

# How to Create Credit Memo

# Find and View your Purchase Order

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

Workbench / Supplier Profile

ABC INC **GEP Registered**

Supplier

Draft Invited Registered Onboarding - In Progress Onboarding - Completed

Within the GEP Smart Supplier Profile, you can invite additional users from your company. Only the contact tied to the supplier location will receive email notifications for all new purchase orders/change orders. Please verify the PO contact in the Location section of the Supplier Profile. Other contacts will have the ability view documents and create Service Confirmations, and Invoices as appropriate. For updates to the PO Contact and other profile information—including banking information, tax ID, address, name changes, or email address for payment remittances—please send an email to [NexteraVendorProfiles.SharedMailbox@nexteraenergy.com](mailto:NexteraVendorProfiles.SharedMailbox@nexteraenergy.com).

**SECTIONS**

- \* Basic Details
- \* Identification Information (1)
- Business Information
- \* Contact Information (4)
- \* Location
- \* Diversity & Certificates

**Basic Details**

\* Indicates required fields

* Legal Company Name ⓘ	Formerly Known As	Doing Business As	Origination	Subcategory(ies) ⓘ	Org. Entity(ies) ⓘ
ABC INC	-	-	-	-	0001-PSYS + 1 more
Service Location(s) ⓘ	Partner Status	Normalised Name	Does your company have a DUNS number? ⓘ	Diverse Supplier ⓘ	
-	GEP Registered	-	-	No	

**Identification Information (1)**

+ Add - Delete

1

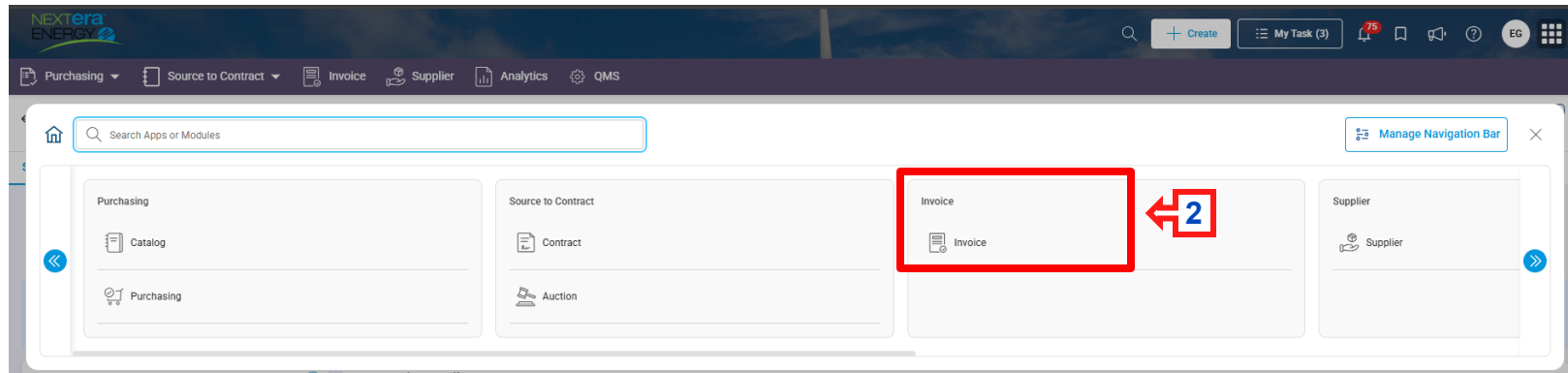
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Find and View your Purchase Order

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo



2

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

# Find and View your Purchase Order

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

Nextera Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench

Invoice

Supplier Non-PO Invoice **Supplier Invoice** Supplier Credit Memo

Total 35 **Paid with Remittance 19** Ready for Payment 8 Cancelled 3 Draft 1 Payment Cancelled 1 Exception 1 Unprocessed 1 Sending to ERP in Progress 1

Search

Manage Columns Filters Export Data

Invoice Number	Supplier Invoice Number	Order Number	Invoice Name	Invoice Type	Status	Sup
INV-2025.111103	SINV-111103	2700002665	Invoice 11/11/2025 2:39:44 PM	Standard	Paid with Remittance	AB
INV-2025.111102	SINV-111102	2700002666	Invoice 11/11/2025 2:39:00 PM	Standard	Paid with Remittance	AB
INV-2025.111101	SINV-111101	2700002664	Invoice 11/11/2025 2:38:08 PM	Standard	Paid with Remittance	AB
INV-2025.110304	SINV-110304	2700002593	Invoice 11/3/2025 2:48:15 PM	Standard	Paid with Remittance	AB
INV-2025.110303	SINV-110303	2700002589	Invoice 11/3/2025 2:46:56 PM	Standard	Paid with Remittance	AB
INV-2025.110302	SINV-110302	2700002591	Invoice 11/3/2025 2:44:15 PM	Standard	Paid with Remittance	AB
INV-2025.110301	SINV-110301	2700002590	Invoice 11/3/2025 2:42:51 PM	Standard	Paid with Remittance	AB
INV-2025.101503	SINV-101503	2700002466	Invoice 10/15/2025 4:22:51 PM	Standard	Paid with Remittance	AB
INV-2025.101502	SINV-101502	2700002465	Invoice 10/15/2025 4:22:10 PM	Standard	Paid with Remittance	AB

3

Click on the 'Supplier Invoice' tab.

**Note :** Credit Memos can only be created if your invoice has any one of the following as the status – 'Ready for payment or Paid with remittance'

4

Click on the 'Specific Invoice Number' to continue.

# Find and View your Purchase Order

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo

The screenshot shows the 'Invoice Workbench / Invoice' page for 'Invoice 11/11/2025 2:38:08 PM' with a status of 'Paid with Remittance'. The total amount is 'USD 900.00'. The interface includes a sidebar with sections: Scanned Invoice, Basic Details, Supplier Details, Payment and Delivery Details, Remittance Details, Stakeholder Details, and Line Details. The 'Line Details' section is highlighted with a red box and a blue circle with the number 5. The 'Create Credit Memo' button is highlighted with a red box and a blue circle with the number 6.

**Remittance Details**

Batch ID	Payment Date	Reference Number	Remittance ID	Method	Currency
	2025-11-11	INFTEST-111101	INFTEST-111101	ACH	USD

**Stakeholder Details**

Indicates Required Fields

Order Contact: Dharun Varshan CR  
Buyer Email/Phone: dharun.cr@gep.com

**Line Details**

Select	Line Number	Comment And...	Document Hierarchy	Item Type	Line Type	Price Basis	Schedule
<input type="checkbox"/>	1		View	Service Item	Service	Rate Based	
<input type="checkbox"/>	2		View	Service Item	Service	Rate Based	

5

In the 'Line Details' Section, review the lines you wish to include in the credit memo.

6

Click on 'Create Credit Memo' to continue.

# Credit Inputs – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

SECTION: Basic Details

\* Indicates Required Fields

\* Credit Memo Name: CreditMemo 11/18/2025 5:...

\* Credit Memo Number: CM-2025.000446

\* Credit Memo Amount: 10.00

Currency: USD:US Dollar

Credit Type: Standard

\* Supplier Memo Number: 00009898

Memo Creation Date: 2025-11-18

\* Supplier Memo Date: 2025-11-18

\* Supplier Name: ABC INC

Order Number: 2700002664

Supplier Invoice Number: SINV-111101

Invoice Number: INV-2025.111101

Purchase Type: Indirect - Services/Non-Inve...

Delivery Note

Company VAT Number: -

Country: -

Net Payment: 10

7

Fill in all the mandatory fields of the 'Basic Details' section: 'Credit Memo Name', 'Credit Memo Amount', 'Supplier Memo Number' & 'Supplier Memo Date'

Line Details

Line

Line Number	Date	Item Source	Unit Price	Credit Quantity	Price Per	Credit A
1		Internal	1.00	6.00	1.00	6.00
2		Internal	1.00	4.00	1.00	4.00

8

In the 'Line Details' section, enter the credit amount you wish to give for respective lines.  
**Make sure the total Unit Price for all lines equals to the Credit Memo Amount.**

# Credit Inputs – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

9

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

10

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

10

# Review Credit Memo Status – Supplier

View Your Purchase Order

PO is Auto Acknowledged

Create a Credit Memo

Supplier Non-PO Invoice   Supplier Invoice   **Supplier Credit Memo**

Total 27   Sending to ERP in progress 23   Draft 2   Exception 1   Unprocessed 1

Credit Memo Number	Status	Credit Memo Type	Invoice Number	Supplier Name	Su Nu	Document Hierarchy
CM-2025.000445	Sending to ERP in progress	CreditMemo 11/18/2025 4:52:32 ...	Standard	INV-2025.110304	ABC INC	00
CM-2025.000444	Sending to ERP in progress	CreditMemo 11/13/2025 7:50:39 ...	Standard	INV-2025.110303	ABC INC	12
CM-2025.000443	Sending to ERP in progress	CreditMemo 11/11/2025 4:48:48 ...	Standard	INV-2025.110302	ABC INC	00
CM-2025.000442	Sending to ERP in progress	CreditMemo 11/6/2025 7:47:50 PM	Standard	INV-2025.110301	ABC INC	22
CM-2025.000441	Sending to ERP in progress	CreditMemo 11/4/2025 4:48:05 PM	Standard	INV-2025.101501	ABC INC	00
CM-2025.000440	Sending to ERP in progress	CreditMemo 10/30/2025 6:47:37 ...	Standard	INV-2025.101502	ABC INC	00
CM-2025.000438	Sending to ERP in progress	CreditMemo 10/28/2025 3:47:41 ...	Standard	INV-2025.101503	ABC INC	00
CM-2025.000434	Sending to ERP in progress	CreditMemo 10/21/2025 4:01:01 ...	Standard	INV-2025.1006005	ABC INC	00

11

Click on 'Supplier Credit Memo' tab.

12

The submitted credit memo appears with its respective status.

Check the status of your Credit Memo:

- **Draft:** Created but not Submitted
- **Processing In Progress :** Submitted and pending Approval
- **Accepted:** Credit Memo Approved