

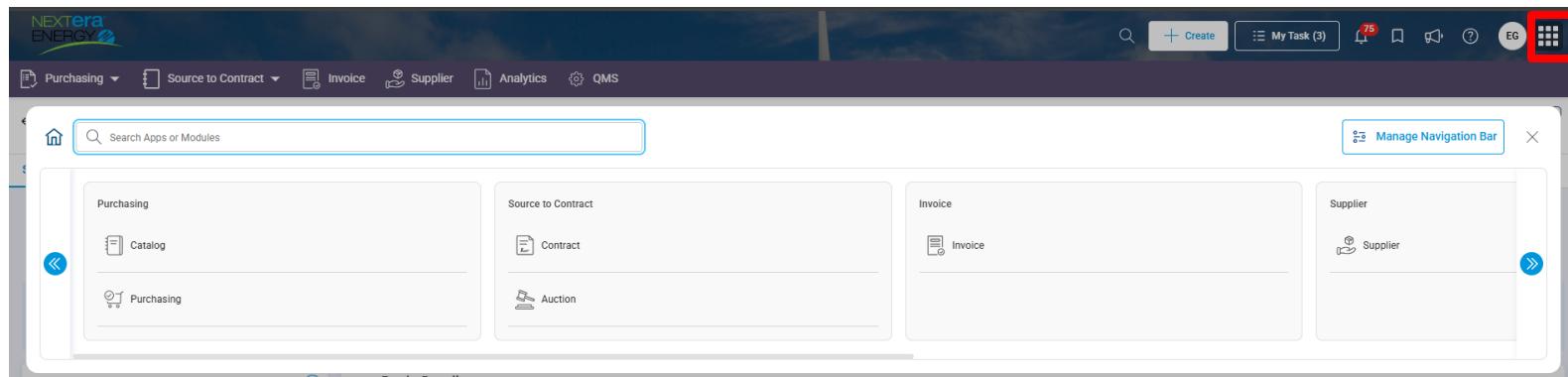
How to Create an Invoice for U.S. Indirect-Service / Non-Inventory

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



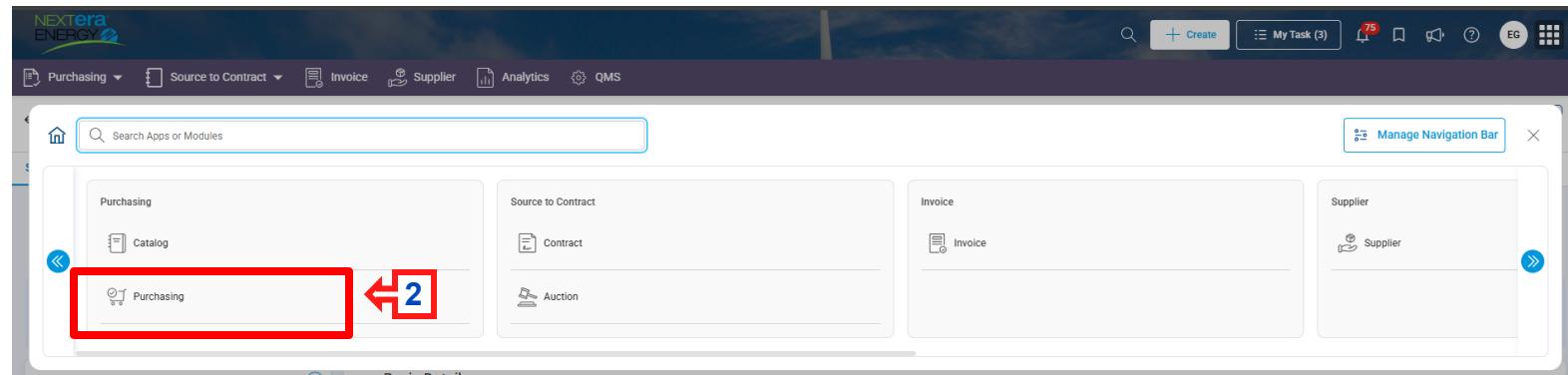
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

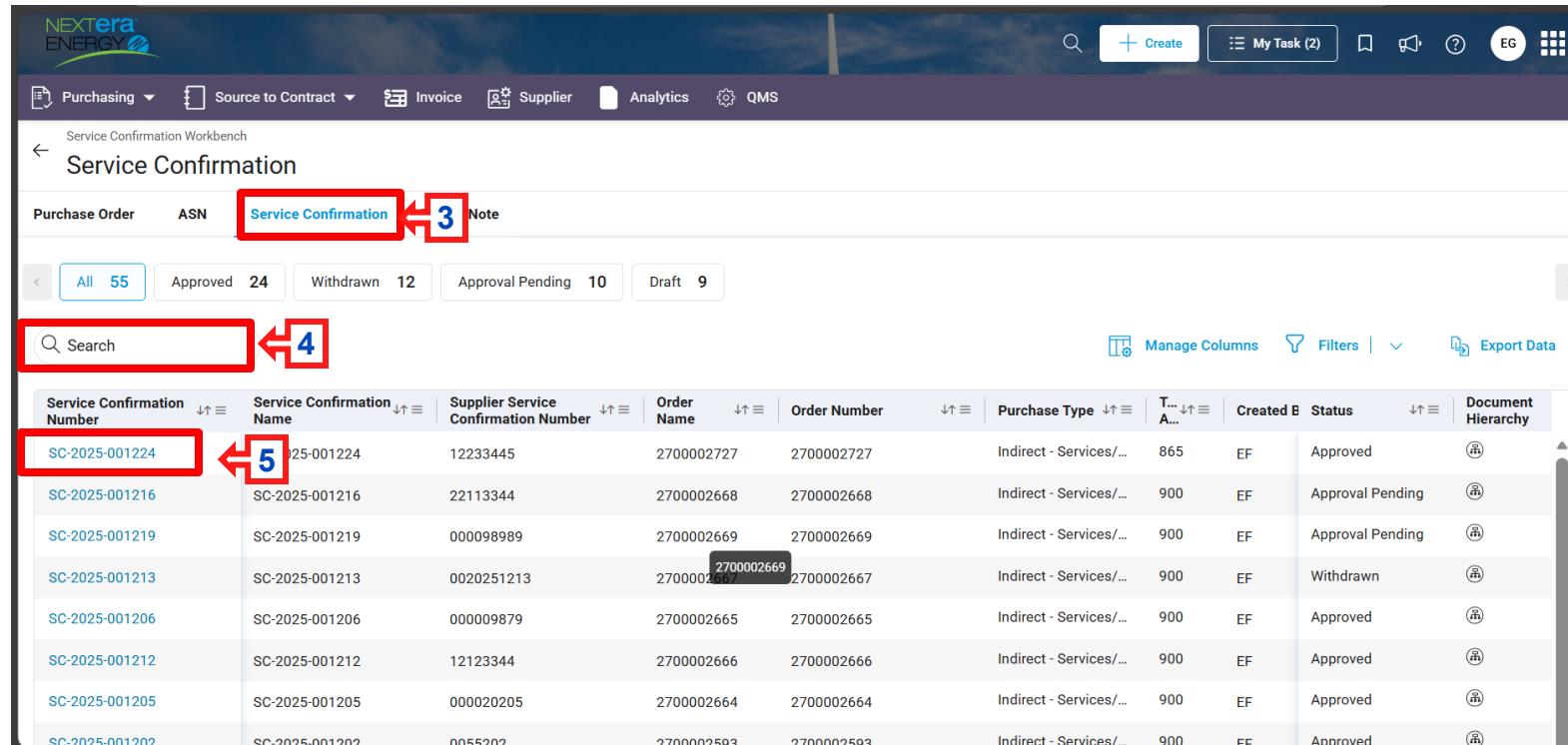
Then, select ‘Purchasing’ from the menu. This will direct you to the Purchasing Section.

Invoice Creation – Supplier View

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Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	Trans. A...	Created B	Status	Document Hierarchy
SC-2025-001224	25-001224	12233445	2700002727	2700002727	Indirect - Services/...	865	EF	Approved	View
SC-2025-001216	SC-2025-001216	22113344	2700002668	2700002668	Indirect - Services/...	900	EF	Approval Pending	View
SC-2025-001219	SC-2025-001219	000098989	2700002669	2700002669	Indirect - Services/...	900	EF	Approval Pending	View
SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	Withdrawn	View
SC-2025-001206	SC-2025-001206	000009879	2700002665	2700002665	Indirect - Services/...	900	EF	Approved	View
SC-2025-001212	SC-2025-001212	12123344	2700002666	2700002666	Indirect - Services/...	900	EF	Approved	View
SC-2025-001205	SC-2025-001205	000020205	2700002664	2700002664	Indirect - Services/...	900	EF	Approved	View
SC-2025-001202	SC-2025-001202	0055202	2700002593	2700002593	Indirect - Services/...	900	FF	Approved	View

3

Click on the **Service Confirmation** tab.

4

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

5

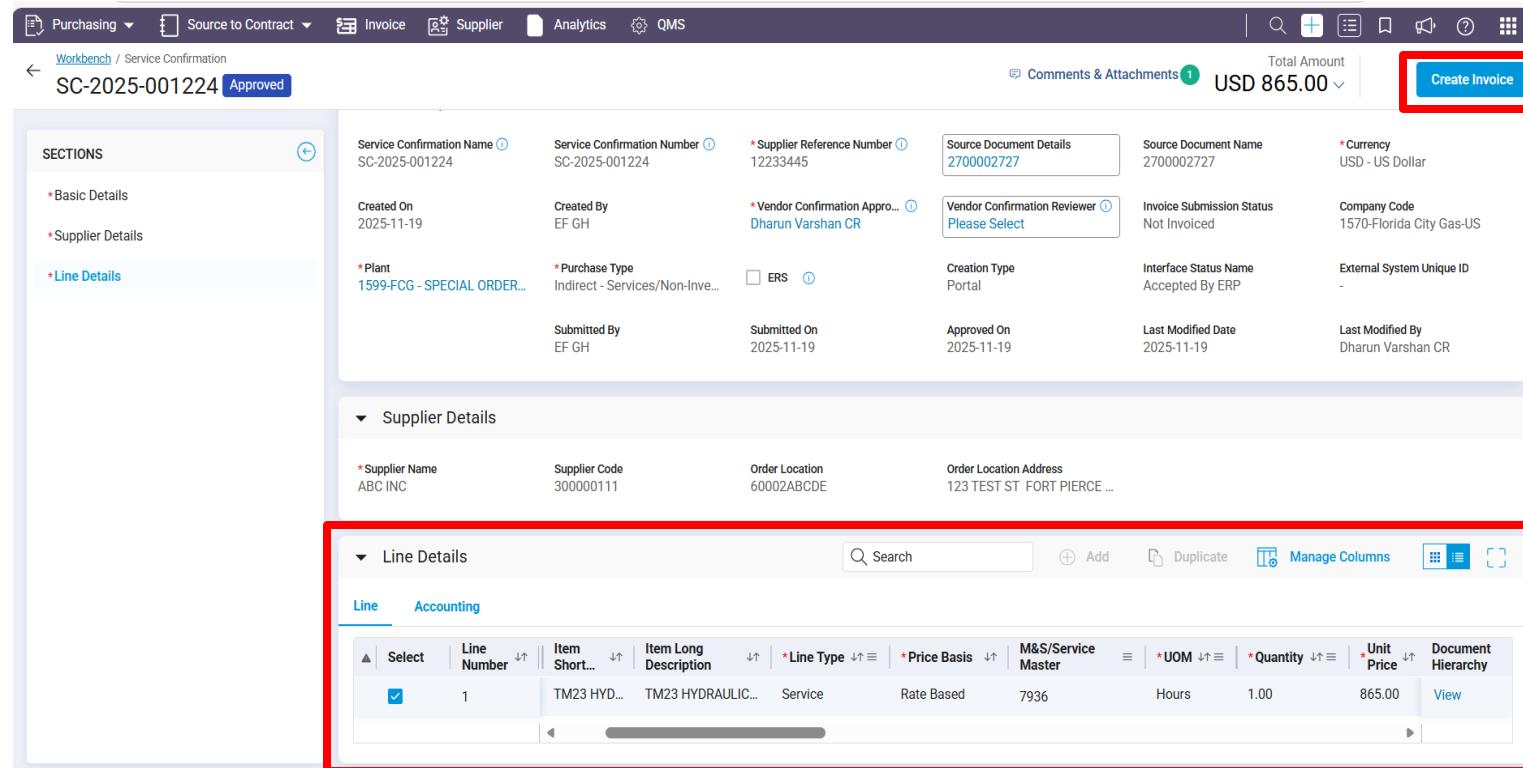
Click on the specific **Service Confirmation number** to continue.

Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



The screenshot shows the Service Confirmation screen. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The URL is Workbench / Service Confirmation, and the document ID is SC-2025-001224, marked as Approved. The main area has sections for Basic Details, Supplier Details, and Line Details. The Line Details section is highlighted with a red box and contains a table with columns: Select, Line Number, Item Short..., Item Long Description, Line Type, Price Basis, M/S/Service Master, UOM, Quantity, Unit Price, and Document Hierarchy. The first row in this table has a checked checkbox in the 'Select' column. At the top right of the screen, there is a 'Create Invoice' button, which is also highlighted with a red box. A red arrow points from the 'Line Details' section to the 'Create Invoice' button.

6

7

In the opened **Service Confirmation**, go to **Line Details** Section. Select the line items from the **Line Details** section, which you wish to flip to e-Invoice

7

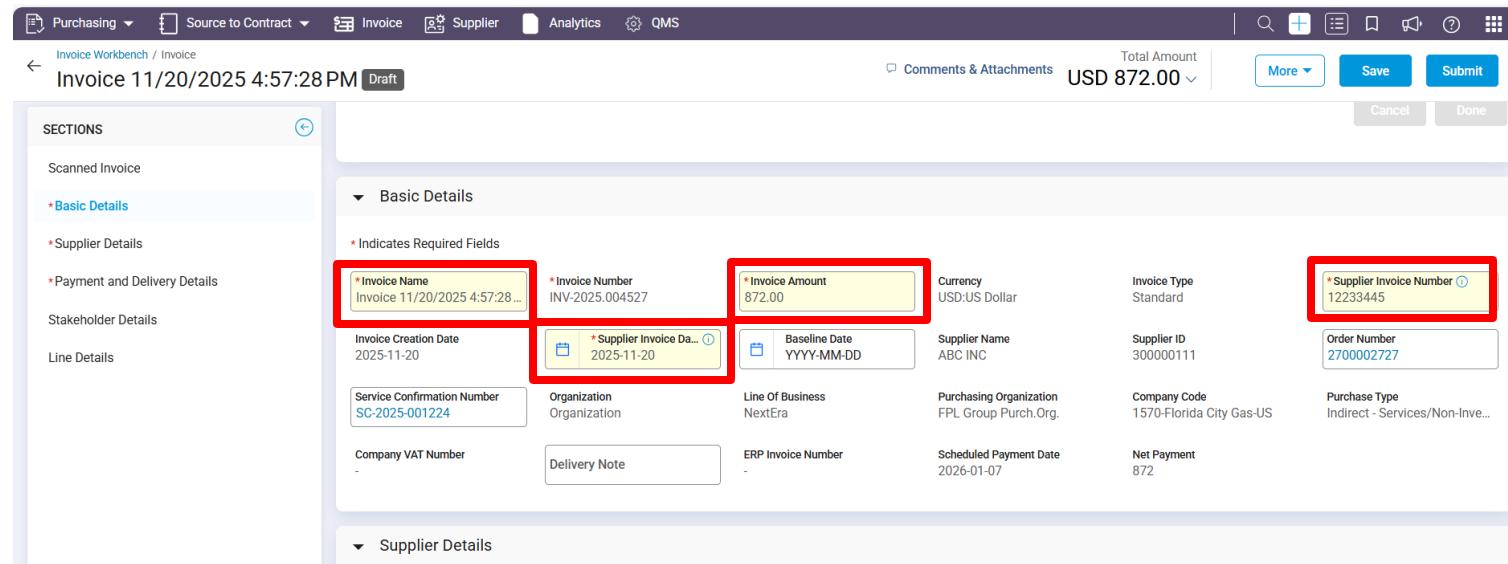
Click on the “Create Invoice” button on top-right corner of screen.

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



Invoice Workbench / Invoice
← Invoice 11/20/2025 4:57:28 PM Draft

Total Amount USD 872.00

More Save Submit

Cancel Done

SECTIONS

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

*** Indicates Required Fields**

Field	Value
Invoice Name	Invoice 11/20/2025 4:57:28...
Invoice Number	INV-2025.004527
Invoice Amount	872.00
Currency	USD:US Dollar
Invoice Type	Standard
Supplier Invoice Number	12233445
Invoice Creation Date	2025-11-20
Supplier Invoice Date	2025-11-20
Baseline Date	YYYY-MM-DD
Supplier Name	ABC INC
Supplier ID	300000111
Order Number	2700002727
Service Confirmation Number	SC-2025-001224
Organization	Organization
Line Of Business	NextEra
Purchasing Organization	FPL Group Purch.Org.
Company Code	1570-Florida City Gas-US
Purchase Type	Indirect - Services/Non-Inve...
Company VAT Number	-
ERP Invoice Number	-
Scheduled Payment Date	2026-01-07
Net Payment	872
Delivery Note	-

*** Supplier Details**

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

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Perform SC PO-Flip to e-Invoice

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 987654321

*Bank Name ABC

9

9 In “Supplier Details”, Enter the “Tax Identification Country”.
In “Tax Details” Click on the hyperlink to View Tax Identification Details

Invoice 11/20/2025 4:57:28 PM Draft

SECTIONS

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

Tax Identification Details

Tax Identification Type	Tax Identification Number
TIN Number	26-4277382

10

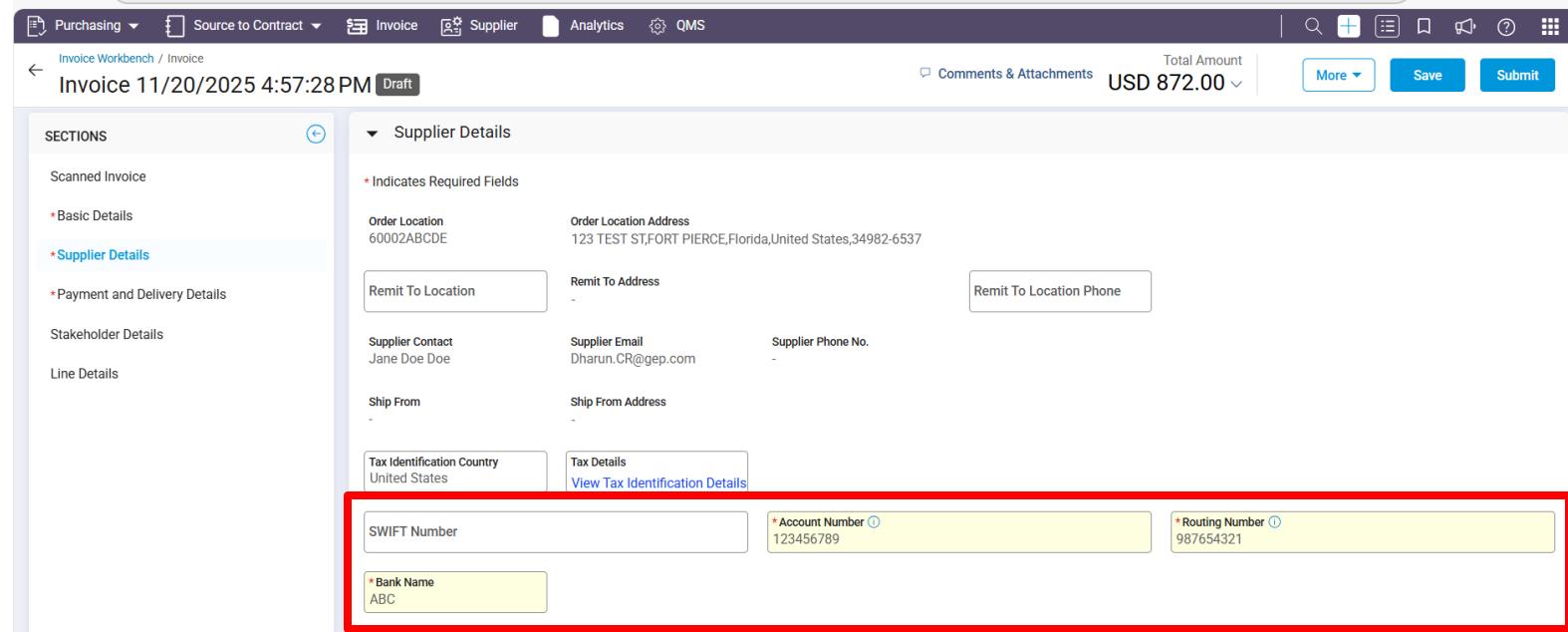
10 A slider opens where you can verify your “Tax Identification Details” such as “TIN Number”.

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 11/20/2025 4:57:28 PM Draft

Total Amount USD 872.00

Comments & Attachments 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 987654321

*Bank Name ABC

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

Line Details

Add Delete Export Data Manage Columns Duplicate Invoice

Line

Select	Line Number	Taxes	Freight	Tax Base	Ship To	Ship To Address	Ship
<input type="checkbox"/>	1	3.00	4.00	869.00	FPL - NextEra Energy Inc	700 Universe Blvd., Juno B...	

12

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

Purchasing Source to Contract Invoice Supplier Analytics QMS

Invoice Workbench / Invoice
Invoice 11/20/2025 4:57:28 PM Draft

SECTIONS * Indicates Required Fields

Scanned Invoice	Ship To FPL - NextEra Energy Inc	Ship To Address 700 Universe Blvd., Juno Beach, Florida	Total Amount USD 872.00										
* Basic Details	Bill To FPL INFORMATION MGMT ...	Bill To Address 8521 W FRANKLIN RD, BOISE, ID, 83703											
* Supplier Details	Bill to email xyz@fpl.com	Bill To Phone 800-900-9000											
* Payment and Delivery Details	Comments & Attachments												
Stakeholder Details	<table border="1"><tr><td>Invoice Value</td><td>865.00</td></tr><tr><td>Shipping & Freight</td><td>4.00</td></tr><tr><td>Taxes</td><td>3.00</td></tr><tr><td>Special Handling</td><td>0.00</td></tr><tr><td>Invoice Total</td><td>872.00</td></tr></table>			Invoice Value	865.00	Shipping & Freight	4.00	Taxes	3.00	Special Handling	0.00	Invoice Total	872.00
Invoice Value	865.00												
Shipping & Freight	4.00												
Taxes	3.00												
Special Handling	0.00												
Invoice Total	872.00												
Line Details	* Indicates Required Fields												

13

Enter Taxes, Special Handling and Freight as applicable for the line.

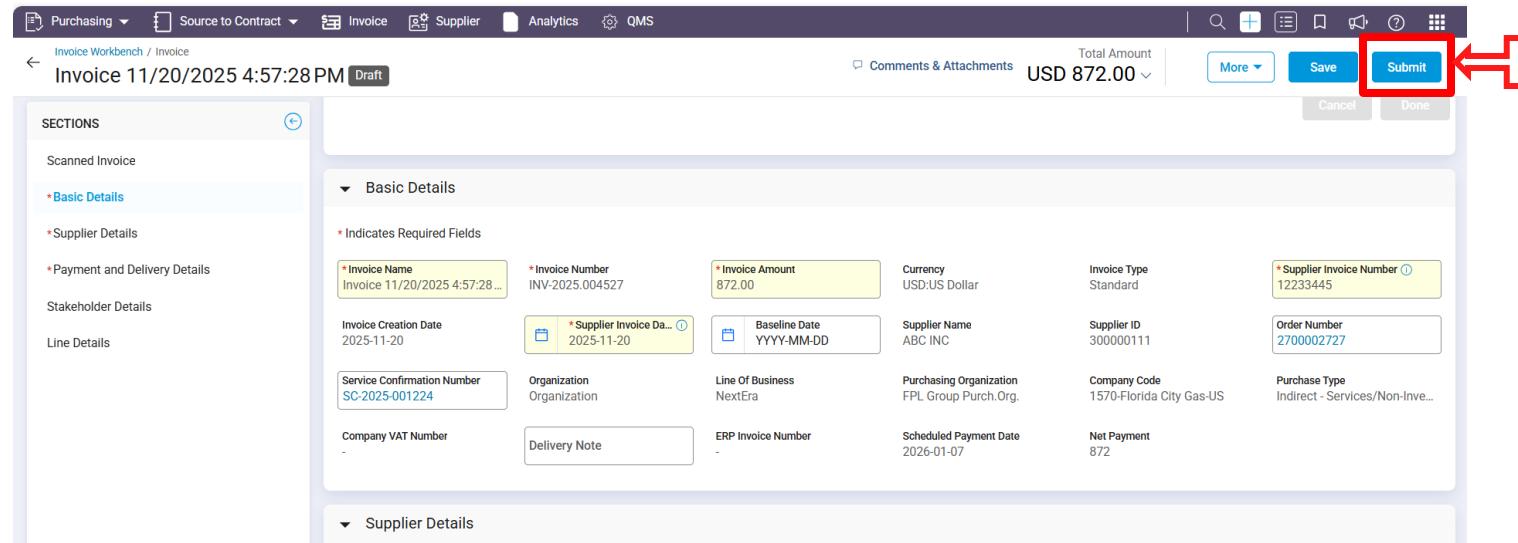
You can view the “Total Amount” on top added along with tax and freight charges.

Invoice Inputs - Supplier

Select Your Purchase Order

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Purchasing ▾ Source to Contract ▾ Invoice ▾ Supplier ▾ Analytics ▾ QMS

Invoice Workbench / Invoice

Invoice 11/20/2025 4:57:28PM Draft

Total Amount USD 872.00

Comments & Attachments

More ▾ Save Submit Cancel Done

SECTIONS

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

*** Basic Details**

Indicates Required Fields

* Invoice Name Invoice 11/20/2025 4:57:28...	* Invoice Number INV-2025.004527	* Invoice Amount 872.00	Currency USD-US Dollar	Invoice Type Standard	* Supplier Invoice Number 12233445
Invoice Creation Date 2025-11-20	* Supplier Invoice Date 2025-11-20	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700002727
Service Confirmation Number SC-2025-001224	Organization Organization	Line of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 1570-Florida City Gas-US	Purchase Type Indirect - Services/Non-Inve...
Company VAT Number -	Delivery Note -	ERP Invoice Number -	Scheduled Payment Date 2026-01-07	Net Payment 872	

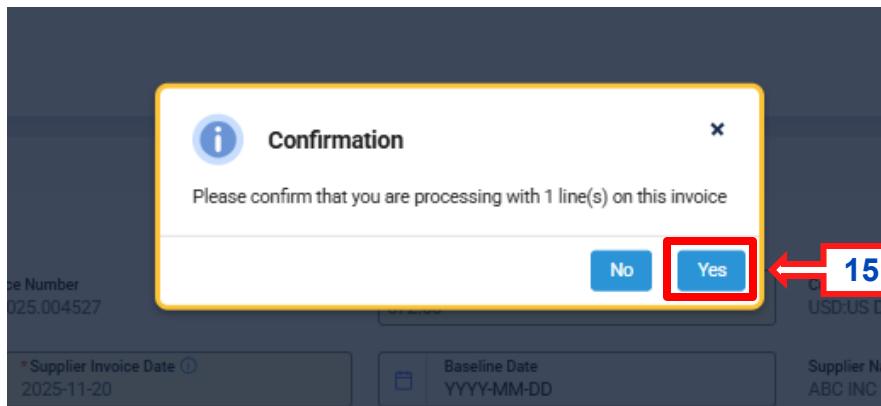
*** Supplier Details**

14

Verify and “Submit” to confirm the line items to be invoiced.

15

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

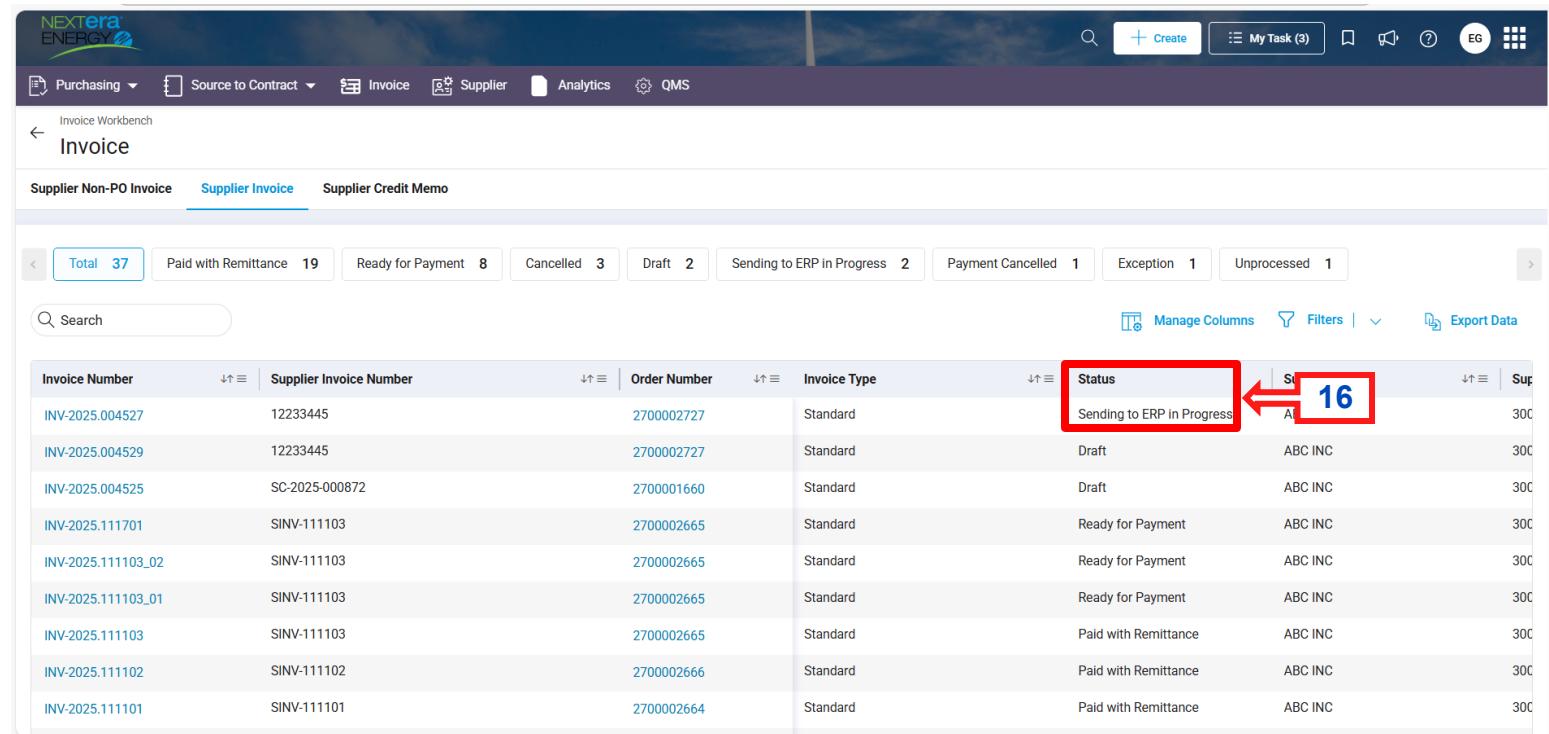


Invoice Inputs - Supplier

Select Your Purchase Order

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The screenshot shows the software interface for managing supplier invoices. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main area is titled 'Invoice' and shows a list of invoices. The 'Supplier Invoice' tab is selected. The table has columns for 'Invoice Number', 'Supplier Invoice Number', 'Order Number', 'Invoice Type', 'Status', and 'Supplier'. One row in the table is highlighted with a red box around the 'Status' column, which contains 'Sending to ERP in Progress'. A red arrow points from this box to the number '16'.

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

16

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

E-invoice Status – Supplier

Select Your Purchase Order

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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 .