

How to Use this Contract

- **Pricing Approach** – By purchase or lease of equipment and/or supplies.

- **Who to Contact to Order - Primary Contacts:**

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- **How to Place an Order** – From the ordering instructions found at the State Term Contracts:

Ordering Instructions

- **Delivery Time** – Depends on the equipment ordered.

- **Delivery Cost** – No costs for delivery or pickup of the equipment.

- **MyFloridaMarketPlace Customers** - To access MyFloridaMarketPlace, [log in to MFMP](#)

[Buyer](#) using the username and password provided by your agency system administrator.

To create purchase orders from this contract, you may use the 'Explore Catalogs' selection on your home screen. Conduct a search for the contract number, SKU number or specific item name/description and add the contract item to your requisition. Alternatively, you may create a requisition and on the 'Add Items' page conduct a search to add the contract item(s). If the contract has ordering instructions (lines with a \$0 amount), contact the vendor for a quote and then complete a non-catalog requisition. To add non-catalog items, use the 'Create Non-Catalog Item' button. Remember to select the appropriate 'State Contract ID' from the drop down box when ordering contract items.

For more information please refer to the MFMP Buyer Manual located on

athttp://dms.myflorida.com/mfmp_jobaids.