

# MyFloridaMarketplace

## PO-Based Invoice Checklist

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**This checklist should be used each time a PO-Based Invoice is created in MFMP. Failure to perform all of the items on the checklist account for most of the rejections of Invoice Reconciliations.**

### **Before beginning the process of creating your PO-Based Invoice:**

- ❖ Compare the terms and conditions of the invoice to those on the Purchase Order (PO)/Contract Agreement (CA). Look for the following:
  - ◆ Shipping method specified on the invoice must be the same as the shipping method **specified** in the PO/CA.
  - ◆ Payment terms on the PO/CA and the invoice must be the same. For example, when the invoice conditions state “TO BE PAID MONTHLY IN ARREARS”, the invoice cannot be submitted for payment until the end of the service period. (eg: if the invoice service period is for July 1<sup>st</sup>- 31st, you cannot submit the invoice for payment until on or after August 1st.)
  - ◆ Invoice must be dated on or after the date the PO/CA was effective.  
*Reminder: The PO/CA is effective once the “approval” process in MFMP is completed.*
  - ◆ If discrepancies are identified, please take one of the following two actions and do not submit the PO-Based Invoice until the discrepancies are resolved:
    - Request Change Order to the PO/CA; or
    - Contact the supplier and request a corrected invoice.
- ❖ Make sure the item(s) for which you are creating the PO-Based Invoice has been “received” in MFMP. Complete the “Receiving” process in MFMP before processing the PO-Based Invoice. *Reminder: Completing the “Receiving” process in MFMP for services is not required by the MFMP system; however, see note below regarding services.*
- ❖ Anyone can create a PO-Based Invoice in MFMP for a **service (commodity code = “9”)**, **but, the Buyer/Requisitioner must enter the MFMP System as an Approver and Reconcile/Approve the PO-Based Invoice, after the invoice 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. Keep in mind that all services require the service start and end dates along with the certification statement when submitting invoices for services.

In order to comply with the provisions of Chapter 2010-151, Laws of Florida requirement, the individual identified as the person receiving the services must make the following certification in the comment section of the Invoice Reconciliation and type in their name and the date:

*"I certify that the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or conduct periodic post audits of any agreements".*

- ❖ All invoices must have a DEP clocked in or received date on the vendors 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, F.S. 215.422. You have 5 days to inspect, approve and submit your invoice for payment. If you fail to process your payment timely, your budget may be assessed an interest penalty charge.**
- ❖ 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 PO-Based Invoice.**
- ❖ Do not use the copy feature on a previous invoice as a short cut. Using this feature will generate system errors along with reconciling issues. Use the PO Based invoice to generate all payment requests.
- ❖ Before submitting the PO-Based Invoice check for the following items:
  1. Incorrect PO/CA 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.
  4. Verify grant/module/project numbers.
  5. Vendor statement used instead of invoice.
  6. Partial Payment Tracking Form missing or incorrect.
  7. Contract Summary Form missing or incorrect. (Applicable for orders over \$75K and object code = 13XXXX)
  8. Scanned invoice not attached to PO-Based Invoice.
  9. Justification comments not provided on modified PO-Based Invoice.
  10. Advance payment justification not provided. (if applicable)
  11. Supporting documentation not provided to justify paying past due balances.
  12. Justification for applying or taking a credit not included on an invoice.
  13. Receiving completed if applicable.

## PO-Based Invoice

- **On behalf of:** This will default to the person who is creating the invoice, but can be changed if necessary.
- **Supplier Invoice Number**  
Use invoice number provided on the paper invoice submitted by the Supplier. If there is no supplier invoice number, use the PO number and the date of the invoice as the Supplier Invoice Number or use the PO number and the month of coverage.
- **Supplier Invoice Date**  
The date the vendor generated the paper invoice.
- **Supplier**  
The Supplier will be automatically provided by the MFMP system once you select the Vendor Location in the next step. See next Checklist item.
- **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.**
- **Purchase Order**  
Use the additional choices icon (+) enter/select the ORDER/A number associated with the invoice which you are creating.
- **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.**
- **Service Start Date**  
This date is usually not required on the PO-Based Invoice **with the following EXCEPTION:** This date must be included on a PO-Based Invoice 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 PO/MA. **Note: If service dates are provided, a partial payment tracking form must be attached to the PO-Based Invoice, unless it is a one-time complete payment.**
- **Service End Date**  
This date is usually not required on the PO-Based Invoice **with the following EXCEPTION:** This date must be included on a PO-Based Invoice 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 PO/MA. **Note: If service dates are provided, a partial payment tracking form must be attached to the PO-Based Invoice, unless it is a one-time complete payment.**
- **Qty/Unit or Price by Line Item**  
Make sure that when the line item(s) populate you adjust the quantity/unit or price field to what the vendor has invoiced. Fill in the quantity amount by the unit amount according to the PR. Example: Quantity of 1 unit is month, or \$10.00 unit is dollar, or quantity of 25 units is each.
- **Copy**  
Use to copy a line from the PO/CA. If you need to add shipping and handling charges to your invoice select the add taxes and charges button at the end of the generated line item. Here you can add taxes, shipping or handling charges. **Do not use the add discount line function.** To add invoiced items which were not included on the original PO/CA, for example; fuel surcharge. **Do not select the Add More Items button at the bottom of the page.** 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. (NOTE: this procedure has changed by using the edit button for shipping and handling)**

➤ **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.

**NOTE: When you have completed your invoice select the summary button to continue to the next page. Do not use the Add More Items feature.**

➤ **Comments**

This is a very important part of your PO-Based Invoice 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**

➤ **Attachments**

Attach a scanned copy of the paper invoice that was used to develop the PO-Based Invoice 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 PO-Based Invoice 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 PO-Based Invoice.**

➤ **Submit**

Click the submit button to complete the PO-Based Invoice.

**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 PO-Based Invoice.

<b><u>Tax Type</u></b>	<b><u>Include in Subtotal on Invoice Eform or NOT</u></b>
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