MyFloridaMarketplace
Invoice Eform Checklist

This checklist should be used each time an Invoice Eform is created in MFMP. Failure to perform all of the items on the checklist account for almost all of the rejections of Invoice Eforms.

Before beginning the process of creating your Invoice Eform:

(a) Compare the terms and conditions of the invoice to those on the Direct Order/Master Agreement (DO/MA). Look for the following:

(1) Shipping method specified on the invoice must be the same as the shipping method specified in the DO/MA.

(2) Payment terms on the DO/MA and the invoice must be the same. For example, when the invoice conditions state "TO BE PAID MONTHLY IN ARREARS", the invoice can not be submitted for payment until the complete month is over. If the invoice covers services for July 1 thru July 31, you should submit the invoice for payment on or after August 1, or you may do a change order for the DO/MA description to be re-worded, "TO BE PAID UPON RECEIPT OF ITEMIZED INVOICE".

(3) Invoice must be dated on or after the date the DO/MA was effective. *Reminder: The DO/MA is effective once the "approval" process in MFMP is completed.*

(4) If discrepancies are identified, please take one of the following two actions and do not submit the Invoice Eform until the discrepancies are resolved:

- Request Change Order to the DO/MA; or
- Contact the supplier and request a corrected invoice.

(b) Make sure the item for which you are creating the Invoice Eform has been "received" in MFMP. Complete the "Receiving" process in MFMP before proceeding with the Invoice Eform. *Reminder: Completing the "Receiving" process in MFMP for services is not required by the MFMP system; however, see note (c) below regarding services.*

(c) Anyone can create an Invoice Eform in MFMP for a **service (commodity code = "9"), but, the Buyer/Requisitioner must enter the MFMP System as an Approver and Reconcile/Approve the Invoice Eform, after it has been completed and submitted.** *An email will be sent from the ARIBA system notifying the buyer/requisitioner that there is an invoice to be reconciled.*

(d) All invoices must have a DEP clocked in or received date on the suppliers invoice. If you receive an electronic invoice, please indicate the date received in the comment field and that the invoice was electronically transmitted and was not manually clocked or stamped in upon receipt. **Please keep in mind that DEP is monitored by Department of Financial Services to ensure we are in compliance with the Florida Prompt Payment Law. If you fail to process your payment timely, your budget may be assessed an interest penalty charge.**

(e) If adjustments to the invoice are required (removing taxes, taking credits, etc.), hand write these corrections on the paper invoice so that F&A and the vendor will be aware of adjustments. ***This must be completed prior to scanning and attaching to the completed Invoice Eform.***

(f) Before submitting the Invoice Eform beware of and correct the following items:

(1) Incorrect DO/MA used.
(2) Incorrect Object Code used. Use the following link for Object Code list: http://appprod.dep.state.fl.us/qsource/admin/ExpenditureObjectCodes.doc
(3) Missing or incorrect Grant/Module/Project. Verify grant/module/project numbers with your supervisor or budget coordinator.
(4) Vendor statement used and attached instead of invoice.
(5) Partial Payment Tracking Form missing or incorrect.
(6) Contract Summary Form missing or incorrect.
(7) Scanned invoice not attached to Invoice Eform.
(8) Justification comments not provided on modified Invoice Eform.
(9) Advance payment justification not provided.
(10) Supporting documentation not provided to justify paying past due balances.
(11) Justification for applying or taking a credit not included on an Invoice.

	Invoice Eform
( )	**1. Title** Same as title used on the requisition.
( )	**2. Supplier Invoice Number** Use Invoice Number provided on the paper invoice submitted by the Supplier. If there is no supplier invoice number, use the DO number and the date of the invoice as the Supplier Invoice Number or use the DO number and month of coverage.
( )	**3. Supplier Invoice Date** The date the vendor generated the paper invoice.
( )	**4. Invoice Received Date** Date the paper invoice was received and stamped in at DEP. If corrective action was required, use the date the correction was obtained as the invoice received date. **Note: An incorrect invoice received date could result in inappropriate interest payments to the supplier**.
( )	**5. Service Start Date** This date is usually not required on the Invoice Eform **with the following EXCEPTION:** This date must be included on an Invoice Eform when creating an invoice for services that utilize a commodity code of "9". You must include the service start date for this particular invoice period. Do not use the period of coverage from the DO/MA. **Note: If service dates are provided, a partial payment tracking form must be attached to the Eform Invoice, unless it is a one-time complete payment.**
( )	**6. Service End Date** This date is usually not required on the Invoice Eform **with the following EXCEPTION:** This date must be included on an Invoice Eform when creating an invoice for services that utilize a commodity code of "9". You must include the service end date for this particular invoice period. Do not use the period of coverage from the DO/MA. **Note: If service dates are provided, a partial payment tracking form must be attached to the Eform Invoice, unless it is a one-time complete payment.**
( )	**7. Supplier** The Supplier will be automatically provided by the MFMP system once you select the Vendor Location in the next step. See Checklist item 8**.**
( )	**8. Vendor Location** You are required to select a vendor location. Each order location has a remit location associated with it. Use the selection button and search criteria to make the selection. **You must use the same FEID and SEQ Number as that on the Purchasing Requisition (PR). This number is located on the line item detail of the requisition.**
( )	**9. Subtotal** The TOTAL amount of the invoice is entered here, including shipping, handling, and eligible taxes**.** **Note: Certain taxes which are billed are allowable and should also be included in this amount. Please see the attached list titled Taxes to determine if a tax which is included on the suppliers paper invoice should be submitted for payment and included in this Subtotal**.
( )	**10. Tax** **Always Leave This Item Blank.** Do not enter any amount for this item.
( )	**11. Invoice Amount** **Leave Blank**. The system will generate this total.
( )	**12. Invoicing Without Order/Release** **No** should always be selected for this item.

( )	**13. Purchase Order** Use the additional choices icon (⊞) enter/select the DO/MA number associated with the invoice which you are creating.
( )	**14. Generate Invoice** **Click this.** A refreshed screen will appear listing each line item from your DO/MA. Verify each line item and compare to the paper invoice. Change/delete or copy line items which do not correspond to the paper invoice. (See item 15-17)
( )	**15. Add** Do not use this option. Use the “Copy” feature to add an item. Please see Checklist item 16.
( )	**16. Copy** Use to copy a line from the DO/MA. Use to add invoice items which were not included on the original DO/MA, for example; shipping and handling. To add an item to the invoice select the line to copy from by checking the box next to the line item, then hit “Copy”. A copied line item will have the same accounting information as the selected line item. **Note: The “Description” field must be edited when adding an item. The “amount” and “quantity” field must be edited if the item which you added has an associated cost which should be paid as part of the invoice.**
( )	**17. Delete** Use to remove items from the generated invoice. For, example, if a partial shipment was received, it will be necessary to remove items from the invoice which were not included on the paper invoice provided by the supplier.
( )	**18. Comments** This is a very important part of your Invoice Eform and will assist F&A in determining if the invoice should be submitted for payment or returned to you for additional or corrected information. For example, if shipping was added, explain why the additional shipping was necessary. If a partial shipment was received and your invoice covers only those items received in the partial shipment state this in the comments. **Reminder: Include in this section any specific instructions regarding the following: - Special Handling of warrants, - Revisions to accounting codes, - Final Payment.**
( )	**19. Attachments** Attach a scanned copy of the paper invoice that was used to develop the Invoice Eform and any other documents as required. Before uploading attachments to MFMP, you must redact all confidential information, including but not limited to, all social security numbers, all health information protected by HIPAA, and addresses for law enforcement officers, judges, and other protected classes. **If confidential information is not properly redacted, you may be in violation of state and/or federal laws and such violation may result in disciplinary action including potential termination.** **IMPORTANT REMINDER: You must confirm, by checking the “confirmation checkbox” on the Invoice Eform, that any confidential information that may have been contained in the attachment has been removed. The confirmation checkbox must be checked in order for your attachments and comments to be accepted by MFMP and submitted with your Invoice Eform.**
( )	**20. Submit** Click the submit button to complete the Invoice Eform. **Reminder: After submitting, go to the view function and obtain Invoice Reconciliation Number for future reference.**

TAXES

The Department of Environmental Protection is exempt from paying certain taxes but is required to pay others. In general, DEP does not pay Sales and Use Taxes, Communication Taxes, and Federal Excise Taxes. When you are invoiced for taxes which the Department is exempt, you will need to note on the paper invoice that DEP is exempt from this tax. This will let the supplier know why we are short paying the invoice. In addition, please contact the supplier and address this issue so inappropriately assessed taxes will be removed from your outstanding account balance. This will ensure that you will not carry any past due balances that will need to be resolved at a later time. F&A will attach a tax exempt form to your invoice; however, if the payment goes to a Lock Box, the supplier will likely not see the form to make any adjustments to your account balance.

Please see the list below to determine which taxes are appropriate to pay and therefore should be include in the "**Subtotal**" column on the Invoice Eform.

Tax Type	**Include in Subtotal on Invoice Eform or NOT**
Communication	**DEP does NOT pay**
Local (Sales & Use Taxes)	**DEP does NOT pay**
Property	**DEP does pay**
Excise	**DEP does NOT pay**
Utility	**DEP does pay**
Gross Receipts	**DEP does pay**
City	**DEP does pay**
County	**DEP does pay**
Telephone	**DEP does pay**
Federal (Excise)	**DEP does NOT pay**
911 Fee	**DEP does pay**
State (Sales and Use Taxes)	**DEP does NOT pay**
Federal Universal Service Charge	**DEP does pay**
Local Communication Service	**DEP does NOT pay**
FL Communication Service	**DEP does NOT pay**
Surcharge	**DEP does pay**