**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
- **Visit** [vendor.myfloridamarketplace.com](http://vendor.myfloridamarketplace.com).
- Complete the **New Vendor Registration** box and enter the following information:
  - **Company Name**
  - **Tax ID Type** (FEIN, Foreign, or SSN)
  - **Tax ID**

**Note:** Foreign vendors who do not have an FEIN with the IRS must contact the MFMP Customer Service Desk to complete their registration.

### Step 2: Create a Username and Password
- Create a username and password.
- Both usernames and passwords are case sensitive and must meet the following criteria:
  - **Usernames** – six to 12 characters
  - **Passwords** – six to 15 characters
  - Alphanumeric characters only (no special characters)

### Step 3: Enter the Main Contact Information
- Enter the following contact information for your company’s primary point of contact:
  - **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.

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).

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 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](https://unstats.un.org/unsd/sna/cd/ccc/codemap/cccmap.htm) 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](https://www.mfmp.gov) online training.
Step 9: Sign up to Receive Solicitations / Quote Requests

- **Solicitations** – sign up to receive electronic solicitations or request 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.

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.

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](http://www.dms.myflorida.com/mfmp/vendor) to register and submit the form.

  For more information, see the following:
  - MFMP TV W-9 Video
  - W-9 Frequently Asked Questions (FAQs)

**Resources**

- MFMP Customer Service Desk
  - Phone – 866-352-3776
  - Email – vendorhelp@myfloridamarketplace.com