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KEY TERMS & DEFINITIONS

Q: What is Accounts Payable (AP)?

A: The role of NextEra Energy's Accounts Payable department is to manage and process outgoing payments to suppliers and creditors. This includes reviewing and verifying invoices, reconciling vendor statements, scheduling payment settlements, ensuring compliance with financial regulations and maintaining accurate records of all transactions. AP plays a critical role in managing cash flow and maintaining good relationships with vendors through timely and accurate payment processes.

Q: What is a Purchase Order (PO)?

A: A Purchase Order (PO) is a formal document issued by a buyer to a seller, specifying the items, quantities, and agreed prices for products or services the buyer intends to purchase. A PO acts as an official offer and agreement to buy, and upon acceptance by the seller, becomes a legally binding contract. POs facilitate clear communication, maintain record-keeping and ensure both parties agree to the transaction's terms.

Q: What is SAP?

A: While SAP is commonly referred to in its abbreviated form, it actually stands for "Systems, Applications & Products in Data Processing" is a multinational software corporation known for developing enterprise resource planning (ERP) software. The SAP ERP system integrates various business functions, including finance, human resources,

supply chain, manufacturing, and sales, allowing organizations to streamline processes, improve data accessibility, and enhance operational efficiency.

Q: What is a Goods Receipt?

A: A Goods Receipt is a document or electronic record used to confirm the delivery and acceptance of goods or materials by a buyer from a supplier. It serves as proof that ordered items have been received in good condition and matches the specifications outlined in the purchase order. The goods receipt includes item descriptions, quantities received, delivery date and any discrepancies.

Q: What is Service Confirmation?

A: A Service Confirmation is a formal process or document used to verify that a service transaction has been completed as agreed between the service provider and the client. This includes details such as services rendered, date of service, service provider information, any related costs, and notes about the service outcome. Service confirmations help ensure transparency and accuracy in billing and support efficient management of service agreements.

Q: What is Evaluated Receipt Settlement (ERS)?

A: Evaluated Receipt Settlement (ERS) is a well-established process that streamlines the invoicing process and improves payment scheduling. ERS utilizes purchase order and goods receipt (for materials) or supplier service confirmation (for services) data to automatically determine payment amounts, eliminating the need for manual PDF invoice matching. This approach reduces errors and manual processing, streamlines payment operations and improves the timeliness of payments.

Q: What is eInvoicing?

A: Electronic Invoicing (eInvoicing) through the GEP Smart platform allows suppliers to create, submit and track invoices digitally instead of using traditional paper or PDF invoices.

Q: What is a Business Partner Number?

A: A Business Partner Number is a unique identifier assigned to each vendor entity in the SAP system that can be searched in GEP Smart for account management purposes.

Q: What is Integrated Supply Chain (ISC)?

A: Integrated Supply Chain (ISC) is NextEra Energy's supply chain management team that handles procurement processes and supplier relationships/support.

Q: What is a Framework PO?

A: A Framework PO is a master purchase order that establishes terms and conditions for multiple future purchases or services without specific quantities or delivery dates initially defined.

Q: What is a PO-flip?

A: A PO-flip occurs when converting a Material PO into an eInvoice.

Q: What is a WBS (Work Breakdown Structure)?

A: A WBS is a project management tool that breaks down work into smaller, manageable components, used for cost tracking and project organization in purchase orders and invoices.

Q: What is OCR (Optical Character Recognition)?

A: OCR is technology that converts different types of documents, such as scanned paper documents or PDF files, into editable and searchable data for invoice processing.

GEP SMART PLATFORM OVERVIEW

Q: What is GEP Smart?

A: GEP Smart manages the entire procurement process from sourcing to payment.

Q: What is GEP Quantum?

A: GEP Quantum is the AI-powered, low-code platform behind GEP Smart that allows for customization, automation, and smarter workflows across GEP's solutions.

Q: Is there a cost to activate my registration?

A: There are no setup costs or transaction fees to use GEP Smart.

Q: What browser should I use to access GEP Smart?

A: While GEP Smart works with most browsers, Google Chrome or Microsoft Edge provide the best experience and optimal functionality.

Q: Will GEP Smart be used for both material and service orders?

A: Yes, GEP Smart will be used for both material and service orders.

Q: What is the size limit for attachments in GEP Smart?

A: GEP Smart allows users to upload up to 10 files (.pdf, .jpeg, .jpg, .bmp, .gif, .tiff and .png) with each file limited to 10MB.

NextEra Energy Procure-to-Pay (P2P) Systems

Q: What are the implementation dates for each NextEra Energy business unit?

A: Suppliers who perform work for our Power Generation Division (PGD) business unit will utilize the GEP Smart platform for all new POs in October 2025. All other NextEra Energy business units will transition to the GEP platform in March 2026.

Q: Is GEP Smart replacing SAP?

A: NextEra Energy will still use SAP S/4 HANA as our financial system; however, all suppliers will interact with GEP Smart for Source-to-pay processes. Additional information on this process for other business units is forthcoming.

Q: What system will I use to access contracts?

A: You will use GEP Smart to access contracts.

Q: Does the new GEP Smart process only affect billing /invoicing processes, or will it also be used for the quoting stage/bidding process?

A: NextEra Energy will utilize new functionality within GEP to facilitate the bidding process; however, some bids may continue to be held offline through email.

PROFILE AND SETUP

Q: What is a Primary Contact?

A: The Primary Contact in GEP Smart refers to the single, designated individual in your profile who serves as the main recipient for system notifications. This includes purchase orders, solicitations, profile change approvals and other platform-related emails.

Q: Can we have multiple Primary Contacts?

A: In GEP Smart, you can only designate one Primary Contact on a supplier profile. You may add other contacts (with logins and roles), but they won't receive default communications unless the Primary Contact assigns them for specific events.

Q: How do I invite additional resources to join GEP Smart?

A: In GEP Smart, go to your Supplier Profile, then navigate to the Contact Information section. Click "Add New Contact" "+" icon. Fill in the mandatory fields and check "Send Invitation". The invitee will receive an email with instructions and a link to register and activate their own GEP Smart account.

Q: How many ordering managers can be selected per location?

A: In GEP Smart you can only select one Ordering Manager per location. That person will receive all order-related notifications for that specific site. If additional team members need to be informed, it is common practice to use a group email address (e.g. orders@yourcompany.com) as the ordering manager.

Q: What if we use a group mailbox to receive orders?

A: It is common practice to use a group email address (e.g. orders@yourcompany.com) as the ordering manager.

Q: What if our primary contact unexpectedly leaves our company?

A: Please contact the [NextEra Supplier Management Team](#) directly to request reactivation or Primary role reassignment.

Q: Can I change our Primary Contact?

A: Yes, in GEP Smart go to your Supplier Profile, and click "Create Change Request", scroll to the Contact Information Section. Your existing Primary Contact will be marked by a blue icon. Simply click next to the contact you want to designate as Primary. The blue icon will now indicate to your new selection. Save and Click "Submit".

Q: Why are suppliers not able to update their Company Profile in GEP Smart?

A: Company Profiles are managed/maintained in SAP S/4 as the enterprise's ERP system where all financial transactions occur. If a change needs to occur, please work with your supplier contact to implement the changes in S/4, which will then be distributed to GEP. Or, email NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com

Q: What if our Tax ID is not correct? Should we still submit the invoice?

A: You should correct the Tax ID number prior to invoice submission. If this is not done, there will be payment delays and a need for a re-submission. You will need to submit a new W9 form to NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com.

Q: What if my bank details need to be updated?

A: Contact NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com to update banking profiles or to submit a new FEDI form. More details are available at <https://www.fpl.com/partner/suppliers.html>.

Q: Can I see my bank details prior to submitting an invoice?

A: Suppliers should contact the ISC procurement agent for questions on what banking details NextEra Energy has in the system.

Q: Can POs be sent to multiple contacts?

A: In GEP Smart you can only select one Ordering Manager per location. That person will receive all order-related notifications for that specific site. If additional team members need to be informed, it is common practice to use a group email address (e.g. orders@yourcompany.com) as the ordering manager.

Q: Do suppliers add bank details on Supplier Profile?

A: Update banking details by contacting NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com to submit a new FEDI form. You will be required to validate/verify this change. NOTE, banking details for the supplier will ONLY exist in SAP S/4. Banking details will not be replicated to the GEP supplier profile and will NOT be visible there.

Q: Is there access to see across multiple supplier entities if under the same parent (owning) entity or is visibility limited to the Tax ID level?

A: Yes, each vendor entity will have an associated Business Partner number that can be searched in GEP.

PORTAL AND ACCESS

Q: How do I register for eRFX?

A: If you are not already registered with an account on the supplier portal, a procurement agent will send you an invitation for the eRFX which will occur via the GEP supplier portal.

Q: If I am an existing GEP Smart supplier, can I use my same username and password?

A: You can use the same username and password to access multiple GEP Smart client domains. Your list of client accounts will be presented upon login. Select the individual client account; switching between accounts requires logging out and back in.

Q: How do I recover/retrieve my username or password if I forget?

A: Select Forgot Username/Forgot Password at the GEP Smart Login. You will receive an email with a link and verification code to reset your password or an email with your username.

Q: Will I be able to support additional clients in the portal using the same Username and Password?

A: Yes, you can use the same username and password to access multiple GEP Smart client domains. Your list of client accounts will be presented upon login. Select the correct individual client account. To switch accounts, you must log out and log back in.

PURCHASE ORDERS

Q: Will I receive POs via email and will the PO be a PDF attachment?

A: Yes, GEP Smart sends a PO Delivery notification email with a PDF attachment. The notification is sent to the Primary Contact and/or the designated Ordering Manager. The notification email also includes a link to login to GEP Smart to view and act on the PO.

Q: Why can't I currently acknowledge POs?

A: To ease the transition period, we have elected to set all POs to "auto acknowledge." NextEra Energy will eventually require all suppliers to acknowledge POs.

Q: How do I handle quantity overages; how do I request an increase in PO amount?

A: For service POs, the supplier can request a change through the GEP portal for promise quantity and date. The supplier can update these values directly in the PO line items and submit. This request will go to your NextEra Energy buyer for review and then implement the changes on the PO if approved.

For changes to inventory purchase orders, please send an email to the order contact/buyer listed on the PO to make the necessary changes. The buyer will review and implement the changes on the PO if approved. You will receive an email notification once the change PO has been issued and the PO will be visible in the supplier portal.

Q: How do I initiate a change order?

A: For service POs, suppliers can request a change through the GEP portal for promise quantity and date. The supplier can update and submit these values directly in the PO line items. This request will go to the NextEra Energy buyer for review and if approved, will implement the changes on the PO.

For changes to inventory POs, email the order contact/buyer listed on the PO to make the necessary changes. The buyer will review and implement the changes on the PO if approved. You will receive an email notification once the change PO has been issued and the PO will be visible in the supplier portal.

Q: Will legacy POs be migrated to GEP Smart? What is the cut over date?

A: No, legacy POs will remain in the legacy system until they are naturally closed as a result of services performed/goods received and invoicing is completed.

Q: Which system will I use if I have open POs at the time of transition to GEP?

A: You will continue to invoice as you do today for legacy POs. Any new POs after cutover will be facilitated in GEP.

Q: Can payment terms be changed/updated in GEP SMART?

A: Payment terms are defined in the PO or contract in place with NextEra Energy. If payment terms need to be updated, contact the NextEra Energy contract administrator.

Q: What do I do if the payment term on the PO is incorrect?

A: If any detail on the PO is inaccurate you should reach out to the buyer for correction before accepting. A remittance can only be created against what is on the PO. With the new GEP Smart platform enabled, NextEra Energy prefers suppliers enroll in Evaluated Receipt Settlements (ERS). ERS utilizes POs and data from the goods receipt (for materials) or from the supplier service confirmation (for services) to automatically determine payment amounts. This eliminates the need for manual PDF invoice matching, reduces errors and streamlines payment operations and improves the timeliness of payments.

Q: What is the process for POs that are for both materials and services?

A: In GEP Smart you can include both non-inventory services and materials on the same invoice, as long as the material items are part of the service contract or PO. These invoices are submitted using the Service PO after a service confirmation has been created. Inventory materials CANNOT be included with services on the same PO.

Q: Can one framework PO be loaded for many WBSs?

A: Framework POs will not have WBS codes added; however, the subsequent invoice submissions against these framework PO will have WBS added.

SERVICE CONFIRMATIONS

Q: What is service confirmation?

A: A Service Confirmation is an acknowledgement that a supplier has completed a service. It serves as the basis for invoicing. A Service Confirmation is similar to a Good Receipt for material orders. Service Confirmations are expected to be entered electronically in GEP Smart by the supplier using the unique reference number (invoice). The unique reference number was used as the invoice number when the supplier submitted confirmation. It will be referenced on payment remittance.

Q: Are we required to create a service confirmation in GEP Smart?

A: Yes, suppliers will be required to submit a service confirmation once services have been rendered. Material orders do not require the supplier to enter a service confirmation in GEP Smart because materials orders are handled by a NextEra Energy warehouse associate upon receipt.

Q: Can a supplier invoice without first entering a service confirmation?

A: No, you cannot invoice without an approved Service Confirmation for service-related POs. NextEra Energy will shift to Evaluated Receipt Settlements (ERS). ERS utilizes PO data from the goods receipt (for materials) or supplier service confirmation (for services to automatically determine payment amounts. This eliminates the need for manual PDF invoice matching and reduces errors and manual processing. ERS also streamlines payment operations and improves the timeliness of payments.

Q: How many service confirmations can be added per invoice?

A: GEP Smart allows only one electronic invoice per approved service confirmation. This holds true for ERS; an ERS invoice will be generated for each approved service confirmation. There is no ability to combine multiple approved service confirmation into a single invoice.

Q: Will service confirmations be approved? What is the timing and who is approving the service confirmation?

A: Once the service confirmation has been submitted, the status of the confirmation will change to approval pending. Suppliers can expect a NextEra Energy approval within seven days. Once the document is approved, the status will change to approved.

Q: What is the expected timing between executing a service and entering a service confirmation?

A: NextEra Energy requires all suppliers to submit a service confirmation within five days of performing services, or as directed within the PO.

Q: How do I update and resubmit a rejected service confirmation?

A: In GEP Smart, locate and open the rejected Service Confirmation. Review the rejection comments, click "Edit", make all necessary changes, review and save. Then click "Submit".

INVOICING

Q: Will suppliers need to submit eInvoices for all transactions (GEP Smart)?

A: No, eInvoicing is not necessary with our new standard of processing Evaluated Receipt Settlement (ERS). ERS is a well-established process that streamlines the invoicing process and improves payment scheduling. ERS utilizes purchase order and goods receipt (for materials) or supplier service confirmation (for services) data to automatically determine payment amounts, eliminating the need for manual PDF invoice matching. This approach reduces errors and manual processing, streamlines our payment operations and improves the timeliness of payments.

To sign up for ERS please reach out to our team at
NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com

Q: Can I continue to email my invoices to NextEra Energy?

A: For the short term, NextEra Energy will maintain a way to payment through PDF invoices. This option will be completely phased out and all suppliers will be transitioned to ERS.

Q: Can I invoice for services and materials in the same invoice?

A: Yes, in GEP Smart you can include both non-inventory services and materials on the same invoice, as long as the material items are part of the service contract or PO. Submit the invoice using the Service PO after a service confirmation has been created.

Note: Inventory materials CANNOT be included with services on the same PO. The invoice can only be for one PO, not multiple POs.

Q: What is preventing my submitted invoice from being processed?

A: A submitted invoice in GEP Smart might not be processed for several reasons. Some common reasons include missing required field, duplicate invoice number, invoice mismatch with PO confirmation, missing or unapproved service confirmation, tax configuration, quantity/price mismatch or currency error.

Q: How can I check the status of my invoice?

A: Login to your GEP Smart account, navigate to the Invoices module, go to "Submitted Invoices" or "Invoice History" Section. You can use search filters to locate the invoice. Once your invoice is found, review the Status column.

Q: Can we backdate an invoice?

A: Yes, the system allows this but only when a service has been delivered or a Goods Receipt is present — but it can only be backdated by four days.

NextEra Energy will shift to Evaluated Receipt Settlements (ERS). ERS utilizes PO data from the goods receipt (for materials) or supplier service confirmation (for services) to automatically determine payment amounts. This eliminates the need for manual PDF invoice matching and reduces errors and manual processing. ERS also streamlines payment operations and improves the timeliness of payments.

Q: Can invoices in GEP Smart be future-dated?

A: No, invoices cannot be future dated.

Q: Will GEP Smart indicate why my invoice has been rejected?

A: Yes, in GEP Smart go to Invoice History or Submitted Invoices section. Locate the invoice or invoices with *Rejected* as the status. Click on the invoice number, select Rejected Comments or Reason for Rejection or a System Validation Error Message.

Q: How do I issue a credit back to NextEra Energy?

A: A credit invoice can be created through the GEP portal. There is a button on the invoice in GEP to submit a credit invoice.

Q: Can I bulk upload invoices, rather than manually entering?

A: Electronic invoices can be submitted manually by selecting *Create Invoice Button* on the associated approved service confirmation or material PO in the special case that ERS is not enabled. All suppliers will eventually be transitioned to ERS.

Q: Can I submit a partial invoice for material orders?

A: In GEP Smart, as long as the PO is still open and has remaining un-invoiced quantities, a partial invoice may be submitted for material orders in the special case that ERS is not enabled. However, NextEra Energy will shift to Evaluated Receipt Settlements (ERS). ERS utilizes PO data from the goods receipt (for materials) or supplier service confirmation (for services) to automatically determine payment amounts. This eliminates the need for manual PDF invoice matching and reduces errors and manual processing. ERS also streamlines payment operations and improves the timeliness of payments.

Q: Is a PO-flip for a material order the same process as converting a service confirmation into an invoice?

A: Although similar structurally, they differ in process within GEP Smart. Converting a material PO into an eInvoice (PO-Flip) requires the supplier to select the “create invoice” button on the material PO. This electronic invoice can be submitted even if the Goods Receipt has not been done; however, the invoice will land in exception until the goods receipt is complete.

However, with the new GEP Smart platform, NextEra will shift to Evaluated Receipt Settlements (ERS) which will automatically create the invoice. To sign up for ERS please reach out to our team at NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com

Q: Can I use my own invoice number when flipping a PO?

A: Yes, in GEP Smart there is a mandatory field when creating an eInvoice for the supplier’s local invoice number that can be entered by the vendor for reconciliation purposes. Additionally, supporting documentation can be submitted via the comments and attachments function of GEP.

Q: What if the tax rate is wrong?

A: Contact the buyer listed on the PO. The buyer will work with the NextEra Energy tax team to resolve the issue.

Q: Can I add attachments to my invoice?

A: Yes, GEP Smart allows you to add attachments to your invoice. Look for the "Attachments" section while creating the eInvoice and click "Browse" or drag and drop your files into the upload area.

Q: How many lines can I invoice per PO?

A: Up to 99 lines can be invoiced per PO on the GEP Smart platform.

Q: Can I create an advance payment invoice if I have an agreement with the buyer?

A: Yes, however the buyer must configure the PO by enabling advanced invoicing.

Q: Can I create a non-PO invoice?

A: No, non-PO invoices will NOT be submitted through GEP Smart. Non-PO invoices will continue to be managed through the NextEra Energy representative to whom you provided services.

Q: Can I delete a draft invoice?

A: Yes, In GEP Smart, as long as the invoice has not been submitted the draft invoice can be deleted.

Q: Can I create an invoice against more than one PO?

A: No, in GEP Smart each invoice must be linked to only one PO.

Q: Can I export PO and Invoice data?

A: Yes, In GEP Smart you can export PO and Invoice data. Go to the module "Invoices" or "Purchase Orders", filter the documents, click the export icon. The system will generate an Excel file containing your data.

Q: Can I create a bulk invoice upload?

A: No, there is NOT a bulk invoice load functionality in GEP. Electronic invoice submission will come from a flip from a material purchase order or approved service confirmation.

Q: Will OCR be available in GEP?

A: OCR invoices will continue to be submitted to AP shared inbox email for processing in the same way it is done today. There is NO OCR invoice processing in GEP. Once the OCR invoice is matched and posted in S/4 it will replicate to GEP and will be visible within the GEP Smart supplier portal.

However, NextEra will shift to Evaluated Receipt Settlements (ERS). ERS utilizes PO data from the goods receipt (for materials) or supplier service confirmation (for services) to automatically determine payment amounts. This eliminates the need for manual PDF invoice matching and reduces errors and manual processing. ERS also streamlines payment operations and improves the timeliness of payments. To sign up for ERS please reach out to our team at NextEraVendorProfiles.sharedmailbox@NextEraEnergy.com

Q: Will Advance Shipping Notice (ASN) be available?

A: No, NextEra Energy will not utilize ASN.