

# **GEP SMART Supplier Training**

**Powered by GEP QUANTUM**

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# Introduction to GEP Smart

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# NextEra Energy, Inc. and its subsidiaries, including Florida Power & Light Company are transitioning to as GEP Smart, a new portal-based source-to-pay application

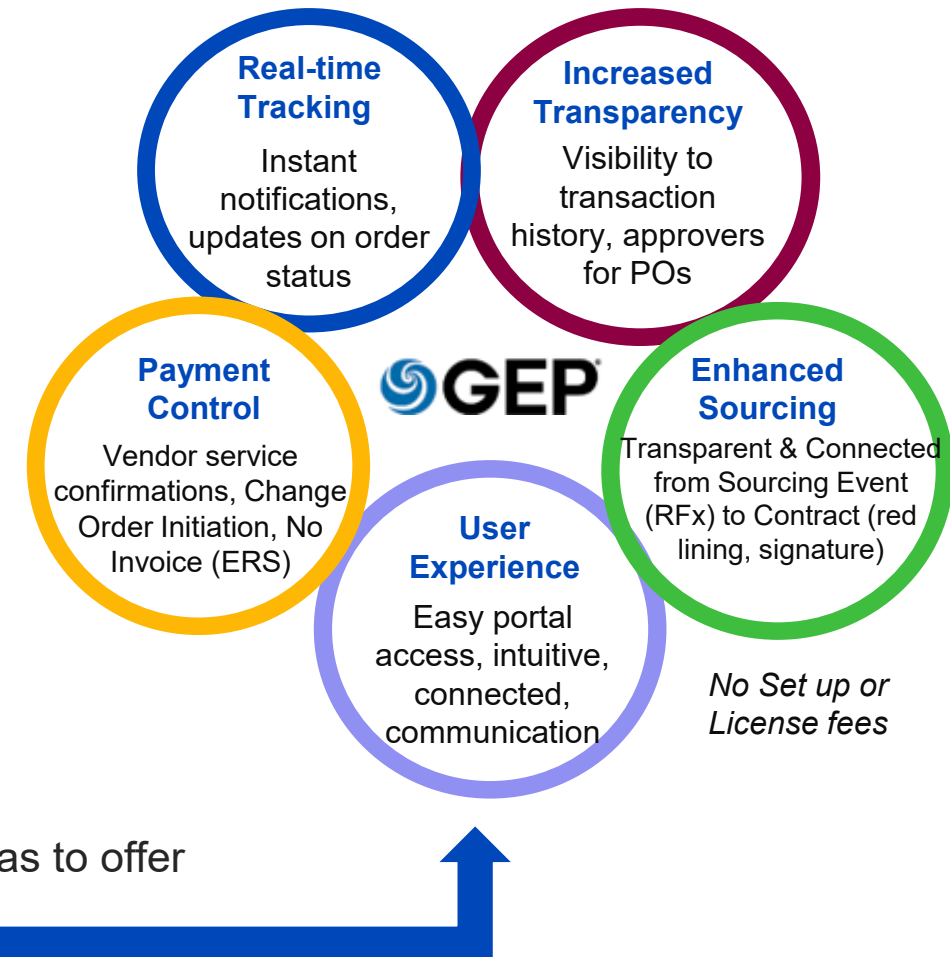
## GEP Smart

“GEP SMART” is a cloud-based source-to-pay (S2P) platform offering a unified solution for managing the entire procurement lifecycle. GEP SMART is designed to be intuitive and provide end to end visibility of the Procurement process.

## To Our Partners

We ask that you transition with us to this platform and embrace the changes requested to ensure efficiency of the S2P process, continuity of business operations, and continued partnership with NextEra Energy.

With this transition we have targeted many of the benefits that GEP SMART has to offer






# NextEra Energy encourages suppliers to embrace Evaluated Receipt settlement (ERS)

## ERS for Material and Service Orders

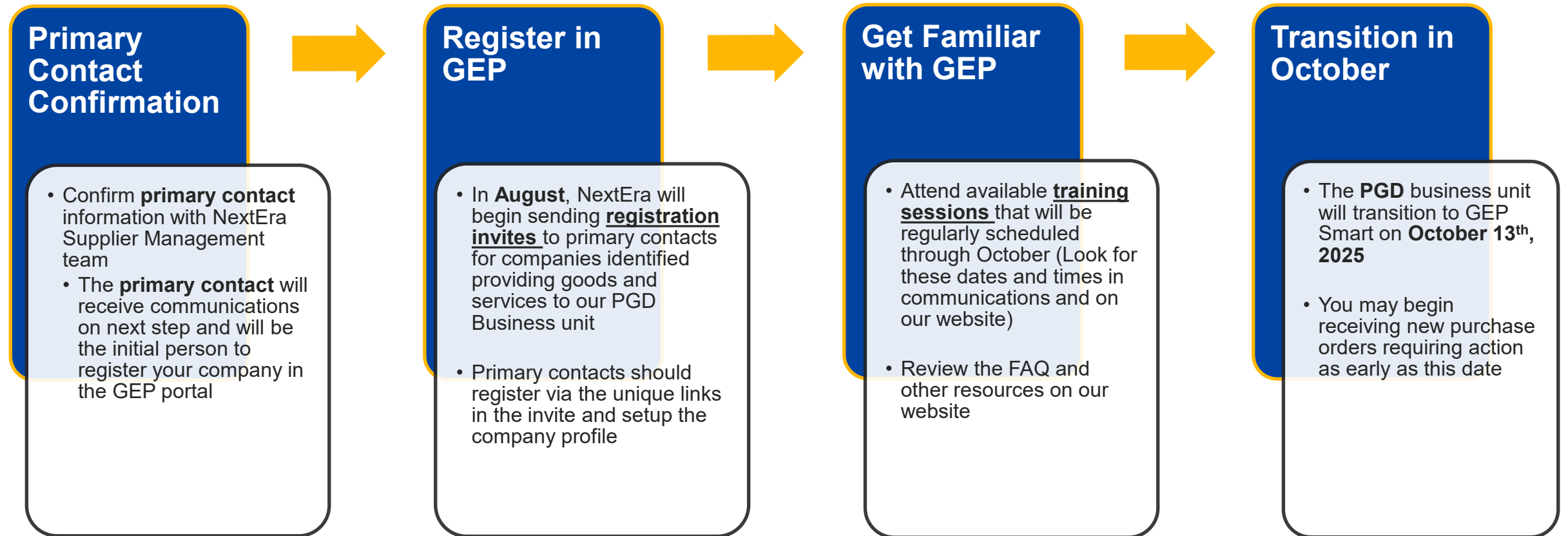
**Evaluated Receipt Settlement (ERS)** is an automated invoicing process that eliminates the need for supplier-generated invoices.

**For material orders**, ERS generates the invoice automatically when materials are delivered, and a goods receipt (GR) is posted against a purchase order.

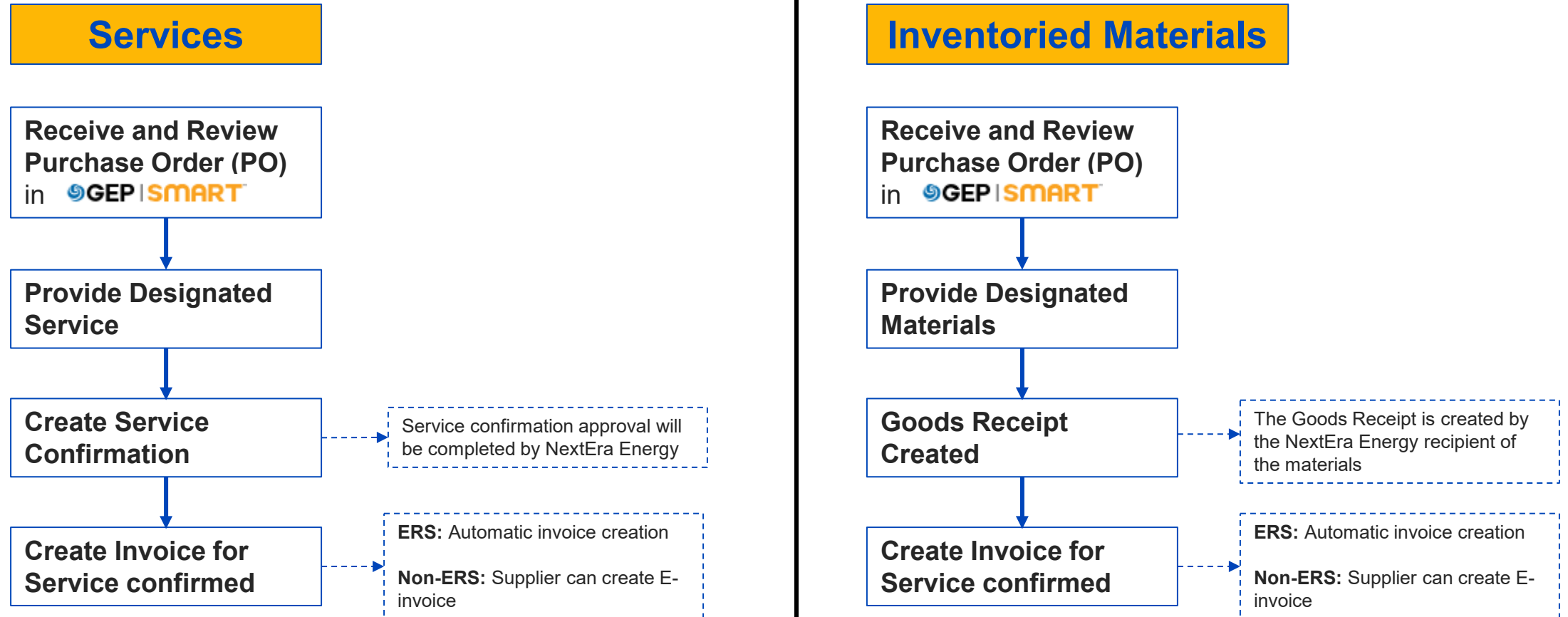
**For service orders**, the supplier must first submit a service confirmation in . Once that confirmation is reviewed and approved, ERS automatically creates the invoice based on the approved service entry and purchase order details.

**Benefits to Supplier:** ERS simplifies accounts payable processing, reduces manual effort, and supports a touchless procure-to-pay flow for both materials and services.

# GEP Smart Roadmap: Vendors supporting the Power Generation Division (PGD) business unit must register and will begin receiving new PGD POs in GEP Smart as early as October 2025



**GEP will provide many benefits including a streamlined materials and services workflow. The general process to expect within the portal is shown below**



# Registration to GEP Smart

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# The “Primary Contact” provided by each vendor will receive a GEP registration email

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

## Action Required: NextEra Procurement Registration for GEP Network



**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear D S

In order to engage in sourcing and procurement activities with NextEra, please register on GEP SMART and create your Supplier profile.

Access the URL below to register on the GEP Business Network, and create your profile. [Click Here](#)

Note: Once your ID is established, you will need to log in to complete and submit the registration process and incase you already have a login, please use your existing username and password to sign in.

If you have questions, contact GEP Support: Phone: USA: +1 732 428 1578 / Asia: +91 22 61 372 148 / Europe: +42 022 59 86 501 / Email: [Support@gep.com](mailto:Support@gep.com)

To ensure you receive email from [support@gep.com](mailto:support@gep.com), please add these email addresses to your safe sender list.

1

You will receive an email from [NextEraNotifications@gep.com](mailto:NextEraNotifications@gep.com) with the email subject - Action Required: NextEra Energy Procurement Registration.

Note: Check your spam or junk email folder if you can't locate the email.

2

The supplier registration invitation link will be sent to the registered email ID. The supplier should “**Click Here**” to begin the registration.

**Your registration Link is unique to your email and is non-transferable. Please do not share the link.**

Note: If a new registration needs to be sent or sent to a different email address, please reach out to [NextEra-Supplier-Management@NextEraEnergy.com](mailto:NextEra-Supplier-Management@NextEraEnergy.com)

# Fill out the GEP Business Network Registration Form

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

**GEP** English (Un...)

## Register for Business Network

(\*) Indicates required fields

\*Username \*Work Email ⓘ

\*First Name ⓘ DK \*Last Name ⓘ 123

\*Country Code ⓘ \*Phone Number ⓘ

\*Password ⓘ \*Confirm Password ⓘ

Disclaimer  
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☒ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

Submit

For help: [Supplier FAQs](#), [Quick Guide](#)

1

On the registration screen, fill in all mandatory (\*) fields, then create a Username and Password. Re-enter the password to confirm it.

### Username:

- 6+ characters long, no spaces

### Password:

- 10 characters long
- 1 upper letter, 1 lower letter, 1 number &
- 1 special character (~!@#\$\$%^&\*()\_+?).

2

- Please read and accept GEP's Terms & Conditions & Privacy Policy,
- Click the **"Submit"** button, it will re-direct to the GEP Business Network Page.

# Account Creation – Login Entry

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

English

**GEP QUANTUM**

Forgot username?

Username  
riyaraje

Forgot password?

Password  
.....

**Sign in**

Sign in with different user  
First time user? Please Register here

Need help? If you are a Supplier Click here  
Privacy statement • Terms of use

**GEP NEXE** • **GEP SMART** • **GEP CLICK**  
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1

Log in using the same Username and Password you created during registration.

NOTE:

- Bookmark the link for future use  
<https://businessnetwork.gep.com/>

Use Google Chrome or Microsoft Edge for best results.

For any issues reach out to  
[support@gep.com](mailto:support@gep.com)

# Account Creation – OTP Verification

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

← English

**GEP QUANTUM**

Your Mobile No. is not verified in the system, so the OTP is sent to your Email. After logging in, please get your Mobile No. verified from the User Profile

**Please enter Verification Code here:**

Use verification code sent to your email r\*\*\*\*\*e@g\*\*.c\*\*

Enter verification code

Verify Resend verification code

Click on Resend verification code if you have not received verification code in 11 seconds.

Need help? If you are a Supplier Click here

Privacy statement • Terms of use

**GEP | NEXE** • **GEP | SMART** • **GEP | CLICK**

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1

Please confirm that the email address you provide is accurate, as the One-Time Password (**OTP**) for account verification will be sent there.

Once you receive the OTP in your inbox, enter it below and click “**Verify**” to complete your account confirmation



# Profile

1

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# Review – Supplier Profile

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

The screenshot shows the GEP Smart interface. On the left sidebar, under 'Client list', the 'NextEra' entry is highlighted with a red box and a red arrow labeled '1'. The main content area shows the 'NextEra' profile page. At the top, there's a 'Profiles:' section with a search bar and a 'Create' button. Below this, there's a 'Profile Reminder' section with a 'Review Profile' button highlighted by a red box and a red arrow labeled '2'. The bottom section is titled 'Relationship Summary' and contains two cards: 'No document(s) assigned..' and 'You're all caught up! No new tasks yet.'

1 Select “NextEra” from the “Client List” .

2 Click on “Review Profile” to verify your supplier profile.

# Review – Supplier Profile

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

1

## Confirmation

Since it is a single username, we are linking this new account to your existing username and auto-registering you for Business Network.

Proceed

2

The screenshot shows the GEP Smart interface. On the left, a sidebar contains 'Home', 'Client list', 'NextEra', 'Other Links', and 'My Tasks'. The 'Client list' is expanded, and 'NextEra' is selected. The main area shows a 'Profiles' bar with a search input, a dropdown menu, and a 'Create' button. The dropdown menu is open, showing 'Nirmal & Co' and 'ABC INC'. Below the 'Profiles' bar, there is a 'Profile Reminder' section with a 'Review Profile' button. The 'My Tasks' section shows a message: 'You're all caught up! No new tasks yet.'

1

Users who are a contact in multiple supplier profiles, will have to register for each supplier registration invite they receive. If you've already registered in the platform, next time when you register, you'll receive this popup, which links your credentials for other profile as well.

2

Select “**NextEra**” from the “**Client List**”.

3

The Profiles Bar: will display all profiles linked to a user. Select the 'Supplier Profile' you wish to work on.

4

Click on “**Review Profile**” to verify your supplier profile.

# Review – Supplier Profile

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

Workbench / Supplier Profile

ABC INC GEP Registered Discussion Forum More

**Supplier**

**SECTIONS**

- \*Basic Details** ✓
- \*Identification Information (1) ✓
- Business Information ✓
- \*Contact Information (3)
- \*Location
- \*Diversity & Certificates
- Onboarding Details
- Notes and Attachments
- Transaction Type ✓
- \*Payment Terms (1)
- Inco Terms
- Banking Information
- Related Content

**Basic Details**

\* Indicates required fields

* Legal Company Name ⓘ	Formerly Known As	Doing Business As	Origination	Subcategory(ies) ⓘ	Org. Entity(ies) ⓘ
ABC INC	-	-	-	-	0001-PSYS
Service Location(s) ⓘ	Partner Status	Normalised Name	Does your company have a DUNS number? ⓘ	Diverse Supplier ⓘ	
-	GEP Registered	-	-	No	

**Identification Information (1)** + Add - Delete

*The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more*

<input type="checkbox"/> *Country	<input type="checkbox"/> *Identification Type	<input type="checkbox"/> *Identification Number
<input type="checkbox"/> United States	TIN Number	26-4277382

**Business Information**

1

The “**Supplier Profile**” is divided into multiple sections.

2

Click on “**Basic Details**” to view the Supplier’s Legal Company Name, Org. Entity(ies).

3

Click on “**Identification Details**” to view the Supplier’s Country of Origin, Identification Type and Identification Number.

**Note: If Your Vendor Profile information is incorrect, please contact [NextEraVendorProfiles.sharedmailbox@Nexteraenergy.com](mailto:NextEraVendorProfiles.sharedmailbox@Nexteraenergy.com)**

# Review/Update/Add – Supplier Contact Information

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

Workbench / Supplier Profile

ABC INC GEP Registered

Supplier

SECTIONS

- Basic Details
- Identification Information (1)
- Business Information
- Contact Information (3)**
- Location
- Diversity & Certificates
- Onboarding Details
- Notes and Attachments

Contact Information (3)

Invite Supplier Add Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information Contact Mapping

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Prin	Save	Invite
<input type="checkbox"/>		Jane Doe	Doe	Dharun.CR@gep...	CC-2025.003416	Registered				
<input type="checkbox"/>		Brett	Lee	justin.joseph@g...	CC-2025.003417	Invited				
<input type="checkbox"/>		Sam	Smith	devaki.palaniku...	CC-2025.003418	Registered				

1

To add a new contact in your profile, click on the “Add” button

2

In the new line, fill the mandatory information i.e. **First Name, Last Name and Email ID**

3

There are two ways to complete the invite:

(a) After adding, click the “**Invite Supplier**” next to the add button.

OR

(b) Click on ‘**Invite**’ icon present next to the selected contact

Workbench / Supplier Profile

ABC INC GEP Registered

Supplier

SECTIONS

- Basic Details
- Identification Information (1)
- Business Information
- Contact Information (4)**
- Location
- Diversity & Certificates
- Onboarding Details
- Notes and Attachments
- Transaction Type

Contact Information (4)

3a Invite Supplier Add Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information Contact Mapping

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Prin	Save	Invite
<input type="checkbox"/>		Jane Doe	Doe	Dharun.CR@gep...	CC-2025.003416	Registered				
<input type="checkbox"/>		Brett	Lee	justin.joseph@g...	CC-2025.003417	Invited				
<input type="checkbox"/>		Sam	Smith	devaki.palaniku...	CC-2025.003418	Registered				
<input checked="" type="checkbox"/>		will	smith	nirmalkumar.ka...		Non-Invited				

3b

# Review and Change – Primary Contact

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

Workbench / Supplier Profile

ABC INC GEP Registered

Supplier






















SECTIONS

- \*Basic Details
- \*Identification Information (1)
- Business Information
- \*Contact Information (7)
- \*Location
- \*Diversity & Certificates
- Onboarding Details
- Notes and Attachments
- Transaction Type
- \*Payment Terms (1)

Contact Information (7)

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information Contact Mapping

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Save	Invite
<input type="checkbox"/>		Doe	Doe	Dharun.CR@gep...	CC-2025.003416	Registered		
<input type="checkbox"/>		Brett	Lee	justin.joseph@g...	CC-2025.003417	Registered		
<input type="checkbox"/>		Sam	Smith	devaki.palaniku...	CC-2025.003418	Registered		
<input type="checkbox"/>		will	smith	nirmalkumar.ka...	CC-2025.003419	Invited		
<input type="checkbox"/>		Luna	S	Sandhya.S@gep...	CC-2025.003420	Invited		
<input type="checkbox"/>		kaviya	k	kaviya.k@gep.c...	CC-2025.003421	Invited		
<input type="checkbox"/>		SAM	JUSTIN	ABC@GMAIL.C...	CC-2025.003422	Non-Invited		

1

To change the Primary Contact, click the **“Mark as Primary”** icon next to the first name of the individual you want to designate as the primary contact.

Once updated, the icon color will change from gray to blue.

**Note: The Primary Contact is the main representative from a supplier responsible for managing communications and activities such as sourcing, contracts, transactions, and onboarding**

# Purchase Orders

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# Find and View your Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

The screenshot shows the 'Supplier Profile' page for 'ABC INC' in the 'GEP Registered' state. The 'App Launcher' menu is open, displaying various navigation options. The 'Purchasing' option is highlighted with a red box and a red arrow labeled '2'. The 'App Launcher' icon in the top right corner is also highlighted with a red box and a red arrow labeled '1'.

**App Launcher Menu Options:**

- PURCHASING
  - Catalog
  - Purchasing
- SOURCE TO CONTRACT
  - Sourcing
  - Contract
  - Auction
- INVOICE
  - Invoice
- SUPPLIER
  - Supplier
- REPORTS & ANALYTICS

- 1 Once you access the Supplier Profile page, click on the “**App Launcher**” to view all available options and navigate based on your preference.
- 2 Then, select “**Purchasing**” from the menu. This will direct you to the Purchasing Section.



# Find and View your Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

NextEra Energy

Purchase Order Workbench

Purchase Order

Purchase Order ASN Service Confirmation Return Note

All 11 Accepted 11

Search

Manage Columns Saved Filters Filters Bulk Upload

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact	Currency	Order Line S	Status
<input type="checkbox"/>	2700001626	1624	Deepa Sirumath	07/14/2025	ABC INC	Jane Doe Doe	USD	900.00	Accepted

Rows per page 10

Page 2 of 2

1

Click on your "Purchase Order number" to view details.

# ERS Flag – Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order

2700001624 Accepted

Comments & Attachments

Total Amount  
USD 900.00

More

Create Service Confirmation

Create Invoice

Basic Information

Order Source  
Manual

Total Lines  
2 Service

Item Source  
2 Internal

Additional Information

Items Delayed  
0

Items Returned  
0

Items Pending Delivery  
0

Transactional Information

Payment Terms  
0048

Invoiced Amount  
USD 0

Payment Pending  
USD 900

Document Hierarchy  
[View Details](#)

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number  
2700001624

Version  
0000

Order Author  
Deepa Sirurmath

Order Name  
2700001624

Created On  
07/14/2025

\* Currency  
USD : US Dollar

Incoterm Location  
-

\* Order Contact  
Wasim Hassan MN

\* Purchase Type  
Indirect - Services/Non-Inve...

Organization  
Organization

Line Of Business  
NextEra

Purchasing Organization  
FPL Group Purch.Org.

Technology  
0001-PSYS

Company Code  
1570-Florida City Gas-US

\* Plant  
1599-FCG - SPECIAL ORDER:PSYS

Interface Status  
AcceptedByERP

Incoterm  
INTL - FREE CARRIER

Contract Owner  
-

Type of Buyer  
NONE

☐ PDS Contract

\* Purchasing Group  
999-POWER GEN MATERIAL

\* Work To Be Performed Offshore?  
No

PO Header Text  
Sample Sample Sample.

Vendor confirmation approver: Nirmal Kumar Kannan

1

In the Basic Details section, you can see that this supplier is ERS-enabled, as indicated by the ERS Flag.

Since the ERS flag is enabled, invoices will be auto-generated.

For ERS enabled Purchase Order

# Purchase Order – Sections

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order  
2700001624 Accepted

Total Amount  
USD 900.00 More Create Service Confirmation Create Invoice Comments & Attachments

<b>Basic Information</b>	<b>Additional Information</b>	<b>Transactional Information</b>
Order Source: Manual	Items Delayed: 0	Payment Terms: 0048
Total Lines: 2 Service <span>1</span>	Items Returned: 10	Invoiced Amount: USD 0
Item Source: 2 Internal	Items Pending Delivery: 10	Payment Pending: USD 900
		Document Hierarchy: <a href="#">View Details</a>

**SECTIONS** Basic Details

- \*Basic Details
- \*Supplier Details
- \*Delivery and Invoicing Details
- \*Line Details 2
- Terms & Conditions

\* Indicates Required Fields

Order Number 2700001626	Version 0000	Order Author Deepa Sirurmath	Order Name 2700001624	Created On 07/14/2025	* Currency USD : US Dollar
	Incoterm Location -	* Order Contact Wasim Hassan MN	* Purchase Type Indirect - Services/Non-I...	Organization Organization	Line Of Business NextEra
Purchasing Organization FPL Group Purch.Org.	Technology 0001-PSYS	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER...	Interface Status AcceptedByERP	<input checked="" type="checkbox"/> ERS
Incoterm INTL - FREE CARRIER	Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> PDS Contract		
* Purchasing Group 999-POWER GEN MATERIAL	* Work To Be Performed Off... No	* External System Ordered By -	* External System Unique Id -	<input type="checkbox"/> International Business Party (IBP)	

1

You can identify the 'Line Type' (Service/Material) under 'Basic Information'.

2

Choose a section to view its corresponding details on the Purchase Order.

# Purchase Order – Basic Details

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order  
2700001624 Accepted

Comments & Attachments Total Amount USD 900.00 More Create Service Confirmation Create Invoice

**SECTIONS**

- \*Basic Details**
- \*Supplier Details
- \*Delivery and Invoicing Details
- \*Line Details
- Terms & Conditions

**Basic Details**

\* Indicates Required Fields

Order Number 2700001626	Version 0000	Order Author Deepa Sirumath	Order Name 2700001624	Created On 07/14/2025	* Currency USD : US Dollar
	Incoterm Location -	* Order Contact Wasim Hassan MN	* Purchase Type Indirect - Services/Non-Inve...	Organization Organization	Line Of Business NextEra
Purchasing Organization FPL Group Purch.Org.	Technology 0001-PSYS	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER.PSYS	Interface Status AcceptedByERP	<input checked="" type="checkbox"/> ERS
Incoterm INTL - FREE CARRIER	Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> PDS Contract		
* Purchasing Group 999-POWER GEN MATERIAL	* Work To Be Performed Offshore? No				

PO Header Text  
Sample Sample Sample.

Vendor confirmation approver: Nirmal Kumar Kannan

1

Click on “**Basic Details**” to view the Order Number, Currency, Order Contact, etc..

# Purchase Order – Supplier Details

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order

2700001624 Accepted

Comments & Attachments

Total Amount  
USD 900.00

More

Create Service Confirmation

Create Invoice

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Supplier Details

Indicates Required Fields

Supplier Name  
ABC INC

Supplier Code  
300000111

Supplier Phone  
-

Supplier Email Id  
Dharun.CR@gep.com

Supplier Contact  
Jane Doe Doe

Ordering Location  
0000259781

Order Location Address  
11322 54TH ST N ROYAL PALM BEACH Florida United States 33411

Dispatch Mode  
Email

Direct Email

Payment Term Name  
Net 48 days

Payment Terms Code  
0048

Delivery and Invoicing Details

Indicates Required Fields

Ship To  
FPL - NextEra Energy Inc

Ship To Address  
700 Universe Blvd., Juno Beach Florida FL US 33410

Bill To  
FPL INFORMATION MGMT AT P...

Bill To Address  
8521 W FRANKLIN RD BOISE FL US 33404

- 1

Click on “**Supplier Details**” to view the Supplier Code, Ordering Location, Payment Terms, etc.
- 2

Click on “**Delivery and Invoicing details**” to view and confirm the shipping, billing addresses.

# Purchase Order – Line Details

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order

2700001624 Accepted

Comments & Attachments

Total Amount  
USD 900.00

More

Create Service Confirmation

Create Invoice

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Ship To  
FPL - NextEra Energy Inc

Ship To Address  
700 Universe Blvd., Juno Beach, Florida FL US 33410

Ship To Building

Ship To Floor

Ship To Room

Ship To Phone

Ship To Email

Bill To  
FPL INFORMATION MGMT AT P...

Bill To Address  
8521 W FRANKLIN RD, BOISE FL US 33404

Line Details

Manage Columns

Line	Line Type	Price Basis	Price Per	Unit Price	Quantity	U	Requisition Link	Referenced Documents	Status	Document Hierarchy
	Service	Rate Based	1	90.00	6.00	Hc		<a href="#">View</a>	Accepted	<a href="#">View</a>
	Service	Rate Based	1	90.00	4.00	Hc		<a href="#">View</a>	Accepted	<a href="#">View</a>

1 Click on “Line Details” to view and check line details .

**Note: For any changes required on the PO you need to reach out to the buyer**

# Purchase Order – T&C

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Terms & Conditions

1

Line Details

Manage Columns

Line

Line Number	Item Short Description	Item Long Description	M&S/Service Master	Requisition Link	Referenced Documents	Status	Document Hierarchy
1	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...	7936		<a href="#">View</a>	Accepted	<a href="#">View</a>
2	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...	7936		<a href="#">View</a>	Accepted	<a href="#">View</a>

Terms & Conditions

Name	Added By	Added On
<a href="#">Terms and Conditions 1</a>	System	07/14/2025 7:15 AM

1

Click on “**Terms & Conditions**” to view and check the Terms .

# Purchase Order Acknowledgement

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order

2700001624 **Accepted**

Comments & Attachments

Total Amount: USD 900.00

More

Create Service Confirmation

Create Invoice

SECTIONS

- Basic Details
- Supplier Details
- Delivery and Invoicing Details
- Line Details**
- Terms & Conditions

Delivery and Invoicing Details

Indicates Required Fields

Ship To: FPL - NextEra Energy Inc

Ship To Address: 700 Universe Blvd., Juno Beach Florida FL US 33410

Bill To: FPL INFORMATION MGMT AT P...

Bill To Address: 8521 W FRANKLIN RD BOISE FL US 33404

Line Details

Line	Line Number	Item Short Description	Item Long Description	M&S/Service Master	Requisition Link	Referenced Document	Status	Document Hierarchy
<input type="checkbox"/>	1	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...	7936		<a href="#">View</a>	Accepted	<a href="#">View</a>
<input type="checkbox"/>	2	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...	7936		<a href="#">View</a>	Accepted	<a href="#">View</a>

1

In the Line Details section of the Supplier Profile, the status displays as “**Accepted**”, indicating that the Purchase Order has been **Auto-Acknowledged** by the system.

**Note: For any changes required on the PO you need to reach out to the buyer**



# Purchase Order – Line Status

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

PO Statuses	Explanation
Accepted	PO is accepted by supplier
Closed	PO is closed for receiving and invoicing
Cancelled	PO is cancelled by the Buyer

# Service Confirmations

1

2

3

4

5

6

7

8

## Service Confirmation - Creation

Select Your Purchase Order

Create your Service Confirmation

## ERS Automates Invoice Creation

**Workbench** / Supplier Profile

**ABC INC** GEP Registered

**Supplier**

Draft | Invited | **Registered** | Onboarding - In Progress

**Sections**

- \* Basic Details
- \* Identification Information (1)
- Business Information
- \* **Contact Information (4)**
- \* Location
- \* Diversity & Certificates
- Onboarding Details
- Notes and Attachments
- Transaction Type
- \* Payment Terms (1)
- Inco Terms

**Basic Details**

\* Indicates required fields

* Legal Company Name ⓘ	Formerly Known As	Doing Business As	Origination
ABC INC	-	-	-

Service Location(s) ⓘ	Partner Status	Normalised Name	Does your o
-	GEP Registered	-	-

**Identification Information (1)**

The Identification Information section allows suppliers to easily update various country-specific identification

* Country	* Identification Type
<input type="checkbox"/> United States	TIN Number

**PURCHASING**

Catalog | **Purchasing**

**SOURCE TO CONTRACT**

Sourcing | Contract | Auction

**INVOICE**

Invoice

**SUPPLIER**

Supplier

**REPORTS & ANALYTICS**



Click the App Launcher and click on 'Purchasing' icon.  
This will open the Purchasing Section.

# Service Confirmation - Creation

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

NEXTERA ENERGY

Search

+ Create

My Task (0)

EG

Purchase Order Workbench

Purchase Order

Purchase Order

ASN

Service Confirmation

Return Note

All 1

Accepted 1

Search

Manage Columns

Saved Filters

Filters

Bulk Upload

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact	Currency	Status
<input type="checkbox"/>	2700001626	14	Deepa Sirumath	07/14/2025	ABC INC	Jane Doe Doe	USD	Accepted

1

Click on the specific **Purchase Order number** to view its particulars.

# ERS Flag Visibility - Service Confirmation

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Edit Purchase Order  
← 2700001624 Accepted

Total Amount  
USD 900.00 More Create Service Confirmation Create Invoice Comments & Attachments

<b>Basic Information</b>	<b>Additional Information</b>	<b>Transactional Information</b>
Order Source: Manual	Items Delayed: 0	Payment Terms: 0048
Total Lines: 2 Service	Items Returned: 0	Invoiced Amount: USD 0
Item Source: 2 Internal	Items Pending Delivery: 10	Payment Pending: USD 900
		Document Hierarchy: <a href="#">View Details</a>

**SECTIONS**

- \* Basic Details
- \* Supplier Details
- \* Delivery and Invoicing Details
- \* Line Details
- Terms & Conditions

**Basic Details**

\* Indicates Required Fields

Order Number 2700001626	Version 0000	Order Author Deepa Sirumath	Order Name 2700001624	Created On 07/14/2025	* Currency USD : US Dollar
	Incoterm Location -	* Order Contact Wasim Hassan MN	* Purchase Type Indirect - Services/Non-L...	Organization Organization	Line Of Business NextEra
Purchasing Organization FPL Group Purch.Org.	Technology 0001-PSYS	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER...	Interface Status AcceptedByERP	<input checked="" type="checkbox"/> ERS
Incoterm INTL - FREE CARRIER	Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> PDS Contract		

\* Purchasing Group  
999-POWER GEN MATERIAL

\* Work To Be Performed Off...  
No

1

In this Service PO, the Basic Details section shows that the supplier is ERS-enabled, as indicated by the ERS Flag.

Since the ERS flag is enabled, invoices will be auto-generated following approval of the completed Service Confirmation.

For ERS enabled Service Confirmation

# Service Confirmation – Add Service Confirmation Approver

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Edit Purchase Order

2700001624 Accepted

Total Amount USD 900.00

More Create Service Confirmation Create Invoice

Comments & Attachments

SECTIONS

- \*Basic Details
- \*Supplier Details
- \*Delivery and Invoicing Details
- \*Line Details
- Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number 2700001626	Version 0000	Order Author Deepa Sirumath	Order Name 2700001624	Created On 07/14/2025	* Currency USD : US Dollar
	Incoterm Location -	* Order Contact Wasim Hassan MN	* Purchase Type Indirect - Services/Non-L...	Organization Organization	Line Of Business NextEra
Purchasing Organization FPL Group Purch.Org.	Technology 0001-PSYS	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER...	Interface Status AcceptedByERP	<input checked="" type="checkbox"/> ERS
Incoterm INTL - FREE CARRIER	Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> PDS Contract		
* Purchasing Group 999-POWER GEN MATERIAL	* Work To Be Performed Off... No	* External System Ordered By -	* External System Unique Id -	<input type="checkbox"/> International Business Party (IBP)	

PO Header Text  
Sample Sample Sample.

Vendor confirmation approver: Nirmal Kumar Kannan

1

Under **Basic Details**, the **PO Header** Text will include the name of the **Vendor Confirmation Approver**

**Note:** Kindly make note of the **Vendor Confirmation Approver** name, as it to be entered manually in the **Service Confirmation**

1

# Service Confirmation – Creation

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

The screenshot shows the 'Edit Purchase Order' interface. At the top, the purchase order number is 2700001624, marked as 'Accepted'. The total amount is USD 900.00. A red box highlights the 'Create Service Confirmation' button in the top right corner. On the left, a sidebar lists sections: Basic Details, Supplier Details, Delivery and Invoicing Details, and Line Details. A red box with the number '1' points to the 'Line Details' section. The 'Line Details' table is highlighted with a red border and contains the following data:

Line	Line Number	Item Short Description	Item Long Description	Requisition Link	Referenced Documents	Status	Document Hierarchy
<input checked="" type="checkbox"/>	1	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...		<a href="#">View</a>	Accepted	<a href="#">View</a>
<input checked="" type="checkbox"/>	2	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...		<a href="#">View</a>	Accepted	<a href="#">View</a>

1

To confirm services, click on the **'Select All'** checkbox in the header row for all service lines to be accepted in the line details.

2

Click **"Create Service Confirmation"** to proceed.

3

A confirmation prompt will appear on screen. Click **"Yes"** button to flip the lines into a service confirmation

The screenshot shows a confirmation dialog box with the title 'Confirmation'. The message reads: 'Selected accepted lines will be flipped to a Service Confirmation document. Do you want to proceed with the action?'. At the bottom right, there are two buttons: 'Yes' and 'No'. A red box with the number '3' points to the 'Yes' button.

# Service Confirmation – Creation

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Edit Purchase Order  
2700001624 Accepted

Total Amount  
USD 900.00

More Create Service Confirmation Invoice

SECTIONS

- Basic Details
- Supplier Details
- Delivery and Invoicing Details
- Line Details
- Terms & Conditions

FPL - NextEra Energy Inc 700 Universe Blvd., Juno Beach Florida FL US 33410

Bill To FPL INFORMATION MGMT ... Bill To Address 8521 W FRANKLIN RD BOISE FL US 33404

Line Details

Line	Line Number	Item Short Description	Item Long Description	Requisition Link	Referenced Documents	Status	Document Hierarchy
<input checked="" type="checkbox"/>	1	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...		<a href="#">View</a>	Accepted	<a href="#">View</a>
<input type="checkbox"/>	2	TM23 HYDRAULIC SHO...	TM23 HYDRAULIC SHO...		<a href="#">View</a>	Accepted	<a href="#">View</a>

1

You may confirm an individual service line by selecting its checkbox in the line details.

2

Click **“Create Service Confirmation”** to proceed.

3

A confirmation prompt will appear on screen. Click **“Yes”** button to flip the lines into a service confirmation

Confirmation

Selected accepted lines will be flipped to a Service Confirmation document. Do you want to proceed with the action?

Yes No



# Service Confirmation – Sections

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Service Confirmation  
SC-2025-000864 Draft

Comments & Attachments Total Amount USD 900.00 More Submit Save

SECTIONS

Basic Details

Supplier Details

Line Details

1

Basic Details

\*Indicates Required Fields

Service Confirmation Name SC-2025-000864

Service Confirmation Number SC-2025-000864

Created On 07/14/2025

Created By EF GH

Line Of Business NextEra

Purchasing Organization FPL Group Purch.Org.

Technology 0001-PSYS

Company Code 1570-Florida City Gas-US

\*Plant 1599-FCG - SPECIAL ORDER...

Vendor Confirmation Reviewer Please Select

Creation Type Portal

External System Unique ID -

Last Modified Date -

Last Modified By EF GH

2

Supplier Service Confirmation

000001

3

Vendor Confirmation Approver

Deepa Sirurmuth

2

Payment Details

Source Document Name 2700001624

\*Currency USD - US Dollar

Organization Organization

3

to-create invoice

Supplier Details

\*Supplier Name ABC INC

Supplier Code 300000111

Order Location 0000259781

Order Location Address 11322 54TH ST N ROYAL P...

PO Header Text

Sample Sample Sample

Vendor confirmation approver: Nirmal Kumar Kannan

1

Choose a section to view its corresponding details on the “**Service Confirmation order**”.

2

Supplier Service Confirmation:- Suppliers are allowed to enter their own sequenced “**Invoice Number**” or “**Service Confirmation Number**” for easier follow-up on payment remittance.

3

In “**Vendor Confirmation Approver,**” you can add the confirmation approver specified in the PO header text (Slide 29)

# Service Confirmation – Submission

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Service Confirmation

SC-2025-000864 Draft

**2** → **Comments & Attachments** USD 900.00 More Submit Save

**SECTIONS**

- \* Basic Details
- \* Supplier Details
- Line Details**

**Service Confirmation Name** SC-2025-000864

**Service Confirmation Number** SC-2025-000864

**\* Supplier Service Confirmation** 000001

**Source Document Details** 2700001626

**Source Document Name** 2700001624

**\* Currency** USD - US Dollar

**Created On** 07/14/2025

**Created By** EF GH

**\* Purchase Type** Indirect - Services/Non-Inve...

**\* Vendor Confirmation Approver** Deepa Sirumath

☒ ERS (Auto-create invoice)

**Organization** Organization

**Line Of Business** NextEra

**Purchasing Organization** FPL Group Purch.Org.

**Technology** 0001-PSYS

**Company Code** 1570-Florida City Gas-US

**\* Plant** 1599-FCG - SPECIAL ORDER...

**Vendor Confirmation Reviewer** Please Select

**Creation Type** Portal

**External System Unique ID** -

**Last Modified Date** -

**Last Modified By** EF GH

**Supplier Details**

**\* Supplier Name** ABC INC

**Supplier Code** 300000111

**Order Location** 0000259781

**Order Location Address** 11322 54TH ST N ROYAL P...

1

Click on “**Line Details**” to view the details

2

Click on “**Comments and Attachments**” section for add supporting documents (if any)

Line Details

Search

+ Add Delete Duplicate Apply To All Manage Columns

Line Accounting

Select	Line Number	Item Short...	Item Long Description	* Line Type	* Price Basis	* UOM	* Quantity	* Unit Price	Sub Total	Line Total	Add Sublines	Document Hierarchy
<input type="checkbox"/>	1	TM23 HYD...	TM23 HYDRAULIC...	Service	Rate Based	Hours	6.00	90.00	540	540.00		<a href="#">View</a>
<input type="checkbox"/>	2	TM23 HYD...	TM23 HYDRAULIC...	Service	Rate Based	Hours	4.00	90.00	360	360.00		<a href="#">View</a>

1

# Service Confirmation – Submission

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation


Comments and Attachments

Document: All | Document Name: ALL | Document Number: ALL | Status: -

**Comments (0)** **Attachments (0)** ⓘ Displayed Count Includes Total and Unread count of both header and line level.

Select Importance: No importance

☐ Mark as Confidential

 Click here to select your files [Browse](#)

Limited to file(s) of 5 GB each | Maximum 5 file(s) can be uploaded at a time | Supported File Formats 29 ⓘ | Attachment name length is limited to 100 characters

Viewing: All

[Clear](#) [Post](#)

1

After clicking on “**Comments & Attachments**”, Sliders will appear where you can add your comments and upload attachments, then click “**Post**”.

1

# Service Confirmation – Submission

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Service Confirmation  
SC-2025-000865 Draft

Comments & Attachments Total Amount USD 900.00 More Submit 1

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

Indicates Required Fields

Service Confirmation Name SC-2025-000865 Service Confirmation Number SC-2025-000865 Supplier Service Confirmation 000001 Source Document Details 2700001626 Source Document Name 2700001624 Currency USD - US Dollar

Created On 07/14/2025 Created By EF GH Purchase Type Indirect - Services/Non-Inve... Vendor Confirmation Approver Deepa Sirumath ERS (Auto-create invoice) Organization Organization

Line Of Business NextEra Purchasing Organization FPL Group Purch.Org. Technology 0001-PSYS Company Code 1570-Florida City Gas-US Plant 1599-FCG - SPECIAL ORDER... Vendor Confirmation Reviewer Please Select

Creation Type Portal External System Unique ID Last Modified Date Last Modified By EF GH

1

After verifying and uploading the documents and click "Submit".

2

A confirmation prompt will appear on screen. Click "Yes" button to send for an approval

Indicates Required Fields

Service Confirmation Name SC-2025-000864 Service Confirmation Number SC-2025-000864 Supplier Service Confirmation 000001 Source Document Details 2700001626 Source Document Name 2700001624

Information

Please ensure if there is a supporting document attached to this document. If already done kindly click on Yes or click on No and attach the required document

Yes 2

Supplier Details

Supplier Name Supplier Code Order Location Order Location Address

# Service Confirmation – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation Return Note

All 8 Approved 4 Approval Pending 3 Draft 1

Search

Manage Columns Saved Filters Filters Export Data

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T...	Created By	Duplicate	Status	Document Hierarchy
SC-2025-000932	SC-2025-000932	00022	2700001761	2700001761	Indirect - Services/...	900	EF		Draft	
SC-2025-000909	SC-2025-000909	SC-2025-000909	2700001759	2700001759	Indirect - Services/...	900	EF		Approval Pending	
SC-2025-000905	SC-2025-000905	SC-2025-000905	2700001758	2700001758	Indirect - Services/...	900	EF		Approval Pending	
SC-2025-000903	SC-2025-000903	SC-2025-000903	2700001461	2700001729	Indirect - Services/...	200	EF		Approval Pending	
SC-2025-000888	SC-2025-000888	SC-2025-000888	2700001670	2700001670	Indirect - Services/...	200	EF		Approved	
SC-2025-000887	SC-2025-000887	SC-2025-000887	2700001671	2700001671	Indirect - Services/...	200	EF		Approved	
SC-2025-000872	SC-2025-000872	SC-2025-000872	2700001660	2700001660	Indirect - Services/...	200	EF		Approved	
SC-2025-000864	SC-2025-000864	000001	2700001624	2700001626	Indirect - Services/...	900	EF		Approved	

1

Check the status of your Service Confirmation:

- **Draft:** Created but not Submitted
- **Approval Pending:** Submitted and pending Approval
- **Approved:** Service Confirmation Approved

# Service Confirmation – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Service Confirmation Workbench

Service Confirmation

Purchase Order

ASN

Service Confirmation

Return Note

All 8

Approved 4

Approval Pending 3

Draft 1

Search

Manage Columns

Saved Filters

Filters

Export Data

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T...	A...	Created By	Duplicate	Status	Document Hierarchy
SC-2025-000909	SC-2025-000909	SC-2025-000909	2700001759	2700001759	Indirect - Services/...	900	EF			Approval Pending	
SC-2025-000905	SC-2025-000905	SC-2025-000905	2700001758	2700001758	Indirect - Services/...	900	EF			Approval Pending	
SC-2025-000903	SC-2025-000903	SC-2025-000903	2700001461	2700001729	Indirect - Services/...	200	EF			Approval Pending	

1

To withdraw service confirmation, click on the Service Confirmation which is pending for approval.

# Service Confirmation – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Workbench / Service Confirmation  
SC-2025-000909 Approval Pending

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

Indicates Required Fields

Service Confirmation Name SC-2025-000909

Service Confirmation Number SC-2025-000909

Created On 07/22/2025

Created By EF GH

Source Document Details

Source Document Name 2700001759

Source Document Name 2700001759

Currency USD - US Dollar

Purchase Type Indirect - Services/Non-Inve...

Vendor Confirmation Approver Dharun Varshan CR

ERS

Organization Organization

Withdraw SC-2025-000909

Select reason for Withdrawal

Other

Withdrawing this document for the following reason

document is incorrect

Cancel Withdraw

1

Click on the withdraw button on the top right, this brings up a slider, fill out the mandatory fields and click on withdraw at the bottom right corner.

# Service Confirmation – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

NEXtera  
ENERGY

Go to previous page

Information Workbench

Service Confirmation

Purchase Order

ASN

Service Confirmation

Return Note

All 8

Approved 4

Approval Pending 2

Draft 1

Withdrawn 1

Search

Manage Columns

Saved Filters

Filters

Export Data

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T...	Created By	Duplicate	Status	De...
SC-2025-000909	SC-2025-000909	SC-2025-000909	2700001759	2700001759	Indirect - Services/...	900	EF		Withdrawn	1

1

Service withdrawal has been confirmed and will now be updated to 'Withdrawn' status



# To check Invoice – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation Return Note

Total 4 Approved 4

Search

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T.A.	Created By
SC-2025-000888	SC-2025-000888	SC-2025-000888	2700001670	2700001670	Indirect - Services/...	200	EF
SC-2025-000887	SC-2025-000887	SC-2025-000887	2700001671	2700001671	Indirect - Services/...	200	EF
SC-2025-000872	SC-2025-000872	SC-2025-000872	2700001660	2700001660	Indirect - Services/...	200	EF
SC-2025-000864	SC-2025-000864	000001	2700001624	2700001626	Indirect - Services/...	900	EF

PURCHASING

Catalog Purchasing

SOURCE TO CONTRACT

Sourcing Contract Auction

INVOICE

Invoice

SUPPLIER

Supplier

REPORTS & ANALYTICS

Analytics

1

Click the App Launcher and select 'Invoice' icon.  
This will open the Invoice Section.

# Invoice – Status

Select Your Purchase Order

Create your Service Confirmation

ERS Automates Invoice Creation

NextEra  
ENERGY

Invoice Workbench

Invoice

Supplier Non-PO Invoice

Supplier Invoice

Edit Memo

Total 3

Paid with Remittance 1

Exception 1

Processing In Progress 1

Search

Manage Columns

Saved Filters

Filters

Export Data

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number	Document Hierarchy	Status
INV-2025.004350	Invoice 7/17/2025 5:00:21 PM	Standard	ABC INC	300000111	SC-2025-000887		Paid with Remittan...
INV-2025.004349	Invoice 7/17/2025 4:33:22 PM	Standard	ABC INC	300000111	SC-2025-000872		Processing In Prog...
INV-2025.004351	Invoice 7/17/2025 5:04:12 PM	Standard	ABC INC	300000111	SC-2025-000888		Exception

- 1

Click on 'Supplier Invoice' section in top left portion of the screen to view all Invoices.
- 2

The 'Status Column' displays the respective status of each Invoice.

## ERS Invoice Status – Supplier

Verify that you are ERS enabled

ERS Automates Invoice Creation

Check Status of Payment

Invoice Statuses	Explanation
Ready for Payment	The e-invoice will be paid once the payment terms are met.
Paid with Remittance	The invoice has been paid, and remittance details are visible.

# Material Purchase Order

1

2

3

4

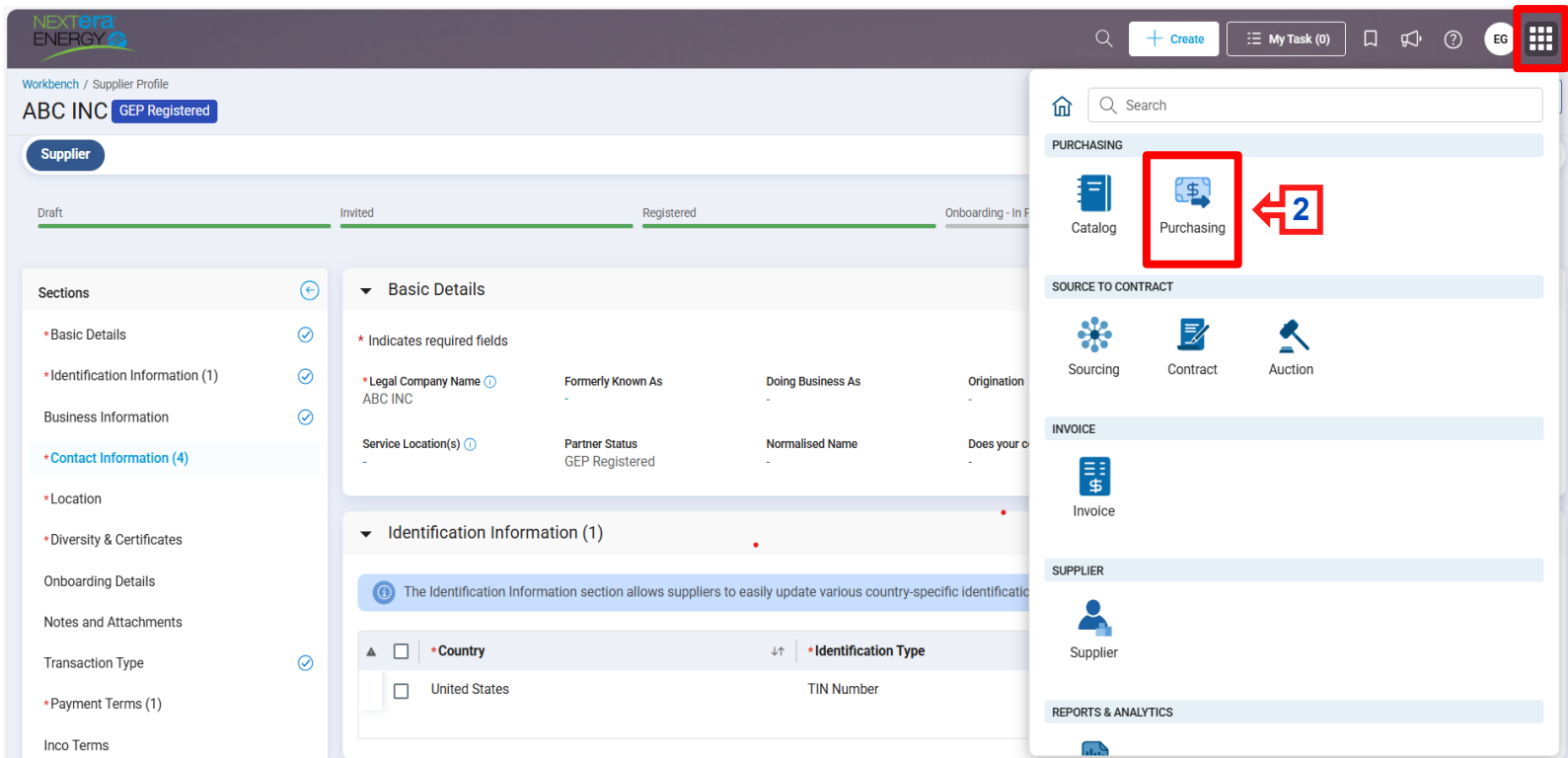
5

6

7

8

# Find and View your Material Purchase Order



- 1 To access the Purchase orders page, use the **App launcher** to access different functions like purchasing, invoicing, and service confirmations
- 2 Click on “**Purchasing**” icon from the menu. This will direct you to the Purchasing Section.

# Find and View your Purchase Order

View Your Material Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

NextEra Energy

Purchase Order Workbench

Purchase Order

Purchase Order ASN Service Confirmation Return Note

All 24 Accepted 24

Search

Manage Columns Saved Filters Filters Bulk Upload Export Data

<input type="checkbox"/>	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact	Currency	O	Status	Document Hierarchy
<input type="checkbox"/>	91100000736	DPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000735	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000734	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000733	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000732	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000731	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	91100000730	ZCDPInventory Material	Sudhakar SSO	07/22/2025	ABC INC	Jane Doe Doe	USD	1	Accepted	
<input type="checkbox"/>	2700001762	Test AA 700001761	Deepa Sirurmah	07/21/2025	ABC INC	Jane Doe Doe	USD	9	Accepted	
<input type="checkbox"/>	2700001761	2700001761	Dharun Varshan CR	07/21/2025	ABC INC	Jane Doe Doe	USD	9	Accepted	
<input type="checkbox"/>	2700001760	2700001760	Dharun Varshan CR	07/21/2025	ABC INC	Jane Doe Doe	USD	9	Accepted	

1

Click on the specific "Purchase Order number" to view details.

# ERS Flag – Purchase Order



Workbench / Edit Purchase Order

ZCDPInventory Material Accepted

Comments & Attachments

Total Amount  
USD 1,200.00

More

Create Advance Invoice

Create Invoice

Basic Information

Order Source  
Manual  
Total Lines  
2 Material  
Item Source  
2 Pricebook

Additional Information

Items Delayed  
0  
Items Returned  
0  
Items Pending Delivery  
2

Transactional Information

Payment Terms  
Z045  
Invoiced Amount  
USD 0  
Payment Pending  
USD 1200  
Document Hierarchy  
[View Details](#)

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Basic Details

Indicates Required Fields

Order Number  
91100000736

Version  
-

Order Author  
Sudhakar SSO

Order Name  
ZCDPInventory Material

Created On  
07/22/2025

Currency  
USD : US Dollar

Incoterm Location  
Mumbai

Order Contact  
Sudhakar SSO

Purchase Type  
Direct - Standard

Organization  
Organization

Line Of Business  
NextEra

Purchasing Organization  
FPL Group Purch.Org.

Technology  
0099-NONINV

Company Code  
1500-FLORIDA POWER & LIGHT ...

Plant  
0071-FPL PDC CENTRAL WARE...

Interface Status  

☒ ERS

Incoterm  
INTL - FREE ON BOARD

Contract Owner  
-

Type of Buyer  
-

☐ Predetermined Source?

Purchasing Group  
018-KACY KUMMELL

External System Ordered By  
-

External System Unique Id  
-

☐ NERC Unescorted/Cyber Access (CIP-004)?

PO Header Text  
-

UPS Account Number  
-

Transportation Text  
-

1 Under Basic Details, you can also verify whether ERS is enabled or not. Since the ERS flag here is enabled, invoices will be auto - generated

For ERS enabled Purchase Order

# Purchase Order – Sections

View Your Material Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

Workbench / Edit Purchase Order

ZCDPInventory Material **Accepted**

Total Amount: USD 1,200.00

Comments & Attachments

Basic Information

Order Source: Manual

Total Lines: 2 Material

Item Source: Z Pricebook

Additional Information

Items Delayed: 0

Items Returned: 0

Items Pending Delivery: 2

Transactional Information

Payment Terms: Z045

Invoiced Amount: USD 0

Payment Pending: USD 1200

Document Hierarchy: [View Details](#)

SECTIONS

- \* Basic Details
- \* Supplier Details
- \* Delivery and Invoicing Details
- \* Line Details
- Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number	Version	Order Author	Order Name	Created On	* Currency
91100000736	-	Sudhakar SSO	ZCDPInventory Material	07/22/2025	USD : US Dollar
Incoterm Location	* Order Contact	* Purchase Type	Organization	Line Of Business	
Mumbai	Sudhakar SSO	Direct - Standard	Organization	NextEra	
Purchasing Organization	Technology	Company Code	* Plant	Interface Status	<input checked="" type="checkbox"/> ERS
FPL Group Purch.Org.	0099-NONINV	1500-FLORIDA POWER & ...	0071-FPL PDC CENTRAL ...	-	
Incoterm	Contract Owner	Type of Buyer	<input type="checkbox"/> Predetermined Source?		
INTL - FREE ON BOARD	-	-	<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)?		
* Purchasing Group	* External System Ordered By	* External System Unique Id			
018-KACY KUMMELL	-	-			

1

You can identify the 'Line Type' (Service/Material) under 'Basic Information'.

This is a Material Purchase Order

2

Choose a section to view its corresponding details on the Purchase Order.



# Purchase Order – Basic Details

View Your Material Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

Workbench / Edit Purchase Order

ZCDPInventory Material Accepted

Comments & Attachments

Total Amount: USD 1,200.00

[More](#) [Create Advance Invoice](#) [Create Invoice](#)

<b>Basic Information</b>	<b>Additional Information</b>	<b>Transactional Information</b>
Order Source: Manual	Items Delayed: 0	Payment Terms: Z045
Total Lines: 2 Material	Items Returned: 0	Invoiced Amount: USD 0
Item Source: 2 Pricebook	Items Pending Delivery: 2	Payment Pending: USD 1200
		<a href="#">View Details</a>

**SECTIONS**

- \* Basic Details**
- \* Supplier Details
- \* Delivery and Invoicing Details
- \* Line Details
- Terms & Conditions

**Basic Details**

\* Indicates Required Fields

Order Number 91100000736	Version -	Order Author Sudhakar SSO	Order Name ZCDPInventory Material	Created On 07/22/2025	* Currency USD : US Dollar
	Incoterm Location Mumbai	* Order Contact Sudhakar SSO	* Purchase Type Direct - Standard	Organization Organization	Line Of Business NextEra
Purchasing Organization FPL Group Purch.Org.	Technology 0099-NONINV	Company Code 1500-FLORIDA POWER & LIGHT ...	* Plant 0071-FPL PDC CENTRAL WARE...	Interface Status -	<input checked="" type="checkbox"/> ERS
Incoterm INTL - FREE ON BOARD	Contract Owner -	Type of Buyer -	<input type="checkbox"/> Predetermined Source? ⓘ		
* Purchasing Group 018-KACY KUMMELL	* External System Ordered By -	* External System Unique Id -	<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)? ⓘ		
PO Header Text -					
UPS Account Number -	Transportation Text -				

1

Click on “**Basic Details**” to view the Order Number, Currency, Order Contact, etc..

# Purchase Order – Supplier Details



Workbench / Edit Purchase Order

ZCDPInventory Material Accepted

Comments & Attachments

Total Amount USD 1,200.00

More

Create Advance Invoice

Create Invoice

SECTIONS

- \* Basic Details
- \* Supplier Details
- \* Delivery and Invoicing Details
- \* Line Details
- Terms & Conditions

Supplier Details

\* Indicates Required Fields

* Supplier Name	Supplier Code	Supplier Phone	Supplier Email Id	Supplier Contact
ABC INC	300000111	-	Dharun.CR@gep.com	Jane Doe Doe

\* Ordering Location

0000259781

Order Location Address

11322 54TH ST N ROYAL PALM BEACH Florida United States 33411

\* Dispatch Mode

Email

Direct Email

Payment Term Name

Net 45 Days

\* Payment Terms Code

Z045

Delivery and Invoicing Details

\* Indicates Required Fields

* Ship To	Ship To Address	Ship To Building	Ship To Floor	Ship To Room
FPL PDC CENTRAL WAREHOU...	2455 PORT WEST BLVD. PALM BEACH WEST PALM BEACH US 33407-1214			

Ship To Phone

Ship To Email

\* Bill To

FLORIDA POWER & LIGHT COMP...

Bill To Address

700 Universe Boulevard PALM BEACH Juno Beach 33408

- 1 Click on “**Supplier Details**” to view the Supplier Code, Ordering Location, Payment Terms, etc.
- 2 Click on “**Delivery and Invoicing details**” to view and confirm the shipping, billing addresses.

# Purchase Order – Line Details

View Your Material Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

Workbench / Edit Purchase Order

← ZCDPInventory Material Accepted Total Amount USD 1,200.00 More Create Advance Invoice Create Invoice Comments & Attachments

**SECTIONS**

- \*Basic Details
- \*Supplier Details
- \*Delivery and Invoicing Details
- \*Line Details**
- Terms & Conditions

**Bill To**  
FLORIDA POWER & LIGHT COMPANY

**Bill To Address**  
700 Universe Boulevard PALM BEACH Juno Beach 33408

**Line Details**

*Line Type	*Unit Price	*Quantity	*UOM	Price Basis	Item Short Description	Referenc... Docu...	Status	Document Hierarchy
Material	600.00	1.00	each	Quantity Based	BOLT,MA,GALV, 3/4"X 3"(...	<a href="#">View</a>	Accepted	<a href="#">View</a>
Material	600.00	1.00	each	Quantity Based	BOLT,MA,GALV, 3/4"X 3"(...	<a href="#">View</a>	Accepted	<a href="#">View</a>

1

Click on “**Line Details**” to view and check line details .

**Note:** For any changes required on the PO you need to reach out to the buyer.

# Purchase Order – T&C



Terms & Conditions

Line Details

Manage Columns

Line

	Line Number	Item Short Description	Item Long Description	M&S/Service Master	Requisition Link	Referenced Documents	Status	Document Hierarchy
<input type="checkbox"/>	1	BOLT,MA,GALV, 3/4"X 3"		0-140-716-005		<a href="#">View</a>	Accepted	<a href="#">View</a>
<input type="checkbox"/>	2	BOLT,MA,GALV, 3/4"X 3"		0-140-716-005		<a href="#">View</a>	Accepted	<a href="#">View</a>

Terms & Conditions

	Name	Added By	Added On
<input type="checkbox"/>	<a href="#">F01_PO_HEADER</a>	System	07/22/2025 1:24 PM

1

Click on “**Terms & Condition**” to view and check the Terms .

1

# Purchase Order Acknowledgement



Workbench / Edit Purchase Order

← ZCDPInventory Material Accepted

Total Amount  
USD 1,200.00

More

Create Advance Invoice

Create Invoice

Comments & Attachments

SECTIONS

• Basic Details

• Supplier Details

• Delivery and Invoicing Details

• Line Details

Terms & Conditions

• Bill To  
FLORIDA POWER & LIGHT COMPANY

Bill To Address  
700 Universe Boulevard PALM BEACH Juno Beach 33408

Line Details

Manage Columns

Line

▲ *Line Type	Unit Price	Quantity	*UOM	Price Basis	Item Short Description	Referenc... Docu...	Status	Document Hierarchy
Material	600.00	1.00	each	Quantity Based	BOLT,MA,GALV, 3/4"X 3"(...	<a href="#">View</a>	Accepted	<a href="#">View</a>
Material	600.00	1.00	each	Quantity Based	BOLT,MA,GALV, 3/4"X 3"(...	<a href="#">View</a>	Accepted	<a href="#">View</a>

1 In the Line Details section of the Supplier Profile, the status displays as “**Accepted**”, indicating that the Purchase Order has been **Auto-Acknowledged** by the system.

**Note:** For any changes required on the PO you need to reach out to the buyer.

# Viewing Invoice Status

Select Your Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

The screenshot shows the 'Service Confirmation Workbench' interface. The main table displays service confirmations with columns for Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, T.A., and Created By. The sidebar menu on the right includes sections for PURCHASING, SOURCE TO CONTRACT, INVOICE, SUPPLIER, and REPORTS & ANALYTICS. The 'Invoice' icon in the INVOICE section is highlighted with a red box and a red arrow pointing to it, with a '1' in a red box next to the arrow.

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T.A.	Created By
SC-2025-000888	SC-2025-000888	SC-2025-000888	2700001670	2700001670	Indirect - Services/...	200	EF
SC-2025-000887	SC-2025-000887	SC-2025-000887	2700001671	2700001671	Indirect - Services/...	200	EF
SC-2025-000872	SC-2025-000872	SC-2025-000872	2700001660	2700001660	Indirect - Services/...	200	EF
SC-2025-000864	SC-2025-000864	000001	2700001624	2700001626	Indirect - Services/...	900	EF

1

Click the App Launcher and select 'Invoice' icon.  
This will open the Invoice Section.

# Viewing Invoice Status

Select Your Purchase Order

PO is Auto Acknowledged

Auto-invoice for Material PO

Supplier Non-PO Invoice

Supplier Invoice

it Memo

Total 9

Cancelled 3

Paid with Remittance 2

Draft 1

Exception 1

Processing In Progress 1

Ready for Payment 1

Search

Manage Columns

Saved Filters

Filters

Export Data

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number	Document Hierarchy	Status
INV-2025.004383	ZCDPInventory Material	Standard	ABC INC	300000111			Draft
INT-INV0722001	Invoice 7/22/2025 9:01:50 AM	Standard	ABC INC	300000111	SINV-0722001		Paid with Remittan...
INV-2025.004376	ZCDPInventory Material	Standard	ABC INC	300000111	INV-2025.004376		Cancelled
INV-2025.004375	ZCDPInventory Material	Standard	ABC INC	300000111			Cancelled
INV-2025.004372	ZCDPInventory Material	Standard	ABC INC	300000111			Cancelled
INT-INV0722002	Invoice 7/22/2025 9:03:05 AM	Standard	ABC INC	300000111	SINV-0722001		Ready for Payment
INV-2025.004350	Invoice 7/17/2025 5:00:21 PM	Standard	ABC INC	300000111	SC-2025-000887		Paid with Remittan...
INV-2025.004349	Invoice 7/17/2025 4:33:22 PM	Standard	ABC INC	300000111	SC-2025-000872		Processing In Prog...
INV-2025.004351	Invoice 7/17/2025 5:04:12 PM	Standard	ABC INC	300000111	SC-2025-000888		Exception

- 1

Click on 'Supplier Invoice' section in top left portion of the screen to view all Invoices.
- 2

The 'Status Column' displays the respective status of each Invoice.

## ERS Invoice Status – Supplier

PO is Auto Acknowledged

Auto-invoice for Material PO

Check Status of Payment

Invoice Statuses	Explanation
Ready for Payment	The e-invoice will be paid once the payment terms are met.
Paid with Remittance	The invoice has been paid, and remittance details are visible .



# Credit Memo

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# Credit Memo – Supplier View

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

Workbench / Supplier Profile

ABC INC | **GEP Registered**

**Supplier**

Draft | Invited | Registered | Onboarding - In Progress

**Sections**

- \*Basic Details
- \*Identification Information (1)
- Business Information
- \*Contact Information (4)
- \*Location
- \*Diversity & Certificates
- Onboarding Details
- Notes and Attachments
- Transaction Type
- \*Payment Terms (1)
- Inco Terms

**Basic Details**

\* Indicates required fields

*Legal Company Name	Formerly Known As	Doing Business As	Origination
ABC INC	-	-	-
Service Location(s)	Partner Status	Normalised Name	Does your o
-	GEP Registered	-	-

**Identification Information (1)**

The Identification Information section allows suppliers to easily update various country-specific identification

*Country	*Identification Type
<input type="checkbox"/> United States	TIN Number

1

## Creation of Credit Memo:

Click the App Launcher and select 'Invoice' icon. This will lead to the Invoice Section.

# Credit Memo – Supplier View

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

The screenshot shows the 'Invoice Workbench' interface for 'Supplier Invoice'. The top navigation bar includes a search icon, a '+ Create' button, and a 'My Task (0)' indicator. Below the navigation bar, the 'Supplier Invoice' tab is selected, indicated by a red box and a blue circle with the number 1. The main content area displays a table of invoices with columns: Invoice Number, Supplier Invoice Number, Order Number, Status, Invoice Name, Invoice Type, and Supplier Name. The first row of the table is highlighted with a red box and a blue circle with the number 3. A search box is located above the table, with a red box and a blue circle with the number 2 indicating the search input area. The table contains three rows of data, all from 'ABC INC'.

Invoice Number	Supplier Invoice Number	Order Number	Status	Invoice Name	Invoice Type	Supplier Name
INT-INV0722001	INV-0722001	91100000716	Paid with Remitta...	Invoice 7/22/2025 9:01:50 AM	Standard	ABC INC
INT-INV0722002	SINV-0722001	91100000715	Ready for Payment	Invoice 7/22/2025 9:03:05 AM	Standard	ABC INC
INV-2025.004350	SC-2025-000887	2700001671	Paid with Remitta...	Invoice 7/17/2025 5:00:21 PM	Standard	ABC INC

1 Click on the **Supplier Invoice** tab.

2 To locate your **Invoice**, enter the **Invoice number** into the search box.

3 Click on the specific **Invoice number** to continue.

# Credit Memo – Supplier View

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

Invoice Workbench / Invoice  
Invoice 7/17/2025 5:00:21 PM Paid with Remittance

Comments & Attachments 1 Total Amount USD 200.00

Print Create Credit Memo

SECTIONS

- Credit Settlements
- Scanned Invoice
- Basic Details**
- Supplier Details
- Payment and Delivery Details
- Remittance Details
- Stakeholder Details
- Line Details

Basic Details

\* Indicates Required Fields

* Invoice Name Invoice 7/17/2025 5:00:21 P...	* Invoice Number INV-2025.004350	* Invoice Amount 200.00	Currency USD:US Dollar	Invoice Type Standard	* Supplier Invoice Number SC-2025-000887
Invoice Creation Date 07/17/2025	* Supplier Invoice Date 07/17/2025	Baseline Date -	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700001671
Service Confirmation Number SC-2025-000887		Purchase Type Indirect - Services/Non-Inve...	Company VAT Number -	Delivery Note -	ERP Invoice Number INV-2025.004350
Scheduled Payment Date -	Total Credit Settled -	Net Payment 200			

1

In the opened **Invoice**, go to **Basic Details** Section.

2

In the **Line Details** Section, review the lines you wish to include in the credit memo.

3

Click on **Create Credit Memo** to continue.

Remittance Details

Stakeholder Details

**Line Details**

Taxes and Other Charges

Line Details

Add Delete Export Data Manage Columns Duplicate Invoice

Line

Select	Line Number	Item Source	Unit Price	Quantity	Price Per	Sub-Total	Line Total
<input type="checkbox"/>	1	Internal	100	1	0.00	100.00	100.00
<input type="checkbox"/>	2	Internal	100	1	0.00	100.00	100.00

# Credit Inputs – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

Invoice Workbench / Invoice  
CreditMemo 7/28/2025 9:33:03 AM Draft

Comments & Attachments Total Amount USD 20.00 More Save Submit

SECTIONS

- Scanned Invoice
- \* Basic Details** ← 1
- \* Supplier Details
- \* Payment and Delivery Details
- Line Details
- \* Stakeholder Details

Basic Details

\* Indicates Required Fields

* Credit Memo Name CreditMemo 7/28/2025 9:3...	* Credit Memo Number CM-2025.000363	* Credit Memo Amount 20	Currency USD:US Dollar	Credit Type Standard	* Supplier Memo Number 000001
Memo Creation Date 07/28/2025	* Supplier Memo Date 07/28/2025	* Supplier Name ABC INC	Order Number 2700001671	Supplier Invoice Number SC-2025-000887	Invoice Number INV-2025.004350
Purchase Type Indirect - Services/Non-Inve...	Delivery Note	Company VAT Number	Country	Net Payment 20	

1

Fill in all the mandatory fields of the **Basic Details** section: **Credit Memo Name, Credit Memo Amount, Supplier Memo Number and Supplier Memo Date**

2

In the **Line Details** section, enter the credit amount you wish to give for respective lines.

**Make sure the total Unit Price for all lines equals to the Credit Memo Amount.**

Line Details

\* Stakeholder Details

Line

Line Number	Item Source	Unit Price	Credit Quantity	Price Per	Credit Amount
1	Internal	10	1	0.00	10.00
2	Internal	10	1	0.00	10.00

# Credit Memo Submission – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

The screenshot shows the 'CreditMemo 7/28/2025 9:33:03 AM' form in 'Draft' status. The top right shows 'Total Amount USD 20.00' and buttons for 'More', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box and a blue circle with the number '1'. The left sidebar lists sections: 'Scanned Invoice', 'Basic Details' (selected), 'Supplier Details', 'Payment and Delivery Details', 'Line Details', and 'Stakeholder Details'. The 'Basic Details' section contains the following fields:

* Indicates Required Fields					
* Credit Memo Name CreditMemo 7/28/2025 9:3...	* Credit Memo Number CM-2025.000363	* Credit Memo Amount 20	Currency USD:US Dollar	Credit Type Standard	* Supplier Memo Number 000001
Memo Creation Date 07/28/2025	* Supplier Memo Date 07/28/2025	* Supplier Name ABC INC	Order Number 2700001671	Supplier Invoice Number SC-2025-000887	Invoice Number INV-2025.004350
Purchase Type Indirect - Services/Non-Inve...	Delivery Note	Company VAT Number -	Country -	Net Payment 20	

1

Verify and **Submit** to confirm the line items to be invoiced.

2

Click on **Yes** on the confirmation pop-up to proceed.

The screenshot shows a 'Confirmation' pop-up dialog with a yellow border. It contains the text: 'Please confirm that you are processing with 2 line(s) on this invoice'. At the bottom right, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and a blue circle with the number '2'. Below the dialog, the 'Order Location Address' is visible: '11322 54TH ST N, ROYAL PALM BEACH, Florida, United States'.

# Review Credit Memo Status – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

The screenshot shows the 'Invoice Workbench' interface for 'Supplier Credit Memo'. The 'Supplier Credit Memo' tab is highlighted with a red box and a blue circle with the number 1. Below the tabs, there are filters for 'Total 2', 'Draft 1', and 'Processing In Progress 1'. A search bar is present. The table below has columns: Credit Memo Number, Status, Name, Credit Memo Type, Invoice Number, Supplier Name, Suppl Num, and Document Hierarchy. The 'Status' column is highlighted with a red box and a blue circle with the number 2. The table contains two rows: one with status 'Draft' and another with status 'Processing In Progress'.

Credit Memo Number	Status	Name	Credit Memo Type	Invoice Number	Supplier Name	Suppl Num	Document Hierarchy
CM-2025.000363	Draft	CreditMemo 7/28/2025 9:33:03 AM	Standard	INV-2025.004350	ABC INC	0000	(A)
CM-2025.000356	Processing In Progress	CreditMemo 7/22/2025 10:38:54 ...	Standard	INV-2025.004350	ABC INC	0035	(A)

1

Click on “**Supplier Credit Memo**” tab.

2

The submitted credit memo appears with its respective status.

Check the status of your Credit Memo:

- **Draft:** Created but not Submitted
- **Processing In Progress :** Submitted and pending Approval
- **Accepted:** Credit Memo Approved

# Support

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## Support Channels (Prior to GEP “Go-Live” in October)

Issue	Examples	Email
Technical	<ul style="list-style-type: none"><li>• GEP SMART LOGIN</li><li>• Password Reset</li></ul>	Support@GEP.com
Billing & Vendor Profile Information	<ul style="list-style-type: none"><li>• Update banking details</li><li>• Update Name &amp; Tax ID #</li><li>• ERS Form</li><li>• New US Supplier Forms</li><li>• New Foreign Supplier Forms</li><li>• Address Change</li></ul>	NexteraVendorProfiles.SharedMailbox@nexteraenergy.com
Registration Needs	<ul style="list-style-type: none"><li>• Registration Invite Links</li><li>• Primary Contact Updates</li></ul>	Nextera-Supplier-Management@nexteraenergy.com

**More details on available support will be provided by NextEra closer to the October “Go-Live” date**