

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:

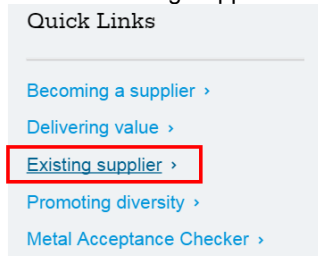
(a) The Taxpayer ID for your business (e.g. 12-3456789). This must be the same as on your IRS Form W9.

(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".



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](#).

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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.

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
City, state, and ZIP code
34567
Last account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number
1 2 - 3 4 5 6 7 8 9

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

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.

☒ 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) : 12-3456789
00-0000000,000-00-0000 or AAxxxxxxxx

Retype Tax ID: 12-3456789

Zip or Postcode of your company headquarters 34567
USA: 5 numeric digits.
Other countries: up to 10 characters

Continue

2.6 Create Supplier User ID: Step 2 of 3.

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

APIN (Accounts Payable Invitation Number): 99999999
Case sensitive

PO (Purchase Order Number): 99999999

See formats below
ECC PO (10 numeric digits): 1234512345
Nuclear PO (8 numeric digits): 02345678

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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:
8 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: 

Security Answer:

Retype Security Answer:

E-mail Address:

Retype E-mail Address:

First Name:

Last Name:

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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](#)

[Document Exchange](#)

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

[Materials Summary](#)

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

[Contracts \(ECC\)](#)

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

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

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

[Standards \(Nuclear\)](#)

Financial & Accounting Information

[Invoice Lookup \(ECC\)](#)

[Payment Lookup \(ECC\)](#)

Supplier Web ID Administration

[Change Password](#)

[Display/Maintain Web Profile](#)

[Log Out](#)

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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>



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](#)