

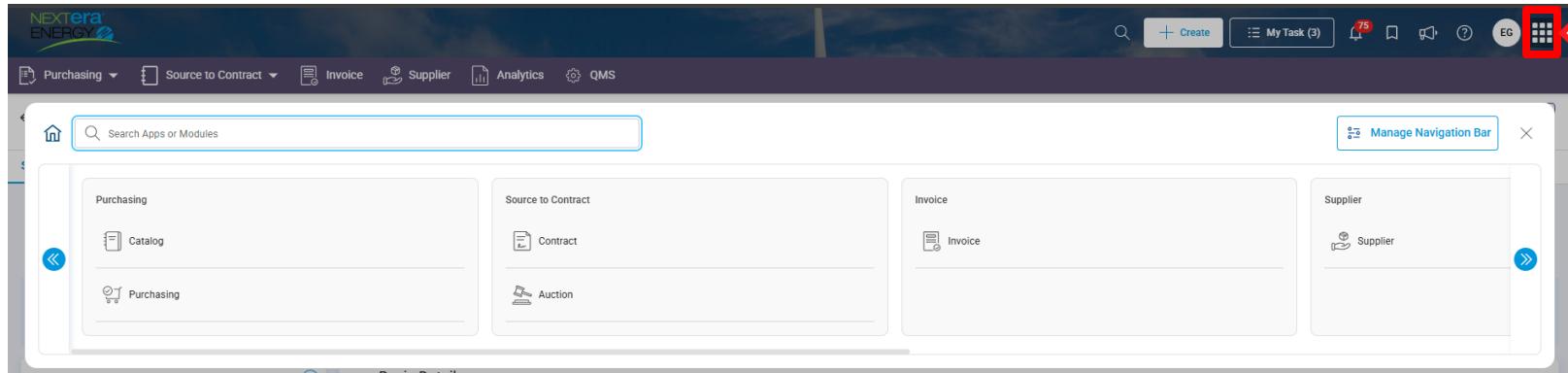
# How to Create an Invoice for Canada\_Direct-Standard

# Invoice Creation – Supplier View

Select Your Purchase Order

Create your Invoice

Invoice Status



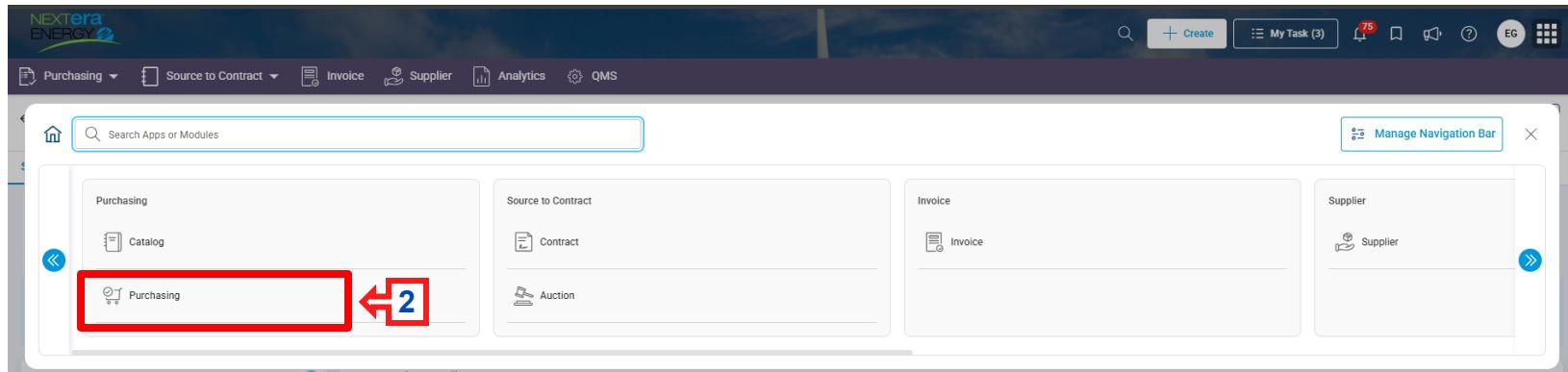
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Invoice Creation – Supplier View

Select Your Purchase Order

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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

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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**.

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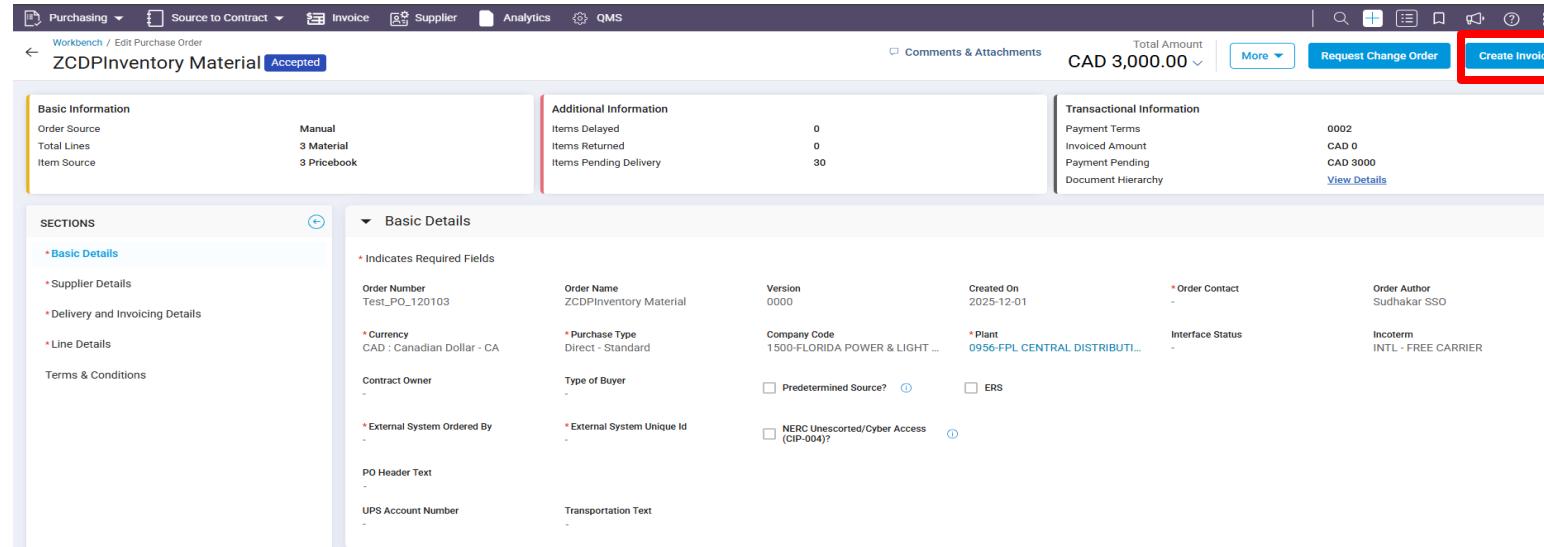
Click on the specific **Purchase order number** to continue.

# 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

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	<a href="#">View Details</a>

SECTIONS

- Basic Details
- Supplier Details
- Delivery and Invoicing Details
- Line Details

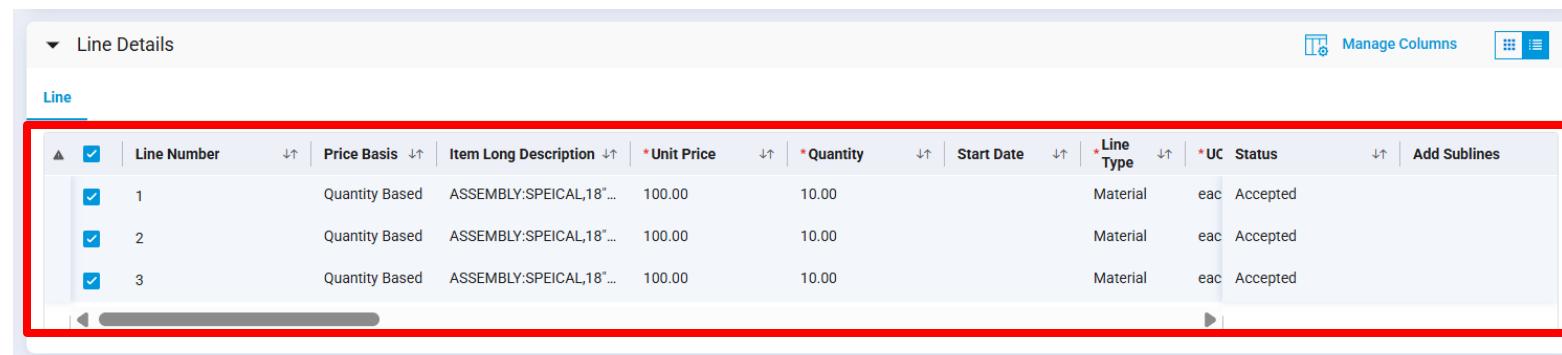
Terms & Conditions

Basic Details

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	-	<input type="checkbox"/> Predetermined Source?	<a href="#">...</a>	<input type="checkbox"/> ERS	-	-	-	-	-
External System Ordered By	-	External System Unique Id	-	<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)?	<a href="#">...</a>	-	-	-	-	-	-
PO Header Text	-	Transportation Text	-	-	-	-	-	-	-	-	-
UPS Account Number	-	Transportation Text	-	-	-	-	-	-	-	-	-

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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



Line Details

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

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status

The screenshot shows the 'Basic Details' section of an invoice. The 'Invoice Name' field is highlighted with a red box and contains 'ZCDPInventory Material'. The 'Invoice Number' field is highlighted with a red box and contains 'INV-2025.004564'. The 'Invoice Amount' field is highlighted with a red box and contains '0.00'. The 'Supplier Invoice Date' field is highlighted with a red box and contains '2025-12-01'. The 'Supplier Invoice Number' field is highlighted with a red box and contains 'Test\_PO\_120103'.

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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

Supplier Details

\* Indicates Required Fields

Order Location 60002ABCDE	Order Location Address 123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537	
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 <a href="#">View Tax Identification Details</a>	
*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

10

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

Purchasing

Source to Contract

Invoice

Supplier

Analytics

QMS

Catalog

Purchasing

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	Remit To Address

**Tax Identification Details**

Tax Identification Type	Tax Identification Number
TIN Number	1234567890

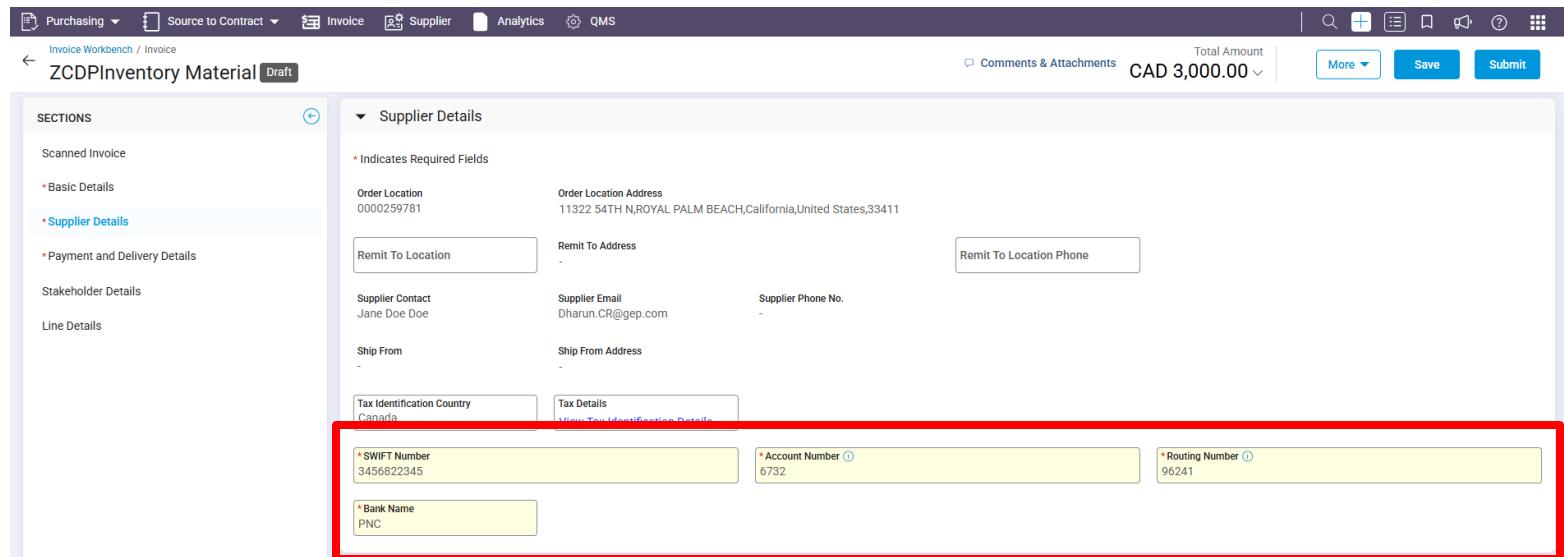
10

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status



The screenshot shows the 'Supplier Details' section of the Invoice Workbench. The mandatory fields are highlighted with a red box and labeled with a red '11' in a blue circle. The highlighted fields are:

- \* SWIFT Number: 3456822345
- \* Account Number: 6732
- \* Routing Number: 96241

The rest of the fields in this section are optional and have a light yellow background. The rest of the page shows other sections like 'Basic Details' and 'Payment and Delivery Details'.

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

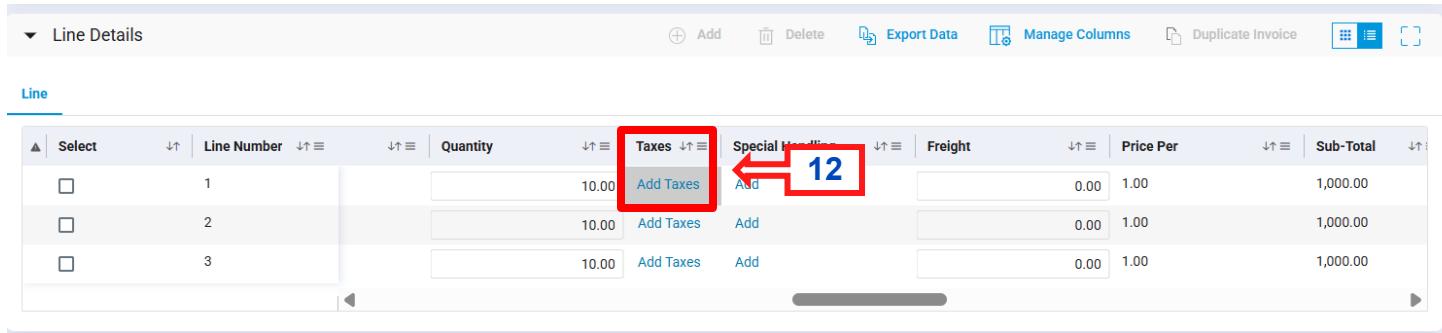
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# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status



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

Purchasing   Source to Contracts   Invoice   Supplier   Analytics   QMS

Invoice Workbench / Invoice  
Invoice 11/21/2025 1:01:06 PM Draft

Ship To: NextEra Energy Inc  
Bill To: FPL - NextEra Energy Inc  
Bill to email: xyz@pl.com  
Bill To Address: 700 Universe Blvd., Juno Beach, Florida, FL, US  
Bill To Address: 8521 W FRANKLIN RD, BOISE, ID, US, 83404  
Bill To Phone: 800-900-0000  
Buyer Email/Phone: dharun.cr@gep.com  
Order Contact: Dharun Varshan CR  
Line Details

**Taxes**  
0%

Tax Code	Tax Rate	Tax Amount
No rows to show		

[Add](#) [X](#)

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Cancel Apply

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

The screenshot shows the Oracle Purchasing module. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main area is titled 'Invoice Workbench / Invoice' and shows a purchase order for 'ZCDPInventory Material' with a status of 'Draft'. The 'Line Details' section is expanded, showing a table with three lines. A red box highlights the 'Taxes' dialog box, which is overlaid on the screen. The dialog box has a header 'Taxes' with a percentage of '0%'. It contains a table with columns 'Tax Code', 'Tax Rate', and 'Tax Amount'. A single row is present with 'GST' selected in the dropdown, a rate of '0', and an amount of '1.00'. Below the table are 'Add' and 'Delete' buttons. A red arrow points from a circled '14' to the 'GST' dropdown. Another red arrow points from a circled '14' to the 'Delete' button. At the bottom of the dialog box are 'Cancel' and 'Apply' buttons, with a red arrow pointing from a circled '15' to the 'Apply' button.

14

14

15

16

You may add the appropriate tax code types to the corresponding lines required.

**(GST, HST, PST, QST)**

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

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

The screenshot shows the 'Line Details' table from the previous step. The 'Taxes' column is highlighted with a red box, and a red arrow points from a circled '16' to the '1.00' value in the first row. The table has columns: Select, Line Number, Quantity, Taxes, Special Handling, Freight, Price Per, and Sub-Total. The data for three lines is as follows:

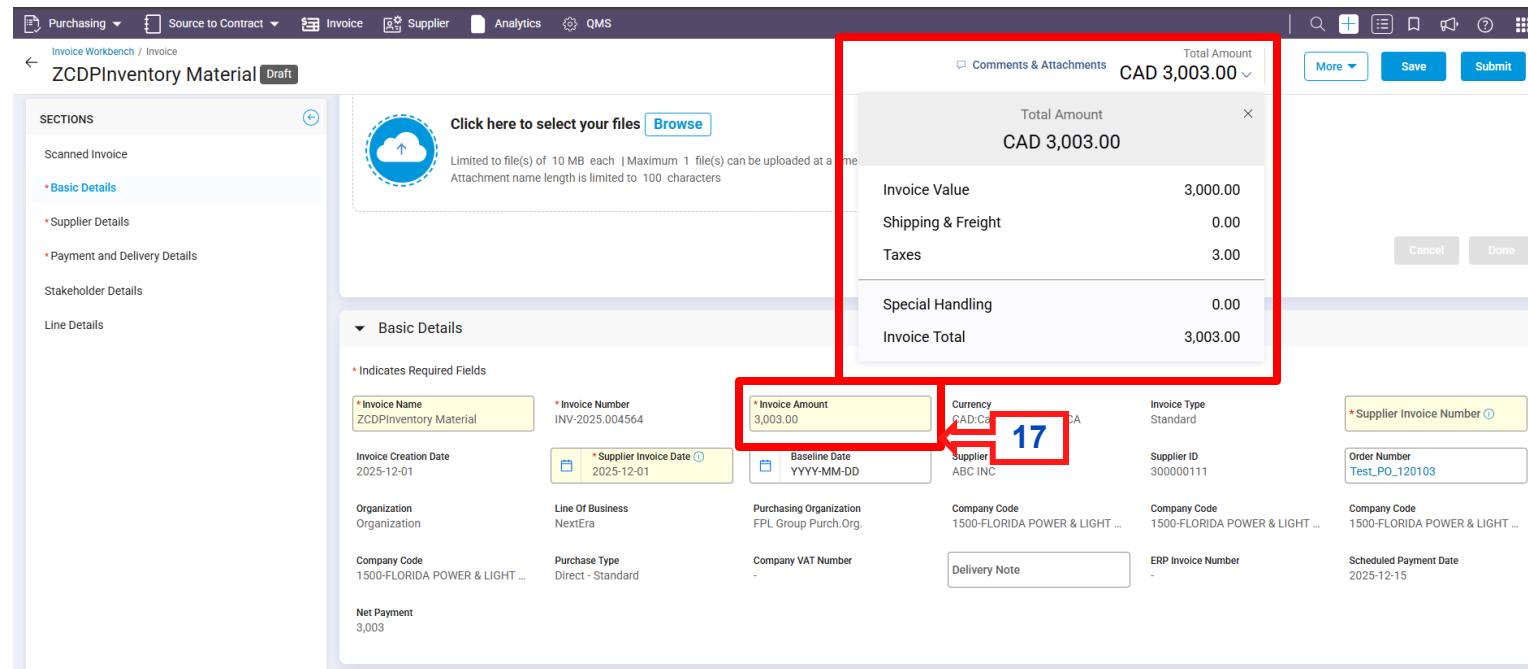
Select	Line Number	Quantity	Taxes	Special Handling	Freight	Price Per	Sub-Total
<input type="checkbox"/>	1	10.00	1.00	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	2	10.00	1.00	Add	0.00	1.00	1,000.00
<input type="checkbox"/>	3	10.00	1.00	Add	0.00	1.00	1,000.00

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status



The screenshot shows the 'Basic Details' section of the invoice creation interface. The 'Invoice Amount' field is highlighted with a red box and the number 17. The 'Currency' field is also highlighted with a red box. The 'Invoice Amount' field contains '3,003.00' and the 'Currency' field contains 'CAD:Canadian Dollar'. Other fields visible include 'Invoice Name' (ZCDPInventory Material), 'Invoice Number' (INV-2025.004564), 'Invoice Creation Date' (2025-12-01), 'Supplier Invoice Date' (2025-12-01), 'Baseline Date' (YYYY-MM-DD), 'Currency' (CAD:Canadian Dollar), 'Supplier' (ABC INC), 'Invoice Type' (Standard), 'Supplier ID' (300000111), 'Supplier Invoice Number' (Test\_PO\_120103), 'Order Number' (Test\_PO\_120103), 'Company Code' (1500-FLORIDA POWER & LIGHT ...), 'Purchase Type' (Direct - Standard), 'Company VAT Number' ( - ), 'Delivery Note' ( - ), and 'Net Payment' (3,003).

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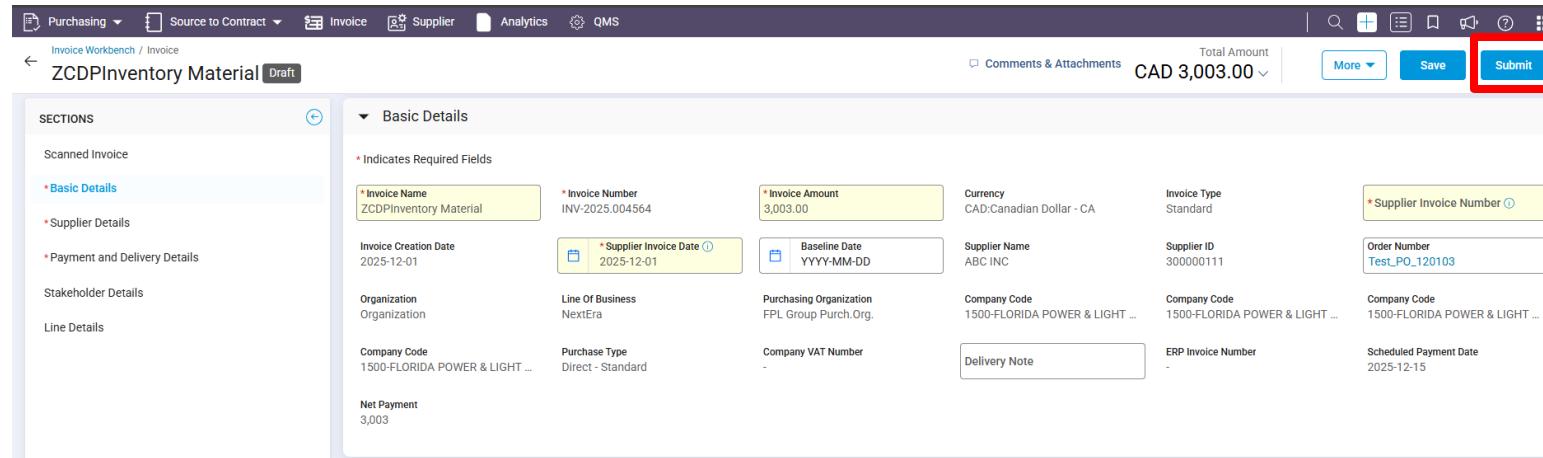
Enter the total invoice amount along with “Tax Amount” and “Special handling Charges” (If Applicable) in the “Invoice Amount” under the basic details section.

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Invoice

Invoice Status



The screenshot shows the 'Basic Details' section of an invoice. Key fields include:

- Invoice Name:** ZCDPInventory Material
- Invoice Number:** INV-2025-004564
- Invoice Amount:** 3,003.00
- Currency:** CAD:Canadian Dollar - CA
- Invoice Type:** Standard
- Supplier Name:** ABC INC
- Supplier ID:** 300000111
- Order Number:** Test\_PO\_120103

Other details include:

- Invoice Creation Date:** 2025-12-01
- Supplier Invoice Date:** 2025-12-01
- Baseline Date:** YYYY-MM-DD
- Organization:** Organization
- Line Of Business:** NextEra
- Purchasing Organization:** FPL Group Purch.Org.
- Company Code:** 1500-FLORIDA POWER & LIGHT ...
- Purchase Type:** Direct - Standard
- Company VAT Number:** -
- Delivery Note:** -
- ERP Invoice Number:** -
- Scheduled Payment Date:** 2025-12-15

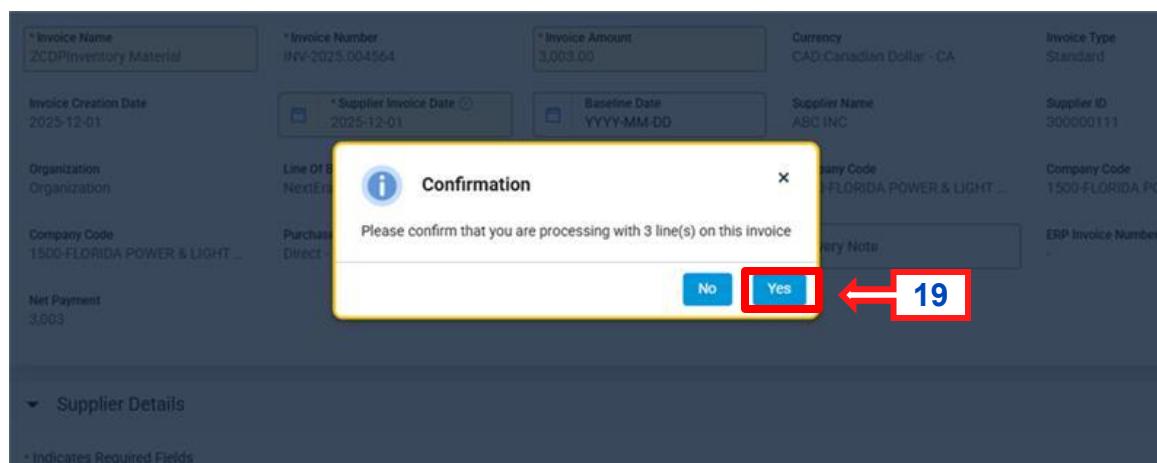
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Verify and “Submit” to confirm the line items to be invoiced.

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



The confirmation message reads: "Please confirm that you are processing with 3 line(s) on this invoice".

Buttons: **No** and **Yes**

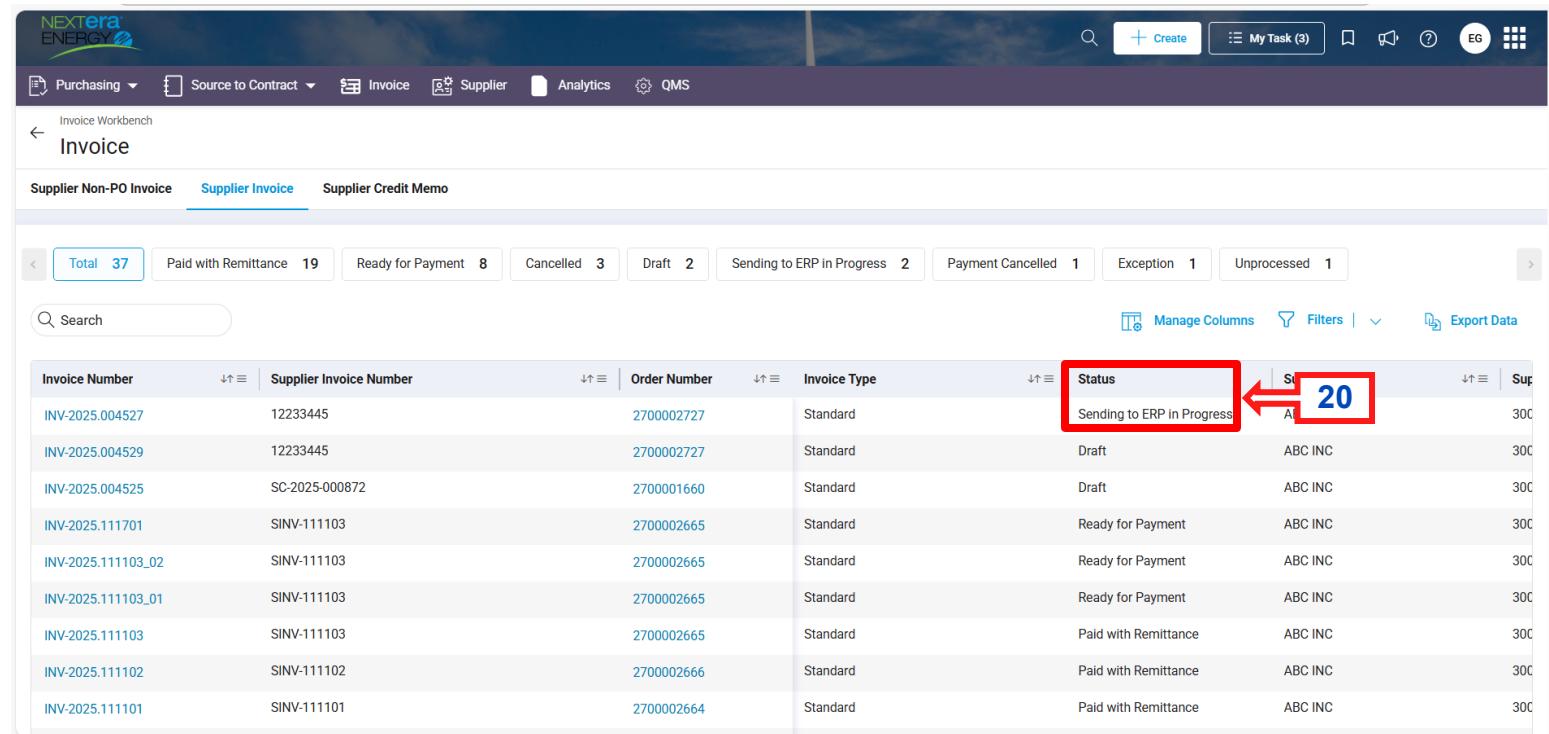
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# Invoice Inputs - Supplier

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 is highlighted with a red box, and the value 'Sending to ERP in Progress' is shown for the first row. A red double-headed arrow points to the number 20, which is also highlighted with a red box. The status bar at the bottom of the grid shows 'Status 20'.

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

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 .