

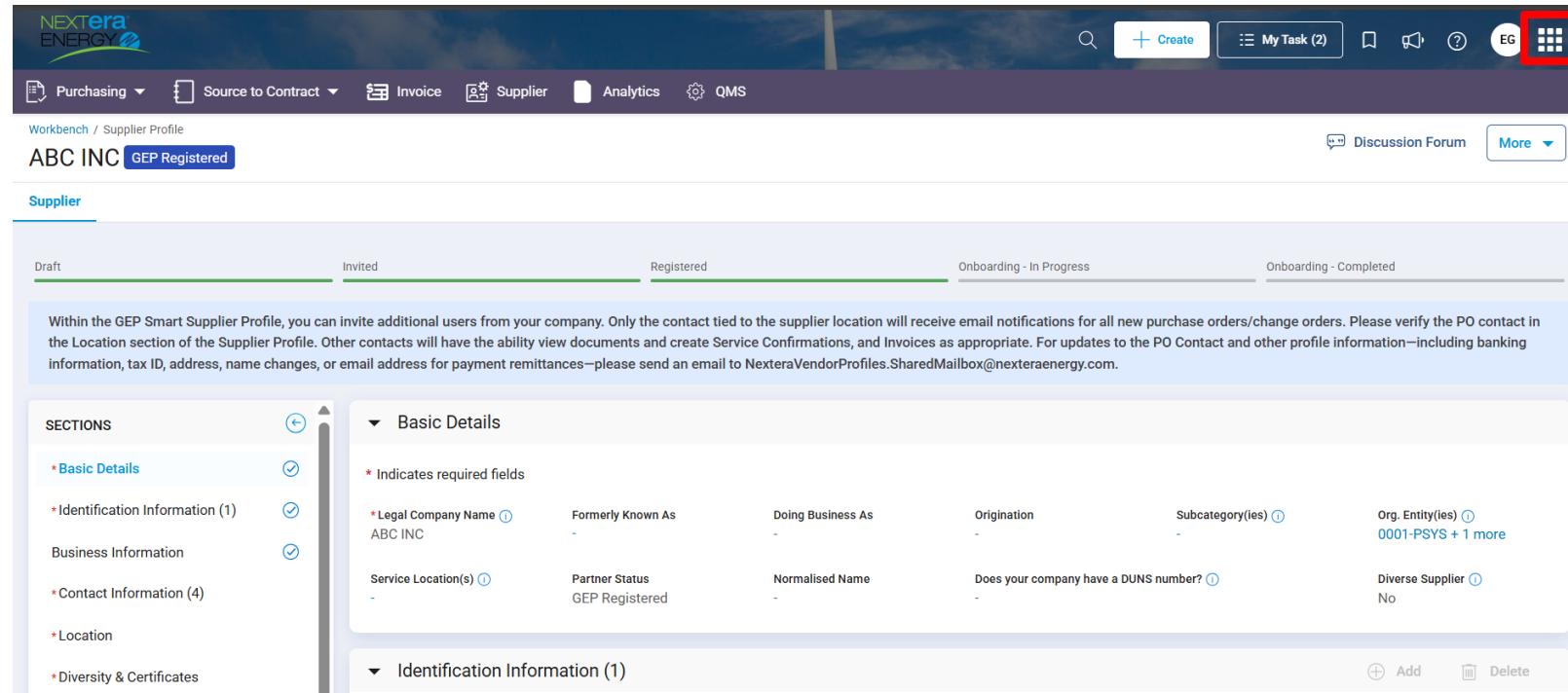
How to Create Credit Memo

Find and View your Purchase Order

PO is Auto Acknowledged

Perform PO-Flip to e-Invoice

Create a Credit Memo



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.

SECTIONS

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

Basic Details

* Indicates required fields

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

Identification Information (1)

1

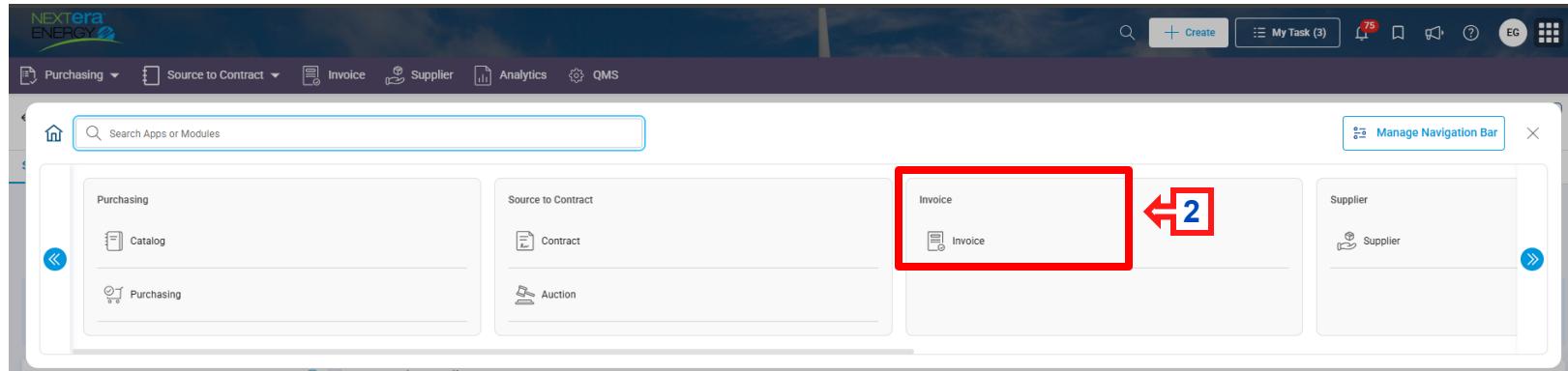
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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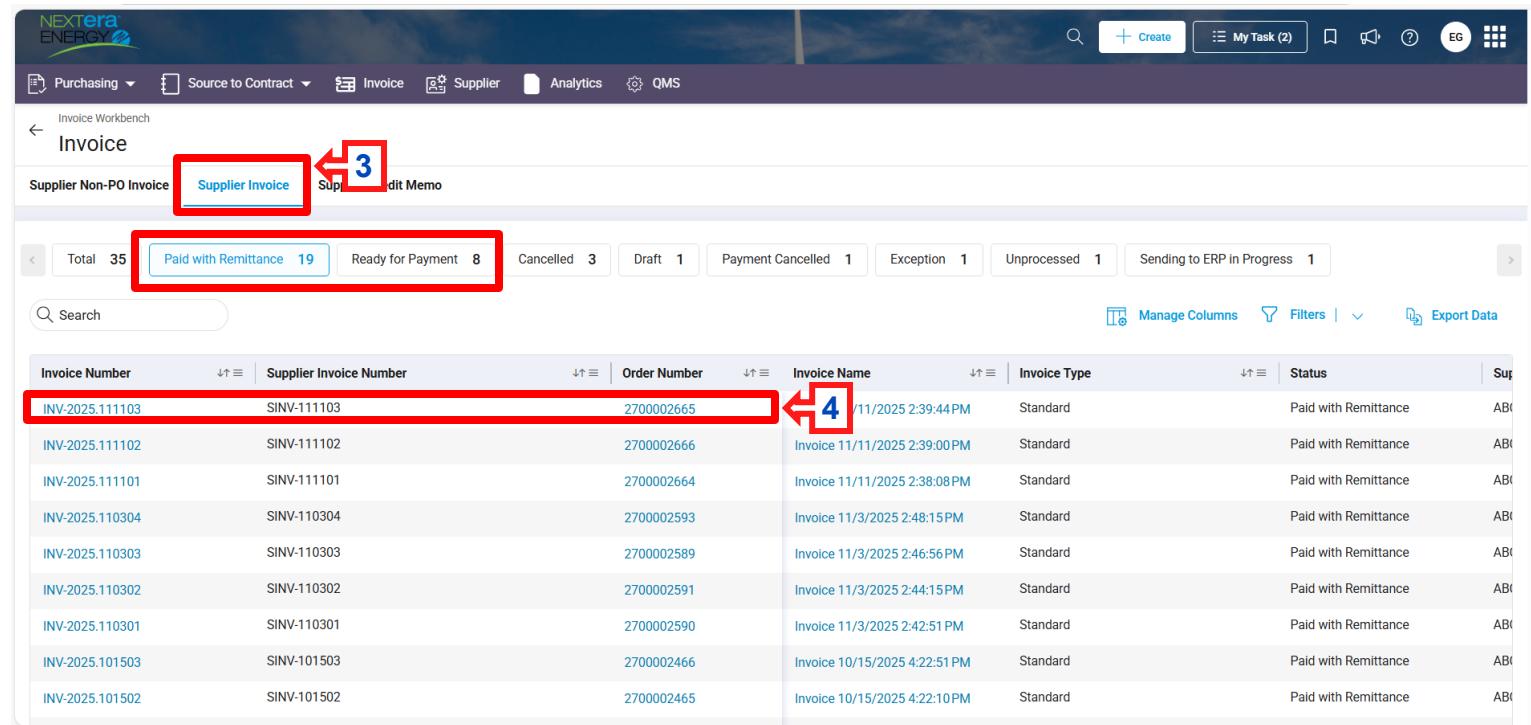
Then, select 'Invoice' from the menu. This will direct you to the Invoicing Section.

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The screenshot shows the NEXTERA ENERGY Purchasing module. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the tabs, a breadcrumb navigation shows 'Invoice Workbench' and 'Supplier Non-PO Invoice'. A red box highlights the 'Supplier Invoice' tab, which is currently selected. A red box also highlights the 'Paid with Remittance' status filter, which shows 19 results. The main table lists invoices with columns for Invoice Number, Supplier Invoice Number, Order Number, Invoice Name, Invoice Type, Status, and Supplier. The first row is highlighted with a red box and a red arrow labeled '4' pointing to the Order Number column. The table shows 19 rows of data.

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

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

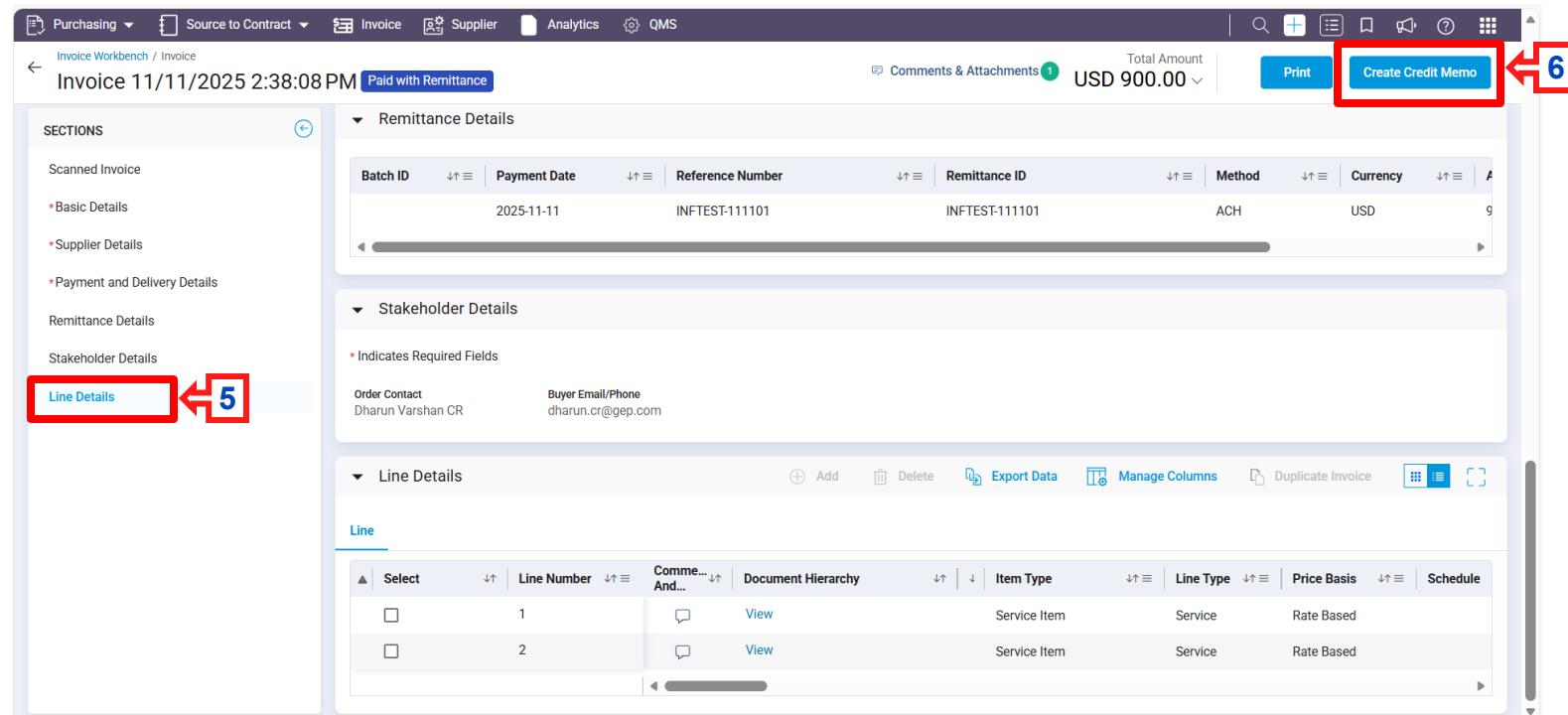
Click on the 'Specific Invoice Number' to continue.

Find and View your Purchase Order

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The screenshot shows the Oracle Invoicing application interface. At the top, there are navigation tabs: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the tabs, the page title is 'Invoice Workbench / Invoice' and the subtitle is 'Invoice 11/11/2025 2:38:08 PM Paid with Remittance'. The main content area is divided into sections: 'Remittance Details', 'Stakeholder Details', and 'Line Details'. The 'Line Details' section is highlighted with a red box and a blue arrow labeled '5'. In the top right corner of the 'Line Details' section, there is a 'Create Credit Memo' button, which is also highlighted with a red box and a blue arrow labeled '6'. The 'Line Details' table has the following data:

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

6

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

Purchasing ▾ Source to Contract ▾ Invoice Supplier Analytics QMS

Invoice Workbench / Invoice CreditMemo 11/18/2025 5:48:10 PM Draft

Total Amount: USD 10.00

Comments & Attachments More Save Submit

SECTIONS

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

Basic Details

* Credit Memo Name CM-2025.000446	* 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

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

Add Delete Export Data Manage Columns

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

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

Invoice Workbench / Invoice

CreditMemo 11/18/2025 5:48:10 PM Draft

Total Amount USD 10.00

Comments & Attachments

[More](#)
[Save](#)
Submit

SECTIONS

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

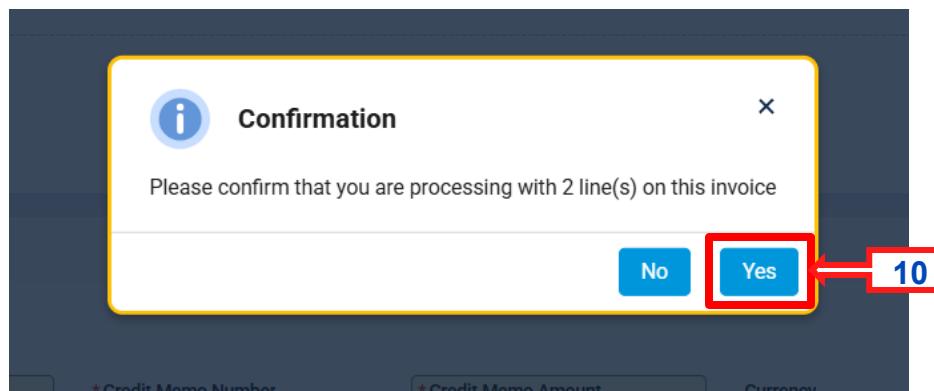
Basic Details

* 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
Memo Creation Date 2025-11-18	* Supplier Memo Date 2025-11-18	* Supplier Name ABC INC	Order Number 2700002664
Purchase Type Indirect - Services/Non-Inve...	Delivery Note <input type="text"/>	Company VAT Number <input type="text"/>	Country <input type="text"/>
			Net Payment 10
			Supplier Invoice Number SINV-111101
			Invoice Number INV-2025.111101

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

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



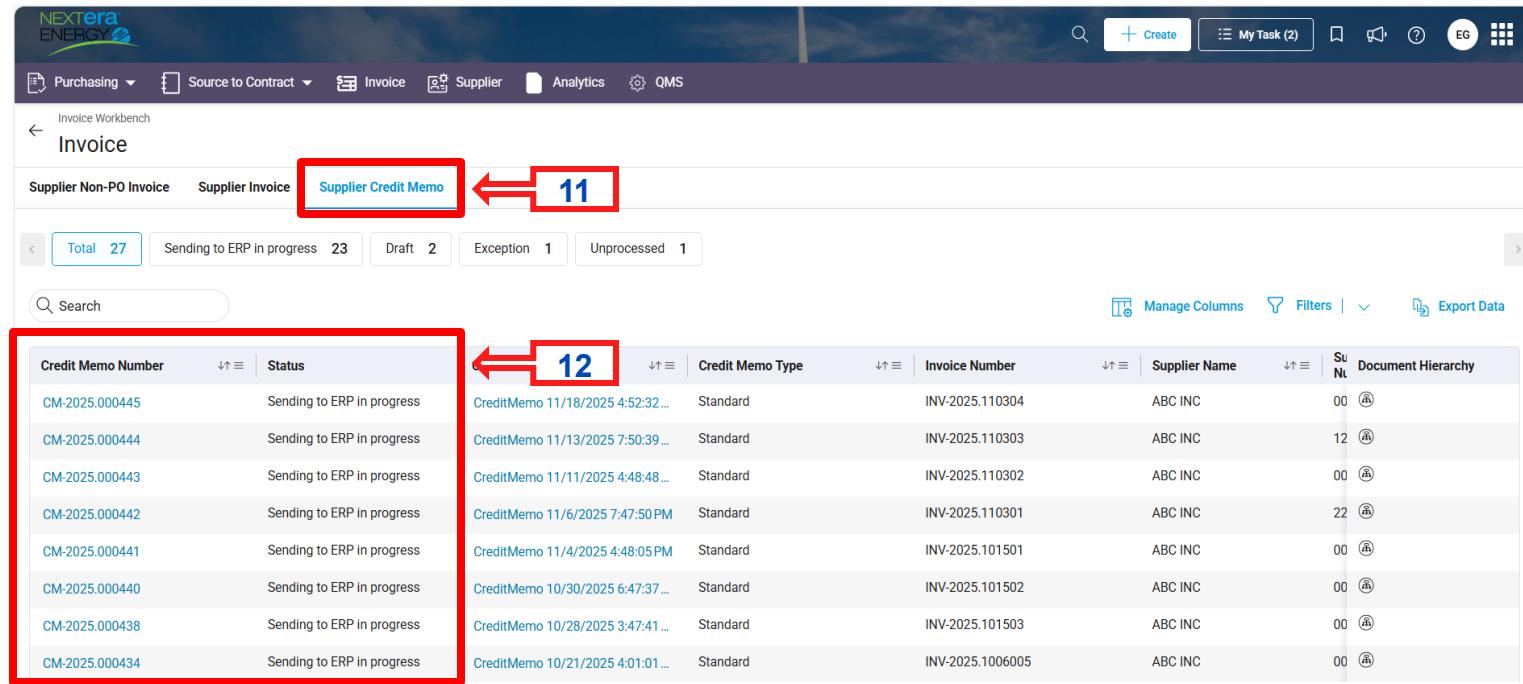
10

Review Credit Memo Status – Supplier

View Your Purchase Order

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The screenshot shows the software interface for managing invoices. At the top, there are navigation tabs: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below these are sub-tabs: Invoice Workbench, Invoice, Supplier Non-PO Invoice, Supplier Invoice, and Supplier Credit Memo. The Supplier Credit Memo tab is highlighted with a red box and a blue arrow labeled '11' pointing to it. The main content area shows a table of credit memo status. The table has columns: Credit Memo Number, Status, Credit Memo Type, Invoice Number, Supplier Name, and Document Hierarchy. The table is filled with 10 rows, each showing a credit memo number, its status as 'Sending to ERP in progress', the credit memo type as 'Standard', the invoice number, the supplier name as 'ABC INC', and the document hierarchy as '00'. A red box highlights the first row, and a blue arrow labeled '12' points to the 'Status' column header.

Credit Memo Number	Status	Credit Memo Type	Invoice Number	Supplier Name	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

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Click on 'Supplier Credit Memo' tab.

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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