MyFloridaMarketPlace Vendor Registration Quick Reference Guide

Register as a Vendor in the MyFloridaMarketPlace Vendor Information Portal (VIP)

MyFloridaMarketPlace (MFMP) is the State of Florida online purchasing system that connects state agencies with more than 100,000 vendors. When you register with MFMP, buyers gain direct access to your goods and/or services. Other vendor benefits include:

- **24/7 access to bid opportunities**
- **24/7 access for vendor registration information using VIP**
- **Equal access for small and minority businesses**
- **Less paperwork and processing time**
- **Faster payments**
- **Improved marketing**

If you have any questions, please contact the MFMP customer service desk at (866) 352-3776 or VendorHelp@MyFloridaMarketPlace.com.

Step 1: Getting Started

- To begin the MFMP vendor registration process, visit: https://Vendor.MyFloridaMarketPlace.com
- Have the following information on hand:
  - Company Name: Official name in which you conduct business (includes your Doing Business As (DBA) Name, if applicable)
  - Federal Tax ID Number: Official number under which you report and pay taxes for your business (includes Social Security number for individuals/sole proprietors)
    Note: If you do not have a Federal Tax ID Number, please take a few minutes to get one at www.IRS.gov
  - Tax Filing Information: The official name in which the state must remit payment, i.e., 1099 form or W-9 form. For more information about the W-9 form, visit https://flvendor.myfloridacfo.com
  - Business Location Information: Name, address, phone number, fax or email address (whichever is applicable)
  - List of commodity class and group codes appropriate for your business
  - Any appropriate State of Florida Certified Business Enterprise information to become a certified minority business. See the Office of Supplier Diversity website: http://dms.MyFlorida.com/osd
  - State of Florida issued sequence and Personal Identification Number (PIN) (for previously registered vendors from the SPURS system)

***Tip**: The MyFloridaMarketPlace Customer Service Desk can assign a tax ID number to use in the system for foreign vendors. (866) 352-3776 or VendorHelp@MyFloridaMarketPlace.com*

Step 2: Access (Username and Password)

- Set up a username and password for your VIP account
- Your username must be between six and 12 characters; can contain letters and numbers
- Username and password are case sensitive
- If you forget your username and password, email the MFMP Customer Service Desk or use the Forgot Password function located on the VIP Login Page

***Tip**: Choose a username and password that are easy for you to remember.*

Step 3: Main Contact

- Identify and authorize an individual in your business to be your authorized primary point of contact for MFMP (the main contact)
- Enter the following information for the Main Contact person:
  - Full Name
  - Title
  - Phone Number
  - Email Address
  - Fax Number (optional)

***Tip**: The person completing the registration defaults as the Main Contact on the registration; however, you may designate a different individual as the Main Contact person for the registration.*

Step 4: General Information

- Company Name: Identify your business name; if you use a Doing Business As (DBA) name, you can enter that separately from the Company Name
- 1099 Name: Identify the official name in which the Internal Revenue Service (IRS) authorizes your business to receive payment for goods and services you provide
  - This is typically the name on your W-9 or 1099 form, associated with your Federal Tax ID Number
  - If you are an individual, the 1099 name is the name associated with your Social Security number
- Company website: Include your company's website with your vendor registration account
- Florida Revenue ID Number: If you registered with the Florida Department of Revenue to collect sales tax, you may identify your Florida Sales Tax Certificate Number

***Tip**: VIP does not require you to enter your Company website or Florida Revenue ID Number into your registration account.*

Step 5: Business Profile

- Identify the business designation that best describes your company's organizational structure
- Select only one Business Designation

> ***Tip**: If you select "Corporation," you must be able to provide documentation of the date of incorporation.*

> ***Tip**: If you select "Government Entity" or "Not-for-Profit," the Florida Department of Management Services reserves the right to audit this designation. Keep on hand at all times any information or paperwork that serves as proof of this business designation.*

Step 6: Certified Minority Business

- To become a certified minority business, designate the minority status type you desire
- Review the Office of Supplier Diversity (OSD) requirements to become a certified minority business http://dms.MyFlorida.com/OSD

> ***Tip**: Direct all inquiries about requirements to become a certified minority business to OSD at (850) 487-0915 or OSDHelp@dmsMyFlorida.com*

Step 7: Locations/Contacts

- ***Contacts***: Identify any individuals in your business you want to be authorized points of contact for your registration
  - MFMP assigns information (i.e., username and password) to only individuals listed as account contacts for your registration
  - Identify the following for each: Name, Title, Phone Number, Email Address and Fax Number (optional)
- ***Locations***: Identify at least one company location for your business
- Include the following information for each company location you identify:
  - Order Information: Identifies the manner in which your business will receive purchase orders (fax or email)
  - Remit To Information: Identifies the name, phone number and address to which buyers need to remit payments
  - Billing Information: Identifies the contact person name, phone number, email address and fax number to which MFMP sends notifications regarding 1 percent transaction fee payment

Step 8: Commodity Code Selection

- Select commodity class and group codes that describe your business
- You can select multiple commodity codes within a particular class
- Search by commodity code description, code or category in MFMP VIP
- MFMP VIP sends notifications of any bids posted by the State of Florida for work possibly related to your business based on the commodity code(s) in your registration

> ***Tip**: You receive email notifications of upcoming bid opportunities* **only** *if you select commodity codes for your business.*

Step 9: Solicitations

- You may opt to sign up for electronic notification of any formal solicitations greater than $35,000 posted by the State of Florida through MFMP Sourcing 3.0
- As part of your VIP registration, you can also opt to receive bids from the Vendor Bid System (VBS)
- VBS sends email notifications to the Main Contact listed in VIP

> ***Tip**: VBS sends notifications to only one email address. If your company prefers multiple people receive these bid notifications, we suggest you set up a group email account within your company (that forwards the notifications to multiple people tied to that account).*

> ***Tip**: MFMP VIP sends these notifications as a courtesy. Your firewall or other email settings you may have in place could prevent delivery to you. We urge you to regularly check Sourcing 3.0 and the Vendor Bid System for advertisements.*

Step 10: MFMP Sourcing 3.0 with eQuote

- You may opt to sign up for electronic notification of any informal solicitations less than $35,000 through eQuote in MFMP Sourcing 3.0
- The commodity codes in your registration account determine eQuote notifications
- The registration Main Contact is the primary point of contact and administrator for your business' eQuote account

Step 11: Terms of Use

- To complete your registration, you must accept the State of Florida Terms of Use. Once you accept the Terms of Use, MFMP needs one business day to finalize/update your registration information

Resources

MFMP website

http://dms.MyFlorida.com/business_operations/state_purchasing/myflorida_marketplace/mfmp_vendors

MFMP Customer Service Desk

Contact our customer service desk if you have any problems completing your registration in MFMP

- (866) 352-3776
- VendorHelp@MyFloridaMarketPlace.com