



How to Register: New Vendors

*Step-By-Step process for New Vendor Registration
with Vocational Rehabilitation*



Vendor Registration: 3 Step Process





Step 1

Register with MyFloridaMarketPlace (MFMP) online, at
<http://vendor.myfloridamarketplace.com>

- MFMP Registration is REQUIRED in order to do business with any agency of the State of Florida, as MFMP is the procurement system for this state.
- VR applications cannot be processed without a MFMP Registration completion
- VR vendors will not be responsible for the 1% transaction fee, HOWEVER you MUST accept those terms of service for this fee during your registration.

For more information, please access the MFMP Help Desk at
Ph: 866-352-3776 or Email: VendorHelp@MyFloridaMarketPlace.com



Step 2

Submit the electronic W-9 to the Department of Financial Services (DFS):

<https://flvendor.myfloridacfo.com>

- The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service and determine if a vendor should receive a Form 1099. Use the link above to submit your Substitute Form W-9 electronically.
- Applications CANNOT be processed until this has been complete.

**For more information, contact the DFS Vendor Management Section:
Phone: (850) 413-5519 or Email: FLW9@myfloridacfo.com**



Step 3

Submit a VR Vendor application for registration by visiting:
<http://rehabworks.org/vendors.shtml>

- Refer to the [Vendor Qualifications Manual \(PDF\)](#) to search for the vendor type you are applying as. The Manual will also provide information on additional documentation that may be required.
- Print the appropriate application and mail, fax or e-mail it to Vendor Registration (VReg).
- Processing takes approximately 1-2 weeks. Registrations requiring background screenings may take longer.
- Providers required to obtain background screenings will be sent instructions on how to register in the Clearinghouse and submit screenings prior to final registration approval.
- You will be notified when your registration is complete.

**Contact Vendor Registration (V-REG) by: PH 850-245-3401,
FAX 850-245-3394 or Email VRVendors@VR.FLDOE.ORG**



New Vendor: Registration FAQ's



What if I don't see the "Vendor Type" I need in the Qualification's manual?

A

Contact the V-Reg unit at 850-245-3401 or send an email to VRVendors@VR.FLDOE.org.



What if I have multiple locations to register?

A

1. If the "Remittance" address (where the check goes) is the same for every location, attach a list of the locations to the application when submitting to VReg.
2. If the "Remittance" address is different for each location, register each location with MFMP. Submit a copy of all of the registered locations, including their MFMP sequence numbers, to VReg when submitting the application.



I have multiple providers under one Vendor ID (TAX ID/SSN). Do I need to send an application for each individual provider?

A

1. Health Care Providers & Interpreters for the Deaf businesses who have more than one provider to register are strongly encouraged to apply as a “GROUP” vendor. By registering as a Group, VR registers the company, not the individual. Therefore, no paperwork is required for the individual providers. This registration is for a 5 year term.

THIS DOES NOT APPLY TO VENDORS LICENSED AS A FACILITY .

2. Vendors who are NOT Health Care Providers or Interpreters must complete an application for each individual provider to be registered under their Vendor ID. Each application should list the provider being registered in the “*INDIVIDUAL’S NAME*” field of the application and the supporting documents (if required) for that provider must be attached.



What do I put in the “*Type of Service for which you are applying*” field of the application?

A

Enter the “vendor type” for which you are applying or the “service” and /or “product” that you want to provide.

For example:

- If applying as a Nurse, put “Nurse” as the vendor type, **OR**
- If offering a service, such as website design, put “website design”, **OR**
- If providing a product (good), such as office supplies, list “office supplies” in this field.



How do I know if my company is “Private” or “Public”?

A

“Public” is a federal, state, city or county governmental entity. For example, the Department of Health, Leon County School Board & Florida State University are public entities; not private businesses.

“Private” is a business owned by a sole provider or a group of people. It is never a state or governmental agency.



Vendor Registration: Contact Information and Resources

If you have questions, contact us.

Vendor Registration (V-Reg)

4070 Esplanade Way

Tallahassee, FL. 32399

Toll-free (866) 580-7438

Local (850) 245-3401

Fax: 850-245-3394

VRVendors@vr.fldoe.org

For more information on background screening requirements, visit our [Background Screening](#) page or email vrbackgroundchecks@vr.fldoe.org.