

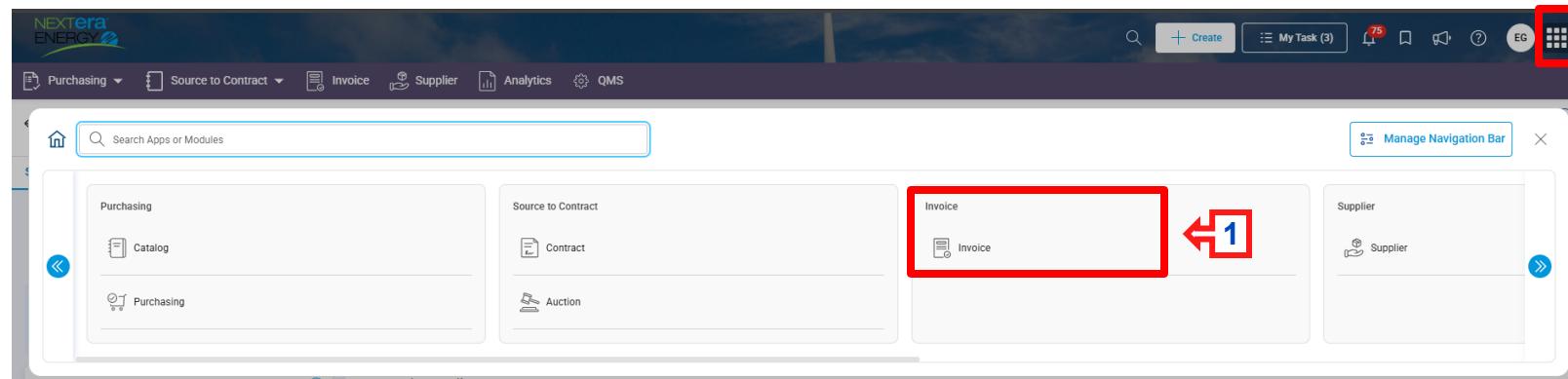
How to Find an Invoice and Check Invoice Status

Viewing Invoice Status

PO is Auto Acknowledged

Select Your Invoice

Check Status of Payment



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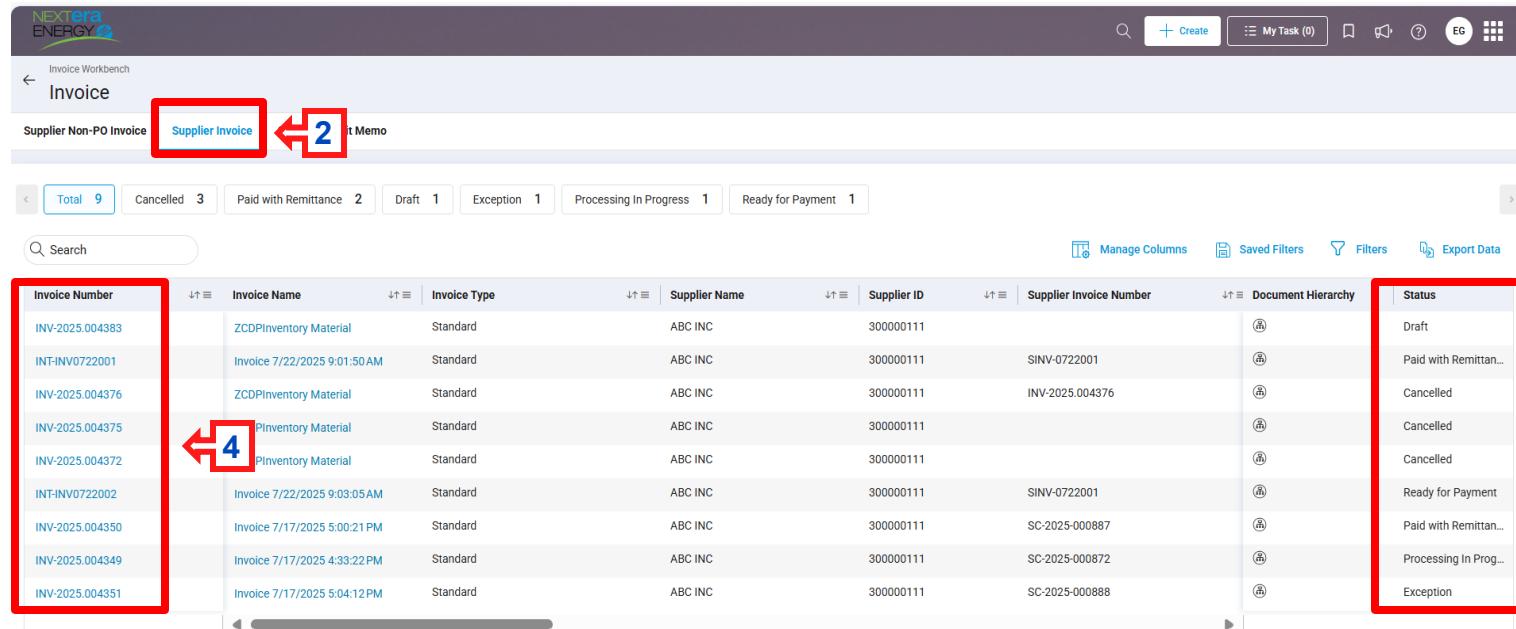
Click the App Launcher and select 'Invoice' icon.
This will open the Invoice Section.

Viewing Invoice Status

PO is Auto Acknowledged

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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	Pinventory Material	Standard	ABC INC	300000111			Cancelled
INV-2025.004372	Pinventory 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

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-I...	-

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.