

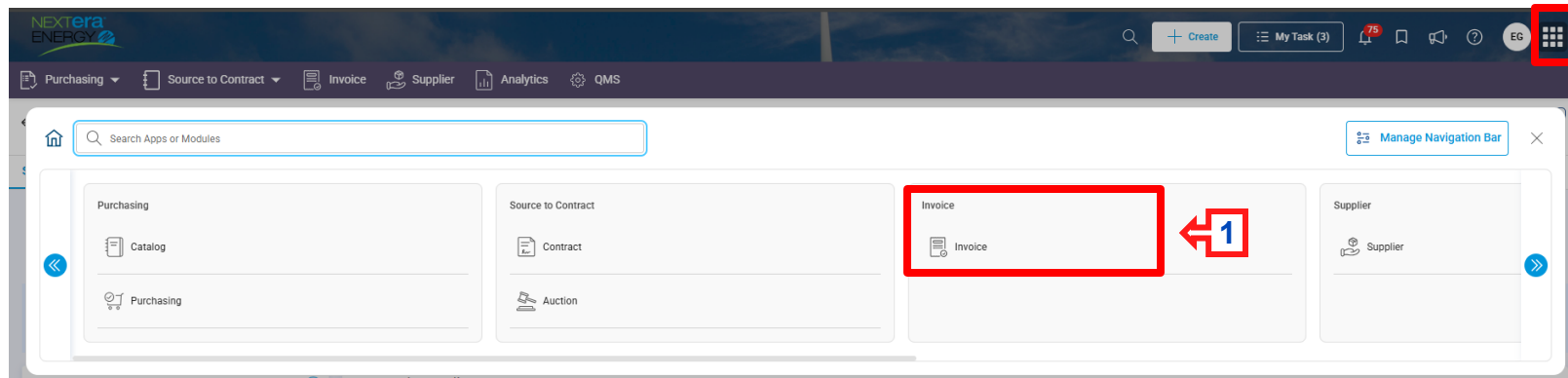
# How to Find an Invoice and Check Invoice Status

# Viewing Invoice Status

PO is Auto Acknowledged

Select Your Invoice

Check Status of Payment



1

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

# Viewing Invoice Status

PO is Auto Acknowledged

Select your Invoice

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NextEra ENERGY

Invoice Workbench

Invoice

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

2

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

3

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

4

Click on the specific Invoice Number to view the Invoice

# ERS Invoice Status – Supplier

PO is Auto Acknowledged

Select your Invoice

Check Status of Payment

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench / Invoice

Invoice 11/11/2025 2:39:00 PM Paid with Remittance

Comments & Attachments 1 Total Amount USD 900.00

Print Create Credit Memo

**SECTIONS**

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

**Basic Details**

\* Indicates Required Fields

* Invoice Name	* Invoice Number	* Invoice Amount	Currency	Invoice Type	* Supplier Invoice Number
Invoice 11/11/2025 2:39...	INV-2025.111102	900.00	USD:US Dollar	Standard	SINV-111102
Creation Date	* Supplier Invoice Date	Baseline Date	Supplier Name	Supplier ID	Order Number
2025-11-11	2025-11-15	-	ABC INC	300000111	2700002666
Organization	Line Of Business	Purchasing Organization	Company Code	Purchase Type	Company VAT Number
Organization	NextEra	FPL Group Purch.Org.	1570-Florida City Gas-US	Indirect - Services/Non-L...	-
Delivery Note	ERP Invoice Number	Scheduled Payment Date	Net Payment		
-	INV-2025.111102	2026-01-02	900		

**Supplier Details**

\* Indicates Required Fields

Order Location	Order Location Address	
0000259781	11322 54TH ST N,ROYAL PALM BEACH,Florida,United States,33411	
Remit To Location	Remit To Address	Remit To Location Phone
-	-	-

5 The specific Invoice opens in a new window with its status.

6 All information of the Invoice is spread across various sections.

7 You can print the Invoice or proceed to create Credit Memo if your Invoice is under status:

- Ready for Payment
- Paid with Remittance

## ERS Invoice Status – Supplier

PO is Auto Acknowledged

Select your Invoice

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.