

How to Submit a Rejected Service Confirmation

Find and View your Service Confirmation

View Your Purchase Order

Select your Rejected Service Confirmation

Service Confirmation Submission

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

1

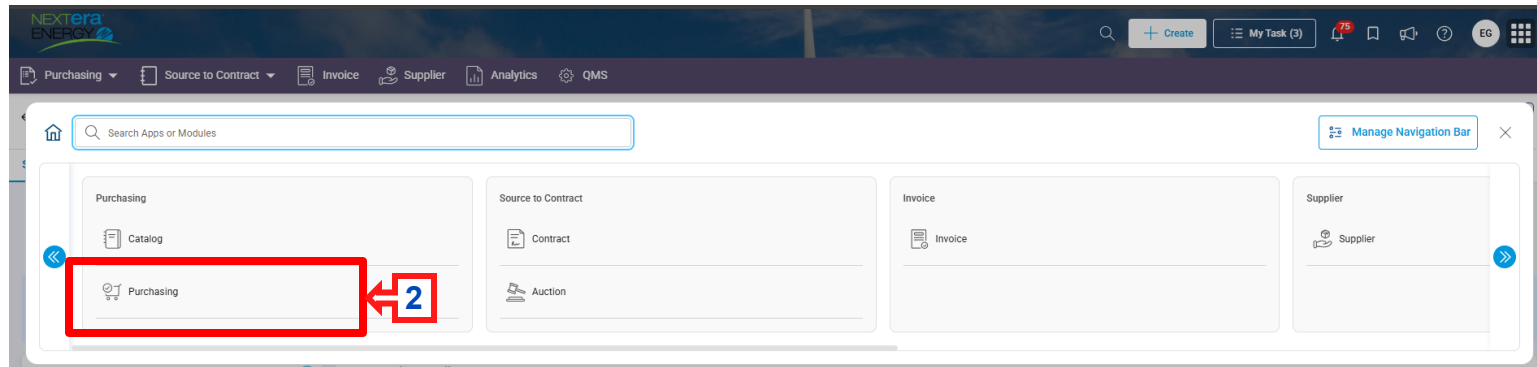
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper **right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

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

Find and View your Service Confirmation

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN **Service Confirmation**

All 66 Approved 30 Draft 13 Withdrawn 11 Approval Pending 8 **Rejected 4**

Search

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	Invoice Submission Status	Created By	Created On	Status	Document Hierarchy
SC-2025-001074	SC-2025-001074	000099	2700002459	2700002459	Indirect - Services/...	Not Invoiced	EF	2025-09-23	Rejected	Ⓜ
SC-2025-001241	SC-2025-001241	2025001241	2700002671	2700002671	Indirect - Services/...	Not Invoiced	EF	2025-12-02	Rejected	Ⓜ
SC-2025-001067	SC-2025-001067	000031	2700002338	2700002338	Indirect - Services/...	Not Invoiced	EF	2025-09-18	Rejected	Ⓜ
SC-2025-001242	SC-2025-001242	0008787	2700002857	2700002857	Indirect - Services/...	Not Invoiced	EF	2025-12-04	Rejected	Ⓜ

3

Click on **Service Confirmation** tab.

4

Click **Rejected** to get the list of all Rejected Service Confirmation.

5

Click on the specific Service Confirmation number, which you wish to resubmit.

Review Service Confirmation

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission

Workbench / Service Confirmation
SC-2025-001074 Rejected

6 → Comments & Attachments

Total Amount USD 900.00

More Submit Save

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

* Indicates Required Fields

Service Confirmation Name SC-2025-001074	Service Confirmation Number SC-2025-001074	* Supplier Reference Number 000099	Source Document Details 2700002459	Source Document Name 2700002459	* Currency USD - US Dollar
Created On 2025-09-23	Created By EF GH	* Vendor Confirmation Approver Dharun Varshan CR	Vendor Confirmation Reviewer Please Select	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER:PSYS
* Purchase Type Indirect - Services/Non-Inventory	<input checked="" type="checkbox"/> ERS	Creation Type Portal	Interface Status Name None	External System Unique ID -	
Submitted By EF GH	Submitted On 2025-09-23	Last Modified Date 2025-12-04	Last Modified By EF GH		

Supplier Details

* Supplier Name ABC INC	Supplier Code 300000111	Order Location 0000259781	Order Location Address 11322 54TH ST N ROYAL PALM ...
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Line Details

Line Accounting

6

Click 'Comments and Attachments' to view the Buyer's comments for the Rejection.

Review Service Confirmation

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission

Comments and Attachments

Document: All | Document Name: ALL | Document Number: ALL | Status: -

Comments (2) | Attachments (0)

Viewing: Header Level | Unread Comment: 0 | Total Comment: 2

7 →

- Dharun Varshan CR**
Event: Reject SC-2025-001074 | Classification: None | User Visibility: External | 2025-12-04 4:00 AM | Service Confirmation: SC-2025-001074
Invalid Delivery Details. Incorrect delivery details
- EF GH**
Event: Withdraw SC-2025-001074 | Classification: None | User Visibility: External | 2025-10-01 1:52 PM | Service Confirmation: SC-2025-001074
Other. INCORRECT

Start typing to post a comment

7

Review the comments and make suitable changes to your Service Confirmation order.

Service Confirmation Submission

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission

Workbench / Service Confirmation
SC-2025-001074 Rejected Total Amount USD 900.00

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

* Indicates Required Fields

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Supplier Details

* Supplier Name ABC INC	Supplier Code 300000111	Order Location 0000259781	Order Location Address 11322 54TH ST N ROYAL PALM ...
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Line Details

Line	Accounting

8

Review the changes and **click Submit**.
Confirm the pop-up which appears

Review Service Confirmation Status

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation Return Note

All 66 Approved 30 Draft 13 Withdrawn 11 Approval Pending 11 Rejected 4

Search

Manage Columns Filters Export Data

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	Invoice Submission Status	Created By	Created On	Status	Document
SC-2025-001026	SC-2025-001026	000000011	2700002114	2700002114	Indirect - Services/...	Not Invoiced	EF	2025-09-02	Approval Pending	📄
SC-2025-000905	SC-2025-000905	SC-2025-000905	2700001758	2700001758	Indirect - Services/...	Not Invoiced	EF	2025-07-22	Approval Pending	📄
SC-2025-001040	SC-2025-001040	1234567890	2700002116	2700002116	Indirect - Services/...	Not Invoiced	EF	2025-09-09	Approval Pending	📄
SC-2025-001020	SC-2025-001020	00000123	2700002113	2700002113	Indirect - Services/...	Not Invoiced	EF	2025-08-28	Approval Pending	📄
SC-2025-001062	SC-2025-001062	000023	2700002337	2700002337	Indirect - Services/...	Not Invoiced	EF	2025-09-17	Approval Pending	📄
SC-2025-000909	SC-2025-000909	SC-2025-000909	2700001759	2700001759	Indirect - Services/...	Not Invoiced	EF	2025-07-22	Approval Pending	📄
SC-2025-001068	SC-2025-001068	000032	2700002339	2700002339	Indirect - Services/...	Not Invoiced	EF	2025-09-19	Approval Pending	📄
SC-2025-000941	SC-2025-000941	94123	2700001874	2700001874	Indirect - Limit Line	Not Invoiced	EF	2025-08-04	Approval Pending	📄

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You can see the status for you submitted Service Confirmation as **'Approval Pending'**, once the order is accepted, it will shift to **Approved**'.