

Vendor Information Portal Email Notifications

Step 1: Go to <https://vendor.myfloridamarketplace.com/vms-web/spring/login>

The screenshot shows the Vendor Information Portal interface. At the top, there is a logo for 'my Florida Market Place' and the title 'Vendor Information Portal'. Below the title are two images: one of oranges and one of a beach scene. The main content area is titled 'Welcome to the State of Florida's Vendor Information Portal!' and contains a welcome message, a link to requirements, and two registration options: 'Vendor Login' and 'New Vendor Registration'. The 'Vendor Login' form has fields for 'Username' and 'Password' and a 'Login' button. The 'New Vendor Registration' form has fields for 'Company Name', 'Tax ID Type' (with a dropdown menu set to 'FEIN'), 'Tax ID', and 'Re-enter Tax ID', along with a 'Register' button. A large orange 'or' is placed between the two forms. Below the forms, there is a note about entering company name and tax ID, a disclaimer about using FEIN vs. social security numbers, and a note about state-issued sequence numbers and PINs. At the bottom, there is a footer with copyright information and contact details for customer service.

Login as a Registered Vendor



Register as a New Vendor



Step 2: Verify Main Email Address

The screenshot shows the Vendor Information Portal interface. At the top, there is a navigation bar with 'Registration :: Billing :: Performance' and a welcome message 'Welcome, Lisa Wilkerson ::'. Below this is a banner with the text 'Vendor Information Portal' and three images: oranges, a space shuttle, and a beach. A 'Vendor Summary' section contains an 'I want to:' dropdown menu currently set to 'View/Edit My Contacts' and a 'Go' button. The main content area is divided into several sections: 'Vendor Information' (Vendor Name: Florida Dept. of Transportation, FEIN: F593024028), 'Vendor Registration' (Ariba Network ID, Dun and Bradstreet Number, Company Website, Number of Contacts: 2, Number of Locations: 1, Main Contact: Wilkerson, Lisa), 'MFMP Fee Tracking' (Vendor Status: Non-State Term Contract, Billing and Collections Snapshot), and 'Performance Tracking' (Overall Rating: 3.0, Actual Submissions: 2, Potential Submissions: 3, Rating Categories).

Vendor Information

Vendor Name: Florida Dept. of Transportation **FEIN:** F593024028
1099 Name: Florida Department of Transportation

Vendor Registration

Ariba Network ID:
Dun and Bradstreet Number:
Company Website:
Number of Contacts: 2
Number of Locations: 1
Main Contact: Wilkerson, Lisa
Procurement Office
lisa.wilkerson@dot.state.fl.us
Phone: 850-414-4393
Fax: 850-414-4951

MFMP Fee Tracking

Vendor Status: Non-State Term Contract
Billing and Collections Snapshot
Prior MFMP Fee
Balance: \$0.00
Payments/Credits: \$0.00
New Charges: \$0.00
Current Balance \$0.00
Due:
Last Report Submitted:

Performance Tracking

Overall Rating: 3.0
Actual Submissions: 2
Potential Submissions: 3
Rating Categories
Performance to Specification: 3.0
Delivery: 3.0
Invoicing: 3.0
Customer Service: 3.0

[Print Vendor Registration](#)

Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#) :: [Glossary](#)

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

From the "I want to" drop down menu, select View/Edit My Contacts and then select Go.

Step 2: Verify Main Email Address

myFloridaMarketPlace

Registration :: Billing :: Performance Welcome, Lisa Wilkerson ::

Vendor Information Portal

Locations/Contacts I want to:

Locations/Contacts ?

Please add at least one entry to the Contacts and Locations sections below. Once you have completed this page, please click the 'Save Changes' Button to proceed with your registration. For more information, please click the information icon in the title bar above.

Contacts ?

Click the 'New Contact' Button to enter a new contact person. Click the 'Edit Contact' Button to review and edit existing contact information. For additional information regarding contact types, please click the information icon in the title bar above.

Name	Phone	Email
Lisa Wilkerson	850-414-4393	lisa.wilkerson@dot.state.fl.us
Jim Lane	850-414-7331	jim.lane@dot.state.fl.us

Locations ?

Click the 'New Location' Button to enter a new location for information by clicking the icon to expand the desired location. For additional information regarding location types, please click the information icon in the title bar above.

Name	Sequence
Central Office	001

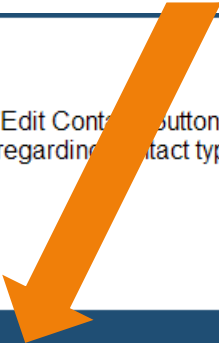
Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#) :: [Glossary](#)

Your bid notifications will be emailed to the Main contact reflected in the Contacts window. If you want to change the Main contact, select the Edit Button adjacent to Main.

Contacts ?

Click the 'New Contact' Button to enter a new contact person. Click the 'Edit Contact' Button to review and edit existing contact information. For additional information regarding contact types, please click the information icon in the title bar above.

Name	Phone	Email	Type	
Lisa Wilkerson	850-414-4393	lisa.wilkerson@dot.state.fl.us	Main	Edit Delete
Jim Lane	850-414-7331	jim.lane@dot.state.fl.us	Contact	Edit Delete



Step 3: Select Options to Receive Emails

The screenshot shows the 'Vendor Information Portal' registration page. At the top, there is a navigation bar with 'Registration :: Billing :: Performance' and a welcome message 'Welcome, Lisa Wilkerson ::'. Below this is a banner with the text 'Vendor Information Portal' and three images: oranges, a space shuttle, and a beach scene. A navigation menu includes 'Solicitations / Price Quote Requests' and 'I want to: View/Edit Solicitation Selections' with a 'Go' button. The main content area is divided into three sections: 'Solicitations / Price Quote Requests', 'Solicitations', and 'eQuote'. Each section contains instructions and radio button options for selecting email notification preferences. A 'Save Changes' button is located at the bottom of the form. The footer contains copyright information and links to 'Privacy Statement', 'Required Information', 'Terms of Use', 'Frequently Asked Questions', and 'Glossary'. A contact number '866-FLA-EPRO (866-352-3776)' is also provided.

myFloridaMarketPlace

Registration :: Billing :: Performance Welcome, Lisa Wilkerson ::

Vendor Information Portal

Solicitations / Price Quote Requests I want to: View/Edit Solicitation Selections Go

Solicitations / Price Quote Requests

Are you interested in expanding the way you do business with the state? Sign up now to receive electronic solicitations or price quote requests from agencies wanting to buy goods or services.

Solicitations

Please select an option below to register to receive electronic solicitations from the state of Florida.

MyFloridaMarketPlace Sourcing - The state's competitive bidding system

- Yes, I want to participate in electronic solicitations
- No, I do not want to participate in electronic solicitations (You may come back and register for this at a separate time.)

Vendor Bid System - the state's public posting site for advertisements, grants and bids

- Yes, I want to be registered in VBS and receive notifications
- No, I do not want to receive notifications from VBS (You may come back and register for this at a separate time.)

Your company name and address will be sent to the Vendor Bid System (VBS), the state's primary public posting site for advertisements, grants and bids to receive notices from the VBS solicitations.

eQuote

Please select an option below to register to receive price quote requests from the state of Florida

- Yes, I want to participate in eQuote.

If yes, please select an option for each of the following:

eQuote Contact: [SELECT EQUOTE CONTACT]

eQuote Location: [SELECT EQUOTE LOCATION]

- No, I do not want to participate in eQuote.

(You may come back and register for this at a separate time.)

Save Changes

Copyright © 2009 State of Florida | Privacy Statement :: Required Information :: Terms of Use :: Frequently Asked Questions :: Glossary

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

From the "I want to" drop down menu, select View/Edit Solicitation Selections and then select Go.

Step 3: Select Options to Receive Emails



Solicitations / Price Quote Requests ?

Are you interested in expanding the way you do business with the state? Sign up now to receive electronic solicitations or price quote requests from agencies wanting to buy goods or services.

Solicitations ?

Please select an option below to register to receive electronic solicitations from the state of Florida.

MyFloridaMarketPlace Sourcing - The state's competitive bidding system

- Yes, I want to participate in electronic solicitations
- No, I do not want to participate in electronic solicitaitons
(You may come back and register for this at a separate time.)

Vendor Bid System - the state's public posting site for advertisements, grants and bids

- Yes, I want to be registered in VBS and receive notifications
- No, I do not want to receive notifications from VBS
(You may come back and register for this at a separate time.)

Your company name and address will be sent to the Vendor Bid System (VBS), the state's primary public posting site for advertisements, grants and bids to receive notices from the VBS solicitations.

(You may come back and register for this at a separate time.)

Save Changes

Under the Solicitations box, you must select: "Yes, I want to participate in electronic solicitations" and "Yes, I want to be registered in VBS and receive notifications" in order to be electronically notified.

Step 3: Select Options to Receive Emails

The screenshot shows the 'myFloridaMarketPlace' Vendor Information Portal. The navigation bar includes 'Registration :: Billing :: Performance' and a welcome message for 'Lisa Wilkerson'. The main heading is 'Vendor Information Portal' with a banner image of oranges, a space shuttle, and a beach. Below this is a sub-heading 'Solicitations / Price Quote Requests' and a dropdown menu set to 'View/Edit Solicitation Selections' with a 'Go' button.

The main content area is divided into three sections:

- Solicitations / Price Quote Requests**: A text box asking if the user is interested in expanding business with the state and receiving electronic solicitations or price quote requests.
- Solicitations**: A section asking the user to select an option to register for electronic solicitations from the state of Florida. It includes two options:
 - MyFloridaMarketPlace Sourcing**: The state's competitive bidding system. Options are:
 - Yes, I want to participate in electronic solicitations
 - No, I do not want to participate in electronic solicitations (You may come back and register for this at a separate time.)
 - Vendor Bid System**: The state's public posting site for advertisements, grants and bids. Options are:
 - Yes, I want to be registered in VBS and receive notifications
 - No, I do not want to receive notifications from VBS (You may come back and register for this at a separate time.)
- eQuote**: A section asking the user to select an option to register for price quote requests from the state of Florida. It includes one option:
 - Yes, I want to participate in eQuote. ← (An orange arrow points from this option to the callout box on the right.)

Below the 'eQuote' section, there are two dropdown menus for 'eQuote Contact' and 'eQuote Location', both currently showing '[SELECT EQUOTE CONTACT]' and '[SELECT EQUOTE LOCATION]' respectively. There is also an option for 'No, I do not want to participate in eQuote.' and a note: '(You may come back and register for this at a separate time.)'

Under the eQuote box, you must select: "Yes, I want to participate in eQuotes" in order to receive price quote requests.

Step 3: Select Options to Receive Emails

The screenshot shows the 'Vendor Information Portal' registration page. At the top, there is a navigation bar with 'Registration :: Billing :: Performance' and a welcome message 'Welcome, Lisa Wilkerson'. Below this is a banner with the portal title and a search bar for 'Solicitations / Price Quote Requests'. The main content area is divided into three sections: 'Solicitations / Price Quote Requests', 'Solicitations', and 'eQuote'. Each section contains text explaining the benefits and options for receiving electronic communications. The 'Solicitations' section has two radio button options for participating in electronic solicitations and the Vendor Bid System. The 'eQuote' section has a radio button option for participating in eQuote and dropdown menus for selecting contact and location. A 'Save Changes' button is located at the bottom of the form, highlighted with an orange box and an arrow pointing to it from a callout box on the right.

Registration :: Billing :: Performance Welcome, Lisa Wilkerson ::

Vendor Information Portal

Solicitations / Price Quote Requests I want to: Choose an option Go

Solicitations / Price Quote Requests ?

Are you interested in expanding the way you do business with the state? Sign up now to receive electronic solicitations or price quote requests from agencies wanting to buy goods or services.

Solicitations ?

Please select an option below to register to receive electronic solicitations from the state of Florida.

MyFloridaMarketPlace Sourcing - The state's competitive bidding system

- Yes, I want to participate in electronic solicitations
- No, I do not want to participate in electronic solicitations
(You may come back and register for this at a separate time.)

Vendor Bid System - the state's public posting site for advertisements, grants and bids

- Yes, I want to be registered in VBS and receive notifications
- No, I do not want to receive notifications from VBS
(You may come back and register for this at a separate time.)

Your company name and address will be sent to the Vendor Bid System (VBS), the state's primary public posting site for advertisements, grants and bids to receive notices from the VBS solicitations.

eQuote ?

Please select an option below to register to receive price quote requests from the state of Florida

- Yes, I want to participate in eQuote.

If yes, please select an option for each of the following: ?

eQuote Contact: [SELECT EQUOTE CONTACT]

eQuote Location: [SELECT EQUOTE LOCATION]

- No, I do not want to participate in eQuote.
(You may come back and register for this at a separate time.)

Save Changes

Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#) :: [Glossary](#)

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

After updating Solicitations and eQuote, select Save Changes.

Step 4: Verify Commodity Codes are Inclusive



The screenshot shows the Vendor Information Portal interface. At the top, there is a navigation bar with links for Registration, Billing, and Performance, and a welcome message for Lisa Wilkerson. Below this is a banner with the text "Vendor Information Portal" and three images: oranges, a space shuttle, and a beach. A navigation bar below the banner has a dropdown menu labeled "I want to:" with "View/Edit Commodity Codes" selected, and a "Go" button to its right. The main content area is divided into three sections: "Locations/Contacts", "Contacts", and "Locations". Each section has a "Save Changes" button. The "Contacts" section contains a table of contact information.

Locations/Contacts ?

Please add at least one entry to the Contacts and Locations sections below. Once you have completed this page, please click the 'Save Changes' Button to proceed with your registration. For more information, please click the information icon in the title bar above.

Contacts ?

Click the 'New Contact' Button to enter a new contact person. Click the 'Edit Contact' Button to review and edit existing contact information. For additional information regarding contact types, please click the information icon in the title bar above.

Contact Information				
Name	Phone	Email	Type	
Lisa Wilkerson	850-414-4393	lisa.wilkerson@dot.state.fl.us	Main	Edit Delete
Jim Lane	850-414-7331	jim.lane@dot.state.fl.us	Contact	Edit Delete

Locations ?

Click the 'New Location' Button to enter a new location for your company. Review existing location information by clicking the icon to expand the desired location. For more information regarding entering location information, please click the information icon in the title bar above.

Central Office	Sequence 001	Edit	Delete	[+] View Details
----------------	--------------	----------------------	------------------------	----------------------------------

Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#) :: [Glossary](#)

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

From the "I want to" drop down menu, select View/Edit Commodity Codes and then select Go.

Step 4: Verify Commodity Codes are Inclusive

my Florida Market Place

Registration :: Billing :: Performance

Welcome, Lisa Wilkerson

Vendor Information Portal

Commodity Code Selection

I want to: Choose an option

Commodity Code Selection ?

Please choose the categories of goods and services that your company sells.

Add Commodity Code ?

Search Commodity Codes:

No Commodity Codes Returned

Current Commodity Codes ?

You currently have 1 commodity codes selected (Use the +/- to expand and contract the list)


[+] 973 CONTRACTUAL SERVICES, PROFESSIONAL

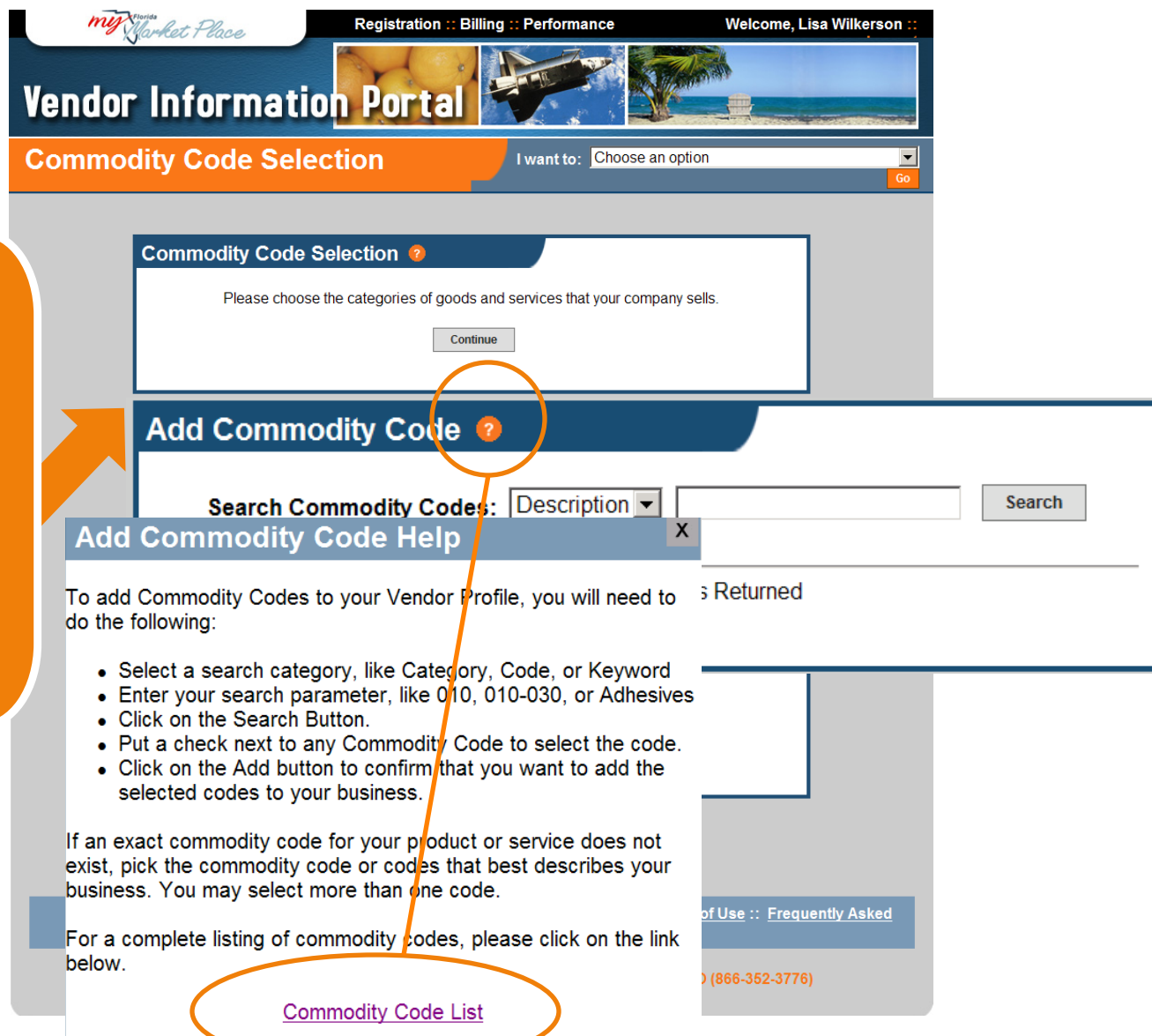
Copyright © 2009 State of Florida | [Privacy Statement](#) :: [Required Information](#) :: [Terms of Use](#) :: [Frequently Asked Questions](#) :: [Glossary](#)

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

Review the Commodity Codes listed in the Current Commodity Codes box. Select the +/- to expand or collapse the list as needed.

Step 4: Verify Commodity Codes are Inclusive

There are over 4,500 commodity codes. You may review the Commodity Code List by selecting the  icon and then selecting the Commodity Code List link.



myFlorida Market Place

Registration :: Billing :: Performance

Welcome, Lisa Wilkerson ::

Vendor Information Portal

Commodity Code Selection

I want to: Choose an option

Commodity Code Selection ?

Please choose the categories of goods and services that your company sells.

Add Commodity Code ?

Search Commodity Codes: Description

Add Commodity Code Help

To add Commodity Codes to your Vendor Profile, you will need to do the following:

- Select a search category, like Category, Code, or Keyword
- Enter your search parameter, like 010, 010-030, or Adhesives
- Click on the Search Button.
- Put a check next to any Commodity Code to select the code.
- Click on the Add button to confirm that you want to add the selected codes to your business.

If an exact commodity code for your product or service does not exist, pick the commodity code or codes that best describes your business. You may select more than one code.

For a complete listing of commodity codes, please click on the link below.

[Commodity Code List](#)

of Use :: [Frequently Asked](#)

(866-352-3776)

Step 4: Verify Commodity Codes are Inclusive

You may also search by selecting Description, Code or Category from the drop down menu. For example, select Description from the drop down menu, type a keyword, and select Search.

Select the commodity code to add by clicking in the box (adding a check mark), then select Add Selected Commodity Codes.

The screenshot displays the 'myFloridaMarketPlace Vendor Information Portal' interface. At the top, there are navigation links for 'Registration :: Billing :: Performance' and a user greeting 'Welcome, Lisa Wilkerson ::'. The main heading is 'Vendor Information Portal' with a 'Commodity Code Selection' sub-heading. A search bar contains the text 'I want to: Choose an option' and a 'Go' button. Below this, a section titled 'Commodity Code Selection' asks the user to 'Please choose the categories of goods and services that your company sells.' with a 'Continue' button. The 'Add Commodity Code' section features a search bar with 'Description' selected in the dropdown and 'batteries' entered in the text field. A 'Search' button is next to it. The search results show two items: '060-100 BATTERIES, WET CELL, ALL TYPES (INCLUDING ELECTROLYTE)' and '450-120 BATTERIES, NON-RECHARGEABLE AND RECHARG-EABLE TYPES (EXCEPT AUTOMOTIVE, MARINE, AND AVIATION IGNITION)'. The second item is selected with a checkmark. An 'Add Selected Commodity Codes' button is below the results, followed by another 'Continue' button. The footer contains copyright information for 2009 State of Florida and links for 'Privacy Statement', 'Required Information', 'Terms of Use', 'Frequently Asked Questions', and 'Glossary'. A customer service contact number '866-FLA-EPRO (866-352-3776)' is also provided.

Step 4: Verify Commodity Codes are Inclusive

myFloridaMarketPlace

Registration :: Billing :: Performance Welcome, Lisa Wilkerson ::

Vendor Information Portal

Commodity Code Selection

I want to: Choose an option

Commodity Code Selection ?

Please choose the categories of goods and services that your company sells.

Add Commodity Code ?

Search Commodity Codes:

Search Results:

- 060-100 BATTERIES, WET CELL, ALL TYPES (INCLUDING ELECTROLYTE)
- 450-120 BATTERIES, NON-RECHARGEABLE AND RECHARG-EABLE TYPES (EXCEPT AUTOMOTIVE, MARINE, AND AVIATION IGNITION)

Current Commodity Codes ?

You currently have 2 commodity codes selected (Use the +/- to expand and contract the list)

[-] 450 HARDWARE/SHELF HARDWARE/ALLIED ITEMS

- 450-120 BATTERIES, NON-RECHARGEABLE AND RECHARG-EABLE TYPES (EXCEPT AUTOMOTIVE, MARINE, AND AVIATION IGNITION)

[+] 973 CONTRACTUAL SERVICES, PROFESSIONAL

Copyright

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

The added Commodity Code is reflected in your Current Commodity Codes list.