

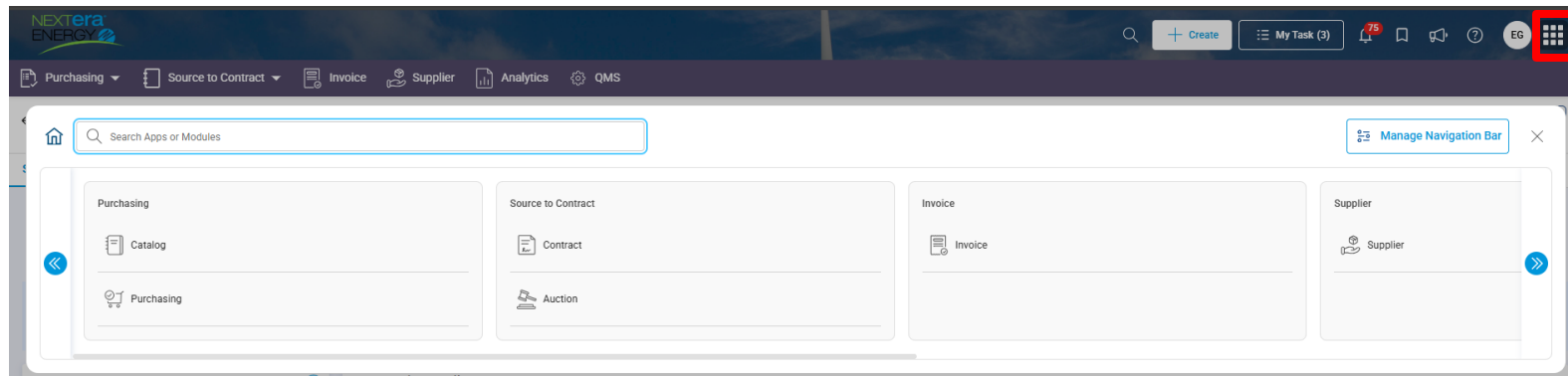
# How to Create an Invoice for U.S. Indirect-Service / Non-Inventory

# Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



1

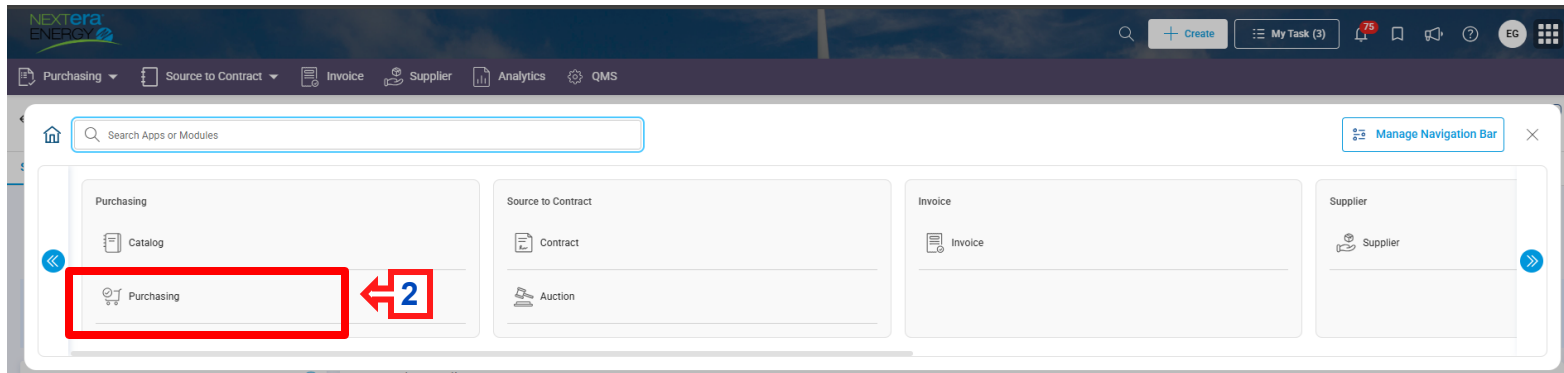
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

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

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Service Confirmation Workbench

Service Confirmation

Search

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SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	Withdrawn	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

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

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The screenshot shows the SAP Service Confirmation interface for document SC-2025-001224. The interface includes a top navigation bar with tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main content area is divided into several sections: Basic Details, Supplier Details, and Line Details. The Line Details section is highlighted with a red box and contains a table with one line item. A 'Create Invoice' button is located in the top right corner of the main content area, also highlighted with a red box. Annotations with numbered circles and arrows point to the 'Create Invoice' button (7) and the Line Details table (6).

Workbench / Service Confirmation  
SC-2025-001224 Approved

Comments & Attachments 1 Total Amount USD 865.00

**Create Invoice**

**6** 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.

**6**

Line	Accounting
1	TM23 HYD... TM23 HYDRAULIC... Service Rate Based 7936 Hours 1.00 865.00 View

# 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] Comments & Attachments 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

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

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

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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: [Text Box]    Remit To Address: [Text Box]    Remit To Location Phone: [Text Box]

Supplier Contact: Jane Doe Doe    Supplier Email: Dharun.CR@gep.com    Supplier Phone No.: [Text Box]

Ship From: [Text Box]    Ship From Address: [Text Box]

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

SWIFT Number: [Text Box]    \* Account Number: 123456789    \* Routing Number: 987654321

\* Bank Name: ABC

9

In "Supplier Details", Enter the "Tax Identification Country".  
In "Tax Details" Click on the hyperlink to View Tax Identification Details

10

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

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

Invoice Workbench / Invoice

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: [Text Box]    Remit To Address: [Text Box]

Tax Identification Details

Tax Identification Type	Tax Identification Number
TIN Number	26-4277382

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# Invoice Inputs - Supplier

Select Your Purchase Order

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Invoice Workbench / Invoice  
Invoice 11/20/2025 4:57:28 PM **Draft** Comments & Attachments Total Amount USD 872.00 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: 987654321

\*Bank Name: ABC

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

11



# Invoice Inputs - Supplier

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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.

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

Total Amount USD 872.00

Total Amount	
Invoice Value	865.00
Shipping & Freight	4.00
Taxes	3.00
Special Handling	0.00
Invoice Total	872.00

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# Invoice Inputs - Supplier

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The screenshot shows the 'Invoice Workbench / Invoice' interface. At the top, there are navigation tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main header displays 'Invoice 11/20/2025 4:57:28 PM' with a 'Draft' status and a 'Total Amount' of 'USD 872.00'. A 'Submit' button is highlighted with a red box and the number 14. The main content area is divided into sections: 'Basic Details', 'Supplier Details', and 'Supplier Details'. The 'Basic Details' section includes fields for Invoice Name, Invoice Number, Invoice Amount, Currency, Invoice Type, and Supplier Invoice Number. The 'Supplier Details' section includes fields for Supplier Name, Supplier ID, Order Number, and Purchase Type.

14

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

15

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

The screenshot shows a 'Confirmation' dialog box with the text 'Please confirm that you are processing with 1 line(s) on this invoice'. The 'Yes' button is highlighted with a red box and the number 15. The dialog box has a close button (X) in the top right corner.

15

# Invoice Inputs - Supplier

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Invoice Workbench

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

Invoice Number	Supplier Invoice Number	Order Number	Invoice Type	Status	Supplier	Sup
INV-2025.004527	12233445	2700002727	Standard	Sending to ERP In Progress	ABC INC	300
INV-2025.004529	12233445	2700002727	Standard	Draft	ABC INC	300
INV-2025.004525	SC-2025-000872	2700001660	Standard	Draft	ABC INC	300
INV-2025.111701	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103_02	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103_01	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	300
INV-2025.111103	SINV-111103	2700002665	Standard	Paid with Remittance	ABC INC	300
INV-2025.111102	SINV-111102	2700002666	Standard	Paid with Remittance	ABC INC	300
INV-2025.111101	SINV-111101	2700002664	Standard	Paid with Remittance	ABC INC	300

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

## E-invoice Status – Supplier

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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 .