

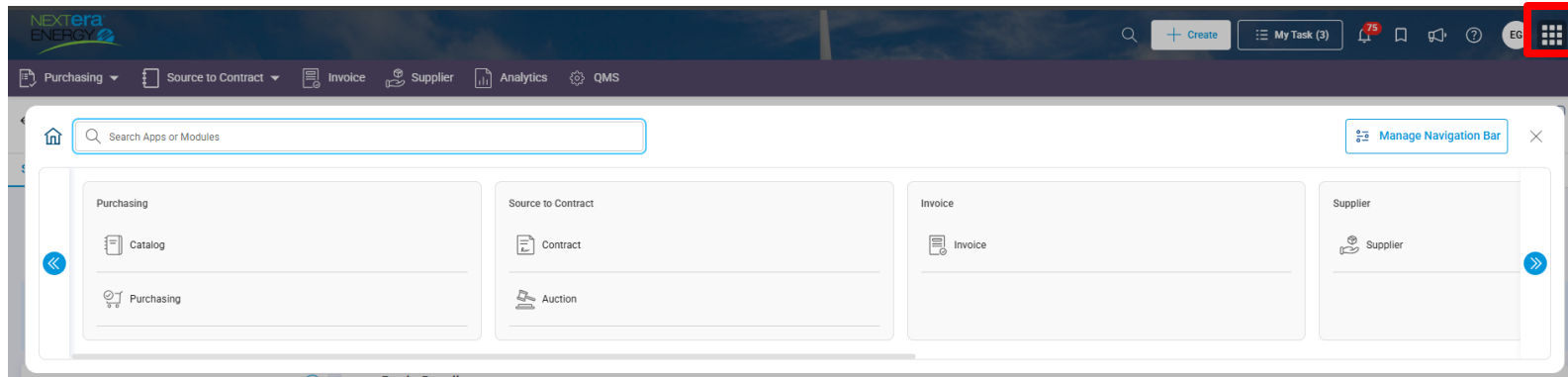
How to Create an Invoice_ Indirect-Limit Line

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



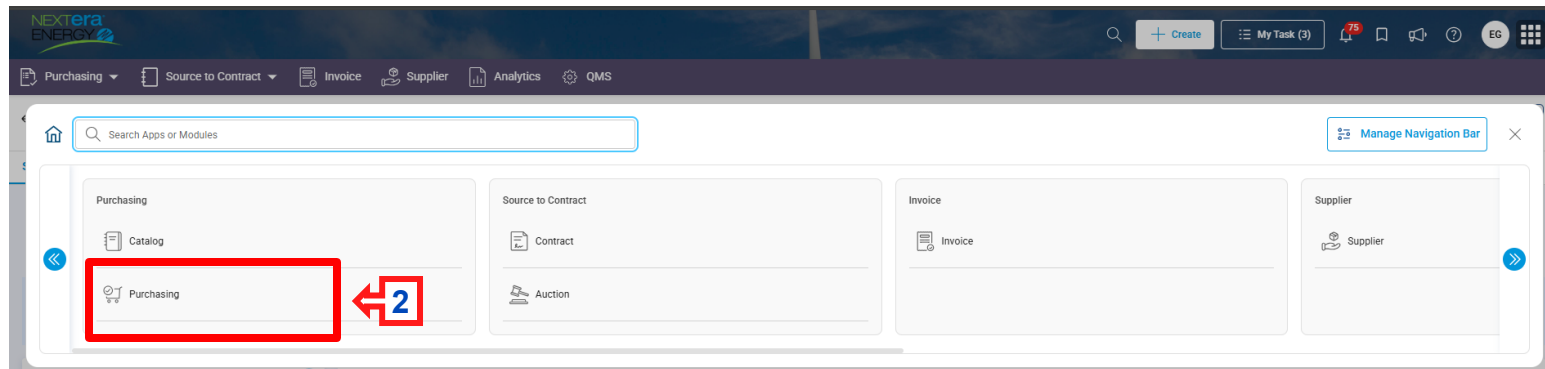
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



2

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

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Service Confirmation Workbench

Service Confirmation

Total 58 Approved 28 Withdrawn 12 Draft 10 Approval Pending 8

Search

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T-A	Created By	Created On	Status	Document Hierarchy
SC-2025-001227	SC-2025-001227	0009898	2700002776 - Co	2700002776	Indirect - Limit Line	165	EF	2025-11-21	Approved	(A)
SC-2025-001226	SC-2025-001226	00067543	27000002670	2700002670	Indirect - Services/...	900	EF	2025-11-20	Withdrawn	(A)
SC-2025-001225	SC-2025-001225		27000002770 - Co	2700002770	Indirect - Services/...	99	EF	2025-11-20	Draft	(A)
SC-2025-001219	SC-2025-001219	000098989	27000002669	2700002669	Indirect - Services/...	900	EF	2025-11-18	Approved	(A)
SC-2025-001216	SC-2025-001216	22113344	27000002668	2700002668	Indirect - Services/...	900	EF	2025-11-13	Approved	(A)
SC-2025-001213	SC-2025-001213	0020251213	27000002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Approved	(A)
SC-2025-001224	SC-2025-001224	12233445	27000002727	2700002727	Indirect - Services/...	865	EF	2025-11-19	Approved	(A)
SC-2025-001206	SC-2025-001206	000009879	27000002665	2700002665	Indirect - Services/...	900	EF	2025-11-04	Approved	(A)

3

Click on the **Service Confirmation** tab.

4

To locate your **Service Confirmation**, enter the **Service Confirmation number** into the search box.

5

Click on the specific **Service Confirmation number** to continue.

Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Purchasing Source to Contract Invoice Supplier Analytics QMS

Workbench / Service Confirmation

SC-2025-001227 Approved

Comments & Attachments 1 Total Amount USD 165.00

Create Invoice

SECTIONS

- *Basic Details
- *Supplier Details
- *Line Details

Created On 2025-11-21 Created By EF GH * Vendor Confirmation Appro... Dharun Varshan CR Vendor Confirmation Reviewer Please Select Invoice Submission Status Not Invoiced Company Code 1500-FLORIDA POWER & LI...

* Plant 0075-FPL SOLAR SUBSTATI... * Purchase Type Indirect- Limit Line ERS Creation Type Portal Interface Status Name Accepted By ERP External System Unique ID

Submitted By EF GH Submitted On 2025-11-21 Approved On 2025-11-21 Last Modified Date 2025-11-21 Last Modified By Dharun Varshan CR

Supplier Details

* Supplier Name ABC INC Supplier Code 300000111 Order Location 60002ABCDE Order Location Address 123 TEST ST FORT PIERCE ...

Line Details

Search Add Duplicate Manage Columns

Line Accounting

Select	Line Number	Compliant Status	Item Short...	Item Long Description	* Line Type	* Price Basis	M&S/Service Master	* UOM	Document Hierarchy
<input checked="" type="checkbox"/>	1		soalr		Service	Amount Based		Activity unit	View
<input type="checkbox"/>	1.1	Price Compliant	SERVICES ...	SERVICES TO PRO...	Service	Rate Based	118694	each	View
<input type="checkbox"/>	1.2	Price Compliant	SERVICES ...	SERVICES TO PRO...	Service	Rate Based	118695	each	View

6

In the opened Service Confirmation, you can view the sublines listed in the “**Line Details**” section. Select the line item you wish to include in the invoice.

7

Click on the “**Create Invoice**” button on top-right corner of the screen.

6

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench / Invoice

Invoice 11/21/2025 4:07:09 PM Draft

Comments & Attachments Total Amount USD 165.00

More Save Submit

SECTIONS

- Scanned Invoice
- *Basic Details
- *Supplier Details
- *Payment and Delivery Details
- Stakeholder Details
- Line Details

Basic Details

* Indicates Required Fields

* Invoice Name Invoice 11/21/2025 4:07:09...	* Invoice Number INV-2025.004537	* Invoice Amount 165.00	Currency USD:US Dollar	Invoice Type Standard	* Supplier Invoice Number ⓘ 0009898
Invoice Creation Date 2025-11-21	* Supplier Invoice Da... ⓘ 2025-11-21	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700002776
Service Confirmation Number SC-2025-001227	Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1500-FLORIDA POWER & LI...	Company Code 1500-FLORIDA POWER & LI...
Company Code 1500-FLORIDA POWER & LI...	Company Code 1500-FLORIDA POWER & LI...	Purchase Type Indirect-Limit Line	Company VAT Number -	Delivery Note	ERP Invoice Number -
Scheduled Payment Date 2025-12-21	Net Payment 165				

8

Fill in all the mandatory fields of the **Basic Details** section: **Invoice Name**, **Invoice Amount**, **Supplier Invoice Number** and **Supplier Invoice Date**

8

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

The screenshot shows the 'Supplier Details' section of the 'Invoice Workbench / Invoice' interface. The interface includes a sidebar with 'SECTIONS' (Scanned Invoice, Basic Details, Supplier Details, Payment and Delivery Details, Stakeholder Details, Line Details) and a main content area. The 'Supplier Details' section is active, showing various fields. A red box highlights the 'Tax Identification Country' field, which is set to 'United States', and the 'Tax Details' field, which contains a link to 'View Tax Identification Details'. Other visible fields include 'Order Location', 'Order Location Address', 'Remit To Location', 'Remit To Address', 'Remit To Location Phone', 'Supplier Contact', 'Supplier Email', 'Supplier Phone No.', 'Ship From', 'Ship From Address', 'SWIFT Number', 'Account Number', 'Routing Number', and 'Bank Name'.

9

In the Supplier Details section, Enter the **“Tax Identification Country”** based on your location, such as the **“United States or Canada”**.

In **“Tax Details”**, Click on the hyperlink to view Tax Identification Details.

10

A slider opens where you can verify your **“Tax Identification Details”**.

Based on the country, you can enter the tax amount you wish to include in the invoice.

The screenshot shows the 'Tax Identification Details' dialog box. It has a title bar with a close button. The dialog contains a table with two columns: 'Tax Identification Type' and 'Tax Identification Number'. The first row shows 'TIN Number' with the value '26-4277382'. Below the table is a horizontal slider bar. A red box highlights the entire dialog box, and a red arrow points from the number '10' to the dialog.

10

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Invoice Workbench / Invoice

Invoice 11/21/2025 4:07:09 PM Draft

Comments & Attachments USD 165.00 More Save Submit

SECTIONS

- Scanned Invoice
- * Basic Details
- * **Supplier Details**
- * Payment and Delivery Details
- Stakeholder Details
- Line Details

Supplier Details

* Indicates Required Fields

Order Location: 60002ABCDE
Order Location Address: 123 TEST ST,FORT PIERCE,Florida,United States,34982-6537

Remit To Location:
Remit To Address:
Remit To Location Phone:

Supplier Contact: Jane Doe Doe
Supplier Email: Dharun.CR@gep.com
Supplier Phone No.:

Ship From:
Ship From Address:

Tax Identification Country: United States
Tax Details: [View Tax Identification Details](#)

SWIFT Number:
* Account Number: 123456789
* Routing Number: 0987654321
* Bank Name: PNC

11

Similarly, fill in all the mandatory fields of **Supplier Details** section: **Account Number, Routing Number and Bank Name**

11

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Invoice Workbench / Invoice

Invoice 11/21/2025 4:07:09 PM [Draft] Total Amount USD 165.00

SECTIONS

- Scanned Invoice
- * Basic Details
- * Supplier Details
- * Payment and Delivery Details
- Stakeholder Details
- Line Details

Ship To: FPL - NextEra Energy Inc
Ship To Address: 700 Universe Blvd., Juno Beach, Florida, FL, US, 33410
Deliver To: -

Bill To: FLORIDA POWER & LIGHT C...
Bill To Address: 700, Universe Boulevard, Juno Beach, US, 33408

Bill to email: -
Bill To Phone: -
Payment Terms: NET 30 DAYS INV - NT30

Bank Details: Please Select

Stakeholder Details

* Indicates Required Fields

Order Contact: Pratik Baheti
Buyer Email/Phone: pratik.baheti@gep.com

Line Details

Select	Line Number	Special Handling	Taxes	Freight	Tax Base	Ship To	Ship
<input type="checkbox"/>	1	Add	0.00	0.00	77.00	FPL - NextEra Energy Inc	700 U
<input type="checkbox"/>	2	Add	0.00	0.00	88.00	FPL - NextEra Energy Inc	700 U

12

In the line details section, scroll right to "Taxes" column and enter your tax amount.

12

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Invoice Workbench / Invoice
Invoice 11/21/2025 4:07:09 PM [Draft] Total Amount USD 165.00

SECTIONS

- Scanned Invoice
- Basic Details
- Supplier Details
- Payment and Delivery Details
- Stakeholder Details
- Line Details

Basic Details

* Indicates Required Fields

* Invoice Name Invoice 11/21/2025 4:07:09...	* Invoice Number INV-2025.004537	* Invoice Amount 165.00	Currency USD:US Dollar	Invoice Type Standard	* Supplier Invoice Number 0009898
Invoice Creation Date 2025-11-21	* Supplier Invoice Da... 2025-11-21	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700002776
Service Confirmation Number SC-2025-001227	Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1500-FLORIDA POWER & LI...	Company Code 1500-FLORIDA POWER & LI...
Company Code 1500-FLORIDA POWER & LI...	Company Code 1500-FLORIDA POWER & LI...	Purchase Type Indirect- Limit Line	Company VAT Number -	Delivery Note	ERP Invoice Number -
Scheduled Payment Date 2025-12-21	Net Payment 165				

13

Verify and **Submit** to confirm the line items to be invoiced.

13

14

Click “**Yes**” on the confirmation pop-up to proceed.

view Tax Identification Details

Confirmation

Please confirm that you are processing with 2 line(s) on this invoice

No Yes

14

Invoice Inputs - Supplier

Select Your Purchase Order

Perform SC PO-Flip to e-Invoice

Invoice Statuses

Nextera Energy

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench

Invoice

Supplier Non-PO Invoice Supplier Invoice Supplier Credit Memo

Total 37 Paid with Remittance 19 Ready for Payment 8 Cancelled 3 Draft 2 Sending to ERP in Progress 2 Payment Cancelled 1 Exception 1 Unprocessed 1

Search

Manage Columns Filters Export Data

Invoice Number	Supplier Invoice Number	Order Number	Invoice Type	Status	Supplier Name	Sup
INV-2025.004527	12233445	2700002727	Standard	Sending to ERP in Progress	ABC INC	30C
INV-2025.004529	12233445	2700002727	Standard	Draft	ABC INC	30C
INV-2025.004525	SC-2025-000872	2700001660	Standard	Draft	ABC INC	30C
INV-2025.111701	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103_02	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103_01	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103	SINV-111103	2700002665	Standard	Paid with Remittance	ABC INC	30C
INV-2025.111102	SINV-111102	2700002666	Standard	Paid with Remittance	ABC INC	30C
INV-2025.111101	SINV-111101	2700002664	Standard	Paid with Remittance	ABC INC	30C

15

The submitted invoice appears with the status “**Sending to ERP in Progress**”.

E-invoice Status – Supplier

Select Your Purchase Order

Perform SC PO-Flip to e-Invoice

Invoice Statuses

Invoice Statuses	Explanation
Unprocessed	The electronic invoice (e-Invoice) has been created and successfully submitted.
Sending to ERP In Progress	The e-invoice is not yet approved.
Exception	The e-invoice has an exception error.
Rejected	The e-invoice has been rejected; supplier should send email to AP service desk.
Ready for Payment	The e-invoice will be paid once the payment terms are met.
Paid with Remittance	The invoice has been paid, and remittance details are visible .