

VENDOR TRANSACTION FEE REPORT – Detailed Instructions

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the vendor shall pay to the State. For current State Term Contract vendors, this 1% Transaction Fee replaces the Usage Fee.

Unless exempt by Rule 60A-1.032, vendors shall report all fee-eligible business activity on a monthly basis using Form PUR 3776. The form contains a Summary page and a Detailed page. The rule and related form are available on-line by navigating to www.MyFlorida.com, and clicking on the 'MyFloridaMarketPlace/e-Pro' link under 'Hot Topics.' Once on this page, navigate to the 'Transaction Fee Reporting' link under the 'Vendor' category.

To help vendors complete the new Form PUR 3776, detailed instructions are provided below. For more information concerning the use of this form and/or Transaction Fees, please contact MyFloridaMarketPlace Customer Service at (866) FLA-EPRO (866-352-3776), or via email at vendorhelp@myflorida.com.

Transaction Fee Reporting Instructions

Step 1: On the Summary page of Form PUR 3776, fill in your company name and address. Please also provide a contact person's name, phone number and email address for any questions about the information submitted on this form.

Step 2: In the top right corner of the Summary page and all Detailed pages, fill in your company's Federal Employer Identification Number (FEIN). This should be the same FEIN that you used when registering on MyFloridaMarketPlace.

Step 3: On the Summary page and all Detailed pages, circle the month and indicate the calendar year that the report covers. This is referred to as the reporting period.

Step 4: On the Summary page, enter the total amount of all payments that you received against State agreements during the reporting period in row A. This amount should include both fee-eligible and fee-exempt payments received. Payments made with the State purchasing card or other credit card should be included. For details about Transaction Fee exemptions, please refer to Rule 60A-1.032, which is available on www.myflorida.com (under Business, Doing Business with the State, MyFloridaMarketPlace/ePro, Related Topics, MyFloridaMarketPlace Rule, Rule 60A-1.032 MyFloridaMarketPlace Transaction Fee Exceptions).

Step 5: On the Summary page, indicate in row B the amount of payments reported in row A that are exempt from the Transaction Fee per Rule 60A-1.032 MyFloridaMarketPlace Transaction Fee Exceptions.

Step 6: On the Summary page, subtract row B from row A and enter amount in row C.

Step 7: Multiply amount in Row C by 1%. This is the total Transaction Fees that you owe the State for the reporting period. Enter this amount on the Summary Page in row E.

Step 8: To simplify the Transaction Fee reporting process in the future, the State may choose to automatically deduct eligible Transaction Fees from payments to vendors. This capability is not currently available so row F should be disregarded at this time.

Step 9: The State is also exploring the option of generating monthly bills to help vendors identify the 1% fee amount to be paid for portion of business done through MyFloridaMarketPlace. This capability is also not currently available so rows G and I should be disregarded at this time.

Step 10: Enter the amount recorded in row E into rows H and J. This is the amount of Transaction Fees that you owe the State for this reporting period. For all vendors that have a current State Term Contract or Agency Term Contract, a report is required even if there are no payments received or fees due to the State (vendor should indicate \$0 if appropriate in rows A, C, E, H and J). For all other vendors, a report is required only when fee-eligible payments have been received during the reporting period (no report is required if all payments are exempt from the Transaction Fee). However, if the total Transaction Fees due (row J) for a reporting period are less than \$50, vendors may carry over the balance to the next reporting period until cumulative amount owed is \$50 or greater.

Step 11: Make check payable to MyFloridaMarketPlace for the amount listed in row J. Indicate “Vendor Transaction Fee” in memo field on check and be sure to indicate your FEIN on check as well. The FEIN should be the same as listed on Form PUR 3776 in top right hand corner.

Step 12: On Detailed page of Form PUR 3776, please enter the requested information by agreement. In Section A, vendors should list the State Term Contract, Agency Term Contract, and SNAPS agreement numbers in the appropriate column. For all other agreements, vendors should enter a total value of payments received during reporting period (details not required). Use multiple Detailed sheets if necessary. In Section B, vendors should provide the requested information in columns C, E, H and J. The totals of these columns must match the corresponding rows from Summary page (e.g., column J total from Detailed page(s) should match row J on Summary page). For State Term Contracts and Agency Term Contracts where no payments were received during the reporting period, please list the State Term Contract or Agency Term Contract number and indicate \$0 in columns C, E, H and J.

Step 13: Mail check (made payable to MyFloridaMarketPlace) and completed Form PUR 3776 (both Summary and Detailed pages) to:

MyFloridaMarketPlace
P.O. Box 5497
Tallahassee, FL 32314-5497

This Vendor Transaction Fee Report (both Summary and Detailed) AND APPLICABLE TRANSACTION FEES are due within fifteen (15) calendar days following the reporting period. Failure to provide the report and applicable fees may result in the vendor being found in DEFAULT. All reports and fee deposits shall be subject to audit by the State or its designee.

NOTE: All information provided by the vendor is material and will be relied upon by the Department in administering MyFloridaMarketPlace. Failure to file a report shall be deemed a representation by the vendor that it received no reportable payments for the quarter and that it owes no Transaction Fees. Any knowing and material misstatement shall be treated as fraudulent concealment from the State of the true facts relating to the conduct of the vendor’s business with the State. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes, and shall be grounds for precluding the vendor from doing future business with the State.

Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering procurement costs from the vendor in addition to all outstanding fees. VENDORS DELINQUENT IN PAYING TRANSACTION FEES SHALL BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.