

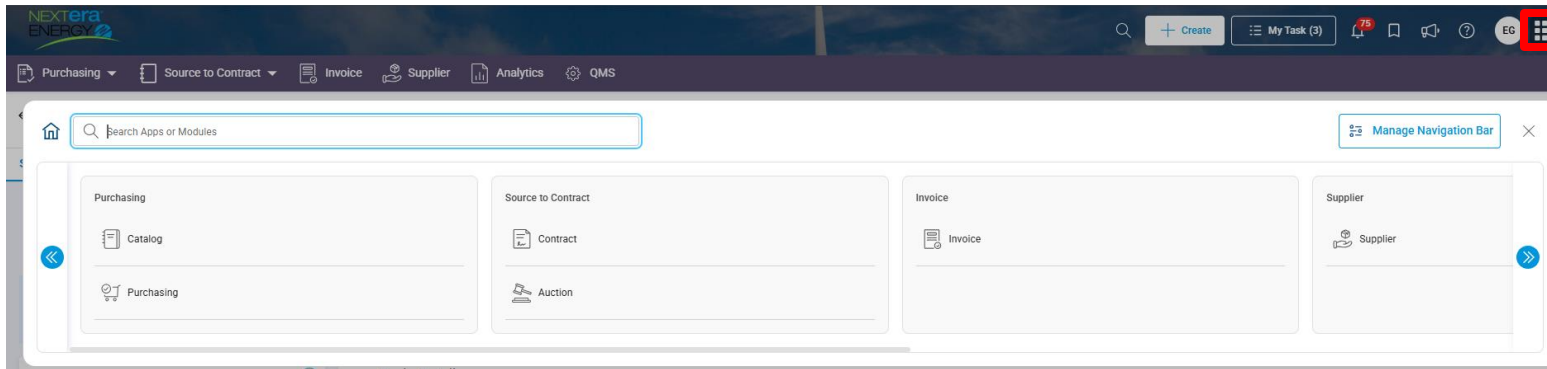
# How to Manage Columns

# Manage Columns – For Purchasing Workbench

Purchasing Workbench

Manage Columns

Apply Changes



1

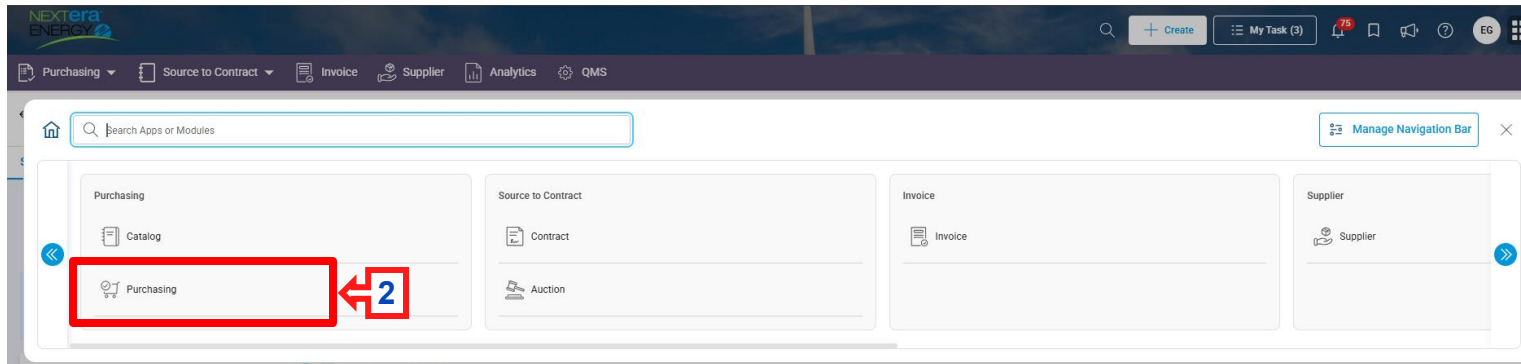
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Manage Columns – For Purchasing Workbench

Purchasing Workbench

Manage Columns

Apply Changes



2

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

# Manage Columns – For Purchasing Workbench

Purchasing Workbench

Manage Columns

Apply Changes

3a

Purchase Order

ASN

Service Confirmation

3b

4

Manage Columns

Filters

Bulk Upload

Export Data

<input type="checkbox"/>	Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency	Order Value
<input type="checkbox"/>	91100000742	Direct - Standard	0.00	Sudhakar SSO	2025-07-25	Accepted	USD	0.00
<input type="checkbox"/>	91100000720	Direct - Standard	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
<input type="checkbox"/>	91100000851	Direct - Standard	0.00	Sudhakar SSO	2025-08-21	Accepted	USD	0.00
<input type="checkbox"/>	91100000760	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
<input type="checkbox"/>	91100000715	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
<input type="checkbox"/>	91100000716	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
<input type="checkbox"/>	91100000717	Direct - Consignment	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
<input type="checkbox"/>	91100000764	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
<input type="checkbox"/>	91100000762	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Open	USD	0.00

3

(a) To access your Purchase Orders: Click on the **Purchase Order** tab.

(b) To access Service Confirmations: Click on **Service Confirmation** tab

4

To customize the view of this section, click on **Manage Columns**.

# Manage Columns – For Purchasing Workbench

Purchasing Workbench

Manage Columns

Apply Changes

Manage Columns

Search

Column Name	Show/Hide column	Freeze Column
Order Number		
Purchase Type		
Order Line SubTotal		
Order Name		
Created By		
Created On		
Supplier Name		
Status		
Supplier Contact		
Currency		
Order Value		
Plant		
Order Version Number		
Ordering Location		

5

6a

6b

7

8

Apply

5

A slider opens with the list of all the available columns to choose from.

**Click, hold and drag** the grid icon adjacent to the column name to reorder the column position to your preference. Only the columns with this icon next to them can be reordered.

6

To adjust the visibility of columns, click on the **'Eye' shaped icon** adjacent to the column name.

- (a) Show Column
- (b) Hide Column

7

To fix the position of a column in the layout: Click on the **'Table Shaped Icon'** adjacent to the column name: The color of the icon changes to blue indicating the column is fixed.

8

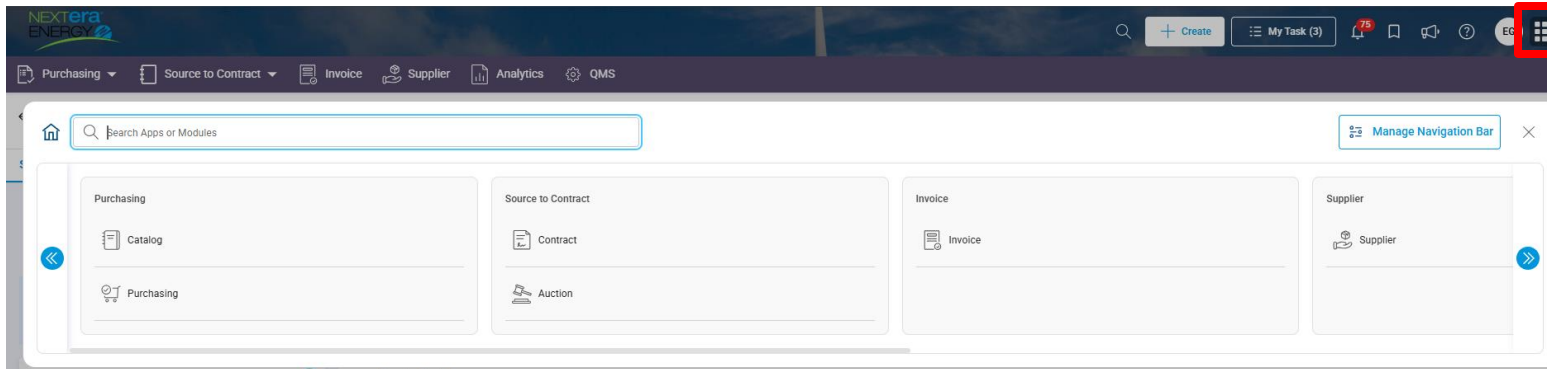
Click on Apply to save and apply the newly set layout.

# Manage Columns – For Invoice Workbench

Invoice Workbench

Manage Columns

Apply Changes



1

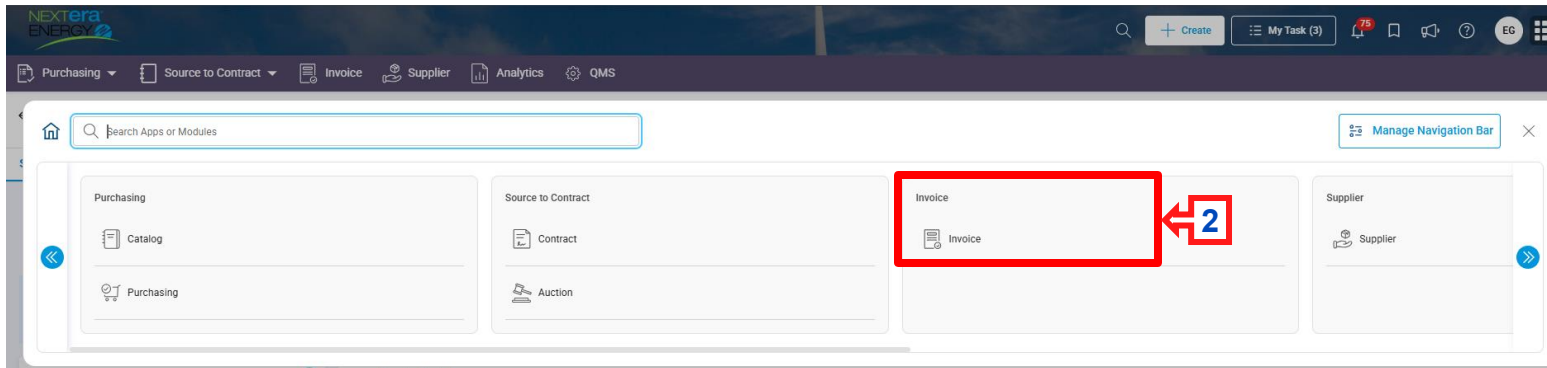
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Manage Columns – For Invoice Workbench

Invoice Workbench

Manage Columns

Apply Changes



2

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

# Manage Columns – For Invoice Workbench

Invoice Workbench

Manage Columns

Apply Changes

The screenshot shows the NextEra Energy Invoice Workbench interface. At the top, there's a navigation bar with tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below this, the 'Invoice Workbench' section is active, showing a list of invoices. A red box highlights the 'Supplier Invoice' tab, with a red arrow and the number '3' pointing to it. Below the tabs, there's a summary bar with various status counts: Total 60, Draft 22, Paid with Remittance 22, Ready for Payment 8, Cancelled 3, Sending to ERP in Progress 2, Payment Cancelled 1, Exception 1, and Unprocessed 1. A search bar is located below the summary bar. To the right of the search bar, a red box highlights the 'Manage Columns' button, with a red arrow and the number '4' pointing to it. Below the 'Manage Columns' button, there's a table of invoices with columns: Invoice Number, Supplier Invoice Number, Order Number, Invoice Name, Invoice Type, Status, and Supplier. The table contains 8 rows of data.

Invoice Number	Supplier Invoice Number	Order Number	Invoice Name	Invoice Type	Status	Supplier
INV-2025.004569	202545690	Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004568		Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004567	202545670	91100000742	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004566		91100000742	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004565		91100000742	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004564	2025654	Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABO
INV-2025.004562	00908653	2700002808	Invoice 11/26/2025 7:36:55PM	Standard	Draft	ABO
INV-2025.004560	009088	2700002808	Invoice 11/26/2025 7:32:34PM	Standard	Draft	ABO
INV-2025.004558	009088	2700002808	Invoice 11/26/2025 2:50:48PM	Standard	Draft	ABO

3

Click on **Supplier Invoice** section.

4

To customize the view of this section, click on **Manage Columns**.



# Manage Columns – For Purchasing Workbench

Invoice Workbench

Manage Columns

Apply Changes

**Manage Columns**

Search

Column Name	Show/Hide Column	Freeze Column
Invoice Number		
Invoice Name		
Invoice Type		
Status		
Supplier Name		
Supplier ID		
Supplier Invoice Number		
ERP Invoice Number		
Invoice Source		
Order Number		
Currency		
Liability company code/BU		
Invoice Total		
Received On		

6a → 6b → 7 → 8 → Apply

5

A slider opens with the list of all the available columns to choose from.

**Click, hold and drag** the grid icon adjacent to the column position to your preference. Only the columns with this icon next to them can be reordered.

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8

Click on Apply to save and apply the newly set layout.

# Manage Columns – For Line Details

Viewing Line Details

Manage Columns

Apply Changes

SECTIONS

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

Bill To  
FPL INFORMATION MGMT AT PDC

Bill To Address  
8521 W FRANKLIN RD BOISE FL US 33404

Line Details

Line

Line Number	Price Basis	Item Long Description	Unit Price	Quantity	Start Date	Status	Add Sublines
1	Rate Based	TM23 HYDRAULIC SHO...	90.00	6.00	2025-07-14	Open	
2	Rate Based	TM23 HYDRAULIC SHO...	90.00	4.00	2025-07-14	Open	

Manage Columns

1

The opened Purchase Order/ Service Confirmation/ Invoice is divided into various sections.

2

Click on the **Line Details** section.

3

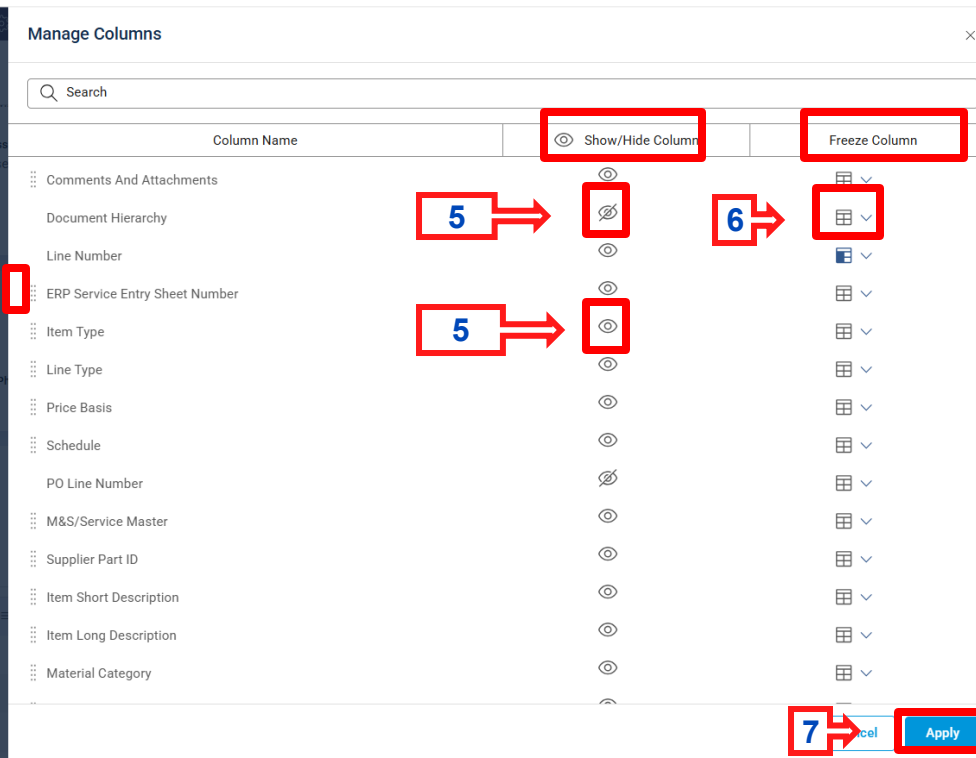
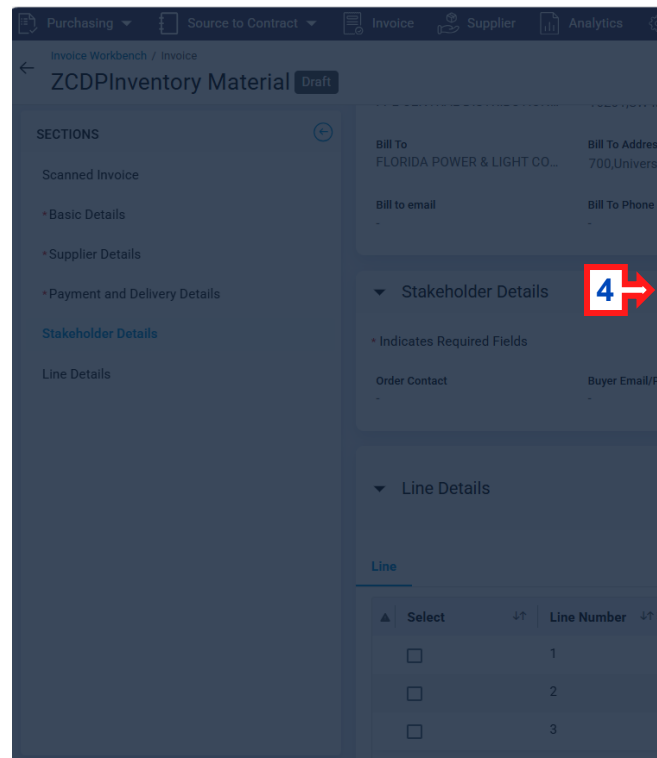
To customize the view of the Line Details, click on **Manage Columns**.

# Manage Columns – For Line Details

Viewing Line Details

Manage Columns

Apply Changes



4

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