

eReceiving – Supplier Confirmation Guide

Quick Reference Guide

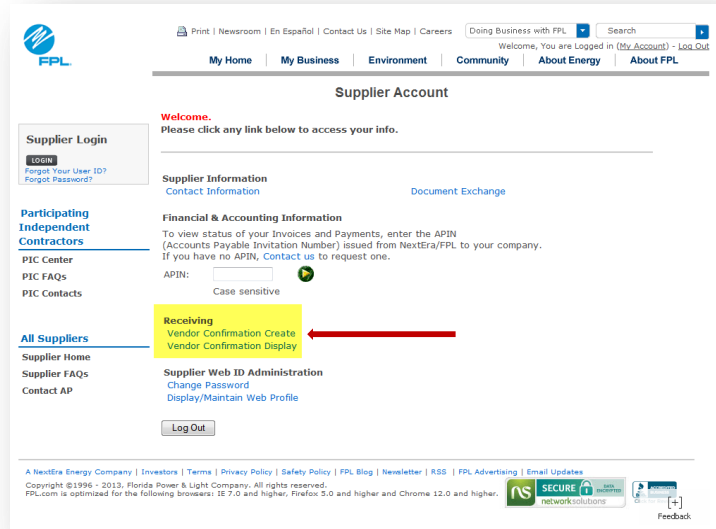


This Quick Reference Guide (QRG) shows you how to **enter a supplier confirmation**.

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



2



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

Confirm Services Performed

Please specify the Purchase Order for which you want to create a confirmation

PO Number: *



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.

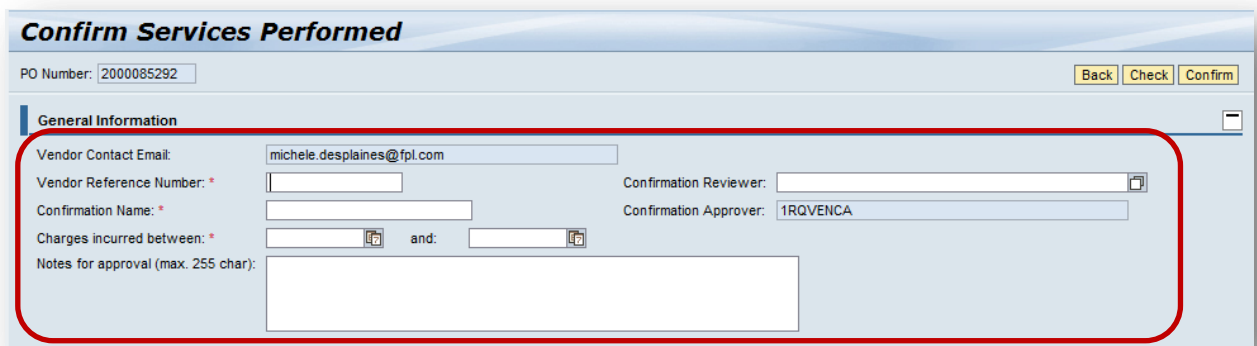


This field will be grayed if not required.

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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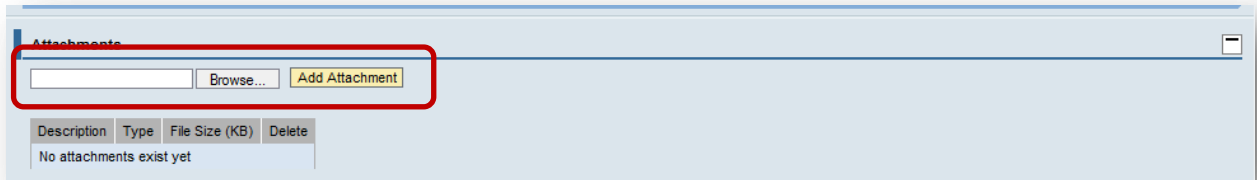
▶ Attachments:

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.



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▶ 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.



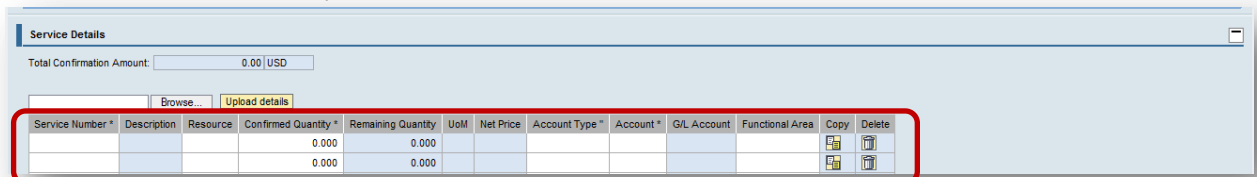
Only the last four or five digits need to be entered.

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.

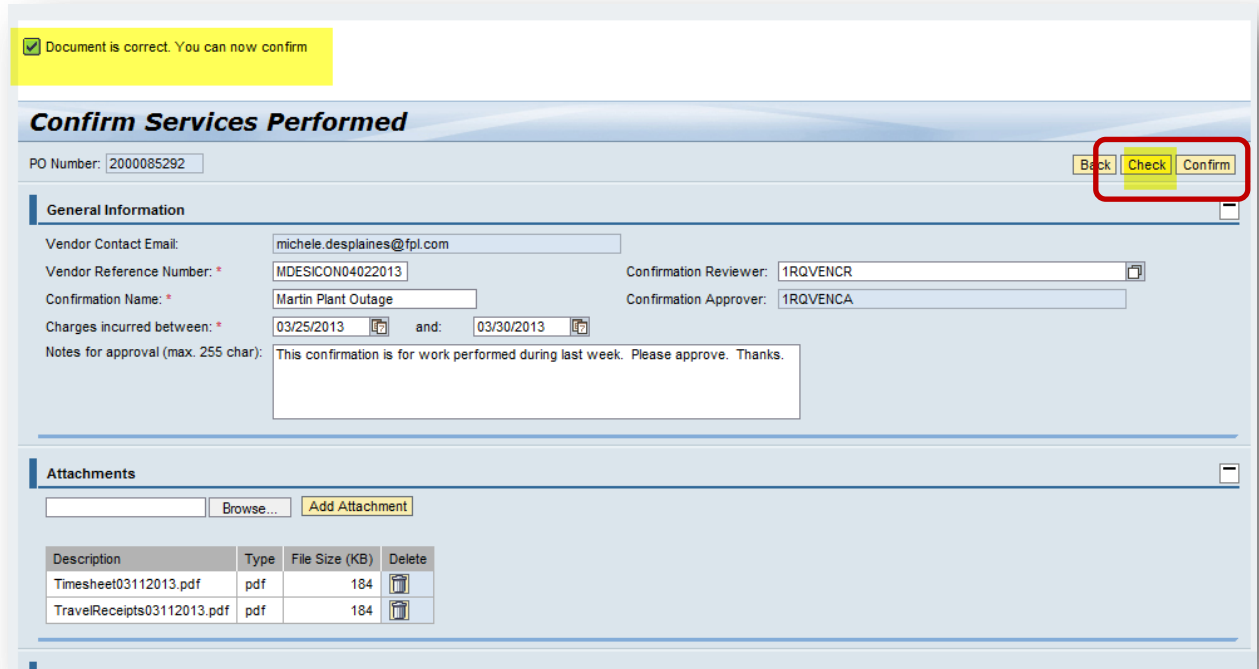


To delete lines or attachments click the Delete  button.

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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:

General Information

Vendor Contact Email:

Vendor Reference Number: * Confirmation Reviewer:

Confirmation Name: * Confirmation Approver:

Charges incurred between: * and:

Notes for approval (max. 255 char):

Attachments

Description	Type	File Size (KB)	Delete
Timesheet03112013.pdf	pdf	184	<input type="button" value="Delete"/>
TravelReceipts03112013.pdf	pdf	184	<input type="button" value="Delete"/>

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 r valued at 77.50 USD, has been approved by 1RQVENCA.

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 1005916991 for PO 2000085360 posted

Comments
 SISIS 1005916991 for PO 2000085360 posted

Faxed by Florida Power and Light Apr 23 08:49:22 EDT 2013

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

Service Entry Sheet

Vendor Information

Vendor Number: 2000085298
 Phone Number: 813-248-0240
 Fax Number: 813-247-4642

Purchase Order No: 2000085298 Date: 02/02/13
 Service Entry Sheet: 1005916991 Date: 04/02/13
 Confirmation: 5200717988 Date: 04/02/13
 Vendor Reference No: TEST 670-000

Item	Description	Quantity	U/S	Price/Price Unit	Extended Price
10	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	0.00	EA	\$201	\$0.00
20	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	4.00	EA	\$201	\$804.00
30	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
40	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	2.00	EA	\$101	\$202.00
50	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
60	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
70	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
80	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
90	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
100	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
110	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
120	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
130	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
140	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
150	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
160	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
170	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
180	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
190	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
200	3/4" POWER PLANT CONSTRUCTION ECL 0000791000 FO 0000000000	1.00	EA	\$101	\$101.00
TOTAL					\$204.00

Faxed by Florida Power and Light Apr 23 08:49:22 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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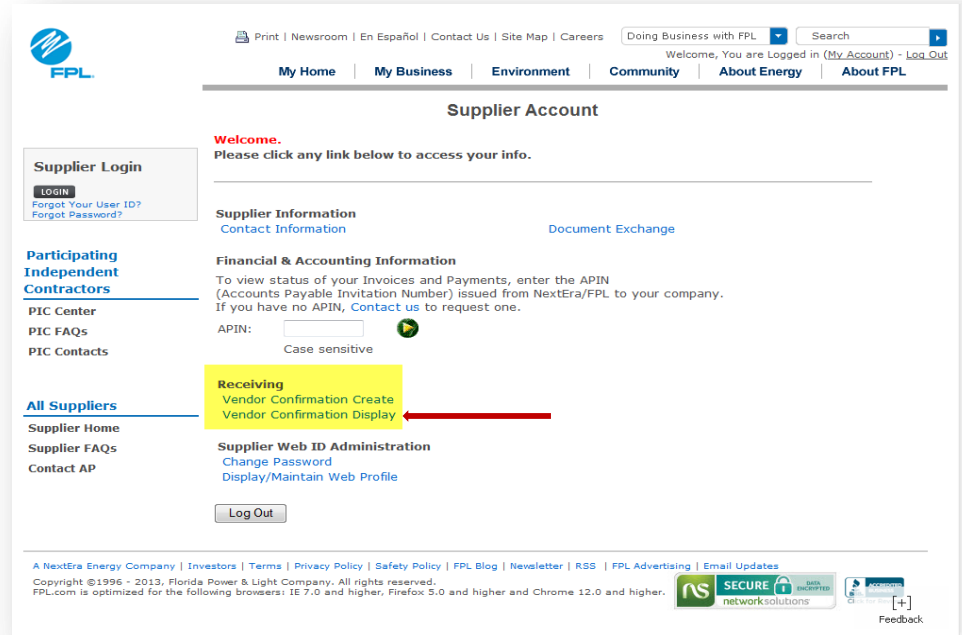
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Display Confirmations:

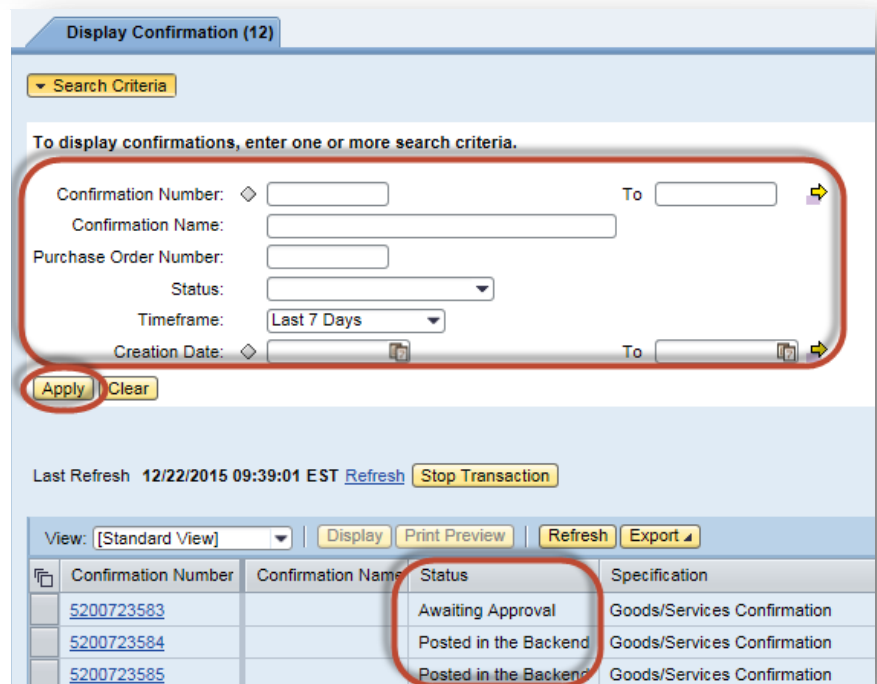
To display a list of confirmations and their status, click the **Vendor Confirmation Display** link in the Supplier Portal.



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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.



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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:

The screenshot displays the eReceiving system interface. At the top, the Confirmation Number is 5201968955 and the Purchase Order Number is 2000146769. The Status is 'Awaiting Approval' and the Confirmed Value is 10.00 USD. The 'Approval' tab is selected, and the 'Approver List' is visible. The Approver List table shows the following data:

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	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	