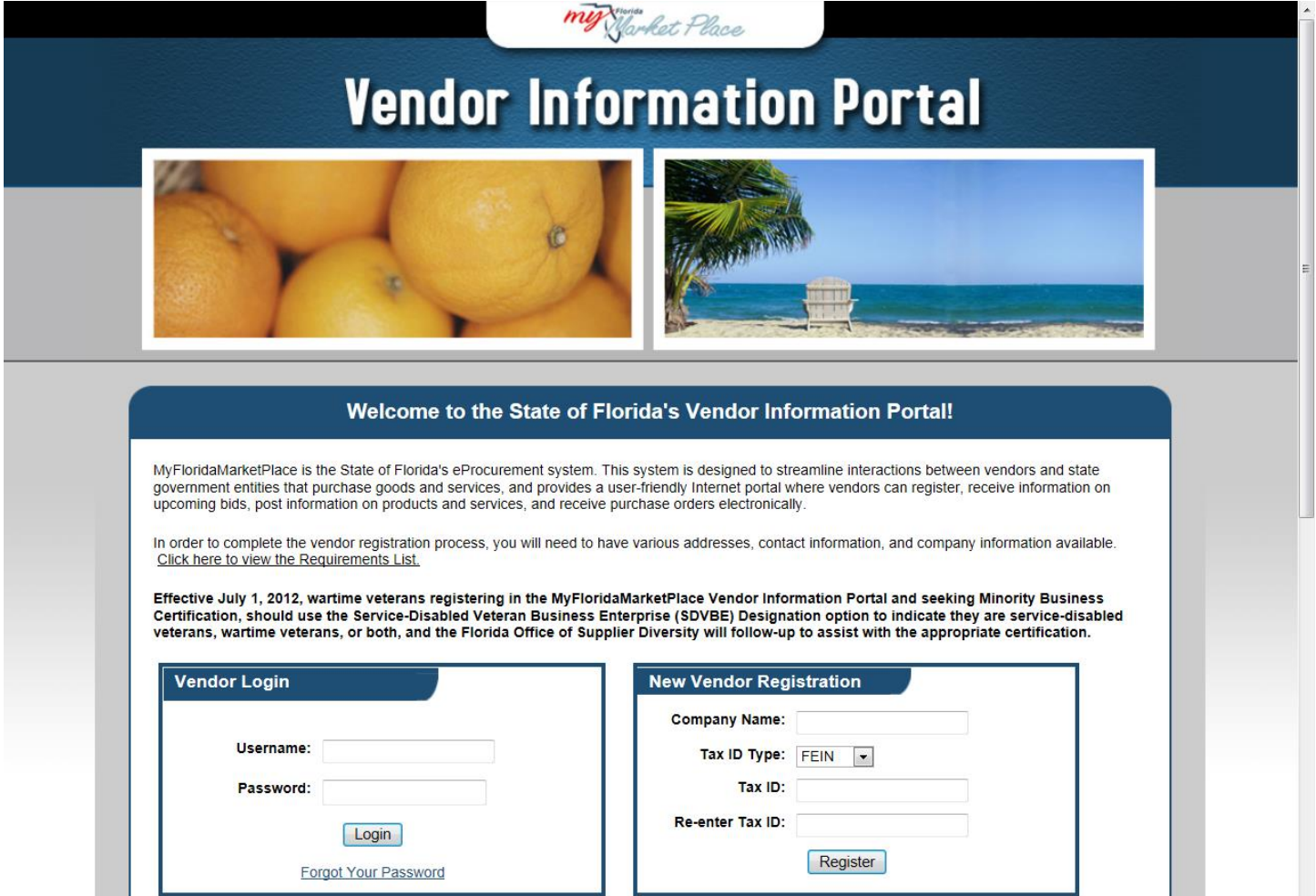


HOW DO VENDORS/CONTRACTORS RECEIVE THEIR PURCHASE ORDERS

1. Vendors register under the Vendor Information Portal (VIP).



2. Vendors decide how they are going to receive their purchase orders. Either by email, facsimile (fax), or the Ariba Supplier Network (ASN). The below screen shot shows you how to tell how you are to receive your purchase orders (Pages 2 through 3).
3. If you signed up to receive your purchase orders by the Ariba Supplier Network (ASN) or email, the below emails are sample screen shots of what you will receive (Pages 3 through 7). The email is directed to the contact person listed in the Vendor Information Portal (VIP).
4. It is very important that you keep your MFMP Vendor Registration account up-to-date. If your account information is not valid, the purchase order will fail to be delivered by email or fax. Ariba Supplier Network (ASN) vendors will have a website they can log into if the email fails. You can sign up for the Ariba Supplier Network (ASN) at the following website <http://supplier.ariba.com/>. There is a fee associated with using the Ariba Supplier Network (ASN) and the website for subscriptions and pricing is located at <http://www.ariba.com/solutions/sell/supplier-membership-program/pricing>. The Help Desk number for the

ASN is 888/892-7422. **We are asking our ASN Vendors/Contractors for the Petroleum Restoration Program please DO NOT use the flip option for invoicing.**

5. If you are not an ASN vendor and receive your purchase orders by email and the email address fails, the MFMP Helpdesk will try to send by an alternate method. If alternate method is not successful, you will be notified of the failure and will receive the purchase order and attachments by other means from the Department directly.
6. It is recommended that you use an email address that reaches multiple people to alleviate the issue above.

Vendor/Contractor VIP Display Sample

The screenshot shows a web portal titled "my Florida Market Place" with a navigation bar containing "Registration :: :: ::" and "Welcome, publicuser :: [Logout](#)". The main header features the text "Vendor Information Portal" and a "View Vendor Detail" button. The content area is divided into four sections: "General Vendor Information", "Certified Business Enterprise (CBE) Category", "Solicitations", and "Special Exceptions".

General Vendor Information	
Vendor Status / Effective Date:	AC /
Vendor Name:	MDM Services, Inc.
Short Name (Does Business As):	
Dun and Bradstreet Number (DUNS):	801863754
Website:	http://www.mdmservices.com
W9 Status:	Valid W-9 on File
DFS W9 Last Update Date:	Sep 7, 2011
Business Designation	Corporation
	Primary Place of Business: FL

Certified Business Enterprise (CBE) Category
Asian-American business, Certified / Non-Woman-Owned / Non-SDVBE

Solicitations
Registered for Sourcing: Yes, Date participated: 11/21/03 8:29 AM
Registered for VBS: Yes, Date participated: 10/23/09 11:02 AM

Special Exceptions	
Fee has been waived:	<input type="checkbox"/>
Terms of Use have not been agreed to:	<input type="checkbox"/>

Reluctant Vendor		
Reluctant Vendor:		
Florida Terms of Use		
Accepted:	Yes, 11/21/2003	
Accepted By:	Michael Silcott	
Contacts		
View Contact List		
Locations		
006 MDM Services, Inc. Status: AC Collapse		
Sequence Number: 6	Ariba Network ID:	<input type="text"/>
Order From:	Remit To:	Bill To:
Orders: EMAIL	Payment: USMAIL	Bill: EMAIL
Fax: 863-648-1106	Email: null	Email: karen.stone@mdmservices.com
Email: dhivy@mdmservices.com		Fax: 863-648-1106
Contact: Dhivy Sathianathan	Contact: Dhivy Sathianathan	Contact: Karen Stone
1055 Kathleen Road	1055 Kathleen Road	1055 Kathleen Road
Lakeland, FL 33805	Lakeland, FL 33805	Lakeland, FL 33805
Polk	Polk	Polk

MDM is registered to receive their purchase orders by email. This information is located under the "Locations" tab under the VIP Portal.

If registered as an ASN Vendor/Contractor, a Network ID Number will be listed here.

ASN Vendor/Contractor Sample Email

Message | A995B0.htm (54 KB) | Attachment N - Petroleum Restoration Program Terms and Conditions.doc (60 KB) | Attachment L - Bid Rate Sheet, Invoice & Release of Claims - FACID 418624423.xls (134 KB) | Attachment B - Site Specific Scope of Work 418624423.doc (113 KB) | Attachment O - MFMP Terms and Conditions.doc (41 KB) | Master Set of Attachments for Low Scored Assessments (LSA).pdf (929 KB) | E-Mail from Vendor Regarding Permits.pdf (87 KB) | Attachment C - Site Map 41-8624423.pdf (312 KB)

From: "State of Florida" [mailto:ordersender-prod@ansmtp.ariba.com]
Sent: Monday, February 10, 2014 7:17 AM
To: Dhivy Sathianathan
Subject: A995B0,State of Florida,AN-ORD-EID:prod:iui7vy8v9yrs2ni60:495:

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:	To: MDM Services, Inc.	Purchase Order
DEP-PETROLEUM RESTORATION PROGRAM SECTION 1	1055 kathleen road	(New)
BMC RM 451 MS 4540	Lakeland, FL 33805	A995B0
2600 BLAIR STONE RD	United States	Amount:\$25,534.00USD
TALLAHASSEE, FL 32399	Phone: +1 (863) 646-9130ext101	Version: 1
United States	Fax: +1 (863) 648-1106	
	Email: dhivy@mdmservices.com	

COMMENTS

- by Shoun Riley (Contracts), on Thursday 30 Jan 2014 10:44 AM GMT-05:00
 Note - Further refinement of the scope and changes to task items are anticipated and will be handled via change order.
- by Shoun Riley (Contracts), on Monday 3 Feb 2014 11:35 AM GMT-05:00
 General Overview for this Purchase Order – Perform Low Score Assessment (LSA) at the program facility – Mike’s Mini Mart, Inc., 5640 15th Street E., Bradenton, Manatee County, FACID #418624423. The Vendor must refer to Attachment A – General Scope of Service Requirements, Attachment B – Site Specific Scope of Work, and Attachment C – Site Map for the performance of all services within the Purchase Order. In addition the Vendor agrees with the terms and conditions in Attachment N – Petroleum Restoration Program Terms and Conditions and Attachment O – MFMP Terms and Conditions. The Vendor was selected in response to the FDEP issued Ariba Sourcing eQuote DOC#17985.

MDM Services identifies Michael Alexander, P.G., Charles J. Morgan, P.G., as the Upper Level Professional, the above ULPs also qualify as the Middle Level Professional, and Damaris Sepulveda-Stull as the Upper Level Technician, to satisfy the labor category requirement for this project. Dale Reinert and Donald Davis cannot be listed as Upper Level Technicians as they lack the A.S. degree they would need to qualify. The Vendors Resumes are attached hereto and made part of this Purchase Order as Attachment P – Vendor Resumes. Note only the above listed staff are approved to conduct activities under this Purchase Order. Resumes for additional staff must be submitted and approved in writing by the FDEP Site Manager prior to performance of activity.

Attached hereto and made a part of this Purchase Order is Attachment L, Site Specific Rate Sheet, Invoice and Release of Claims. The Vendor must submit a completed Attachment L (with the invoice quantity column completed) with each deliverable, as instructed. The Vendor must submit to Site Manager a completed Attachment L (Rate Sheet) and deliverable approval letter with each invoice. At the completion of this project the Vendor must submit a Release of Claims document, along with the final invoice (see Attachment L).

Vendor shall be paid after each task has been completed, all deliverables have been received, accepted, deemed satisfactory & receipt of a properly itemized invoice. If a deliverable is deemed unsatisfactory the Vendor shall re-perform the work needed to insure satisfactory deliverables, at no cost to the Department. Failure to provide all deliverables, or failure to provide deliverables which are satisfactory, shall result in non-payment, loss of retainage, and/or termination of the Purchase Order. Partial Payments are allowed at the end of each task.

The Department will retain 10% of the total amount of each payment made on a task completion basis, which is billable after satisfactory completion of the entire Purchase Order and receipt of an invoice from the Contractor for such retainage.

After the completion of this project the Department will evaluate the Vendor using the Contractor Evaluation Form – Attachment M.

The following attachments are attached hereto and made a part of this Purchase Order:

Attachment A – General Scope of Services Requirements

Attachment B – Site Specific Scope of Work

Attachment C – Site Map

Master Set of Attachments for Low Scored Assessments (LSA) – including the following attachments (D, E, F, G, H, I, J, K, M and Q):

Attachment D – Contractor Affidavit

Attachment E – Subcontractor Affidavit

Attachment F – Responsible Party Affidavit

Attachment G – Owner Affidavit

Attachment H – Historical Summary Worksheet

Attachment I – Tables

Attachment J – Template Site Assessment Report (TSAR)

Attachment K – Site Assessment Summary

Attachment M – Interim Contractor Performance Evaluation Form

Attachment Q – Sample Property Access Agreement

Attachment L – Site Specific Rate Sheet, Invoice and Release of Claims

Attachment N – Petroleum Restoration Program Terms and Conditions

Attachment O – MFMP Terms and Conditions

Attachment P – Vendor Resumes

Attachments

Ⓜ Attachment N - Petroleum Restoration Program Terms and Conditions.doc (application/msword) Ⓜ Attachment B - Site Specific Scope of Work 418624423.doc (application/msword) Ⓜ Attachment L - Bid Rate Sheet, Invoice & Release of Claims - FACID 418624423.xls (application/vnd.ms-excel) Ⓜ Master Set of Attachments for Low Scored Assessments (LSA).pdf (application/pdf) View more »

<p>SHIP ALL ITEMS TO DEP-PETROLEUM RESTORATION PROGRAM SECTION 1 BMC RM 451 MS 4540 2600 BLAIR STONE RD TALLAHASSEE, FL 32399 United States Ship To Code: DEP308S Phone: +1 (866) 3523776 Email: melike.altun@dep.state.fl.us</p>	<p>BILL TO DEP-PETROLEUM RESTORATION PROGRAM SECTION 1 BMC RM 451 MS 4540 2600 BLAIR STONE RD TALLAHASSEE, FL 32399 United States</p>	<p>DELIVER TO Melike Altun (Contracts) DEP-PETROLEUM RESTORATION PROGRAM SECTION 1</p>
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Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	Not Available <i>Task 1 - The Vendor will be required to complete and submit Contractor Affidavit, Subcontractor Affidavit(s), Responsible Party Affidavit(s), and Owner Affidavit(s), submit a Health and Safety Plan, and perform a File Review. (Note: if the property owner and the responsible party are the same, both Affidavits must still be completed and submitted by the Contractor.) Affidavits are attached hereto as Attachments D through G for completion of this activity. A Health and Safety Plan must be completed and submitted in accordance with OSHA requirements located at 29 CFR 1910.120. Attachment H, Historical Summary Worksheet, is attached hereto for completion of the required file review.</i>	350 (EA)	20 Feb 2014	\$1.00USD	\$350.00USD

ACCOUNTING

Percentage	Percentage	100
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OTHER INFORMATION

Distributors?: N
 Requester: Melike Altun (Contracts)
 Ship To Code: DEP308S

PR No.: PR7759635
 MyGreenFlorida Content:N
 Method of Procurement:: F - informally quoted purchase not exceeding \$35,000 per rule 60A-1.002(3)
 Shipping Method: Best Way
 FOB Code: INC-Dest
 FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 Encumber Funds: Yes
 PO Start Date: Mon, 10 Feb, 2014
 PO End Date: Tue, 6 Jan, 2015
 Fiscal Year Indicator: 2014
 PUI#: 3701
 Site Code: 370000-12
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

2 Not Available 12,368 (EA) 3 Jun 2014 \$1.00USD \$12,368.00USD

Task 2 is contingent upon FDEP authorizing the performance of Task 2, following the Department's acceptance of the deliverable(s) and approval of Task 1. The Vendor must have written authorization prior to performing Task 2. Task 2 is defined as the initial site assessment activities for this project. The Vendor will be required to obtain the appropriate permits needed to complete the work as described. Following the determination that permit fees are needed or not needed, the vendor will email the FDEP Site Manager for the Purchase Order regarding this determination. If permit(s) are needed, the Vendor's Purchase Order will be modified through a MFMP Change Order to add the cost of each permit fee, prior to initiating field activities. The FDEP will only reimburse the Vendor for the actual cost for the permit fee charged by the permitting entity(ies). Invoices from the permitting entities substantiating these costs must be submitted to support the payment requests for permitting fees. The Vendor will perform the assessment activity services to include soil boring installation, well installation, laboratory analysis, and IDW disposal. As described in Attachment A – General Scope of Services Requirements and Attachment B – Site Specific Scope of Work the Vendor shall submit one (1) paper copy and one (1) electronic copy (PDF) of an Interim Site Assessment Report for this project. The Report will provide written documentation and backup information of the Site Assessment Activities. Attachment I - Tables, is attached hereto for completion and inclusion in the Report for this activity.

ACCOUNTING

Percentage	Percentage	100

OTHER INFORMATION

Distributors?: N
 Requester: Melike Altun (Contracts)
 Ship To Code: DEP308S
 PR No.: PR7759635
 MyGreenFlorida Content:N
 Method of Procurement:: F - informally quoted purchase not exceeding \$35,000 per rule 60A-1.002(3)
 Shipping Method: Best Way
 FOB Code: INC-Dest
 FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 Encumber Funds: Yes
 PO Start Date: Mon, 10 Feb, 2014
 PO End Date: Tue, 6 Jan, 2015
 Fiscal Year Indicator: 2014
 PUI#: 3701
 Site Code: 370000-12
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

3 Not Available 9,830 (EA) 1 Oct 2014 \$1.00USD \$9,830.00USD

Task 3 is contingent upon FDEP authorizing the performance of Task 3, following the Department's acceptance of the deliverable(s) and approval of Task 2. The Vendor must have written authorization prior to performing Task 3. Task 3 is defined as additional assessment activities which are needed to further define the horizontal and vertical extent of contamination. The Vendor will be required to obtain the appropriate permits needed to complete the work as described. Following the determination that permit fees are needed or not needed, the vendor will email the FDEP Contact for the Purchase Order regarding this determination. If permit(s) are needed, the Vendor's Purchase Order will be modified through a MFMP Change Order to add the cost of each permit fee, prior to initiating field activities. The FDEP will only reimburse the Vendor for the actual cost for the permit fee charged by the permitting entity(ies). Invoices from the permitting entities substantiating these costs must be submitted to support the payment requests for permitting fees. The Vendor will perform the assessment activity services to include Soil Boring Installation, Well Installation, Laboratory Analysis, and IDW disposal. As described in Attachment A – General Scope of Services Requirements and Attachment B –Site Specific Scope of Work the Vendor shall submit one (1) paper copy and one (1) electronic copy (PDF) of an Interim Site Assessment Report for this project. The Report will provide written documentation and backup information of the Site Assessment Activities. Attachment I - Tables, is attached hereto for completion and inclusion in the Report for this activity.

ACCOUNTING

Percentage	Percentage	100

OTHER INFORMATION

Distributors?: N
 Requester: Melike Altun (Contracts)
 Ship To Code: DEP308S
 PR No.: PR7759635
 MyGreenFlorida Content:N
 Method of Procurement:: F - informally quoted purchase not exceeding \$35,000 per rule 60A-1.002(3)
 Shipping Method: Best Way
 FOB Code: INC-Dest
 FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 Encumber Funds: Yes
 PO Start Date: Mon, 10 Feb, 2014

PO End Date: Tue, 6 Jan, 2015
 Fiscal Year Indicator: 2014
 PUI#: 3701
 Site Code: 370000-12
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

4 Not Available 1,000 (EA) 10 Nov 2014 \$1.00USD \$1,000.00USD

Task 4 is contingent upon FDEP authorizing the performance of Task 4, following the Department's acceptance of the deliverable(s) and approval of Task 2 and/or 3, as appropriate. Please note that Task 4 can be authorized after the performance and approval of Task 2 or after the performance and approval of Tasks 2 and 3. The Department reserves the right to not pursue Task 3 activities based on the outcome of Task 2. The Vendor must have written authorization prior to performing Task 4. As described in Attachment A – General Scope of Work Requirements and Attachment B – Site Specific Scope of Work the Vendor shall submit one (1) paper copy and one (1) electronic copy (PDF) of a Template Site Assessment Report. The Report will provide written documentation and backup information of the site assessment activities. The following forms are attached hereto for completion of this task: Template Site Assessment Report - Attachment J and Site Assessment Summary – Attachment K.

ACCOUNTING

Percentage	Percentage	100

OTHER INFORMATION

Distributors?: N
 Requester: Melike Altun (Contracts)
 Ship To Code: DEP308S
 PR No.: PR7759635
 MyGreenFlorida Content:N
 Method of Procurement:: F - informally quoted purchase not exceeding \$35,000 per rule 60A-1.002(3)
 Shipping Method: Best Way
 FOB Code: INC-Dest
 FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 Encumber Funds: Yes
 PO Start Date: Mon, 10 Feb, 2014
 PO End Date: Tue, 6 Jan, 2015
 Fiscal Year Indicator: 2014
 PUI#: 3701
 Site Code: 370000-12
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

5 Not Available 1,986 (EA) 15 Dec 2014 \$1.00USD \$1,986.00USD

Task 5 is contingent upon FDEP authorizing the performance of Task 5, following the Department's acceptance of the deliverable(s) and approval of Task 4. The Vendor must have written authorization prior to performing Task 5. The Vendor will perform the Well Abandonment Activities as described in Attachment A – General Scope of Services Requirements and Attachment B – Site Specific Scope of Work. The Vendor shall submit one (1) paper copy and one (1) electronic copy (PDF) of a Well Abandonment Report for this project. The report must include a summary of activities performed, a figure showing locations of the abandoned wells, field notes, copies of all permits, copies of each well abandonment form, and photo documentation of each well prior to and following completion of well abandonment. The Report will provide written documentation and backup information of the well abandonment activities.

ACCOUNTING

Percentage	Percentage	100

OTHER INFORMATION

Distributors?: N
 Requester: Melike Altun (Contracts)
 Ship To Code: DEP308S
 PR No.: PR7759635
 MyGreenFlorida Content:N
 Method of Procurement:: F - informally quoted purchase not exceeding \$35,000 per rule 60A-1.002(3)
 Shipping Method: Best Way
 FOB Code: INC-Dest
 FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 Encumber Funds: Yes
 PO Start Date: Mon, 10 Feb, 2014
 PO End Date: Tue, 6 Jan, 2015
 Fiscal Year Indicator: 2014
 PUI#: 3701
 Site Code: 370000-12
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

Sub-total:\$25,534.00USD

Order submitted on: Monday 10 Feb 2014 7:15 AM GMT-05:00
 Received by Ariba Network on: Monday 10 Feb 2014 7:16 AM GMT-05:00
 This Purchase Order was sent by State of Florida AN01000202225 and delivered by Ariba Network.

Non-ASN Vendor/Contractor Sample Email

Message A8EB3C.html (5 KB) Fuel Tank Registration 12-13.pdf (171 KB) PR6679699- 402340- Invoice- tank.pdf (81 KB)

From: Ariba System [mailto:noreply@myfloridamarketplace.com]
 Sent: Monday, October 14, 2013 12:51 PM
 To: Procurement
 Subject: 'A8EB3C'

Order No. A8EB3C
 Version Number: 1
 Internal Version: false
 Issued on: Mon, 14 Oct, 2013
 Created on: Mon, 14 Oct, 2013

To:
 Department of Environmental Protection
 Procurement Section (MS 93), 3900 Commonwealth Blvd Tallahassee, FL 32399-3000 United States
 Contact: Gwenn Godfrey

Ship To:
 DCF Suncoast General Services Office
 Rm 20
 9393 N Florida Ave
 Tampa, FL 33612-7907
 United States

Deliver To: Lon Lamson

Bill To:
 DCF Administrative Services Support Center South Ste S-907 Disbursements
 401 NW 2nd Ave
 Miami, FL 33128-1715
 United States

Accounting:
 Split Percentage: 100
 Entity Description: Department of Children and Families Organization Code: 60331301999 Object Code: 600000-499003 Expansion Option: CD Exemption Status: Yes Exemption Reason?: 1E

Item	Part Number	UOM	Qty	Desc	Need By	Price	Total
1				year	1	PREPAID ORDER - TO BE PREPAID (BY JT) none	\$45.00000 USD \$45.00000 USD
						PER ATTACHED INVOICE	
ACCOUNT # STCM-5							
				2109 INV # (ATTACHED) LICENSE RENEWAL			
				FOR (GENERATOR) FUEL STORAGE TANK @			
				SUNCOAST HQ DCF, 9393 N FLORIDA AVE, T			
				AMPA, FL 33612			
TERM: 7/1/2013 - 6/30							
				/2014			
PREVIOUS PO #: N/A							
Distributors?: N							
Requester: Lon Lamson							
Ship To Code: A09kimj.q							
PR No.: PR7562017							
MyGreenFlorida Content: N							
Method of Procurement:: L - governmental agency per 287.057(3)(f)13, defined in 163.3164(10).							
Shipping Method: Best Way							
FOB Code: INC-Dest							
FOB Code Description: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.							
Encumber Funds: Yes							
PO Start Date: Mon, 1 Jul, 2013							
PO End Date: Mon, 30 Jun, 2014							
Fiscal Year Indicator: 2014							
PUI#: 6023							
Site Code: 600000-33							
Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC							
P Card Order?: No							

 Total: \$45.00000 USD Comments Fuel Tank Registration for 12-13. We have not rec'd an invoice for DEP for our fuel storage tank @ 9393 N. florida Ave. Tampa, FL33612 Storage Tank Account #STCM-52109 (Lon Lamson, Fri, 04 Oct, 2013) PA KATHY ROTHMAN 850-727-4054 (Kathy Rothman (DCF Procurement), Mon, 07 Oct, 2013)