SITE MANAGER'S MFMP GUIDE

A Tool for Site Managers

Updated 2/09/21

SITE MANAGER'S MY FLORIDA MARKET PLACE (MFMP) GUIDE

NOTE: This guide is meant to be a brief, supplemental guide for Site Manager use. For more advanced MFMP guidance please visit the Florida Department of Management Services.
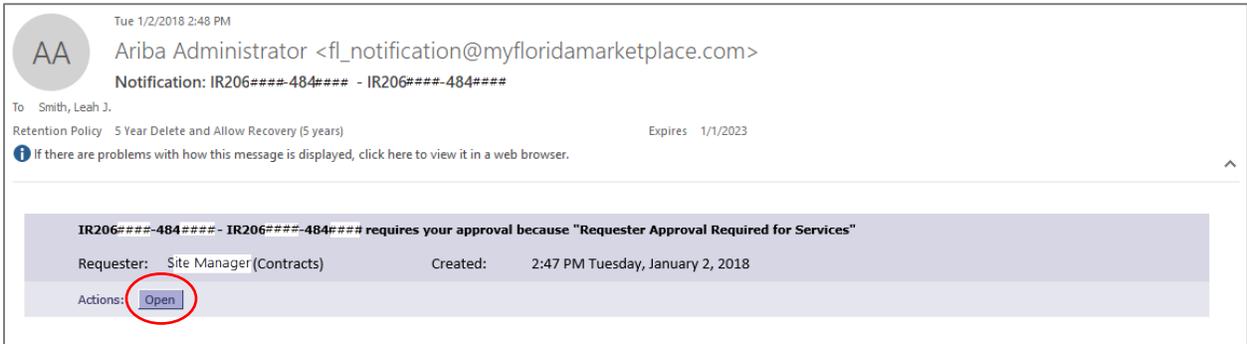
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I. REVIEWING AND APPROVING A PURCHASE ORDER IN MFMP

1. The Site Manager should receive an email from Ariba Administrator with an email title consisting of "ACTION REQUIRED ".


2. Select the "Open" button embedded in the email to launch MFMP.

3. An Internet Explorer page should automatically launch once the "Open" button is selected. If the Site Manager is not already logged into MFMP a prompt will appear to login prior to viewing the invoice. Enter the username and password accordingly.
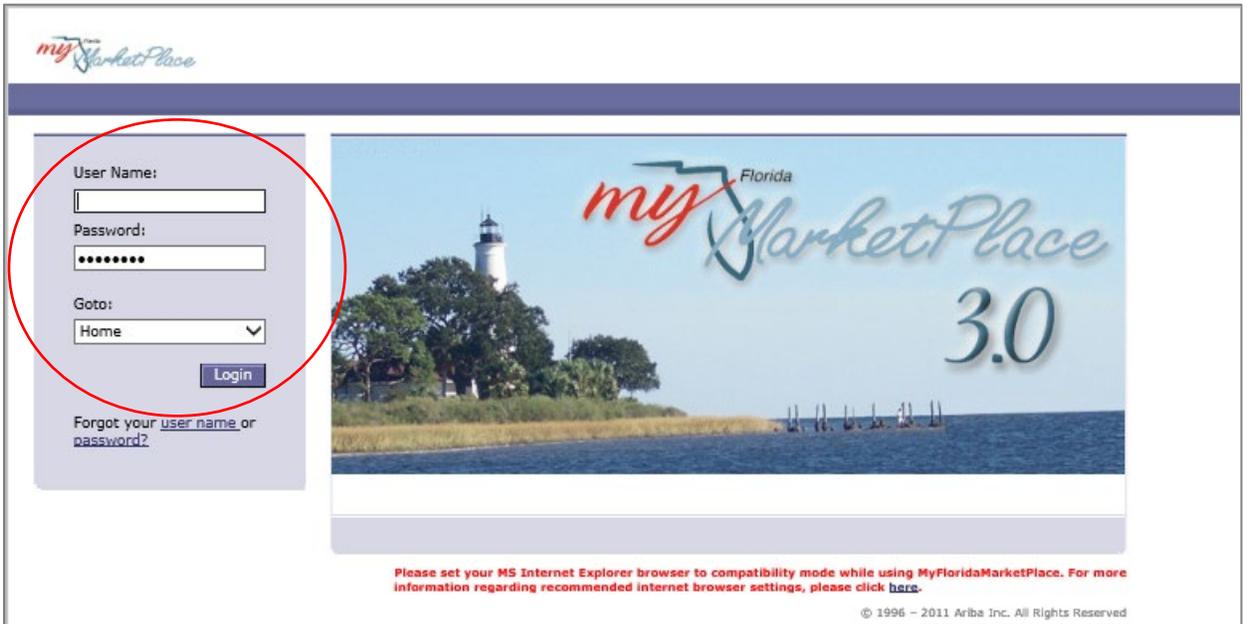
4. Once logged in, MFMP should open to the "Procurement" tab in MFMP.
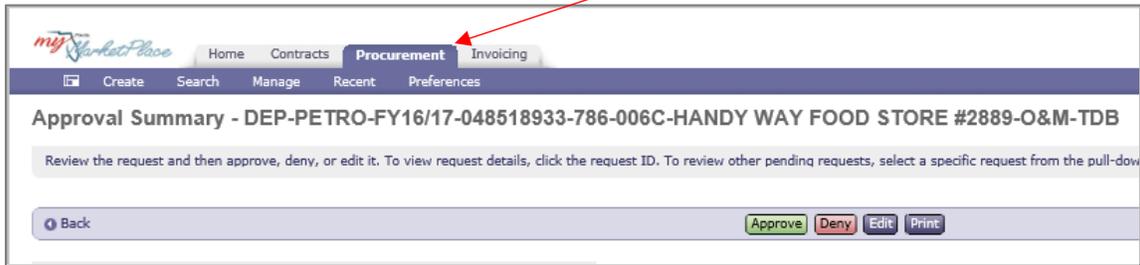
5. The Site Manager should review the following information in their MFMP Purchase Requisition (PR) for quality assurance: Facility ID # (9-digits), Task Assignment # (without GC), Site Name (should match STCM), Site Manager Name, and Purchase Order (PO) End Date.
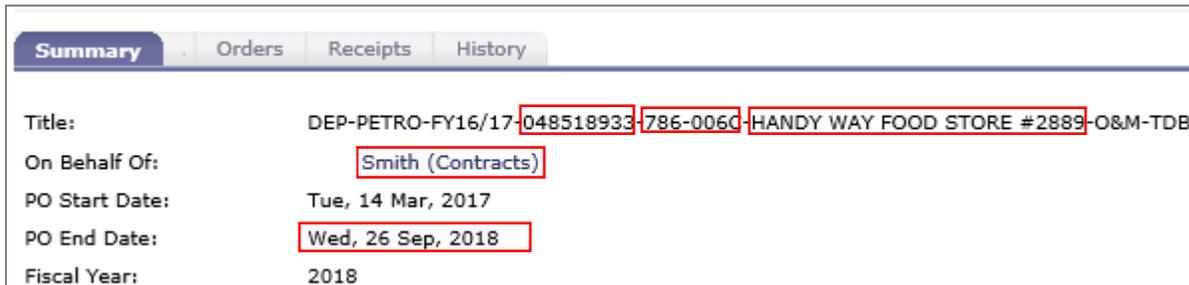
6. The Site Manager should review the Phase/Activity, STCM Facility Name, STCM Facility Address, Facility ID #, and the Total Cost. The Total Cost should match the Attachment B – SPI.
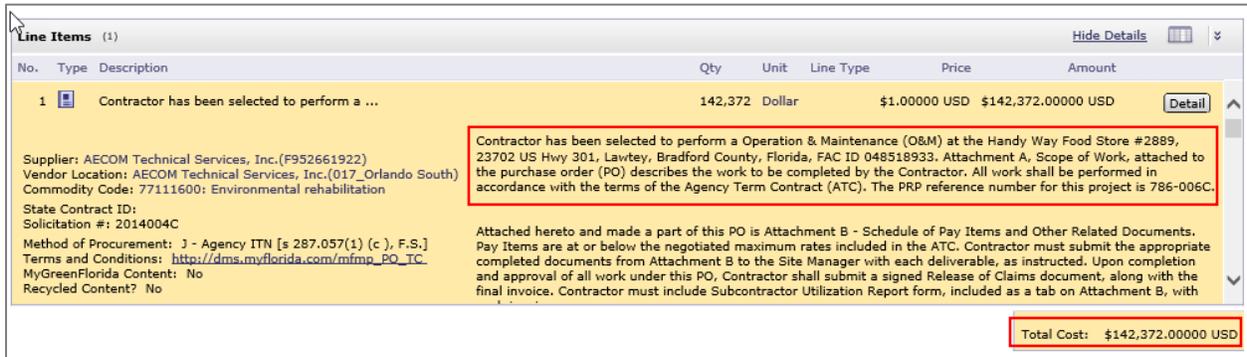
7. Confirm the "Deliver To:" matches the "On Behalf Of" (i.e. Site Manager) named at the top of the PR.

8. Read any comments. If an arrow appears before the person's name, click on it to view replies. If a reply to a comment is needed, click reply and enter text. To view the email address for the person that created the comments click their name.

9. Open all Attachments to review by selecting the Download links.

Attachment A – Phase Scope of Work – FDEP Facility ID #.pdf:

- o Open the PDF version of this document to ensure that all sections are legible and not cut off.
- o Verify that the compiled document contains all the correct items.
- o Verify all tables and figure(s) are attached and match the references listed under the task description(s).
- o Verify Figure Reference #, Facility ID # and FDEP Facility Name are correct - as the FDEP Facility Names often change.

Attachment B – Schedule of Pay Items & Other Related Documents – FDEP Facility ID #.xlsm:

- o Open this document to ensure the document is the one submitted for PR Creation.
- o On the Invoice Rate Sheet tab, check the total listed at the bottom next to FDEP Cost Share matches the total in the MFMP PR.

10. Other documents that may need to be reviewed include:
    - o **Cost Share Agreement – FDEP Facility ID #**: Is the document attached? Does it include all required pages and any attachments?
    - o **Quotes – FDEP Facility ID #**: When Attachment B contains Reimbursable line items, then quote(s) must be included as an attachment. Quotes must contain sufficient details so there is no question as to what is being purchased. The only exceptions to the quote attachment rule are Permit Fees (documentation is not needed) and Utilities and Franchised services.

11. If no problems are found during the review, select the "Approve" button to approve the PR. A comment must be entered to indicate the discharge eligibility program, CAP amount and the amount remaining in the CAP (see below example language). Additional comment information is recommended if an explanation or clarification would be helpful for others reviewing.

If a problem or error is found during the review, select the "Deny" button, document the issue in the comment box and work with the PR Creator to correct any issue(s) and resubmit the PR.

Example Language
1. Discharge ATRP Eligible with no CAP – attached documents have been reviewed and are correct.
2. Discharge PLRIP ($300,000 CAP) – attached documents have been reviewed and are correct and the $47,256.12 remaining funds in the CAP are adequate to cover the costs in this PO.

3. Discharge PLRIP ($300,000 CAP) and another PLRIP ($400,000 CAP) and the plumes are mingled. The attached documents have been reviewed and are correct and the $576,423.17 remaining funds in the CAPs are adequate to cover the costs in this PO.

II. REVIEWING AND APPROVING A REQUEST FOR CHANGE IN MFMP

1. Similar to reviewing and approving a PO (above), when a Request for Change (RFC) or Change Order (CO) is ready for review and approval the Site Manager will receive an email indicating "ACTION REQUIRED".

2. Select the "Open" button embedded in the email to launch MFMP and log in accordingly.
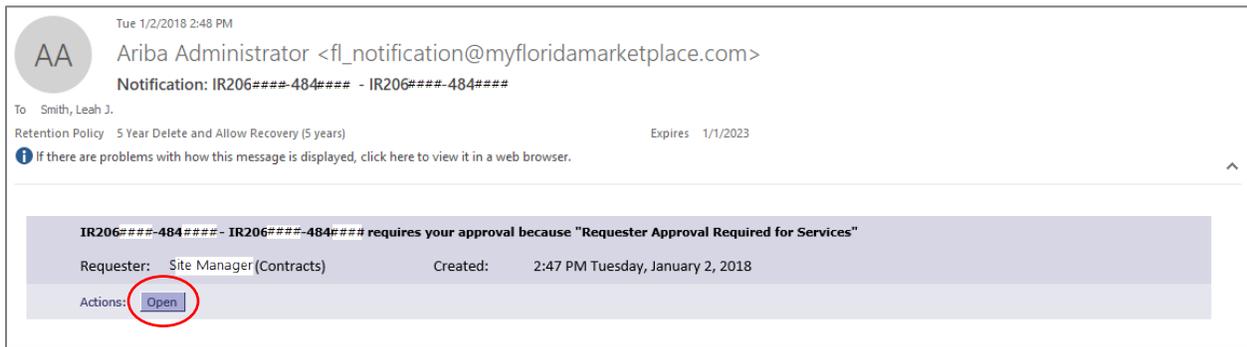
3. The Site Manager should review the Site Manager Name, "On Behalf Of:" since facilities are sometimes transferred in the middle of a scope of work.
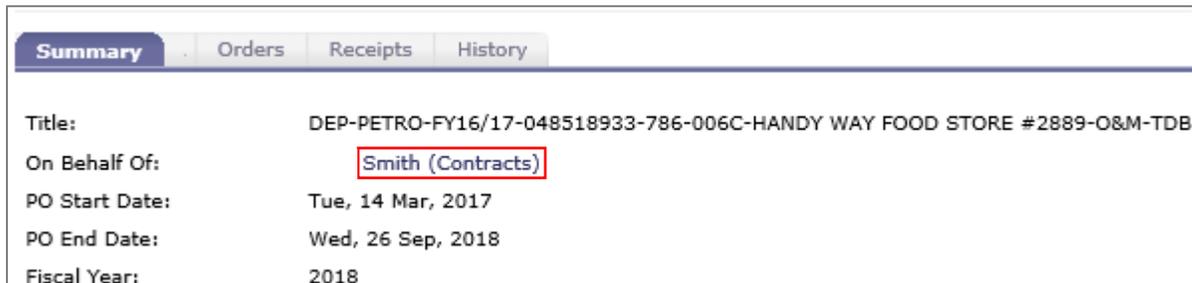
4. Similarly, confirm the "Deliver To:" matches the "On Behalf Of" (i.e. Site Manager) named at the top of the PR.

5. Review any comments in the Comment section. All Version changes to the PO (zero cost/increase/decrease) should result in a change order # Comment by the person initiating the change. If you receive a Version change and do not see any information indicating the reason why you have a new Version, contact the person who initiated the Version change, which may be located under the most recent Version's history tab. Things to review include:
   o Is the Change Order number correct?
   o Is the cost correct, and does it match the total cost in the Line Item section and the revised Attachment B?
   o If there were due date extensions or a Period of Service (PO) End Date extension, are the due dates correct?
   o Determine if there are any comments that require a response. Respond by selecting the Reply button and entering the necessary information.

   Review of Attachment B (Revision #) – Schedule of Pay Items & Other Related Documents – FDEP Facility ID # include:

   o Open this document to ensure it is the one submitted. If there is no cost associated with the CO, no changes should have been made to this document (except for Site Manager Changes, where the Site Manager information has been updated).
   o On the Invoice Rate Sheet tab, check the total listed at the bottom next to FDEP Cost Share to ensure it matches the total in the MFMP PR.
   o Verify that the CO amount plus the previous PO amount total the amount listed next to the FDEP Cost Share.
   o If the CO was issued to move costs from one Task to another, verify that this change is reflected.

   Review of PO # - CO #, TK # - FDEP Facility ID # include:

   o This document should contain the fully approved RFC form and all supporting documentation, including quotes.
   o All reimbursable line items require their respective backup documentation included within the CO document.
   o Quotes must contain sufficient detail so there is no question as to what is being purchased. The only exceptions to the quote attachment rule are Permit Fees (documentation is not needed) and Utilities and Franchised services.

6. If no problems are found during the review, select the "Approve" button to approve the PR. A comment is required (if this is a cost RFC) regarding the discharge eligibility program, CAP amount and the amount remaining in the CAP to verify that the new PO amount is still below the remaining funds. Note that remaining funds may have changed from the initial PO issuance if final invoicing was processed on other POs. See Example Language in section 11 (page 5) above under **REVIEWING AND APPROVING A PURCHASE ORDER IN MFMP.** Additional comment information is recommended if an explanation or clarification would be helpful for others reviewing.

If a problem or error is found during the review, select the "Deny" button, document the issue in the comment box and work with the PR Creator to correct any issue(s) and resubmit the PR.

If additional information is needed for the Contract Manager or Gatekeeper that is not in the Version's respective documents, please leave a comment upon approval.

III. APPROVING AN INVOICE IN MFMP

1. The Site Manager should receive an email from Ariba Administrator with an email title consisting of "Notification: IR#######-####### ". Select the "Open" button embedded in the email to launch MFMP.
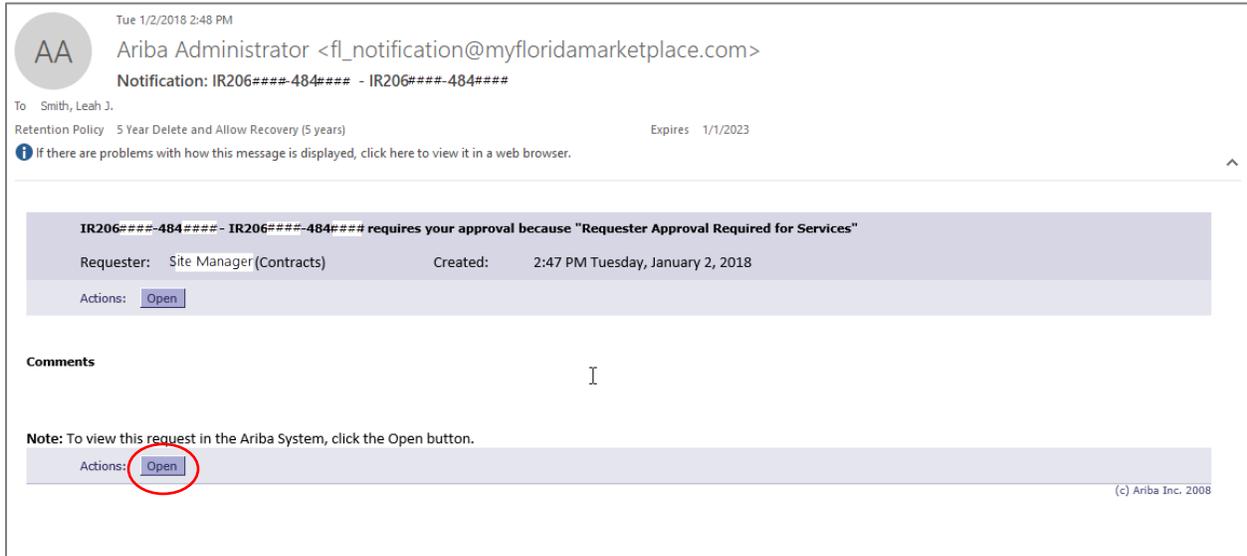
2. An Internet Explorer page should automatically launch once the "Open" button is selected. If the Site Manager is not already logged into MFMP a prompt will appear to login prior to viewing the invoice. Enter the username and password accordingly.
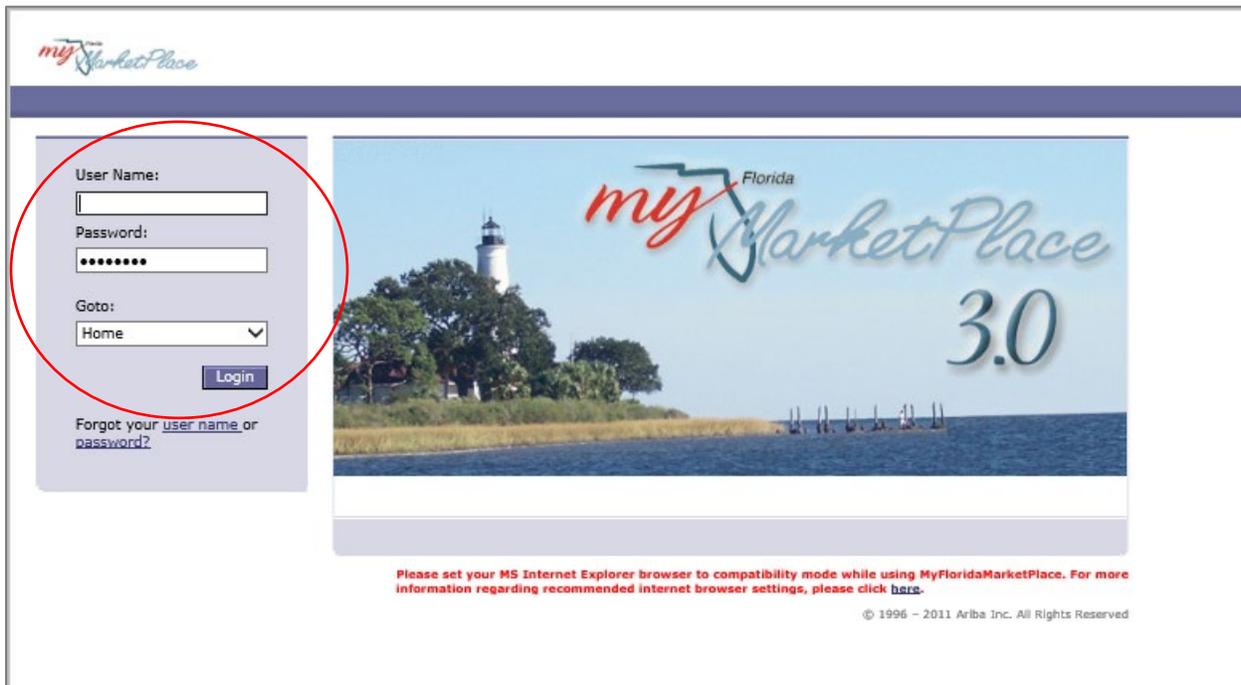
3. Once logged in, MFMP should open to the "Invoicing" tab in MFMP. Select the "Open" button to open the invoice.

If the above page does not automatically open, invoices that need to be reconciled can also be found under "Manage" and "Reconcile Invoice". Selecting this should provide a list of invoices awaiting approval.

4. Once the "Open" button has been selected an invoice submittal page should appear. This is where the Site Manager can access the invoice for review. Select the invoice number underlined and in purple on the left to open the invoice.

5. A new "Summary" tab will appear. Select "Download" to review the pdf copy of the invoice.

Select "Open" to review the invoice.

See Purchase Order Invoice Processing Checklist/Guidance for additional information on reviewing an invoice.

6. Once the invoice has been reviewed and is ready for approval close the pdf copy, select the "Back" button on the top left corner of the screen, directly above the "Summary" tab.

7. This will lead back to the invoice submittal page (step #4).

8.   Enter the Site Manager statement in the "Comments" section and select "Submit" to submit the invoice approval.

The procurement invoice approval & certification statement is:

> *I, [Site Manager's Name], certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.*

9. If an invoice is being approved as a delegate (i.e. for another Site Manager), the Delegation Memo should be added as an attachment prior to submitting the invoice. Select "Add Attachment" and upload the delegation memo in pdf format. See the next section on how to delegate in MFMP.

The procurement invoice approval & certification statement if the Site Manager is delegated for someone else is:

I, [Delegate Site Manager's Name] on behalf of [Site Manager's Name], certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.

10. Upon submittal, a confirmation page will open stating that the invoice was successfully reconciled and submitted.
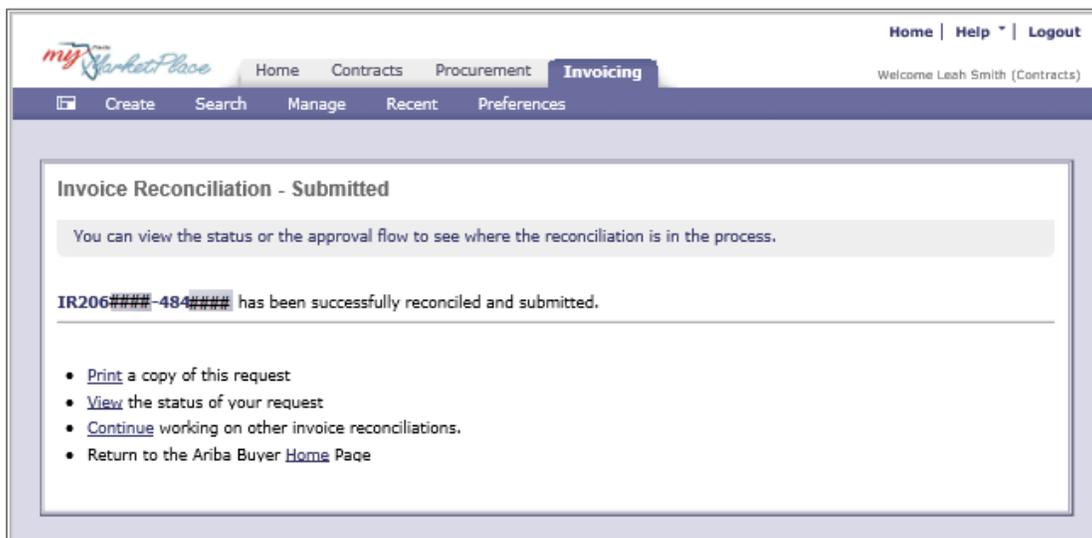
NOTE:

- Invoices should be approved as soon as possible.
- If a Site Manager needs to deny an invoice for any reason, the accounting associate who submitted the invoice should be contacted prior to rejecting the invoice. Often errors can be corrected without rejecting the invoice.

IV. DELEGATING IN MFMP

If a Site Manager is going to be out of the office for more than one day, a delegation memo should be created and the Site Manager should delegate their MFMP account so work may continue in their absence. The delegation will not start in MFMP until approved by an MFMP supervisor, so adequate time for review and approval is necessary.

1. Create Delegation Memo and send a copy to the delegate and supervisor to authorize the delegate to review and approve all invoices, POs, and COs in MFMP. Make sure the exact date range is included and routed through the Site Manager's supervisor.

2. Log into MFMP.

3. Select preferences.

4. Select "Delegate Authority".
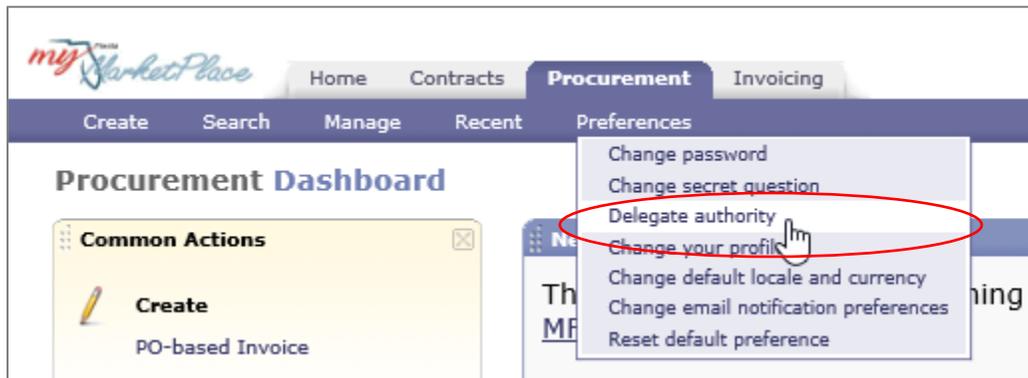
5. Click on the "Delegatee" dropdown button, or select "Search for More" to search for and select the person who will be delegated.

Enter the start and end dates, and a comment for reason for the delegation (i.e. vacation, or training, etc.). Check the notification option if desired.
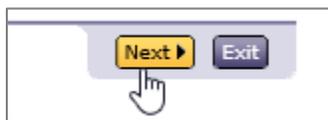
The delegation starts at 12:00 a.m. on the start date selected and ends at 11:59 p.m. on the end date selected. Select the first full day out of the office as the start date, and the day before returning as the end date.

6. Click "Next" on the right side of the screen. This will allow the Site Manager to see the approval flow.

7. Click "Next" again.

8. Review any changes and select the "Submit" button.

Once the delegation begins, the delegate logs into the system and chooses who to work as (i.e. themselves or the person they are delegated to act on behalf of). Approvals completed by a delegate display in both the Approval Flow tab and the History tab.

Note: If approving an invoice on behalf of someone else, the invoice certification statement is different: *I, [Delegate Site Manager's Name] on behalf of [Site Manager's Name], certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.*

V. VENDOR PERFORMANCE RATING

The Site Manager will receive an automated email from Vendor Performance Tracking through MFMP with an email entitled "Rate the Vendor ". Agency Term Contractors are rated through the Contractor Performance Evaluation (CPE), in accordance with Rule 62-772.300, F.A.C. Therefore, the Vendor Performance Tracking through MFMP does not need to be completed and Site Managers should disregard this email.

Fri 1/12/2018 10:10 PM

V

vendorperformancetracking@myfloridamarketplace.com

Rate the Vendor

To

Retention Policy   5 Year Delete and Allow Recovery (5 years)   Expires   1/11/2023

You are designated as the requester or MFMP Contract contact on one or more recently completed MyFloridaMarketPlace transactions.

To access a Vendor Performance Rating (VPT) you can take the following steps:

*   Login to Ariba Buyer at https://buyer.myfloridamarketplace.com/Buyer/Main/
*   Click Manage
*   Choose Vendor Performance
*   Click "Submit Pending Vendor Ratings"

Submitting the Vendor Performance Rating is optional, but is greatly encouraged to support vendor performance management and informed vendor selection for future business. You have 30 days to submit your Vendor Performance Rating for this transaction, after which the rating request will be purged.

This is an auto-generated email message. Please do NOT reply to this email.

If you have any questions regarding this email or Vendor Performance Tracking, please use the links provided below for general information and FAQ's:

Vendor Performance Tracking Fact Sheet and FAQs: http://www.dms.myflorida.com/agencycustomer/vpt

Thank you for addressing this matter promptly.