



DJJ MY FLORIDA MARKETPLACE USER UPDATE REGISTRATION FORM FOR E-PROCUREMENT

TODAY'S DATE:	EFFECTIVE DATE:
CURRENT USER NAME:	INTERNET EMAIL ADDRESS:
	(INTERNET EMAIL NAME BECOMES THE LOGIN NAME FOR MFMP - IT CAN NEVER BE CHANGED EVEN FOR NAME CHANGE DUE TO MARRIAGE.)

E-PROCUREMENT RESPONSIBILITIES

SOME ROLES/GROUPS REQUIRE HQ PURCHASING DIRECTOR (PD) APPROVAL
STANDARD PURCHASING ROLES/GROUP ARE CENTRAL RECEIVER, EQUOTE AND REQUESTOR

	PLEASE ENTER ALL CHANGES THAT APPLY	
	FROM	TO
ACTIVE USER		
DELETE FROM MFMP		
<i>CENTRAL RECEIVER</i>		
CONTRACT MANAGER		
CONTRACT SPECIALIST		
EDIT ACCOUNTING		
<i>E-QUOTE</i>		
EXCEPTION HANDLER		
FA APPROVER		
FCO APPROVER		
FLAIR MAINTENANCE		
INVOICE APPROVER		
INVOICE MANAGER		
INVOICING		
IT APPROVER		
LEGAL APPROVER		
NO SUPERVISOR- -HQ ASSIGNS		
PURCHASING AGENT		
QUERY (GENERALLY REQUIRES HQ PD APPROVAL)		
REQ APPROVER		
<i>REQUESTER</i>		
TELECOMMUNICATIONS APPROVER		
PROGRAM/FACILITY/CIRCUIT:		
SUPERVISOR (MUST BE IN MFMP):		
SHIP TO DJJ FACILITY NUMBER: (MAY NOT BE THE SAME AS THE BILL TO NUMBER)		
SHIP TO ADDRESS:		
SHIP TO CITY:		
BILL TO DJJ FACILITY NUMBER: (MAY NOT BE THE SAME AS THE SHIP TO NUMBER)		
BILL TO ADDRESS:		
BILL TO CITY:		
NAME AS LISTED IN OUTLOOK:		
PURCHASING UNIT ID (PUI):		
ORG NUMBER:		
REQUESTOR-APPROVER MANAGEMENT LEVEL: (REFERS TO DOLLAR LEVEL REQUESTER'S OR APPROVER'S SUPERVISOR MUST APPROVE)		
APPROVAL SIGNATURE:		
APPROVAL DATE:		
PRINT NAME:		
TITLE:		