

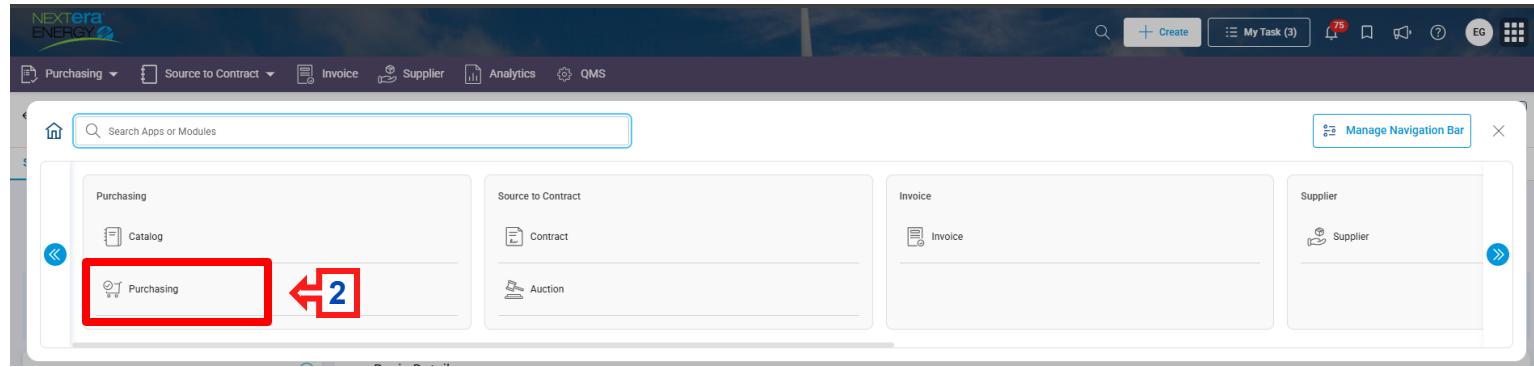
How to Create an Invoice for U.S Direct-Standard

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Invoice

Invoice Status



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Then, select ‘Purchasing’ from the menu. This will direct you to the Purchasing Section.

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Invoice

Invoice Status

The screenshot shows the NEXTERA ENERGY Purchase Order Workbench. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main content area is titled 'Purchase Order' and shows a table of purchase orders. The table columns are: Order Number, Purchase Type, Order Line SubTotal, Created By, Created On, Status, Currency, and Order Value. The first row of the table is highlighted with a red box. A red box also highlights the 'Search' input field. A red arrow points from the 'Purchase Order' tab to the 'Search' field. A red arrow points from the 'Search' field to the first row. A red arrow points from the first row to the 'Order Number' column.

Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency	Order Value
91100000742	Direct - Standard	0.00	Sudhakar SSO	2025-07-25	Accepted	USD	0.00
91100000720	Direct - Standard	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
9110000851	Direct - Standard	0.00	Sudhakar SSO	2025-08-21	Accepted	USD	0.00
91100000760	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
91100000715	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
91100000716	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
91100000717	Direct - Consignment	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
91100000764	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
91100000762	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Open	USD	0.00

Click on the **Purchase Order** tab.

To locate your **Purchase Order**, enter the **Purchase Order number** into the search box.

Click on the specific **Purchase Order number** to continue.

Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Invoice

Invoice Status

The screenshot shows the 'Edit Purchase Order' screen. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main content area displays a purchase order for 'ZCDPInventory Material' with a total amount of 'USD 1,200.00'. The 'Basic Details' section is expanded, showing fields like Order Number (91100000742), Order Name (ZCDPInventory Material), and Order Contact (Sudhakar SSO). The 'Line Details' section is also expanded, showing two line items with Line Numbers 1 and 2, both marked as 'Accepted' and 'Quantity Based'.

SECTION

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

Basic Details

* Indicates Required Fields

Order Number	Order Name	Version	Created On	*Order Contact	Order Author
91100000742	ZCDPInventory Material	-	2025-07-25	Sudhakar SSO	Sudhakar SSO
*Currency	*Purchase Type	Company Code	*Plant	Interface Status	Incoterm
USD : US Dollar	Direct - Standard	1500-FLORIDA POWER & LI...	0071-FPL PDC CENTRAL W...	-	INTL - FREE ON BOARD
Contract Owner	Type of Buyer	<input type="checkbox"/> Predetermined Source? <small> ⓘ </small>		<input type="checkbox"/> ERS	
*External System Ordered By	*External System Unique Id	<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)? <small> ⓘ </small>			
PO Header Text					
UPS Account Number	Transportation Text				

Line Details

Line Number	Price Basis	Item Long Description	*Unit Price	*Quantity	Start Date	Status	Add Sublines
1	Quantity Based	600.00	1.00			Accepted	
2	Quantity Based	600.00	1.00			Accepted	

In the opened **Purchase Order**, go to **Line Details** Section. Select the line items from the **Line Details** section, which you wish to flip to e-Invoice

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Click on the “Create Invoice” button on top-right corner of screen.

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Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Purchasing ▾ Source to Contract ▾ Invoice ▾ Supplier ▾ Analytics ▾ QMS

Invoice Workbench / Invoice

ZCDPInventory Material Draft

Total Amount: USD 1,202.00

Comments & Attachments

More ▾ Save Submit

SECTIONS

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

Basic Details

* Indicates Required Fields

Field	Value
* Invoice Name	ZCDPInventory Material
* Invoice Number	INV-2025.004556
* Invoice Amount	1,202.00
* Supplier Invoice Date	2025-11-26
Invoice Creation Date	2025-11-26
Organization	Organization
Line Of Business	NextEra
Purchasing Organization	FPL Group Purch.Org.
Company Code	1500-FLORIDA POWER & LI...
Purchase Type	Direct - Standard
Company VAT Number	-
Delivery Note	-
ERP Invoice Number	-
Scheduled Payment Date	2026-01-10
Net Payment	1,202

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

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

SECTIONS

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

▼ Supplier Details

* Indicates Required Fields

Order Location 0000259781 Order Location Address 11322 54TH,ROYAL PALM BEACH,Florida,United States,33411

Remit To Location Remit To Address Remit To Location Phone

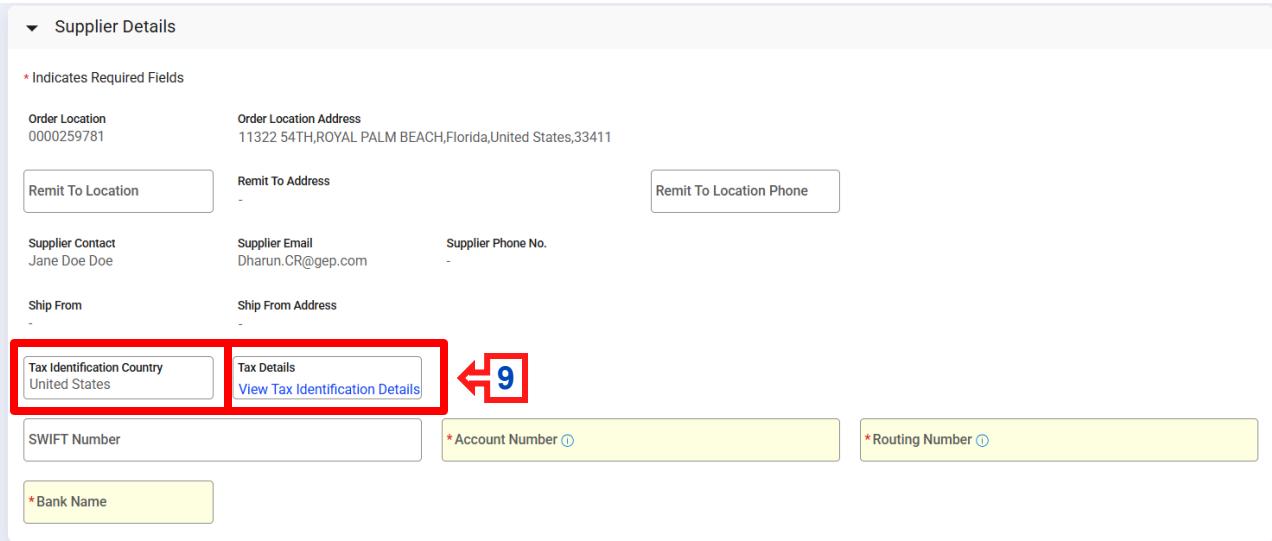
Supplier Contact Jane Doe Doe Supplier Email Dharun.CR@gep.com Supplier Phone No.

Ship From Ship From Address

Tax Identification Country United States Tax Details [View Tax Identification Details](#)

SWIFT Number *Account Number ⓘ *Routing Number ⓘ

*Bank Name



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In “Supplier Details”, Enter the “Tax Identification Country”.

In “Tax Details” Click on the hyperlink to View Tax Identification Details

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A slider opens where you can verify your “Tax Identification Details” such as “TIN Number”.

Purchasing ▾ Source to Contract ▾ Invoice ▾ Supplier ▾ Analytics ▾ QMS

Invoice Workbench / Invoice

ZCDPInventory Material Draft

SECTIONS

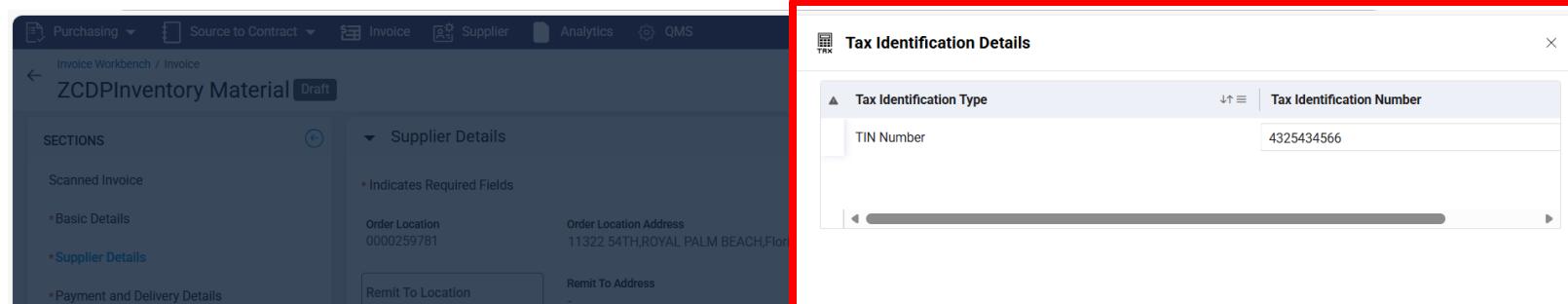
- Scanned Invoice
- *Basic Details
- *Supplier Details**
- *Payment and Delivery Details

▼ Supplier Details

* Indicates Required Fields

Order Location 0000259781 Order Location Address 11322 54TH,ROYAL PALM BEACH,Florida,United States,33411

Remit To Location Remit To Address



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Tax Identification Details

Tax Identification Type TIN Number Tax Identification Number 4325434566

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

The screenshot shows the Oracle Invoicing application interface. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The current page is 'Invoice Workbench / Invoice' for a draft invoice titled 'ZCDPInventory Material'. The 'Supplier Details' section is open, showing basic information like Order Location and Supplier Contact. A red box highlights the 'Bank Details' group, which contains fields for SWIFT Number, Account Number (with a value of 1234567), Routing Number (with a value of 098765), and Bank Name (with a value of XYZ). A red arrow points from the 'Bank Name' field to a callout box.

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SECTIONS

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

Supplier Details

* Indicates Required Fields

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

Remit To Location Remit To Address Remit To Location Phone

Supplier Contact: Jane Doe Doe Supplier Email: Dharun.CR@gep.com Supplier Phone No.

Ship From Ship From Address

Tax Identification Country: United States Tax Details: View Tax Identification Details

SWIFT Number: *Account Number: 1234567 *Routing Number: 098765

*Bank Name: XYZ

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Similarly, fill in all the mandatory fields of **Supplier Details** section: **Account Number, Routing Number and Bank Name**

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Line Details

Select	Line Number	Taxes	Special Handling	Freight	Price Per	Sub-Total	Line Total	
<input type="checkbox"/>	1	1.00	Add		0.00	1.00	600.00	601.00
<input type="checkbox"/>	2	1.00	Add		0.00	1.00	600.00	601.00

Purchasing Source to Contract Invoice Supplier Analytics QMS

← Invoice Workbench / Invoice

ZCDPInventory Material Draft

SECTIONS

Scanned Invoice

*Basic Details

*Supplier Details

*Payment and Delivery Details

Stakeholder Details

Line Details

Basic Details

*Invoice Name ZCDPInventory Material *Invoice Number INV-2025.004556

Invoice Creation Date 2025-11-26 *Supplier Invoice Date 2025-11-26

Organization Organization Line Of Business NextEra

Company Code 1500-FLORIDA POWER & LI... Purchase Type Direct - Standard

Net Payment 1,202

Comments & Attachments Total Amount USD 1,202.00

More Save Submit

Total Amount USD 1,202.00

Invoice Value 1,200.00

Shipping & Freight 0.00

Taxes 2.00

Special Handling 0.00

Invoice Total 1,202.00

Supplier Invoice Number 0009090 Order Number 91100000742

Company Code 1500-FLORIDA POWER & LI... Scheduled Payment Date 2026-01-10

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In the line details section, scroll right to **Taxes** column and enter your tax amount.

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Enter **Taxes**, **Special Handling** and **Freight** as applicable for the line. You can view the “**Total Amount**” on top added along with tax and freight charges.

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Invoice Workbench / Invoice

ZCDPInventory Material [Draft]

Basic Details

Invoice Name: ZCDPInventory Material

Invoice Number: INV-2025.004556

Invoice Amount: 1,202.00

Currency: USD:US Dollar

Invoice Type: Standard

Supplier Invoice Number: 0009090

Invoice Creation Date: 2025-11-26

Supplier Invoice Date: 2025-11-26

Baseline Date: YYYY-MM-DD

Supplier Name: ABC INC

Supplier ID: 300000111

Order Number: 91100000742

Organization: Organization

Line Of Business: NextEra

Purchasing Organization: FPL Group Purch.Org.

Company Code: 1500-FLORIDA POWER & LI...

Company Code: 1500-FLORIDA POWER & LI...

Company Code: 1500-FLORIDA POWER & LI...

Company VAT Number: -

Delivery Note: -

ERP Invoice Number: -

Scheduled Payment Date: 2026-01-10

Net Payment: 1,202

Total Amount: USD 1,202.00

Comments & Attachments

More Save Submit

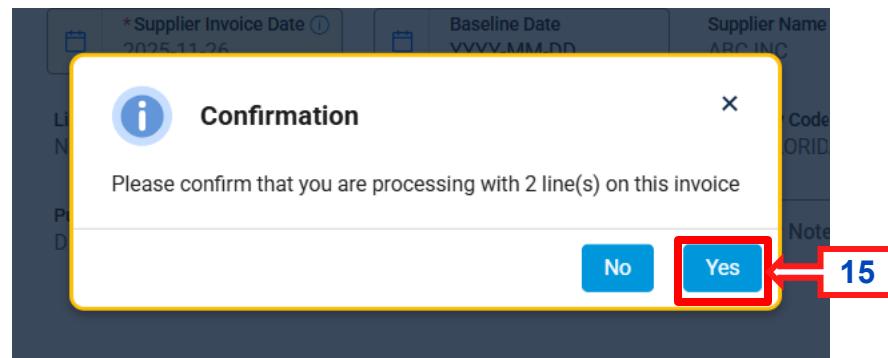
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Verify and “Submit” to confirm the line items to be invoiced.

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Click on “Yes” on the confirmation pop-up to proceed.

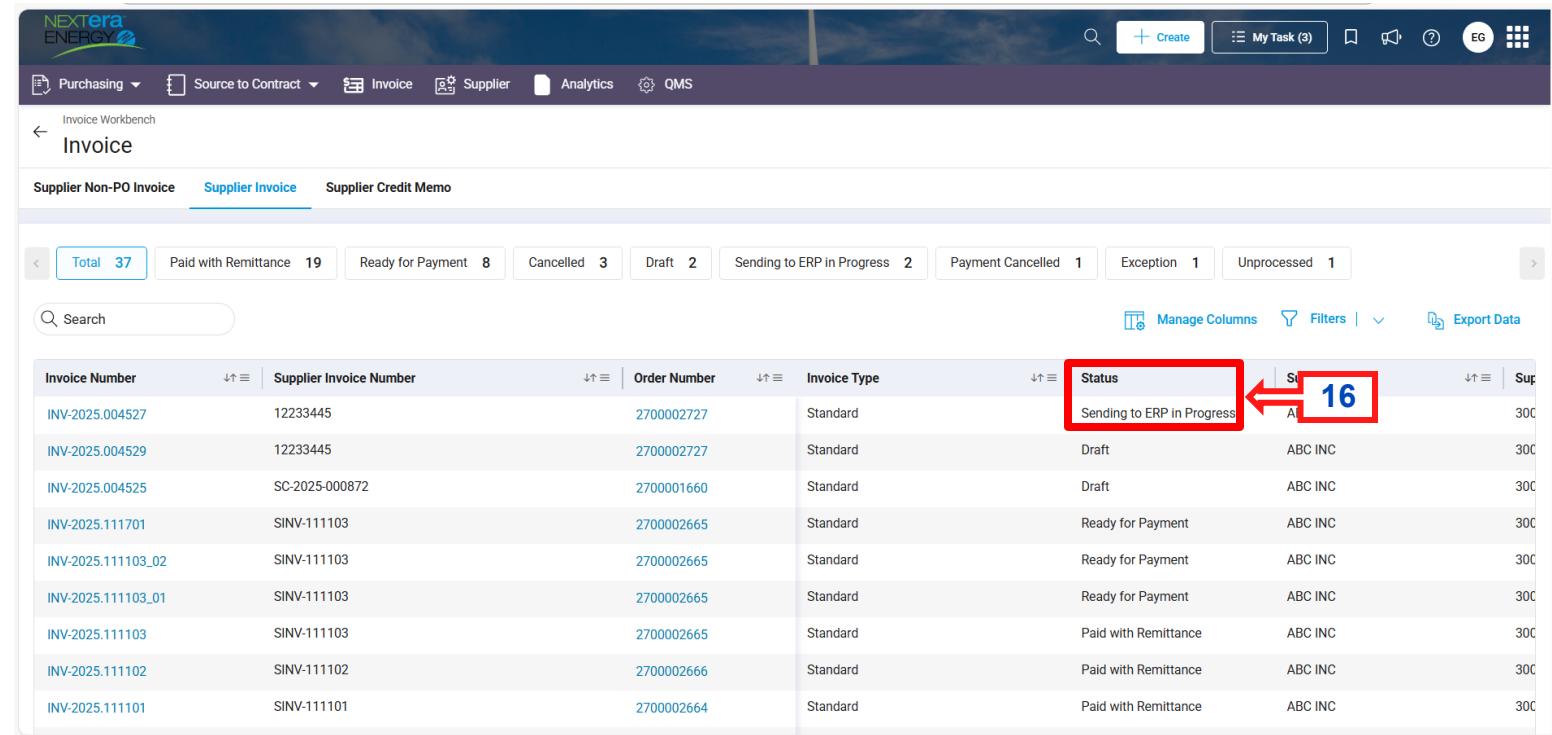


Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status



The screenshot shows the software interface for managing supplier invoices. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main title is 'Invoice' under 'Invoice Workbench'. The 'Supplier Invoice' tab is selected. A grid of invoices is displayed with columns for 'Invoice Number', 'Supplier Invoice Number', 'Order Number', 'Invoice Type', 'Status', and 'Supplier'. The 'Status' column for the first invoice is highlighted with a red box and contains the value 'Sending to ERP in Progress'. A red double-headed arrow points to the right of this column, and the number '16' is placed in the center of the arrow.

Invoice Number	Supplier Invoice Number	Order Number	Invoice Type	Status	Supplier
INV-2025.004527	12233445	2700002727	Standard	Sending to ERP in Progress	ABC INC
INV-2025.004529	12233445	2700002727	Standard	Draft	ABC INC
INV-2025.004525	SC-2025-000872	2700001660	Standard	Draft	ABC INC
INV-2025.111701	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC
INV-2025.111103_02	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC
INV-2025.111103_01	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC
INV-2025.111103	SINV-111103	2700002665	Standard	Paid with Remittance	ABC INC
INV-2025.111102	SINV-111102	2700002666	Standard	Paid with Remittance	ABC INC
INV-2025.111101	SINV-111101	2700002664	Standard	Paid with Remittance	ABC INC

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The submitted invoice appears with the status “**Sending to ERP in Progress**”.

E-invoice Status – Supplier



Invoice Statuses	Explanation
Unprocessed	The electronic invoice (e-Invoice) has been created and successfully submitted.
In Progress	The e-invoice is not yet approved.
Exception	The e-invoice has an exception error.
Rejected	The e-invoice has been rejected; supplier should send email to AP service desk.
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 .