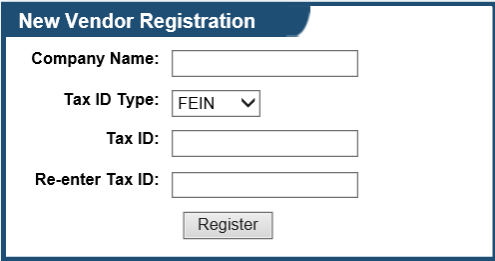
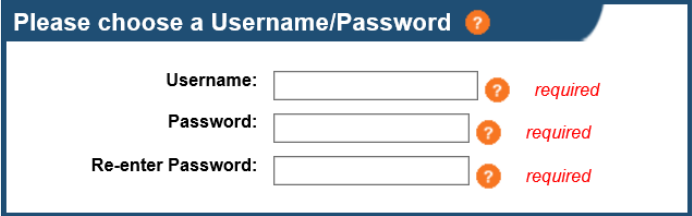
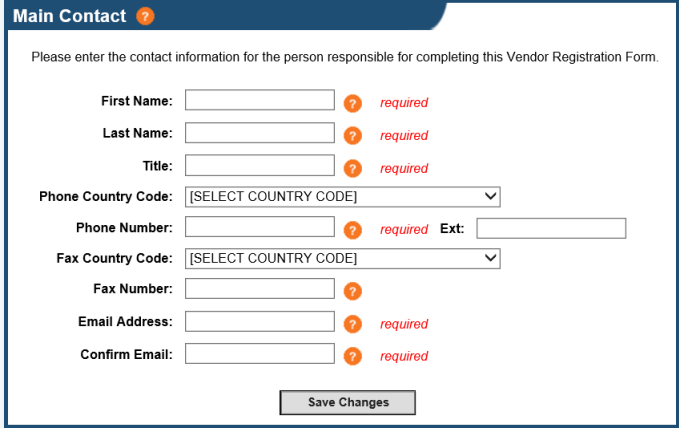


Vendor Registration Quick Reference Guide

Last Update: September 2019

MyFloridaMarketPlace (MFMP) is the State of Florida’s online procurement system that connects state agencies with over 80,000 registered vendors to purchase goods and services. MFMP provides vendors with several benefits, such as 24/7 access to bid opportunities, access to certification for women-, veteran-, and minority-owned businesses, customer service support, and much more. To conduct business with the State of Florida, vendors must create and maintain an account in the MFMP Vendor Information Portal (VIP). To complete the registration process, follow these 11 simple steps:

Step 1: Create a New MFMP VIP Account	
<ul style="list-style-type: none"> Visit vendor.myfloridamarketplace.com. Complete the New Vendor Registration box and enter the following information: <ul style="list-style-type: none"> Company Name Tax ID Type (FEIN, Foreign, or SSN) Tax ID <p>Note: Foreign vendors who do not have an FEIN with the IRS must contact the MFMP Customer Service Desk to complete their registration.</p>	
Step 2: Create a Username and Password	
<ul style="list-style-type: none"> Create a username and password. Both usernames and passwords are case sensitive and must meet the following criteria: <ul style="list-style-type: none"> Usernames – six to 12 characters Passwords – six to 15 characters Alphanumeric characters only (no special characters) 	
Step 3: Enter the Main Contact Information	
<ul style="list-style-type: none"> Enter the following contact information for your company’s primary point of contact: <ul style="list-style-type: none"> First Name Last Name Title Phone number Fax Number* (optional) Email Address 	

* This job aid provides high level information on the required fields to complete an MFMP VIP registration. For additional information on available fields, you may click on the helpful links throughout the application (indicated by orange question mark icons).

Step 4: Enter the General Information

- Enter general information about your company:
 - **Company Name** – This name auto populates from Step 1.
 - **1099 Name** – This name is associated with your FEIN and can be located on your 1099 form.

Note: The **Short Name (DBA)**, **Dun and Bradstreet Number**, **Company Website**, and **Florida Revenue ID Number** fields are optional. For more information on completing these fields, contact the [MFMP Customer Service Desk](#).

General Information

Please answer some basic questions about your Company. After you have completed the General Information section, click Save Changes to proceed with your registration.

Company Name:	<input type="text"/>	?	required
Short Name (DBA):	<input type="text"/>	?	
1099 Name:	<input type="text"/>	?	required
Dun and Bradstreet Number:	<input type="text"/>	?	
Company Website:	<input type="text"/>	?	
Florida Revenue ID Number:	<input type="text"/>	?	

Step 5: Develop the Business Profile

- **Business Designation** – Select one of the two business designation that best describes your company:
 - **US Corporation**
 - **Other** (e.g., Estate/Trust, Government Entity, Not-for-Profit Corporation, Partnership, etc.)

- **Primary Place of Business** – Select your company's primary place of business (Florida, Other US State – Non Florida, or Foreign).

Note: You must be able to provide supporting documentation for your selected business designation (e.g., 501(c)(3) tax exemption).

Business Designation

Please select the business designation that best describes your company. You may only choose one designation. - required

<input type="radio"/> US Corporation	
Date of Incorporation (mm/dd/yyyy):	<input type="text"/>
State where incorporated:	[SELECT STATE] v
<input type="radio"/> Other	
If Other, please select one:	[SELECT BUSINESS DESIGNATION] v ?

Primary Place of Business

In which state is your company domiciled? Which is your company's primary place of business? - required

Primary Place of Business:	[SELECT PRIMARY PLACE OF BUSINESS] v
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Step 6: Complete the Certified Business Enterprise (CBE) Registration (Optional)

- Click the “Yes” radio button next to “Are you seeking a certification as a woman-, veteran-, and/or minority-owned business from the Office of Supplier Diversity (OSD)?”.
- Select the designation(s) that may apply to your business from the corresponding dropdown.
- Upon completion of your VIP registration, submit supporting documentation to OSD for review.

Note: For more information on the certification process and required documents, visit www.dms.myflorida.com/osd or contact OSD at 850-487-0915 or OSDHelp@dms.myflorida.com.

Step 7: Create Locations and Contacts

- **Contacts** – Add additional contacts to your account by clicking the *New Contact* button and completing the applicable fields (same as those in Step 3).
- **Locations** – Add at least one company location by clicking the *New Location* button. You must include the following information for each location:
 - **Location Name** - Create a name that will be used to identify the location.
 - **Purchase Order Information** – Enter contact and location information for the person who receives purchase orders.
 - **Remit To Address** – Enter contact and location information where agency customers will send payment(s).
 - **Billing Contact** – Enter contact and location information for the person who receives billing information and questions.

Note: MFMP can only provide account usernames and passwords to contacts listed on the account.

Step 8: Select Commodity Codes (Optional)

- Select commodity codes that best describe the products and/or services that your company provides. MFMP uses the [United Nations Standard Products and Services Code](#) set.
 - **Add Commodity Code** – MFMP only accepts codes at the Class or Code levels; however, you may search for available commodity codes by:
 - Description
 - Code
 - Segment, Family, or Class
 - **Current Commodity Codes** – Displays all selected commodity codes. MFMP sends notifications of bid opportunities based on selected commodity code(s).

Note: Completing this page is optional; however, to receive email notifications for bid opportunities, at least one commodity code must be selected. If you do not want to select a commodity code, check the box in the **Current Commodity Codes** section to continue creating your account. To learn more, take the [Selecting Commodity Codes](#) online training.

Locations/Contacts ?

Please add at least one entry to the Contacts and Locations sections below. Once you have completed this page, please click the 'Save Changes' Button to proceed with your registration. For more information, please click the information icon in the title bar above.

Contacts ?

Click the 'New Contact' Button to enter a new contact person. Click the 'Edit Contact' Button to review and edit existing contact information. For additional information regarding contact types, please click the information icon in the title bar above.

Contact Information				
Name	Phone	Email	Type	
John Doe Smith	555-555-5555	john.smith@email.com	Main	Edit Delete

Locations ?

Click the 'New Location' Button to enter a new location for your company. Review existing location information by clicking the icon to expand the desired location. For more information regarding entering location information, please click the information icon in the title bar above.

No Locations Found

Location Name	Vendor Number
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Commodity Code Selection ?

Please choose the categories of goods and services that your company sells.

Add Commodity Code ?

Search Commodity Codes:

No Commodity Codes Returned

Current Commodity Codes ?

You currently have 0 commodity codes selected (Use the +/- to expand and contract the list)

I do not wish to be associated to a commodity code. I understand that this will make me ineligible to receive automatic, electronic solicitation notifications.

Step 9: Sign up to Receive Solicitations / Quote Requests

- **Solicitations** – sign up to receive electronic solicitations or request for quotes from state agencies:
 - **MFMP Sourcing** – Select *Yes* to receive notifications from the [state's competitive electronic bidding system](#).
 - **Vendor Bid System** – Select *Yes* to receive notifications from the [state's public posting site](#) for grants, bids, and advertisements.
- **Solicitations Contact** – Enter an email address (an individual or distribution list) to receive the bid notification emails.

Solicitations ?

Please select an option below to register to receive electronic solicitations from the state of Florida.

MyFloridaMarketPlace Sourcing - The state's competitive bidding system

Yes, I want to participate in electronic solicitations and quotes
 No, I do not want to participate in electronic solicitations and quotes
 (You may come back and register for this at a separate time.)

Vendor Bid System - the state's public posting site for advertisements, grants and bids

Yes, I want to be registered in VBS and receive notifications
 No, I do not want to receive notifications from VBS
 (You may come back and register for this at a separate time.)

Your company name and address will be sent to the Vendor Bid System (VBS), the state's primary public posting site for advertisements, grants and bids to receive notices from the VBS solicitations.

Solicitations Contact

If you signed up to receive electronic solicitations or price quote requests, please enter the main contact's email address that will receive Sourcing/VBS bid notifications.

Solicitation/Sales Contact Email:

Step 10: Confirm the Registration

- The Main Contact will receive a confirmation email. To finalize the registration, complete the following steps:
 - Enter the *Confirmation Code* from the confirmation email or select the link within the email.
 - Review and accept the [Terms of Use](#).
 - Click the *Submit Registration* button.

Note: If the email address is incorrect, please return to Step 3, update the email address, return to the confirmation page, and click the *Resend Email* button.

Before you can complete the registration process, we need to confirm the Main Contact's Email Address. To confirm this email address, we have sent an email to the Main Contact's Email Address:

john.smith@email.com

This email will contain the Terms of Use for using MyFloridaMarketPlace. Please read the [Terms of Use](#). You will need to accept these Terms before your registration will be activated

This email also contains two methods for confirming the Main contact's Email Address

- There is a 10 digit code which you can enter in the text box below. This will confirm the email address and allow you to continue with the registration process.
- There is a link back to this Web site. Clicking on this link will confirm your Main Contact's Email Address and allow you to continue with the registration process.

If the above email address is incorrect, please correct the email address and click on the 'Resend Email' button

Confirmation Code:

By selecting "I Accept" below, you agree to the [Terms of Use](#).

I Accept the Terms of Use
 I Decline the Terms of Use

Immediate acceptance of the Terms of use is not necessary. If the Terms of Use are not accepted, your data will be saved for you to return and complete the registration at a later time. By NOT ACCEPTING the Terms of Use, your company is NOT registered with the State of Florida.

Step 11: Complete the Substitute Form W-9 Process

- Vendors who receive payments from the State of Florida are required to complete a Substitute Form W-9. Visit the [Department of Financial Services Vendor Website](#) to register and submit the form.
- For more information, see the following:
 - [MFMP TV W-9 Video](#)
 - [W-9 Frequently Asked Questions \(FAQs\)](#)

The screenshot shows the 'State of Florida Vendor Website' interface. It features a navigation bar with 'Vendor Payments' and 'Sunshine Spending'. The main content area is titled 'Substitute Form W-9' and explains that submitting the form is a two-step process: 'Step 1 - Register' and 'Step 2 - Sign On'. Under 'Step 1 - Register', it states 'You must register with this website' and includes a 'Register Here' button. Under 'Step 2 - Sign On', it states 'After you receive an Email with your User ID, Sign on. Follow the menu to complete your Florida Substitute Form W-9.' and includes a 'Sign On' button. A sidebar on the right contains a 'SUBSTITUTE FORM W-9' box with an 'Already Registered?' section and a 'Click to Sign On' link. The left sidebar has links for 'Need Help?' (W-9 Website Training, W-9 FAQs), 'Foreign Vendor?' (Foreign Vendors), and 'Contact Us' (Need to update Taxpayer Identification Number, General Questions). At the bottom, there is a 'Vendor Management Section' with a phone number (850) 413-5519 and a link for 'Email Vendor Management'.

Resources

- **MFMP Customer Service Desk**
 - **Phone** – 866-352-3776
 - **Email** – vendorhelp@myfloridamarketplace.com
- **MFMP Vendor Page** – <http://www.dms.myflorida.com/mfmp/vendor>