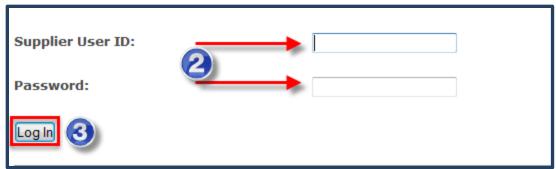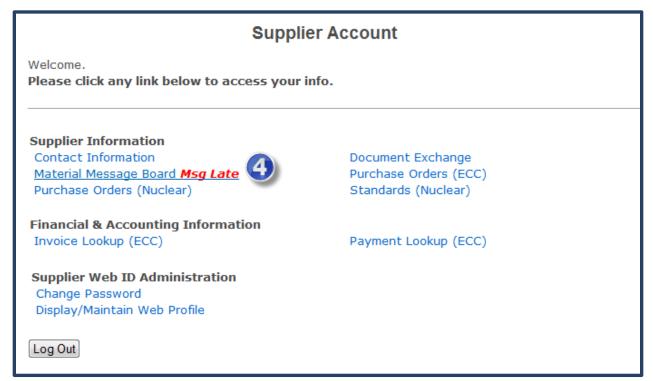## Launch Material Message Board

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.
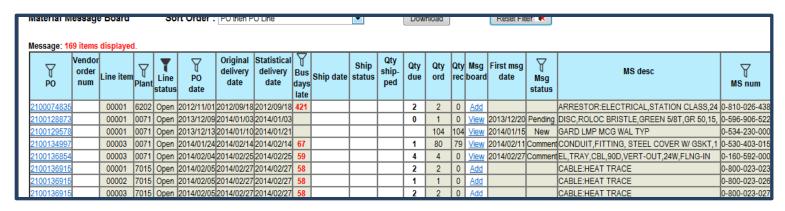
2. Enter your **Supplier User ID** and **Password**.

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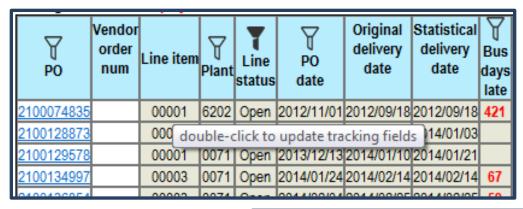4. Click the **Material Message Board** link.

The screen will display your open inventory items.

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	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		000	*double-click to update tracking fields*				14/01/03	
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

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	1234
Ship date	2014/06/11
Ship status	Promised
Qty shipped	25
Mfr part num	EVP0024003001
Carrier	UPS
Tracking info	9z23456

6

2

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		A
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03					0	1	0	View	2013/12/20	Pending D
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		A
2100128873		00001	0071	Open	2013/12/09	2014/01/03	2014/01/03					0	1	0	View	2013/12/20	Pending D
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	② Add comments ...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.

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