

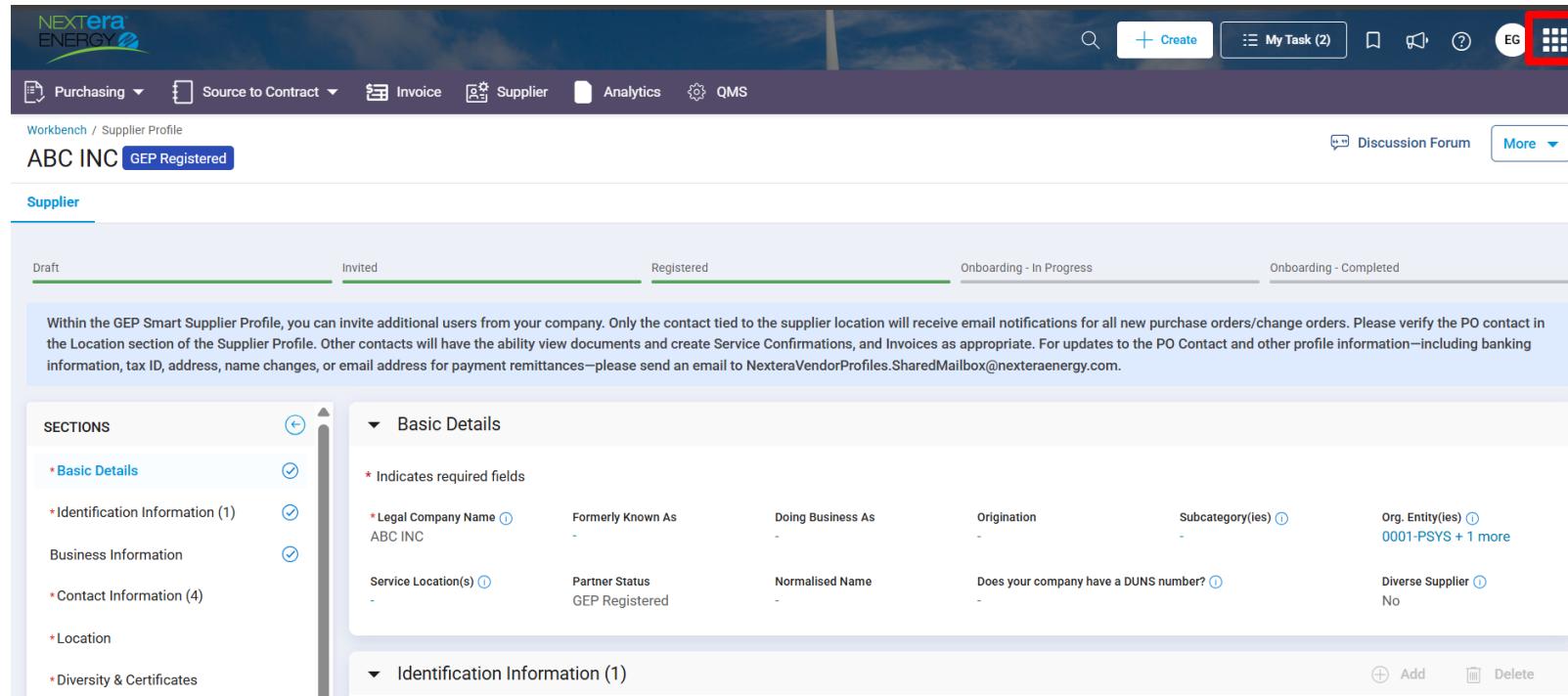
# How to Submit a Rejected Service Confirmation

# Find and View your Service Confirmation

View Your Purchase Order

Select your Rejected Service Confirmation

Service Confirmation Submission



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 <small>①</small>  | Formerly Known As | Doing Business As | Origination  | Subcategory(ies) <small>①</small> | Org. Entity(ies) <small>①</small> |
| ABC INC                              | -                 | -                 | -  | -                                 | 0001-PSYS + 1 more                |
| Service Location(s) <small>①</small> | Partner Status    | Normalised Name   | Does your company have a DUNS number? <small>①</small> | Diverse Supplier <small>①</small> |                                   |
| -                                    | GEP Registered    | -                 | -  | No                                |                                   |

**Identification Information (1)**

Add      Delete

1

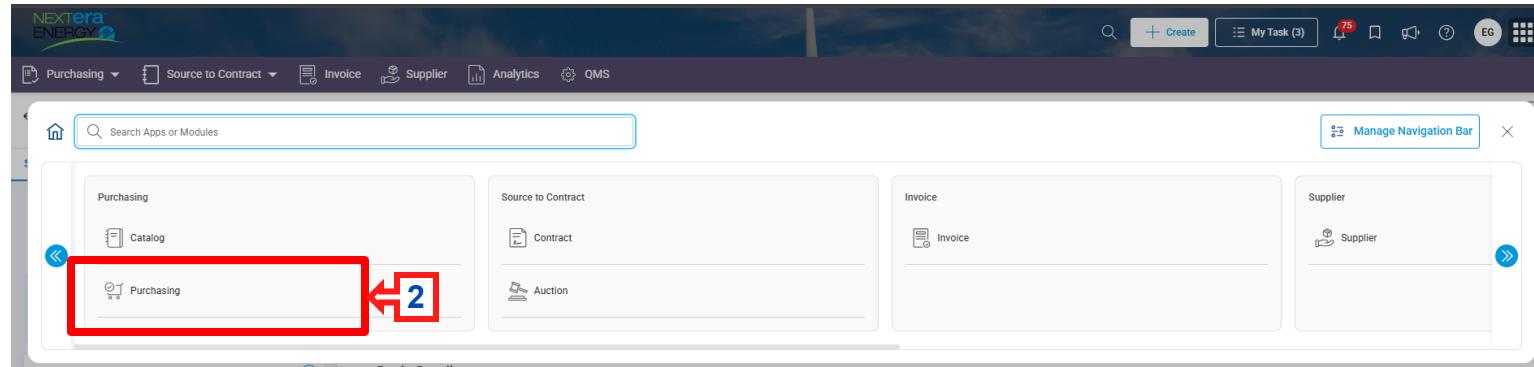
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Find and View your Service Confirmation

View Your Purchase Order

Select your Rejected Service Confirmation

Service Confirmation Submission



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

The screenshot shows the Service Confirmation Workbench interface. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the tabs, a breadcrumb navigation shows 'Service Confirmation'. The main area displays a table of service confirmations with the following columns: Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, Invoice Submission Status, Created By, Created On, Status, and Document Hierarchy. A search bar and filters are available at the top of the table. The table shows four rows of data, with the first row highlighted by a red box and the fifth column of the first row highlighted by a red box. Red numbers 3, 4, and 5 are overlaid on the interface to indicate specific steps.

| 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 | (1)                |
| SC-2025-001241              | SC-2025-001241            | 2025001241                           | 2700002671 | 2700002671   | Indirect - Services/... | Not Invoiced              | EF         | 2025-12-02 | Rejected | (2)                |
| SC-2025-001067              | SC-2025-001067            | 000031                               | 2700002338 | 2700002338   | Indirect - Services/... | Not Invoiced              | EF         | 2025-09-18 | Rejected | (3)                |
| SC-2025-001242              | SC-2025-001242            | 0008787                              | 2700002857 | 2700002857   | Indirect - Services/... | Not Invoiced              | EF         | 2025-12-04 | Rejected | (4)                |

3

Click on **Service Confirmation** tab.

4

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

5

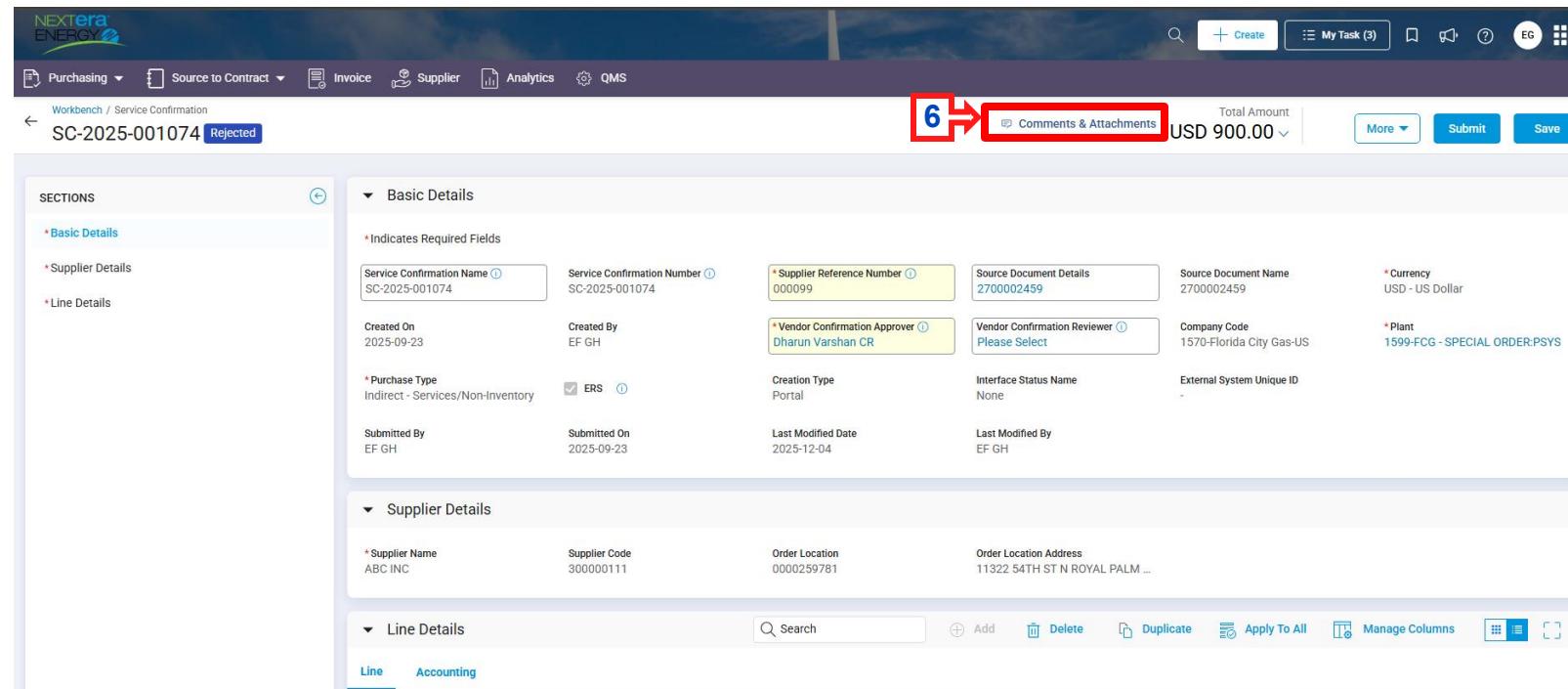
Click on the specific Service Confirmation number, which you wish to resubmit.

# Review Service Confirmation

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission



The screenshot shows the 'Service Confirmation' page in the Nextera Energy system. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main content area displays a service confirmation record with the following details:

| Basic Details                                    |   |
|--|---|
| 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 |
| Purchase Type: Indirect - Services/Non-Inventory | ERS: <input checked="" type="checkbox"/>    |
| Creation Type: Portal                            | Interface Status Name: None                 |
| 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 ... |
|------------------------|--------------------------|----------------------------|--|

**Line Details:**

| Line  | Accounting |
|---|------------|
| <input type="button" value="Search"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/> <input type="button" value="Apply To All"/> <input type="button" value="Manage Columns"/> |            |

6

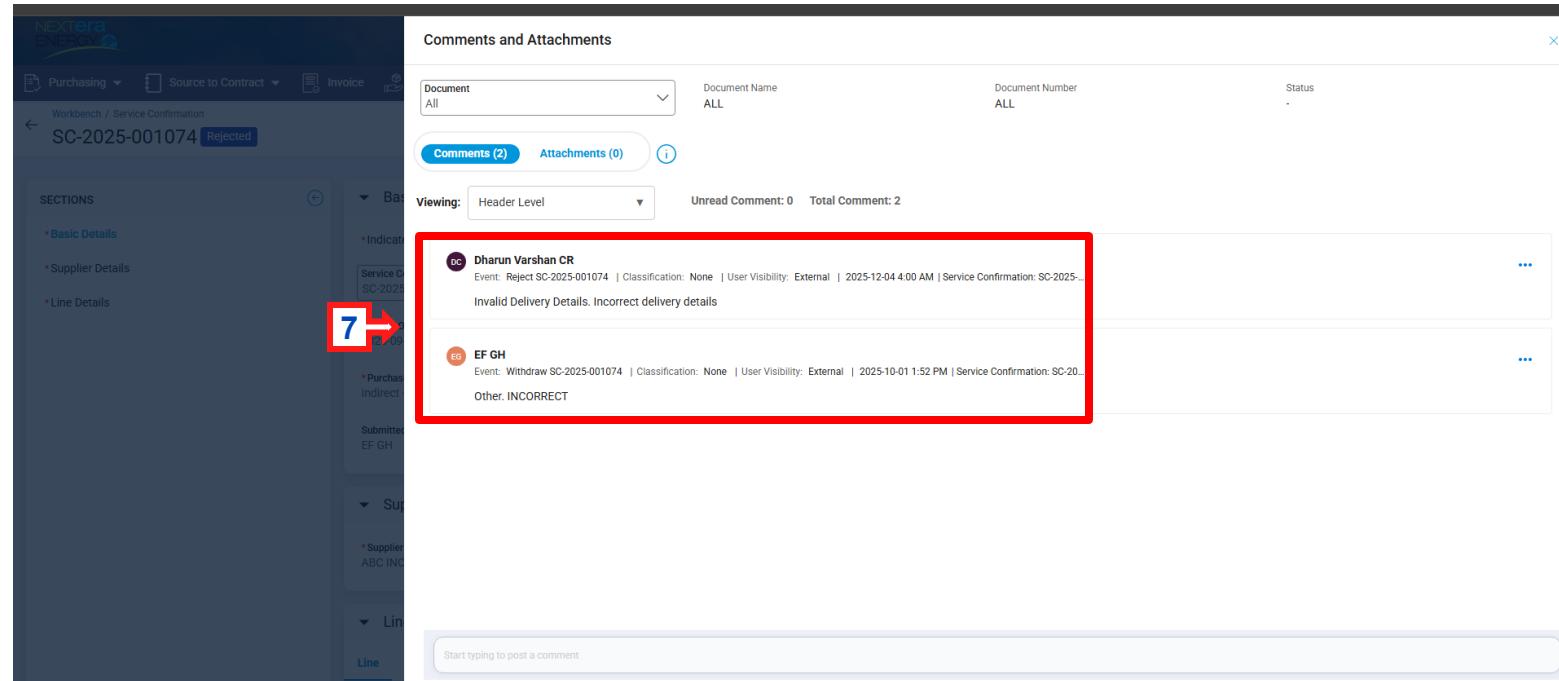
Click 'Comments and Attachments' to view the Buyer's comments for the Rejection.

# Review Service Confirmation

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission



The screenshot shows the 'Comments and Attachments' tab of the Service Confirmation interface. The comments list shows two entries:

- 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

A red box highlights the comments section, and a red arrow labeled '7' points to the first comment from 'Dharun Varshan CR'.

7

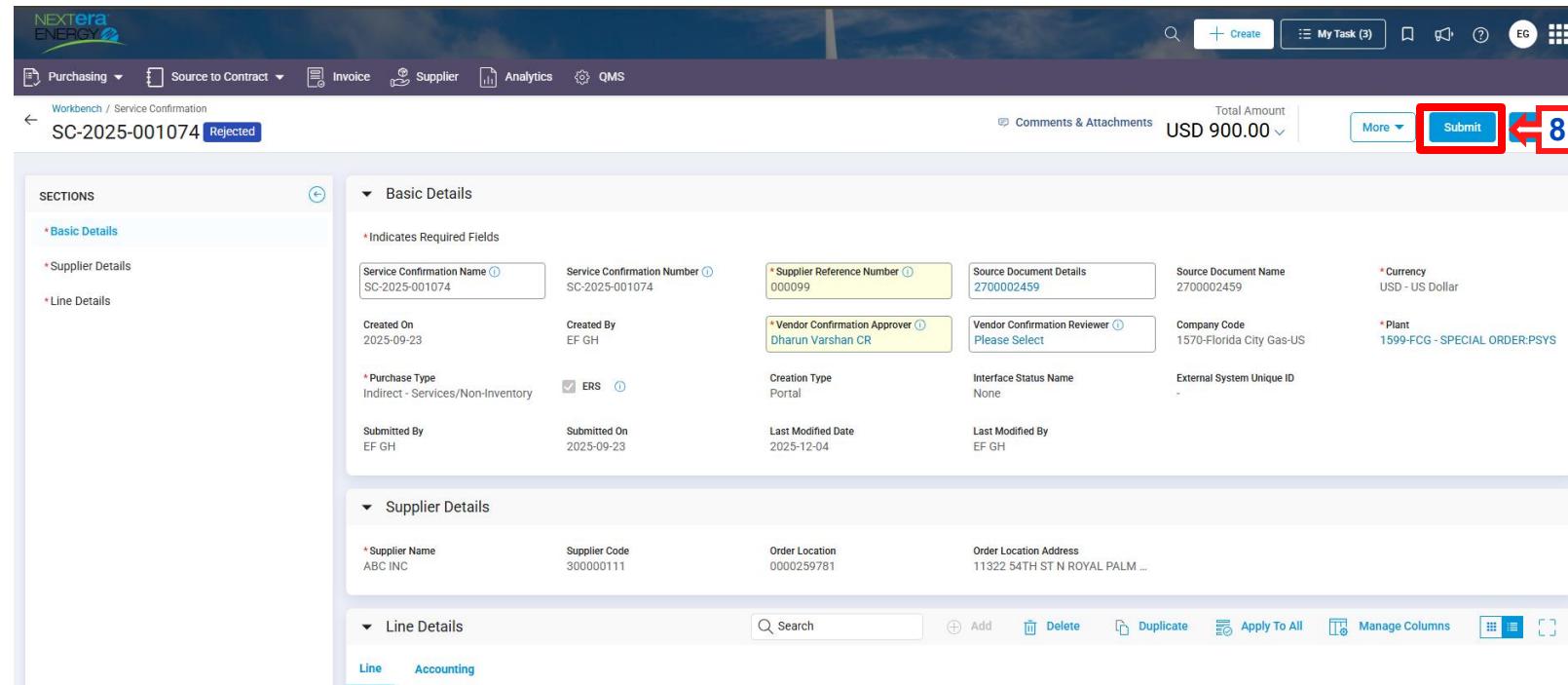
Review the comments and make suitable changes to your Service Confirmation order.

# Service Confirmation Submission

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission



The screenshot shows the 'Service Confirmation' page in the NextEra Energy system. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main content area displays a service confirmation with the following details:

- Basic Details:** Service Confirmation Name: SC-2025-001074 (Rejected), Service Confirmation Number: SC-2025-001074, Supplier Reference Number: 000099, Source Document Details: 2700002459, Source Document Name: 2700002459, Currency: USD - US Dollar, Vendor Confirmation Approver: Dharun Varshan CR, Vendor Confirmation Reviewer: Please Select, Company Code: 1570-Florida City Gas-US, Plant: 1599-FCG - SPECIAL ORDER:PSYS.
- Supplier Details:** Supplier Name: ABC INC, Supplier Code: 300000111, Order Location: 0000259781, Order Location Address: 11322 54TH ST N ROYAL PALM ...
- Line Details:** Line and Accounting tabs are visible.

At the bottom right of the page, there is a 'Submit' button highlighted with a red box and a red arrow pointing to it from the right side of the screen.

8

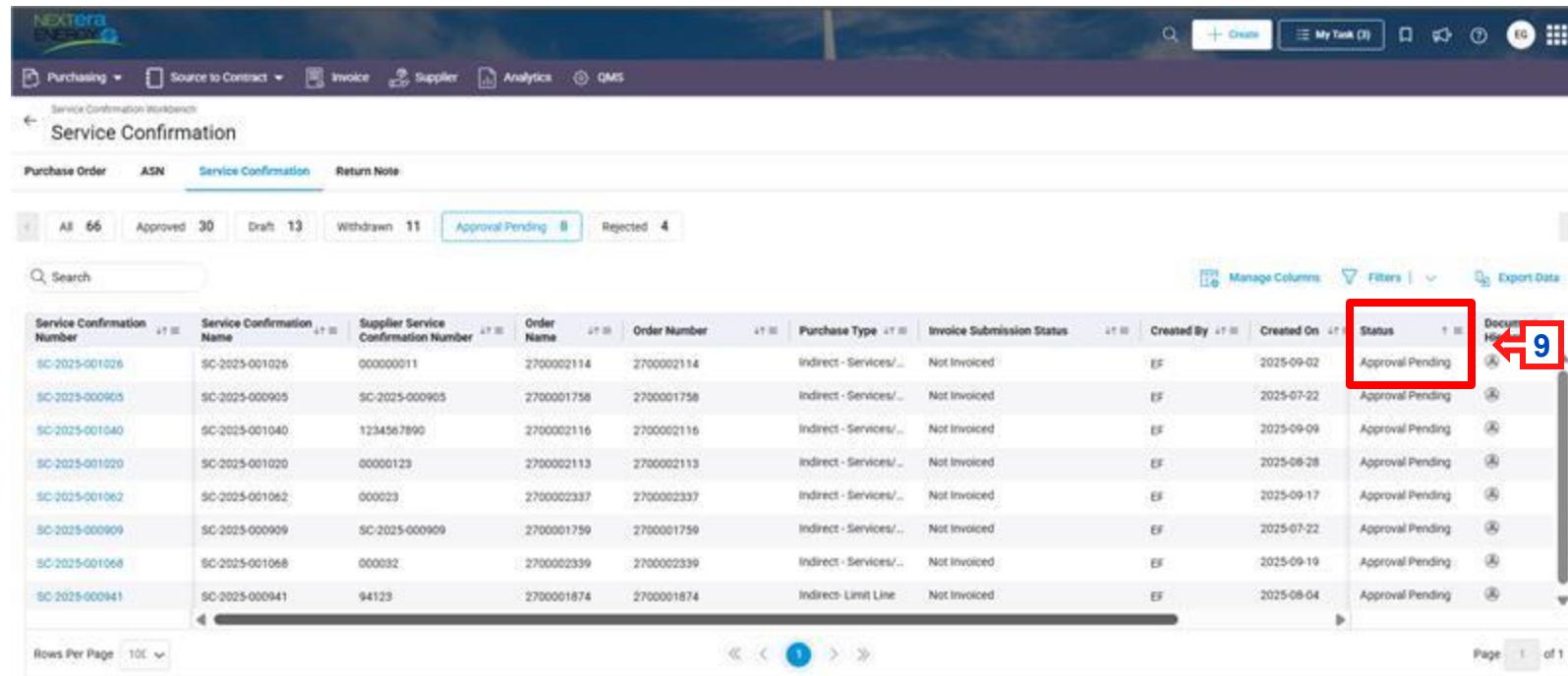
Review the changes and click Submit.  
Confirm the pop-up which appears

# Review Service Confirmation Status

Select your Rejected Service Confirmation

Review the Service Confirmation

Service Confirmation Submission



| Service Confirmation Number | Service Confirmation Name | Supplier Service Confirmation Number | Order Name | Order Number | Purchase Type           | Invoice Submission Status | Created By | Created On | Status           | Document History  |
|-----------------------------|---------------------------|--------------------------------------|------------|--------------|-------------------------|---------------------------|------------|------------|------------------|---|
| 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 |   |

9

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