

eReceiving – Supplier Confirmation Guide

Quick Reference Guide

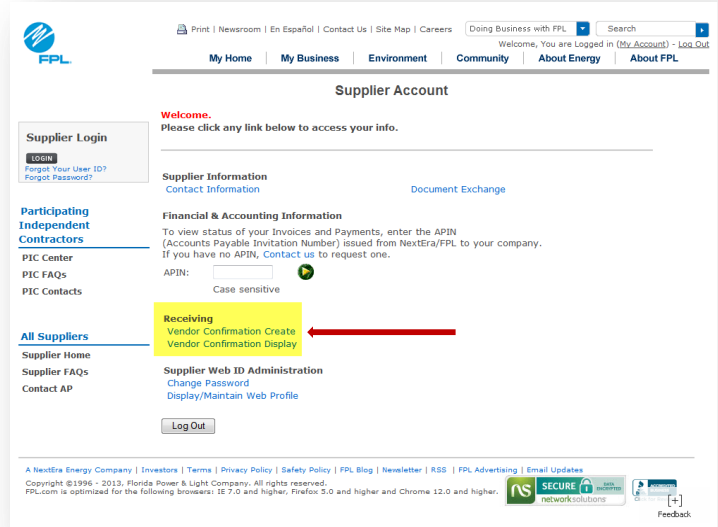


This Quick Reference Guide (QRG) shows you how to **enter a supplier confirmation**.

1



Log onto the **Supplier Portal** and click the **Vendor Confirmation Create** link.



2



Enter the **Purchase Order (PO)** number then click the **Continue** button.



You will only be able to create confirmations for purchase orders for your company that have been enabled for eReceiving.

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All mandatory fields are marked with a red asterisk (*).

General Information:

The Vendor Contact Email = your email address. This email address will receive approval and rejection notifications.

Vendor Reference Number = The vendor invoice number. It can be any alphanumeric number up to 16 characters. The number you enter will display on the service entry sheet (SES), on the ERS invoice and on the remittance advice.

The Vendor Reference Number field cannot be used more than once unless the confirmation was rejected.

Confirmation Reviewer = select the name from the drop down list.



This field will be grayed if not required.

Confirmation Name = Project, Site, Work Order or any descriptive name.

Changes incurred between = enter the date(s) the work was performed.

Notes – maximum 255 characters (optional field). This should be a description of the work to be billed.

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Attachments:

Attach any relevant supporting information (i.e., invoices, timesheets, expense slips, etc) by clicking **Browse** and then selecting the supporting documentation.

Click the **Add Attachment** button. Multiple attachments are allowed.



If the Net price for any line in the confirmation = \$1.00, you must attach the supporting documentation.

5



Service Details:

Total Confirmation Amount = the sum total amount of all line items. Review this amount before submitting the confirmation.

Service Number: 10-digit number (e.g., 0-000-006-677) found on the contract.



Only the last four or five digits need to be entered.

Resource = name of the individual who performed the work or a short note.

Confirmed Quantity = number of hours or quantity.

Account Type = defaults from purchase order unless instructed otherwise. OR-internal order, CC-Cost Center, WBS-WBS.

Account = defaults from purchase order unless instructed otherwise. This is the actual internal order, CC or WBS number.

For multiple line items, it is possible to upload a [spreadsheet in a csv](#) format with five columns in the following order: Service number, Resource, Confirmed Quantity, Account Type and Account.



To delete lines or attachments click the Delete  button.

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▶ When all information is entered you can click the **Check** button to ensure there are no errors.

To submit the confirmation, click the **Confirm** button.

Document is correct. You can now confirm

Confirm Services Performed

PO Number: 2000085292

Back Check Confirm

General Information

Vendor Contact Email: michele.desplaines@fpl.com

Vendor Reference Number: * MDESICON04022013

Confirmation Name: * Martin Plant Outage

Charges incurred between: * 03/25/2013 and: 03/30/2013

Confirmation Reviewer: 1RQVENC

Confirmation Approver: 1RQVENCA

Notes for approval (max. 255 char): This confirmation is for work performed during last week. Please approve. Thanks.

Attachments

Description	Type	File Size (KB)	Delete
Timesheet03112013.pdf	pdf	184	
TravelReceipts03112013.pdf	pdf	184	

You will receive email notification when the confirmation is completely approved or rejected. A rejected confirmation will include the reason for rejection.



Confirmations that are rejected must be reentered.
It is not possible to make changes to a confirmation already submitted.

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Examples

Approved confirmation email notification and Service Entry Sheet Transmission:

FPL/NEER's - Confirmation 5200717988 Approved

Created Batch ID Workflow System on 04/01/2013 16:22:04

 This is an automatically generated email. Please do not reply to this message!

Confirmation 5200717988 for SRM PO 2000085298 and vendor approved by 1RQVENCA. created on 04/01/2013, by r r valued at 77.50 USD, has been

Services performed from 02/11/2013 to 02/11/2013 .

If you have questions about this transaction please contact 1RQVENCA.

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FAX TRANSMISSION

To:

Voice:

From: <Unknown>

Subject
 SISIS 1000916991 for PO 2000085360 posted

Comments
 SISIS 1000916991 for PO 2000085360 posted

Faxed by Florida Power and Light Apr 23 08:48:22 EDT 2013

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Florida Power & Light Company
 700 Universe Boulevard
 Jupiter, FL 33408

Service Entry Sheet

Vendor Information		Vendor Number: 2000085360	
Phone Number: 813 548-0340		Fax Number: 813 547-4542	
Purchase Order No:	2000085360	Date:	04/01/2013
Service Entry Sheet:	5200717988	Date:	04/01/2013
Confirmation:	5200717988	Date:	04/01/2013
Vendor Reference No:	7987 8100 000		

Item	Description	Quantity	Unit	Price/Price Unit	Extended Price
10	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	5.00	EA	\$101	\$505.00
20	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	4.00	EA	\$101	\$404.00
30	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
40	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	2.00	EA	\$101	\$202.00
50	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
60	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
70	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
80	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
90	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
100	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
110	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
120	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
130	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
140	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
150	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
160	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
170	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
180	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
190	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
200	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
210	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
220	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
230	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
240	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
250	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
260	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
270	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
280	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
290	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
300	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
310	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
320	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
330	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
340	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
350	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
360	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
370	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
380	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
390	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
400	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
410	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
420	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
430	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
440	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
450	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
460	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
470	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
480	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
490	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
500	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
510	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
520	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
530	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
540	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
550	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
560	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
570	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
580	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
590	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
600	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
610	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
620	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
630	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
640	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
650	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
660	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
670	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
680	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
690	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
700	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
710	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
720	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
730	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
740	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
750	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
760	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
770	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
780	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
790	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
800	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
810	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
820	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
830	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
840	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
850	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
860	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
870	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
880	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
890	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
900	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
910	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
920	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
930	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
940	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
950	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
960	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
970	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
980	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
990	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
1000	PLANT POWER PLANT CONSTRUCTION ECL 0000791000 FO 000000000000	1.00	EA	\$101	\$101.00
TOTAL					\$101.00

Faxed by Florida Power and Light Apr 23 08:48:22 EDT 2013

Rejected confirmation email notification:

FPL/NEER's - Confirmation 5200718009 Rejected

Created Batch ID Workflow System on 04/02/2013 11:03:00

 This is an automatically generated email. Please do not reply to this message!

Confirmation 5200718009 for PO 2000085292 and vendor created on 04/02/2013, by Michele DesPlaines, valued at 100.00 USD has been rejected by 1RQVENCA.

Services performed from 03/25/2013 to 03/30/2013 .

Reason for rejection:
 This work was not performed as stated. Please complete the work and then submit confirmation. Thanks.

If you have questions about this transaction, please contact 1RQVENCA.

Note: A rejected confirmation cannot be amended and resubmitted. A new confirmation will be needed to start the approval process again.

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Display Confirmations:

To display a list of confirmations and their status, click the **Vendor Confirmation Display** link in the Supplier Portal.

The screenshot shows the FPL Supplier Account portal. The 'Receiving' section is highlighted in yellow, and a red arrow points to the 'Vendor Confirmation Display' link. The portal includes a 'Supplier Login' section, 'Supplier Information' links, 'Financial & Accounting Information', and 'Supplier Web ID Administration'.

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Enter your search criteria (Purchase Order Number, Confirmation Number, Status or Timeframe) then click the **Apply** button.

Based on your search criteria, the confirmation(s) and Status will be displayed.

The screenshot shows the 'Display Confirmation (12)' search interface. The search criteria section is highlighted with a red box, and the 'Apply' button is circled. Below, a table displays search results with columns for Confirmation Number, Confirmation Name, Status, and Specification.

Confirmation Number	Confirmation Name	Status	Specification
5200723583		Awaiting Approval	Goods/Services Confirmation
5200723584		Posted in the Backend	Goods/Services Confirmation
5200723585		Posted in the Backend	Goods/Services Confirmation

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► To view the confirmation details, click the **Confirmation Number** link.

The total value is displayed in **Confirmed Value**.

To view the approvers, click the **Approval** tab:

Confirmation Number: 5201968955 Purchase Order Number: 2000146769 Status: Awaiting Approval Confirmed Value: 10.00 USD

Overview Header Item Notes & Attachment **Approval** Tracking

Current Status: Active Header Approval Note

Current Process Step: 1st Confirmation Approval in 2-Step WF

Currently Processed By: STEVE REVIEW

Header Item

Approver List

Sequence	Process Step	Level Status	Status	Process or Determination	Process or	Received On
• 001	1st Confirmation Approval in 2-Step WF	Active (Assigned Process is Running)	Open (No Decision Made)	First Approval	STEVE REVIEW	12/30/2015 17:19:16
• 002	2nd Confirm. Approval in 2 Step WF	Not Started	Open (No Decision Made)	Second Approval	Sally Approver	