



Vendor Aid | Procurement

This detailed vendor manual provides comprehensive, step-by-step instructions for vendors on how to submit change orders, quotes, and invoices through the DEMES Vendor Portal, ensuring accurate and efficient transactions with the Florida Department of Emergency Management.

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Procurement Overview

This manual is crafted to assist vendors in navigating the DEMES Vendor Portal effectively. Through the example of Jane, a vendor operating a supply company, we explore the intricate processes of submitting change orders, quotes, and invoices. This manual not only explains the how of these processes but delves into the why they are necessary and the what each step entails, ensuring vendors are well-informed and able to manage their transactions with the Florida Department of Emergency Management (FDEM) efficiently.

1. Submitting a Change Order

Overview

Change Orders in DEMES are critical for adjusting contract terms in response to unforeseen changes or new requirements. This flexibility helps maintain fairness and efficiency in vendor-FDEM relationships.

Login

- Access the [Vendor Portal](#)

Detailed Steps

Example Context: Jane needs to adjust the quantity of emergency water bottles due to a sudden increase in demand after a hurricane.

Step 1: Access the RFQ Change Orders Tab

VENDOR CONTACTS	RFQS	RFQ CHANGE ORDERS	SUBMITTED QUOTES	PURCHASES
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- **What:** Navigate to the RFQ Change Orders tab to find your active contracts.
- **Why:** This tab houses all contracts that may need adjustments, ensuring you can quickly access and modify relevant agreements.
- **How:** Click on the tab in the header bar to view a list of all RFQs eligible for change.

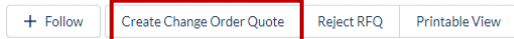
Step 2: Select RFQ

	RFQ Name	Mission	Created Date ↓	Quote Selection Criteria
1	PO-011409 Change Order	07235	05/14/2024, 05:00 PM	
2	PO-011441 Change Order	00007	03/29/2024, 03:23 PM	
3	PO-011440 Change Order	00007	01/19/2024, 03:38 PM	
4	PO-011440 Change Order	00007	01/19/2024, 03:35 PM	
5	PO-011438 Change Order	00007	01/19/2024, 12:36 PM	
6	PO-011420 Change Order	Need batteries	01/09/2024, 02:28 PM	
7	PO-011436 Change Order	00009	01/08/2024, 04:33 PM	
8	PO-011436 Change Order	00009	01/08/2024, 04:17 PM	
9	PO-011418 Change Order	Generator 9/14	12/06/2023, 03:23 PM	



- **What:** Choose the specific RFQ Name under which you supplied goods or services.
- **Why:** Selecting the correct RFQ ensures that any modifications are accurately linked to the right contract.
- **How:** Click on the RFQ Name to open the change order submission form.

Step 3: Create Change Order Request



- **What:** Use the form to specify the required changes, such as an increase in quantities.
- **Why:** Detailed and precise change requests help streamline approval by providing clear information to the procurement team.
- **How:** Fill in the form fields with the new quantities and provide a brief rationale if necessary.

Step 4: Submit Change Order

New Quote Line Item: Good

Information * = Required Information

Quote Line Item Number

*Quote: Q-00127

*Description

Comments

*Quantity: 1

*Rate

*Charge Type: One-Time

View all dependencies

*Unit of Measurement: Each

View all dependencies

Cancel Save & New **Submit**

- **What:** Review your entries and submit the completed change order request.
- **Why:** Submitting a properly reviewed change order minimizes the risk of errors and speeds up the processing time.
- **How:** Click the Submit button after ensuring all information is correct.

Notes

- The availability and type of fields in the change order form depend on the initial contract terms.
- Details you enter determine how the system routes your request to the appropriate FDEM procurement representative.

2. Submitting a Quote

Overview

Submitting a quote allows vendors to propose their goods or services in response to open RFQs issued by

FDEM, which is crucial for maintaining competitive and transparent procurement processes.

Detailed Steps

Example Context: Jane decides to submit a quote for providing first aid kits.

Step 1: Navigate to RFQs



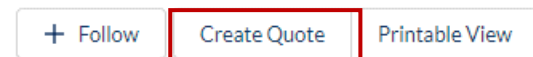
- **What:** Access the RFQ section to view all open requests for quotations.
- **Why:** This allows vendors like Jane to find opportunities that match their product offerings.
- **How:** Click on the RFQs tab and browse through the list of open RFQs.

Step 2: Select an RFQ

	RFQ Name	Mission	Created Date	Quote Selection Criteria
1	PO-011409 Change Order	07235	05/14/2024, 05:00 PM	
2	PO-011441 Change Order	00007	03/29/2024, 03:23 PM	
3	PO-011440 Change Order	00007	01/19/2024, 03:38 PM	
4	PO-011440 Change Order	00007	01/19/2024, 03:35 PM	
5	PO-011438 Change Order	00007	01/19/2024, 12:36 PM	
6	PO-011420 Change Order	Need batteries	01/09/2024, 02:28 PM	
7	PO-011436 Change Order	00009	01/08/2024, 04:33 PM	
8	PO-011436 Change Order	00009	01/08/2024, 04:17 PM	
9	PO-011418 Change Order	Generator 9/14	12/06/2023, 03:23 PM	

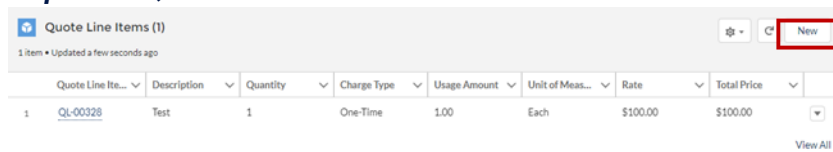
- **What:** Identify and select the RFQ relevant to your business.
- **Why:** Choosing the right RFQ increases the likelihood of your quote being accepted.
- **How:** Click on the specific RFQ that aligns with your products or services.

Step 3: Create Quote



- **What:** Begin entering details of your proposal in the quote form.
- **Why:** A detailed and accurately filled quote form is essential for the procurement team to assess your offer.
- **How:** Fill out the quote form with product details, quantities, and pricing.

Step 4: Add Quote Details



Quote Line It...	Description	Quantity	Charge Type	Usage Amount	Unit of Meas...	Rate	Total Price
1	QL-00328 Test	1	One-Time	1.00	Each	\$100.00	\$100.00

1 item • Updated a few seconds ago

View All

- **What:** Add detailed descriptions and pricing information for each item you're quoting.
- **Why:** Detailed entries help the procurement team understand your offer fully, aiding their decision-making process.
- **How:** Use the Add Line Item button to enter details for each product.

Step 5: Submit Quote

The screenshot shows a web form titled "New Quote Line Item: Good". It includes several input fields: "Quote Line Item Number" (with a dropdown showing "Q-00127"), "Description", "Comments", "Charge Type" (a dropdown menu set to "One-Time"), "Unit of Measurement" (a dropdown menu set to "Each"), "Quote" (a text field with "Q-00127"), "Quantity" (a text field with "1"), and "Rate". There are also "View all dependencies" links. At the bottom, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is highlighted with a red rectangular box.

- **What:** Review and submit your completed quote.
- **Why:** Ensuring all information is accurate before submission reduces the chances of delays or rejections.
- **How:** Click Submit Quote after verifying all details are correct.

Notes

- Ensure all fields are completely filled to avoid delays.
- Pay attention to the validity period specified in the RFQ to ensure your quote is considered.

3. Submitting an Invoice

Overview

Invoices formalize the request for payment for goods delivered or services rendered, facilitating timely and accurate financial transactions between vendors and FDEM.

Detailed Steps

Example Context: After successfully delivering first aid kits, Jane prepares to invoice FDEM.

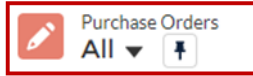
Step 1: Access Purchases



- **What:** Locate the Purchases tab to find completed transactions eligible for invoicing.

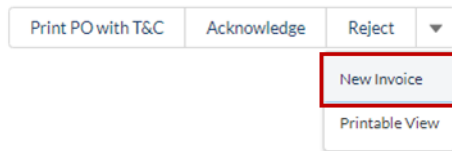
- **Why:** This ensures that invoices are linked to the correct purchase orders, which is crucial for accurate payment processing.
- **How:** Click on the Purchases tab and select the relevant purchase order.

Step 2: Select Purchase Order

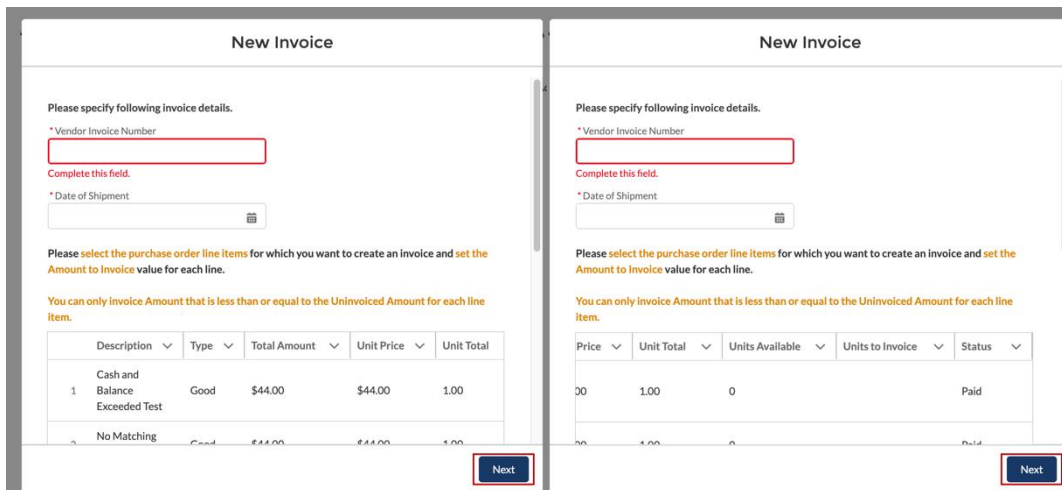


- **What:** Choose the specific purchase order for which you need to invoice.
- **Why:** Selecting the correct order ensures that the invoice matches the delivered goods or services, which is essential for smooth payment processes.
- **How:** Click on the purchase order to start the invoicing process.

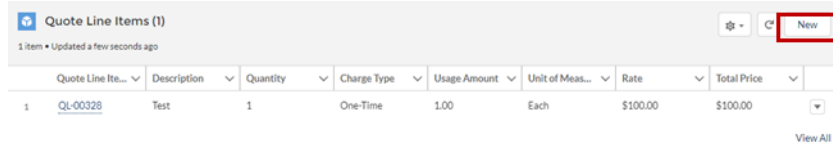
Step 3: Create Invoice



- **What:** Fill in the invoice form with all required details.
- **Why:** Accurately completed invoices help expedite the payment process and reduce the likelihood of disputes.
- **How:** Enter details such as invoice number, date, and payment terms in the form (you may need to scroll horizontally to enter the information).



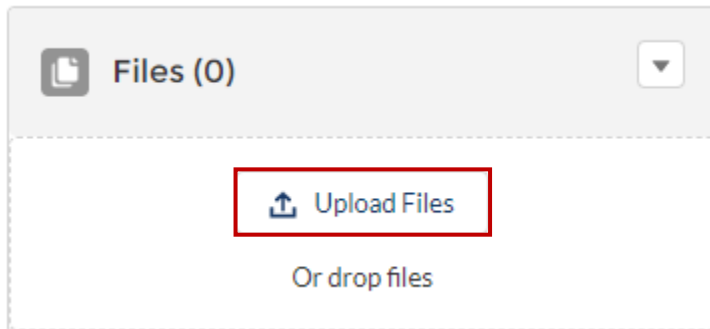
Step 4: Add Line Items



- **What:** Detail each line item related to the purchase order.

- **Why:** Line item details provide clarity on what is being charged, aiding in the verification and approval process.
- **How:** Use the Add Line Item button to enter product or service details.

Step 5: Attach Documents



- **What:** Upload necessary supporting documents like delivery receipts.
- **Why:** Providing supporting documents is critical for validating the invoice claims and ensuring prompt payment.
- **How:** Attach files using the upload tool in the invoice form.

Step 6: Review and Submit



- **What:** Thoroughly review the invoice and submit it for processing.
- **Why:** A final review ensures all details are accurate, which is essential for quick approval and payment.
- **How:** Click the Submit Invoice button after reviewing all entries.

Notes

- Attach all required documents to support your invoice claims.
- Use the confirmation number to track the invoice processing status.

4. General Troubleshooting Tips

- Ensure your browser software is up-to-date to avoid compatibility issues.
- Keep your login credentials secure and readily accessible.
- Regularly check for updates on submissions under their respective sections in the portal.

5. Support

For more information and to stay informed of project updates, please visit the DEMES [website](#). Site

contains support resources, including support contacts, FAQs, videos, and additional job aids.

- For **Procurement** support, email the FDEM Statewide Mutual Aid Coordinator, Porschica Griffith at porschica.griffith@em.myflorida.com .
- **Technical Support can be requested by emailing** DEMES.Support@em.myflorida.com.

6. Feedback

Your feedback and input is important to the success of this initiative. Please share your feedback and ideas for enhancement at DEMES.Support@em.myflorida.com.