



Supplier Portal

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

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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.



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:

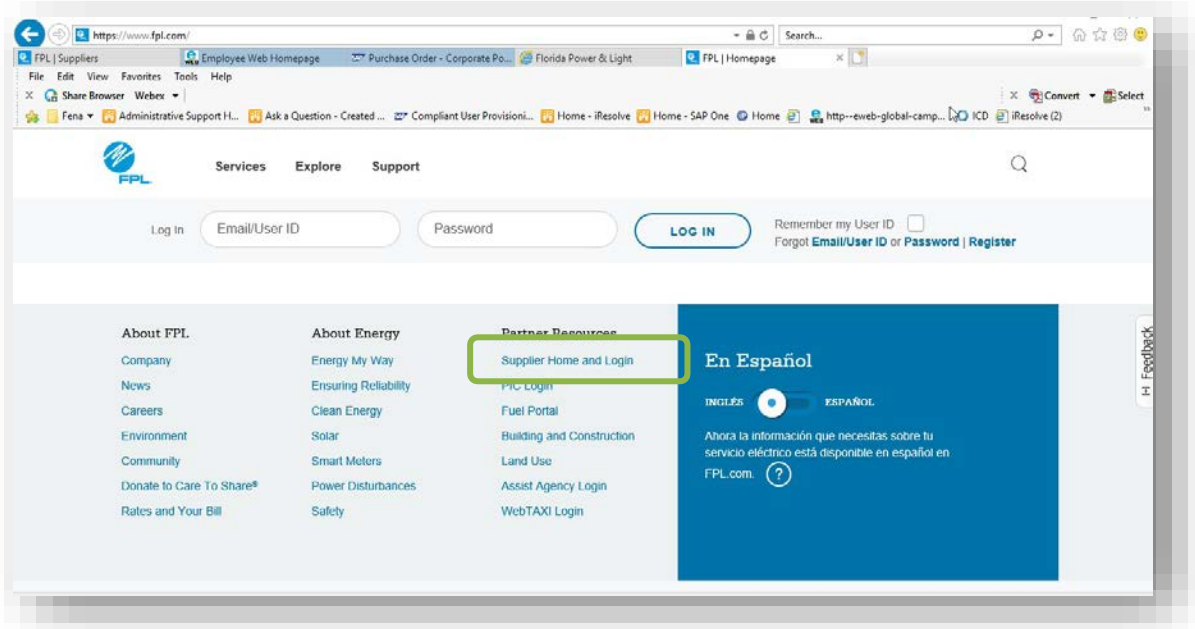
- ✓ Taxpayer ID for your business - e.g., 12-3456789. This must be the same ID as listed on your IRS Form W9.
- ✓ Zip/Postal Code of your business headquarters (e.g., 34567). This must be the same as listed on your IRS Form W9.
- ✓ And **one** of the following: a) Purchase Order number, b) Accounts Payable Invitation Number (APIN), c) Bidder Invitation Number (BPIN) **or** d) eReceiving Invitation Number (RPIN).
 - 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.

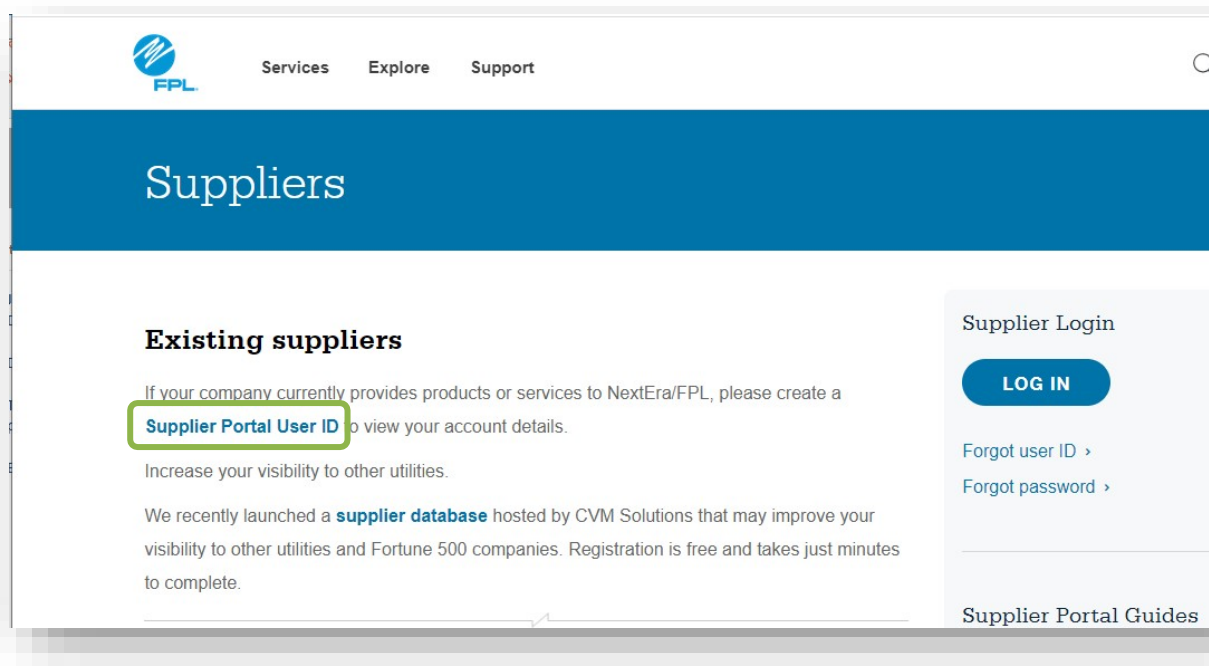
Log on to the FPL.com website, scroll down to the Partner Resources area at the bottom of the screen, and then click the link to “Supplier Home and Login”.

Or...copy and paste the URL below into your web browser, and then press Enter on your keyboard:

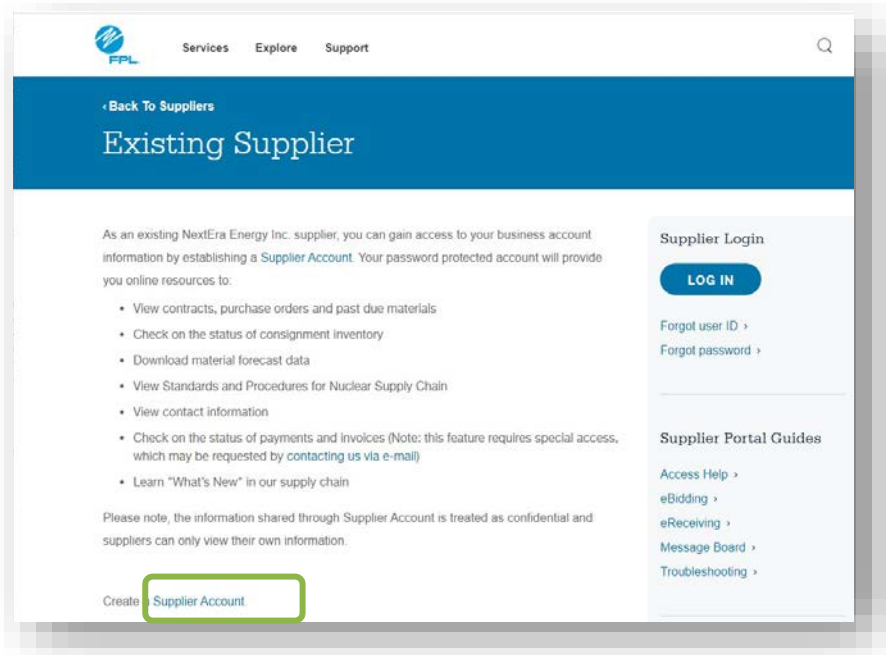
<http://www.fpl.com/doingbusiness/isc/contents/suppliers.shtml>



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 1 of 3

Registration is only for suppliers currently providing NextEra/FPL with products or services!
You must be able to meet the requirements outlined below in order to register. Both checkboxes must be selected to start the registration process. Please provide the Taxpayer Identification Number (TIN) for your company and enter the Zip / Postal Code of your company headquarters, and then click Continue.

Supplier Login
LOGIN
Forgot Your User ID?
Forgot Password?

Participating Independent Contractors
PIC Center
PIC FAQs
PIC Contacts

All Suppliers
Supplier Home
Supplier FAQs
Contact AP

☐ I certify that I am employee or authorized representative of this company and that I have read and accepted the [Terms and Conditions](#).

☐ I acknowledge that I have authority from my company to provide information or data to NextEra/FPL and to retrieve such information or data from this system. I certify that the information or data provided by me or my company is correct and that NextEra/FPL may rely on such information or data.

Tax ID (TIN, SSN or VATIN) : 00-0000000,000-00-0000 or AAxxxxxxx

Retype Tax ID:

Zip or Postcode of your company headquarters
USA: 5 numeric digits.
Other countries: up to 10 characters

Continue

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.

Create Supplier User ID: Step 2 of 3
Please provide one of the following and then click Continue

Processing Bids: If you have been issued a BPIN (Bidding Partner Invitation Number) and a Supplier Number from NextEra Energy/FPL's Purchasing department and require access to Process Bids (non-Nuclear) please enter:

BPIN (Bidder Partner Invitation Number): [Case sensitive]
Supplier Number: [10 numeric digits]

OR:

Accounting, Financial and Procurement Information: If you have been issued a APIN (Accounts Payable Invitation Number) from NextEra Energy/FPL's Accounts Payable department and require access to Accounting Financial and Procurement Information please enter:

APIN (Accounts Payable Invitation Number): [Case sensitive]
Supplier Number: [10 numeric digits]

OR:

Receiving: If you have been issued a RPIN (Receiving Partner Invitation Number) and a Supplier Number from NextEra Energy/FPL's Purchasing department and require access to submit Vendor Confirmations, please enter:

RPIN (Receiving Partner Invitation Number): [Case sensitive]
Supplier Number: [10 numeric digits]

OR:

Procurement Information: If you require access to Procurement information or Nuclear Bidding, please enter a NextEra Energy/FPL PO (Purchase Order Number):

PO (Purchase Order Number): [See formats below]
ECC PO (10 numeric digits): 1234512345
Nuclear PO (8 numeric digits): 02345678

Continue

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.

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:

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

Security Information

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

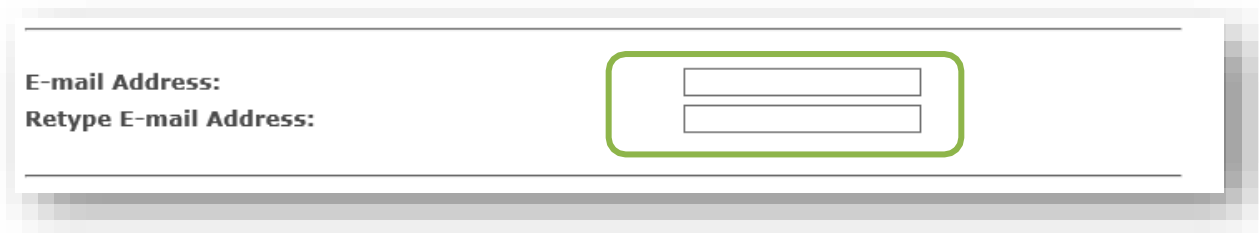
Security Questions:

- Select one -

Security Answer:

Retype Security Answer:

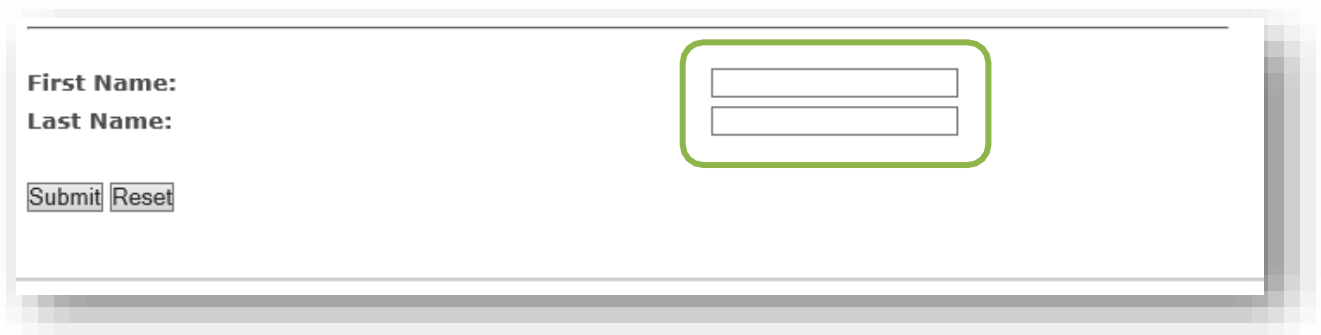
Enter a valid **E-mail Address**, and then **Retype** the **E-mail Address**.



E-mail Address:

Retype E-mail Address:

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



First Name:

Last Name:

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

From: [Supplier Portal AP Admin@fpl.com](mailto:Supplier_Portal_AP_Admin@fpl.com) <[Supplier Portal AP Admin@fpl.com](mailto:Supplier_Portal_AP_Admin@fpl.com)>
Sent:
To:
Subject: Message from NextEra/FPL Integrated Supply Chain

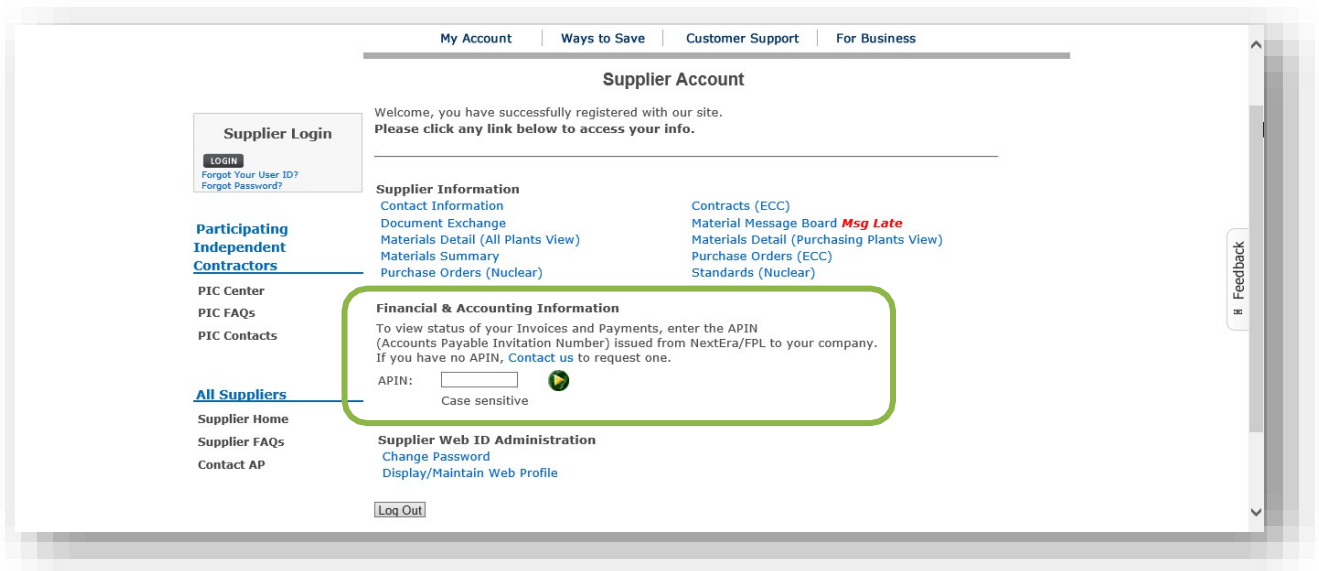
Message from NextEra/FPL Integrated Supply Chain

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 Login

LOGIN

[Forgot Your User ID?](#)

[Forgot Password?](#)

Participating Independent Contractors

[PIC Center](#)

[PIC FAQs](#)

[PIC Contacts](#)

All Suppliers

[Supplier Home](#)

[Supplier FAQs](#)

[Contact AP](#)

Supplier Account

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

Supplier Information

[Contact Information](#)

[Document Exchange](#)

[Materials Detail \(All Plants View\)](#)

[Materials Summary](#)

[Purchase Orders \(Nuclear\)](#)

Contracts (ECC)

[Material Message Board](#) **Late**

[Materials Detail \(Purchasing Plants View\)](#)

[Purchase Orders \(ECC\)](#)

[Standards \(Nuclear\)](#)

Financial & Accounting Information

[Invoice Search](#)

[Payment Search](#)

Supplier Web ID Administration

[Change Password](#)

[Display/Maintain Web Profile](#)

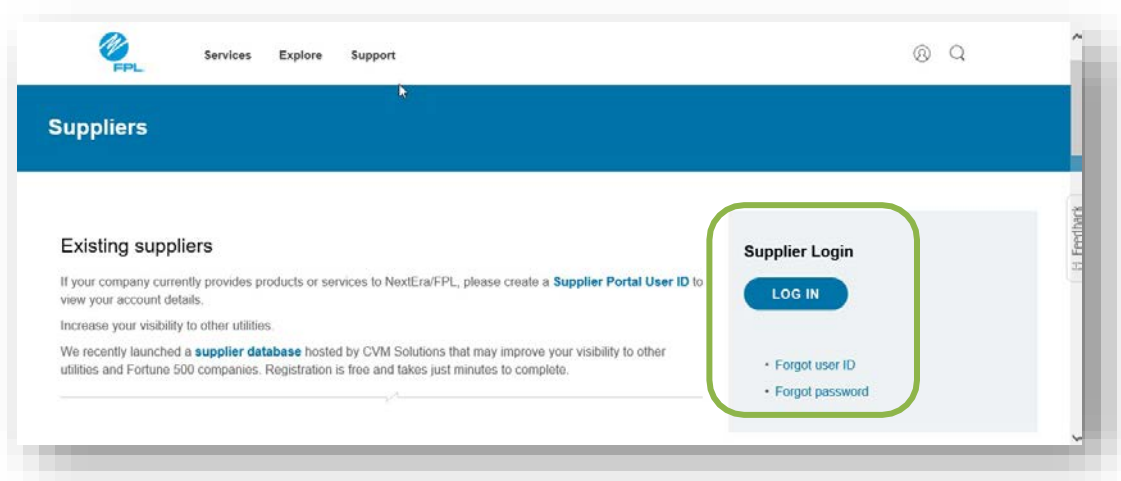
Log Out

The APIN is valid for 45 days so please ensure you create your Supplier Portal user ID within that time.

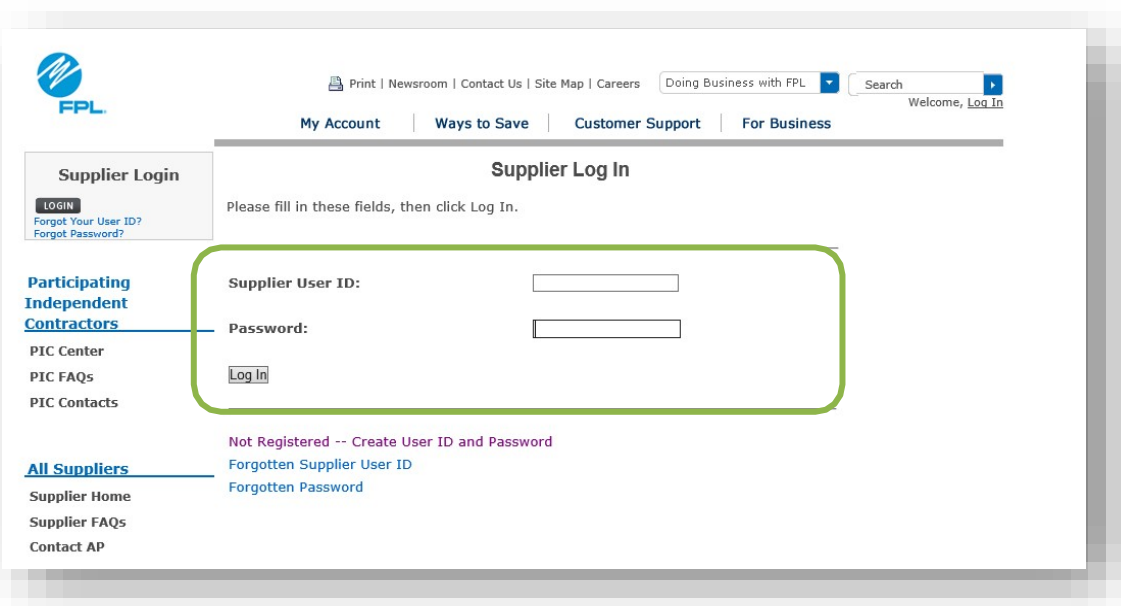
Note: Supplier Portal User IDs will last indefinitely provided you login at least once every 365 days.

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.

The screenshot shows the FPL Supplier Account Main Menu. The page layout includes a header with the FPL logo and navigation links. The main content area is divided into two columns. The left column contains links for 'Supplier Login', 'Participating Independent Contractors', and 'All Suppliers'. The right column, titled 'Supplier Account', contains a message about a successful login and a list of links under 'Supplier Information'. The 'Purchase Orders (ECC)' link is highlighted with a green box. The footer contains copyright information and security logos.

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.

The screenshot shows the Purchase Order Search screen. The form includes a 'Note' about non-nuclear POs, a 'Company Code' dropdown, and several search filters: 'Purchase Order Number', 'Contract', 'Purchase Order Creation Date From', 'To', and 'Purchase Order Status'. The 'Submit' button is highlighted with a green box.

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

Purchase Orders

Each line represents one Purchase Order. You may click the PO number to see details.

1 record(s) found for the Purchase Order display.
Records 1 to 1 displayed.

[Download](#)
Download records 1 to 1000

[Back to Search](#) [Close](#)

PO Number	Date Created	Vendor Number	Order Type	Contract	Delivery Past Due	Discrepancy	Message Board
2100	2018-01-09	- 1500	DIRECT MATERIAL PURCHASE ORDER				

[Back to Search](#) [Close](#)

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

Purchase Order Items
Information Presented As of: 5/29/2020

Company: FLORIDA POWER & LIGHT CO

Vendor Information	
Order Address:	Vendor Number: 1500
Remit To: - 1500	Attention: Michael
Phone:	

PO Number 2100354287	
Date Created: 2018-01-09	Incoterms: DOM - SHIP PT FRT COLLECT Terms of Payment: Net 45 Days
Ship To Location: FPL POC CENTRAL WAREHOUSE-STR PLANT-0071 PORT WEST BLVD. WEST PALM BEACH, FL, 33407-1214	Requested By: Phone:

General Information	
<p>USE/PURPOSE: This Purchase Document is entered into by and between Florida Power & Light Company ("Purchaser") and the legal entity named in the "Vendor Information" section above in this Purchase Document ("Supplier"). This Purchase Document authorizes the Supplier to commence the work as describe.</p> <p>Purchase Orders are subject to previously provided terms and conditions. Shipment of goods or commencement of work by the supplier constitutes acceptance of all of these terms and conditions.</p>	

Line/Status	Description	Quantity	UM	Net Price	Net Amount	Received	Invoiced	Delivery Date
1	0.279-893-638 WWW-SW 5FTY.600V.400A.3P.4W.FUS.NEMA 3R SWITCHES AND CONTROL SWITCH 600VAC.400A.5PST.3 PHWWW-SW 5FTY.600V.400A.3P.4W.FUS.NEMA 3R5SWITCH SAFETY FUSIBLE HEAVY DUTY 5PST.600VAC.400A.3 PH 4 WIRE.NEMA 3R ENCL4 WIRE WITH DUAL LUGS FOR WIRE RANGE-(2) 4/0AWG-750KDCIL FOR LINE ANDNEUTRAL 42.000A.1 C. FOR CLASS R FUSES. Pricing from prior I was used for the pricing of this line Tax: Taxable-Self-Assessment	2	EA			2	2	05/29/2021

[Download](#) [Close](#)

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.

The screenshot shows the FPL Supplier Account interface. At the top, there's a navigation bar with links like 'Print', 'Newsroom', 'Contact Us', 'Site Map', 'Careers', and a search bar. Below this, a 'Supplier Login' section is on the left, and a 'Supplier Account' section is on the right. The 'Supplier Account' section contains several links: 'Supplier Information' (with sub-links 'Contact Information', 'Material Message Board', and 'Purchase Orders (Nuclear)' which is highlighted with a green box), 'Document Exchange', 'Purchase Orders (ECC)', 'Standards (Nuclear)', 'Financial & Accounting Information' (with sub-links 'Invoice Search' and 'Payment Search'), and 'Supplier Web ID Administration' (with sub-links 'Change Password' and 'Display/Maintain Web Profile'). There is also a 'Log Out' button. The bottom of the page features a footer with copyright information, browser optimization details, and security logos.

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.

The screenshot shows the 'Nuclear Purchase Order Search' form. It starts with a 'Search for:' label and a text input field. Below this, there's a section for 'Enter optional search fields:' containing a 'Purchase Order Number:' label and a text input field, with a note: 'Note: Must be 8 digits, example:00045678'. Below this is a separator '---OR---'. Then, there's a section for 'Purchase Order Status:' with a dropdown menu set to 'ALL'. Below that is 'Purchase Order Type:' with a dropdown menu set to 'ALL'. Then, 'Facility:' with a dropdown menu set to 'ALL'. Finally, 'Catalog ID / Description:' with a text input field and a note: 'Enter any part of the Cat ID/Description.'. At the bottom, there are 'Submit' and 'Close' buttons.

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FPL.com is optimized for the following browsers: IE 8.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.



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](#)

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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](#)

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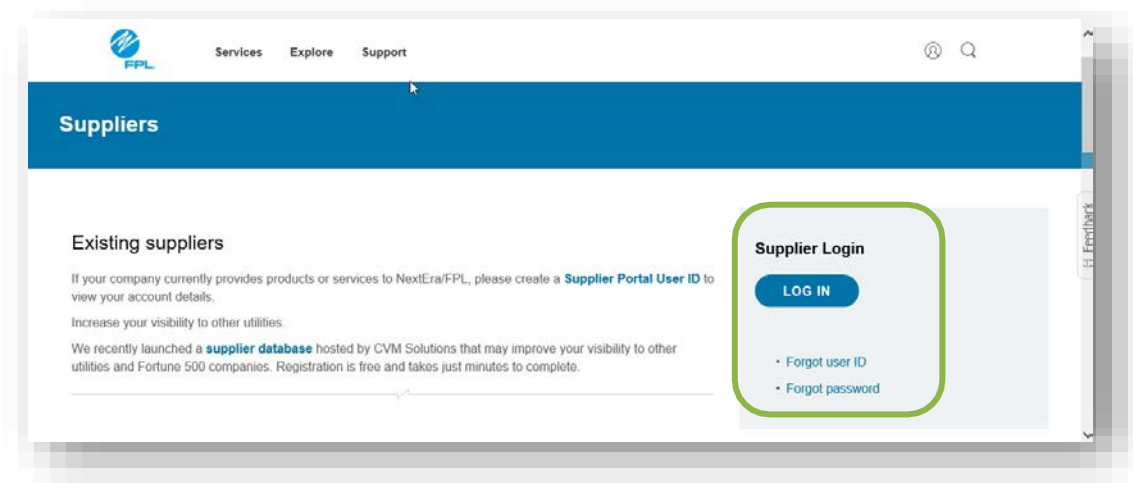
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FPL.com is optimized for the following browsers: IE 8.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.

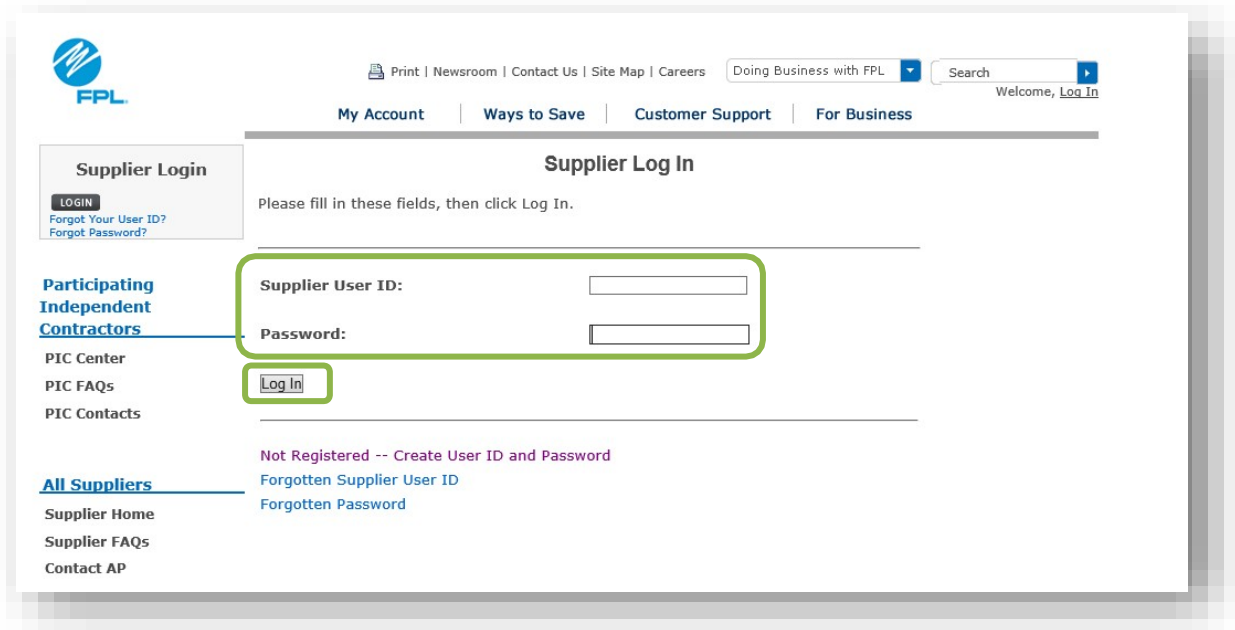


Invoice Search

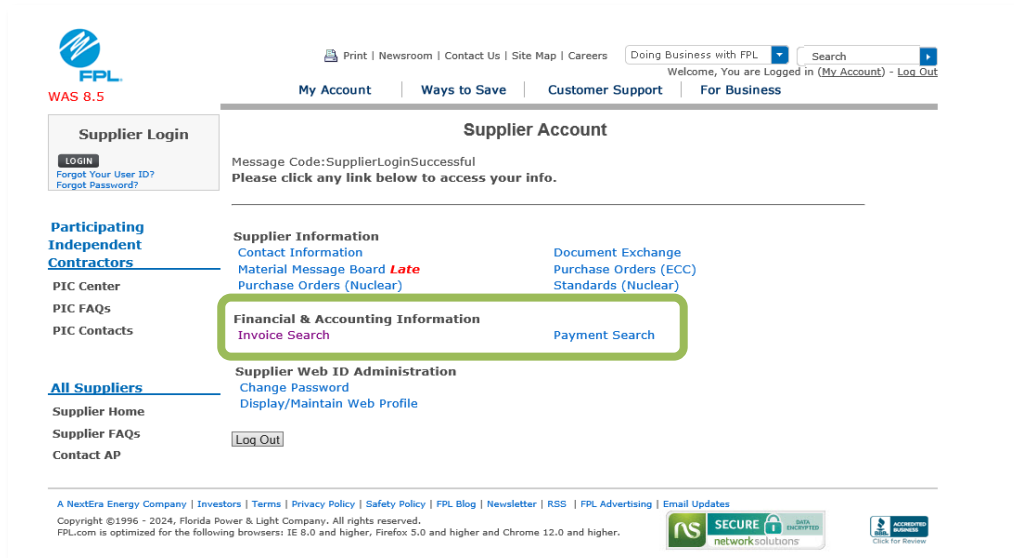
Open the **FPL.com** website and navigate to the Existing Suppliers Supplier Login screen. Click the **LOGIN** button.



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.

A screenshot of the NextEra Energy Supplier Portal Invoice Search form. The form is titled 'Supplier Portal Invoice Search'. It contains two main sections. The first section is titled 'Select the Company Code and Supplier/Vendor Remit or leave the default values of 'All'' and contains two dropdown menus: 'All Company Codes' and 'All Supplier/Vendor Remit'. The second section is titled 'Next, specify at least one search criteria below then press Search.' and contains several input fields: 'Invoice Number', 'PO Number', 'Invoice Date From', 'Invoice Date To', 'Invoice Amount From', 'Invoice Amount To', and a currency dropdown set to 'USD - United States Dollar'. At the bottom of the form, there are two buttons: 'Close' and 'Search'. The 'Search' button is highlighted with a green box.

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

NEXTERA ENERGY **Supplier Portal**
Invoices

Each line represents one Invoice. Most recent Invoices are displayed first. You may click the linked Invoice # of processed invoices to see Invoice Details.

[Back to Invoice Search](#)

1277 record(s) found.
Records 1 to 100 displayed

1 2 3 4 5 6 7 8 9 10 11 12 13 [Next](#)

[Download](#)
Download records 1 to 1000

Invoice Date	Invoice # PO #	Amount Currency	Vendor # Vendor Name	Payment Type Payment #	Transaction # Year / Company	AP Doc #	Invoice Status Date	Comments
05/02/2020	9309915812	169.34 USD			5100036245 2020 / 1800		Ready To Be Paid Due on: 06/01/2020	
04/10/2020	132926815	265.59 USD			5103500322 2020 / 1500		Ready To Be Paid Due on: 05/10/2020	
04/10/2020	4519297322	274.40 USD			5103500321 2020 / 1500		Ready To Be Paid Due on: 05/10/2020	
04/10/2020	117414482	206.16 USD			5100002537 2020 / 3303		Ready To Be Paid Due on: 05/10/2020	
04/10/2020	725365500000	3,195.11 USD		ACH (CTX)	0121715687 2020 / 1500		Ready To Be Paid Due on: 05/25/2020	*02410786 CP268651
04/10/2020	685365500000	798.98 USD		ACH (CTX)	0121715685 2020 / 1500		Ready To Be Paid Due on: 05/25/2020	*02410716 02410716
04/10/2020	128365500000	405.59 USD		ACH (CTX)	0121715672 2020 / 1500		Ready To Be Paid Due on: 05/25/2020	*02410786 02410786

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

NEXTERA ENERGY **Supplier Portal**
Invoice Details

The Invoice selected includes the following invoices:

[Back to Invoices](#)

Invoice Date	Invoice # PO #	Transaction # Year - Company	Amount Discount	Status	Payment Type Payment #	Comments
05/02/2020	9309915812		\$169.34 \$0.00	Ready To Be Paid		

Line #	Qty	Units	Unit Price	Material	Line Amount	Facility / Warehouse	Receipt Type	Doc Type
00001	1	EA	169.34	---	169.34	1801-GENERAL WAREHOUSE	ERIS - Eval. Receipt Settlement	ER

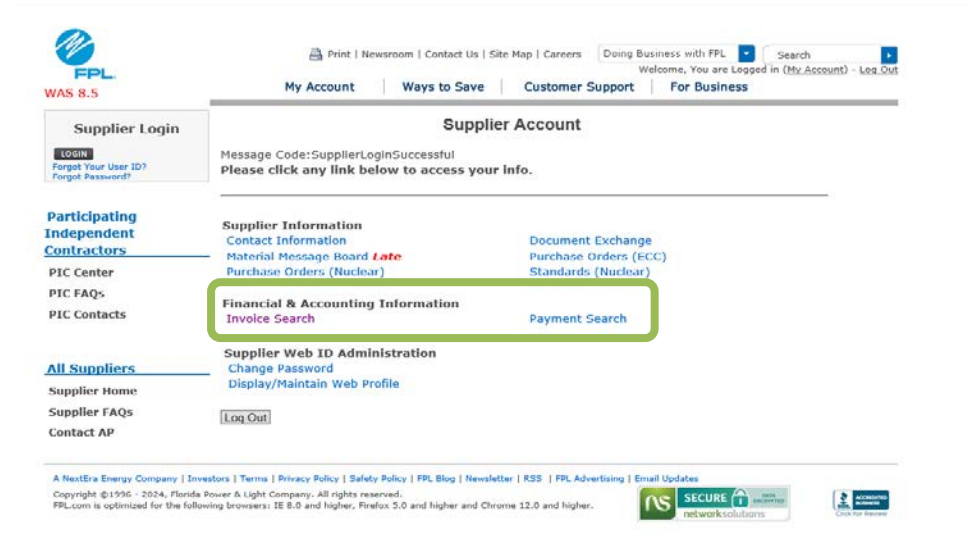
Remit to Vendor:

NEE Company: 1800

GULF POWER COMPANY
PENSACOLA, FL
US USA

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.

A screenshot of the NextEra Energy Supplier Portal "Payment Search" form. The form is titled "Payment Search" and contains several sections. The first section, "Select the Company Code and Supplier/Vendor Remit or leave the default values of 'All'", has two dropdown menus, both set to "All". The second section, "Search by Check Number and the Company Code and Remit criteria selected above", has a "Check Number" input field. Below this is a separator line with "--OR--". The third section, "Search by any combination of below fields and the Company Code and Remit criteria selected above", has four input fields: "Payment Date From:", "Payment Date To:", "Payment Amount From", and "Payment Amount To". There is also a dropdown menu for "USD - United States Dollar". At the bottom of the form are "Close" and "Search" buttons. The footer contains copyright information and a disclaimer.

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



Supplier Portal
Payments

Each line represents one payment. Most recent payments are displayed first. Click the Payment # to see Payment Details. Check # will be shown once the check has cleared.


[Back to Payment Search](#)

76 record(s) found.
Records 1 to 76 displayed

Download
Download records 1 to 76

Date Paid	Date Check Cleared Check #	Amount Method	Vendor Name Rand Address	Bank ABA, Bank Account Payment #, Year - Company
8/1/2024		\$8,339.17 ACH (CTX)		2822965368 , 2024 - 1500
8/1/2024		\$5,358.56 ACH (CTX)		2822965367 , 2024 - 1500
8/1/2024		\$1,257.59 ACH (CTX)		2899170523 , 2024 - 4136
8/1/2024		\$5,243.76 ACH (CTX)		2892452824 , 2024 - 7007
8/1/2024		\$387.87 ACH (CTX)		2892452824 , 2024 - 8152

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



Supplier Portal
Payment Details

The Payment selected includes the following invoices:

[Back to Payments](#)

Download


Date Paid	Date Check Cleared Check #	Amount Method	Vendor Name Rand Address	Bank ABA, Bank Account Payment #, Year - Company
8/1/2024		\$8,339 ACH (C	F FLORIDA RNO OLEANDER	2822965368 , 2024 - 1500

Invoice Date	Invoice # PO #	Transaction # Year - Company	Amount Discount	Paid Date	Payment Type Payment #	Comments
6/6/2024	0902463629	3629 - 1500	\$ 249.75 \$0.00	8/1/2024	ACH (CTX)	*02463629 CRD02463629
11/28/2023	84372720809	2623 - 1500	\$68.70 \$0.00	8/1/2024	ACH (CTX)	*02462653 102311
11/28/2023	94372750999	3623 - 1500	\$1,833.22 \$0.00	8/1/2024	ACH (CTX)	*02461840 102302

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.


WAS 8.5

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Supplier Login

[LOGIN](#)
[Forgot Your User ID?](#)
[Forgot Password?](#)

Supplier Account

Message Code:SupplierLoginSuccessful
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](#)
[Material Message Board **Late**](#)
[Purchase Orders \(Nuclear\)](#)



Financial & Accounting Information
[Invoice Search](#)

Supplier Web ID Administration
[Change Password](#)
[Display/Maintain Web Profile](#)
[Log Out](#)

[Document Exchange](#)
[Purchase Orders \(ECC\)](#)
[Standards \(Nuclear\)](#)
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FPL.com is optimized for the following browsers: IE 8.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.



Material Message Board		Sort Order: PO then PO Line		Download	Reset Filter																								
Message: 43 items displayed																													
PO	Vendor order num	Line item	Plant status	PO date	Original delivery date	Statistical delivery date	Days late	Ship status	Ship date	Qty ship-pd	Qty ord	Qty rec	Mag board	First msg date	Mag status	MS desc	MS num	Mtl part num	Carton	Tracking info	Contact	Contact phone	Material owner	Owner phone	Vendor num	Comp	Unit	Contract	Vendor name
	00001	0867	Open	2023/07/02	2023/10/31	2023/10/31	48			125	125	0	Ass			0-140-516-120	BLD 1240 / RED HEAD					561-694-4821	561-694-4821	3000037452	1500	S			
	00001	0868	Open	2023/07/02	2023/07/06	2023/07/06	129			5	5	0	Ass			0-694-315-450	2637491 / HLT					561-694-4503	561-694-4503	3000037452	1500	S		4600024628	
	00001	0071	Open	2023/07/11	2023/11/07	2023/11/07	44			29	29	0	Ass			0-140-400-020	BY DESC / OPEN MARKET					561-694-4821	561-694-4821	3000037452	1500	S		4600024628	
	00006	0071	Open	2023/07/11	2023/09/09	2023/10/21	48			5775	10325	4650	Ass			0-140-110-081	BY DESCRIPTION / FLORIDA BOLT & NUT CO 7200024408					561-694-4821	561-694-4821	3000037452	1500	S		4600024789	
	00001	0071	Open	2023/09/01	2023/09/26	2023/09/26	73			1150	2760	1800	Ass			0-142-703-010	EMERSON P&L 411 ELECTRIC MOTION COMPANY INC					561-694-4821	561-694-4821	3000037452	1800	S		4600024789	
	00001	0071	Open	2023/08/03	2023/11/02	2023/11/02	47			26	26	0	Ass			0-140-750-006	BY DESC / OPEN MARKET					561-694-4821	561-694-4821	3000037452	1500	S		4600024628	
	00001	0890	Open	2023/08/04	2024/01/04	2024/01/04	4			20	20	0	Ass			0-810-020-680	BY DESC / OPEN MARKET					561-694-3485	561-694-3485	3000037452	4136	G			
	00002	0890	Open	2023/08/04	2023/12/05	2023/12/05	24			20	20	0	Ass			0-810-032-846	BY DESC / OPEN MARKET					561-694-3485	561-694-3485	3000037452	4136	G			
	00003	0890	Open	2023/08/04	2024/02/01	2024/02/01				15	15	0	Ass			0-810-032-846	Multiple					561-694-3485	561-694-3485	3000037452	4136	G			
	00004	0890	Open	2023/08/04	2023/11/06	2023/11/06	44			64	64	0	Ass			0-810-032-846	Multiple					561-694-3485	561-694-3485	3000037452	4136	G			

Supplier Portal Troubleshooting Guide for External Users

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

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

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

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

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

Appendix B: Invoices – How to Send

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 Agent to 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. Please try 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 incorrect or 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 us to 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 for this 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

Firefox:

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'.

Chrome:

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.

Internet Explorer:

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

PO Invoices – How to Send

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 | ✓ Unit Price |
| ✓ Vendor Address | ✓ Applicable Taxes |
| ✓ Vendor Tax ID (preferred) | ✓ Applicable Shipping/Freight Charges |
| ✓ Vendor Invoice Number | ✓ PO Number (Invoices must reference a valid PO Number) |
| ✓ Invoice Date | ✓ PO Line Number |
| ✓ Invoice Amount | ✓ The material or service purchased should match the line description on the PO |
| ✓ NextEra / FPL Ship to Name and Address | |
| ✓ Description of the material or service purchased | |
| ✓ Quantity Purchased | |

All Invoices – How to Display Status

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