



## Attachment 4: Vendor Registration Instructions

Before executing a contract for Public Assistance, the applicant must register as a vendor with the State of Florida. Please complete the following registrations in their entirety. Not completing all registrations can delay the Public Assistance payment process. If you have any issues, you must contact that registration's authority for assistance.

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### 1: Unique Entity Identifier (UEI)

**Website:**

<https://sam.gov/content/home> **FAQ:**

[FSD](#)

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID (UEID) is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. All sub-awardees should get their Unique Entity ID (SAM) at SAM.gov now. Sub-awardees do not have to go through the full registration process to obtain a Unique Entity ID (SAM).

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### 2: MyFloridaMarketPlace (MFMP) Vendor Information Portal – Vendor Registration

**Website:** <https://vendor.myfloridamarketplace.com>

**Phone:** 866-352-3776

**Email:** [vendorhelp@myfloridamarketplace.com](mailto:vendorhelp@myfloridamarketplace.com)

An online registration to become a vendor with the State of Florida. Vendors would also use MFMP to update and review their payment addresses and contact information. The vendor must accept the terms of MFMP for their account to become active. Once registration is complete, MFMP should direct vendors to the State of Florida Vendor Website to register their W-9.

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### 3: State of Florida Vendor Website – Substitute Form W-9 Registration

**Website:** <https://flvendor.myfloridacfo.com>

**Phone:** (850) 413-5519

**Email:** [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com)

Paper W-9s are no longer accepted by the state, and must be submitted electronically by the vendor as a Substitute Form W-9 for tax purposes. Registration of a W-9 is a two-step process: registration and submitting the W9. When both steps are complete, DFS electronically verifies tax information with the IRS, which can take up to 4 business days. **Registrants should review the W-9 Website Training video and W-9 FAQs on the website before they register.**



Tips for the Vendor Website:

- Cannot be used on mobile devices such as smartphones or tablets.
- Works best in Internet Explorer 8 or newer. Will also work in Google or Firefox, however if one browser does not work, DFS will suggest they try another.
- If the vendor receives errors when trying to register, DFS will suggest they open a new window and **manually** type “flvendor.myfloridacfo.com”. DO NOT use pre-populated or saved links!
- Once a Taxpayer ID Number (TIN) has been submitted, it cannot be changed. If a vendor has entered an incorrect TIN, they will need to go back to Step 1, registering with the correct TIN. Everything else can be updated.

For any other issues, please contact the Vendor Management Section at the above phone number.

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Optional: Department of Financial Services – Direct Deposit Section (EFT)

**Website:**

<https://www.myfloridacfo.com/Division/AA/Vendors/default.htm>

**Phone: (850) 413-5517** Email: [directdeposit@myfloridacfo.com](mailto:directdeposit@myfloridacfo.com)

There is currently no way to electronically register for direct deposit or electronic funds transfer (EFT) with the State of Florida. All payments are sent by paper warrant automatically. Registration for direct deposit can be a lengthy, manual process, they should begin as early as possible after they have registered on the above websites. Contact the Direct Deposit section for instructions on how to register, or to verify direct deposit status.

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