

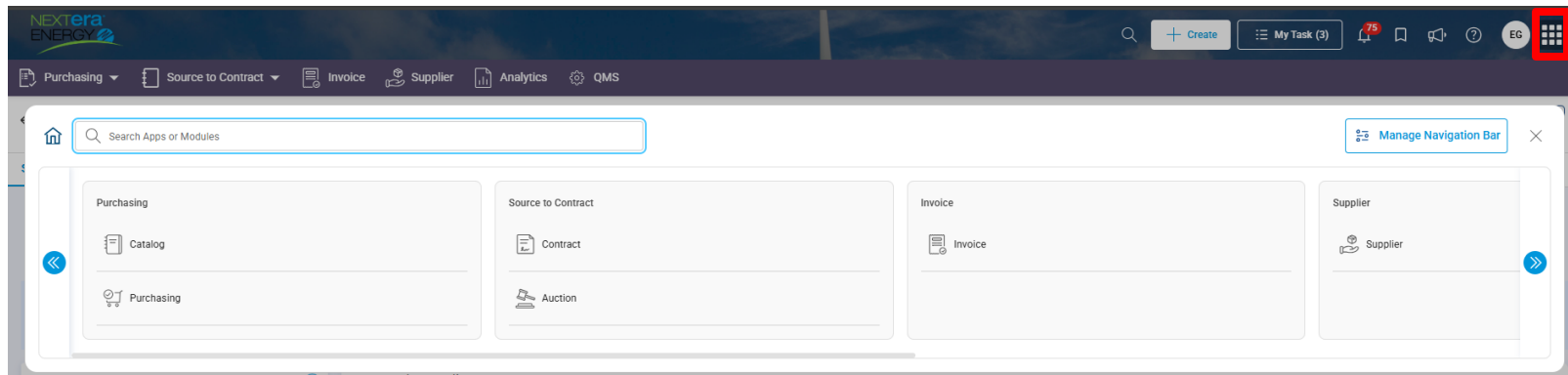
How to Create an Invoice for Canada_Direct-Standard

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Invoice

Invoice Status



1

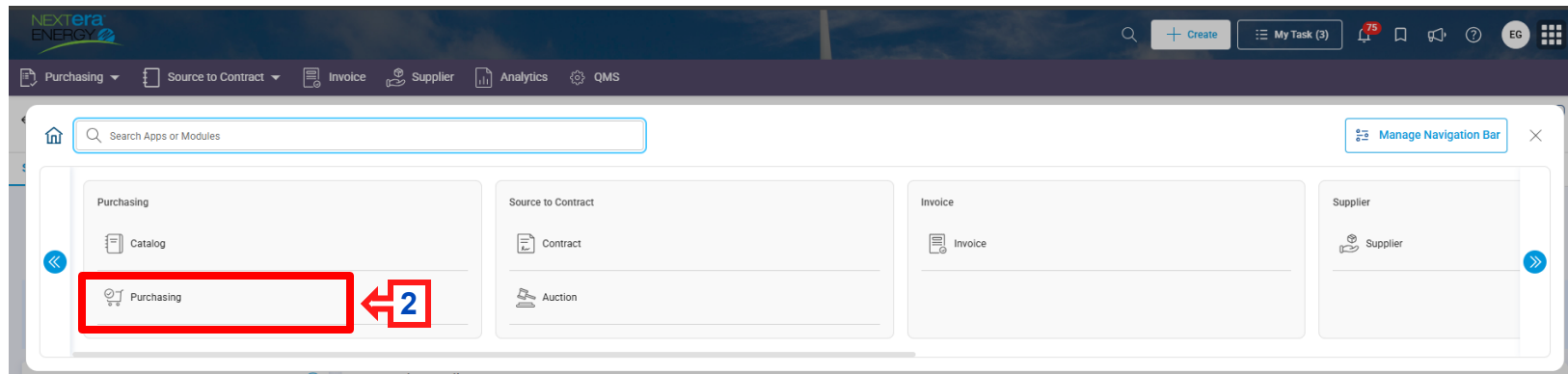
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

Invoice Creation – Supplier View

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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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Invoice Status

3 Click on the **Purchase Order** tab.

4 To locate your **Direct Material Purchase order**, enter the **Purchase order number** into the search box. You can also verify the “**Purchase Type**” in the selected purchase order number.

5 Click on the specific **Purchase order number** to continue.

Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency	Order Value	Plant
Test_PO_120103	Direct - Standard	0.00	Sudhakar SSO	2025-12-01	Open	CAD	0.00	0956-FPL CENTRAL DI
Test_PO_120102	Direct - Standard	0.00	Sudhakar SSO	2025-12-01	Open	USD	0.00	0956-FPL CENTRAL DI
Test_PO_120101	Direct - Standard	0.00	Sudhakar SSO	2025-12-01	Open	USD	0.00	0956-FPL CENTRAL DI
2700002827	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-11-25	Open	USD	900.00	1599-FCG - SPECIAL O
2700002826	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-11-25	Open	USD	900.00	1599-FCG - SPECIAL O
2700002825	Indirect - Services/Non-Inventory	865.00	Dharun Varshan CR	2025-11-25	Open	USD	865.00	1599-FCG - SPECIAL O
2700002824	Indirect - Services/Non-Inventory	865.00	Dharun Varshan CR	2025-11-25	Open	USD	865.00	1599-FCG - SPECIAL O
2700002808	Indirect - Services/Non-Inventory	200.00	Dharun Varshan CR	2025-11-21	Accepted	CAD	200.00	8000-NEXTERA ENERG
2700002672	Indirect - Services/Non-Inventory	480.00	Dharun Varshan CR	2025-11-19	Accepted	USD	480.00	1599-FCG - SPECIAL O
2700002776	Indirect - Limit Line	200.00	Dharun Varshan CR	2025-11-14	Accepted	USD	200.00	0075-FPL SOLAR SUBS

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

Comments & Attachments

Total Amount CAD 3,000.00

More Request Change Order Create Invoice

Basic Information

Order Source Manual

Total Lines 3 Material

Item Source 3 Pricebook

Additional Information

Items Delayed 0

Items Returned 0

Items Pending Delivery 30

Transactional Information

Payment Terms 0002

Invoiced Amount CAD 0

Payment Pending CAD 3000

Document Hierarchy View Details

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Basic Details

Indicates Required Fields

Order Number Test_PO_120103

Order Name ZCDPInventory Material

Version 0000

Created On 2025-12-01

Order Contact -

Order Author Sudhakar SSO

Currency CAD - Canadian Dollar - CA

Purchase Type Direct - Standard

Company Code 1500-FLORIDA POWER & LIGHT ...

Plant 0956-FPL CENTRAL DISTRIBUTI...

Interface Status -

Incoterm INTL - FREE CARRIER

Contract Owner -

Type of Buyer -

Predetermined Source? ☐

ERS ☐

External System Ordered By -

External System Unique Id -

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

PO Header Text -

UPS Account Number -

Transportation Text -

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.

Line Details

Manage Columns

Line

Line Number	Price Basis	Item Long Description	Unit Price	Quantity	Start Date	Line Type	UC	Status	Add Sublines
1	Quantity Based	ASSEMBLY:SPEICAL,18"	100.00	10.00		Material	eac	Accepted	
2	Quantity Based	ASSEMBLY:SPEICAL,18"	100.00	10.00		Material	eac	Accepted	
3	Quantity Based	ASSEMBLY:SPEICAL,18"	100.00	10.00		Material	eac	Accepted	

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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 CAD 3,000.00 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-2025.004564	* Invoice Amount 0.00	Currency CAD:Canadian Dollar - CA	Invoice Type Standard	* Supplier Invoice Number
Invoice Creation Date 2025-12-01	* Supplier Invoice Date 2025-12-01	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number Test_PO_120103
Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...
Company Code 1500-FLORIDA POWER & LIGHT ...	Purchase Type Direct - Standard	Company VAT Number -	Delivery Note	ERP Invoice Number -	Scheduled Payment Date 2025-12-15
Net Payment 3,000					

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: 60002ABCDE

Order Location Address: 123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537

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: Canada

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 Catalog Invoice /24/2025 2:48:20 PM Draft

SECTIONS

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

Supplier Details

* Indicates Required Fields

Order Location: 60002ABCDE

Order Location Address: 123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537

Remit To Location: [Text Box]

Remit To Address: [Text Box]

Tax Identification Details

Tax Identification Type	Tax Identification Number
TIN Number	1234567890

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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 CAD 3,000.00 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 N, ROYAL PALM BEACH, California, 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 Canada Tax Details View Tax Identification Details

* SWIFT Number 3456822345 * Account Number 6732 * Routing Number 96241

* Bank Name PNC

11

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

11

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Line Details

Add Delete Export Data Manage Columns Duplicate Invoice

Line

Select	Line Number	Quantity	Taxes	Special Handling	Freight	Price Per	Sub-Total
<input type="checkbox"/>	1	10.00	Add Taxes	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	2	10.00	Add Taxes	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	3	10.00	Add Taxes	Add	0.00	1.00	1,000.00

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In the line details section, scroll right to taxes column. Click on “**Add Taxes**” Hyperlink on each line item to view the tax code details.

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Invoice Workbench / Invoice

Invoice 11/21/2025 1:01:06 PM [Draft]

SECTIONS

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

Indicates Required Fields

Ship To: FPL - NextEra Energy Inc. Ship To Address: 700 Universe Blvd., Juno Beach, Florida, FL, US

Bill To: FPL INFORMATION MGMT AT PDC Bill To Address: 8521 W FRANKLIN RD, BOISE, FL, US 33404

Bill To email: xyz@fpl.com Bill To Phone: 800-900-9000 Payment Method: Net 30

Stakeholder Details

Indicates Required Fields

Order Contact: Dhanun Varshan CR Buyer Email/Phone: dhanun.cr@gcp.com

Line Details

Select	Line Number	Qty	Unit	Amount	Accrued
<input type="checkbox"/>	1				

Cancel Apply

13

After clicking on hyperlink, a slider will open. Click “Add” button to enter the tax code details.

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

Invoice Workbench / Invoice

ZCDPInventory Material [Draft]

SECTIONS

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

Ship To: FPL CENTRAL DISTRIBUTION W...
Ship To Address: 16201 SW MARKET STREET INDIANTOWN, FL 34957
Bill To: FLORIDA POWER & LIGHT COMP...
Bill To Address: 700 Universe Boulevard, Juno Beach, FL 33408
Bill To email: ...
Bill To Phone: ...
Pay To: ...
Pay To Address: ...
Pay To email: ...
Pay To Phone: ...
Stakeholder Details

* Indicates Required Fields

Order Contact: ...
Buyer Email/Phone: ...

Line Details

Line

Select	Line Number	Quantity
<input type="checkbox"/>	1	
<input type="checkbox"/>	2	
<input type="checkbox"/>	3	

Taxes

TRX 0%

+ Add - Delete

Tax Code	Tax Rate	Tax Amount
<input type="checkbox"/> GST	0	1.00

14

14

You may add the appropriate tax code types to the corresponding lines required.
(GST, HST, PST, QST)

15

Click the **“Apply”** button to confirm the added tax code.

16

You can verify the entered tax amount in the line details section.

Cancel

Apply

15

Line Details

+ Add - Delete Export Data Manage Columns Duplicate Invoice

Line

Select	Line Number	Quantity	Taxes	Special Handling	Freight	Price Per	Sub-Total
<input type="checkbox"/>	1	10.00	1.00	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	2	10.00	1.00	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	3	10.00	1.00	Add	0.00	1.00	1,000.00

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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

SECTIONS

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

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

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time
Attachment name length is limited to 100 characters

Comments & Attachments Total Amount CAD 3,003.00

More Save Submit

Total Amount	
Invoice Value	3,000.00
Shipping & Freight	0.00
Taxes	3.00
Special Handling	0.00
Invoice Total	3,003.00

Cancel Done

Basic Details

* Indicates Required Fields

* Invoice Name ZCDPInventory Material	* Invoice Number INV-2025.004564	* Invoice Amount 3,003.00	Currency CAD:CA	Invoice Type Standard	* Supplier Invoice Number
Invoice Creation Date 2025-12-01	* Supplier Invoice Date 2025-12-01	Baseline Date YYYY-MM-DD	Supplier ABC INC	Supplier ID 300000111	Order Number Test_PO_120103
Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...
Company Code 1500-FLORIDA POWER & LIGHT ...	Purchase Type Direct - Standard	Company VAT Number -	Delivery Note	ERP Invoice Number -	Scheduled Payment Date 2025-12-15
Net Payment 3,003					

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Enter the total invoice amount along with **“Tax Amount”** and **“Special handling Charges”** (If Applicable) in the **“Invoice Amount”** under the basic details section.

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 CAD 3,003.00 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-2025.004564	* Invoice Amount 3,003.00	Currency CAD:Canadian Dollar - CA	Invoice Type Standard	* Supplier Invoice Number
Invoice Creation Date 2025-12-01	* Supplier Invoice Date 2025-12-01	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number Test_PO_120103
Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...	Company Code 1500-FLORIDA POWER & LIGHT ...
Company Code 1500-FLORIDA POWER & LIGHT ...	Purchase Type Direct - Standard	Company VAT Number -	Delivery Note	ERP Invoice Number -	Scheduled Payment Date 2025-12-15
Net Payment 3,003					

18

18

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

19

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

* Invoice Name
ZCDPInventory Material

* Invoice Number
INV-2025.004564

* Invoice Amount
3,003.00

Currency
CAD:Canadian Dollar - CA

Invoice Type
Standard

Invoice Creation Date
2025-12-01

* Supplier Invoice Date
2025-12-01

Baseline Date
YYYY-MM-DD

Supplier Name
ABC INC

Supplier ID
300000111

Organization
Organization

Line Of Business
NextEra

Company Code
1500-FLORIDA POWER & LIGHT ...

Purchase Type
Direct - Standard

Company Code
1500-FLORIDA POWER & LIGHT ...

Company Code
1500-FLORIDA POWER & LIGHT ...

Net Payment
3,003

Confirmation

Please confirm that you are processing with 3 line(s) on this invoice

No Yes

Supplier Details

* Indicates Required Fields

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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 .