

How to Find Your Purchase Order

Find and View your Purchase Order

View Your Purchase Order

PO is Auto Acknowledged

Create Service Confirmation

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.

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

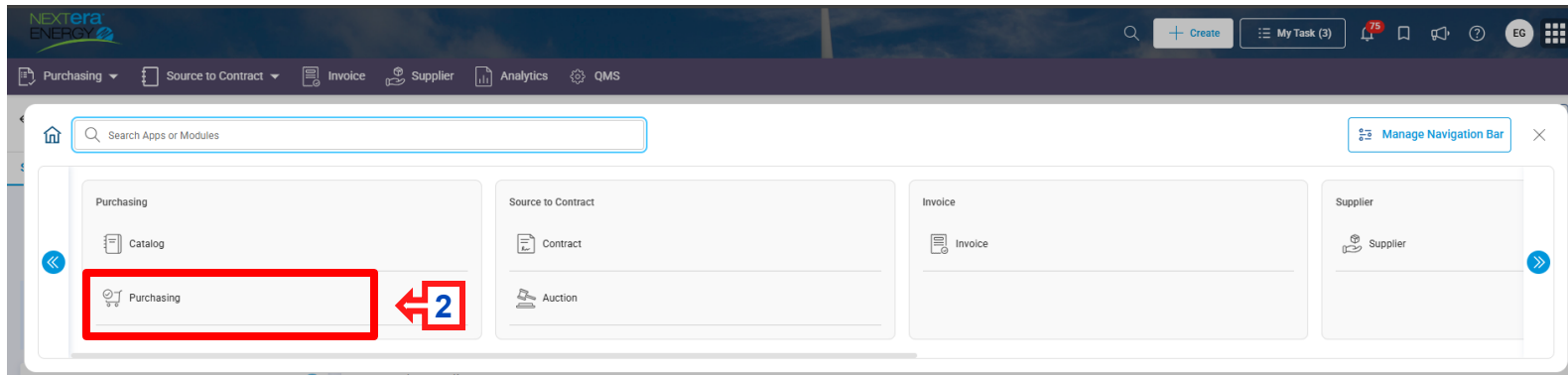
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

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

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Nextera Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

Purchase Order

Service Confirmation Return Note

All 101 Accepted 93 Open 7 Requested Change Order 1

Search

Manage Columns Filters Bulk Upload Export Data

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

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Purchasing Source to Contract Invoice Supplier Analytics QMS

Workbench / Edit Purchase Order

2700002668 Accepted

Total Amount USD 900.00

More Accept With Changes Create Service Confirmation

Comments & Attachments

Basic Information	Additional Information	Transactional Information
Order Source: Manual	Items Delayed: 0	Payment Terms: 0048
Total Lines: 2 Service	Items Returned: 0	Invoiced Amount: USD 0
Item Source: 2 Internal	Items Pending Delivery: 10	Payment Pending: USD 900
		Document Hierarchy: View Details

SECTIONS

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

Basic Details

* Indicates Required Fields

Order Number: 2700002668	Order Name: 2700002668	Version: 0000	Created On: 2025-10-22	* Order Contact: Dharun Varshan CR	Order Author: Dharun Varshan CR
* Currency: USD : US Dollar	* Purchase Type: Indirect - Services/No..	Company Code: 1570-Florida City Gas-US	* Plant: 1599-FCG - SPECIAL ORD...	Interface Status: -	* Incoterm: INTL - FREE CARRIER
Contract Owner: -	Type of Buyer: NONE	<input type="checkbox"/> Predetermined Source?	<input checked="" type="checkbox"/> ERS		
* External System Ordered By: -	* External System Unique Id: -	<input type="checkbox"/> International Business Party (IBP)	<input type="checkbox"/> NERC CIP-013?	Rental/Lease	Buying Software?
<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)?	<input type="checkbox"/> ISN				

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

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

Basic Details

* Indicates Required Fields

Order Number: 2700002668	Order Name: 2700002668	Version: 0000	Created On: 2025-10-22	* Order Contact: Dharun Varshan CR	Order Author: Dharun Varshan CR
* Currency: USD : US Dollar	* Purchase Type: Indirect - Services/No...	Company Code: 1570-Florida City Gas-US	* Plant: 1599-FCG - SPECIAL ORD...	Interface Status: -	* Incoterm: INTL - FREE CARRIER
Contract Owner: -	Type of Buyer: NONE	<input type="checkbox"/> Predetermined Source? ⓘ <input checked="" type="checkbox"/> ERS			
* External System Ordered By: -	* External System Unique Id: -	<input type="checkbox"/> International Business Party (IBP) ⓘ <input type="checkbox"/> NERC CIP-013? ⓘ	Rental/Lease ⓘ	Buying Software?	
<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)? ⓘ	<input type="checkbox"/> ISN ⓘ				

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

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USD 900.00

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SECTIONS

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

Basic Details

* Indicates Required Fields

Order Number 2700002668	Order Name 2700002668	Version 0000	Created On 2025-10-22	* Order Contact Dharun Varshan CR	Order Author Dharun Varshan CR
* Currency USD : US Dollar	* Purchase Type Indirect - Services/No...	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORD...	Interface Status -	* Incoterm INTL - FREE CARRIER
Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> Predetermined Source?	<input checked="" type="checkbox"/> ERS		
* External System Ordered By -	* External System Unique Id -	<input type="checkbox"/> International Business Party (IBP)	<input type="checkbox"/> NERC CIP-013?	Rental/Lease	Buying Software?
<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)?	<input type="checkbox"/> ISN				

PO Header Text
Sample Sample Sample

Vendor confirmation approver: Nirmal Kumar Kannan

UPS Account Number
-

Transportation Text
-

8

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

9

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 Accept With Changes Create Service Confirmation Comments & Attachments

SECTIONS

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

Line Details

Line	Line Number	Item Long Description	Start Date	End Date	Line Type	Price Basis	UC	Status	Add Sublines
<input type="checkbox"/>	1	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Hou	Accepted	
<input type="checkbox"/>	2	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Hou	Accepted	

Terms & Conditions

	Name	Added By	Added On
<input type="checkbox"/>	Terms and Conditions 1	System	2025-10-22 9:06 AM
<input type="checkbox"/>	T&C 2	System	2025-10-22 9:06 AM
<input type="checkbox"/>	T&C 3 (ON 104)	System	2025-10-22 9:06 AM

10

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

10

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

Purchasing Source to Contract Invoice Supplier Analytics QMS

Workbench / Edit Purchase Order
2700002668 Accepted

Total Amount
USD 900.00

More Accept With Changes Create Service Confirmation

SECTIONS

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

Line Details

Line

	Line Number	Item Long Description	Start Date	End Date	Line Type	Price Basis	*U	Status	Add Sublines
<input type="checkbox"/>	1	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Ho	Accepted	
<input type="checkbox"/>	2	TM23 HYDRAULIC SHO...	2025-10-22	2025-10-22	Service	Rate Based	Ho	Accepted	

11

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

View Your Purchase Order

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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