Supplier Portal External User Guide to the Supplier Menu v11.doc

1. How to access the NextEra/FPL External Supplier Menu.
First time users will follow section 2 "Self-service registration".
Existing users will follow section 3 "Login for existing users".

2. Self-service registration. Create a web user ID and password for use on http://www.fpl.com/suppliers as follows.
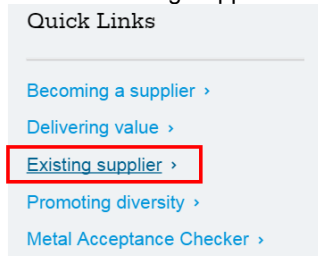You will need the following:
(a) The Taxpayer ID for your business (e.g. 12-3456789). This must be the same as on your IRS Form W9.
(b) The Zip / Postal Code of your business headquarters (e.g. 34567). This must be the same as on your IRS Form W9.
(c) An Accounts Payable Invitation Number (APIN) from our AP team, or a PO number. (To protect your information, the APIN will enable you to see Invoices and Payments. The PO number will allow you to create an ID and to see Purchase Orders. You may add the APIN access later to the same ID that you create with a PO number.)

2.1 Navigate to http://www.fpl.com/suppliers which is the "Suppliers" page.

2.2 Click "Existing Supplier".

Quick Links

Becoming a supplier ›
Delivering value ›
Existing supplier ›
Promoting diversity ›
Metal Acceptance Checker ›

2.3 Request Invitation Number from NextEra/FPL AP team.

- Check on the status of payments and invoices (Note: this feature requires special access, which may be requested by contacting us via e-mail)

You will receive an APIN by email. Typically this takes 48 hours. This will provide access to view Invoices and Payments.

Once you receive the APIN, continue to create your User ID as follows.
OR, you may create your User ID immediately (using the PO number) and apply the APIN later.

Note: the APIN is good for 45 days. Please ensure you create your Supplier Portal user ID within that time. Your user ID will last indefinitely, provided you login at least once every 365 days.

2.4 From "Existing Supplier" page, click "Create Supplier Account".

Create a Supplier Account.

2.5 Create Supplier User ID: Step 1 of 3.

Command: https://app.fpl.com/sra/SraController?command=displayvalidatetin

Enter TIN and ZIP as shown on your IRS Form W9.

If your business has more than one ZIP, use the ZIP from your headquarters location. Other ZIP codes won't be accepted.

2.6 Create Supplier User ID: Step 2 of 3.

Here you may enter either the APIN or a PO number:

2.7 Create Supplier User ID: Step 3 of 3.

Create Supplier User ID: Step 3 of 3

Please enter the information below to create your Supplier User ID.

Supplier User ID:

6 or more letters and/or numbers, no spaces.

Password:

Case sensitive, 8 or more letters and numbers,
no spaces.Must be different from Supplier User ID.

Retype Password:

Security Information
If you forget your password, this information is our only way to verify your identity.

Security Questions: - Select one -   ▼

Security Answer:

Retype Security Answer:

E-mail Address:

Retype E-mail Address:

First Name:

Last Name:

Submit   Reset

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2.8 External Supplier Menu.
Once registration is complete, you are automatically logged in.
The Supplier Menu works with one Taxpayer ID Number (TIN) at a time.
If your company has multiple TINs, you will create a separate user ID for each.
Click any menu link to view information for this TIN.

Supplier Account

Welcome.
Please click any link below to access your info.

Supplier Information

Contact Information	Contracts (ECC)
Document Exchange	Material Message Board *Msg Late*
Materials Detail (All Plants View)	Materials Detail (Purchasing Plants View)
Materials Summary	Purchase Orders (ECC)
Purchase Orders (Nuclear)	Standards (Nuclear)

Financial & Accounting Information

Invoice Lookup (ECC)	Payment Lookup (ECC)

Supplier Web ID Administration
Change Password
Display/Maintain Web Profile

Log Out

3. Login for existing users.

Navigate to http://www.fpl.com/suppliers page and (at bottom of page) click "Supplier Login".
Command: https://app.fpl.com/eca/EcaController?command=supplierlogin

Partner Resources ▲

    Suppliers

    Supplier Login

    PIC Login

Supplier Log In

Please fill in these fields, then click Log In.

Supplier User ID:

Password:

Log In

Not Registered -- Create User ID and Password
Forgotten Supplier User ID
Forgotten Password