Florida Timber Recovery Grant Program

How to sign up with MyFlorida Market Place (MFMP) Guide
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/](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”.

[Diagram of Certified Business Enterprise Registration]

[Text: Florida’s Office of Supplier Diversity (OSD) certifies the state’s minority, woman- and veteran-owned businesses. Being a Florida Certified Business Enterprise enables you to gain find-fair referral, which means you are the first group of businesses referred to state agencies seeking diversity in their cluster and purchasing opportunities.]

[Radio buttons: Are you seeking a certification as a woman, veteran, and/or minority-owned business from the Office of Supplier Diversity (OSD)?]

- Woman-Owner Designation:
  - Non-Woman-Owned
  - Woman-Owned

- Veteran-Owner Designation:
  - Non-Veteran-Owned
  - Veteran-Owned

- Minority-Owned Designation:
  - Non-Minority-Owned

[Note: Upon completion of your MyFloridaMarketPlace vendor registration, you will be required to submit all appropriate documentation necessary for your certification. For more information on the certification process, certification criteria, and renewal, visit www.dms.myflorida.com/osp.]
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”
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
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.
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.