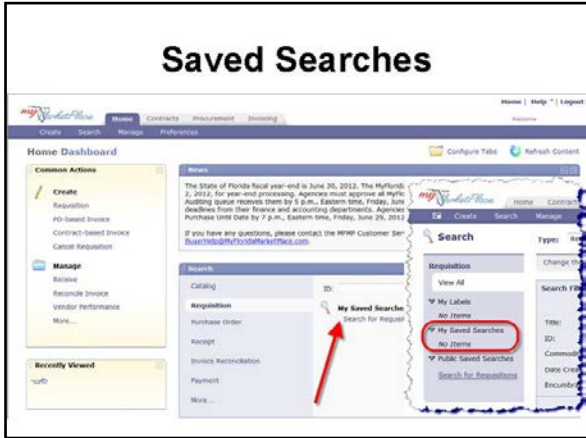
Slide 52: System Searches



- You start your search from the drop-down “Search” menu.
- There is a large variety of standard system searches. We will look at searching for requisitions in this training.
- All searches are conducted and arranged in a similar fashion.

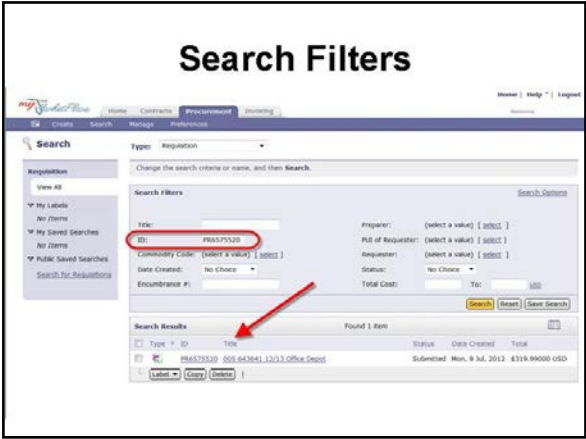
Slide 53: Saved Searches

Notice when you select “Requisition” under “Search” on the “Home” tab, a list of any of your saved searches appears. You also will see any previous saved searches listed on the left side of the screen on the “Search” home page.



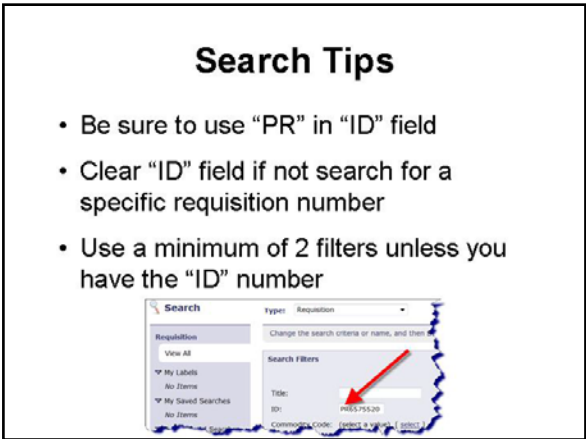
Slide 54: Search Filters

- The standard requisition search has 11 search criteria to define the user's search.
- If you are searching for a particular requisition, insert the requisition number into the "ID" field.
- The search results will appear at the bottom of the screen.
- Users can access the requisition by clicking on the "ID" or the "Title" of the requisition, both identified as links in the search results.



Slide 55: Search Tips

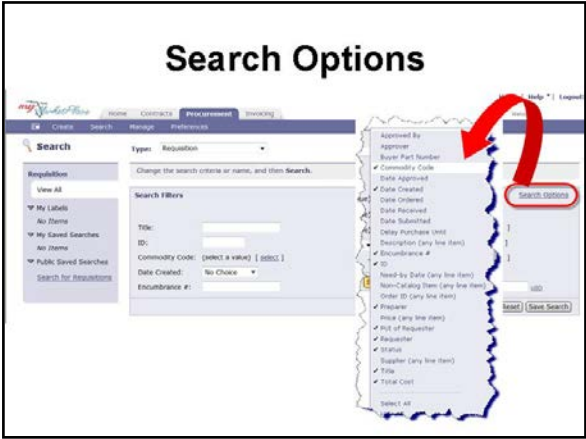
- If searching by a requisition number, the user should always ensure that the requisition number begins with "PR."
- If users are not searching for a specific PR, it is best to clear the requisition "ID" field. Otherwise, the system thinks the user is looking for an actual requisition that is numbered "PR####."
- Users can also further define their search by selecting any of the other fields.
- A system search returns and displays up to 750 records at a time. Therefore, use a minimum of two search filters, unless you are using the requisition, purchase order (PO), invoice reconciliation (IR) number, etc.



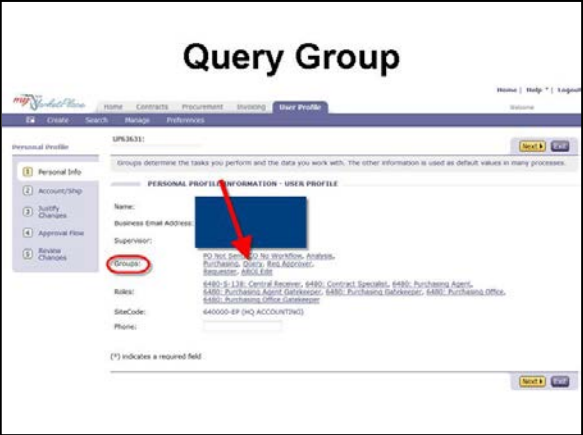
Notes: _____

Slide 56: Search Options

If the user needs additional fields not listed in the basic search filters, he or she can click on "Search Options" in the top right corner of the page to show more search criteria.



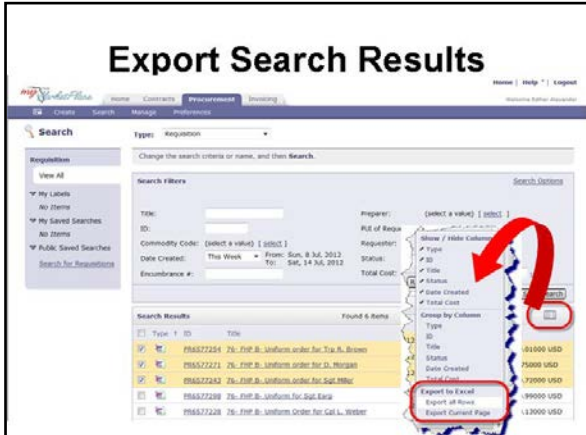
Slide 57: Query Group



Note: To see transactions other than their own, requesters must be assigned to the "Query" group in their user profiles.

Slide 58: Export Search Results

To export system search results to Excel, requesters can select all returned records, select rows, or select the current page to export. The current page exports only 40 records.



Slide 59: Labels

Labels

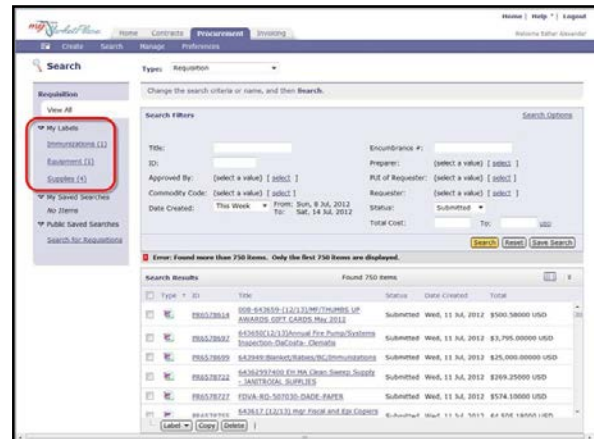
- “Labels” are commonly known as folders
- Use labels to tag or group requisitions, receipts, invoice reconciliations, etc.
- Multiple labels can be applied to one transaction
 - Requesters can remove or update labels as needed
- MFMP creates 5 standard folders
 - Cannot be deleted

- “Labels” is the term used for what are more commonly known as folders.
- Labels allow users to group their workload into specific areas in the system by tagging requisitions, receipts, invoice reconciliations, etc.
- Multiple labels can be applied to one transaction, and these can be removed or updated as needed.
- MyFloridaMarketPlace (MFMP)

automatically creates five standard folders for each user to store archived copies of requests. These standard folders cannot be deleted.

Slide 60: Access Existing Labels

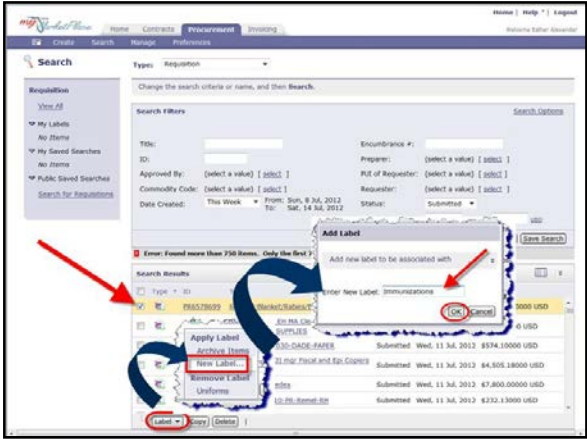
- Labels assist the user in locating previously created or approved information quicker. Think of these as being similar to an Outlook file folder. Users can store information by program office, by date, or by categories, whatever way helps them to locate the information.
- To access labels, look on the left side of the search filters screen for requisitions.
- To open a label, click on the blue underlined title.
- Next to each label is a count of requests in each one.



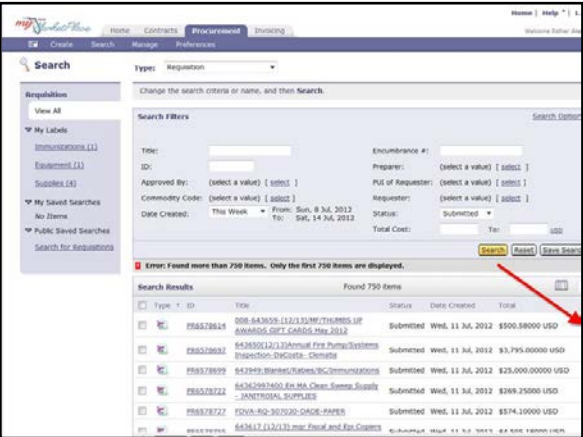
Notes: _____

Slide 61: Create New Label

- To create a label, select the item you wish to label by check the box to the left of the item. Click on the “Label” button at the bottom of the search results. Select “New Label.”
- In the pop-up window, type in the name of the new label and click “OK.”



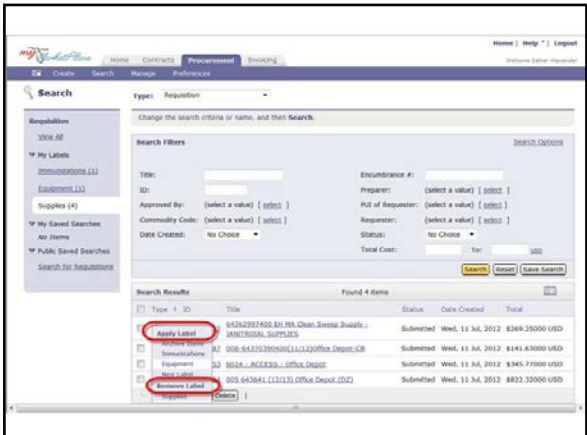
Slide 62: Navigate Labels



It is fairly easy to navigate through labels. Users can scroll up and down using the scroll bar on the right side of the list of requisitions.

Slide 63: Apply or Delete a Label

- To apply an existing label to a new file, select the requisition you wish to group, then click the “Label” button and select the appropriate label.
- The same applies to removing a label from a requisition, except you would select “Remove Label.”



Slide 64: End of Part A

End of Part A

- You have completed Part A of the MFMP training module.
- Return to the "Course Activities" page.
- Complete Part B at your convenience.



- Congratulations! You have completed part A of the MyFloridaMarketPlace (MFMP) training module.
- Return to the "Course Activities" page.
- Then, complete part B at your convenience.

Notes: _____

Part B

Slide 1: Welcome to Part B of MFMP

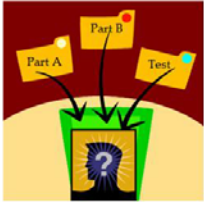
Welcome to Part B of the MyFloridaMarketPlace (MFMP) training for the Florida Department of Health.



Slide 2: Training Organization

Training Organization

- Part A
 - Objectives 1 – 4
- Part B
 - Objectives 5 – 6
- Part C
 - Objectives 7 – 9
- Post-test
- Evaluation




- Remember, to make it easier to complete this training at your convenience, the training presentation is split into three separate parts. You can complete the three parts separately, but they should be completed in the order shown here.
- There is a mandatory post-test that you can attempt as many times as you like, but you must pass it to get credit for completing the course.

Notes: _____

Slide 3: Objective 5

Objective 5

Understand what a catalog requisition is and how to create one.



We begin this part of the training with objective five – understand what catalog requisition is and how to create one.

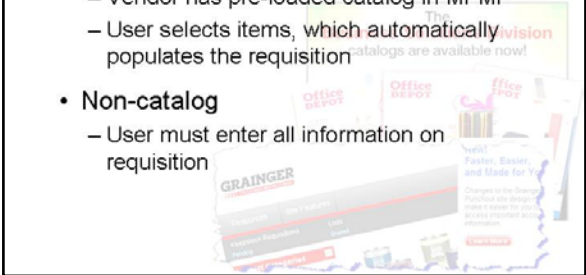
Slide 4: Requisitions

When creating a requisition in MyFloridaMarketPlace (MFMP), users have the option to create a catalog or a non-catalog requisition.

- Some vendors have a punch-out catalog into MFMP, which allows users to select items in the catalog, which will automatically populate the appropriate information on the requisition.
- A non-catalog requisition means the user will need to enter all the information required on the requisition.

Requisitions

- **Catalog**
 - Vendor has pre-loaded catalog in MFMP
 - User selects items, which automatically populates the requisition
- **Non-catalog**
 - User must enter all information on requisition




Notes: _____

Slide 5: Catalog Requisition

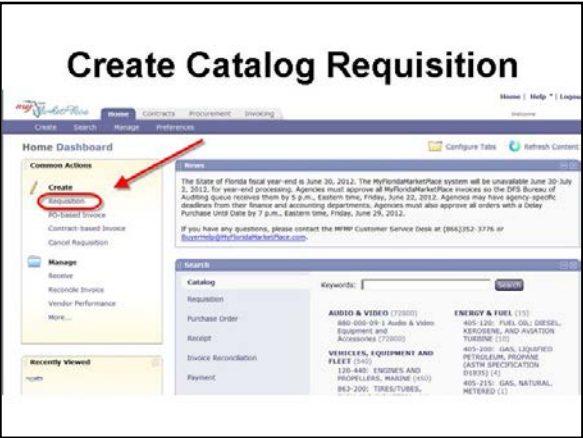
- Creating a catalog requisition is a lot like shopping online.
- Some commonly used vendors with punch-out catalogs in MyFloridaMarketPlace (MFMP) include:
 - Office Depot
 - Grainger
 - Dell
 - Hewlett Packard (HP)
 - Fisher Scientific
 - VF Imagewear, Inc.
 - Cenveo Corporation, and
 - MSC Industrial Supply

Catalog Requisition

- Option to use punch-out uploaded catalog
 - Awarded state term contract through DMS
 - Not all contractors have catalogues
- Automatically populates requisition
- Examples
 - Office Depot
 - Grainger
 - Dell
 - Hewlett Packard (HP)



Slide 6: Create Catalog Requisition

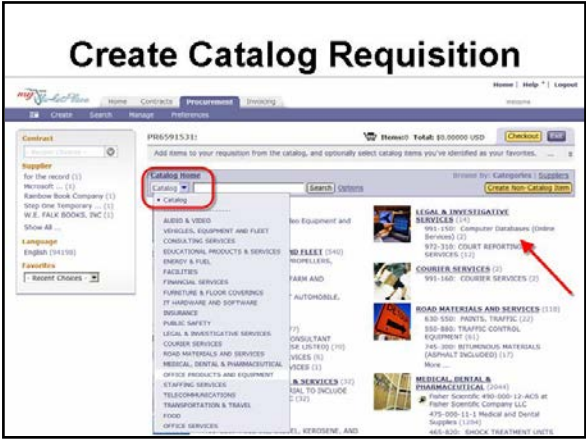


To begin creating a requisition, users select the “Requisition” link under the bolded words “Common Activities,” on the left side of the MyFloridaMarketPlace (MFMP) home page.

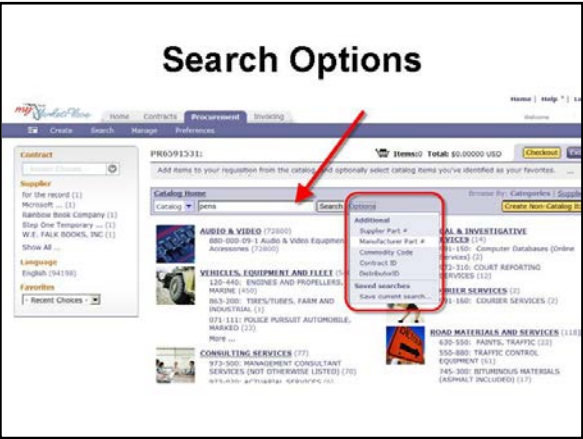
Notes: _____

Slide 7: Create Catalog Requisition

- The next window allows users to choose the state-term contract catalog from which they want to make a purchase.
- Select from the list in the main window or use the drop-down menu.



Slide 8: Search Options

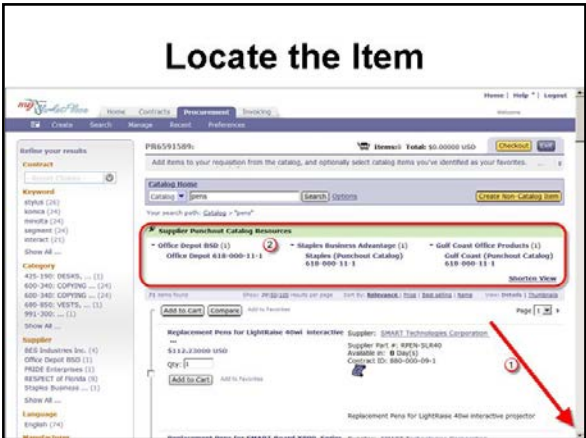


- You also can search for products using key words or by selecting additional options, such as supplier part number, contract identifier (ID), etc.
- To search using a key word, just type in the commodity or service needed and click "Search."
- Here, we will search for "pens."

Slide 9: Locate the Item

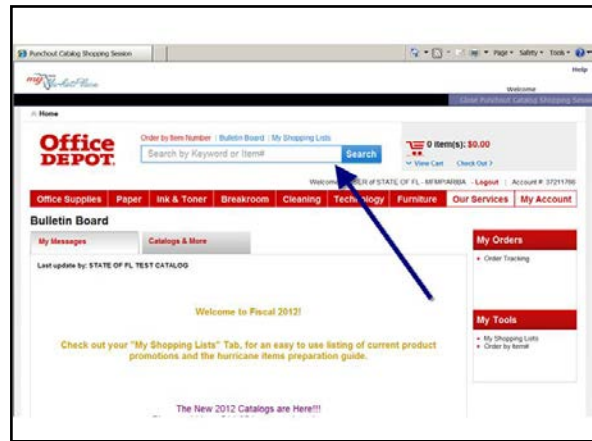
Once the product is located, the system may provide the user with several results from which to choose.

1. Users may scroll through the list to select the specific product.
2. Or, click on the vendor's website link to go to the vendor's punch-out catalog.

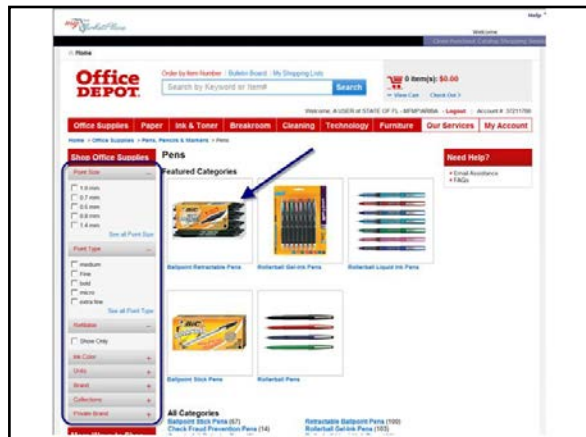


Slide 10: Search the Catalog

- The punch-out catalog provides search options for users to type in an item number (#) or a brief description of the product.
- Once you type in what you want to purchase, click “Search” to continue.



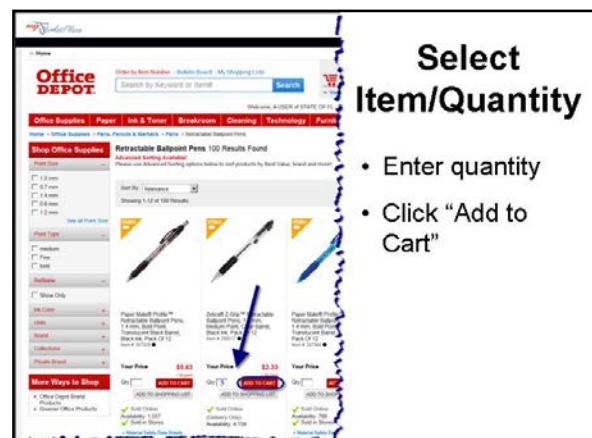
Slide 11: Narrow the Search



- The punch-out catalog allows the requester options on the left side of the screen to narrow the search by size, type, etc. Find the item you want to purchase.
- Pictures of the items helps requesters ensure they are selecting the correct item. Click on the picture to begin the ordering process.
- In this training, we select “Ballpoint Retractable Pens.”

Slide 12: Select Item and Quantity

- When you locate the item to order, choose the quantity needed. The system also provides the pricing.
- Once you have entered the quantity, click “Add to Cart,” which stores the order until you are ready to checkout.

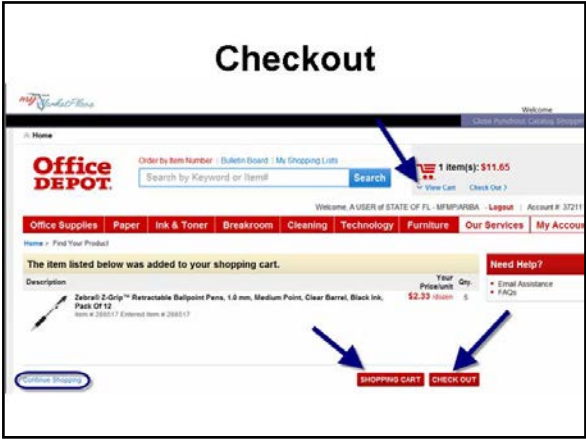


Select Item/Quantity

- Enter quantity
- Click “Add to Cart”

Slide 13: Checkout

- The next screen confirms you added the item to your cart. If you need to purchase additional items on this requisition, click the “Continue Shopping” link on the lower left side of the screen.
- Once all items are added to the cart and no other products are needed, it is time to click the “Checkout” button on the lower right side of the screen.
- If you want to view all your items in the cart, click on the shopping cart link to view all the items in your cart.



Slide 14: Verify Order



- **Note:** Before the data is entered into the requisition, some punch-out catalogs provide the user a brief overview of what is in their shopping cart before proceeding.
- Once product, pricing, and quantity are verified, the user simply clicks the “Continue” button to return to the requisition.

Notes: _____

Slide 15: Summary Page

- The “Continue” button returns the requester to the “Summary” tab of creating a requisition. On this page requesters enter information such as the title, start and end dates, accounting information, descriptions, comments, and add any attachments.
- You will need to add a title to the requisition. Titling a requisition is normally the requester’s preference. However, if Central Purchasing performs the purchasing function for the user’s

county health department (CHD) or program office, always begin the title with the buyer code, for example, “007/FY11/12/Office Depot/JC. Be sure the buyer code is always the first part of the requisition title, such as “007.”

Slide 16: Summary Fields

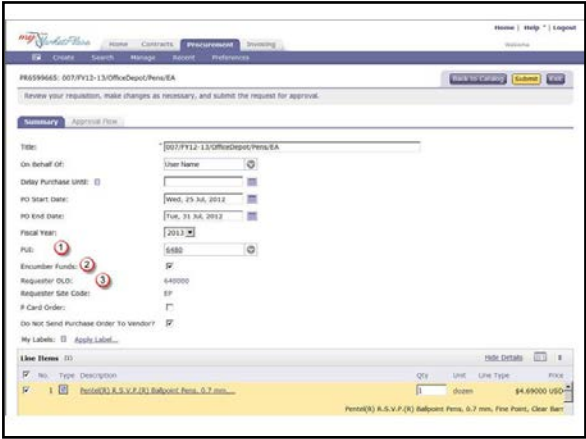
1. The “On Behalf Of” field will automatically populate to the requester’s name. However, this can be changed if the requisition is being created on behalf of someone else.
2. The “Delay Purchase Until” field is only used typically for new fiscal year purchases. For example, you may need to delay the purchase until on or after July 1.
3. The “PO Start Date” and “PO End Date” are required fields. **Note:** The end date cannot be before the start date.

Notes: _____

Slide 17: More Summary Fields

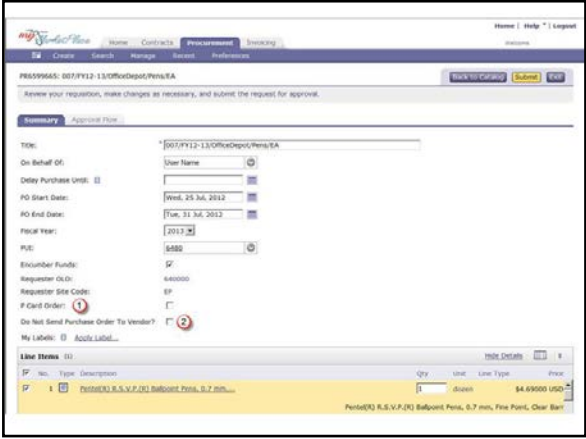
Most of the remaining fields on the “Summary” tab are typically not changed.

1. The “PUI” field is for the purchasing unit indicator. This field is automatically populated based upon the user’s profile, and it drives the users’ approval flow.
2. requesters will place a checkmark in the “Encumber Funds” box if they would like their order to be encumbered in the MyFloridaMarketPlace (MFMP) system, as well as in the Florida Accounting Information Resource (FLAIR) system.
3. The “Requester OLO” and “requester Site Code” fields are also automatically populated based upon the user’s profile. It is not a changeable field.



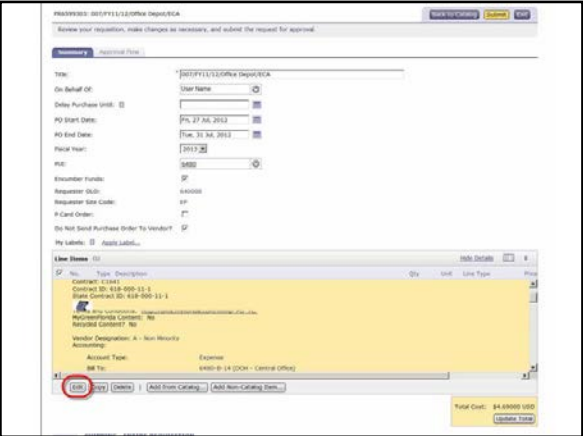
Slide 18: P-Card Orders

1. Requesters will select the “P-Card Order” box if they are using a purchasing card (p-card) to pay for the order. If users select this option, they encounter a screen later that allows them to input their p-card number.
2. Users will select the “Do Not Send Purchase Order To Vendor” box if they do not want their order to go to the vendor. Use this option to put the order through the system for approvals only, and then go to the store to pick up the items. The vendor does not need to receive the order via MyFloridaMarketPlace (MFMP).



Notes: _____

Slide 19: Edit Line Items



- Scroll down the “Summary” page and click on the “Edit” button below the line items box to begin editing the requisition line-item detail.
- **Note:** Requesters should always review the entire requisition summary page and the line items “Ship To” details for accuracy.

Slide 20: Shipping Information

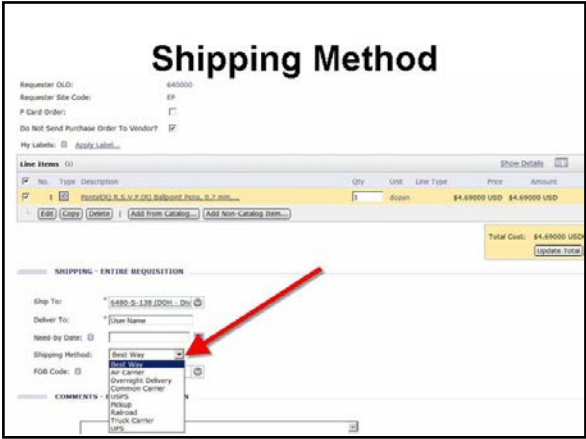
- The shipping information, just below the “Edit” button, is automatically populated based on what is in the requester’s personal preferences profile.
- If the shipping location is different from the one automatically populated, the requester may select a different one by using the drop-down arrow for the “Ship To” field.
- Either select a recently used address or click “Search for more.”
- It is very important to ensure the Department of Management Services address does not automatically populate this field.



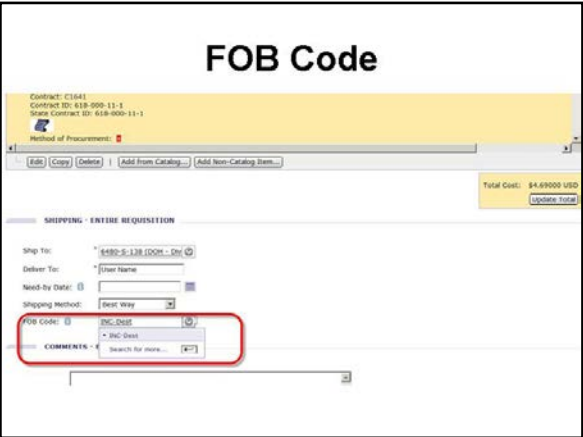
Notes: _____

Slide 21: Shipping Method

The shipping method defaults to “Best Way” unless the user specifies a different method in the quote or other procurement documents.



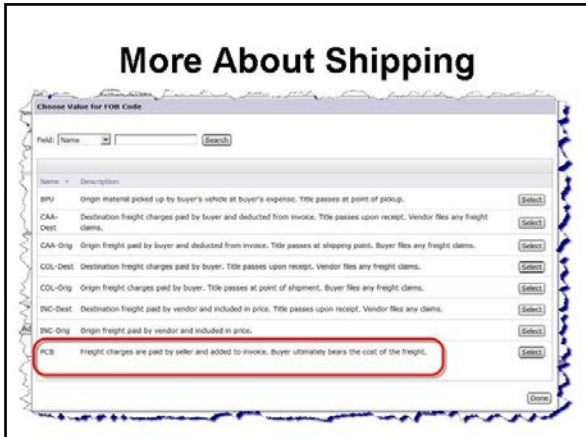
Slide 22: FOB Code



- The “FOB Code” is also important if the item being purchased is quoted to include shipping to a particular location. In this instance, the requester should select freight on board (FOB) meaning the vendor is responsible for the shipment until it is received by the department.
- If the exact freight amount is not known or estimated, the requester can select a different shipping method using the drop-down arrow in the “FOB Code” field.

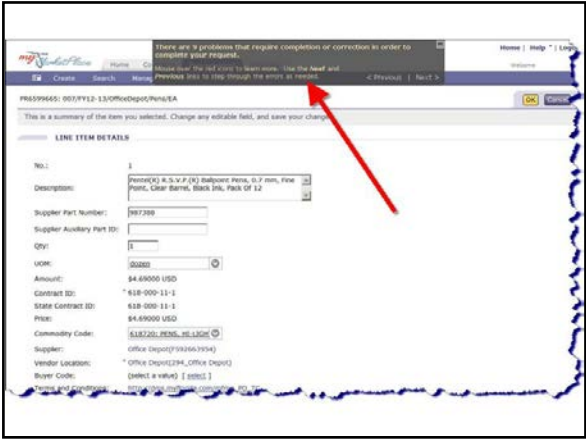
Slide 23: More About Shipping

- In the pop-up window, you will find a list of other shipping methods and descriptions. If you select the pre-pay and charge back (PCB) method, it allows Finance and Accounting to add freight to the requisition upon payment of the invoice.
- Otherwise, if freight or shipping charges need to be added post-requisition submittal, a change order will need to be issued. We will discuss this in more detail later in this training.

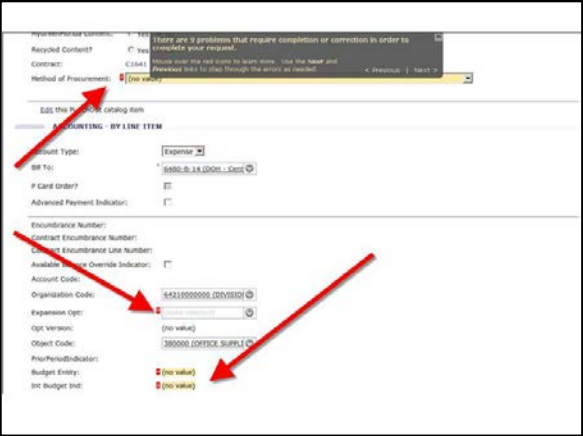


Slide 24: Problem List

- Once you click “Edit,” you are taken to the “Line Item Details” page, which allows requesters to edit the description, commodity code, etc., as well as the accounting information.
- Notice at the top of the screen that MyFloridaMarketPlace (MFMP) displays a detailed problem message. The number of problems reduces automatically as you correct the issues on this page.



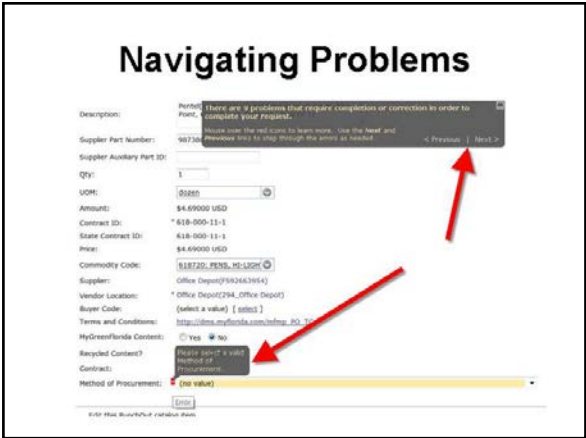
Slide 25: More About Problems



Note the red asterisks (*). These indicate problems or errors that must be corrected.

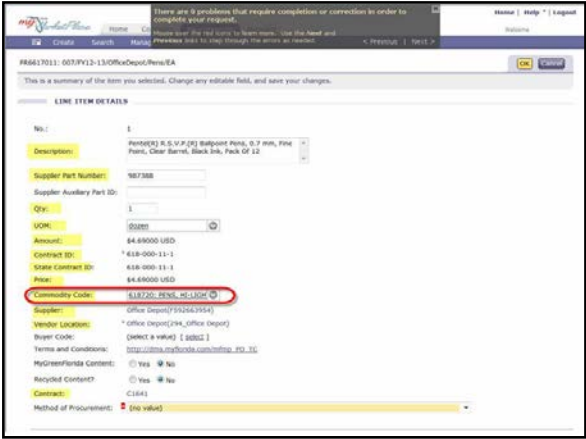
Slide 26: Navigating Problems

- You can use your mouse to rollover the highlighted problems for more information.
- You also can move through the problems by using the “Previous” and “Next” links in the problem message at the top.

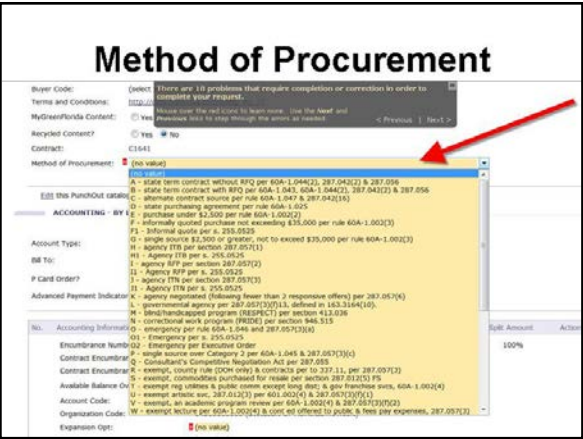


Slide 27: Line Item Details

- Notice the description, supplier part number, quantity, unit of measure (uom), amount, state term contract IDs, price, commodity code, vendor location, etc. have been automatically populated onto the requisition from the vendor's "punch out" site.
- However, some information will need to be changed.
- Note: The commodity code is a specific six-digit numeric code associated with commodities goods or services. This list is maintained by the Department of Management Services (DMS).



Slide 28: Method of Procurement

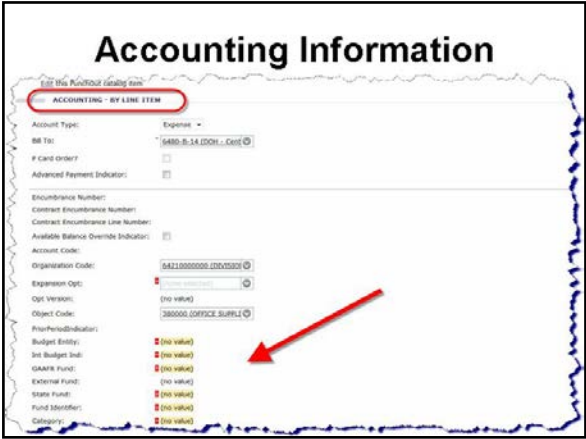


- The first change you need to make is to the "Method of Procurement." Click the drop-down menu, then select the appropriate method of procurement.
- A method of procurement cheat sheet is in the participant's guide on page immediately following this slide.

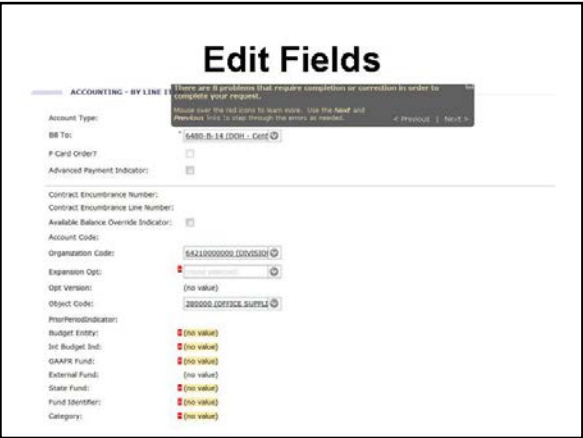
Notes:

Slide 29: Accounting Information

- The accounting information will also need to be completed in the “Accounting – By Line Item” section.
- In this section of the requisition, requesters are required to enter their budgetary information.
- Always scroll down to the bottom of the “Line Item Detail” to make sure all the accounting data is updated.



Slide 30: Edit Fields



- MyFloridaMarketPlace (MFMP) allows requesters to edit the accounting information one line item at a time.
- To edit a single line item, click in the field box or click the down arrow to search for the correct code.

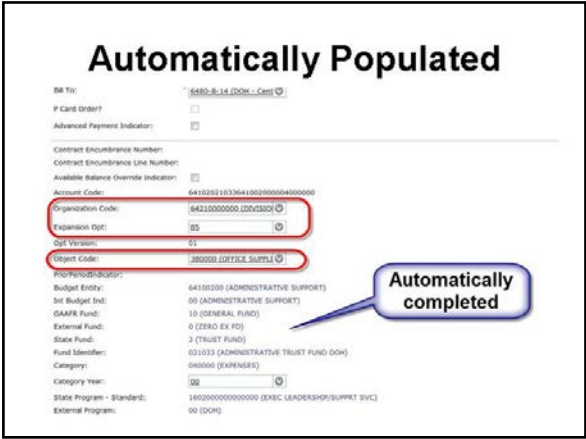
Slide 31: ABOI

Staff located in the Purchasing Office only can check the “Available Balance Override Indicator” (ABOI). Requesters cannot complete this action.

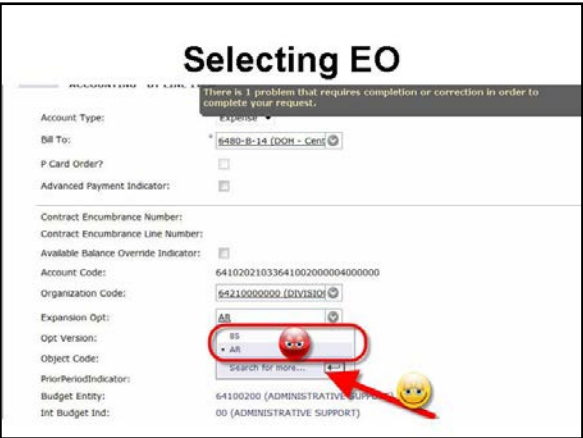


Slide 32: Automatically Populated

- Most fields will automatically populate based on the organization code, expansion option, and object code. However, the user should check every field in the requisition.
- Most requesters do not have the ability to change the other fields, unless they are the purchasing agent.
- Remember, all errors can usually be fixed by simply selecting the correct expansion option.



Slide 33: Selecting EO

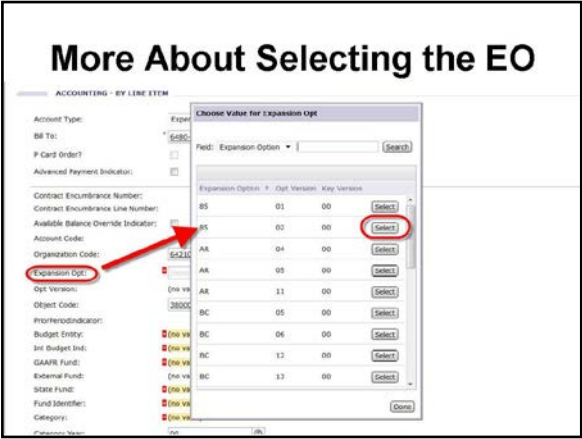


- **Caution:** You should not use the values stored in the drop-down box. Always select the “Search for more” option. The reason for this is that the accounting information in the drop-down box is not always updated and may not have the current or valid path for information.
- Click the drop-down box for the expansion option and select “Search for more.”

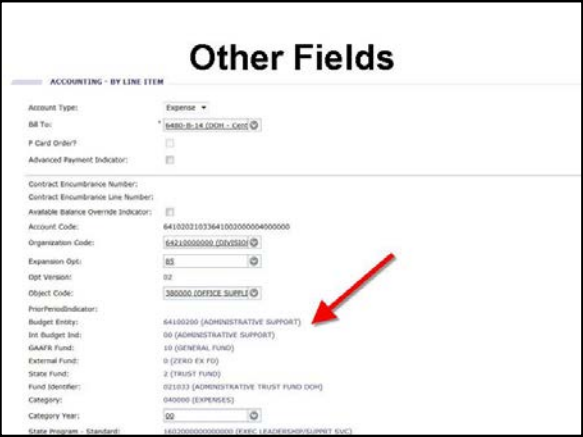
Notes: _____

Slide 34: More About Selecting the EO

- In the pop-up window, all available expansion option (EO) codes will be shown based on the organization code already selected in the requester's MFMP profile.
- To select the appropriate EO code, the requester clicks on "Select" to the right of the appropriate code to populate the information into the requisition.
- When selecting the EO, requesters should ensure their expansion option is correct and choose the highest option version in FLAIR. The higher option version number is always the most recent version in FLAIR. If an outdated option version is chosen, FLAIR will **deny** the requisition.



Slide 35: Other Fields



Once the expansion option is populated, all error messages should no longer show on the requisition.

Notes:

Slide 36: Object Codes

- Requesters should always verify the object code for accuracy.
- Some object codes are “mapped” in MFMP and automatically populated based upon the commodity code selected. However, some object codes may not be accurately mapped and need to be revised.
- Requesters should verify that the object code is correct, prior to proceeding with the requisition. If the object code is incorrect, the requester can select another by using the drop-down arrow and searching for a more appropriate code.
- Searching for the code by name can be tricky. For example, you must search for “memberships,” not “membership.”

Slide 37: If Unsure, Check

If Unsure, Check

- Check to be sure you have the right code
 - Purchasing agent
 - Central purchasing
 - Budget office
- Purchasing agent will verify codes

- If unsure what object code or expansion code to use, requesters may contact their purchasing agent, Central Purchasing, or their budget office for assistance.
- Ultimately, the purchasing agent will verify the correct codes have been selected.

Notes: _____

Slide 38: Category

- Occasionally, the category and category year do not populate. If this happens, it means that the object code is not in the set file for the organization and expansion option code combination.
- If the object code is correct, the requester may contact their budget contact and have the object code added into their set file.

The screenshot shows a web form titled "Category" under the heading "ACCOUNTING - BY LINE ITEM". The form includes several sections:

- Account Type:** Expense
- Bill To:** 6480-B-14-DOH - Cont
- P Card Order?** (checkbox)
- Advanced Payment Indicator:** (checkbox)
- Contract Encumbrance Number:**
- Contract Encumbrance Line Number:**
- Available Balance Override Indicator:** (checkbox)
- Account Code:** 64100201033641002000004000000
- Organization Code:** 64210000000 (GOVVISOR)
- Expansion Opt:** (dropdown)
- Opt Version:** 02
- Object Code:** 380000 (OFFICE SUPPL)
- Procurement Indicator:**
- Budget Entry:** 64100200 (ADMINISTRATIVE SUPPORT)
- Budget Item:** 00 (ADMINISTRATIVE SUPPORT)
- GAAP Fund:** 10 (GENERAL FUND)
- External Fund:** 0 (ZERO EX FID)
- State Fund:** 2 (TRUST FUND)
- Category:** 040000 (EXPENSES) - highlighted with a red box
- Category Year:** 00 - highlighted with a red box

Slide 39: Verify All Information

The screenshot shows a detailed accounting form with two "OK" buttons highlighted in red. The form includes fields for:

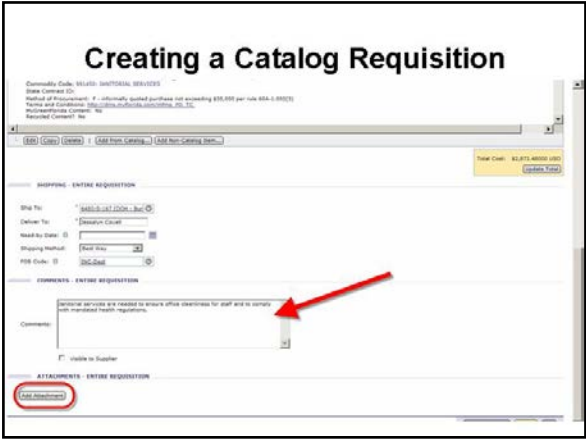
- State Fund:** 2 (TRUST FUND)
- Fund Identifier:** 00000 (ADMINISTRATIVE TRUST FUND DCH)
- Category:** 040000 (EXPENSES)
- Category Year:** 00
- State Program - Standard:** 88000000000000 (SAC LEADERSHIP/PIKMT DCH)
- External Program:** 00 (DCH)
- Grant:** (dropdown)
- Other Cost Account:** 0400 (GOVADMIN)
- Accounting Fund:** (dropdown)
- Contract:** (dropdown)
- Agency Object:** (dropdown)
- Contract Year:** (dropdown)
- Grant Year:** (dropdown)
- Project ID:** (dropdown)
- Ext Category:** (dropdown)
- Ext Line:** 7100 (EXPENSES, COMMENT)
- Encumbrance Ext Line:** 0000 (GOVADMIN)
- Ext Item Line:** (dropdown)
- Encumbrance Ext Item Line:** (dropdown)
- Product ID:** (dropdown)
- Ext Object:** (dropdown)
- Other Doc Num:** (dropdown)
- Quantity:** (dropdown)
- Unit:** (dropdown)
- Certified Forward Indicator:** (checkbox)
- Batch:** (dropdown)
- Description:** (dropdown)
- Quantity:** (dropdown)
- Unit:** (dropdown)
- Transaction Fee Exempt?** (checkbox)
- Transaction Fee Exemption Reason:** (dropdown)
- Sub Vendor:** (dropdown)
- Encumbrance Date:** (dropdown)

- Please scroll down the page to complete any other accounting information, such as grant number.
- Once you verify all the accounting information has been verified to be correct, you are ready to move to the next step of the requisition creation process. Click "OK" at the top or bottom of the page.

Notes: _____

Slide 40: Creating a Catalog Requisition

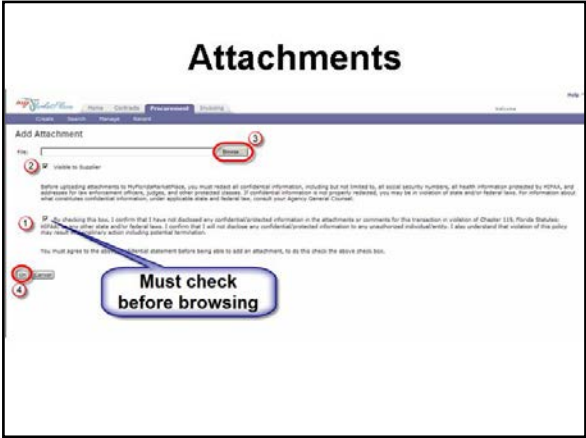
- Now you are back to the main requisition page. You can add the justification for the purchase and any other special notes that approvers will need to know here.
- Click on “Add Attachment” to upload a quote or other documentation.
- Always add attachments and/or comments to this main page of the requisition, not the line item detail.
- This screen should look familiar to you. You can also view or change shipping information here.



Slide 41: Attachments

When you click the “Add Attachment” button, you are taken to the “Add Attachment” screen.

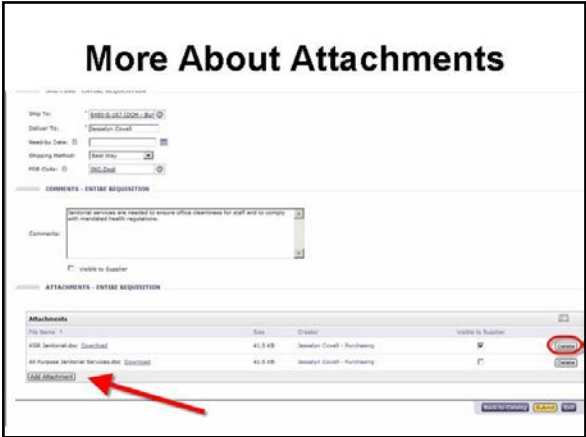
1. Before searching for the document you want to upload, you **must** check the box, “By checking this box...” This action lets MFMP know that you agree to not upload any confidential data into the system.
2. Also, you can check “Visible to Supplier” box if you want the attachment to go to the vendor.
3. Once you check the appropriate boxes, click on “Browse” to find the document to upload.
4. Once you select the document to upload, click “OK.”



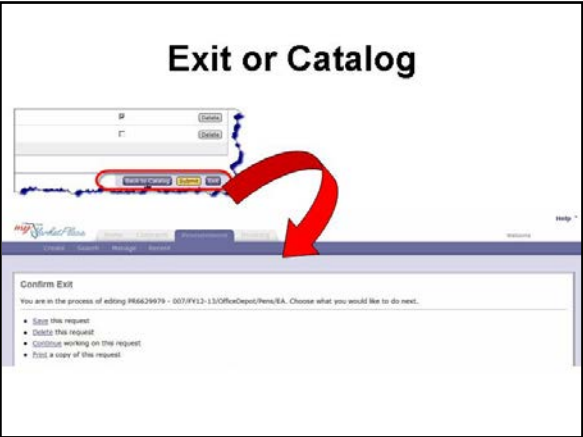
Notes: _____

Slide 42: More About Attachments

- You can only add one attachment at a time and attachments can be deleted, but only by the originator.
- To delete an attachment, click on the “Delete” button located on the left side of the item, in the “Attachments” box.
- If you find confidential data in the MFMP system, please notify the originator of the attachment **or** the Central Purchasing Office immediately. The document containing confidential data will need to be deleted from the system, redacted, and re-uploaded.



Slide 43: Exit or Catalog

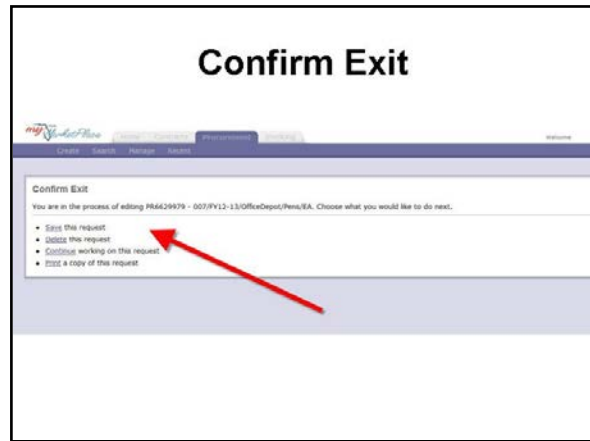


- At any time during the editing process, you can scroll to the bottom or top of the screen to exit the requisition edit mode or return to the catalog.
- If you click “Exit,” you will go to the “Confirm Exit” screen where you have the option to save the request, delete it, continue working on it, or print the request.

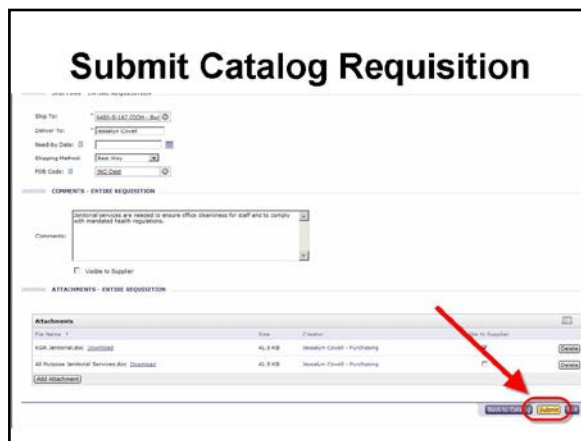
Notes: _____

Slide 44: Confirm Exit

- By selecting “Save,” the requisition will be kept in the composing queue.
- By choosing “Delete,” the requisition will be deleted from MFMP.
- By clicking “Continue,” the system will return to the edit requisition screen.
- By clicking “Print,” the system will print the requisition to the user’s default printer.



Slide 45: Submit Catalog Requisition



- Once all the information has been verified to be correct, comments are entered, and attachments uploaded, requesters are ready to move to the next step of the requisition creation process. Click the “Submit” button at the bottom of the page.
- You cannot return to this page, so we recommend you verify all information before clicking “Submit.”

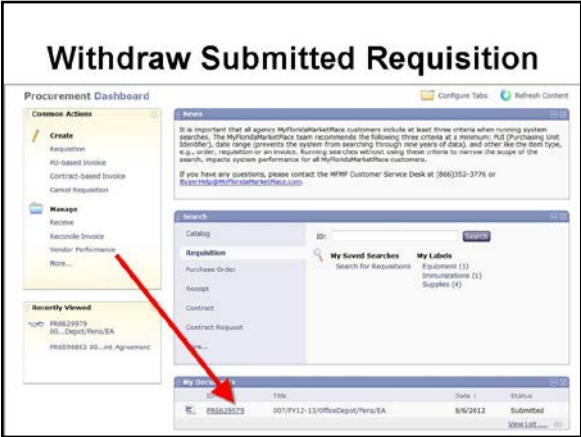
Slide 46: Submitted Requisition

- Once you submit the requisition, you are given the option to print a copy of the request, view the status of your request, add labels to tag the document, create the same type of request, or return to the Ariba/MFMP home page.
- Always print a copy of the requisition for record keeping.

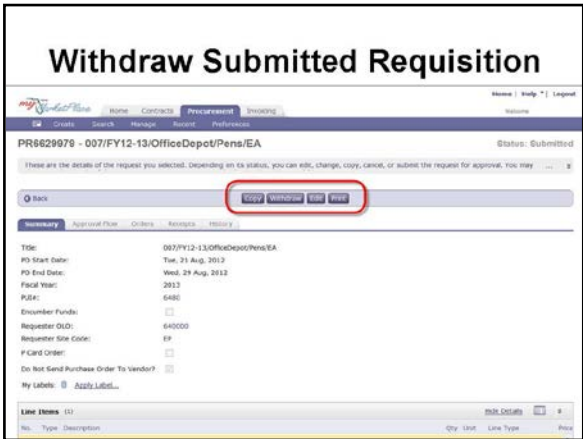


Slide 47: Withdraw Submitted Requisition

If you need to withdraw a previously submitted requisition, select the requisition from the “My Documents” section of the procurement dashboard.



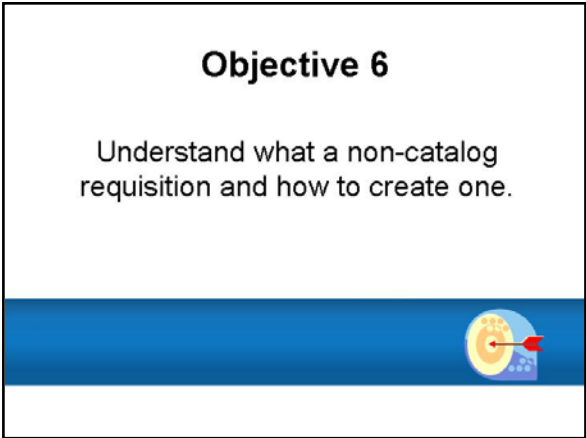
Slide 48: Withdraw Submitted Requisition



- On the next screen, you are given the option to “Copy,” “Withdraw,” “Edit,” or “Print” the requisition.
- Selecting “Withdraw” or “Edit” pulls the requisition back from the approver’s queue to the requester’s queue.

Slide 49: Objective 6


Now let’s look at non-catalog requisitions and how to create one.



Slide 50: Non-Catalog Requisitions

Non-Catalog Requisitions

- Use for commodities and/or services not available on a state term contract
 - Janitorial Services
 - Memberships
 - Trainings
- Require more detail and information
 - Vendor information not pre-populated
- Screens similar to catalog requisition

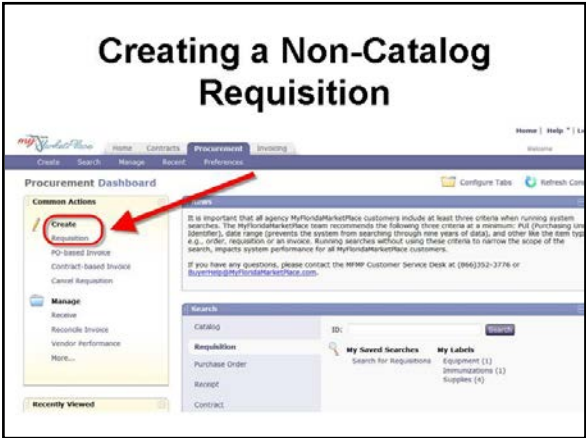


- The majority of DOH purchases are done through a non-catalog requisition. A non-catalog requisition is for commodities and/or services that are not available on a state term contract (STC). A few examples include:
 - Janitorial services
 - Memberships, and
 - Trainings

- Non-catalog requisitions require a little more detail and information to complete since we do not rely on the vendor's information to pre-populate the requisition.
- This section of the training will seem familiar because many of the same screens used for a catalog requisition will apply when creating a non-catalog requisition.

Slide 51: Creating a Non-Catalog Requisition

Similar to the creation of a catalog requisition, the non-catalog requisition has a title page. The requester must first click on "Create," "Requisition" on the MFMP home page.



Notes: _____

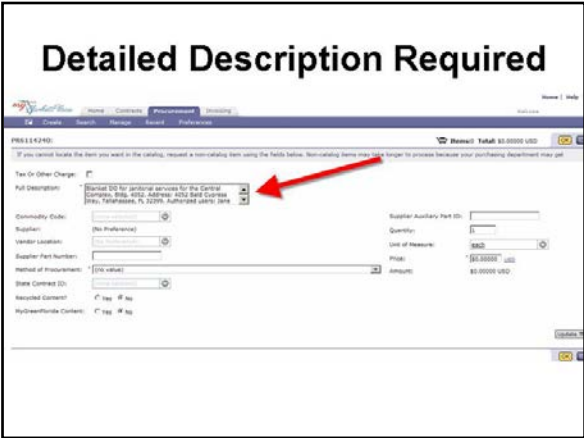
Slide 52: Choose Catalog vs. Non-Catalog



The next screen allows requesters to choose from catalog versus non-catalog. Click the yellow “Create Non-Catalog Item” button located on the right side of the page.

Slide 53: Detailed Description Required

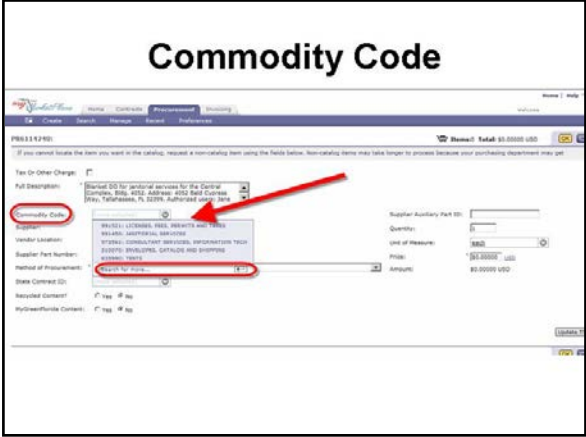
- This screen is similar to the one viewed earlier in the training for catalog requisitions, except all fields on this screen must be completed for the non-catalog item and vendor.
- requesters must enter a full, very detailed description of the item or service being purchased for each line item. Be sure to include, if appropriate, the supplier part numbers, term dates, authorized users, costs, special instructions, addresses, etc.



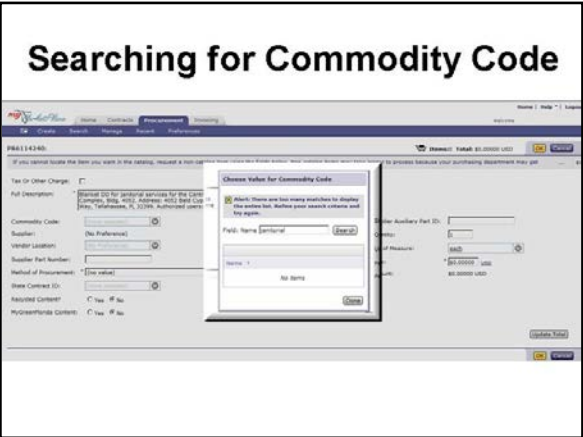
Notes:

Slide 54: Commodity Code

The process of searching for a commodity code is the same as creating a catalog requisition. The user can choose one used in the past, or to “Search for more.”



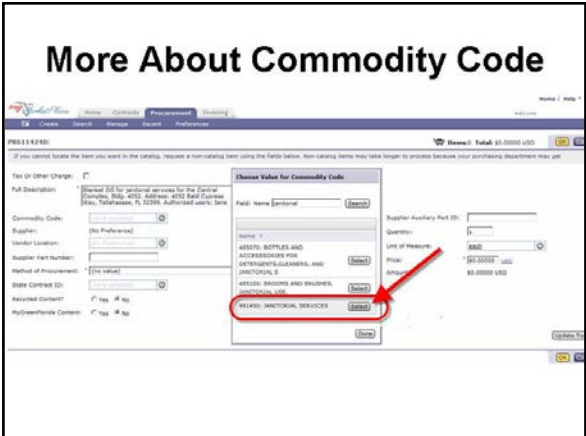
Slide 55: Searching for Commodity Code



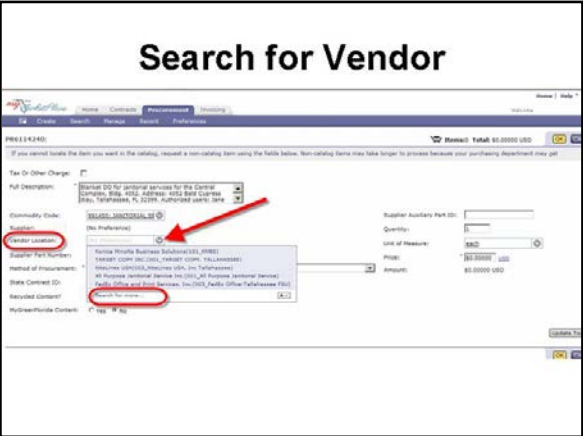
- To search for a commodity code, either type in the six-digit class and group number or search by a brief description.
- Sometimes results are numerous, so if the six-digit number is known, search by the number.

Slide 56: More About Commodity Code

- Choose the commodity code that best describes the product or service being purchased.
- Once you have located the appropriate code, click “Select” button to the right of the code to have it added to the requisition. The system will populate the “Commodity Code” field return you to the requisition.



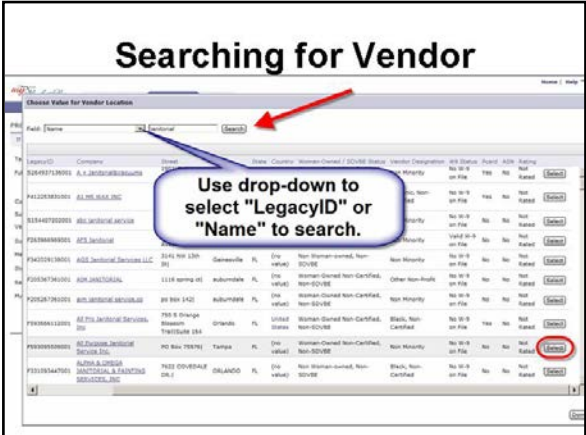
Slide 57: Search for Vendor



- When searching for a vendor, the system provides multiple search criteria methods.
- By clicking the drop-down arrow to the right of the “Vendor Location” field, the system will bring up a list of recently used vendors.
- If the vendor you need is not in the list, you can continue the search by clicking “Search for more.”

Slide 58: Searching for Vendor

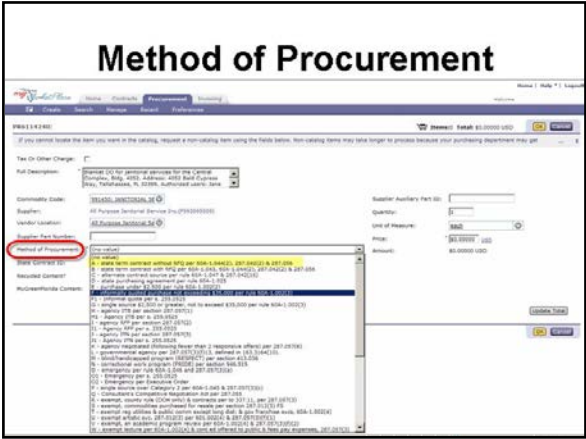
- The most effective way to search for a vendor is to search by “LegacyID” or company name. The Legacy ID is the federal employer identification number (FEIN).
- If the vendor FEIN is known, the requester can select “Legacy ID” from the drop-down box and type the FEIN in the field, including any alphabetical letter. Then, click “Search.”
- The requester may also search by the vendor’s name.
- To select a vendor, click the “Select” button to the right of the vendor’s name. The system will return you to the requisition and populate the “Vendor Location” information.



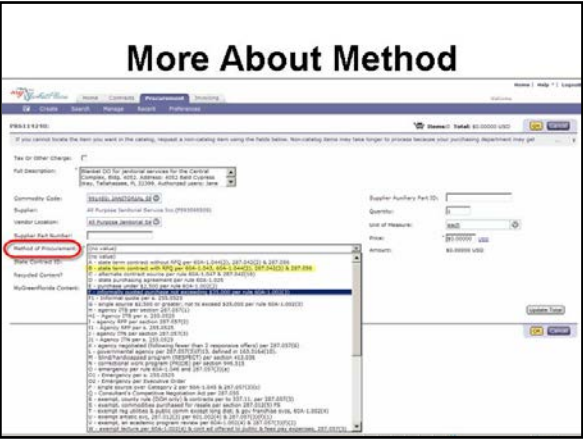
Notes: _____

Slide 59: Method of Procurement

- The requester may use the drop-down box to choose a “Method of Procurement.”
- The method of procurement describes the procurement authority to make the purchase. Was a state term contract used? Or, is the purchase under \$35,000 (Category II) with two or three quotes?
- For example, if the purchase is being made using a state term contract, the requester will click on “A” indicating this is a state term-contract purchase.



Slide 60: More About Method



If quotes were obtained using state contract vendors, as required by the contract, the method of procurement you select is “B” to include the request for quotes (RFQ).

Notes: _____

Slide 61: Methods of Procurement

Some commonly used methods of procurement include:

- Use method **“A” state term contract** when the vendor and product are on a state term contract and quotes are **not** required.
- Use method **“B” state term contract** when the vendor and product are on state term contract and quotes are required as stipulated in the contract.
- Use method **“E” discretionary purchase** when the purchase is under \$2,500 and no quotes are required.
- Use method **“F” informally quoted** when the purchase is over \$2,500, but less than \$25,000, and quotes are required.

Methods of Procurement

- A – State term contract – no quotes
- B – State term contract – with quotes (RFQ)
- E – Discretionary purchase
- F – Informally quoted



Depending on the type of purchase, you may use other methods as well. There are more than 40 methods.

Slide 62: MFMP Method of Procurement

MFMP Method of Procurement

**MFMP METHODS OF PROCUREMENT
AS DEFINED IN F.S.**

A - STATE TERM CONTRACT without RFQ per rule 60A-1.044(2) - This code is only used when the purchase of the commodity/service is based on a state term contract (STC) awarded by the Department of Management Services (DMS – State Purchasing). Some contracts may require Request for Quotes (RFQ), if this process/contract is used, the MOP will be (B), see below. The STC number should be identified on the awarded quote and entered in MFMP on the requisition (State Contract Indicator).
State Contracts Website: [http://dms.myflorida.com/contract_search\(contractType\)4110](http://dms.myflorida.com/contract_search(contractType)4110)

B - STATE TERM CONTRACT WITH REQUEST FOR QUOTE per rule 60A-1.043 and 60A-1.044(2) - This code is only used when the purchase of the commodity/service is based on a STC awarded by the DMS and requires RFQs. Examples of STCs which require RFQs: IT Hardware, IT and Management Consulting Services state contracts. The STC number should be identified on the awarded quote and entered in MFMP on the requisition (State Contract Indicator).

C - ALTERNATE CONTRACT SOURCE per rule 60A-1.047 - This code is used when the purchase of the commodity/service is based on an approved Alternate Contract Source (ACS). (See ACS) – Exam

D - STATE P
when the pur
When using a
\$35,000 and the SPA number should be included on the quote and included in the MFMP

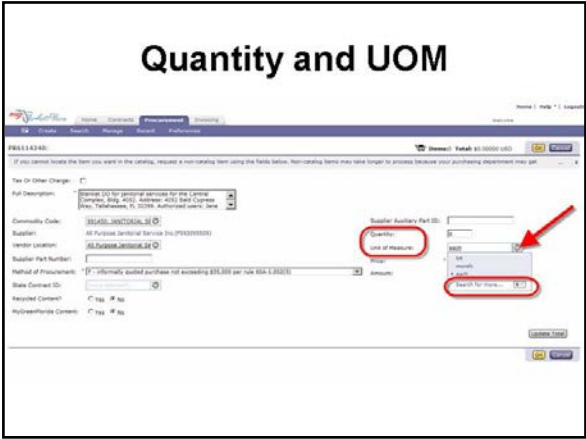
http://cor.sharepoint.doh.ad.state.fl.us/admin/gen_services/purchasing/Purchasing%20Library/METHODS%20OF%20PROCUREMENT.pdf

For more information about methods of procurement, please use the “MFMP Method of Procurement” document on the intranet or contact the Central Purchasing Office. There is a link to the document in the resources near the end of your participant’s guide.

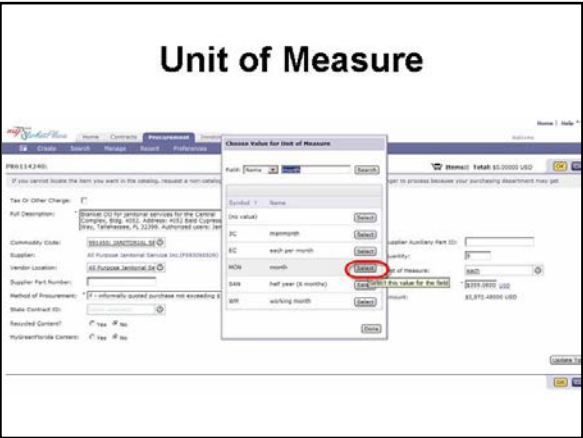
Notes: _____

Slide 63: Quantity and UOM

- Requisition quantities can be tricky, especially if you have a blanket purchase order.
- For example, if you have a 12-month copier lease, you would enter in a quantity of 12, a unit of measure (UOM) of months.
- The “Unit of Measure” field allows requesters to use a drop-down box. This box will identify units used previously or allows you to search for more.



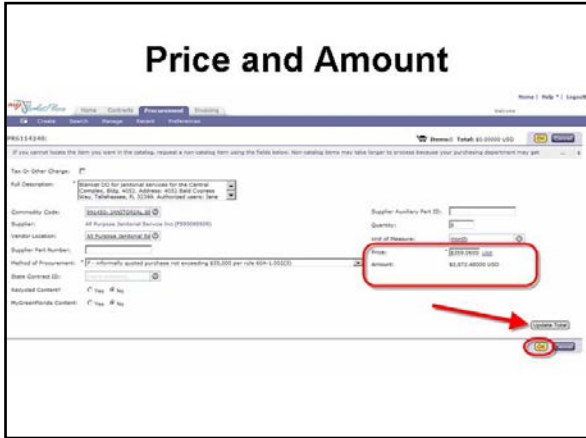
Slide 64: Unit of Measure



- There are several different types of unit of measures (UOM) – “each,” “month,” “sum,” etc.”
- The requester may choose the UOM that best fits the product or service being purchased clicking “Select.” The system will automatically populate the UOM you chose in the “Unit of Measure” field on the requisition.

Slide 65: Price and Amount

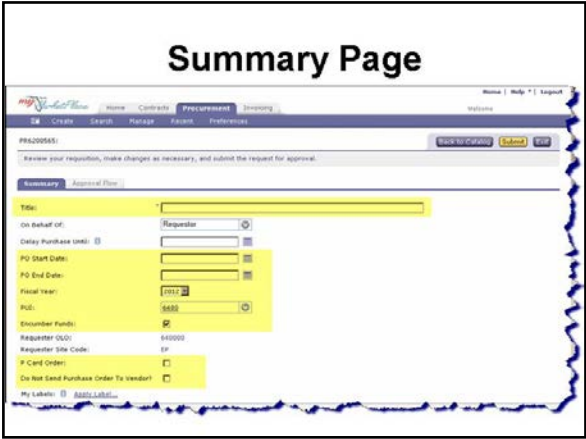
- The requester must enter the correct price per unit. Then, click the “Update Total” button.
- The system will multiply the amount in the “Quantity” field by the amount in the “Price” field to calculate the “Amount.”
- It is always a good idea to verify this amount **before** clicking “OK” to return to the requisition summary page.



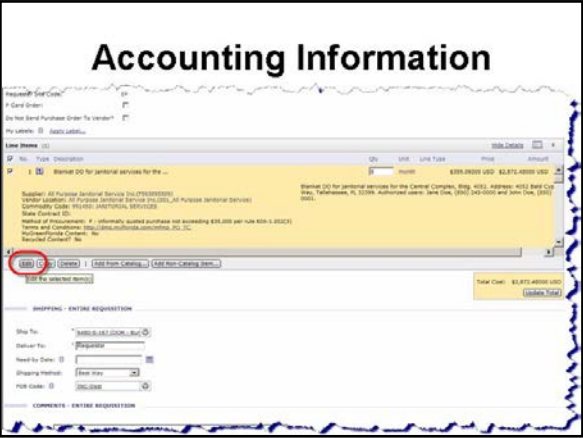
Slide 66: Summary Page

The “Summary” page is exactly like the catalog summary page. Requesters enter or verify the following information:

- Title
- Purchase order start and end dates
- Verify the fiscal year
- Verify “PUI”
- Check “Encumber Funds” box, if this is not a purchasing-card (p-card) order
- Check the p-card box, if applicable
- Check the “Do Not Send To Vendor” box, if applicable



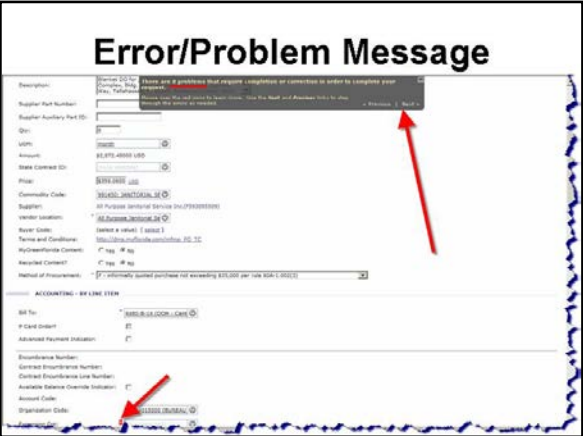
Slide 67: Accounting Information



- As was discussed in the CATALOG requisitions, the accounting information is an integral piece of any requisition.
- To add the accounting information, scroll down on the “Summary” page, then click “Edit.”

Notes: _____

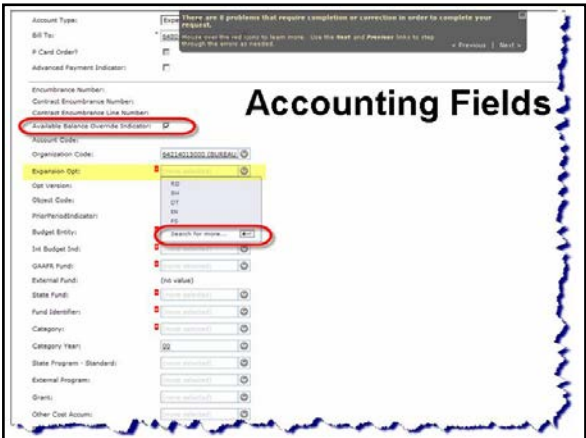
Slide 68: Error/Problem Message



- The MFMP system displays a detailed error/problem message at the top of the screen including the number of errors. Remember, that number reduces as you correct the problems.
- Roll the mouse over the highlighted error for more information. Use the “Next” button in the error message to move between the problems.

Slide 69: Accounting Fields

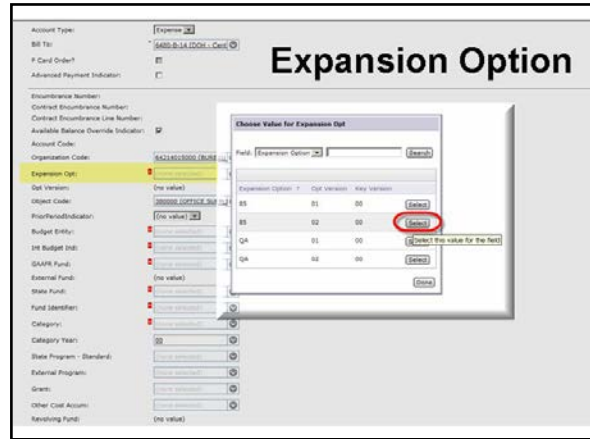
- Remember to scroll down the “Line item detail to correct accounting errors.
- Only the purchasing agent can check the “Available Balance Override Indicator (ABOI) box. This box should be checked for every encumbered requisition.
- Always click the “Search for more” option in expansion option drop-down menu. All errors can usually be fixed by simply selecting the correct expansion option.
- **CAUTION:** Again, remember that requesters should not use the values stored in the drop-down box. Always select the options button.



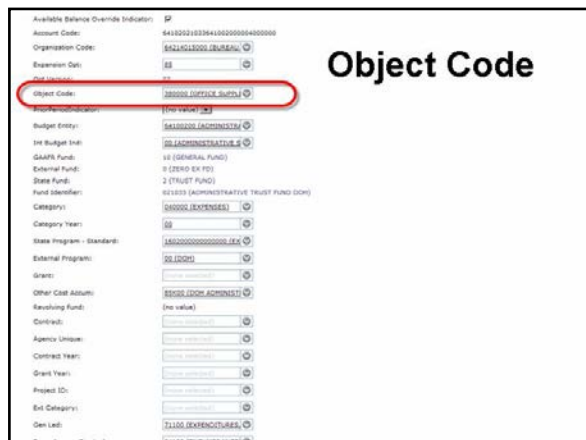
Notes: _____

Slide 70: Expansion Option

- When you select “Search for more,” this pop-up window appears showing all available expansion options (EO) based on the organization code already selected and in the user’s MyFloridaMarketPlace profile.
- As with a catalog requisition, you select the highest and correct version number. The highest option is always the most recent version in FLAIR. If an outdated option version is chosen, FLAIR will deny the requisition.
- Select the appropriate EO code by using the select key to the right of the code. This populates the information into the requisition and all error messages should now be gone.



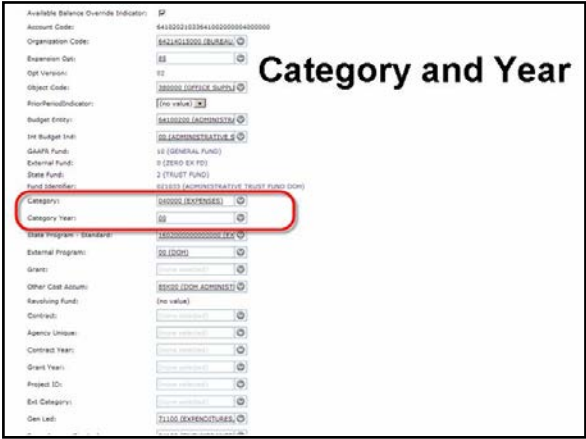
Slide 71: Object Code



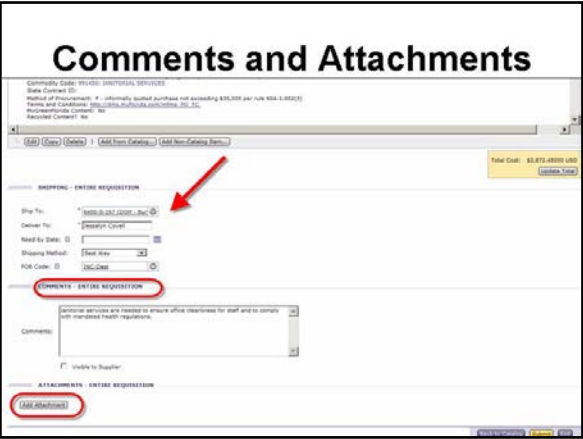
- Be sure you check all the fields to make sure the information is correct, especially the object code, category, and category year.
- Remember, some object codes are “mapped” in MFMP and automatically populate based upon the commodity code selected. However, some object codes may not be accurately mapped and need to be revised.
- If the object code is incorrect, the requester can select another by using the drop-down arrow and searching for a more appropriate code.
- If unsure what object code to use, requesters may contact their agent, the Central Purchasing or their budget office for assistance.

Slide 72: Category and Year

- If the category and category year do not populate, the object code may not be in the set file for the organization and expansion option code combination.
- If the object code is correct, the requester may contact their budget person and have the object code added into the set file.
- Once all the information has been verified correct, requesters are ready to move to the next step of the requisition creation process. Click “OK” at that bottom of the line item detail page.



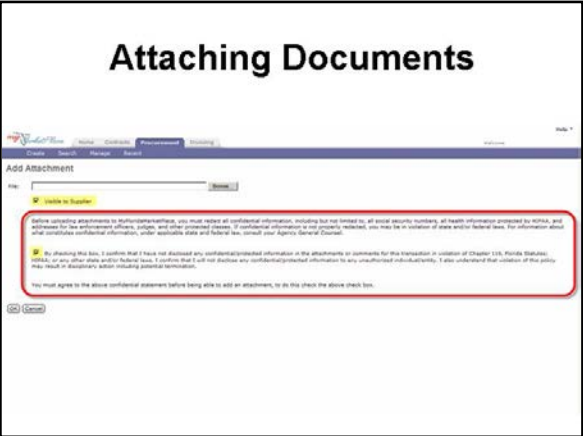
Slide 73: Comments and Attachments



- Always add attachments and/or comments to the main page of the requisition, not the line item detail.
- This screen should look familiar to you. You can also view their shipping and comments here.

Notes: _____

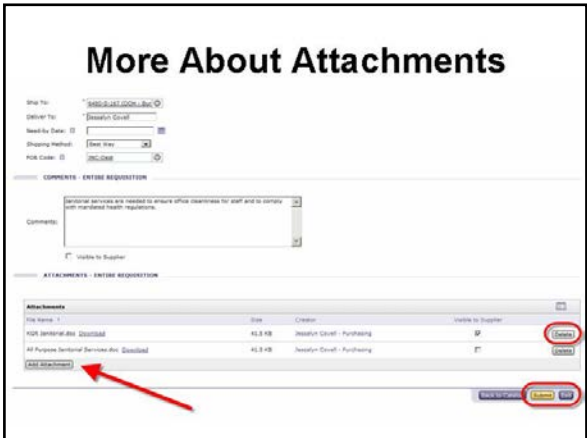
Slide 74: Attaching Documents



- In the “Add Attachment” window, you must check the box, “By checking this box....” This action lets MFMP know that you agree **not** to upload any confidential data into the system.
- You also can check “Visible to Supplier” if you want the attachments to go to the vendor.

Slide 75: More About Attachments

- Remember, you can only add one attachment at a time.
- Attachments can be deleted, but only by the originator. To delete an attachment, click on the “Delete” button located to the left of the attachment.
- If you find confidential data in the MFMP system, please notify the originator of the attachment, **or** the Central Purchasing Office immediately. The document containing confidential data will need to be deleted from the system, redacted, and re-uploaded in the MFMP system.
- Select “Exit” or if everything is correct, the “Submit” button.



Notes: _____

Slide 76: Print




Always print a copy of the requisition for record keeping.

Slide 77: Requisition Approval Process

- The Central Purchasing Office (CPO) has committed to a three-day turn-around on the initial review of requisitions.
- Once Central Purchasing Office reviews and approves it, the requisition is routed through the appropriate management chain, often referred to as the approval flow, in MFMP.
- The typical approvers in the approval flow are the immediate supervisor, the purchasing office, and any special approvers that may need to review and approve the request.
- Also, depending on the program office users may have some optional approvers that may need to be added such as Budget.

Requisition Approval Process

- CPO committed to 3-day turn-around on initial review
- Then routed through approval flow
- Typical approvers
 - Immediate supervisor
 - Purchasing office
 - Special approvers
- Optional approvers




Notes: _____

Slide 78: What Approvers Look For

What Approvers Look For

- Depends on approver function
- Should look for:
 - Accuracy
 - Attachments (quotes)
 - Comments
 - Accounting codes
 - Other items



- What is an approver looking for? This depends heavily on the function of the approver.
- However, in general, the approver looks for accuracy, attachments including quotes, comments, accounting codes, and other necessary items applicable to their role.

Slide 79: Approval Time

- How long the approval process takes depends on the approval flow and the request. If the user has an extensive approval flow, the time it takes to get the requisition approved will be much longer than a simple office supply request.
- Also, requesters should keep in mind that each office has time allowances in which they are expected to get things approved.
- Since MyFloridaMarketPlace (MFMP) is an electronic web-based system, requisitions are routed electronically through the MFMP system to each approver.

Approval Time

- Depends on the approval flow
 - Extensive approval flow takes longer
 - Simple flow takes less time
- Individual office may have specific time allowances
- Approvals done electronically



Notes: _____

Slide 80: Denied Requisitions

- Denied requisitions are just that; they have been denied sometime during the process. Any approver within the approval flow has the ability to deny a request.
- Why would an approver deny my request? The purchasing office reserves the right to deny if appropriate documentation cannot be provided. Budget can deny if budget authority is not available or approved, the requests accounting codes are not correct, or there is no authorization for the request.

Denied Requisitions


- Any approver can deny a request
- Why?
 - Insufficient documentation
 - Budget authority unavailable or not approved
 - Accounting codes are incorrect
 - No authorization for request



Slide 81: More About Denials

More About Denials

- Request goes into “Denied” folder
- User must investigate and rectify deficiencies
- User withdraws request and restarts process
- Only original requester can withdraw a requisition



- If your request is denied, the request goes into the “Denied” folder.
- The user will need to investigate why the request was denied and rectify any deficiencies.
- To do this the requester must first withdraw the requisition and restart the process.
- The requisition may only be withdrawn and edited by the original requester.

Notes: _____

Slide 82: End of Part B

End of Part B

- You have completed Part B of the MFMP training module.
- Return to the "Course Activities" page.
- Complete Part C at your convenience.



- Congratulations! You have completed part B of the MyFloridaMarketPlace (MFMP) training module.
- Return to the "Course Activities" page.
- Then, complete part C at your convenience.

Notes: _____

Part C

Slide 1: Welcome to Part C of MFMP

Welcome to Part C of the MyFloridaMarketPlace (MFMP) training for the Florida Department of Health.



Slide 2: Training Organization

Training Organization

- Part A
 - Objectives 1 – 4
- Part B
 - Objectives 5 – 6
- Part C
 - Objectives 7 – 9
- Post-test
- Evaluation




- Remember, to make it easier to complete this training at your convenience, the training presentation is split into three separate parts. You can complete the three parts separately, but they should be completed in the order shown here.
- There is a mandatory post-test that you can attempt as many times as you like, but you must pass it to get credit for completing the course.

Notes: _____

Slide 3: Objective 7

Objective 7

Know how to create a change order in MFMP.




We begin this part of MyFloridaMarketPlace (MFMP) training looking at how to create a change order.

Slide 4: Change Orders

- A change order is required to edit a fully approved requisition.
- A change order is a request to update due to an increase or decrease in price, change in deliverables, or other necessary changes.
- A change order can only be done via the requisition, not via the purchase order.
- If requests are in a “received” or “paid” status, a change order cannot be completed on it.

Change Orders

- Required to edit fully approved requisition
- A request to update or modify
 - Price increase/decrease
 - Change in deliverables
 - Other necessary changes
- Can only change a requisition
- Cannot use for paid or received requests



Notes: _____

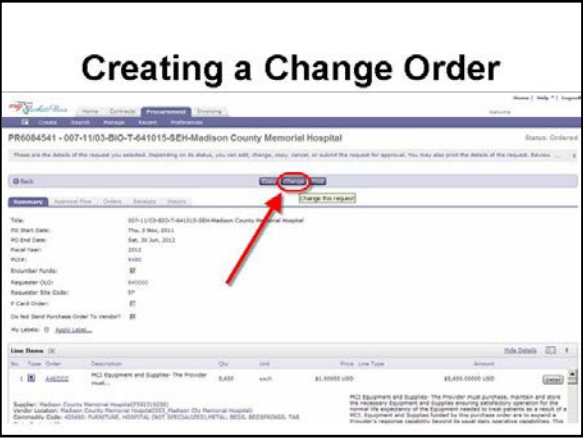
Slide 5: Change Order Approvals

- Creating a change order requires the same approvals as the original request.
- There is an exception. The purchasing and finance and accounting staffs have a MyFloridaMarketPlace (MFMP) role called “change order no workflow” and can make some technical changes without restarting the approval flow (in most cases).
- With the requester’s direction, the purchasing or finance and accounting staff can make changes on the requester’s behalf.
- Be sure to consult with these offices prior to making any changes.

Change Order Approvals

- Change order no workflow
 - Purchasing staff
 - Fiscal staff
- Can make changes on requester’s behalf
- Consult prior to making any changes
- Requires same approvals as original

Slide 6: Creating a Change Order




- To create a change order, search for the requisition number. Once located, click the “Change” button near the top of the screen.
- If a “Change” button does not exist near the top of the screen, the requester may not be able to initiate the change due to an invoice reconciliation in an “ing” status, meaning someone is approving, rejecting, or reconciling the request.

Notes: _____

Slide 7: More About Change Orders

More About Change Orders

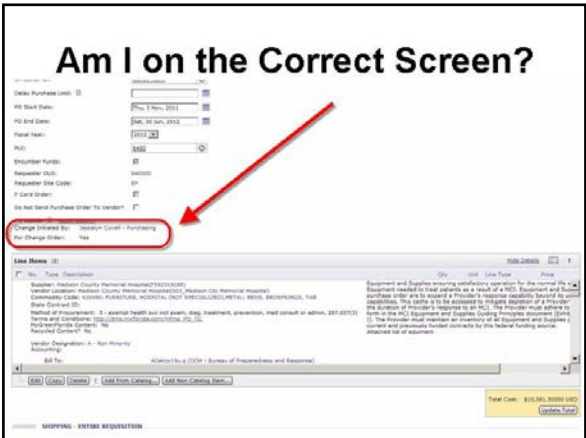
- Only requester can create a change order
 - Unless the user is purchasing or fiscal staff
- If user has “Change order no work flow” role:
 - Can request a change order
 - Without regenerating the approval workflow



- Change requests can only be initiated for requisitions that the requester created, unless the user’s role is that of a purchasing agent or finance and accounting agent.
- Purchasing and finance and accounting staffs that have the “Change order no work flow” role can initiate a change order for any fully approved request without the workflow regenerating.

Slide 8: Am I on the Correct Screen?

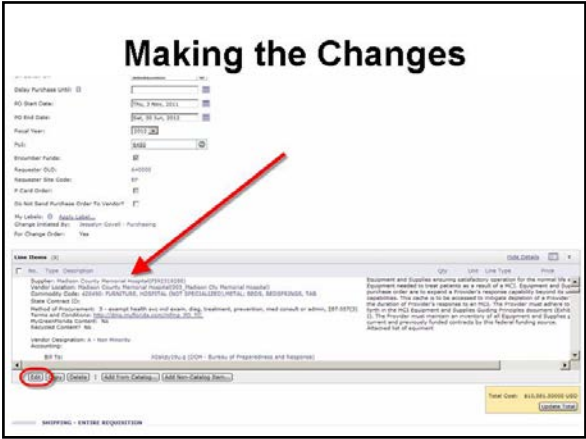
- Once the change button has been selected, the system will refresh to the requisition summary screen in edit mode.
- This screen looks slightly different from when the requisition was originally submitted because at the bottom of the title information there are two new fields “change initiated by” and “for change order.” This allows others to know who has created the change request.
- This information will remain on the various versions of the requisition.



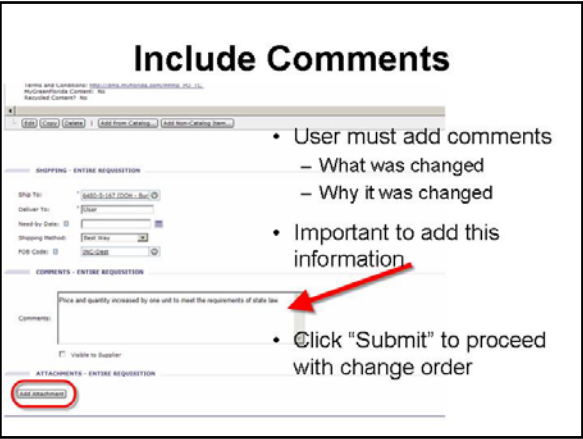
Notes: _____

Slide 9: Making the Change

- The user can edit or modify most anything that needs to be changed on this screen.
- However, some fields are not editable when doing a change order, such as the supplier/vendor information.
- If the incorrect supplier/vendor was selected, the requester will not be able change it with a change order without creating another purchase requisition and canceling the incorrect version, once the replacement is fully approved.



Slide 10: Include Comments



- Once the edits are complete, the user must add a comment in the comments field describing what was changed and why.
- **Note:** It is important to always enter the what and why in the comment field.
- When the information is changed, click “Submit” to proceed with the change order.


Notes: _____

Slide 11: Objective 8

It is important to know the difference between receiving commodities and approving services. We will review these differences in the next few slides.

Objective 8

Understand the difference between a commodity and a service and how to receive and approve both.



Slide 12: Receiving

Receiving

- Commodities are tangible items
 - Pens
 - Computers
 - Phones
 - Desks
 - Etc.
- Goods/services must be inspected and approved within 5 days of receipt.




- Commodities are tangible items such as pens, computers, phones, desks, etc.
- Chapter 215.422, *Florida Statutes*, requires goods and/or services be inspected and approved within five (5) calendar days of the physical receipt.

Notes: _____

Slide 13: MFMP Receiving Report

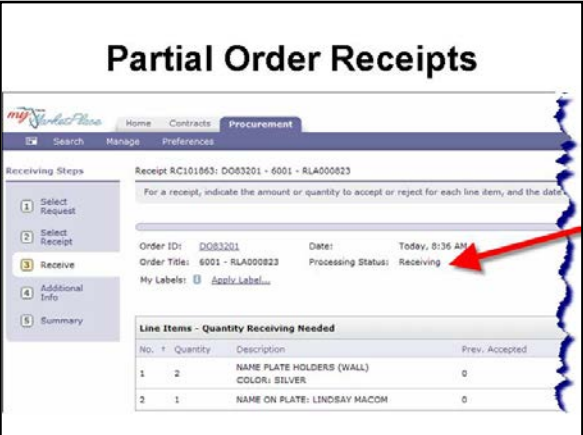
- MyFloridaMarketPlace (MFMP) will generate a receiving report for orders containing commodities. Commodity codes begin with anything other than a nine (9).
- A receiving report is easily identified in MFMP, because it starts with a "RC."
- Requesters must complete and approve these receiving reports – commonly known as approving receipts – in the MFMP system to verify they physically received the goods ordered.
- **Note:** The receiving module in MFMP is used only for commodity purchases and not service-related orders.

MFMP Receiving Report

- MFMP generates report 
- Report name starts with "RC"
- Must complete report to verify physical receipt of goods
- Only use MFMP receiving module for commodity purchases, not services

Slide 14: Partial Order Receipts

Partial Order Receipts

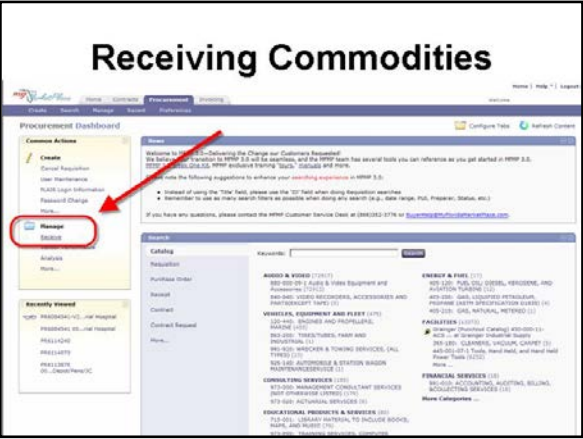


Line Items - Quantity Receiving Needed			
No. #	Quantity	Description	Prev. Accepted
1	2	NAME PLATE HOLDERS (WALL) COLOR: SILVER	0
2	1	NAME ON PLATE: LINDSAY MACOM	0

- Once the receiving process begins, if the requester received a partial shipment, the receiving report reflects a "Receiving" status and MyFloridaMarketPlace (MFMP) places another receipt in "Composing" status.

Notes: _____

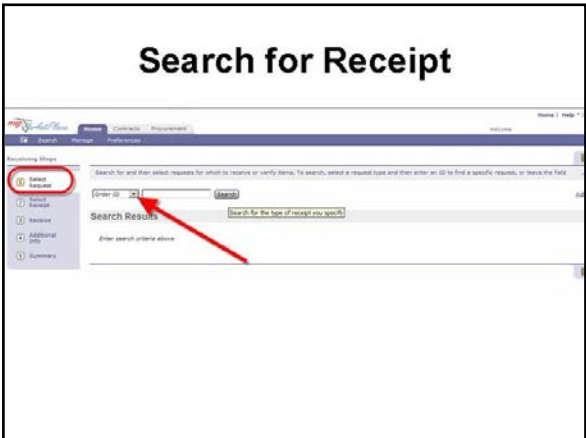
Slide 15: Receiving Commodities



- The steps of the receiving report are actually called completing the receipt.
- To locate items that need to be received, click on “Receive” under the “Manage” section, on the MyFloridaMarketPlace (MFMP) home page.

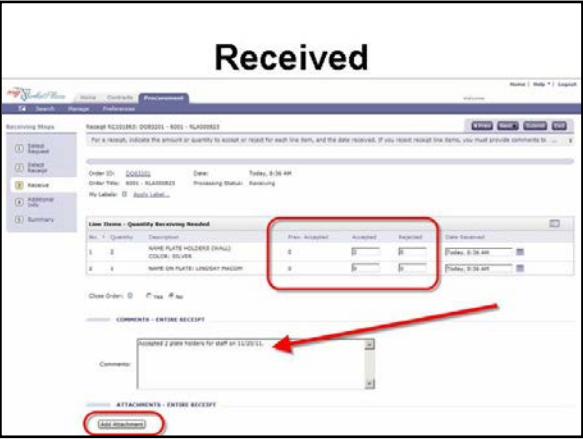
Slide 16: Search for Receipt

- By clicking on “Receive,” the system will show the “Select Request” screen. This is step one for completing a receiving report.
- There are several ways to search for receipts and these can be seen by clicking on the drop-down box where it says “Order ID.”
- Requesters can type in the specific order number and click “Search,” or leave the search box blank and click “Search” to find all of the current, open orders in an “Ordered” or “Receiving” status.
- All of these are effective searches depending on the information available in your order.



Notes: _____

Slide 17: Received

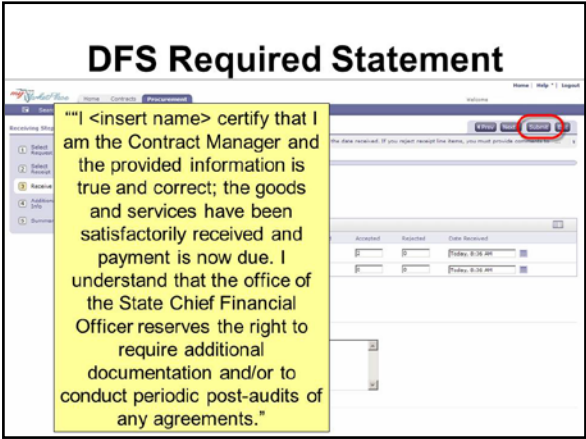


- The next screen allows requesters to enter in the quantity physically received in the accepted box.
- **Note:** Requesters should always enter in a comment/explanation about what has been received, how many were received, and any other notes deemed necessary.
- While it is not mandatory, we recommend attaching a copy of the packing slip for proof of what was physically accepted by the requester.

Slide 18: DFS Required Statement

- Also, requesters should always enter in the following statement required by the Department of Financial Services (DFS):

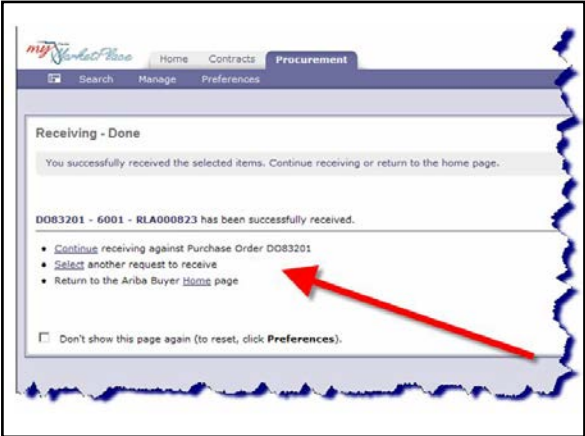
“I <insert name> certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.”



- When this information has been added, click “Submit” at the top of the page.

Notes: _____

Slide 19: Receiving Done



- The last screen confirms the user approved the receipt.
- Here, the system allows the requester to “Continue” to the next receiving report, “Select” another request to receive, or “Return” the home page.
- It is not mandatory, but we recommend printing a copy of this receipt screen for your files before continuing.

Slide 20: Negative Receiving

- If requesters receive something in error, they are allowed to go back into “receive” to correct the receipt.
- To correct the receipt, locate the order as you normally would to approve a receipt.
- Type in a negative amount into the total quantity actually accepted box. For example, if the quantity was “12” and you previously entered in six (6), and it really should have been four (4), you can enter in a negative receipt of minus two (-2) to correct the error.

Negative Receiving

- May correct receipt
- Locate order for approval of receipt
- Type negative amount into quantity actually accepted
- For additional information contact the MFMP Help Desk or Finance and Accounting
– (850) 245-4520

- For additional information regarding receiving, requesters can contact the MFMP Help Desk or the Bureau of Finance and Accounting at (850) 245-4520.

Notes: _____

Slide 21: Approving Services

Approving Services

- Send invoice for services to F&A, which completes MFMP invoice e-form
- F&A generates an IR for requester approval
- MFMP identifies invoices with a code beginning with "9"
- MFMP routes invoice to requester's queue
- Invoices must be approved in a timely manner

- Since a receiving report does not apply for service-type orders, requesters should send a copy of the invoice for services to Finance and Accounting (F&A) to complete the invoice e-form in MyFloridaMarketPlace (MFMP).
- This will generate an invoice reconciliation (IR) to be approved by the requester.
- **Note:** MFMP identifies services with commodity codes beginning with a nine.

- Once F&A completes the IR in MFMP, the system routes the invoice to the requester's queue for approval to confirm approval of services.
- Remember, invoices need to be approved in a timely manner to ensure compliance with prompt payment.

Slide 22: Approving IR in MFMP

- Use the invoice reconciliation (IR) link to approve the services in MyFloridaMarketPlace (MFMP).
- Click on the "IR" link in the "To Do" box or from the MFMP email notification, then click "Open." Review the details of the "Exceptions" tab.
- To review the invoice submitted by the vendor, click the "Invoice" link on the "Exceptions" tab, then scroll to the bottom. Click on the "Invoice" attachment.
- Click "Back" to return to the "Invoice," then enter comments relevant to the services.
Note: Entering comments for payment is a good business practice.
- Click "Approve" if services are approved for payment, then click "Submit."



Slide 23: DFS Statement and Help

- **Note:** When approving invoice reconciliations for services, requesters should always enter the following statement required by the Department of Financial Services (DFS):

"I<insert name> certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements."

DFS Statement and Help

"I <insert name> certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements."

- Contact MFMP Help Desk, or
- Finance and Accounting at (850) 245-4520


- For additional information regarding approving services received, requesters may contact the MFMP Help Desk or the Bureau of Finance and Accounting at (850)245-4520

Slide 24: Objective 9

Last, but not least, you should know how to create a MyFloridaMarketPlace (MFMP) help desk ticket for assistance.

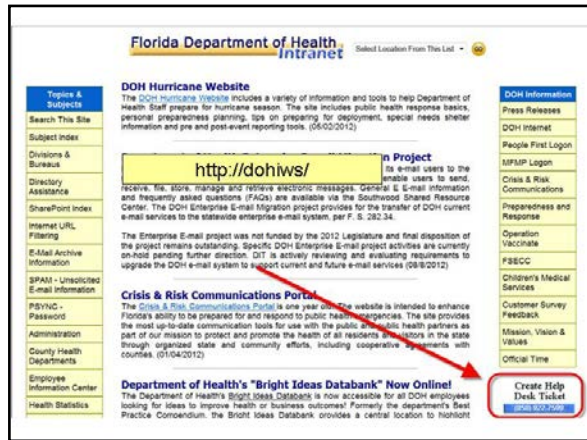
Objective 9

Know how to create a MFMP help desk ticket for assistance.



Notes: _____

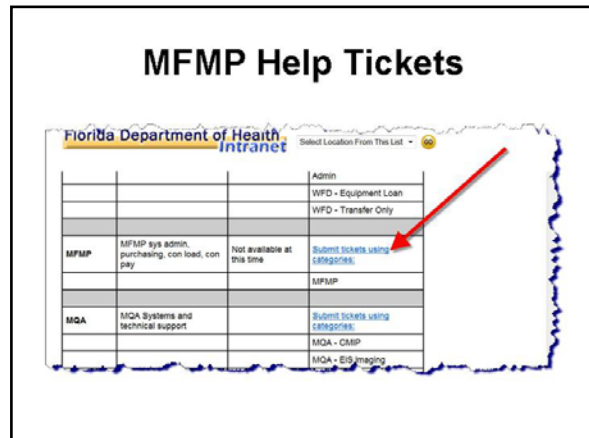
Slide 25: MFMP Help Tickets



- If MFMP users have questions, concerns, or issues that need to be resolved regarding the system, they can create a help desk ticket.
- To create a ticket, go to the DOH intranet site.
- Scroll down the page until you find the icon “Create Help Desk Ticket” on the right side of the page.

Slide 26: MFMP Help Tickets

- On the next screen, scroll down to locate the MFMP service request link and click it.
- **Note:** When creating an MFMP help-desk ticket, users must be specific to ensure the MFMP administrator receives the ticket for assistance in a timely manner.
- The help ticket system allows the MFMP administrator to track the turn-around time for all tickets submitted. If a user does not receive a response in a timely manner, they should contact the Central Purchasing Office’s, MFMP administrator for assistance.



Notes: _____

Slide 27: More About Help Tickets

HELP DESK SYSTEM

Please do not include Sensitive or Confidential Information

Statewide Services Help Desk Request
Hours of Operation: 7am - 6 pm

Date Time: 11/20/12 9:30:35 PM

Requester: User's Name

Phone: (904) 245-4444 X 10000

County: TFLA

City: TALLAHASSEE

Location: LEGISLATIVE ADMINSTRATIVE STAMP

Site: 600 BALD CYPRESS WAY FLOOR 01 ROOM 1000 TALLAHASSEE FL 32309

Category: MFMP

Request Description: Need assistance with password reset. Please call me.

Impact: Entire Enterprise, all offices or a major segment of the OCH backbone impacted
 Multiple offices are impacted by specific incident, or incident is spread across several office sites
 One office or one user is exposed to an incident

Urgency: Service is inaccessible
 All activities not identified as high or low
 Service is mildly inconveniencing the user

Buttons: Submit, Print, Help

- Click the drop-down menu and select “MFMP” for the category.
- Type in a brief description of the MFMP problem and complete the remaining system prompts. Click “Submit.”
- Please be very specific in the ticket description. This allows us to research and respond to the ticket in a timely manner.

Slide 28: More MFMP Assistance

MyFloridaMarketPlace (MFMP) users also can:

- Email the MFMP administrator at “zzzz Feedback, MFMP Administrator”
- Call the Central Purchasing Office at (850)245-4199, or
- Contact the MFMP Vendor’s Help Desk at 1-866-352-3776

More MFMP Assistance

- Email
 - “zzzz Feedback, MFMP Administrator”
- Contact Central Purchasing Office
 - (850) 245-4199
- Contact the MFMP Vendor’s Help Desk
 - 1-866-352-3776

Slide 29: MFMP Training by DMS

Department of Management Services > Business Operations > MyFloridaMarketPlace Toolkit > Buyer Training Opportunities

The MyFloridaMarketPlace team delivers ongoing 1 We offer several alternatives for you to access all our exclusive recorded MFMP “Tours.” We look for

Webinar Training Sessions offer hour-long, live Customer participants from their own computers Participants need to register online and submit a Tallahassee Workshop Training Sessions offer 1505 headquarters. We host workshops to 15 job Tallahassee and Statewide Seminar Training in individual agency locations throughout the state need participants to register online.

MFMP Training “Tours” let you participate from your computer (with speakers), from anywhere in the Ongoing state – in person. “Tours” combine our premier training opportunities with recorded audio, and “push” you to the MFMP system to simulate typical tasks you do every day on the job, such as creating requisitions, approving requisitions, issuing and more! Take any combination of “Tours,” at times that fit your schedule!

Published Tour Lines

System Administrator Tour Line

- System Administrator
- Requisitioning
- Requisitioning

Supervisory Tour Line

- System Administrator
- Approving Requisitions
- Requisitioning

http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_buyers/myflorida_marketplace_toolkit/buyer_training_opportunities

- In this Department of Health (DOH) training, we addressed issues specific to the DOH.
- However, users will find additional training on the Department of Management Services (DMS) web site including online “tours” of MyFloridaMarketPlace (MFMP).

Slide 30: Congratulations!

- Congratulations! You have completed part C of the MyFloridaMarketPlace (MFMP) training module, and all of the required training screens for the MFMP course.
- Please return to the "Course Activities" page.
- Complete the mandatory post-test as soon as possible. It is an open-book test, so refer to your participant's guide if necessary. Please note that when you are logged into Trak-It, the system times-out after 60 minutes of inactivity. Any progress on the test will be lost. Also, note that the number of test attempts is limited.
- You must also complete the required course evaluation. Your feedback will help us improve this training.
- Thank you!

Congratulations!

- You have completed Part C of the MFMP training module
- Return to the "Course Activities" page
- Complete the mandatory post-test and course evaluation
- Thank you!



Notes: _____

Appendices

Appendix A, continued

Approval Signature (Bureau Chief, CHD Business Manager, CMS Program Manager, Office Director, Designated MFMP Champion):	Date:
Print Name:	Title:

Additional Comments:

Appendix B: MFMP End User Access Existing User Update Form (DH1971)

<http://dohiws/Divisions/Administration/Gen_Services/SupportSvcs/DistributionCenter/DHForms/DH1971.pdf>

**MFMP END USER ACCESS
EXISTING USER UPDATE FORM**

PLEASE READ INSTRUCTIONS BEFORE COMPLETING

SECTION A

- Name of End User: _____ Name Change: _____
- E-mail Address of End User: _____ E-mail Change: _____
- Program Office/CHD: _____
- Phone Number: _____ State Employee: Yes No

SECTION B

Supervisor Change: (enter name of valid MFMP supervisor)

Default Organizational Code Change: (enter new organizational code)
Will you need access to other organization codes in your Office/CHD other than your default? Yes No

Default Shipping Address:

Purchasing Authority Approval Change: select new level from drop-down 0

SECTION C ROLE CHANGES		
ROLE	ADD	DELETE
Requester	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Approver	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Reviewer	<input type="checkbox"/>	<input type="checkbox"/>
Contract	<input type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>
Exception Handler	<input type="checkbox"/>	<input type="checkbox"/>
Invoice Manager	<input type="checkbox"/>	<input type="checkbox"/>
IT Approver	<input type="checkbox"/>	<input type="checkbox"/>
Receiver: list address	<input type="checkbox"/>	<input type="checkbox"/>

Approval Signature (Bureau Chief, CHD Business Manager, CMS Program Manager, Office Director, Designated MFMP Champion):	Date:
Print Name:	Title:
Additional Information:	

Appendix C: MFMP Address Add/Update (DH1972)

http://dohiws/Divisions/Administration/Gen_Services/SupportSvcs/DistributionCenter/DHForms/DH1972.pdf

MFMP ADDRESS ADD/UPDATE FORM

Add New Address Delete Address Update Existing Address

SECTION A (Complete this section to add or delete an address)		
Type of Address	<input type="checkbox"/> Ship To	<input type="checkbox"/> Bill To
CHD/Program Office		
Street Address		
City		
State		
Zip		

SECTION B (Complete this section to update an existing address)		
Type of Address	<input type="checkbox"/> Ship To	<input type="checkbox"/> Bill To
	Current Address	Updated Address
CHD/Program Office		
Street Address		
City		
State		
Zip Code		

Contact Name:	Phone Number:
---------------	---------------

Approval Signature (Bureau Chief, CHD Business Manager, CMS Program Manager, Office Director, Designated MFMP Champion):	Date:
Print Name:	Title:

Additional Comments:

DH1972
V01/31/06

Appendix D: Resources

Administration Acronym List

<http://dohiws.doh.state.fl.us/Divisions/Administration/acronyms.xls>

Chapter 60A-1, Florida Administrative Code

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=60A-1>

Chapter 287, Florida Statutes

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0287/0287ContentsIndex.html&StatuteYear=2012&Title=%2D%3E2012%2D%3EChapter%20287

Department of Health Central Purchasing intranet site for MFMP

http://dohiws/Divisions/Administration/Gen_Services/PurchasingOffice/PURCHASING.html#MyFloridaMarketPlace (MFMP)

Department of Management Services, MyFloridaMarketPlace web page

http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace

DOH Master Data Codes

http://dohiws.doh.state.fl.us/Divisions/Administration/Fin_Acct/Training/DOH_MasterData_Codes.pps

Florida Accounting Information Resource (FLAIR) Procedures Manual and Training

<http://www.myfloridacfo.com/aadir/EnterpriseEducation/FLAIRReduction.htm>

Master Glossary of Terms and Acronyms

<http://cor.sharepoint.doh.ad.state.fl.us/admin/Master%20Glossary/Forms/AllItems.aspx>

MFMP Resources and Forms

http://dohiws/Divisions/Administration/Gen_Services/PurchasingOffice/links.html

MyFloridaMarketPlace Login

<https://buyer.myfloridamarketplace.com/Buyer/Main>

Policy Web Database, Department of Health

<http://esetapps2.doh.ad.state.fl.us/PolicyWebSearch/home.aspx>



STATE OF FLORIDA DEPARTMENT OF HEALTH

Rick Scott
Governor

John H. Armstrong, M.D.
Surgeon General and Secretary of Health

Ed McEachron
Interim Director, Division of Administration

Strategic Process Management

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