MFMP Update for FASM

December 4, 2026

My Florida MarketPlace

MFMP Cutover

MFMP Cutover

- The MyFloridaMarketPlace (MFMP) cutover period is when MFMP interfaces and applications are taken offline to perform the deployment and conversion activities necessary for MFMP to integrate with Florida PALM.

Planned Cutover Period

- The MFMP cutover will align with the Florida PALM cutover schedule. The planned cutover schedule begins on the close of business **December 4, 2026**, and continues through **January 11, 2027.**

The cutover timeline is dependent on the Florida PALM Executive Steering Committee (ESC) confirming Stage Gate 4 (Agency Readiness) and Stage Gate 5 (Deployment Readiness).

MFMP Application Access

MFMP applications cannot be accessed during the cutover period. This includes activities such as:

- Logging in to MFMP applications.
- Creating, managing, or awarding Sourcing Project/Events and Contracts.
- Processing transactions (e.g., requisitioning, approvals, encumbrances, payment requests).
- Vendors cannot register or manage Vendor Information Portal (VIP) accounts.
- MFMP data exchanges are suspended (e.g., suppliers, DFS FACTS).

Department of MANAGEMENT SERVICES

MFMP Cutover

Impact Area	Key MFMP Cutover Dates	Impact Summary
Supplier Records	December 4, 2026	The VIP and FLAIR will stop exchanging supplier data.
	December 23, 2026	MFMP will take VIP offline. Vendors, agencies, and eligible users will not have access to VIP.
Invoices & Invoice Reconciliations (IRs)	December 17, 2026	Agencies must reconcile and approve all IRs. Audit-related IRs must also be submitted to the DFS Accounting & Auditing queue.
	December 23, 2026	Ariba on Demand (AOD) becomes unavailable. Agencies will no longer be able to create invoices, process IRs, make invoice or IR updates, or submit payment requests.
Requisitions & Purchase Orders	December 23, 2026	AOD becomes unavailable. All requisitions must be fully approved and purchase orders generated before this date. After AOD becomes unavailable, agencies will not be able to create requisitions, purchase orders, or change orders.
Solicitations & Contracts	December 23, 2026	AOD becomes unavailable. Agencies will not be able to create or update solicitations or contracts in AOD or VIP, communicate through AOD, or view vendor responses in AOD.

New MFMP Resources

New MFMP Webpages:

- For information related to MFMP-PALM integration please visit our agency specific webpage MFMP-PALM Integration and our vendor specific webpage MFMP PALM Integration – Vendor Impacts.

New Secure Reports Available to Agencies:

- A new MyFloridaMarketPlace (MFMP) report, "**MFMP Vendor Contact Info FY2026-2027 POs**" has been added to the MFMP Secure Reports site. This new report can be used to support your agency's efforts to communicate procurement-related deadlines (e.g., invoice submission deadlines) in preparation for the MFMP-PALM integration.

- A new file titled "**MFMP_POs_with_Invalid_Data-DR2_Conversion"** based on Dry Run 2 data has been placed on the MFMP Secure Reports site for your agency. This report provides details about the purchase orders (POs) that failed conversion, including the following: Column I, lists the errors encountered for each affected order.
  Column J, provides the reason for the failure.

Department of MANAGEMENT SERVICES

MFMP Training Update

MFMP-PALM Integration Instructor-Led Training will be offered:

Before Go-Live & After Go-Live

November Schedule

	Monday Nov. 16, 2026	Tuesday Nov. 17, 2026	Wednesday Nov. 18, 2026	Thursday Nov. 19, 2026
9:00 – 11:00 a.m.	Requisitions and POs Part One	Invoices and IRs Part One	Requisitions and POs Part Two	Invoices and IRs Part Two
1:00 – 3:00 p.m.	Requisitions and POs Part Two	Invoices and IRs Part Two	Requisitions and POs Part One	Invoices and IRs Part One

December Schedule

	Monday Dec. 7, 2026	Tuesday Dec. 8, 2026	Wednesday Dec. 9, 2026	Thursday Dec. 10, 2026
9:00 – 11:00 a.m.	Invoices and IRs Part One	Requisitions and POs Part One	Invoices and IRs Part Two	Requisitions and POs Part Two
1:00 – 3:00 p.m.	Invoices and IRs Part Two	Requisitions and POs Part Two	Invoices and IRs Part One	Requisitions and POs Part One

January Schedule

	Wednesday Jan. 20, 2027	Thursday Jan. 21, 2027
9:00 – 11:00 a.m.	Requisitions and POs Part One	Invoices and IRs Part One
1:00 – 3:00 p.m.	Requisitions and POs Part Two	Invoices and IRs Part Two

Department of MANAGEMENT SERVICES

MFMP Training Update

November 2026

Course Name	Registrants
Requisitions and POs Part 1	1,000
Requisitions and POs Part 2	1,000
Invoices and IRs Part 1	1,000
Invoices and IRs Part 2	987
Requisitions and POs Part 2	778
Requisitions and POs Part 1	894
Invoices and IRs Part 2	664
Invoices and IRs Part 1	725
System Administration	35

December 2026

Course Name	Registrants
System Administration	11
Invoices and IRs Part 1	865
Invoices and IRs Part 2	892
Requisitions and POs Part 1	982
Requisitions and POs Part 2	979
Invoices and IRs Part 2	566
Invoices and IRs Part 1	465
Requisitions and POs Part 2	557
Requisitions and POs Part 1	400

January 2027

Course Name	Registrants
Requisitions and POs Part 1	403
Requisitions and POs Part 2	424
Invoices and IRs Part 1	410
Invoices and IRs Part 2	424

Registration Numbers as of 11/20/2026

Pre-Go Live Agency Meeting

MFMP will host a meeting in January, before go-live to discuss:

- Reminders about handling converted orders, including receiving and invoicing.
- Reminders about first-time login experience (nothing changes), impactful changes, and resources to support agency stabilization activities.
- How MFMP will communicate with your agency.
- MFMP Office Hours schedule.
- Additional training opportunities.
- How and when to contact the MFMP CSD.

All contacts on the MFMP-PALM Change Network will be invited to attend.

After Go-Live Reports

The MFMP team will provide the following reports after conversion:



Known Issues

- A list with known system issues and their workarounds or resolutions.

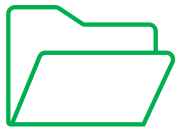


Conversion Failures

- Transactions that didn't convert including the reason.

Converted PO Crosswalk

- A crosswalk of FLAIR PO numbers matched to the new PALM converted requisition and PO numbers.



Vendor Contact Info Report

- A list of vendors who have received a PO in the last 2 fiscal years and their Main and PO contacts from VIP and details about the PO (e.g., PUI, amount, title).