

Launch Material Message Board

You can log in and track your Inventory Orders via our Supplier Connection website at:

<https://app.fpl.com/eca/EcaController?command=supplierlogin>

1. Once at the **Supplier Connection** website click the **LOGIN** button.
2. Enter your **Supplier User ID** and **Password**.

The image shows a 'Supplier Login' form. Step 1: A red box highlights the 'LOGIN' button, with a blue circle containing the number '1' next to it. Step 2: Red arrows point from a blue circle with the number '2' to the 'Supplier User ID:' and 'Password:' input fields. Step 3: A red box highlights the 'Log In' button, with a blue circle containing the number '3' next to it.

3. Click **Log In**.
4. Click the **Material Message Board** link.

The image shows the 'Supplier Account' dashboard. It includes a 'Welcome' message and a list of links under three categories: 'Supplier Information', 'Financial & Accounting Information', and 'Supplier Web ID Administration'. A blue circle with the number '4' is placed over the 'Material Message Board' link, which is also highlighted in red. A 'Log Out' button is located at the bottom left.

The screen will display your open inventory items.

Material Message Board Sort Order: PO then PO Line Download Reset Filter

Message: 169 items displayed.

PO	Vendor order num	Line item	Plant	Line status	PO date	Original delivery date	Statistical delivery date	Bus days late	Ship date	Ship status	Qty shipped	Qty due	Qty ord	Qty rec	Msg board	First msg date	Msg status	MS desc	MS num
2100074835		00001	6202	Open	2012/11/01	2012/09/18	2012/09/18	421				2	2	0	Add			ARRESTOR:ELECTRICAL,STATION CLASS,24	0-810-026-438
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03					0	1	0	View	2013/12/20	Pending	DISC,ROLOC BRISTLE,GREEN 5/8T,GR 50,15,	0-596-906-522
2100129578		00001	0071	Open	2013/12/13	2014/01/10	2014/01/21					104	104	0	View	2014/01/15	New	GARD LMP MCG WAL TYP	0-534-230-000
2100134997		00003	0071	Open	2014/01/24	2014/02/14	2014/02/14	67				1	80	79	View	2014/02/11	Comment	CONDUIT,FITTING, STEEL COVER W/ GSKT,1	0-530-403-015
2100136854		00003	0071	Open	2014/02/04	2014/02/25	2014/02/25	59				4	4	0	View	2014/02/27	Comment	EL,TRAY,CBL,90D,VERT-OUT,24W,FLNG-IN	0-160-592-000
2100136915		00001	7015	Open	2014/02/05	2014/02/27	2014/02/27	58				2	2	0	Add			CABLE:HEAT TRACE	0-800-023-023
2100136915		00002	7015	Open	2014/02/05	2014/02/27	2014/02/27	58				1	1	0	Add			CABLE:HEAT TRACE	0-800-023-026
2100136915		00003	7015	Open	2014/02/05	2014/02/27	2014/02/27	58				2	2	0	Add			CABLE:HEAT TRACE	0-800-023-027

5. Double-click the **Inventory** item you wish to track.

PO	Vendor order num	Line item	Plant	Line status	PO date	Original delivery date	Statistical delivery date	Bus days late
2100074835		00001	6202	Open	2012/11/01	2012/09/18	2012/09/18	421
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03	
2100129578		00001	0071	Open	2013/12/13	2014/01/10	2014/01/21	
2100134997		00003	0071	Open	2014/01/24	2014/02/14	2014/02/14	67
2100136854		00003	0071	Open	2014/02/04	2014/02/25	2014/02/25	59

double-click to update tracking fields

6. Enter the required data in the Tracking fields. Click the **Save data** icon. Make sure the data has been saved then exit the form.

Update tracking fields

Vendor may update as requested by purchasing agent.
Qty Shipped will update Qty Due field

Vendor name: GRAYBAR ELECTRIC CO INC
Vendor number: 3000001755
PO: 2100074835
Line item: 00001
MS desc: ARRESTOR:ELECTRICAL,STATION CLASS,24
MS num: 0-810-026-438
Qty ord: 2

Vendor order num:

Ship date:

Ship status:

Qty shipped:

Mfr part num:

Carrier:

Tracking info:

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Your screen will refresh with the updated tracking data shown in green.

PO	Vendor order num	Line item	Plant	Line status	PO date	Original delivery date	Statistical delivery date	Bus days late	Ship date	Ship status	Qty ship-ped	Qty due	Qty ord	Qty rec	Msg board	First msg date	Msg status
2100074835	1234	00001	6202	Open	2012/11/01	2012/09/18	2012/09/18	421	2014/06/11	Prom	25		2	0	Add		
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03					0	1	0	View	2013/12/20	Pending
2100129578		00001	0071	Open	2013/12/13	2014/01/10	2014/01/21						104	104	View	2014/01/15	New
2100134997		00003	0071	Open	2014/01/24	2014/02/14	2014/02/14	67				1	80	79	View	2014/02/11	Comment

How to View and Enter Comments

1. Click the View link to add comments.

PO	Vendor order num	Line item	Plant	Line status	PO date	Original delivery date	Statistical delivery date	Bus days late	Ship date	Ship status	Qty ship-ped	Qty due	Qty ord	Qty rec	Msg board	First msg date	Msg status
2100074835	1234	00001	6202	Open	2012/11/01	2012/09/18	2012/09/18	421	2014/06/11	Prom	25		2	0	1		
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03					0	1	0	View	2013/12/20	Pending
2100129578		00001	0071	Open	2013/12/13	2014/01/10	2014/01/21						104	104	View	2014/01/15	New
2100134997		00003	0071	Open	2014/01/24	2014/02/14	2014/02/14	67				1	80	79	View	2014/02/11	Comment

2. On the View comments form, click the **Add Comments** icon to add a new comment.

View comments

Vendor name TRIC CO INC

Vendor number 3000001755

PO 2100128873

Line item 00001

MS desc DISC,ROLOC
BRISTLE,GREEN 5/8T,GR
50,15,

MS num 0-596-906-522

Qty ord 1

3. Select your **Comment reason code**, enter your **Comments** and any other desired data then click the **Save comments** icon. Verify your comments have been saved.

Add comments  

OKAY: Your comment has been entered.###Notification email has been sent.

Vendor name GRAYBAR ELECTRIC CO INC
 Vendor number 3000001755
 PO 2100128873
 Line item 00001
 MS desc DISC,ROLOC BRISTLE, GREEN 5/8T, GR 50,15,
 MS num 0-596-906-522
 Qty ord 1

Comment reason code*

Comments*

Your name*
 Your phone number*
 Your email*

4. A notification email is automatically sent to the buyer with a CC: to yourself after your comments have been saved.