

## EMT BUSINESS PROCESS SUMMARY

(Revision Date: 09/02/2008)

Fuel Managers, Fuel Traders, --or-- Originators	Communicates with prospective Counterparties (Fuel Suppliers and Fuel Service Providers). Reviews the potential for a business relationship and based on the outcome of that evaluation may initiate FPL's credit review process.
Credit Risk Analysts	Performs financial review and trading risk analysis prior to acceptance and at other times throughout the subsequent business relationship. Negotiates contract credit terms and underwriting of credit support. <b>Counterparties will be required to provide "year-end audited financials" for the initial and, upon request, any subsequent credit reviews.</b>
Contract Manager, --or-- Contract Coordinator	Interfaces with counterparties and FPL legal resources to establish contracts upon which subsequent fuel transactions are based or services rendered. Monitors subsequent contract performance. Prepares amendments and notices. NOTE: EMT's underlying fuel "master" trading contracts are described and provided for review elsewhere in the FUEL PORTAL.
Fuel Managers, Fuel Traders, --or-- Originators	Negotiates the "commercial terms" of fuel supply transactions, such as: price, quantity, delivery location, and schedule or term. Negotiation of all fuel supply and transportation transactions are conducted by: recorded phone communications, instant messaging, Internet e-mail, faxes, mail, or some combination of these communication methods.
Fuel Schedulers	Coordinates the particulars of fuel delivery with Fuel Suppliers and/or Fuel Service Providers: <ul style="list-style-type: none"> <li>• Fuel Oil is delivered to FPL at specified ports, fuel terminals, or power plants by ship or barge (for #6 fuel oil), by tank truck (for #2 fuel oil), or by pipeline (for jet fuel).</li> <li>• Natural Gas is delivered to FPL at power plant meter stations or other designated delivery locations via interstate pipelines serving the Florida market area.</li> </ul>
Trading Risk Analysts	Communicates with and/or transmits to the counterparty, a Transaction Confirmation which documents the negotiated "commercial terms" of a transaction and references the underlying "master" contract. NOTE: The confirmation process is documented in the applicable "master" contract.
Fuel Accountants	Reviews all incoming invoices and attached backup documentation against EMT's transaction records thereby verifying accuracy of the invoice prior to payment. Resolves any discrepancies. Handles the fuel oil and natural gas invoice payment process in accordance with the underlying "master" contract, the "commercial terms" of the transaction, and FPL corporate policies. <b>At the time of contracting and before any transactions take place, all counterparties will be required to submit a completed IRS W-9 Form and a FEDI Agreement (both provided on FUEL PORTAL under Forms) for purposes of establishing an ACH payment account.</b>