

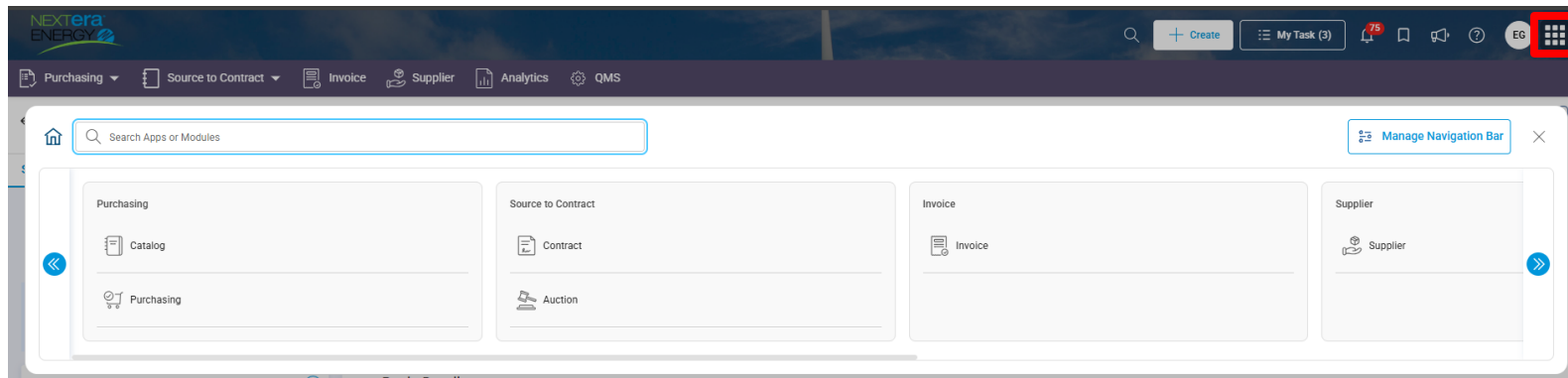
How to Create an Invoice for U.S Direct-Standard

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Invoice

Invoice Status



1

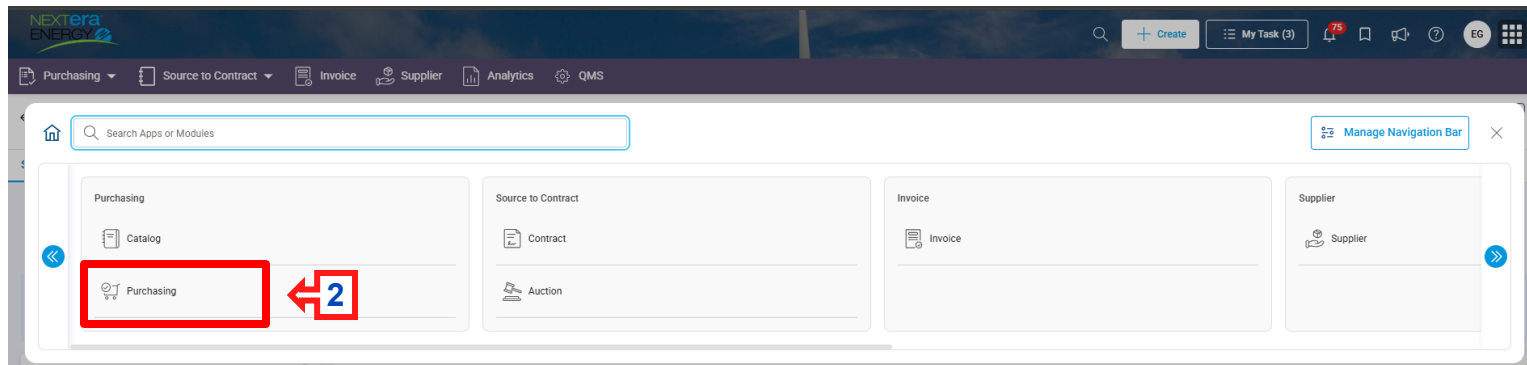
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

Invoice Creation – Supplier View

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2

Then, select **'Purchasing'** from the menu. This will direct you to the Purchasing Section.

Invoice Creation – Supplier View

Select Your Purchase Order

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NextEra ENERGY

Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

Service Confirmation Return Note

All 98 Accepted 92 Open 5 Requested Change Order 1

Search

Manage Columns Filters Bulk Upload Export Data

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
91100000851	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

3

Click on the **Purchase Order** tab.

4

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

5

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

Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Invoice

Invoice Status

Purchasing Source to Contract Invoice Supplier Analytics QMS

Workbench / Edit Purchase Order

ZCDPInventory Material Accepted

Total Amount USD 1,200.00 More Request Change Order Create Invoice

SECTIONS

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

Basic Details

* Indicates Required Fields

Order Number 9110000742	Order Name ZCDPInventory Material	Version -	Created On 2025-07-25	* Order Contact Sudhakar SSO	Order Author Sudhakar SSO
* Currency USD : US Dollar	* Purchase Type Direct - Standard	Company Code 1500-FLORIDA POWER & LI...	* Plant 0071-FPL PDC CENTRAL W...	Interface Status -	Incoterm INTL - FREE ON BOARD
Contract Owner -	Type of Buyer -	<input type="checkbox"/> Predetermined Source? ⓘ	<input type="checkbox"/> ERS		
* 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 -				

Line Details

Manage Columns

Line	Line Number	Price Basis	Item Long Description	* Unit Price	* Quantity	Start Date	Status	Add Sublines
<input checked="" type="checkbox"/>	1	Quantity Based		600.00	1.00		Accepted	
<input checked="" type="checkbox"/>	2	Quantity Based		600.00	1.00		Accepted	

6

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

7

Click on the **"Create Invoice"** button on top-right corner of screen.

6

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

Comments & Attachments Total Amount USD 1,202.00 More Save Submit

SECTIONS

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

Basic Details

* Indicates Required Fields

* 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 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					

8

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

8

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: [Text Box]

Remit To Address: [Text Box]

Remit To Location Phone: [Text Box]

Supplier Contact: Jane Doe Doe

Supplier Email: Dharun.CR@gep.com

Supplier Phone No.: [Text Box]

Ship From: [Text Box]

Ship From Address: [Text Box]

Tax Identification Country: United States

Tax Details: [View Tax Identification Details](#)

SWIFT Number: [Text Box]

* Account Number: [Text Box]

* Routing Number: [Text Box]

* Bank Name: [Text Box]

9

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

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

10

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: [Text Box]

Remit To Address: [Text Box]

Tax Identification Details

Tax Identification Type: TIN Number

Tax Identification Number: 4325434566

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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

Comments & Attachments Total Amount USD 1,200.00

More Save Submit

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 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**

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Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

The screenshot displays the 'Invoice Workbench / Invoice' interface for 'ZCDPInventory Material' in 'Draft' status. The top section, 'Line Details', contains a table with two lines. A red box highlights the 'Taxes' and 'Special Handling' columns for both lines, with a red arrow pointing to the 'Taxes' value '1.00' in line 1, labeled '12'. The bottom section, 'Basic Details', shows a summary table with a red box highlighting the 'Total Amount' row, with a red arrow pointing to the value 'USD 1,202.00', labeled '13'.

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

Total Amount	
Invoice Value	1,200.00
Shipping & Freight	0.00
Taxes	2.00
Special Handling	0.00
Invoice Total	1,202.00

12

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

13

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

Comments & Attachments Total Amount USD 1,202.00 More Save Submit

SECTIONS

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

Basic Details

* Indicates Required Fields

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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 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

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14

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

15

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

Confirmation

Please confirm that you are processing with 2 line(s) on this invoice

No Yes

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Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Nextera Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench

Invoice

Supplier Non-PO Invoice Supplier Invoice Supplier Credit Memo

Total 37 Paid with Remittance 19 Ready for Payment 8 Cancelled 3 Draft 2 Sending to ERP in Progress 2 Payment Cancelled 1 Exception 1 Unprocessed 1

Search

Manage Columns Filters Export Data

Invoice Number	Supplier Invoice Number	Order Number	Invoice Type	Status	Supplier	Supp
INV-2025.004527	12233445	2700002727	Standard	Sending to ERP in Progress	ABC INC	300
INV-2025.004529	12233445	2700002727	Standard	Draft	ABC INC	300
INV-2025.004525	SC-2025-000872	2700001660	Standard	Draft	ABC INC	300
INV-2025.111701	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103_02	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103_01	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103	SINV-111103	2700002665	Standard	Paid with Remittance	ABC INC	300
INV-2025.111102	SINV-111102	2700002666	Standard	Paid with Remittance	ABC INC	300
INV-2025.111101	SINV-111101	2700002664	Standard	Paid with Remittance	ABC INC	300

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

E-invoice Status – Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

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 .