

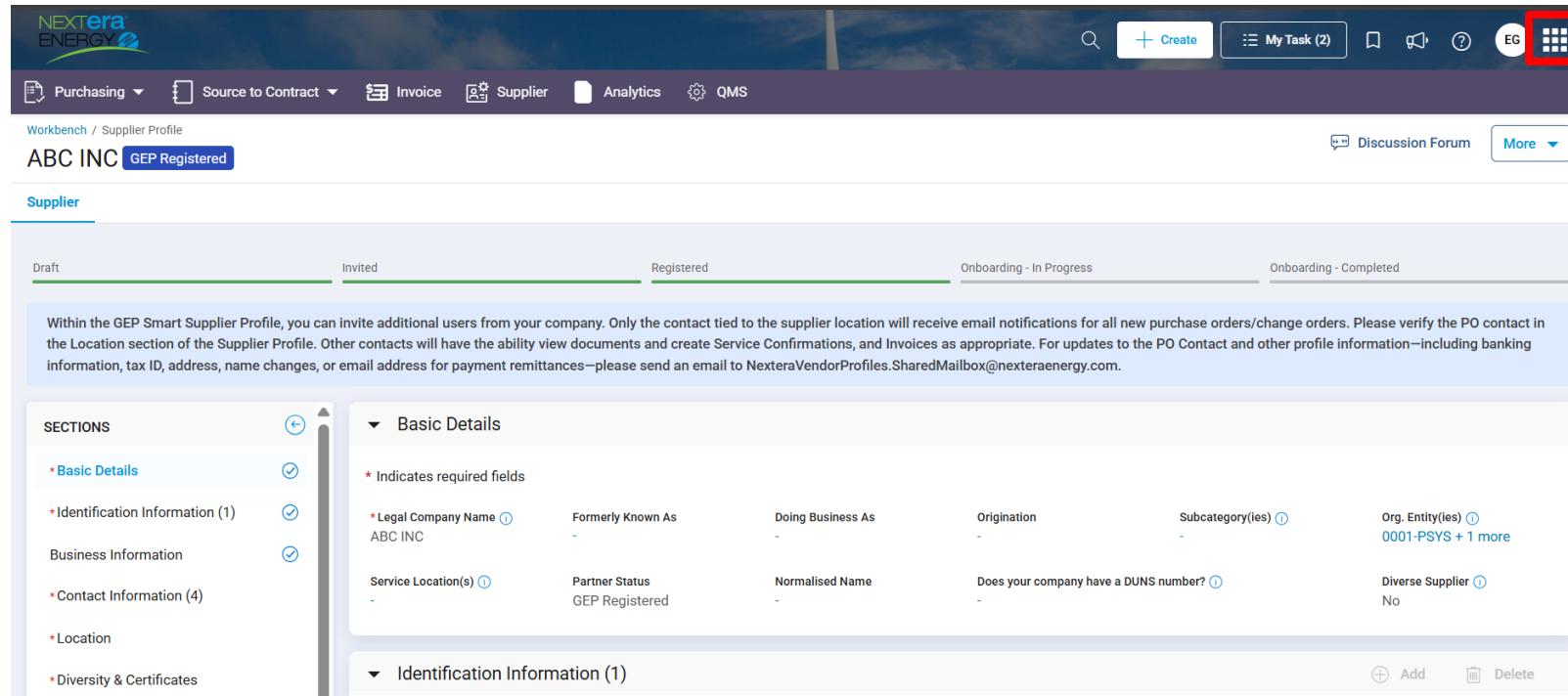
# How to Find Your Purchase Order

# Find and View your Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation



The screenshot shows the Nextera Energy GEP Smart Supplier Profile interface. At the top, there is a navigation bar with links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the navigation bar, the page title is 'Workbench / Supplier Profile' and the company name is 'ABC INC' (GEP Registered). A 'Supplier' tab is selected. A horizontal navigation bar below the title shows status categories: Draft, Invited, Registered, Onboarding - In Progress, and Onboarding - Completed. The 'Registered' category is highlighted. A note in the center of the page states: '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.' On the left, a sidebar titled 'SECTIONS' lists sections: \*Basic Details (checked), \*Identification Information (1), Business Information, \*Contact Information (4), \*Location, and \*Diversity & Certificates. The 'Basic Details' section is expanded, showing fields: Legal Company Name (ABC INC), Formerly Known As, Doing Business As, Origination, Subcategory(ies) (0001-PSYS + 1 more), Org. Entity(ies) (0001-PSYS + 1 more), Service Location(s), Partner Status (GEP Registered), Normalised Name, Does your company have a DUNS number? (No), and Diverse Supplier (No). Buttons for 'Add' and 'Delete' are at the bottom of this section.

1

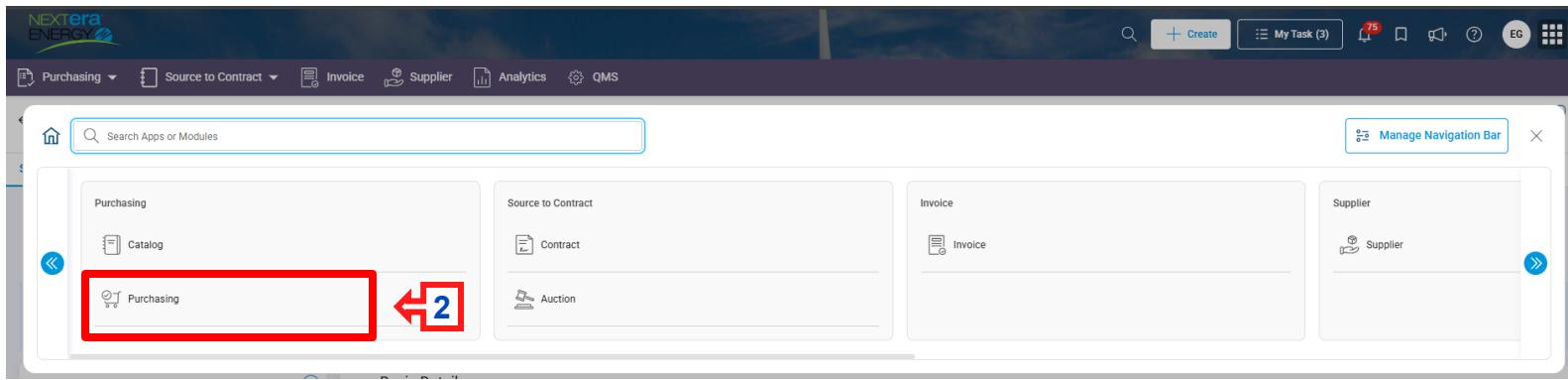
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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**2**

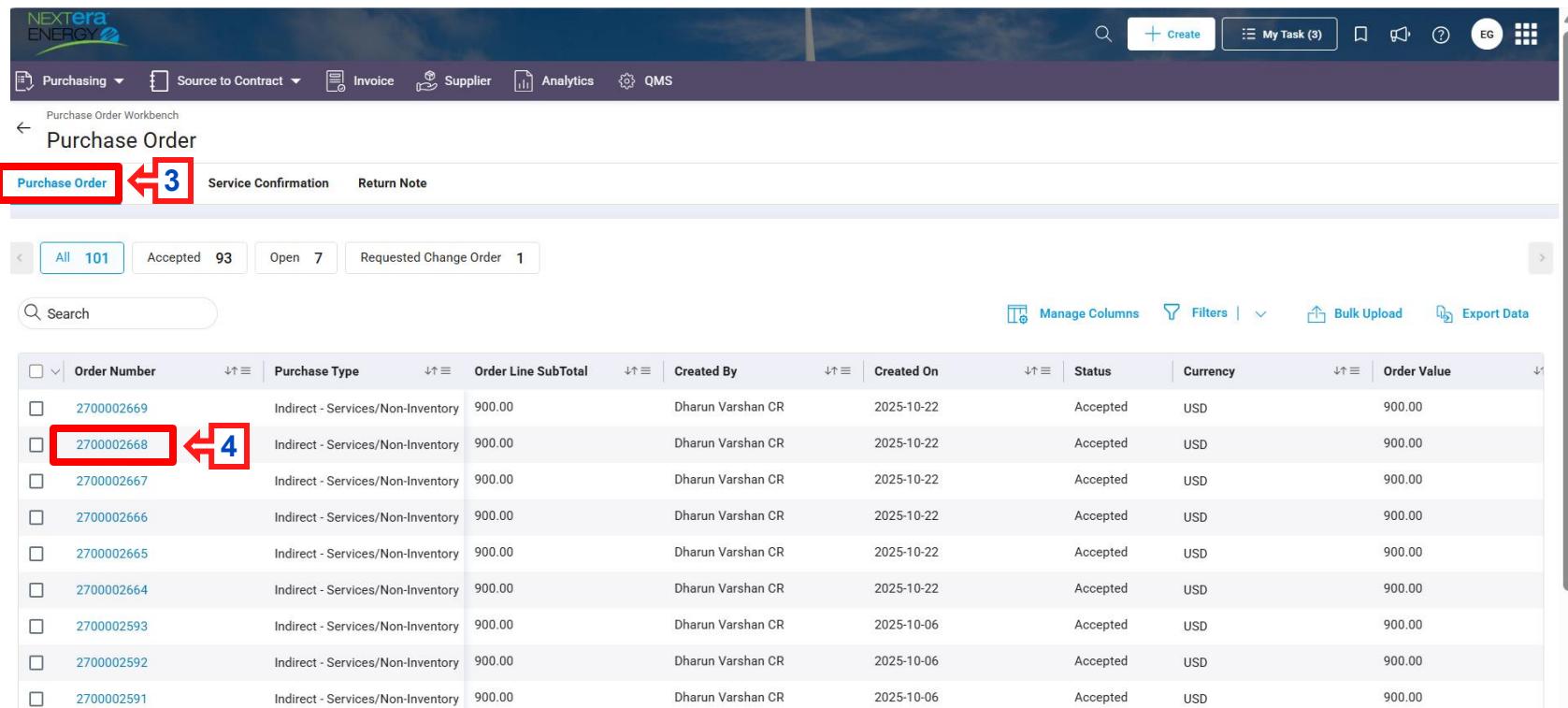
Then, select '**Purchasing**' from the menu. This will direct you to the Purchasing Section.

# Find and View your Purchase Order

View Your Purchase Order

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The screenshot shows the Purchase Order Workbench interface. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main title is 'Purchase Order'. Below the title, there are tabs for 'Purchase Order' (which is highlighted with a red box and arrow '3'), 'Service Confirmation', and 'Return Note'. A search bar is followed by filters for 'All 101', 'Accepted 93', 'Open 7', and 'Requested Change Order 1'. The main content is a table with columns: Order Number, Purchase Type, Order Line SubTotal, Created By, Created On, Status, Currency, and Order Value. The table lists several purchase orders, with the second one, '2700002668', highlighted with a red box and arrow '4'.

Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency	Order Value
2700002669	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002668	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002667	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002666	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002665	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002664	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD	900.00
2700002593	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-06	Accepted	USD	900.00
2700002592	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-06	Accepted	USD	900.00
2700002591	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-06	Accepted	USD	900.00

3

Click on the **Purchase Order** Section.

4

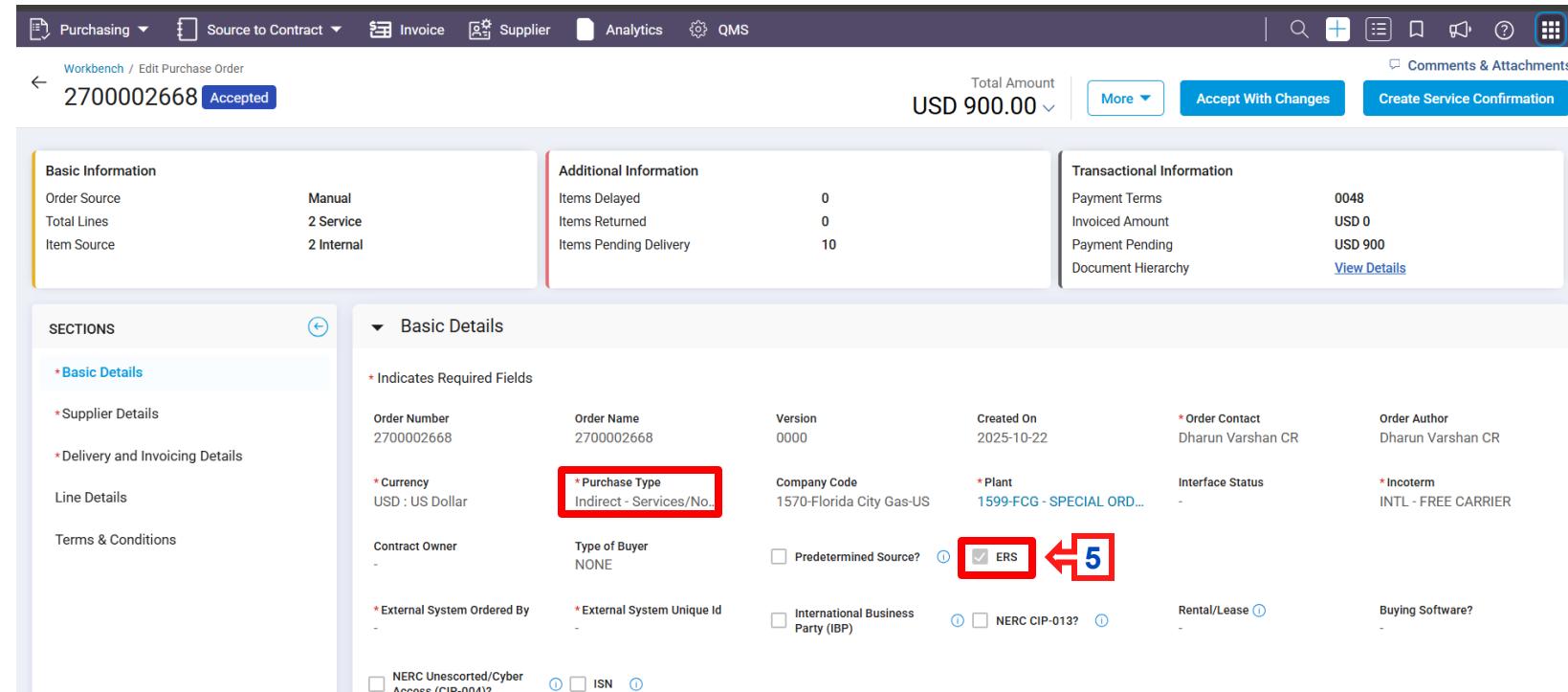
Click on the specific '**Purchase Order number**' to view details.

# ERS Flag – Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation



The screenshot shows the Oracle Purchase Order (PO) screen. At the top, there are navigation links: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below that, the Workbench / Edit Purchase Order page is shown for PO number 2700002668, which is marked as 'Accepted'. The main area is divided into three sections: Basic Information, Additional Information, and Transactional Information. The Basic Information section shows Order Source as 'Manual', Total Lines as '2 Service', and Item Source as '2 Internal'. The Additional Information section shows Items Delayed as 0, Items Returned as 0, and Items Pending Delivery as 10. The Transactional Information section shows Payment Terms as 0048, Invoiced Amount as USD 0, and Payment Pending as USD 900. Below this, the 'Basic Details' section is expanded. It includes fields for Order Number (2700002668), Order Name (2700002668), Version (0000), Created On (2025-10-22), Order Contact (Dharun Varshan CR), Order Author (Dharun Varshan CR), Company Code (1570-Florida City Gas-US), Plant (1599-FCG - SPECIAL ORD...), Interface Status ( - ), and Incoterm (INTL - FREE CARRIER). Under 'Purchase Type', 'Indirect - Services/No.' is selected. The 'Contract Owner' field shows 'Type of Buyer' as 'NONE'. The 'Predetermined Source?' field has a checkbox labeled 'ERS' which is checked, highlighted with a red box and a red number '5'. Other fields include 'External System Ordered By', 'External System Unique Id', 'International Business Party (IBP)', 'NERC CIP-013?', 'Rental/Lease', 'Buying Software?', 'NERC Unescorted/Cyber', 'ISN', and 'Access /CIO,AAA'.

5

In the Basic Details section, you can see that this supplier is ERS-enabled, as indicated by the 'ERS Flag'.

Since the ERS flag is enabled, 'Invoices' will be 'Auto-generated'.

If the ERS flag is not enabled, you'll have to create an E-invoice for your Purchase Orders.

**Note:** Make sure to review the Purchase Type of the Order

For ERS enabled Purchase Order

# Purchase Order – Sections

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

The screenshot shows the 'Edit Purchase Order' page for purchase order 2700002668, which is marked as 'Accepted'. The page is divided into several sections: 'Basic Information', 'Additional Information', 'Transactional Information', and a large 'Basic Details' section. A red box highlights the 'Basic Details' section, and a red arrow labeled '6' points to the 'Total Lines' field, which is set to '2 Service'. Another red box highlights the 'SECTIONS' sidebar on the left, and a red arrow labeled '7' points to the 'Basic Details' section in the sidebar. The 'Basic Details' section contains fields for Order Number, Order Name, Version, Created On, Order Contact, Order Author, Currency, Purchase Type, Company Code, Plant, Interface Status, Incoterm, Contract Owner, Type of Buyer, Predetermined Source, External System Ordered By, External System Unique Id, International Business Party (IBP), Rental/Lease, Buying Software, and various checkboxes for NERC Unescorted/Cyber, ISN, and NERC CIP-013.

6

You can identify the 'Line Type' (Service/Material) under 'Basic Information'.

7

Choose a section to view its corresponding details on the Purchase Order.

# Purchase Order – Basic Details

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order  
2700002668 Accepted

Total Amount  
USD 900.00

SECTIONS

- \* Basic Details 8
- \* Supplier Details
- \* Delivery and Invoicing Details
- Line Details
- Terms & Conditions

**Basic Details**

\* Indicates Required Fields

Order Number	Order Name	Version	Created On	* Order Contact	Order Author
2700002668	2700002668	0000	2025-10-22	Dharun Varshan CR	Dharun Varshan CR

* Currency	* Purchase Type	Company Code	* Plant	Interface Status	* Incoterm
USD : US Dollar	Indirect - Services/No...	1570-Florida City Gas-US	1599-FCG - SPECIAL ORD...	-	INTL - FREE CARRIER

Contract Owner	Type of Buyer	Predetermined Source?	ERS
-	NONE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* External System Ordered By	* External System Unique Id	International Business Party (IBP)	NERC CIP-013?	Rental/Lease	Buying Software?
-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

NERC Unescorted/Cyber Access (CIP-004)?  ISN

**PO Header Text** 9

Sample Sample Sample

Vendor confirmation approver: Nirmal Kumar Kannan

UPS Account Number  Transportation Text

8

9

Click on 'Basic Details' to view the Order Number, Currency, Order Contact, Vendor Confirmation Approver, etc.

You can find the name of the 'Vendor Confirmation Approver' under the PO Header Text.

**Note:** If the Vendor Confirmation Approver cannot be found in the PO header text, please reach out to the order contact who created the PO.

# Purchase Order – Line Details & Terms & Conditions

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

Workbench / Edit Purchase Order  
2700002668 Accepted

Total Amount  
USD 900.00

More

SECTIONS

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

**Line Details**

Line Number	Item Long Description	Start Date	End Date	Line Type	Price Basis	*UO	Status	Add Sublines
1	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Hou	Accepted	
2	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Hou	Accepted	

**Terms & Conditions**

Name	Added By	Added On
Terms and Conditions 1	System	2025-10-22 9:06 AM
T&C 2	System	2025-10-22 9:06 AM
T&C 3 (ON 104)	System	2025-10-22 9:06 AM

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Click on 'Line Details' to view and check information such as **Price Basis, Unit Price, Quantity** etc.

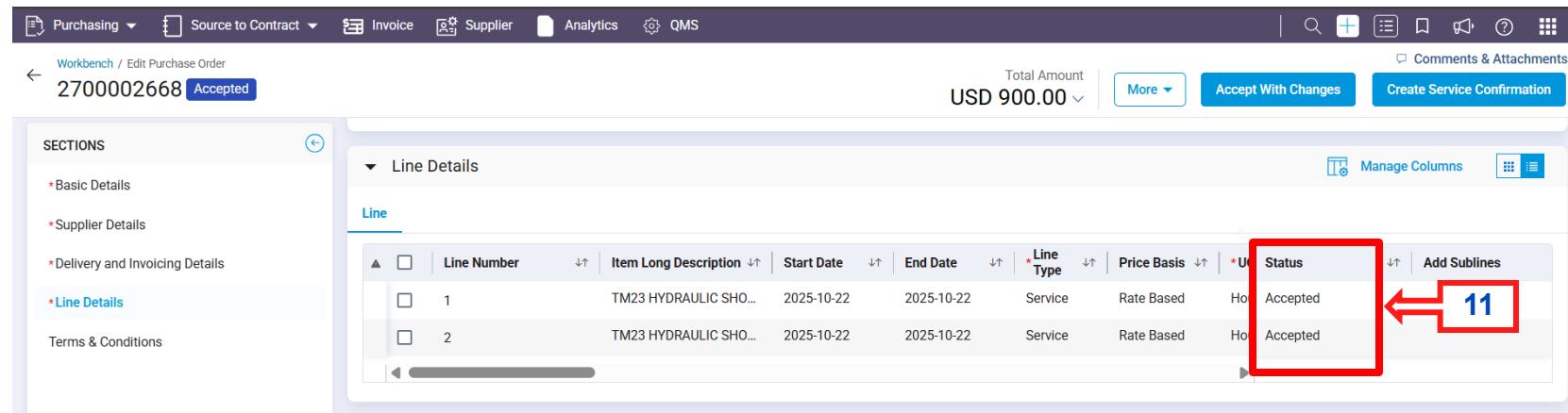
**Note: For any changes required on the PO you need to reach out to the buyer**

# Purchase Order Acknowledgement

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation



The screenshot shows a software interface for managing purchase orders. At the top, there are navigation links: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below that, a breadcrumb trail shows 'Workbench / Edit Purchase Order' and the purchase order number '2700002668' with a status of 'Accepted'. The main content area is titled 'Line Details' and contains a table with two rows of data. The columns are: Line Number, Item Long Description, Start Date, End Date, Line Type, Price Basis, and Status. The 'Status' column for both rows shows 'Accepted'. A red box highlights the 'Status' column, and a red arrow points to the '11' in the status cell of the second row. The table has a 'Manage Columns' button and a 'Add Sublines' button.

Line Number	Item Long Description	Start Date	End Date	Line Type	Price Basis	Status
1	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Accepted
2	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Accepted

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In the Line Details section of the Supplier Profile, the status displays as 'Accepted', indicating that the Purchase Order has been 'Auto-Acknowledged' by the system.

**Note: For any changes required on the PO you need to reach out to the buyer**

## Purchase Order – Line Status

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PO Statuses	Explanation
Accepted	PO is accepted by supplier
Closed	PO is closed for receiving and invoicing
Cancelled	PO is cancelled by the Buyer