Florida Timber Recovery Grant Program

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

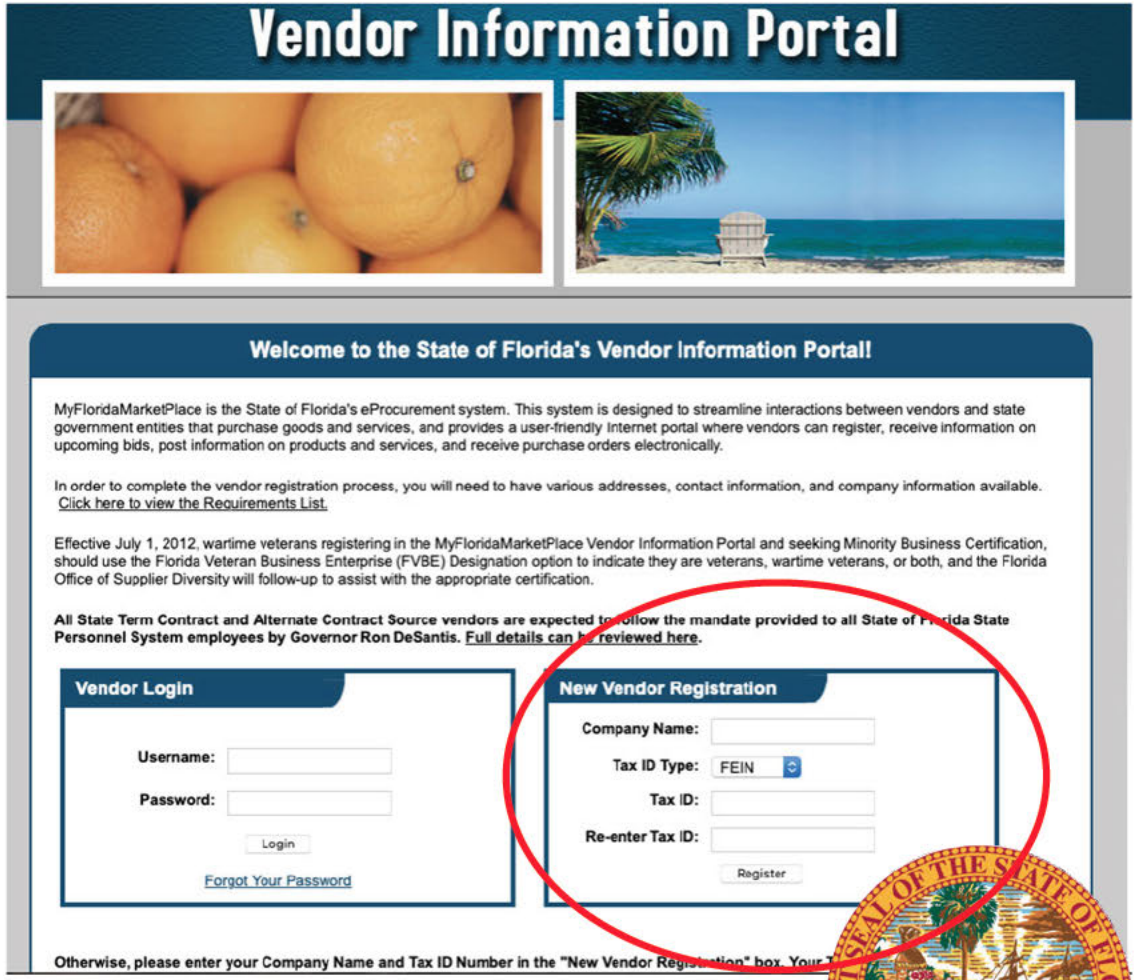
THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT
FLORIDA FOREST SERVICE

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/

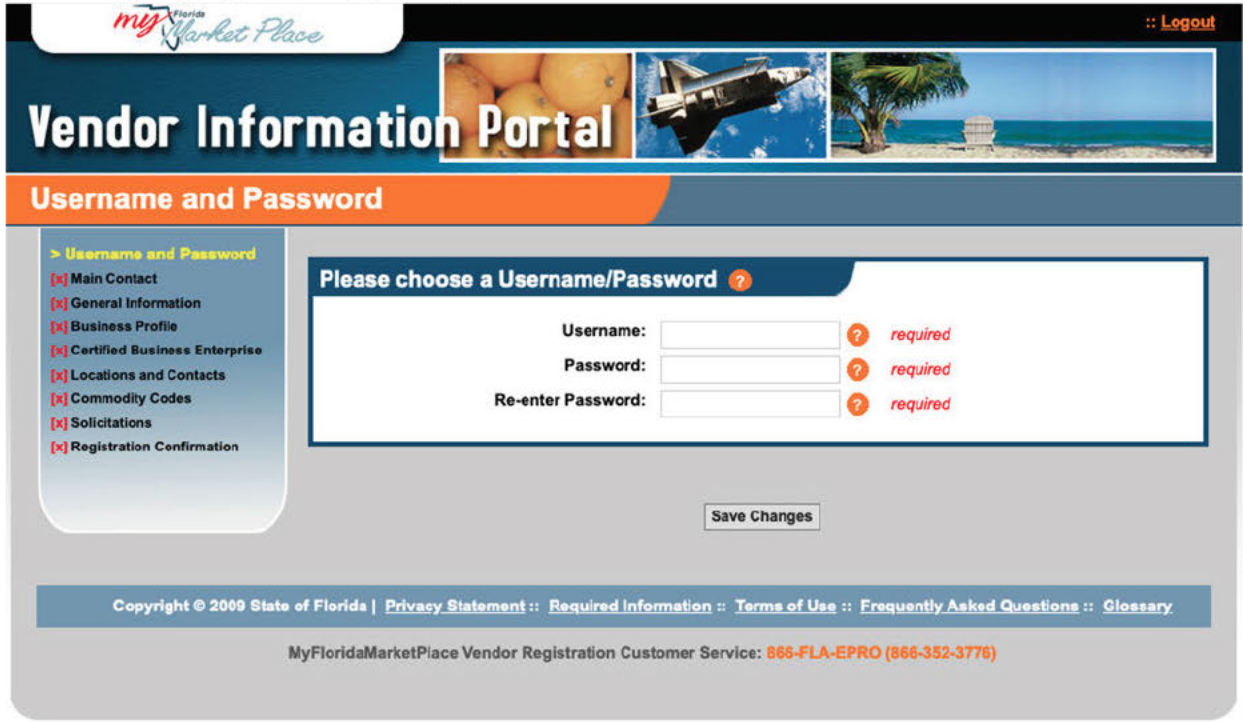
Step 1: Go to MFMP website

- 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”



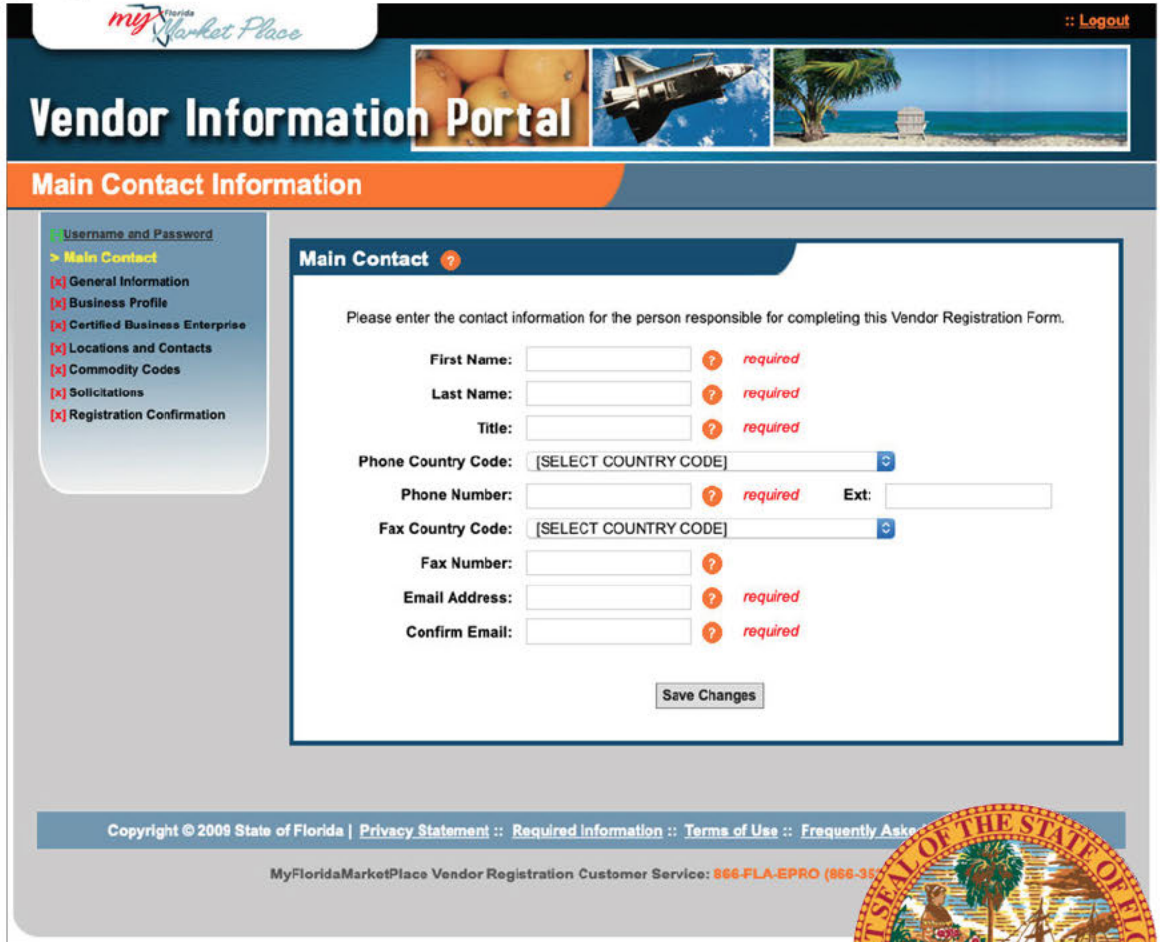
Step 2: Create Username and Password

- 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



Step 3: Main Contact Information

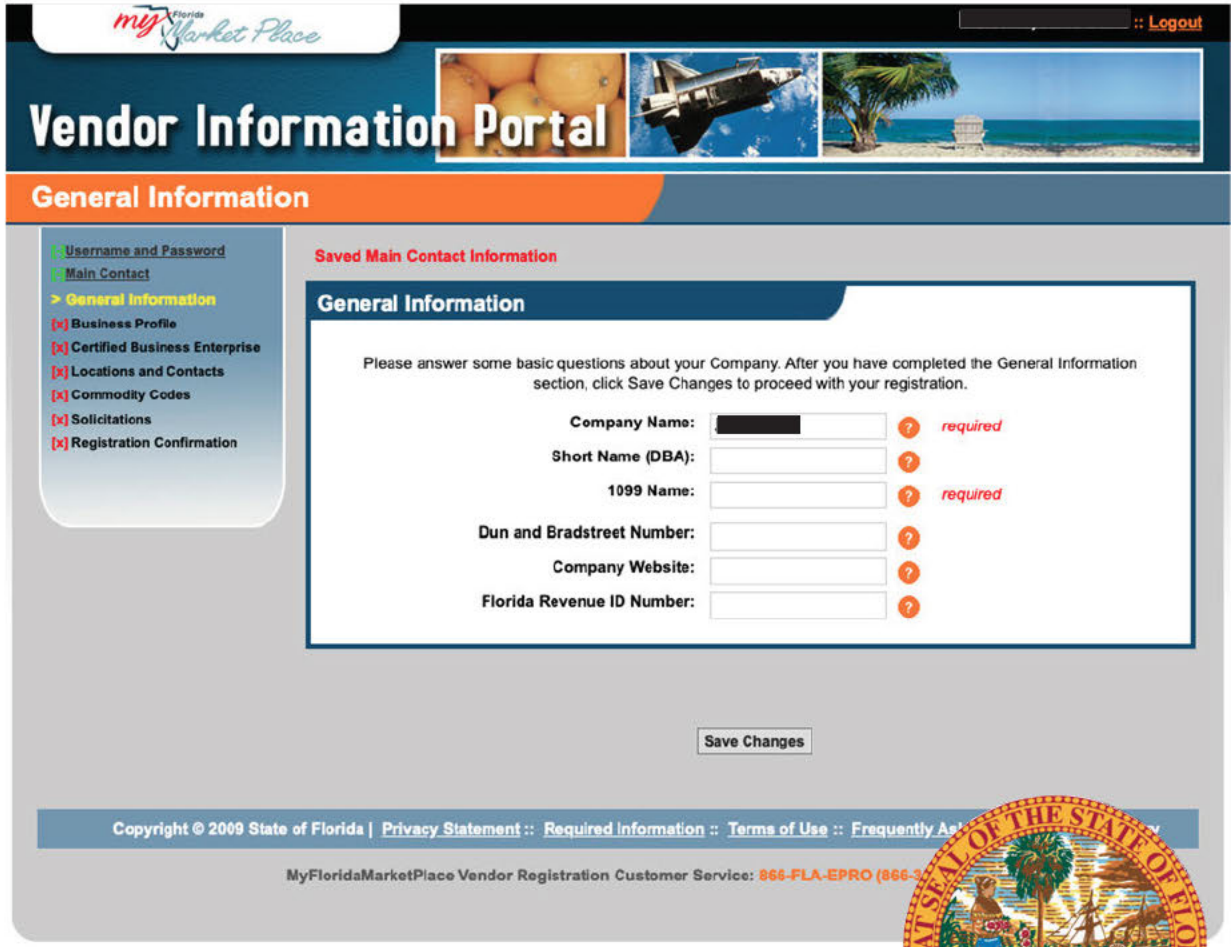
- Here you will input your personal information of your entity.
- This needs to match what you provided to our staff for the program and on the TRBG Application.
- Once you complete this section with your contact information or the contact information of your business entity, click “Save Changes”



Step 4: General Information

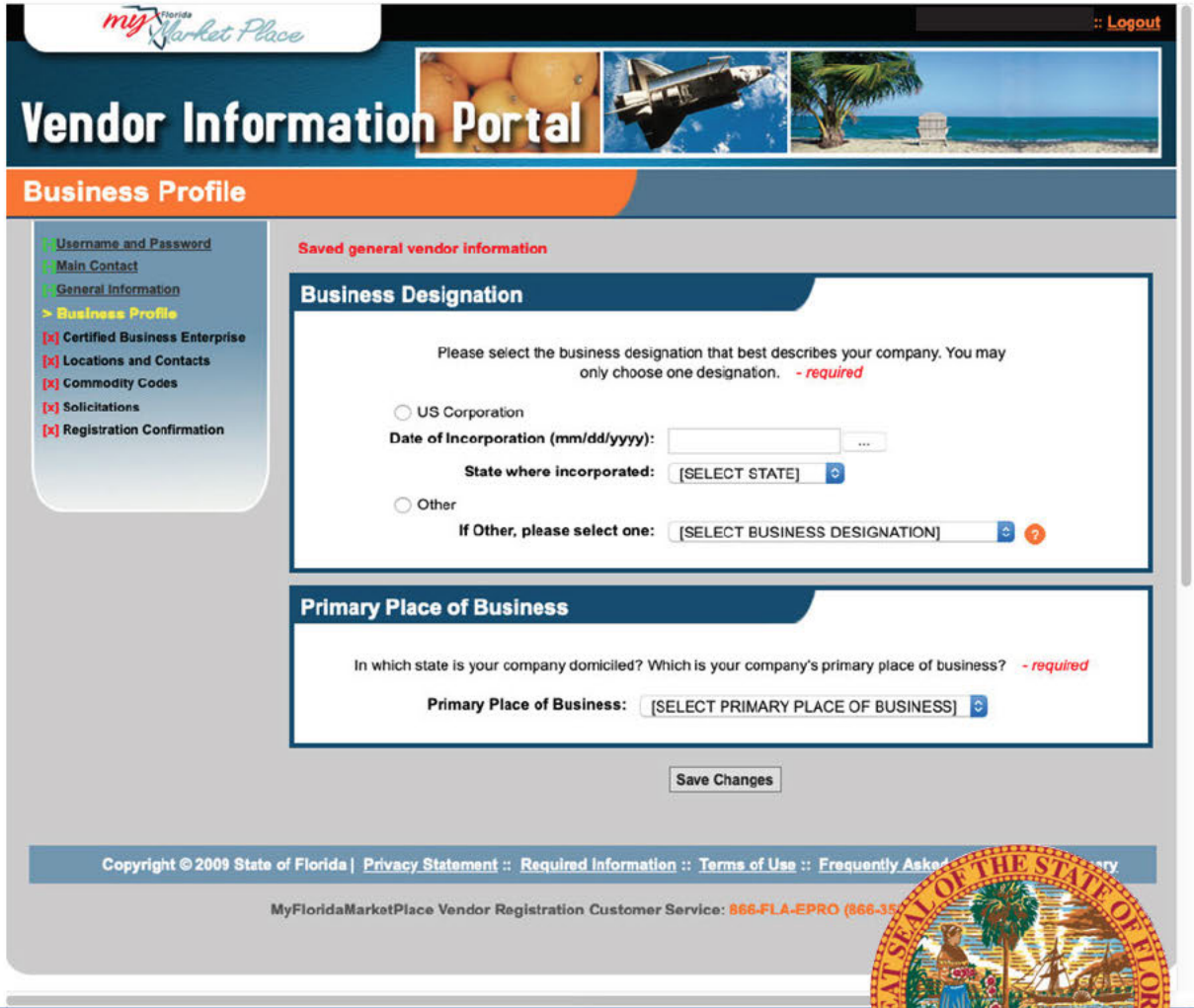
- Here you will input your general information like Company Name and other details if you have them.
  - If you are applying in your name, put your full name in the Company Name box
    - *Example: John T. Smith*
  - If you are applying for your business, put your business name in the Company Name Box.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

- Once you complete this section with your general information, click “Save Changes”



Step 5: Business Designation

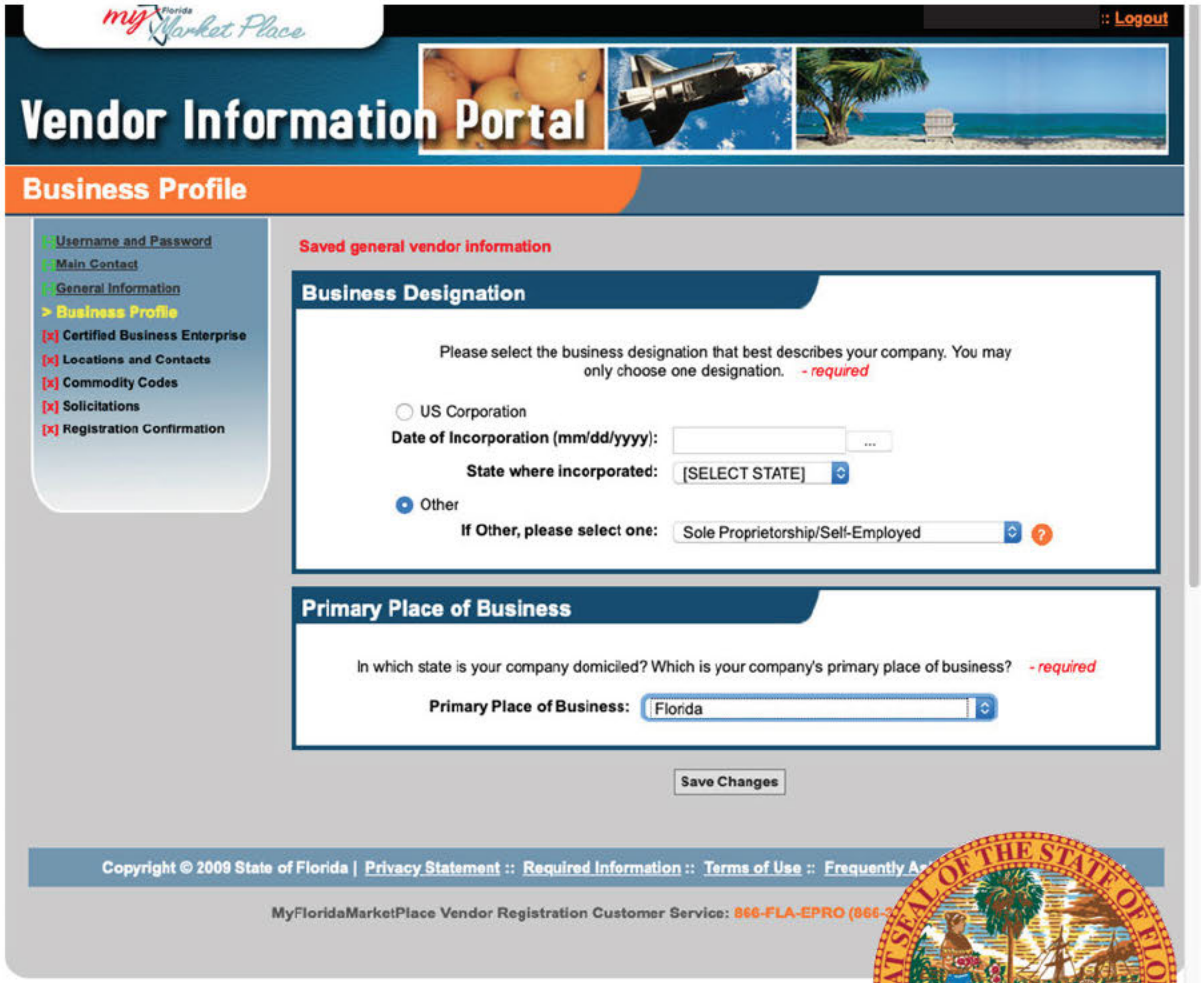
- In this step you will input data that relates to how your business entity is arranged.
  - If you are applying as a single person or sole proprietor, you will select “Other” then on the drop-down menu select “Sole proprietorship/Self-Employed”. Use this same method if you are applying as a partnership 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.



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”

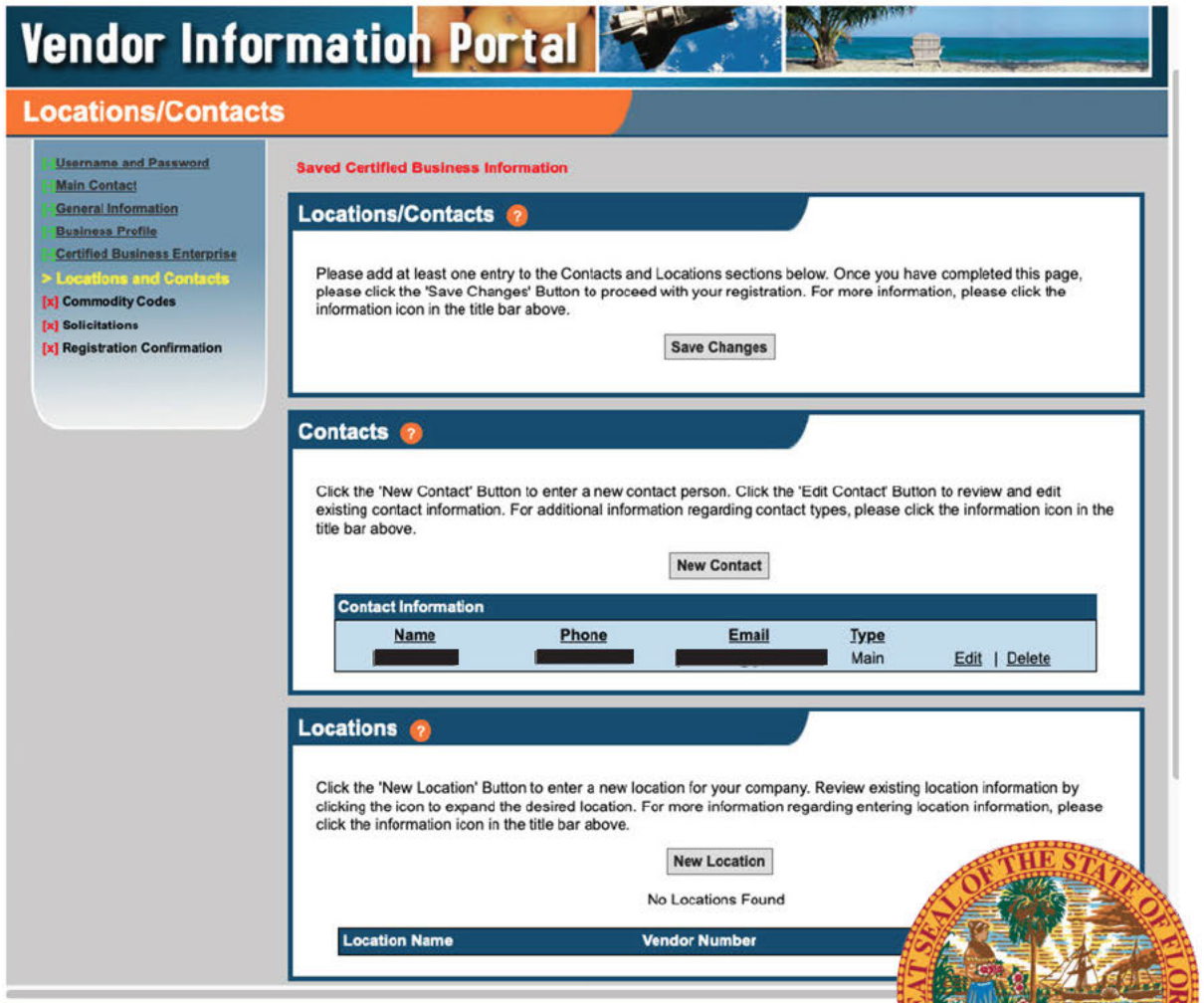


Step 6: Certified Business Enterprise

- 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”

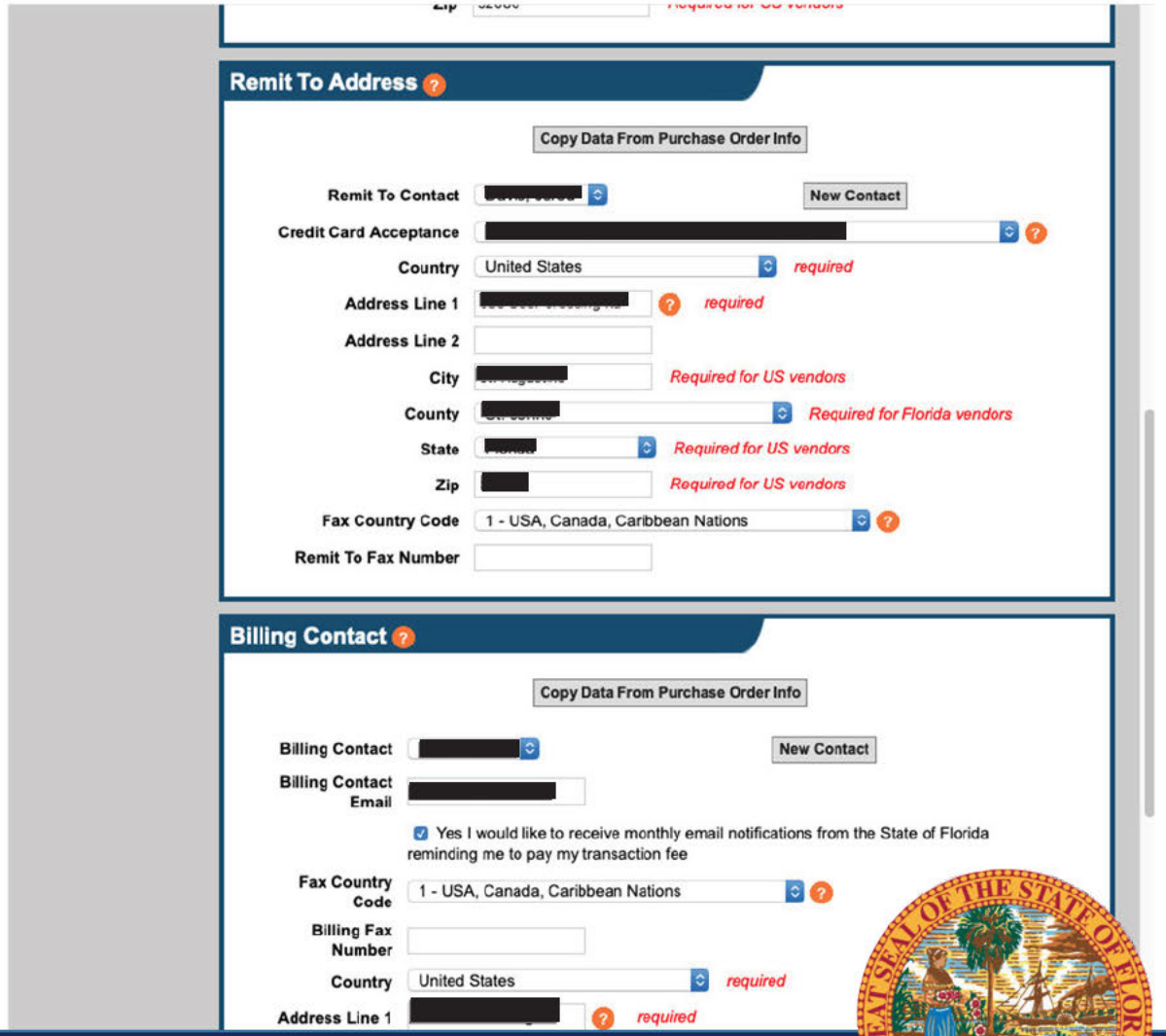
Step 7: Locations / Contacts

- 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



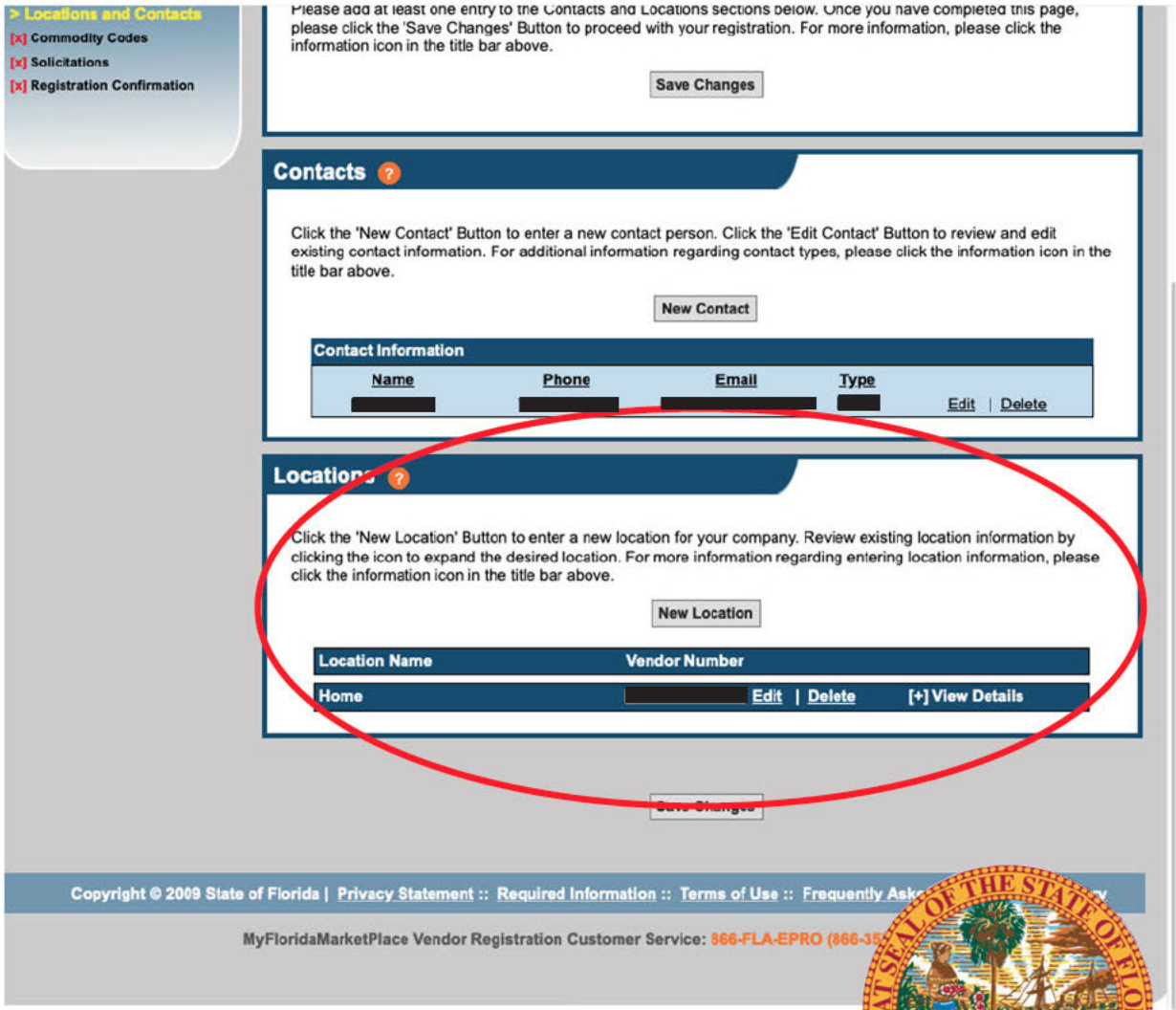
Step 7: Locations / Contacts

- 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”



Step 7: Locations / Contacts

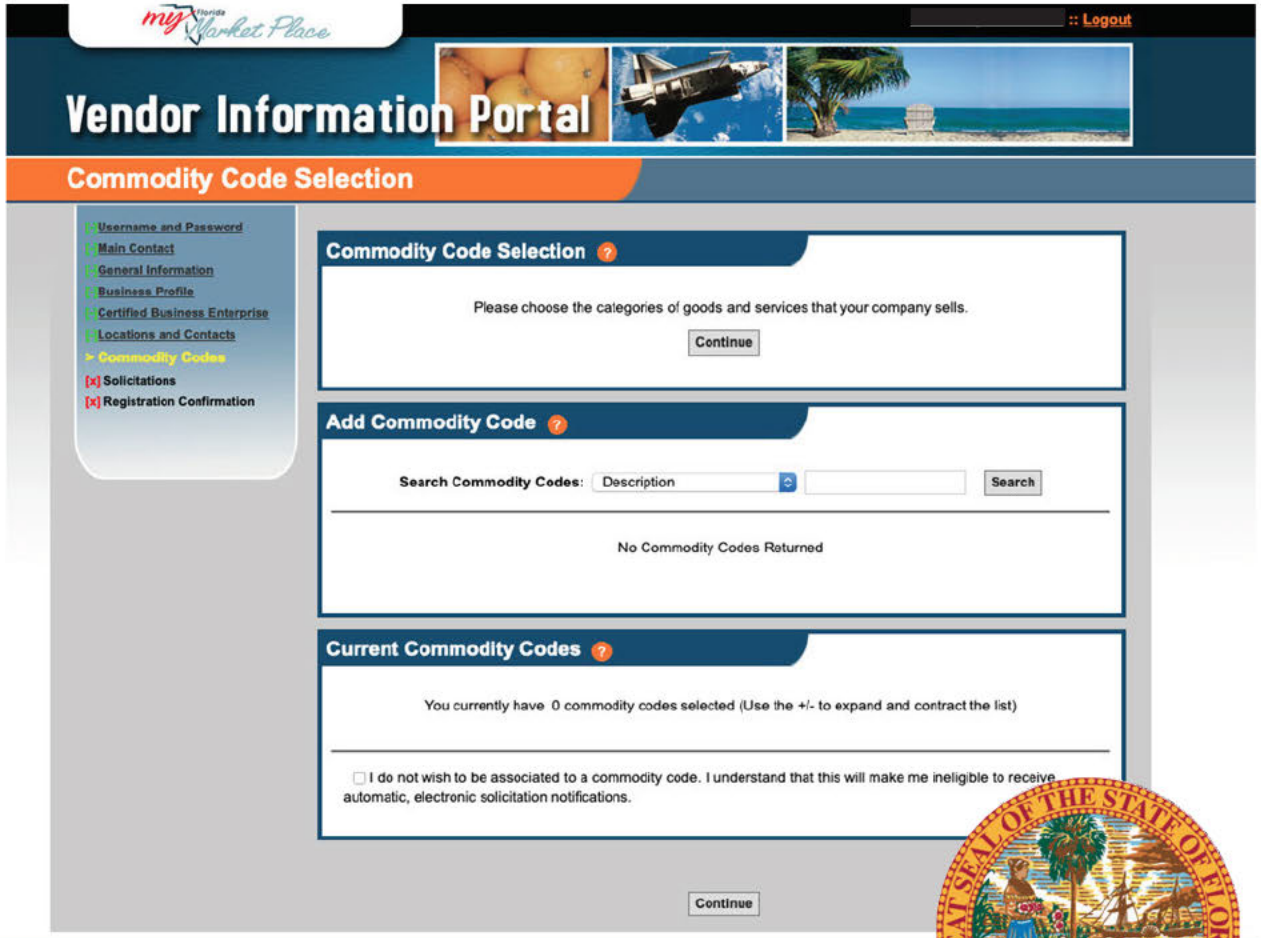
- Once you click on “Save Changes”, the confirmation page will pop up.
- You should see a new line of data under the “Locations” section with your Vendor Number.
- Click “Save Changes”



**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



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

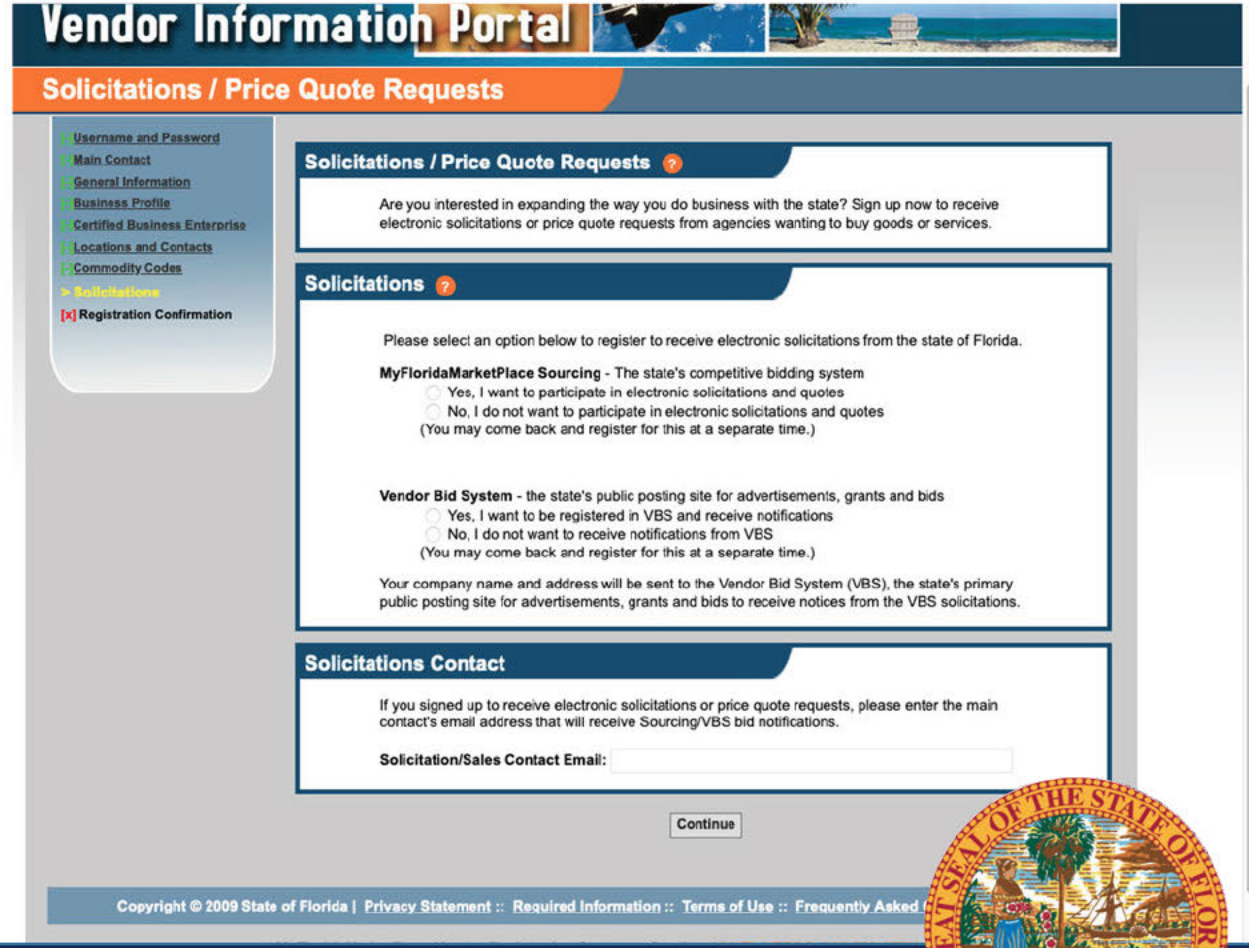
Step 9: Solicitations / Price Quote Requests

- 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”

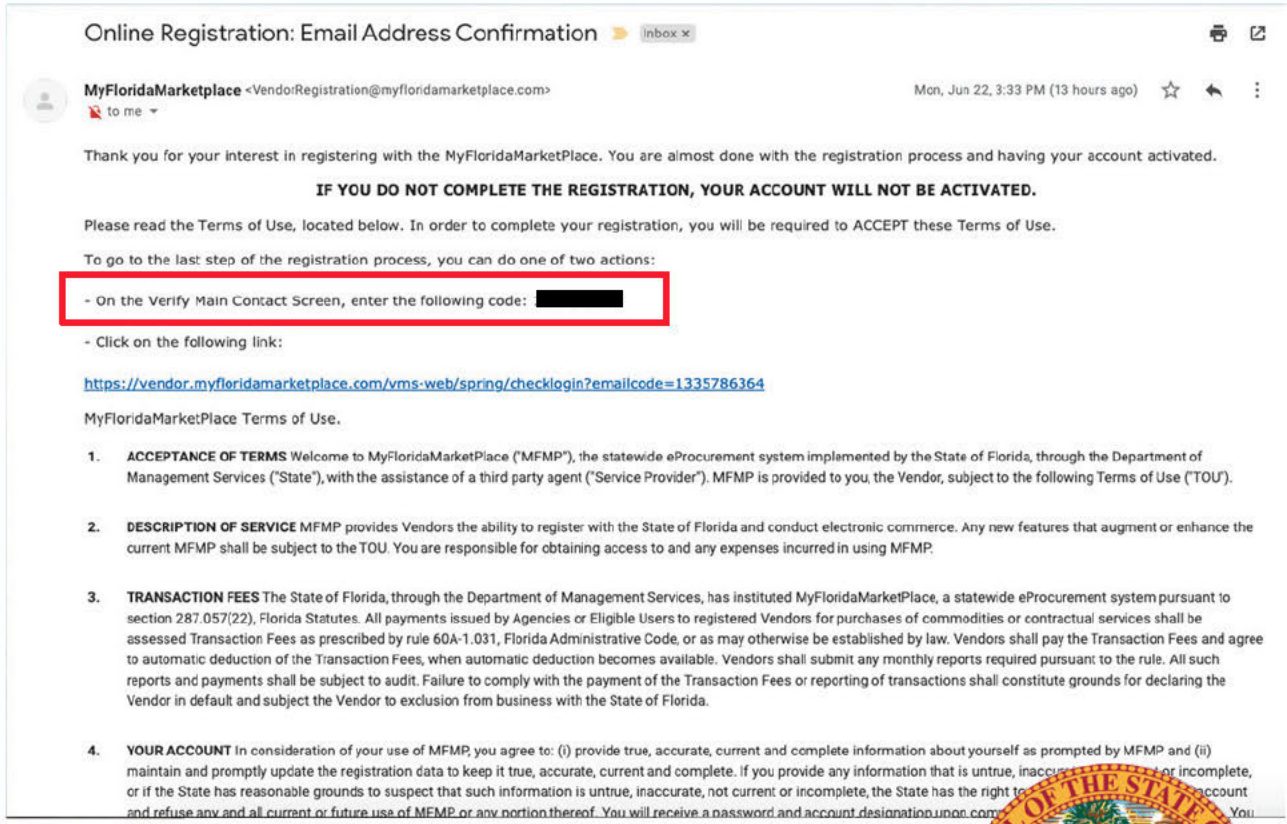
OR

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



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.



Online Registration: Email Address Confirmation Inbox ×

MyFloridaMarketplace <VendorRegistration@myfloridamarketplace.com> Mon, Jun 22, 3:33 PM (13 hours ago)

to me

Thank you for your interest in registering with the MyFloridaMarketPlace. You are almost done with the registration process and having your account activated.

IF YOU DO NOT COMPLETE THE REGISTRATION, YOUR ACCOUNT WILL NOT BE ACTIVATED.

Please read the Terms of Use, located below. In order to complete your registration, you will be required to ACCEPT these Terms of Use.

To go to the last step of the registration process, you can do one of two actions:

- On the Verify Main Contact Screen, enter the following code: [redacted]

- Click on the following link:

https://vendor.myfloridamarketplace.com/vms-web/spring/checklogin?emailcode=1335786364

MyFloridaMarketPlace Terms of Use.

1. **ACCEPTANCE OF TERMS** Welcome to MyFloridaMarketPlace ("MFMP"), the statewide eProcurement system implemented by the State of Florida, through the Department of Management Services ("State"), with the assistance of a third party agent ("Service Provider"). MFMP is provided to you, the Vendor, subject to the following Terms of Use ("TOU").

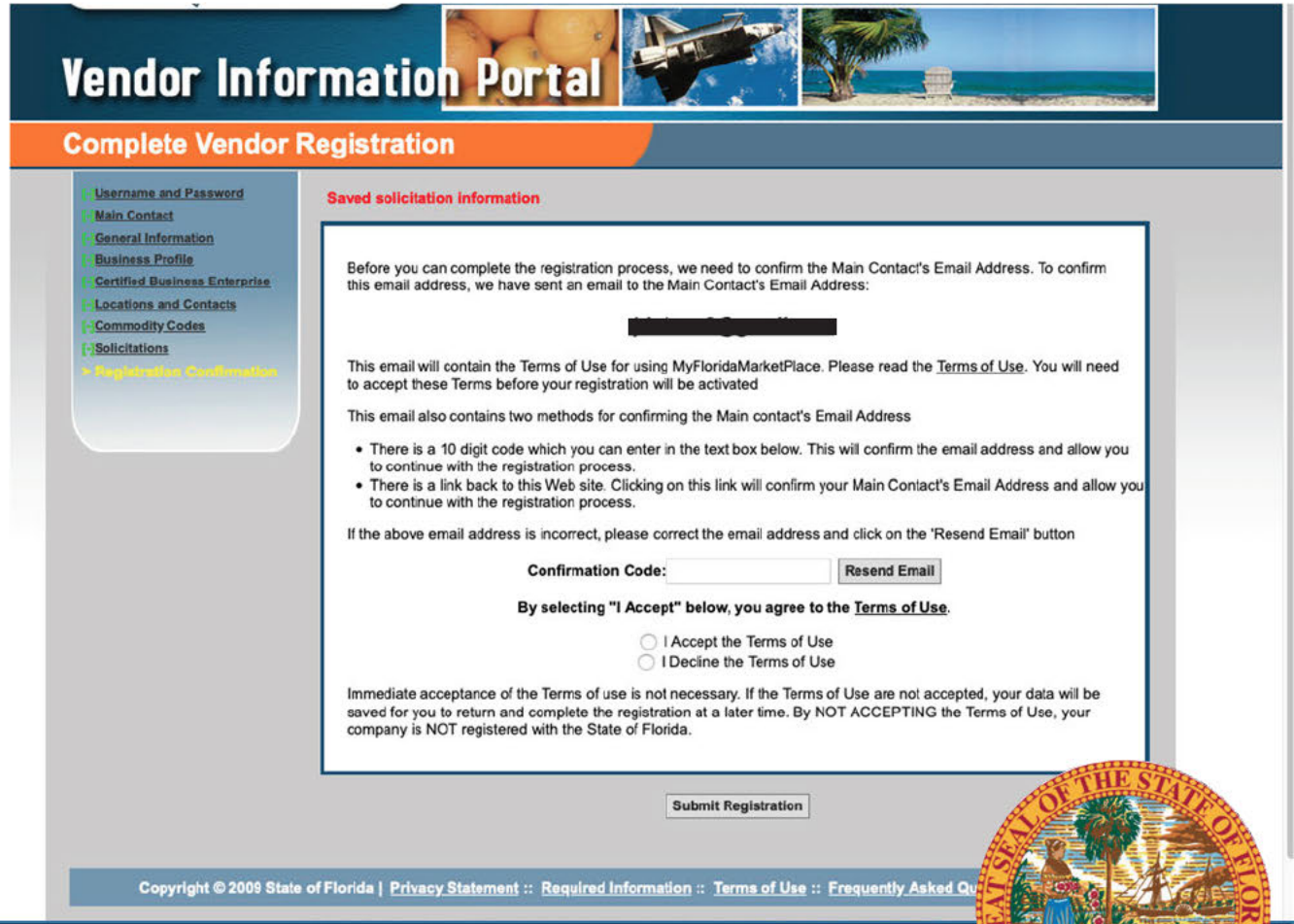
2. **DESCRIPTION OF SERVICE** MFMP provides Vendors the ability to register with the State of Florida and conduct electronic commerce. Any new features that augment or enhance the current MFMP shall be subject to the TOU. You are responsible for obtaining access to and any expenses incurred in using MFMP.

3. **TRANSACTION FEES** The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system pursuant to section 287.057(22), Florida Statutes. All payments issued by Agencies or Eligible Users to registered Vendors for purchases of commodities or contractual services shall be assessed Transaction Fees as prescribed by rule 60A-1.031, Florida Administrative Code, or as may otherwise be established by law. Vendors shall pay the Transaction Fees and agree to automatic deduction of the Transaction Fees, when automatic deduction becomes available. Vendors shall submit any monthly reports required pursuant to the rule. All such reports and payments shall be subject to audit. Failure to comply with the payment of the Transaction Fees or reporting of transactions shall constitute grounds for declaring the Vendor in default and subject the Vendor to exclusion from business with the State of Florida.

4. **YOUR ACCOUNT** In consideration of your use of MFMP, you agree to: (i) provide true, accurate, current and complete information about yourself as prompted by MFMP and (ii) maintain and promptly update the registration data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccu[illegible] or incomplete, or if the State has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the State has the right to [illegible] account and refuse any and all current or future use of MFMP or any portion thereof. You will receive a password and account designation upon com[illegible] You

Step 11: Complete Vendor Registration

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

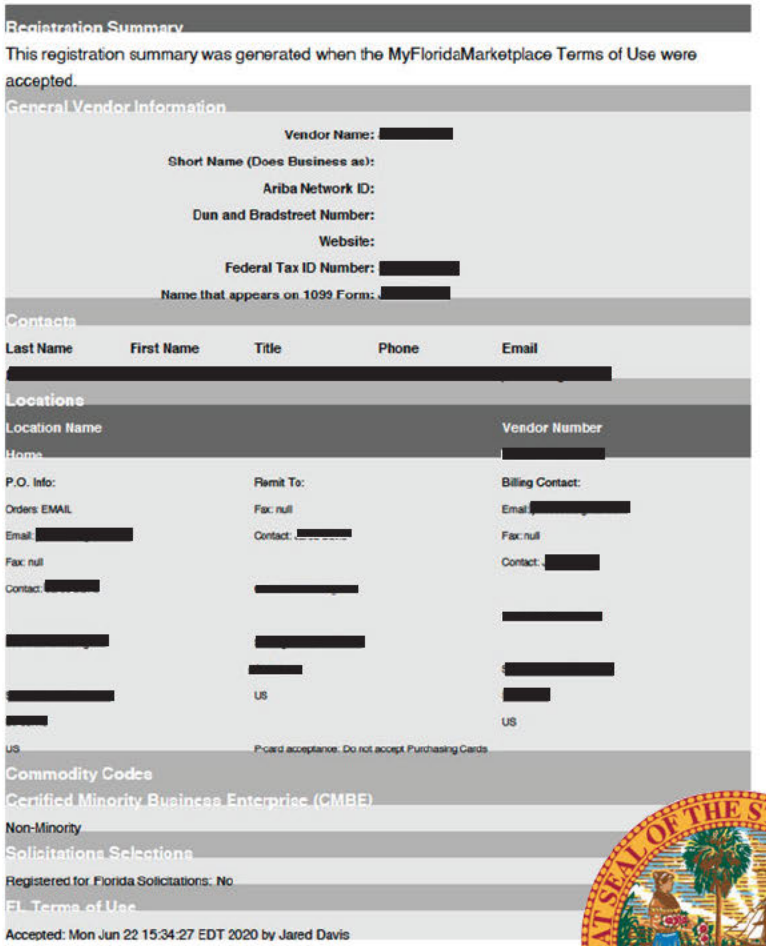


Step 12: Check Email – Copy of MFMP Registration

- Congratulations! You have now completed the registration with the State of Florida, MyFlorida Market Place.

- You will receive another email that has a copy of the Registration Summary attached to it. Open this document to confirm all is accurate, then download it to your computer.

- Then email this MFMP Registration Summary to your account manager and they will add to your application folder.



Registration Summary

This registration summary was generated when the MyFloridaMarketplace Terms of Use were accepted.

General Vendor Information

Vendor Name: [redacted]
Short Name (Does Business as):
Ariba Network ID:
Dun and Bradstreet Number:
Website:
Federal Tax ID Number: [redacted]
Name that appears on 1099 Form: [redacted]

Contacts

Last Name	First Name	Title	Phone	Email
[redacted]				

Locations

Location Name		Vendor Number
Home		[redacted]

P.O. Info:
Orders EMAIL
Email: [redacted]
Fax: null
Contact: [redacted]

Remit To:
Fax: null
Contact: [redacted]
US

Billing Contact:
Email: [redacted]
Fax: null
Contact: [redacted]
US

P-card acceptance: Do not accept Purchasing Cards

Commodity Codes

Certified Minority Business Enterprise (CMBE)

Non-Minority

Solicitations Selections

Registered for Florida Solicitations: No

FL Terms of Use

Accepted: Mon Jun 22 15:34:27 EDT 2020 by Jared Davis