

# How to Create Change Order

# Find and View your Purchase Order

View Your Purchase Order

Request for Change Order

Review Change Order Status

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

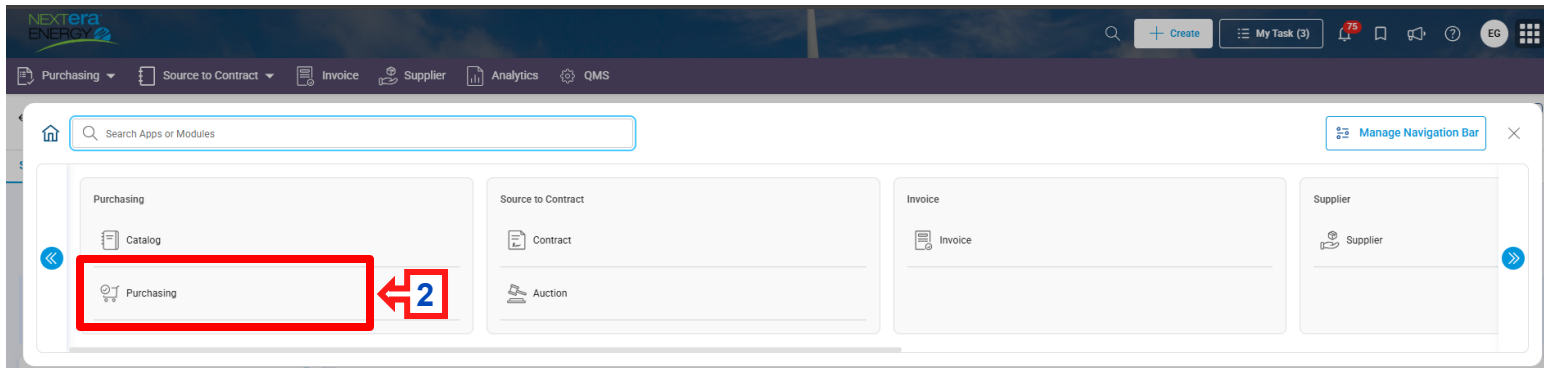
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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

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PurchasingSource to ContractInvoiceSupplierAnalyticsQMS

Purchase Order Workbench

Purchase Order

Purchase OrderASNService ConfirmationReturn Note

All 93Accepted 92Open 1

Search

Manage ColumnsFiltersBulk UploadExport Data

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact	Currency	Status	Document Hierarchy
<input type="checkbox"/>	2700002776	2700002776 - Contract PO - NON - ERS limit line	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002775	2700002775 - Contract PO - ERS limit line	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002770	2700002770 - Contract PO - ERS	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002769	2700002769 - Contract PO NON ERS	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002727	2700002727	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002726	2700002726	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002725	2700002725	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002724	2700002724	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002673	2700002673	Dharun Varshan CR	2025-10-22	ABC INC	Jane Doe Doe	USD	Accepted	
<input type="checkbox"/>	2700002672	2700002672	Dharun Varshan CR	2025-10-22	ABC INC	Jane Doe Doe	USD	Accepted	

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

# Find and View your Purchase Order

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Workbench / Edit Purchase Order  
2700002672 Accepted

Comments & Attachments Total Amount USD 900.00 More Request change order Create Service Confirmation

SECTIONS

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

Line Details

Item Short Description	Need By Date	Promised Date	Promised Quantity	Supplier Suggested Unit Price	Contract Number	M&S/	Status	Add Sublines
TM23 HYDRAULIC SHO...			0.00	0.00		7936	Accepted	
TM23 HYDRAULIC SHO...			0.00	0.00		7936	Accepted	

Terms & Conditions

Name	Added By	Added On
Terms and Conditions 1	System	2025-10-22 9:13 AM
T&C 2	System	2025-10-22 9:13 AM
T&C 3 (ON 104)	System	2025-10-22 9:13 AM

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In the Opened Purchase Order, Go to the **Line Details** section.

Review the Line details.

If you wish to request a change order you can propose for the following line details:

- **Promised Date**
- **Promised Quantity**
- **Supplier Suggested Unit price**

# Request for Change Order

View Your Purchase Order

Request for Change Order

Review Change Order Status

Purchasing | Source to Contract | Invoice | Supplier | Analytics | QMS

Workbench / Edit Purchase Order  
2700002672 Accepted

Comments & Attachments Total Amount USD 900.00 More Request change order Service Confirmation

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	Item Short Description	Need By Date	Promised Date	Promised Quantity	Supplier Suggested Unit Price	Contract Number	Status	Add Sublines
	TM23 HYDRAULIC SHO...		2025-11-25	5.00	60.00		Accepted	
	TM23 HYDRAULIC SHO...		2025-11-25	3.00	60.00		Accepted	

Terms & Conditions

	Name	Added By	Added On
<input type="checkbox"/>	Terms and Conditions 1	System	2025-10-22 9:13 AM
<input type="checkbox"/>	T&C 2	System	2025-10-22 9:13 AM
<input type="checkbox"/>	T&C 3 (ON 104)	System	2025-10-22 9:13 AM

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Enter the proposed changes for the respective line details.

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Then, Click on “**Request Change order**” Button on the top right corner of the screen.

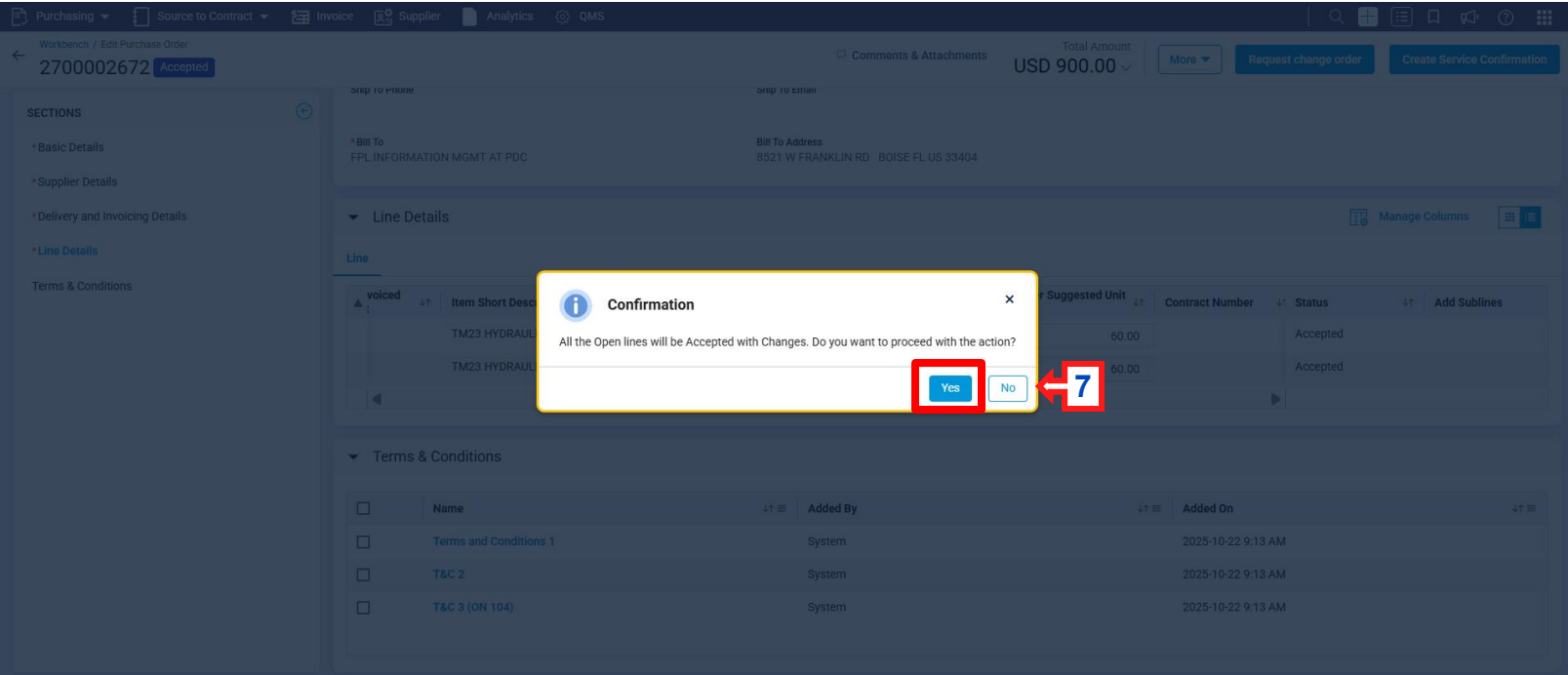
Note: The system currently displays the button as 'Accepted with Changes' In future, it will be updated to 'Request Change Order'. as shown in the highlighted sixth point.

# Request for Change Order

View Your Purchase Order

Request for Change Order

Review Change Order Status



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Confirm the pop-up that appears to submit your requested change order.

# Review the Change Order Status

View Your Purchase Order

Request for Change Order

Review Change Order Status

PurchasingSource to ContractInvoiceSupplierAnalyticsQMS

Purchase Order Workbench

Purchase Order

Purchase OrderASNService ConfirmationReturn Note

All 1Accepted With Changes 1

2700002672

Manage ColumnsFiltersBulk UploadExport Data

Order Number	Order Name	Created By	Created On	Supplier Name	Status	Supplier Contact	Currency	Order
2700002672	2700002672	Dharun Varshan CR	2025-10-22	ABC INC	Accepted With Changes	e Doe	USD	900.00

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Once submitted the status will display as “**Accepted with Changes**”.

**Note :** If you have accidentally clicked on ‘**Accept with Changes**’, reach out to your buyer. Buyer will reject the request so that you can make a new one.



# Review the Change Order Status

View Your Purchase Order

Request for Change Order

Review Change Order Status

Nextera Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

Purchase Order ASN Service Confirmation Return Note

All 1 Open 1

2700002672

Manage Columns Filters Bulk Upload Export Data

Order Number	Order Name	Created By	Created On	Supplier Name	Status	Supplier Contact	Currency	Order I
2700002672	2700002672	Dharun Varshan CR	2025-11-19	ABC INC	Open	Joe Doe	USD	480.00

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Once buyer has accepted the requested change order, the status will show as **“Open”**.

# Review the Change Order Status

View Your Purchase Order

Request for Change Order

Review Change Order Status

PurchasingSource to ContractInvoiceSupplierAnalyticsQMS

Workbench / Edit Purchase Order

2700002672Open

Comments & Attachments

Total AmountUSD 480.00

MoreRejectAccept

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Ship ToFPL - NextEra Energy Inc

Ship To Address700 Universe Blvd., Juno Beach Florida FL US 33410

Ship To Building

Ship To Floor

Ship To Room

Ship To Phone

Ship To Email

Bill ToFPL INFORMATION MGMT AT PDC

Bill To Address8521 W FRANKLIN RD BOISE FL US 33404

Line Details

Manage Columns

Line

Line type	Price Basis	UOM	End Date	Unit Price	Quantity	Promised Date	Promised Quantity	Status	Add Sublines
Service	Rate Based	Hours	2025-11-25	60.00	5.00		5.00	Open	
Service	Rate Based	Hours	2025-11-25	60.00	3.00	2025-11-25	3.00	Open	

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Once you open the requested Change Order, Go to the “**line details tab**” where you can find the updated unit price, quantity and end date.

# Review the Change Order Status

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If you are satisfied with the requested Change Order, you can click the “**Accept**” button on the screen to confirm the requested Change Order.

Or If the supplier wants to suggest changes, they must click “**Request Change Order**” and then provide the proposed revisions..

**Note:** If the Buyer rejects the requested Change Order, the PO will revert to Open status. Supplier can then propose the changes again by clicking “**Request Change Order**” based on the comments given by the Buyer.

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The screenshot displays the 'Negotium' system interface for reviewing a purchase order. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main header shows the purchase order number '2700002672' and the total amount 'USD 480.00'. A confirmation pop-up is centered on the screen, asking 'All the Open lines will be Accepted. Do you want to proceed with the action?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box and a red arrow labeled '13'. The background shows various sections like 'Basic Information', 'Additional Information', and 'Transactional Information'.

Basic Information		Additional Information		Transactional Information	
Order Source	Manual	Supplier	ABC INC	Payment Terms	0048
Total Lines	2 Service	Supplier Contact	Jane Doe Doe	Dispatch Mode	Email
Item Source	2 Internal			Multi-Shipping Location	Yes
				Document Hierarchy	<a href="#">View Details</a>

**SECTIONS**

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

**Basic Details**

- Indicates Required Fields
- Order Number: 2700002672
- Currency: USD - US Dollar
- Contract Owner: -
- External System Ordered By: -
- NERC Unescorted/Cyber Access (CIP-054)?

**Additional Information**

- Purchase Type: Indirect - Services/Non-Inven...
- Type of Buyer: NONE
- External System Unique Id: -

**Transactional Information**

- Company Code: 1570-Florida City Gas-US
- Plant: 1599-FCG - SPECIAL ORDER.PSYS
- Interface Status: AcceptedByERP
- Order Contract: Dhanun Varshan CR
- Order Author: Dhanun Varshan CR
- Incoterm: INTL - FREE CARRIER
- Rental/Lease: -
- Buying Software? -

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After accepting the requested Change Order, confirm the pop-up that appears on the screen to confirm the submission.

# Review the Change Order Status

View Your Purchase Order

Request for Change Order

Review Change Order Status

NextEra Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

Purchase Order ASN Service Confirmation Return Note

All 1 Accepted 1

2700002672

Manage Columns Filters Bulk Upload Export Data

Order Number	Order Name	Created By	Created On	Supplier Name	Status	Supplier Contact	Currency	Order
2700002672	2700002672	Dharun Varshan CR	2025-11-19	ABC INC	Accepted	Doe	USD	480.00

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You will be directed to this page, where the status will be displayed as **Accepted**.