Supplier Portal

Supplier Registration, Purchase Order, Invoice/Payment Search Guide, and Troubleshooting

Contents

Introduction

Existing NextEra Energy Inc. suppliers can gain access to their procurement and financial information by establishing a Supplier Account. Passwords are protected and the account will provide you online resources to:

- ✓ View contracts, purchase orders and past due materials
- ✓ Check on the status of consignment inventory, if applicable
- ✓ Download material forecast data, if applicable
- ✓ View contact information
- ✓ Perform self-service user ID administration (e.g., password reset)

In addition to the above, with an additional access level, suppliers can check on the status of payments and invoices.

Important The information shared through the Supplier Account is confidential and suppliers can only view their own information. Suppliers who are conducting business with any of the NextEra/FPL companies should self-register on our dedicated Supplier Portal site. Please note that registration is only for suppliers who are currently providing NextEra/FPL companies with products and/or services.

This guide explains how to complete the Supplier Portal self-service registration process and once an account is created, how to view procurement and financial information.

Supplier Portal Self-service Registration

If your company is already doing business with any of the NextEra / FPL companies, you can create a Supplier Portal User ID and password on http://www.fpl.com/suppliers.

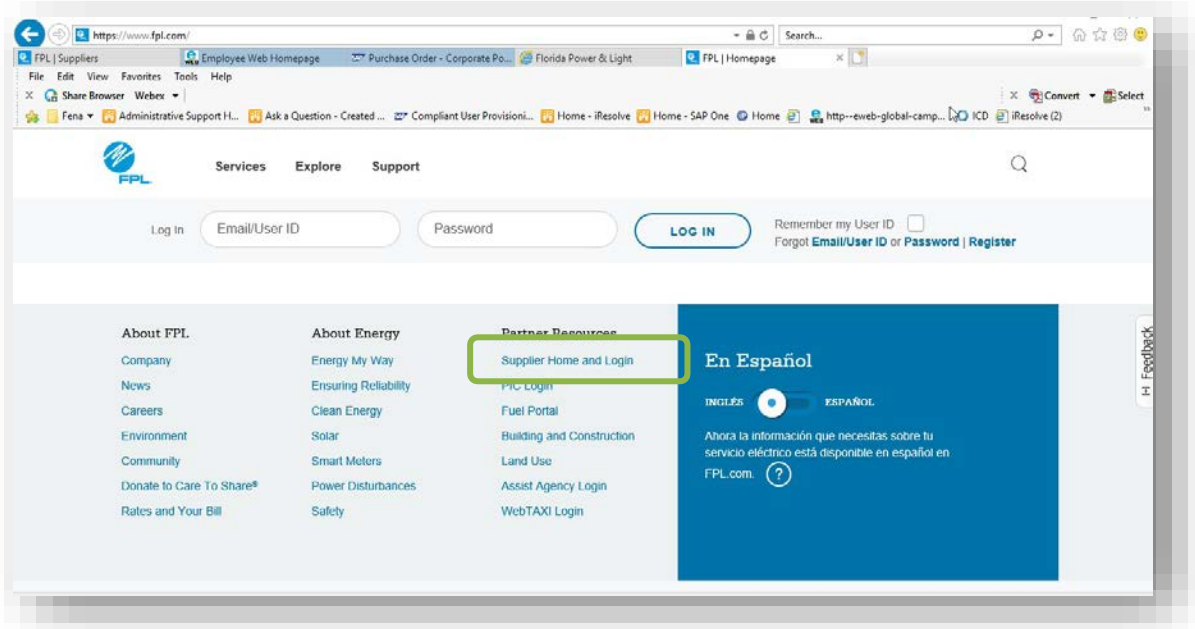To complete the self-service registration process, you will need the following:
- ✓ Taxpayer ID for your business - e.g., 12-3456789. This must be the same ID as listed on your IRS Form W9.
- ✓ Zip/Postal Code of your business headquarters (e.g., 34567). This must be the same as listed on your IRS Form W9.
- ✓ And **one** of the following: a) Purchase Order number, b) Accounts Payable Invitation Number(APIN), c) Bidder Invitation Number (BPIN) **or** d) eReceiving Invitation Number (RPIN).
  - o Please note that BPIN and RPINs are assigned by special invitation only.

Once the above information is gathered, you are ready to begin the self-service registration process.

Log on to the FPL.com website, scroll down to the Partner Resources area at the bottom of the screen, and then click the link to "Supplier Home and Login".

Or…copy and paste the URL below into your web browser, and then press Enter on your keyboard:
http://www.fpl.com/doingbusiness/isc/contents/suppliers.shtml

You will be brought to the Suppliers, Existing suppliers screen. To begin the self-service registration process, click the "create a **Supplier Portal User ID**" link.
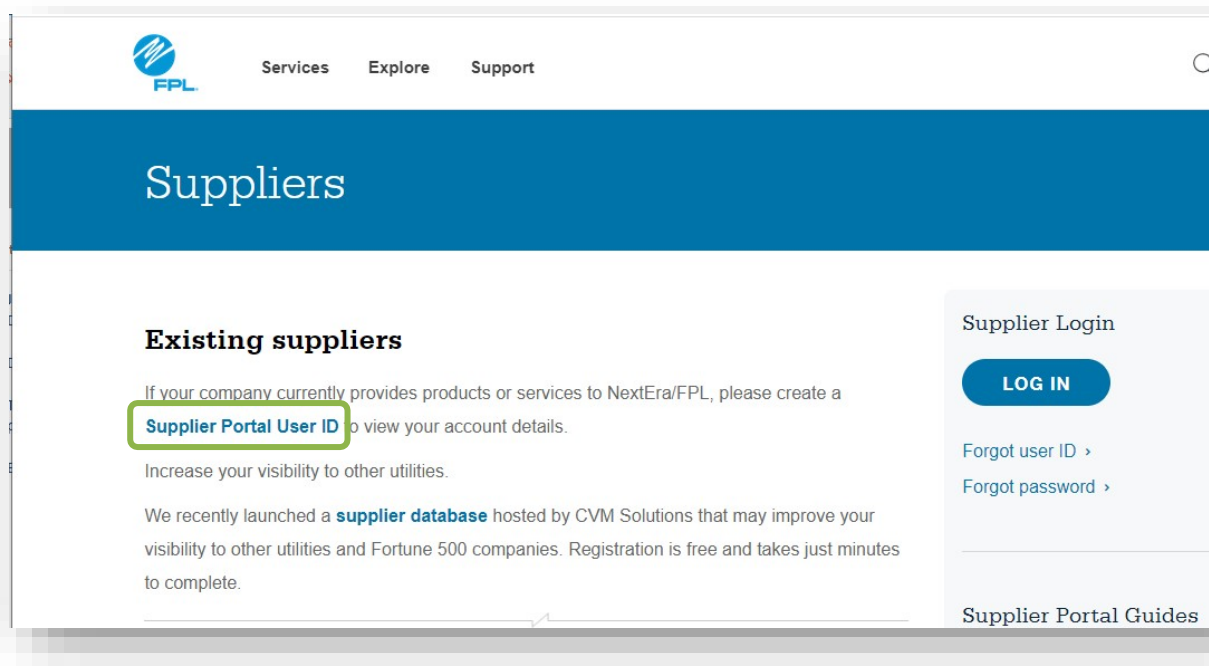
This screen provides general information about the Supplier Account as well as links to Supplier Portal Guides. Scroll down, and then click the "Create a **Supplier Account**" link.
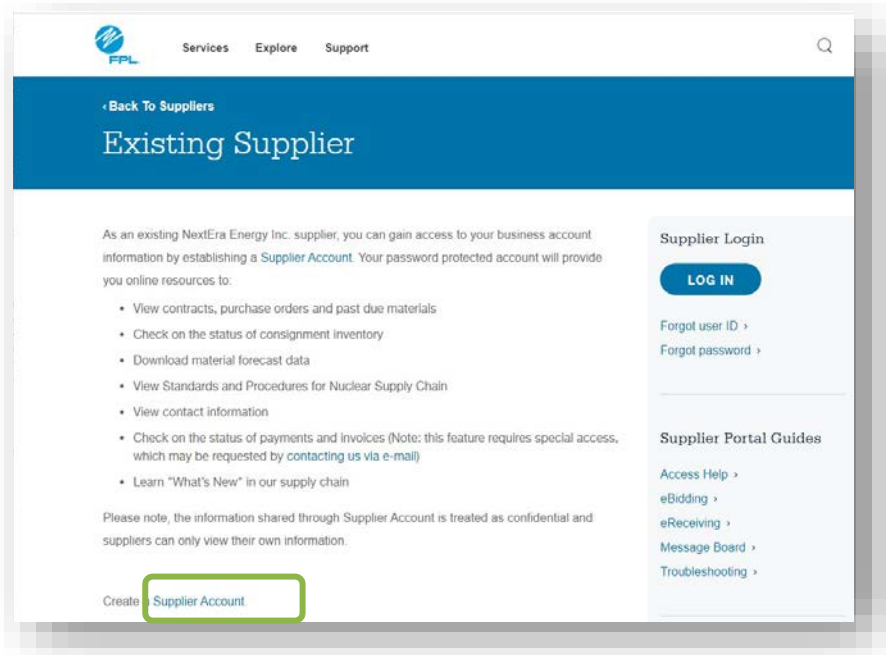
Create Supplier User ID: Step 1 of 3:

Review the **Terms and Conditions** and then **certify** and **acknowledge** where applicable by placing a check in the respective boxes.

Enter the Tax ID and Zip Code of your company headquarters, and then click the Continue button.

Create Supplier User ID: Step 2 of 3:

Scroll down and enter information in **one** of the following areas:

- **BPIN** (Bidder Partner Invitation Number) and **Supplier Number** in the Processing Bids area, if supplied by NextEra/FPL
- **APIN** (Accounts Payable Invitation Number) in the Accounting, Financial and Procurement Information area
- **RPIN** (Receiving Partner Invitation Number) and **Supplier Number** in the Receiving area, if supplied by NextEra/FPL
- **PO Number** in the Procurement Information area

Click the **Continue** button.

PIN Type and description of associated functionality:
- **BPIN** – Enables bid submissions*
- **APIN** – Enables financial searches (e.g., invoice and payment search)
- **RPIN** – Enables supplier's participation in the eReceiving program*
- **PO Number** – Enables procurement related searches.

By special invitation only

Create Supplier User ID: Step 3 of 3:

Enter a **Supplier User ID** which is at minimum 6 characters, with letters and/or numbers. Enter a **Password** which must be 8 characters in length, contains letters and number, is case sensitive and must be unique as compared to your Supplier User ID.

Retype the **Password.**

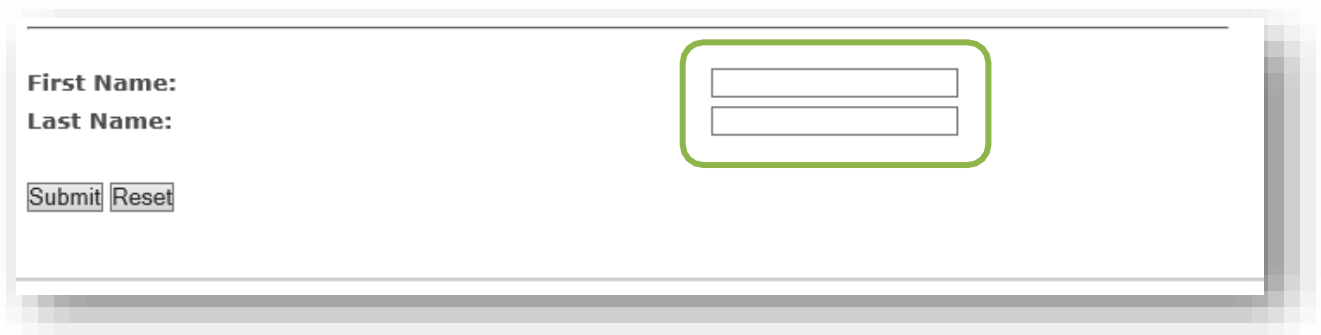Next, select a **Security Question** from the list. Enter your **Security Answer** and then **Retype** your **Security Answer**.

Enter a valid **E-mail Address**, and then **Retype** the **E-mail Address**.

Enter the **First** and **Last Name** of the company contact. When done, click the **Submit** button.

You will receive a welcome email message like the one below:

From: Supplier_Portal_AP_Admin@fpl.com <Supplier_Portal_AP_Admin@fpl.com>
Sent:
To:
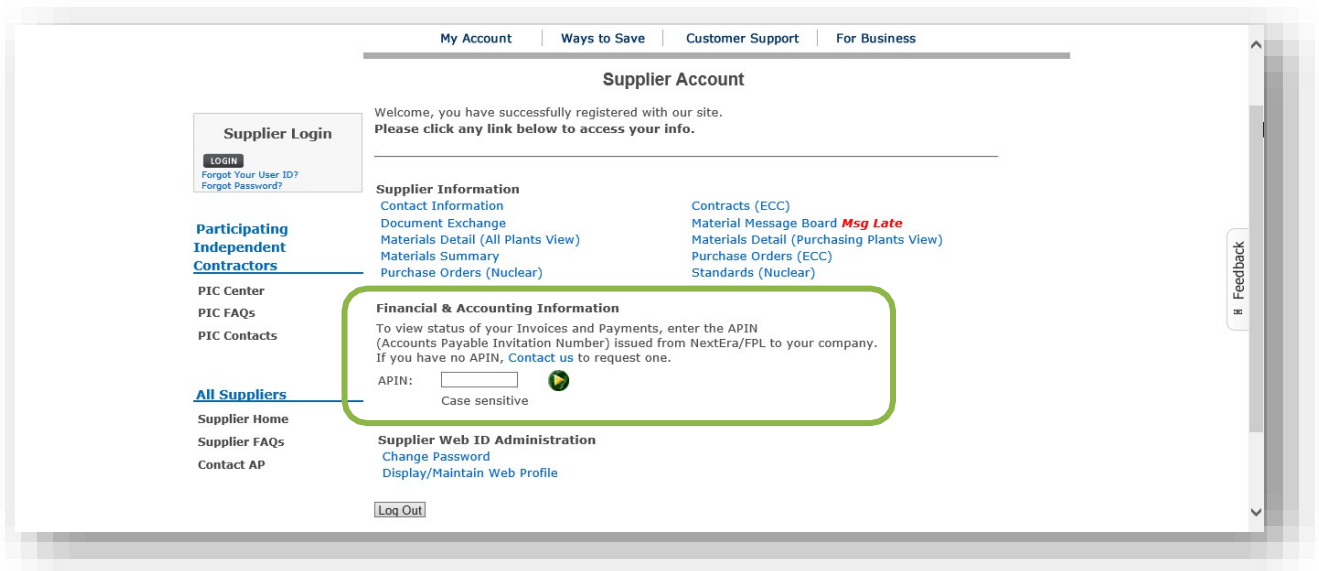Subject: Message from NextEra/FPL Integrated Supply Chain

Message from NextEra/FPL Integrated Supply Chain

Thank you for registering. The following User ID has been registered for your Tax ID Number at NextEra/FPL Supplier Portal :

User ID name will be listed here

Sincerely,
Integrated Supply Chain
NextEra/FPL

If you wish to review Financial and Accounting information and have not already been provided authorization to view this information, you may request an APIN. To request an APIN for this functionality, click the **Contact us** link under Financial & Accounting Information and provide the requested information.

You will receive email notification once the APIN is complete.

From: Supplier_Portal_AP_Admin@fpl.com <Supplier_Portal_AP_Admin@fpl.com>
Sent:
To:
Subject: Message from NextEra/FPL Integrated Supply Chain

Message from NextEra/FPL Integrated Supply Chain

Dear   (Vendor No   ),

Here's your APIN (Accounts Payable Invitation Number).
You'll be able to view invoice and payment status once you create a user id here: NextEra/FPL Supplier Portal
You'll need the following for this one-time setup:
1. your company's USA Tax Id (as shown on your IRS Form W-9),
2. your company's Zip (as shown on your IRS Form W-9),

3. your APIN: (your APIN is good for 45 days, please create your user id within that time).

We hope you'll benefit from having current and historical information at your fingertips.

For more information: Access Help

Sincerely,
Integrated Supply Chain
NextEra/FPL

The provided APIN will be entered into the APIN area on the Supplier Account main page in the Financial and Accounting Information area. When the APIN is validated, the Invoice and Payment Searches will then be visible.

Supplier Account

Supplier Login

LOGIN
Forgot Your User ID?
Forgot Password?

Role has been elevated to AC_PAYABLE for SP UserID:
Please click any link below to access your info.

Participating
Independent
Contractors

PIC Center

PIC FAQs

PIC Contacts

All Suppliers

Supplier Home

Supplier FAQs

Contact AP

Supplier Information

Contact Information   Contracts (ECC)
Document Exchange   Material Message Board *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 Search   Payment Search

Supplier Web ID Administration
Change Password
Display/Maintain Web Profile

Log Out

The APIN is valid for 45 days so please ensure you create your Supplier Portal user ID within that time.
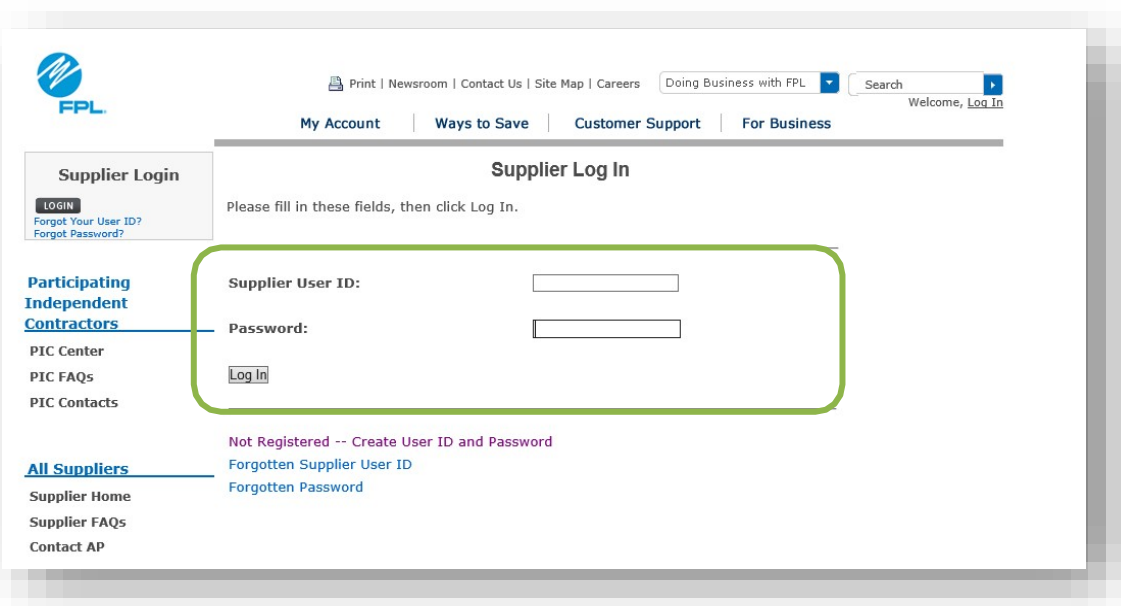
Note: Supplier Portal User IDs will last indefinitely provided you login at least once every 365 days.

Purchase Order Search

Open the **FPL.com** website and navigate to the Existing Suppliers, Supplier Login screen. Click the **LOGIN** button.
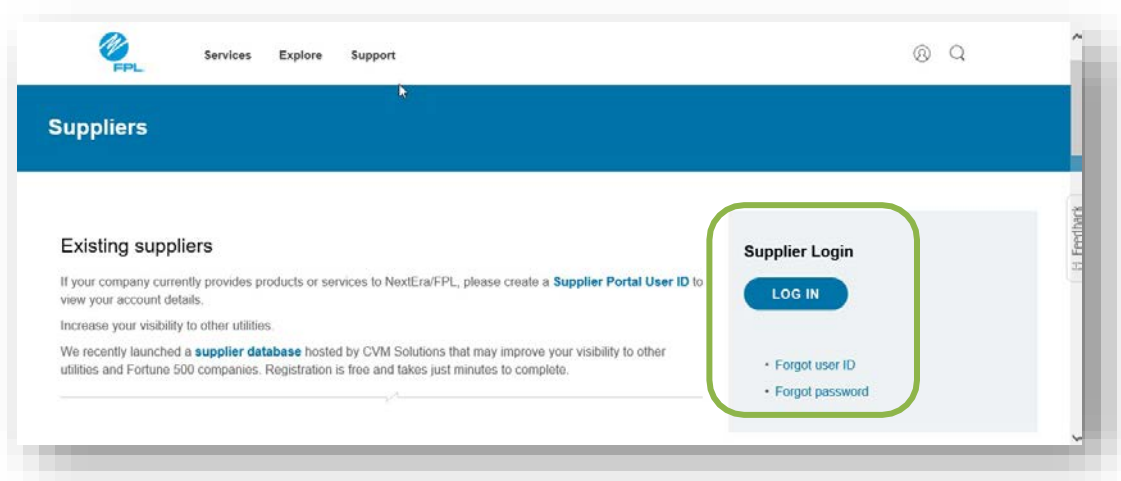
Enter your **Supplier User ID** and **Password**, and then click the **Log In** button.

FOR NON-NUCLEAR PO SEARCH

The Supplier Account Main Menu is displayed. Select the applicable **Purchase Orders** link under Supplier Information area. In this example, we will select the Purchase Orders (ECC) menu option which displays non-nuclear POs.

On the Purchase Order Search screen there are various search filters available for use. Specify the desired search criteria and then click the **Submit** button.

To see further details about a Purchase Order in the results list, click the **PO Number** link.

A copy of the **Purchase Order Items** and its **Line Status** is displayed. When done, close out of all windows.

Based on the search criteria matching PO's will be displayed.

➢ If a PO has one or more items with a past due delivery, a warning icon appears in the **Delivery Past Due** area. Click the icon to view further information about the past due PO items on the **Material Message Board**.

➢ If a PO has a shipment/receipt discrepancy, a warning icon appears in the **Discrepancy area**. Click the icon to view discrepancy comments on the **Material Message Board**.

➢ Purchase Orders with the **Order Type of Direct Material Purchase Order** have an envelope icon which links to the **Message Board**. The Message Board can be used to communicate information about order fulfillment, expedite requests, and other information related to the PO.

➢ M&S orders only (SAP/non-nuclear)

FOR NUCLEAR PO SEARCH

In this example, we will select the Purchase Orders (Nuclear) menu option which displays nuclear POs.

On the Purchase Order Search screen there are various search filters available for use. Specify the desired search criteria and then click the **Submit** button.

To see further details about a Purchase Order in the results list, click the **PO Number** link.

Nuclear Purchase Orders

Each line represents one Purchase Order. Most recent Purchase Orders are displayed first. You may click the PO number to see details.

1 record(s) found.
Records 1 to 1 displayed.

	Back To Search		Close		

PO Number / Revision / Release	Date	Vendor Number	Type	Status	Please Direct Inquiries to:
02460687 / /	09/13/2023		Specific Order	CLOSED	Agent: Phone:

	Back To Search		Close		

A NextEra Energy Company | Investors | Terms | Privacy Policy | Safety Policy | FPL Blog | Newsletter | RSS | FPL Advertising | Email Updates

Copyright ©1996 - 2024, Florida Power & Light Company. All rights reserved.
FPL.com is optimized for the following browsers: IE 8.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.

A copy of the **Purchase Order Items** is displayed. To reach out to the agent, click on the **Please Direct Inquiries to:** hyperlink. When done, close out of all windows.

Nuclear Purchase Order Items

Purchase Order:	02464295
Revision Number:	
Blanket Release:	

Issue Date:	01/04/2024		Please Direct Inquiries to:	MATTHEW DEL TOSTO
Vendor:	0000005711		Phone:	
Order Type:	fic Order ******			

Line Status	Qty	UP	Item Description	Unit Price
0001 OPEN	1	EA	Catalog Description: COUPLING, MALLEABLE IRON, ASTM A-197, GALVANIZED PER ASTM A-153, 300 LBS, THREADED AND BANDED, SIZE 1-1/2" Manufacturer Part: BY DESCRIPTION Manufacturer Code: OPENMARKET Manufacturer Name: OPEN MARKET Catalog ID: 0000326276-3 Facility/Warehouse: PTN/A	$90.000000

	Close	

A NextEra Energy Company | Investors | Terms | Privacy Policy | Safety Policy | FPL Blog | Newsletter | RSS | FPL Advertising | Email Updates
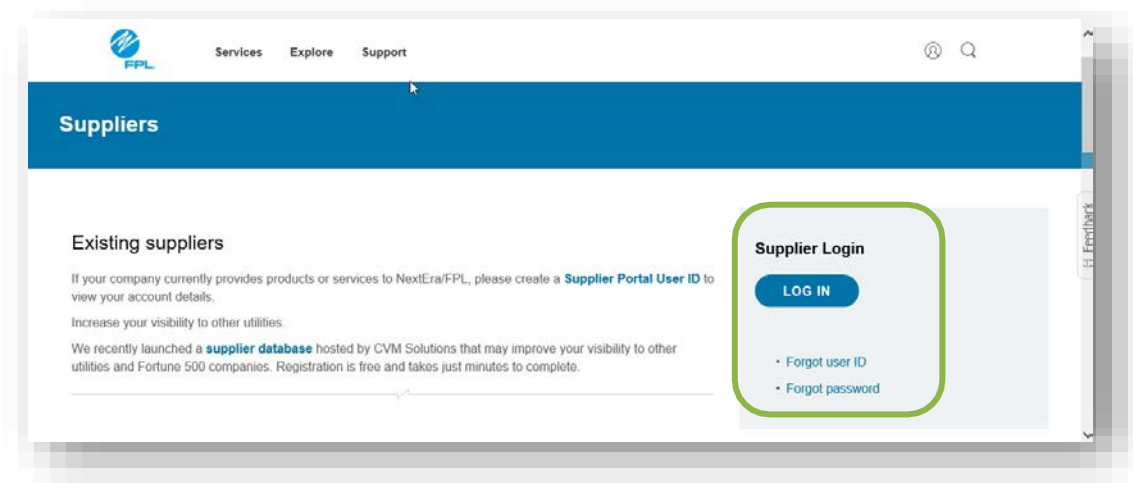
Copyright ©1996 - 2024, Florida Power & Light Company. All rights reserved.
FPL.com is optimized for the following browsers: IE 8.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.
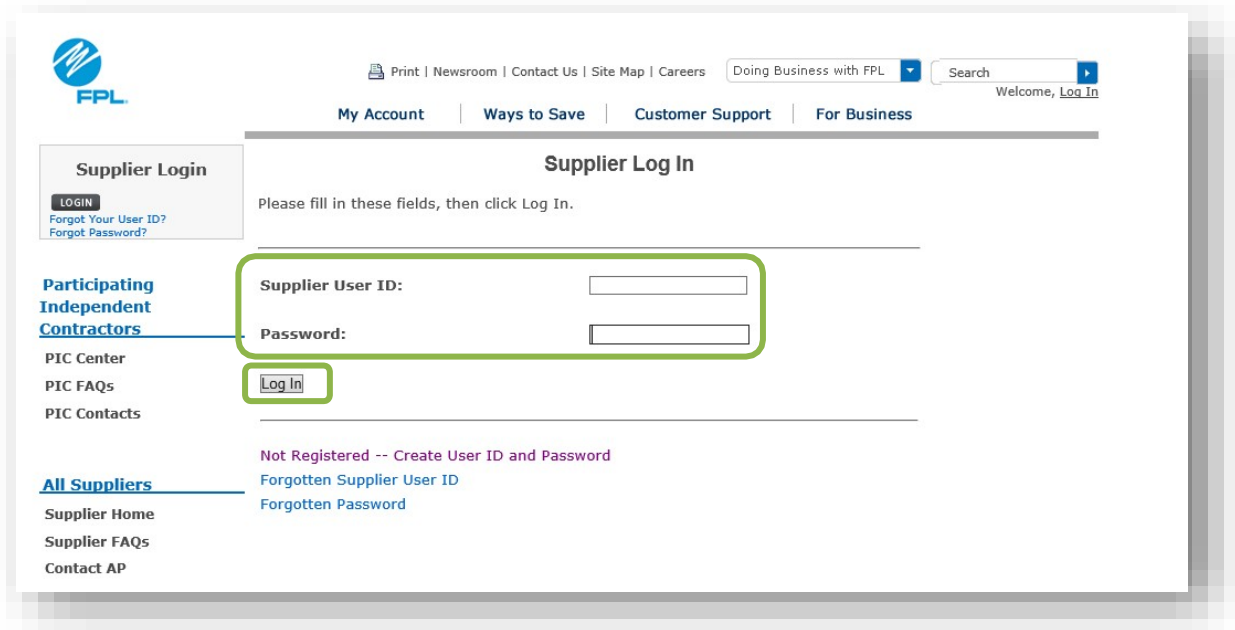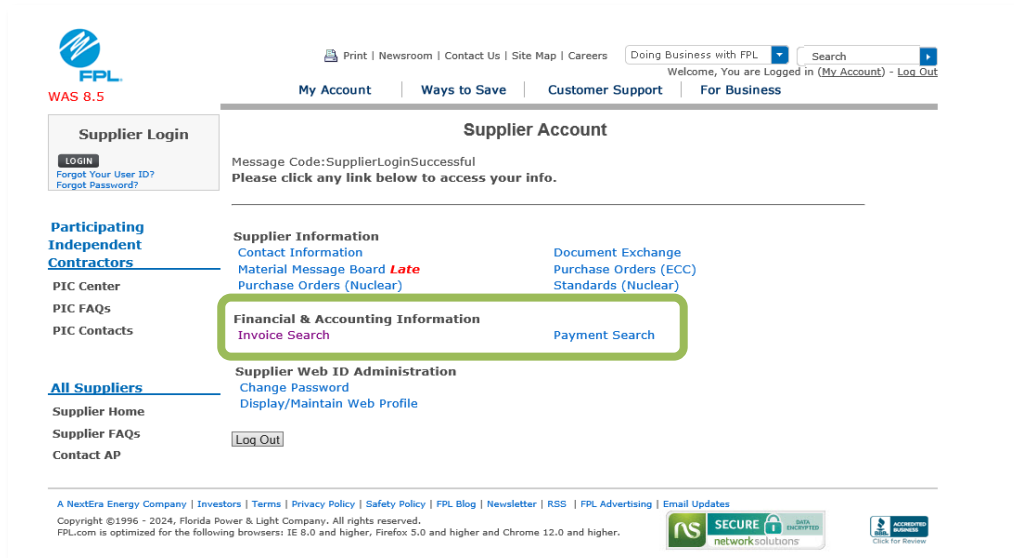
Invoice Search

Open the **FPL.com** website and navigate to the Existing Suppliers Supplier Login screen. Click the **LOGIN** button.

Enter your **Supplier User ID** and **Password**, and then click the **Log In** button.

Select **Invoice Search** menu option under **Financial & Accounting Information**. In this example, we will perform an Invoice Search.

There are various search filters available for use. Specify the desired search criteria and then click the **Search** button.

Based on your search criteria, a list of invoices is displayed. To drill down into a specific invoice,click the **Invoice #** link.

Additional details are displayed. When done, close out of all windows.

Payment Search

Select **Payment Search** menu option under **Financial & Accounting Information**. In this example, we will perform a Payment Search.

There are various search filters available for use. Specify the desired search criteria and then click the **Search** button.

Based on your search criteria, a list of invoices is displayed. To drill down into a specific invoice, click the **Invoice #** link.

Additional details are displayed. When done, close out of all windows.

Material Message Board

Select Material Message Board menu option under Supplier Information.

Material Message Board is a platform for material vendors **only**. This portal is used for communicating the statuses of your material orders for both Nuclear and Non-Nuclear.

Supplier Portal Troubleshooting Guide for External Users

Section 1: Login Issues – How to Login to Supplier Portal

1. Close all browser windows.
2. Suppliers: launch www.fpl.com/suppliers and click 'Supplier Login' * **
3. Prospective Suppliers: you won't need to login. Launch www.fpl.com/suppliers and under heading 'Prospective Suppliers click 'enter your contact information'.

* Alternatively, you may access the login page as follows:

4. Launch www.FPL.com and scroll to bottom of page. **IMPORTANT**: The login at top of this page won't work for Supplier.
5. Suppliers: click 'Supplier Login'

** You may also bookmark the login page directly:

6. Suppliers: https://app.fpl.com/eca/EcaController?command=supplierlogin

Section 2: APIN Issues – How to Create a New Supplier Portal Login ID

You'll need an APIN (Accounts Payable Invitation Number) by NextEra / FPL AP team. To request an APIN:

1. Send email to Supplier_Portal_AP_Admin@fpl.com with Subject Line: Request for access to FPL's payment and Invoice web look-up.
2. Include your company 9-digit Tax ID in the e-mail.

You'll receive your APIN within 48 hours. To create a new Supplier Portal login ID:

3. Close all browser windows.
4. Suppliers: launch www.fpl.com/suppliers and click 'Supplier Login'.
5. We are now at the login page https://app.fpl.com/eca/EcaController?command=supplierlogin
6. Click link 'Not Registered – Create User ID and Password' and follow the prompts. You'll need your company 9-digit Tax ID and postcode / zip of your headquarters location.

Section 3: Error Messages – How to Fix Specific Errors After Login to Supplier Portal

Message	How to fix
We're still working on upgrading our website (This message is in a popup window with Continue button.)	Press Continue button. Don't press Close. The Supplier Portal and PIC Portal website is operational. You may continue as normal. This message is a courtesy notification about possible future design work, rather than current maintenance in-progress.
Login failed. Please try again… Passwords are case sensitive…	If you have forgotten your password … visit the login page and click 'Forgot Password'. You'll need your correct Supplier Portal login ID (as registered), your Security Answer (as registered), and your email address (as registered). You'll be prompted to provide a new password. PASSWORDS ARE CASE-SENSITIVE.
Login failed. Please try again… Passwords are case sensitive…	If you have forgotten your user id … visit the login page and click 'Forgot User ID'. You'll need your company Tax ID (as registered) and your email address (as registered). Your user id will be emailed to you.
LDAP Error … The User ID you entered is already taken. Please select another UserID.	Choose another user ID. You will need to (1) press the browser back button (2) press browser refresh button (3) at this point you will be at the page 'Create Supplier User ID: Step 3 of 3' and you may now (4) enter a different ID and submit the page again. Keep trying until you achieve success. Often suppliers are surprised to see their preferred ID is already taken. It may be that another person, or the same person at the supplier company in years past had this ID and the ID had expired long ago. Even if expired, the ID can't be used again.
Your request could not be completed.	Likely timeout. Close all browser windows and try again.
Error: G_PROFILE.TIN is null.	Likely timeout. Close all browser windows and try again.
Error: Tax ID […] not found. Please try again. (This is during Step 1 of Create Supplier ID).	Prospective Suppliers: launch www.fpl.com/suppliers and under heading 'Prospective Suppliers' click 'enter your contact information'. Existing Suppliers: check the Tax ID against your W9 form. Contact us to make any corrections needed.
Error: Please contact your Purchasing Agent to check your Zip or Postal Code. (This is during Step 1 of Create Supplier ID).	Prospective Suppliers: launch www.fpl.com/suppliers and under heading 'Prospective Suppliers' click 'enter your contact information'. Existing Suppliers: check the Tax ID against your W9 form. Contact us to make any corrections needed.
Error: please contact your Purchasing Agentto check your Tax ID, Post Code or Zip Code, BPIN, and Supplier Number. (This is during Step 2 of Create Supplier ID).	Refer to your emails for the BPIN and Supplier Number. Refer to your W9 form for Tax ID and 5-digit zip code.
Error: the Purchase Order Number (PO) you provided was not found. (This is during Step 2 of Create Supplier ID).	Enter a valid PO number. For Nuclear POs, use 8 digits including leading zeroes. For non-Nuclear POs, use 10 digits.
Error: email address […] not found. Pleasetry again. (This is during Step 3 of Create Supplier ID).	You must use the exact same email address where we sent the BPIN or RPIN.

Message	How to fix
Error. APIN: [...] is too short. Error. APIN: [...] is wrong format.	APINs must be 8 characters long.
Error: The Accounts Payable Invitation Number (APIN) you provided was incorrector expired.	If your APIN is new, it's being entered wrong. If it's old, contact us for another.
Error: APIN not accepted. Please contact usto request another. APINs expire after 45 days.	If your APIN is new, it's being entered wrong. If it's old, contact us for another.
Error: USER [...] has insufficient access [...].	You are accessing an application for which you don't yet have authority. If your ID is new, please be patient while we set you up with the authority.
Error: USERID: "..." is expired. Error: USERID: "..." has been deleted.	Contact us for another APIN. You'll need to create a new Supplier Portal user id. To protect your information, we can't un-expire your id and we can't un-delete your id.
Error: account group (ZTRD/ZFTR/ZBID/ZFBD) was not found forthis supplier. This may be due to AP maintenance in-progress. Please try again tomorrow.	If this happens again tomorrow, contact us. Our AP team is likely working on your account.
Error: this comment is already in the database.	Refresh your browser window. Click View to see the comments. Enter a new comment if needed.
Error: document [...] is already present. Please delete it first and then try again.	Refresh your browser window. You can't upload a document if already present. Delete the document or upload it with a new name.
Material Message Board message: More than 5000 items found. Display limit exceeded. Please change the search filter.	Adjust your filters by clicking on the filter icons located at each column heading. For faster performance, a maximum of 5000 PO line items will be displayed.
Other unusual error in Supplier Portal.	See 'General Issues'.

Section 4: Other Issues – How to Fix Unexpected Issue After Login to Supplier Portal

Most often this is a timeout. Timeouts occur after 30 min of inactivity.

When using eBidding (Process Bids non-Nuclear) or eReceiving (Vendor Confirmation Create), there are compatibility issues with IE11. These could interfere with upload feature or selection features. The system appears to be 'thinking' or 'hanging'. See fixes (5) or (6).

How to Fix:

1. Close all browser windows and try again.
2. Clear browser cache (Appendix A) and try again.
3. If using Chrome or Firefox, upgrade to the latest version (Appendix A) and try again
4. If using Internet Explorer, we support IE 8, IE 9, IE 10 and IE11. If at IE 7 or lower, please upgrade to IE 8 or higher and try again.
5. If using IE 9, IE 10, IE 11 or higher, try menu option Tools > Compatibility View > add website **fpl.com** to list. (If 'Compatibility View' menu option is grayed out, then skip this as you are already in Compatibility View for that particular page.)
6. Try another browser program, for example Internet Explorer (IE) or Chrome or Firefox.
7. From within your company network, try a different PC machine.
8. From outside of your company network, try a different PC machine (such as your home PC).

Last Resort – How to Get More Help

When all the fix options detailed above don't help, please send us the following:

1. A description of the steps leading to the error,
2. A screen shot with the error message,
3. The exact date and time,
4. Your company name and NextEra / FPL / SAP Vendor number or company Tax ID,
5. Your login ID and email address, and
6. Which browser program and browser version you have, and which version of Windows.

Your contact representative is found here:

- Suppliers: please contact your NextEra/FPL Purchasing Agent.
- For Accounting-related issues, use the Contact AP link at the Supplier Login page.

Appendix A: Clear Cache – How to Clear Your Web Browser Cache

<u>Firefox:</u>

1. Close all Firefox windows. Launch Firefox and ensure you are on the latest version. Click menu > help > about.   You'll see a message indicating Firefox is up to date. If not, download and install the latest version.
2. Click settings > options > advanced > network > clear now.
3. Click settings > options > privacy > history > 'never remember history.

<u>Chrome:</u>

1. Close all Chrome windows. Launch Chrome and ensure you are on the latest version. Click settings > about. At this point you'll see a message indicating Chrome is up to date. If not, download and install the latest version.
2. Click settings > history > clear browsing data. Turn on all checkboxes and clear all browsing data from the beginning of time.

<u>Internet Explorer:</u>

1. Close all IE windows. Launch IE and click tools > 'internet options' or click settings > 'internet options'.
2. On the General tab, under Browsing history, check ON 'Delete browsing history on exit' and click Delete
3. Turn OFF the 'Preserve Favorites website data' box and turn ON all the other boxes.
4. Click Delete.
5. Click Settings, and under "Check for newer versions of stored pages" select "Every time I visit the webpage".
6. Click OK, click Apply, and click OK.

Appendix B: Invoices – How to Send

<u>PO Invoices – How to Send</u>

1. **FPL Company**: email to: Collector-FPL-PO@fpl.com
2. **NextEra Energy Resources Companies**: email to: NEER-accountspayablepo@nee.com
3. **Nuclear Plants:** email to: NAMS-INVOICES.SharedMailbox@nexteraenergy.com
4. If you can't send email, use the address listed on the PO.
5. *If your invoice pricing doesn't match the PO pricing, please contact your procurement agent before sending*.
6. **Don't submit invoices for: Evaluated Receipt Settlement (ERS) orders or eReceiving**

PO Invoices – How to Attach to Email
1. Use only pdf format. Excel and other file types can't be processed by the system.
2. The invoice must be the first page if the attachment includes time sheets or other reference material.
3. Submit **only one invoice per pdf** attachment.
4. There can be multiple attachments per email, such as time sheets or reference material.
5. Don't send multiple copies of the invoice, such as one copy to Accounts Payable and one copy to the ship to location.

PO Invoices - Information Required

- Vendor Name
- Vendor Address
- Vendor Tax ID (preferred)
- Vendor Invoice Number
- Invoice Date
- Invoice Amount
- NextEra / FPL Ship to Name and Address
- Description of the material or service purchased
- Quantity Purchased

- Unit Price
- Applicable Taxes
- Applicable Shipping/Freight Charges
- PO Number (**Invoices must reference a valid PO Number**)
- PO Line Number
- The material or service purchased should match the line description on the PO

All Invoices – How to Display Status

Login to Supplier Menu > 'Financial & Accounting Information' > Invoice Lookup