

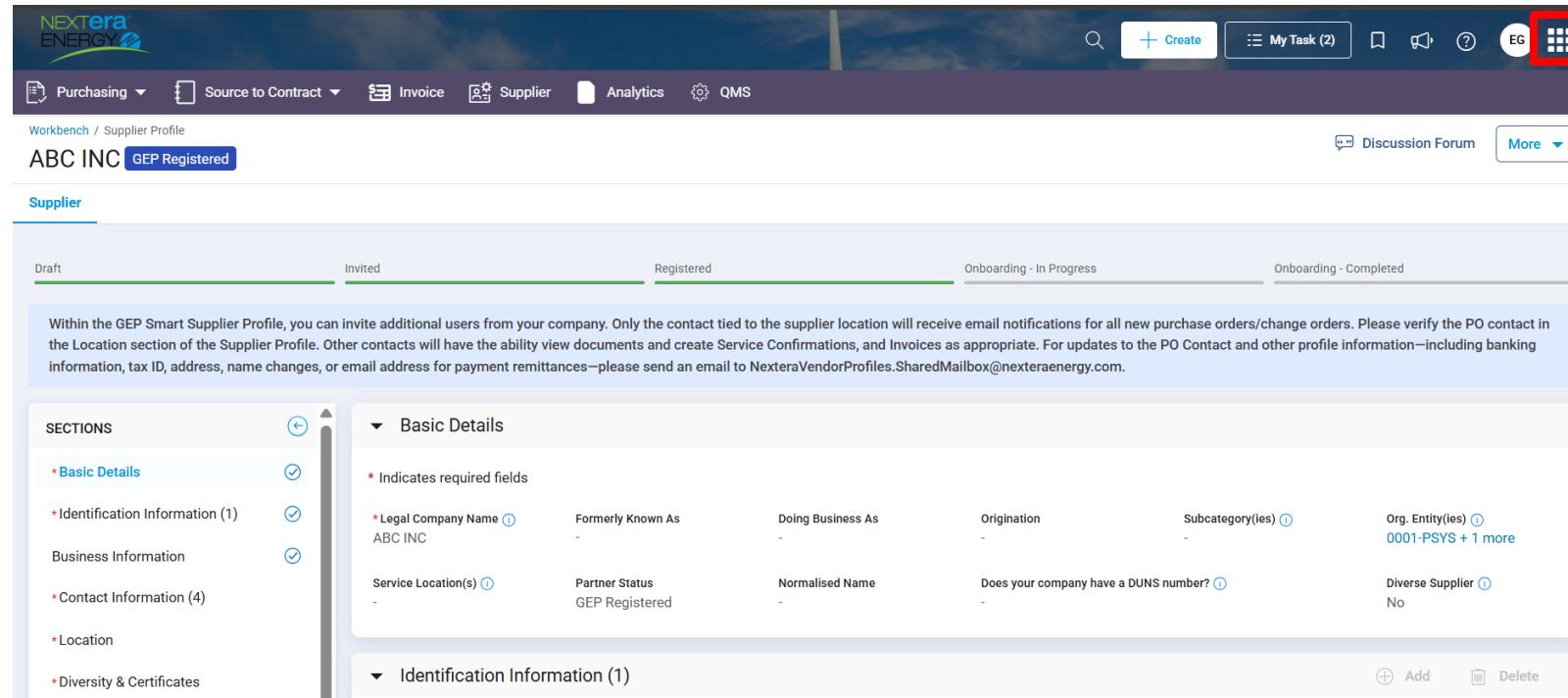
How to Create Change Order

Find and View your Purchase Order

View Your Purchase Order

Request for Change Order

Review Change Order Status



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). The main content area is titled 'Supplier' and shows a status bar with 'Draft', 'Invited', 'Registered', 'Onboarding - In Progress', and 'Onboarding - Completed'. A note below the status bar 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 'Basic Details' (selected), 'Identification Information (1)', 'Business Information', 'Contact Information (4)', 'Location', and 'Diversity & Certificates'. The 'Basic Details' section contains fields for Legal Company Name (ABC INC), Formerly Known As, Doing Business As, Origination, Subcategory(ies), Org. Entity(ies) (0001-PSYS + 1 more), Service Location(s), Partner Status (GEP Registered), Normalised Name, and a question about DUNS number. Buttons for '+ Add' and 'Delete' are at the bottom of this section.

1

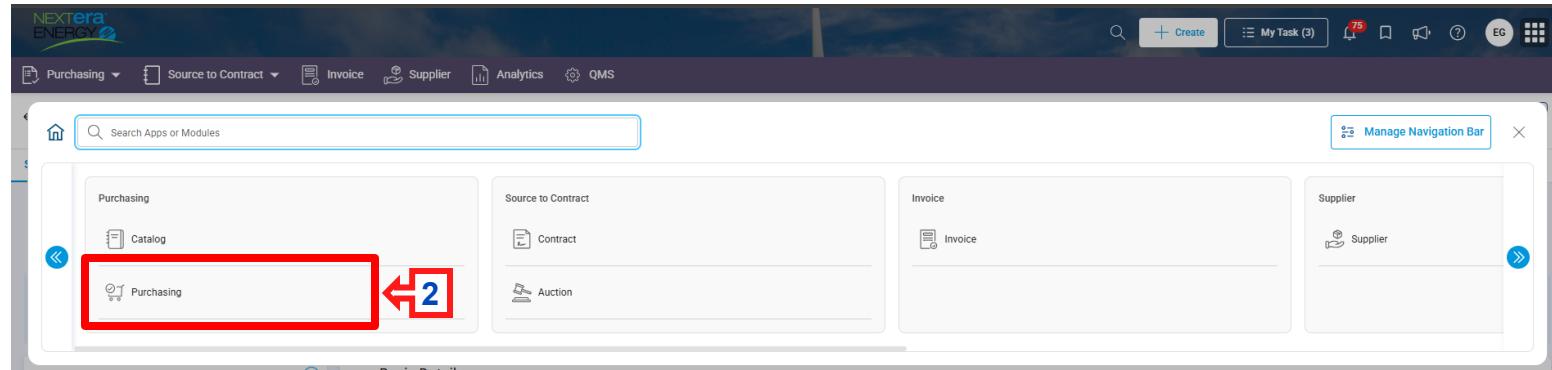
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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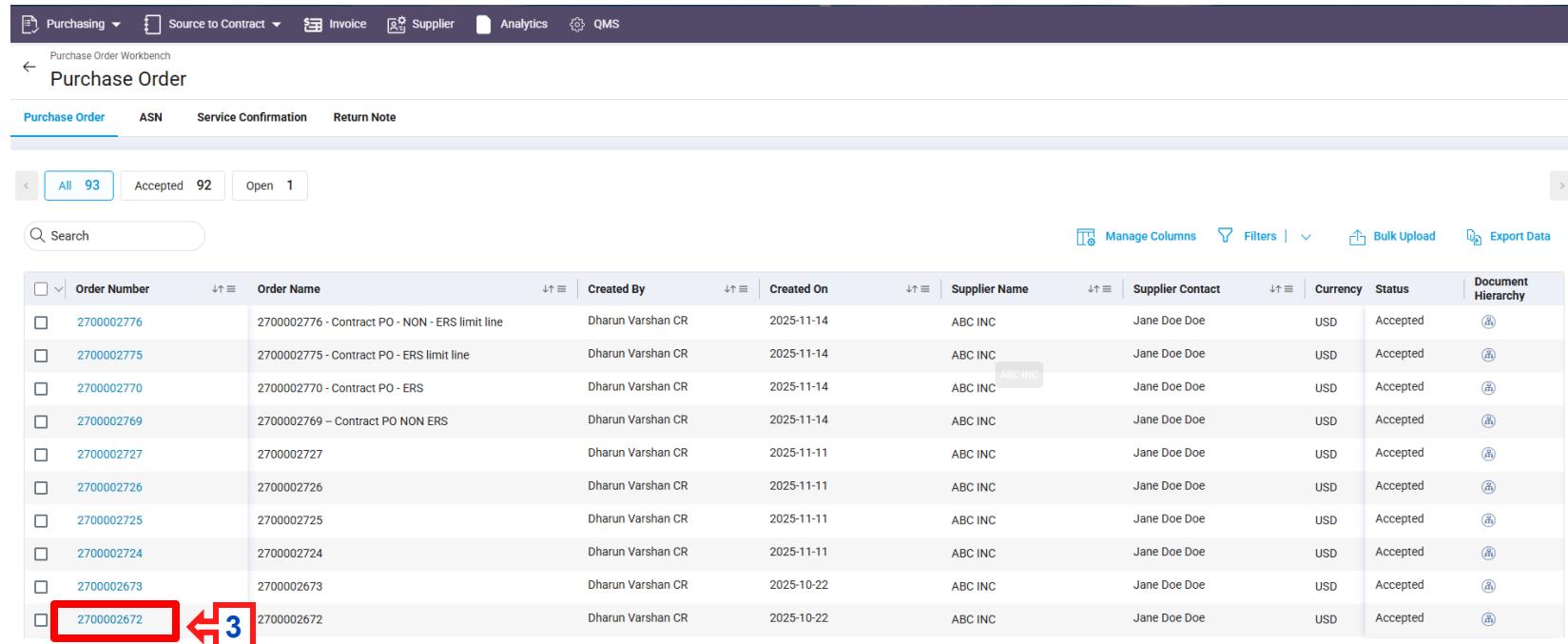
Then, select ‘Purchasing’ from the menu. This will direct you to the Purchasing Section.

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Purchasing ▾ Source to Contract ▾ Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

Purchase Order Service Confirmation Return Note

All 93 Accepted 92 Open 1

Search

Manage Columns Filters Bulk Upload Export Data

<input type="checkbox"/>	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	View
<input type="checkbox"/>	2700002775	2700002775 - Contract PO - ERS limit line	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002770	2700002770 - Contract PO - ERS	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002769	2700002769 ~ Contract PO NON ERS	Dharun Varshan CR	2025-11-14	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002727	2700002727	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002726	2700002726	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002725	2700002725	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002724	2700002724	Dharun Varshan CR	2025-11-11	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002673	2700002673	Dharun Varshan CR	2025-10-22	ABC INC	Jane Doe Doe	USD	Accepted	View
<input type="checkbox"/>	2700002672	2700002672	Dharun Varshan CR	2025-10-22	ABC INC	Jane Doe Doe	USD	Accepted	View

3

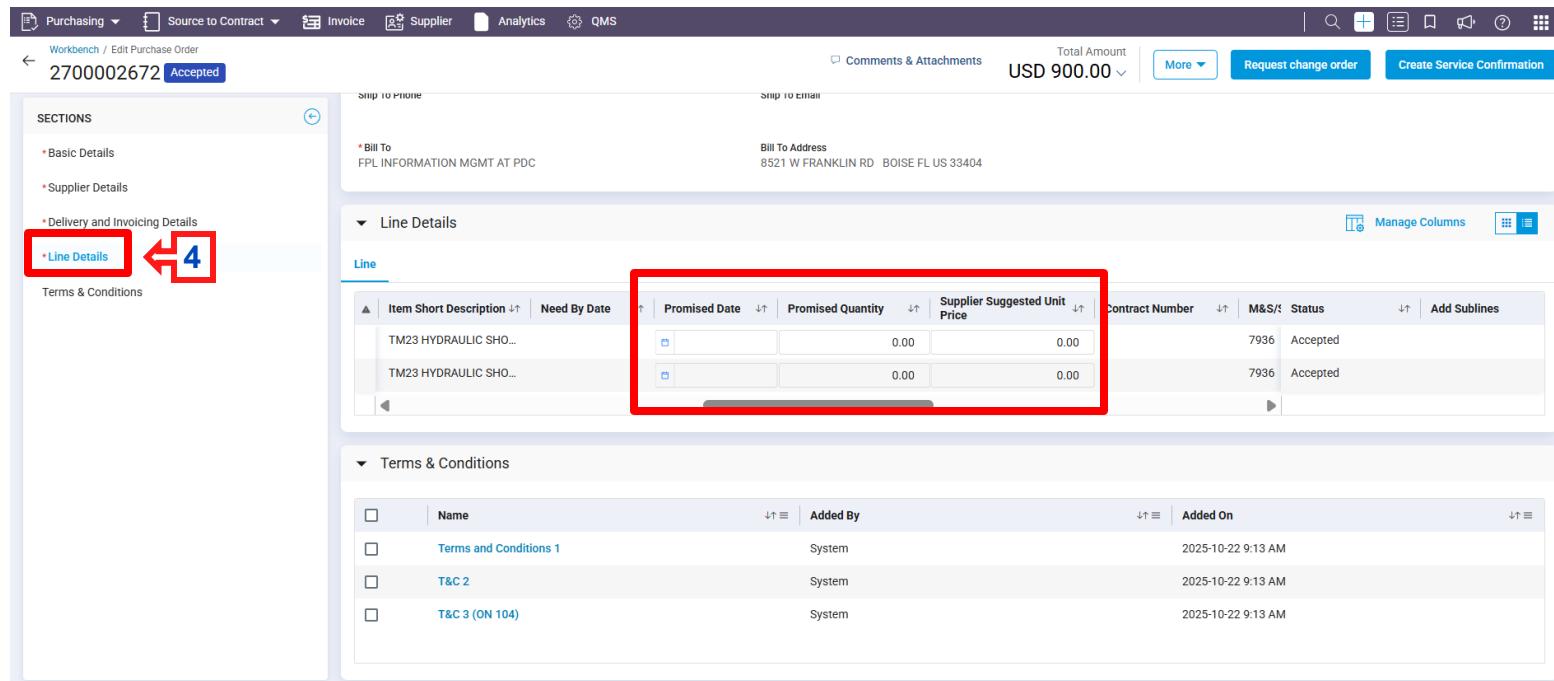
Click on the specific 'Purchase Order number' to view details.

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The screenshot shows the 'Line Details' section of a purchase order. The table is highlighted with a red box. The columns are: Item Short Description, Need By Date, Promised Date, Promised Quantity, Supplier Suggested Unit Price, Contract Number, M&S/K, Status, and Add Sublines. Two rows are visible, both with 'Accepted' status. A red arrow points to the 'Line Details' section from the left.

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

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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

The screenshot shows a Purchase Order edit screen. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the tabs, the purchase order number 2700002672 is shown as 'Accepted'. The main area displays 'Line Details' for two items: TM23 HYDRAULIC SHO... and TM23 HYDRAULIC SHO... The 'Promised Date' column for the second item is highlighted with a red box and a red arrow labeled '5', indicating a change. At the top right, a 'Request change order' button is highlighted with a red box and a red arrow labeled '6'.

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

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Enter the proposed changes for the respective line details.

6

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

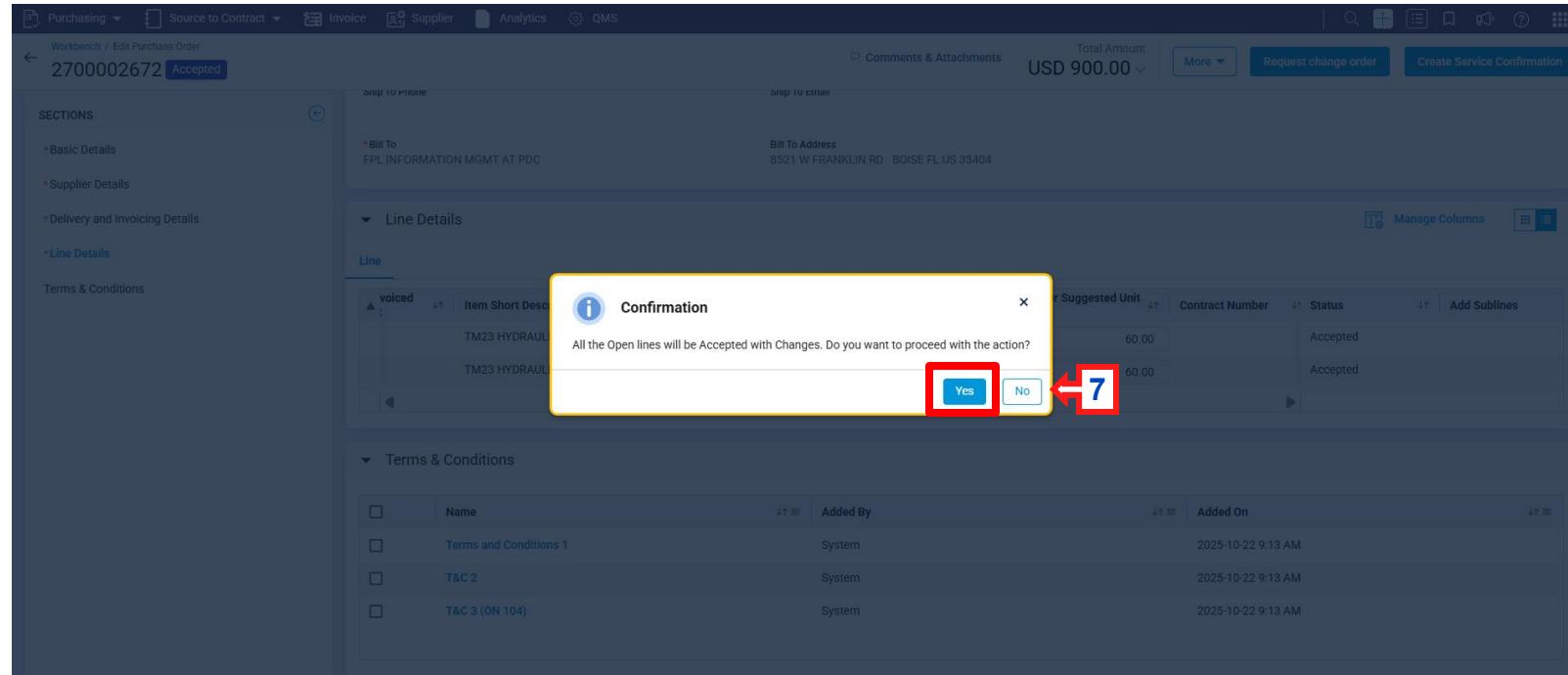
Note: The system currently displays the button as 'Accepted with Changes' In future, it will be updated to 'Request Change Order'. as shown in the highlighted sixth point.

Request for Change Order

View Your Purchase Order

Request for Change Order

Review Change Order Status



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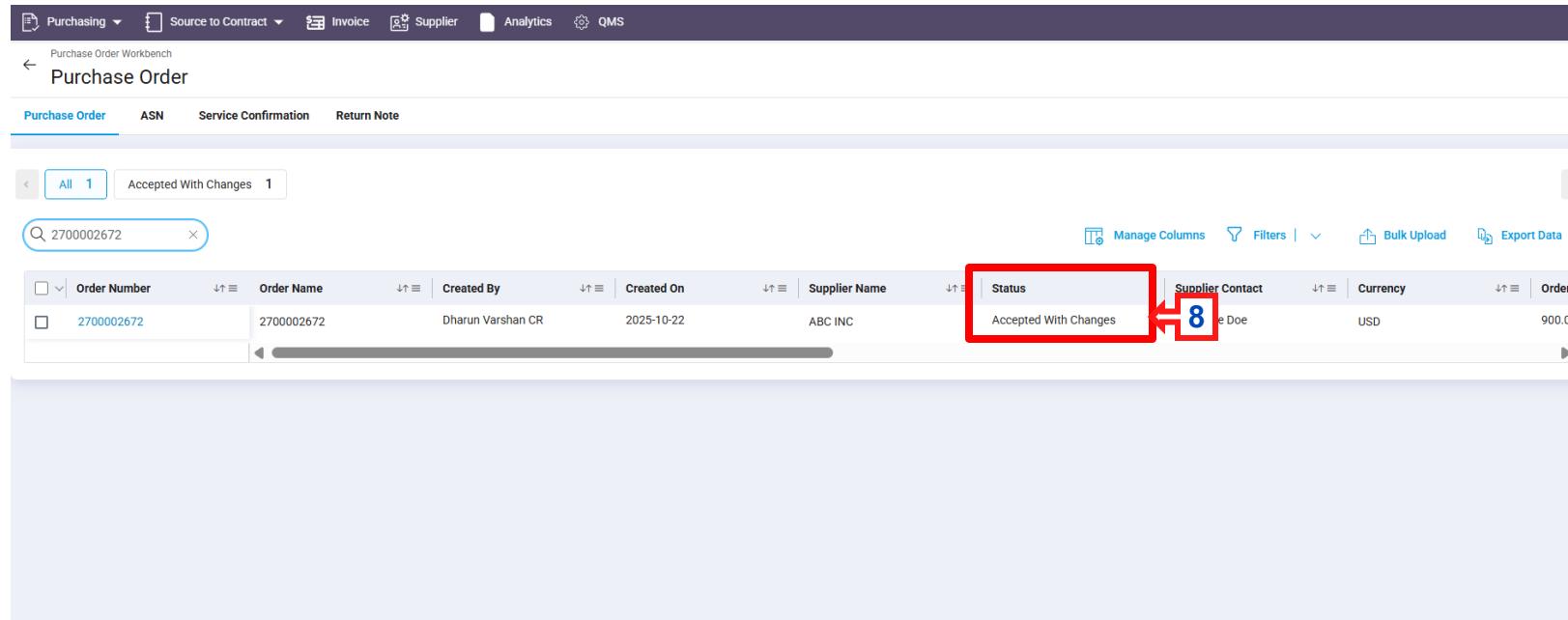
Confirm the pop-up that appears to submit your requested change order.

Review the Change Order Status

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Request for Change Order

Review Change Order Status



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

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

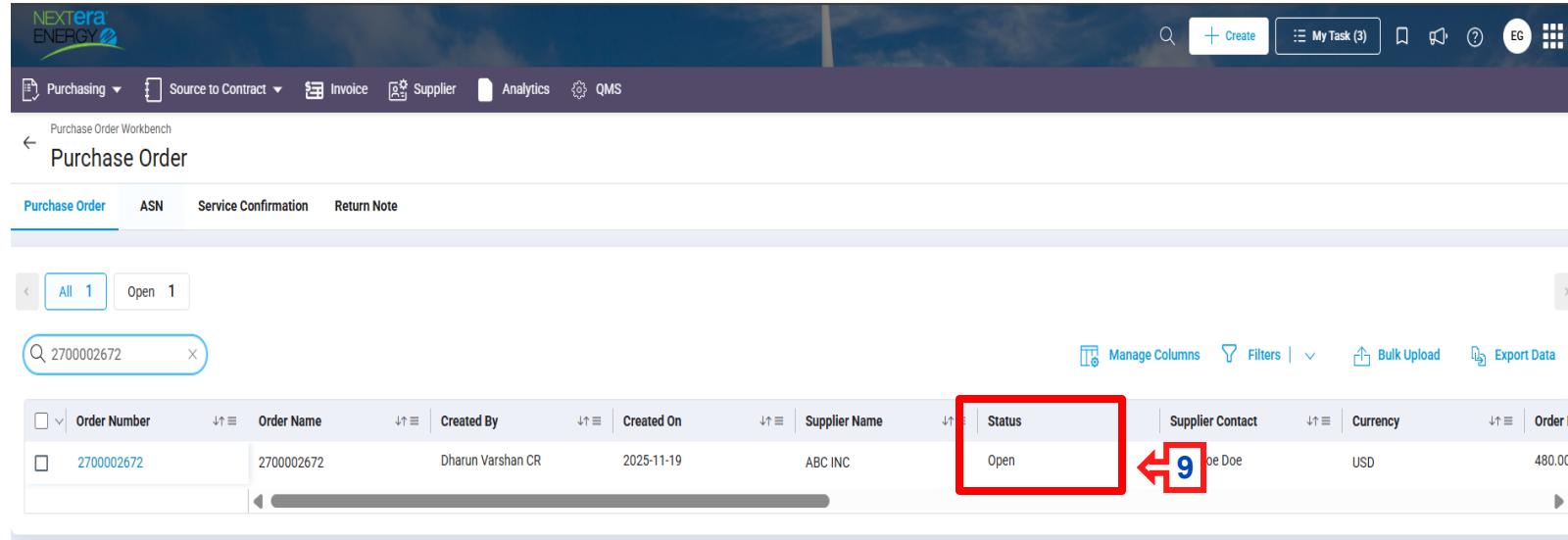
Note : If you have accidentally clicked on ‘Accept with Changes’, reach out to your buyer. Buyer will reject the request so that you can make a new one.

Review the Change Order Status

View Your Purchase Order

Request for Change Order

Review Change Order Status



The screenshot shows a screenshot of a web-based application interface for managing purchase orders. The top navigation bar includes the Nextera Energy logo, a search bar, a 'Create' button, a 'My Task (3)' button, and other navigation icons. Below the navigation is a breadcrumb trail: 'Purchase Order Workbench' and 'Purchase Order'. The main content area displays a table of purchase orders with the following columns: Order Number, Order Name, Created By, Created On, Supplier Name, Status, Supplier Contact, Currency, and Order ID. A red box highlights the 'Status' column for the first row, and a red arrow points to the value 'Open' in that cell. The table also includes a 'Manage Columns' button, a 'Filters' button, a 'Bulk Upload' button, and an 'Export Data' button. A search bar at the top of the table is set to '2700002672'. The table shows one row with the following data: Order Number 2700002672, Order Name 2700002672, Created By Dharun Varshan CR, Created On 2025-11-19, Supplier Name ABC INC, Status Open, Supplier Contact Doe, Currency USD, and Order ID 480.00.

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

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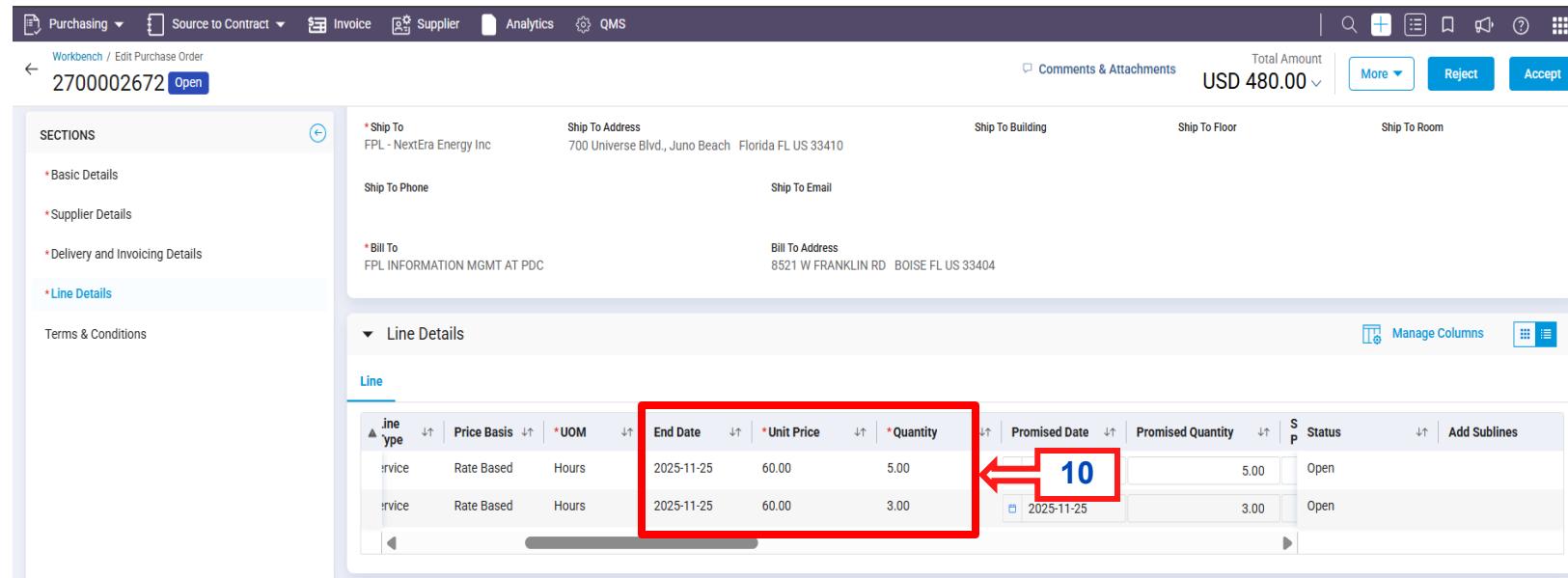
Once buyer has accepted the requested change order, the status will show as "Open".

Review the Change Order Status

View Your Purchase Order

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The screenshot shows a Purchase Order line details table. The table has columns for Line Type, Price Basis, UOM, End Date, Unit Price, Quantity, Promised Date, Promised Quantity, and Status. The first two rows are highlighted with a red box. A red arrow points from the '10' in the status column of the second row to the 'Status' column header. The status column contains 'Open' for both rows.

Line Type	Price Basis	UOM	End Date	Unit Price	Quantity	Promised Date	Promised Quantity	Status
Service	Rate Based	Hours	2025-11-25	60.00	5.00	2025-11-25	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.

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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..

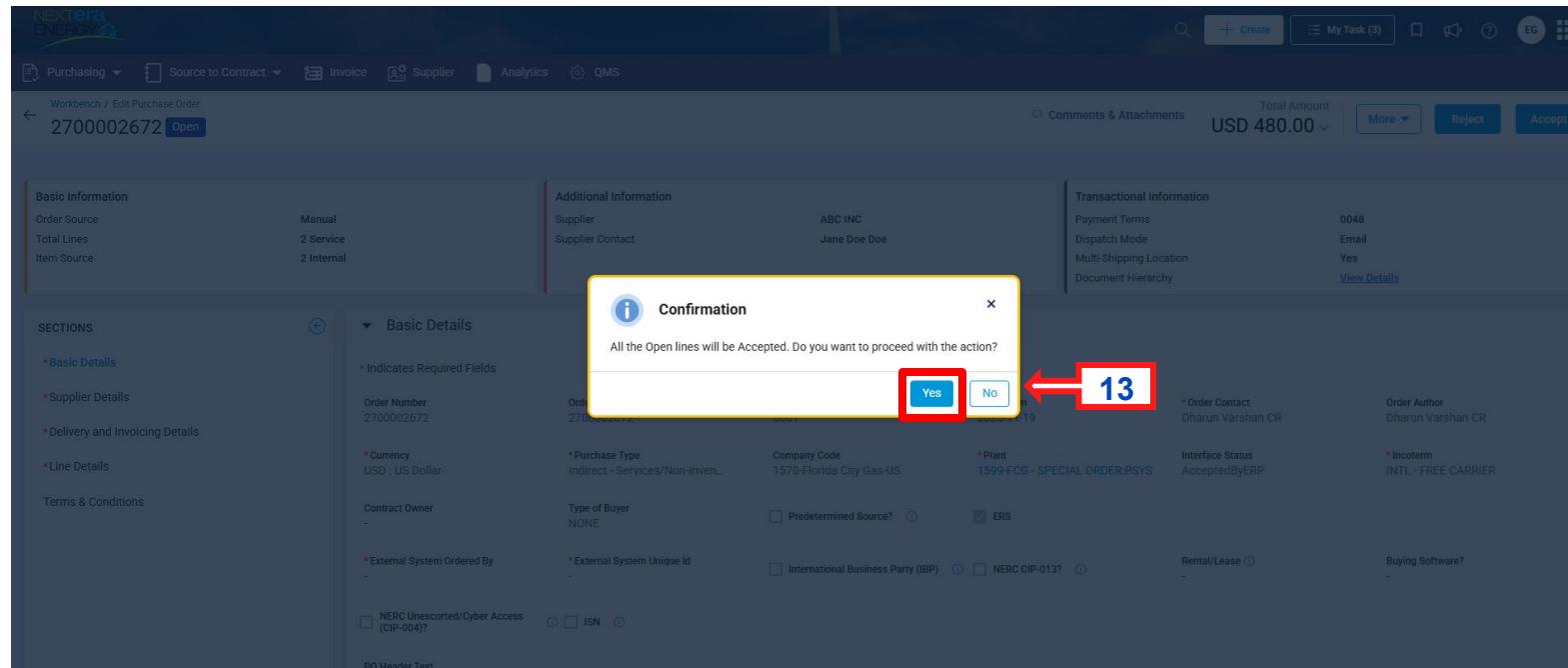
Note: If the Buyer rejects the requested Change Order, the PO will revert to Open status. Supplier can then propose the changes again by clicking “Request Change Order” based on the comments given by the Buyer.

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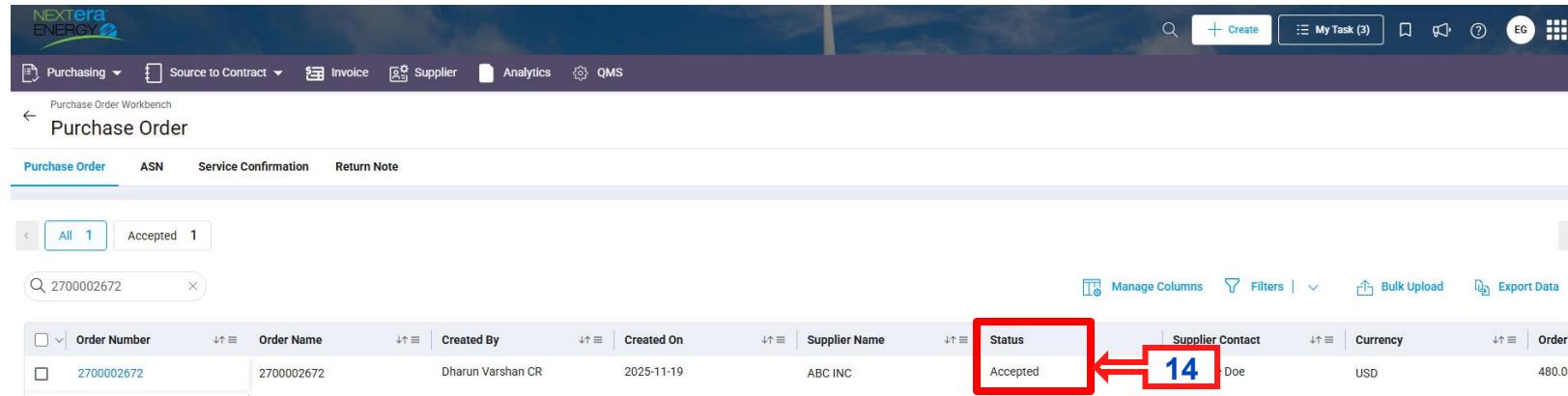
After accepting the requested Change Order, confirm the pop-up that appears on the screen to confirm the submission.

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The screenshot shows the NEXTERA ENERGY Purchase Order Workbench. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main content area is titled 'Purchase Order' and shows a table of purchase orders. The table has columns for Order Number, Order Name, Created By, Created On, Supplier Name, Status, Supplier Contact, Currency, and Order. The first row in the table is highlighted with a red box around the 'Status' column, and the word 'Accepted' is highlighted with a blue box. The number '14' is overlaid on the 'Accepted' status cell. The table also includes filters, bulk upload, and export data options.

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”.