



DJJ MYFLORIDAMARKETPLACE NEW USER REGISTRATIONUPDATE FOR E-PROCUREMENT

TODAY'S DATE:		EFFECTIVE DATE:	
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.)	
PROGRAM/FACILITY/CIRCUIT:		NAME AS LISTED IN OUTLOOK:	
REQ APPROVER SUPERVISOR: (PERSON WHO WILL APPROVE REQUISITIONS-MUST BE IN MFMP)		PURCHASING UNIT ID (PUI):	
MANAGEMENT DOLLAR LEVEL: (DOLLAR LEVEL ABOVE WHICH REQUESTER'S SUPERVISOR IS REQUIRED TO APPROVE REQUISITION)		ORG NUMBER:	
SHIP TO DJJ FACILITY NUMBER: (NUMBER USED IN REQUISITION TITLE, MAY NOT BE THE SAME AS 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:			
E-PROCUREMENT RESPONSIBILITIES (CHECK ALL THAT APPLY) SOME ROLES/GROUPS REQUIRE HQ PURCHASING DIRECTOR (PD) APPROVAL * STANDARD ROLES/GROUP ARE CENTRAL RECEIVER, EQUOTE AND REQUESTOR			
PLEASE CHECK ALL THAT APPLY TO PERSON'S POSITION			
CENTRAL RECEIVER*	<input type="checkbox"/>		
CONTRACT MANAGER	<input type="checkbox"/>		
CONTRACT SPECIALIST	<input type="checkbox"/>		
EDIT ACCOUNTING*	<input type="checkbox"/>		
E-QUOTE*	<input type="checkbox"/>		
EXCEPTION HANDLER	<input type="checkbox"/>		
FA APPROVER	<input type="checkbox"/>		
FCO APPROVER	<input type="checkbox"/>		
FLAIR MAINTENANCE	<input type="checkbox"/>		
INVOICE APPROVER	<input type="checkbox"/>		
INVOICE MANAGER	<input type="checkbox"/>		
INVOICING	<input type="checkbox"/>		
IT APPROVER	<input type="checkbox"/>		
LEGAL APPROVER	<input type="checkbox"/>		
NO SUPERVISOR - HQ ASSIGNS THIS ROLE	<input type="checkbox"/>		
PURCHASING AGENT	<input type="checkbox"/>		
QUERY (REQUIRES HQ PD APPROVAL)	<input type="checkbox"/>		
REQ APPROVER	<input type="checkbox"/>		
REQUESTER*	<input type="checkbox"/>		
TELECOMMUNICATIONS APPROVER	<input type="checkbox"/>		
APPROVAL SIGNATURE:		APPROVAL DATE:	
TYPE NAME:		TITLE:	