

PRP POST FOR AGENCY TERM CONTRACTORS

Issue 17

June 19, 2023

SUCCESS STORIES AND HELPFUL TIPS

The rate and language amendments were effective June 1, 2023.

If you are still receiving paper checks, we encourage you to sign up for EFT payments as they are quicker and will alleviate any problems you may experience with the mail. <https://www.myfloridacfo.com/division/aa/vendors>

You can [sign up](#) for a variety of digital newsletters, updates and announcements about the Department's programs, activities and events.

View the [Monthly Dashboard Update](#) for discharge status, program metrics, and encumbrance activity.



Sharing Information with Our Contractors

- If work is completed prior to or without a Purchase Order (PO) or Change Order (CO) issued to authorize the work, then payment cannot be made (See Compensation Section 5.A in the contract).
- In order to update your email address, Next Generation MyFloridaMarketPlace, Ariba on Demand (AoD), requires you to create a new contact in VIP, then associate that contact to the location code that you previously informed PRP to use for POs. Contact your Contract Manager if you need to know which location code was utilized for POs. In addition to updating VIP, you will also need to update the email address in the SAP business portal. [Contact Us \(sap.com\)](#) or MFMP Help Desk at 866-FLA-EPRO (866-352-3776) for additional information.
- Do not request to cancel any location codes via AoD or VIP as this causes issues with change orders and invoices in AoD.
- Below is a link that discusses registering, chargeable thresholds and Ariba fees. [Do I have to pay to use Ariba?](#)
- When submitting a Retainage only invoice, include the previous deliverable review letter.
- Please email Russell.Rhodes@floridadep.gov and Adina.R.Phillips@floridadep.gov when withdrawing an invoice that has already been submitted to the Accounting Invoices email box.
- ESSA deliverable submittal portal is now in production and has been enhanced to allow including additional email recipients. Please use the following link to submit deliverables to PRP [Home | DEP Business Portal \(fldepportal.com\)](#). Instructions for use are available at [Guidance for Submitting Deliverables Electronically through the Business Portal for the Petroleum Restoration Program](#)

This newsletter is not intended nor should it be construed to modify any federal, state or local rules or regulations or the Amended & Restated Agency Term Contract.
