

Florida Timber Recovery Grant Program

How to sign up with MyFlorida Market Place (MFMP) Guide



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Payment Process – How to receive a Payment

- In order to receive any dollars from the State of Florida, you must register the applicant entity with their vendor systems
- The first system is called MyFlorida Marketplace (MFMP)
- Registering with MFMP will require access to email and has several steps.
- This step takes 5-10 minutes

<https://vendor.myfloridamarketplace.com/>



The screenshot shows the 'Vendor Information Portal' for the State of Florida. At the top, there is a navigation bar with the 'myMarketPlace' logo and the title 'Vendor Information Portal'. Below the navigation bar are two images: one of oranges and one of a beach scene. The main content area features a 'Welcome to the State of Florida's Vendor Information Portal' message. It includes a brief description of the system, instructions for registration, and a link to view requirements. There are also two main sections: 'Vendor Login' and 'New Vendor Registration'. The 'Vendor Login' section has fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Your Password'. The 'New Vendor Registration' section has fields for 'Company Name', 'Tax ID Type' (with a dropdown menu), 'Tax ID', and 'Re-enter Tax ID', along with a 'Register' button.



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Step 1: Go to MFMP website

- Once you navigate to the below website, you should see this screen.
- <https://vendor.myfloridamarketplace.com/>
- Under “New Vendor Registration” on the right half of the page:
 - Input the name of the legal entity receiving payment
 - Select whether you will provide a Federal Tax ID number or Social Security Number, whichever you do business under.
 - Enter and re-enter that identification/SSN number in the boxes provided. This needs to match what you provided to our staff for the program and on the TRBG Application.
- Click “Register”

Vendor Information Portal

Welcome to the State of Florida's Vendor Information Portal

MyFloridaMarketPlace is the State of Florida's eProcurement system. This system is designed to streamline interactions between vendors and state government entities that purchase goods and services, and provides a user-friendly Internet portal where vendors can register, receive information on upcoming bids, post information on products and services, and receive purchase orders electronically.

In order to complete the vendor registration process, you will need to have various addresses, contact information, and company information available. [Click here to view the Requirements List.](#)

Effective July 1, 2012, wartime veterans registering in the MyFloridaMarketPlace Vendor Information Portal and seeking Minority Business Certification, should use the Florida Veteran Business Enterprise (FVBE) Designation option to indicate they are veterans, wartime veterans, or both, and the Florida Office of Supplier Diversity will follow-up to assist with the appropriate certification.

All State Term Contract and Alternate Contract Source vendors are expected to follow the mandate provided to all State of Florida State Personnel System employees by Governor Ron DeSantis. [Full details can be reviewed here.](#)

Vendor Login

Username:

Password:

Login

[Forgot Your Password](#)

New Vendor Registration

Company Name:

Tax ID Type: FEIN

Tax ID:

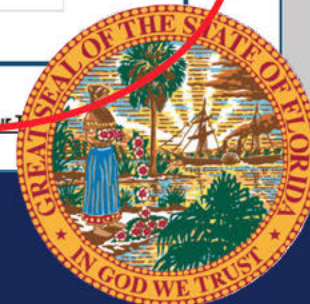
Re-enter Tax ID:

Register

Otherwise, please enter your Company Name and Tax ID Number in the "New Vendor Registration" box. Your T

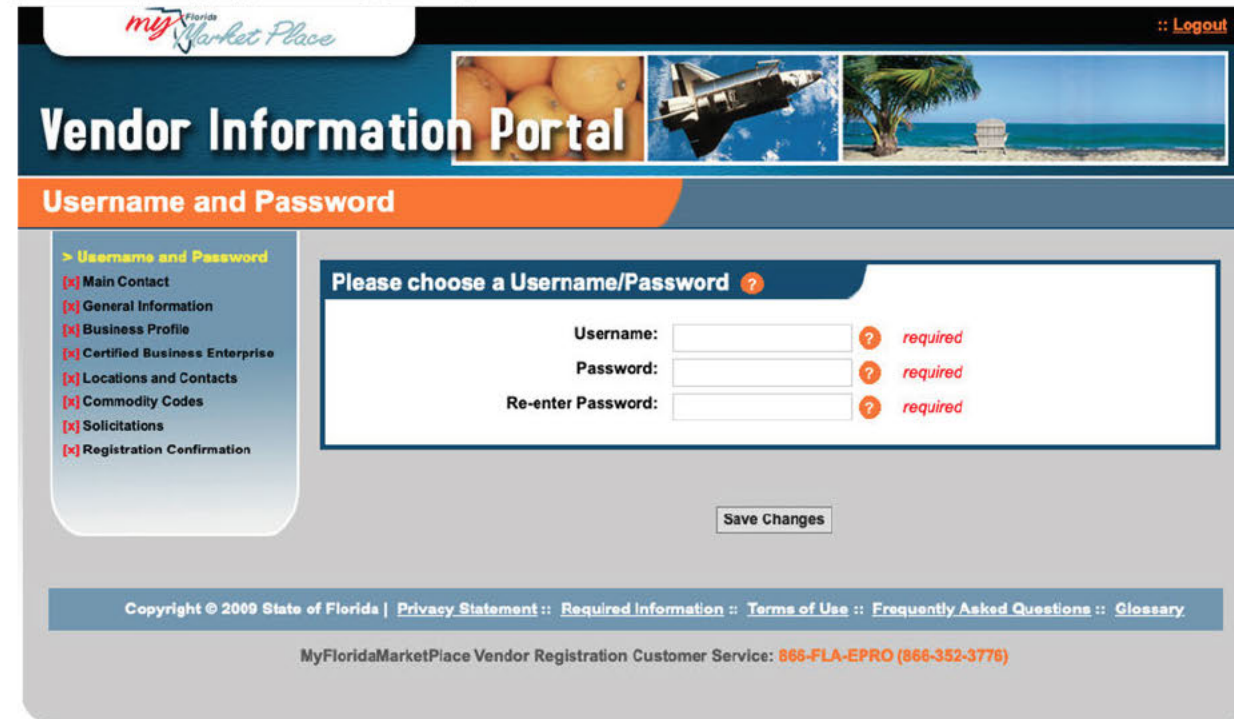


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Step 2: Create Username and Password

- Create your Username and Password
- If you input this information and click Save Changes and there is an account that already has that username, the website will prompt you to try again.
- Continue to input a Username option you like and type in the password, then again on second line and click “Save Changes”
- If accepted, you will be directed to the next page



The screenshot shows the 'MyFloridaMarketPlace' Vendor Information Portal. The page title is 'Vendor Information Portal' and the current section is 'Username and Password'. On the left, there is a navigation menu with the following items: '> Username and Password', '[x] Main Contact', '[x] General Information', '[x] Business Profile', '[x] Certified Business Enterprise', '[x] Locations and Contacts', '[x] Commodity Codes', '[x] Solicitations', and '[x] Registration Confirmation'. The main content area is titled 'Please choose a Username/Password' and contains three input fields: 'Username:', 'Password:', and 'Re-enter Password:'. Each field has a red question mark icon and the word 'required' next to it. Below the input fields is a 'Save Changes' button. At the bottom of the page, there is a footer with the text: 'Copyright © 2009 State of Florida | Privacy Statement :: Required Information :: Terms of Use :: Frequently Asked Questions :: Glossary' and 'MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)'. There is also a 'Logout' link in the top right corner.



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Step 3: Main Contact Information

- Here you will input your personal information of your entity.
- This needs to match what you provided to our staff for the program and on the TRBG Application.
- Once you complete this section with your contact information or the contact information of your business entity, click “Save Changes”

The screenshot shows the 'Main Contact Information' page of the MyFloridaMarketPlace Vendor Information Portal. The page has a blue header with the 'myFloridaMarketPlace' logo and a 'Logout' link. Below the header is a banner image featuring oranges, a jet airplane, and a beach scene. The main content area is titled 'Main Contact Information' and contains a sidebar with a navigation menu and a main form area. The sidebar menu includes: 'Username and Password', '> Main Contact', '(x) General Information', '(x) Business Profile', '(x) Certified Business Enterprise', '(x) Locations and Contacts', '(x) Commodity Codes', '(x) Solicitations', and '(x) Registration Confirmation'. The main form area is titled 'Main Contact' and contains the following fields: 'First Name: [input] ? required', 'Last Name: [input] ? required', 'Title: [input] ? required', 'Phone Country Code: [SELECT COUNTRY CODE] v', 'Phone Number: [input] ? required Ext: [input]', 'Fax Country Code: [SELECT COUNTRY CODE] v', 'Fax Number: [input] ?', 'Email Address: [input] ? required', and 'Confirm Email: [input] ? required'. A 'Save Changes' button is located at the bottom of the form. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2009 State of Florida | Privacy Statement :: Required Information :: Terms of Use :: Frequently Asked Questions' and 'MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-7376)'. The Florida State Seal is also visible in the bottom right corner.




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Step 4: General Information

- Here you will input your general information like Company Name and other details if you have them.
 - If you are applying in your name, put your full name in the Company Name box
 - *Example: John T. Smith*
 - If you are applying for your business, put your business name in the Company Name Box.
 - *Example: Timber Producers ABC, LLC*
- Once you complete this section with your general information, click “Save Changes”



The screenshot shows the 'Vendor Information Portal' interface. At the top, there is a navigation bar with the 'myFloridaMarketPlace' logo and a 'Logout' link. Below the navigation bar is a banner with three images: oranges, a space shuttle, and a beach scene. The main content area is titled 'General Information' and contains a sidebar with a menu of options: 'Username and Password', 'Main Contact', 'General Information' (selected), 'Business Profile', 'Certified Business Enterprise', 'Locations and Contacts', 'Commodity Codes', 'Solicitations', and 'Registration Confirmation'. The main form area is titled 'General Information' and includes a 'Save Changes' button. The form contains several input fields with red question marks and 'required' labels: 'Company Name', 'Short Name (DBA)', '1099 Name', 'Dun and Bradstreet Number', 'Company Website', and 'Florida Revenue ID Number'. A 'Save Changes' button is located at the bottom of the form. At the bottom of the page, there is a footer with copyright information and a link to the 'Great Seal of the State of Florida'.



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Step 5: Business Designation

- In this step you will input data that relates to how your business entity is arranged.
 - If you are applying as a single person or sole proprietor, you will select “Other” then on the drop-down menu select “Sole proprietorship/Self-Employed”. Use this same method if you are applying as a partnership or professional organization, just select the appropriate arrangement in the drop-down menu.
 - If you are applying as a business, or LLC, etc, you will select “US Corporation”, then input the date of incorporation also known as the date your business originated. Then select the state in which the entity was incorporated from the drop-down menu
- The last selection will be the primary place of business, select the appropriate location from the drop-down menu.

The screenshot shows the 'Vendor Information Portal' interface. At the top, there is a navigation bar with the 'myFloridaMarketPlace' logo and a 'Logout' link. Below the navigation bar is a banner with three images: oranges, a jet airplane, and a tropical beach. The main content area is titled 'Business Profile' and contains a sidebar with a menu of options: 'Username and Password', 'Main Contact', 'General Information', 'Business Profile' (highlighted), 'Certified Business Enterprise', 'Locations and Contacts', 'Commodity Codes', 'Solicitations', and 'Registration Confirmation'. The main content area is divided into two sections: 'Business Designation' and 'Primary Place of Business'. The 'Business Designation' section has a heading 'Saved general vendor information' and a sub-heading 'Business Designation'. It contains the instruction: 'Please select the business designation that best describes your company. You may only choose one designation. - required'. There are three radio button options: 'US Corporation', 'Other', and 'If Other, please select one:'. The 'US Corporation' option is selected. Below the radio buttons are two input fields: 'Date of Incorporation (mm/dd/yyyy):' and 'State where incorporated:'. The 'Primary Place of Business' section has a heading 'Primary Place of Business' and contains the instruction: 'In which state is your company domiciled? Which is your company's primary place of business? - required'. There is one input field: 'Primary Place of Business:'. At the bottom of the form is a 'Save Changes' button. The footer of the page contains copyright information: 'Copyright © 2009 State of Florida | Privacy Statement :: Required Information :: Terms of Use :: Frequently Asked Questions' and 'MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-357-3776)'. The Florida State Seal is visible in the bottom right corner.

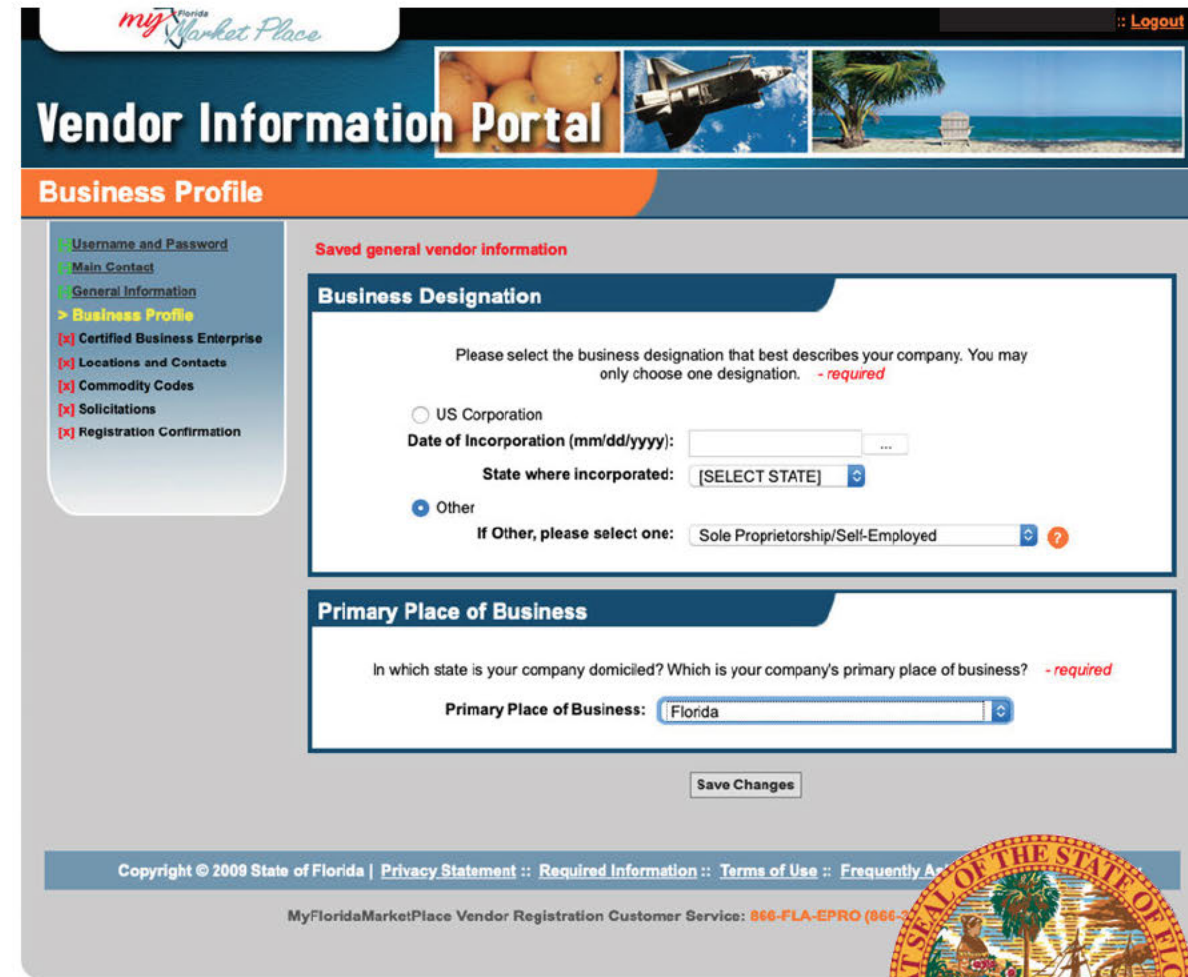


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Step 5: Business Designation

- The last selection will be the primary place of business, select the appropriate location from the drop-down menu.
- Once you complete this section with your information, click “Save Changes”



The screenshot shows the 'Vendor Information Portal' interface. The top navigation bar includes the 'myFloridaMarketPlace' logo and a 'Logout' link. Below the navigation bar is a banner with three images: oranges, a jet airplane, and a beach scene. The main content area is titled 'Business Profile' and contains a sidebar with a list of menu items: 'Username and Password', 'Main Contact', 'General Information', 'Business Profile' (highlighted), 'Certified Business Enterprise', 'Locations and Contacts', 'Commodity Codes', 'Solicitations', and 'Registration Confirmation'. The main content area is divided into two sections: 'Business Designation' and 'Primary Place of Business'. The 'Business Designation' section has a heading 'Saved general vendor information' and a sub-heading 'Business Designation'. It contains the instruction: 'Please select the business designation that best describes your company. You may only choose one designation. - required'. There are three radio button options: 'US Corporation', 'Other', and 'If Other, please select one:'. The 'US Corporation' option is selected. The 'Date of Incorporation (mm/dd/yyyy):' field is empty. The 'State where incorporated:' field is a dropdown menu with '[SELECT STATE]' selected. The 'If Other, please select one:' field is a dropdown menu with 'Sole Proprietorship/Self-Employed' selected. The 'Primary Place of Business' section has a heading 'Primary Place of Business' and the instruction: 'In which state is your company domiciled? Which is your company's primary place of business? - required'. The 'Primary Place of Business:' field is a dropdown menu with 'Florida' selected. A 'Save Changes' button is located below the 'Primary Place of Business' section. The footer contains copyright information: 'Copyright © 2009 State of Florida | Privacy Statement :: Required Information :: Terms of Use :: Frequently Asked Questions' and contact information: 'MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-357-3776)'. The Florida Forest Service logo is visible in the bottom left corner.



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Step 6: Certified Business Enterprise

- Step 6 requires you to declare if you are seeking a certification as a women, veteran, and/or minority – owned business from the Office of Supplier Diversity (OSD)
- If this does not apply to you, then select “No”
- If this does apply to you, then select “Yes”, then complete the necessary drop-down menu selections.
 - *These selections will not impact your potential block grant payment.*
- Once you complete this section with your information, click “Save Changes”

The screenshot shows a web form titled "Certified Business Enterprise Registration". On the left is a navigation menu with items: "Username and Password", "Main Contact", "General Information", "Business Profile", "> Certified Business Enterprise" (highlighted), "Locations and Contacts", "Commodity Codes", "Solicitations", and "Registration Confirmation". The main content area is titled "Saved Business Profile Information" and contains a "CBE Registration" section. It explains that Florida's Office of Supplier Diversity (OSD) certifies minority-, woman-, and veteran-owned businesses. Below this, it asks "Are you seeking a certification as a woman-, veteran-, and/or minority-owned business from the Office of Supplier Diversity (OSD)?" with radio buttons for "Yes" and "No" (selected). Underneath, there are three sections for designations: "Woman-Owned Designation" with a dropdown menu set to "Non-Woman-Owned"; "Veteran-Owned Designation" with a dropdown menu set to "Non-Veteran-Owned"; and "Minority-Owned Designation" with a dropdown menu set to "Non-Minority-Owned". A footer note states that upon completion, documents will be sent to OSD for review and validation, and provides a link to www.dms.myflorida.com/osd.



Step 7: Locations / Contacts

- In this section you should see your information you have inputted to date in the “Contacts” section.
- But you will also need to input other information like Remit To address, Bill To address, etc.
- In order to do this click on “New Location” and a new area will pop up below the “Locations” section.
- Your first input will be the name of your location
 - If you are applying as a single person/sole proprietor, we suggest typing in “Home”
 - If you are applying as any other business entity, we suggest typing in “Office” or some other identifier of your business location

Vendor Information Portal

Locations/Contacts

Saved Certified Business Information

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.

Save Changes

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.

New Contact

Contact Information

Name	Phone	Email	Type	
			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.

New Location

No Locations Found

Location Name	Vendor Number
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Step 7: Locations / Contacts

- You will then input the address and other details in this section which is titled “Purchase Order Info”
- Once you complete this information, if the next two sections “Remit To Address” and “Billing Contact” are the same, click on “Copy Data from Purchase Order Info”
- That will save you from typing in the same information for each grouping of data. If your business entity is set up in a way that has different address’s for different functions, then you will need to add that detail to each specific location
- Once you complete this section with your information, click “Save Changes”



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A screenshot of a web application interface showing two sections: "Remit To Address" and "Billing Contact". Both sections have a "Copy Data From Purchase Order Info" button at the top. The "Remit To Address" section includes fields for "Remit To Contact" (with a "New Contact" button), "Credit Card Acceptance", "Country" (set to "United States", marked "required"), "Address Line 1" (marked "required"), "Address Line 2", "City" (marked "Required for US vendors"), "County" (marked "Required for Florida vendors"), "State" (marked "Required for US vendors"), "Zip" (marked "Required for US vendors"), "Fax Country Code" (set to "1 - USA, Canada, Caribbean Nations"), and "Remit To Fax Number". The "Billing Contact" section includes fields for "Billing Contact" (with a "New Contact" button), "Billing Contact Email", a checkbox for "Yes I would like to receive monthly email notifications from the State of Florida reminding me to pay my transaction fee" (checked), "Fax Country Code" (set to "1 - USA, Canada, Caribbean Nations"), "Billing Fax Number", "Country" (set to "United States", marked "required"), and "Address Line 1" (marked "required").

Step 7: Locations / Contacts

- Once you click on “Save Changes”, the confirmation page will pop up.
- You should see a new line of data under the “Locations” section with your Vendor Number.
- Click “Save Changes”

> Locations and Contacts

- [x] Commodity Codes
- [x] Solicitations
- [x] Registration Confirmation

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.

Save Changes

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.

New Contact

Contact Information

Name	Phone	Email	Type	
				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.

New Location

Location Name	Vendor Number	
Home		Edit Delete [+] View Details

Save Changes

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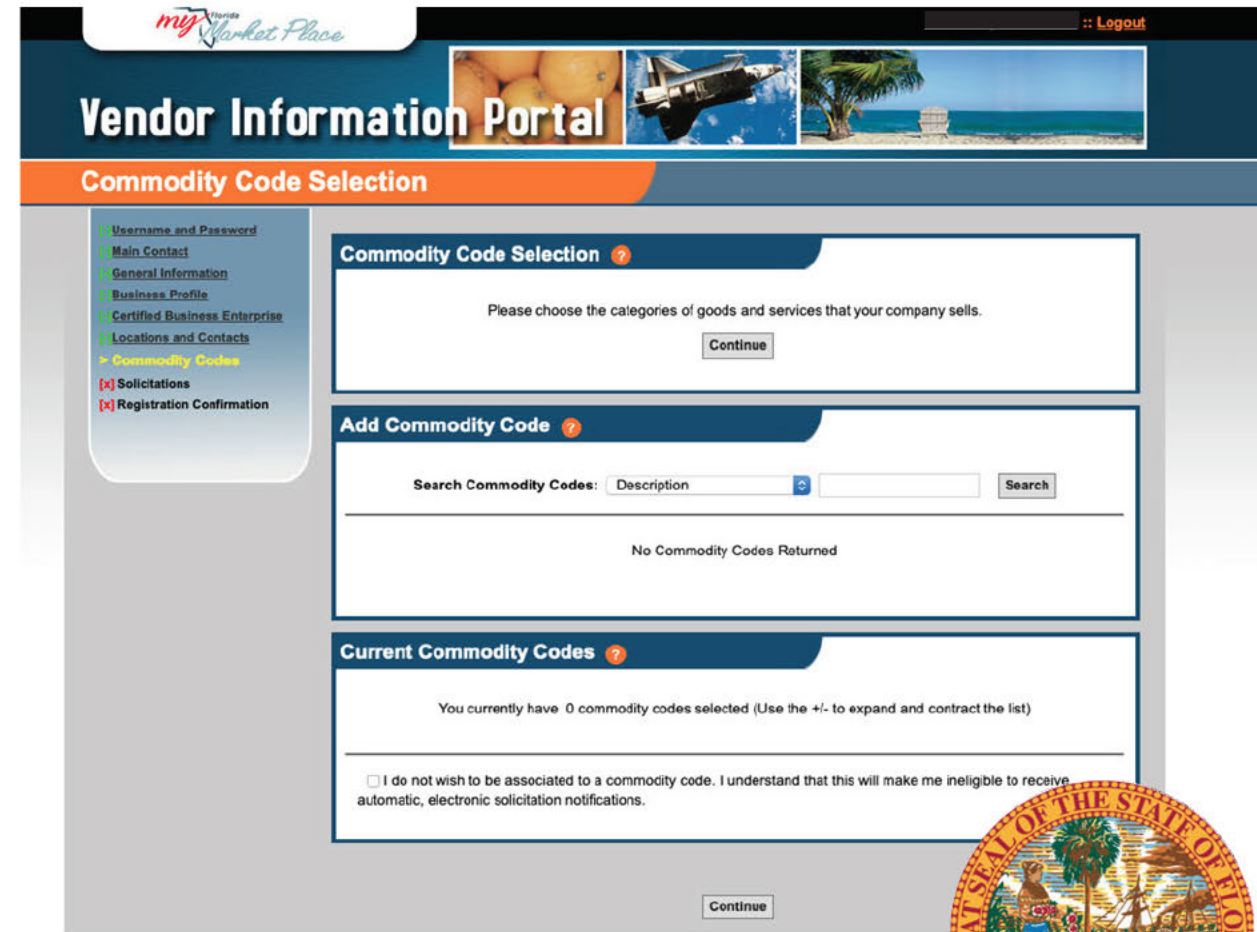
MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-7376)



**This step is not required, you may read and select the box next to the certification at the bottom of the page, and click "Continue" to bypass this step*

Step 8: Commodity Code Selection

- In this section you will add a commodity code to your registration.
- If you are registering with MFMP for the purposes of the TRBG, then you can add the commodity titled "Timber Production Services"
- The code # for this commodity is # 70151603



The screenshot displays the 'myFlorida Market Place' Vendor Information Portal. The page title is 'Vendor Information Portal' and the current step is 'Commodity Code Selection'. A navigation menu on the left lists various sections, with 'Commodity Codes' highlighted. The main content area contains three sections: 'Commodity Code Selection' with a 'Continue' button, 'Add Commodity Code' with a search bar and 'No Commodity Codes Returned' message, and 'Current Commodity Codes' with a 'Continue' button and a checkbox for opting out of automatic notifications.



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**This step is not required, you may click "Continue" to bypass this step*

Step 9: Solicitations / Price Quote Requests

- In this section you will select how often and for what information you will be contacted by the State of Florida
- If you want to opt in to one or both scenarios listed on this page, select "Yes" and add your email address, then click "Continue"

OR

- If you do not want to opt in, then select "No" and click "Continue"

Vendor Information Portal

Solicitations / Price Quote Requests

Solicitations / Price Quote Requests ?

Are you interested in expanding the way you do business with the state? Sign up now to receive electronic solicitations or price quote requests from agencies wanting to buy goods or services.

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:

Continue

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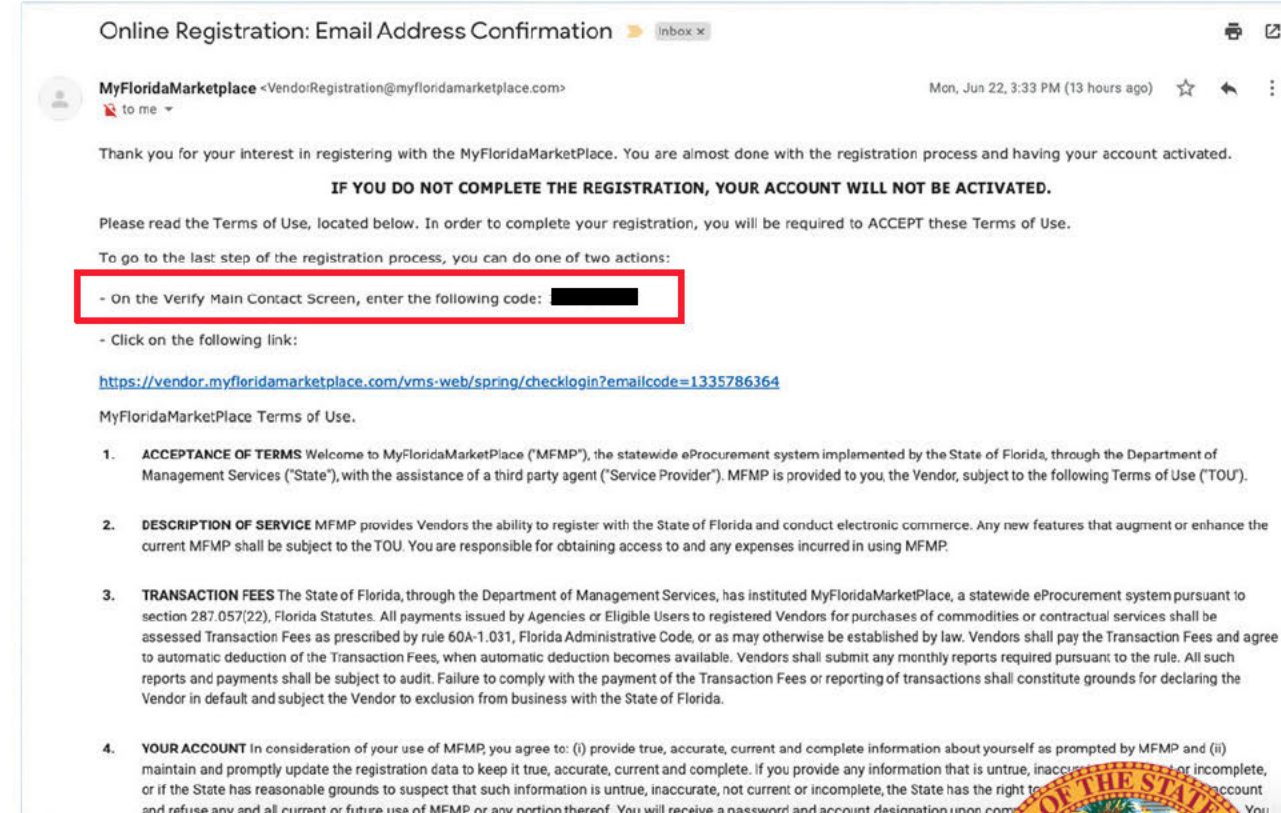


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Step 10: Check your email

- You now will receive an automatically generated email from the State of Florida. Navigate over to your email inbox and look for this email.
- In this email you will find a confirmation code towards the top of the email. Write this number down or copy it.
- Then go back to the MFMP Registration Page in your web browser.

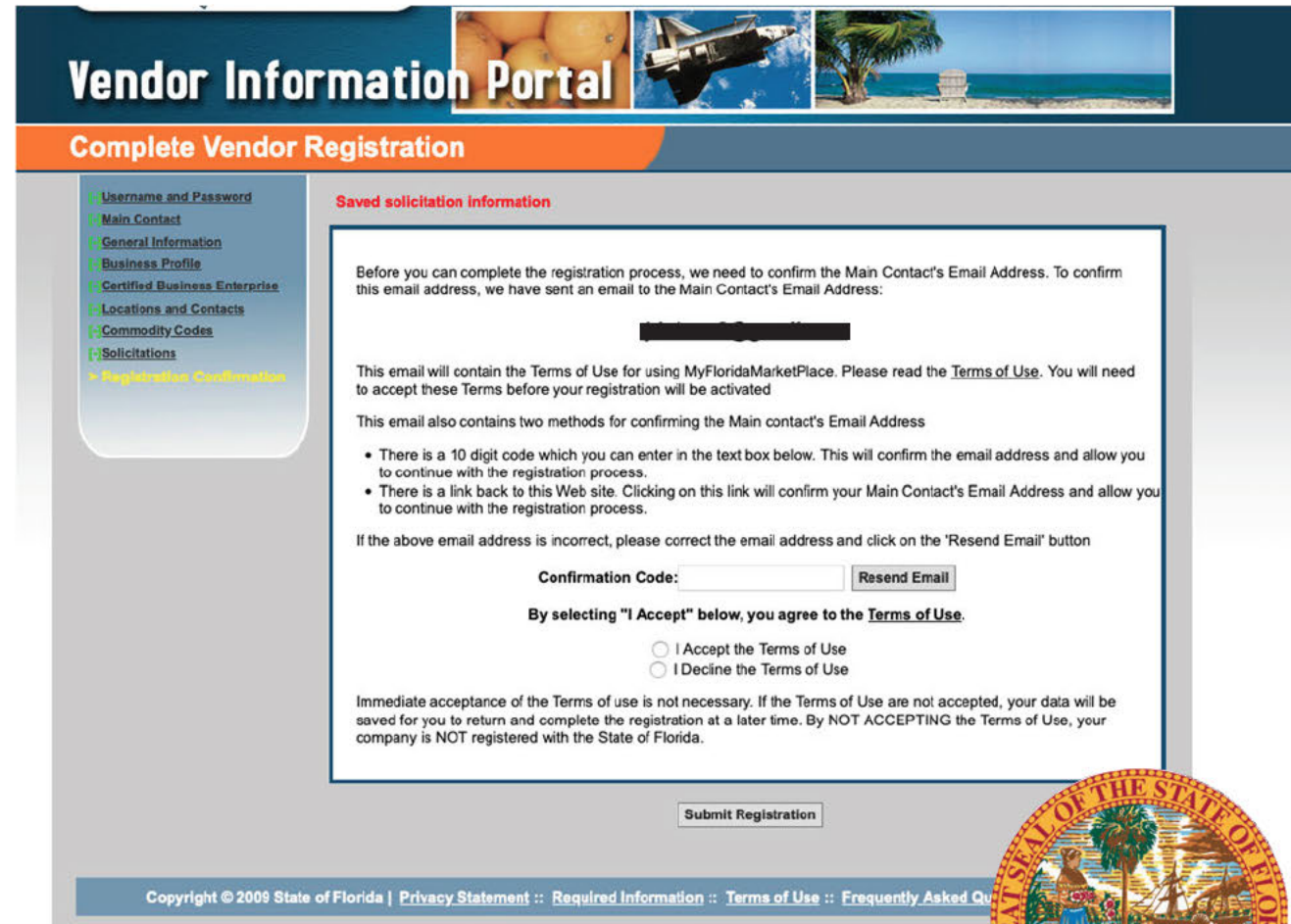


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Step 11: Complete Vendor Registration

- Enter the Confirmation # in the box provided.
- Select “I Accept the Terms of Use”
- Then click “Submit Registration



The screenshot shows the 'Vendor Information Portal' interface. The main heading is 'Complete Vendor Registration'. On the left, a navigation menu lists several options, with 'Registration Confirmation' highlighted in yellow. The main content area is titled 'Saved solicitation information' and contains the following text:

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:

[Redacted Email Address]

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.

At the bottom of the page, there is a footer with the following text: Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#)



