

MyFloridaMarketPlace (MFMP) VENDOR REGISTRATION Vendor Information Portal (VIP)

STEP 1: GETTING STARTED

- To begin the vendor registration process, visit: <https://vendor.myfloridamarketplace.com>
- Have the following information on hand:
 - **Company Name** – Official name in which you conduct business and Doing Business As (DBA) Name, if applicable.
 - **Federal Tax ID Number** – Official number used to report and pay taxes for your business, this includes Social Security number for individuals/sole proprietors. If you do not have a FEIN number, it is strongly recommended that you take a few minutes to get one at www.IRS.gov to obtain one.
 - **Tax Filing Information** – Tax filing information including official vendor name, found on 1099 or W-9 forms.
 - **Business Location Information** – Name, address, phone number, fax or e-mail.
 - List of commodity class and group codes appropriate for your business. These can be looked up in the system as well.
 - State of Florida issued sequence and Personal Identification Number (PIN) is needed for previously registered vendors from the SPURS system.

STEP 2: CHOSE YOUR USERNAME AND PASSWORD

- You will be required to setup a username and password for your account.
- Username must be 6- 12 characters and can contain letters and numbers. Password must be 6-15 characters; can contain letters and numbers. Both your username and password are case sensitive.

STEP 3: IDENTIFY YOUR MAIN CONTACT

- Identify and authorize an individual in your business to be a primary point of contact for MFMP.
- The following information is required for the Main Contact -
 - Full Name
 - Title
 - Phone Number
 - E-mail Address
 - Fax Number (optional)

The person completing the registration will default as the Main Contact on the registration; however, you may designate a different individual as the Main Contact person for the registration.

STEP 4: PROVIDE YOUR GENERAL INFORMATION

- **Company Name** - Identify your business name. IF you use a DBA name, you can enter that separately.
- **Official Name** - Identify the official name in which your business is authorized by the Internal Revenue Service to receive payment for goods and services you provide. This is typically the name on your W-9 or 1099 form that is associated with your federal tax ID number. If you are an individual, it is the name associated with your Social Security number.
- **Company Website (optional)** - Identify your company's website within your vendor registration account.
- **Florida Revenue ID Number (optional)** - If registered with the Florida Department of Revenue to collect sales tax, you may identify your Florida Sales Tax Certificate Number.

STEP 5: CREATE YOUR BUSINESS PROFILE

- Identify the appropriate business designation that best describes your company's organizational structure.
- You can only select one Business Designation. Keep the following in mind–
 - *If you select a Corporation, you must have information on hand to provide the date of incorporation.*
 - *If you select "Government Entity" or "Not-for-Profit," the Florida Department of Management Services reserves the right to audit this designation.*
 - *Keep any information/paperwork that serves as proof of this business designation.*

STEP 6: COMPLETE YOUR PROFILE

- Follow the steps in the portal to complete your profile. You will need to identify information including order information, remit information, and billing information.
- To review the requirements to become a certified minority business at: <http://dms.MyFlorida.com/osd>

Need assistance? Please contact the MyFloridaMarketPlace (MFMP) Customer Service Desk at 1-866-352-3776 or by email at vendorhelp@myfloridamarketplace.com