

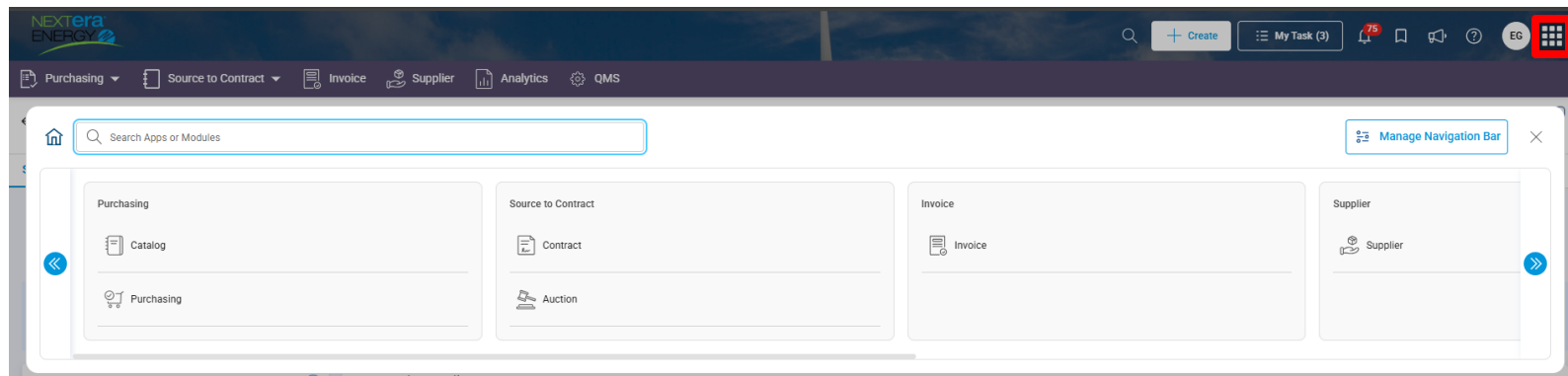
# How to Create an Invoice for Canada Indirect-Service / Non-Inventory

# Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



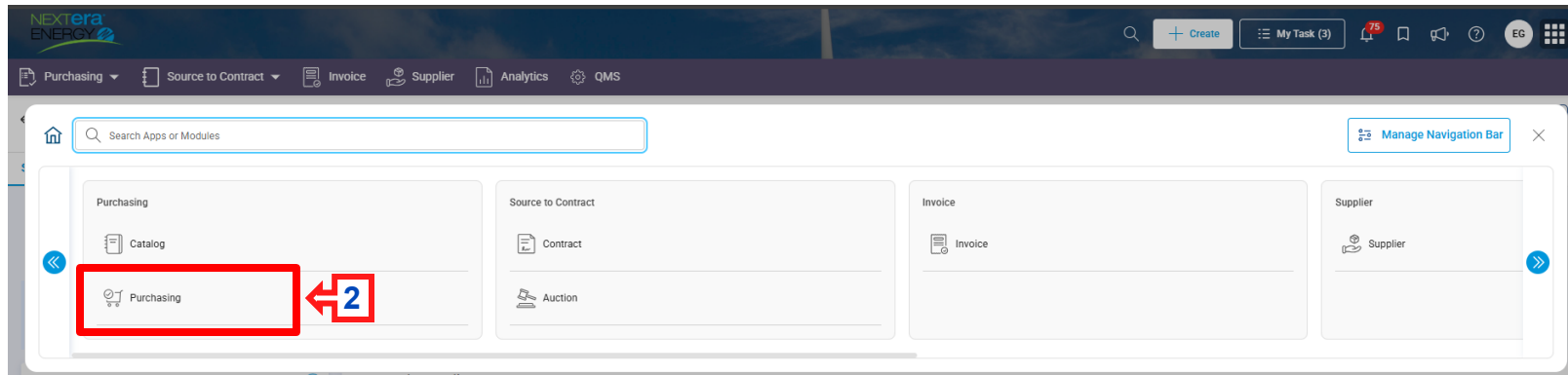
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the **upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Invoice Creation – Supplier View

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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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Perform SC PO-Flip to e-Invoice

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation

All 59 Approved 29 Withdrawn 12 Draft 10 Approval Pending 8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	Created By	Created On	Status	Document
SC-2025-001232	SC-2025-001232	009088	2700002808 - Ca	2700002808	Indirect - Services/...	200	EF	2025-11-24	Approved	📄
SC-2025-001227	SC-2025-001227	0009898	2700002776 - Co	2700002776	Indirect - Limit Line	165	EF	2025-11-21	Approved	📄
SC-2025-001226	SC-2025-001226	00067543	2700002670	2700002670	Indirect - Services/...	900	EF	2025-11-20	Withdrawn	📄
SC-2025-001225	SC-2025-001225		2700002770 - Co	2700002770	Indirect - Services/...	99	EF	2025-11-20	Draft	📄
SC-2025-001219	SC-2025-001219	000098989	2700002669	2700002669	Indirect - Services/...	900	EF	2025-11-18	Approved	📄
SC-2025-001216	SC-2025-001216	22113344	2700002668	2700002668	Indirect - Services/...	900	EF	2025-11-13	Approved	📄
SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Approved	📄
SC-2025-001224	SC-2025-001224	12233445	2700002727	2700002727	Indirect - Services/...	865	EF	2025-11-19	Approved	📄
SC-2025-001206	SC-2025-001206	000009879	2700002665	2700002665	Indirect - Services/...	900	EF	2025-11-04	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

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-2025-001232 Approved

Comments & Attachments 1 Total Amount CAD 200.00

Create Invoice

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

\* Indicates Required Fields

Service Confirmation Name SC-2025-001232	Service Confirmation Number SC-2025-001232	* Supplier Reference Number 009088	Source Document Details 2700002808	Source Document Name 2700002808 - Canada PO	* Currency CAD - Canadian Dollar - CA
Created On 2025-11-24	Created By EF GH	* Vendor Confirmation Appro... Sunaina Mistry	Vendor Confirmation Reviewer Please Select	Invoice Submission Status Not Invoiced	Company Code 8000-NEE Can Hldgs-CA
* Plant 8000-NEXTERA ENERGY CA...	* Purchase Type Indirect - Services/Non-Inve...	<input type="checkbox"/> ERS	Creation Type Portal	Interface Status Name Accepted By ERP	External System Unique ID -
Submitted By EF GH	Submitted On 2025-11-24	Approved On 2025-11-24	Last Modified Date 2025-11-24	Last Modified By Sunaina Mistry	

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.

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		Service		Service	Rate Based	Service	Activity unit	View

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 11/24/2025 2:48:20 PM Draft

Comments & Attachments Total Amount CAD 205.00

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 11/24/2025 2:48:20...	* Invoice Number INV-2025.004539	* Invoice Amount 205.00	Currency CAD:Canadian Dollar - CA	Invoice Type Standard	* Supplier Invoice Number 009088
Invoice Creation Date 2025-11-24	* Supplier Invoice Date 2025-11-24	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700002808
Service Confirmation Number SC-2025-001232	Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.	Company Code 8000-NEE Can Hldgs-CA	Purchase Type Indirect - Services/Non-Inve...
Company VAT Number -	Delivery Note	ERP Invoice Number -	Scheduled Payment Date 2026-01-11	Net Payment 205	

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

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,Canada,Canada,34982-6537

Remit To Location: [Field]

Remit To Address: [Field]

Remit To Location Phone: [Field]

Supplier Contact: Jane Doe Doe

Supplier Email: Dharun.CR@gep.com

Supplier Phone No.: [Field]

Ship From: [Field]

Ship From Address: [Field]

Tax Identification Country: Canada

Tax Details: [View Tax Identification Details](#)

\* SWIFT Number: [Field]

\* Account Number: [Field]

\* Routing Number: [Field]

\* Bank Name: [Field]

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

Catalog

Purchasing

/24/2025 2:48:20 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,Canada,Canada,34982-6537

Remit To Location: [Field]

Remit To Address: [Field]

Tax Identification Details

Tax Identification Type	Tax Identification Number
TIN Number	1234567890

10

# 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 11/24/2025 2:48:20 PM Draft

Comments & Attachments Total Amount CAD 205.00

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,Canada,Canada,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 Canada Tax Details View Tax Identification Details

\* SWIFT Number 222333444 \* Account Number 123456789 \* Routing Number 0987654321

\* Bank Name PNC

11

Similarly, fill in all the mandatory fields of **Supplier Details** section: **SWIFT Number, 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

12

In the line details section, scroll right to taxes column. Click on “**Add Taxes**” Hyperlink to view the tax code details.

The screenshot shows the 'Invoice Workbench / Invoice' interface. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main header displays 'Invoice 11/24/2025 2:48:20 PM [Draft]' and 'Total Amount CAD 200.00'. The left sidebar lists 'SECTIONS' including 'Scanned Invoice', 'Basic Details', 'Supplier Details', 'Payment and Delivery Details', 'Stakeholder Details', and 'Line Details'. The 'Line Details' section is expanded, showing a table with columns: 'Select', 'Line Number', 'Used Tax', 'Special Handling', 'Taxes', 'Tax Base', and 'Ship To'. The first row has 'Line Number' 1, 'Used Tax' 0, and 'Ship To' FPL EVERGLADES PV SOLAR. The 'Taxes' column for this row contains an 'Add Taxes' button, which is highlighted with a red box. A red arrow points from a blue circle with the number '12' to this button.

Select	Line Number	Used Tax	Special Handling	Taxes	Tax Base	Ship To
<input type="checkbox"/>	1	0	Add	Add Taxes	200.00	FPL EVERGLADES PV SOLAR

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

The screenshot shows the 'Invoice Workbench / Invoice' interface. The left sidebar lists sections: Scanned Invoice, Basic Details, Supplier Details, Payment and Delivery Details, Stakeholder Details, and Line Details. The main area displays the 'Taxes' section with a table header: Tax Code, Tax Rate, Tax Amount. Below the header, it says 'No rows to show'. At the bottom of the table, there are 'Cancel' and 'Apply' buttons. A red box highlights the 'Add' button (a plus icon in a circle) in the top right corner of the table. A red arrow points from a red box containing the number '13' to the 'Add' button. A blue circle with the number '13' is also present.

13

After clicking on hyperlink, a slider will open. Click “Add” button to enter the tax code details.

# 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 11/24/2025 2:48:20 PM Draft

SECTIONS

Scanred Invoice

\* Basic Details

\* Supplier Details

\* Payment and Delivery Details

Stakeholder Details

Line Details

\* Indicates Required Fields

Ship To  
FPL EVERGLADES PV SOLAR

Bill To  
DG Northeast Solar III LLC

Bill to email  
-

Ship To Address  
21950,SW 232 ST.,MIAMI,US,33170-49

Bill To Address  
700,Universe Blvd,Juno Beach,US,334

Bill To Phone  
-

Pay  
Ne

▼ Stakeholder Details

\* Indicates Required Fields


Order Contact  
Deepa Sirumath

Buyer Email/Phone  
deepa.sirumath@gep.com

▼ Line Details

Line

▲ Select	↕	Line Number	⏏	Special Handling
<input type="checkbox"/>		1		Add


**Taxes**  
0%

×

⊕ Add

🗑 Delete

	Tax Code	Tax Rate	Tax Amount
<input type="checkbox"/>	GST ▾	0	5.00
<input type="checkbox"/>	HST ▾	0	0.00
<input type="checkbox"/>	PST ▾	0	0.00
<input type="checkbox"/>	QST ▾	0	0.00

14

You may add the appropriate tax code types to the corresponding lines required.

**(GST, HST, PST, QST)**

15

Click the **“Apply”** button to confirm the added tax code.

16

You can verify the entered tax amount in the line details section.

Line Details

+

 Add
 

🗑

 Delete
 

📄

 Export Data
 

🔗

 Manage Columns
 

📄

 Duplicate Invoice
 

☰

☰

🗑

Line

▲	Select	↕	Line Number	↕	tal	↕	Accrued Tax	↕	Special Handling	↕	Taxes	↕	Freight	↕	Tax Base	↕	Ship To
<input type="checkbox"/>			1					0	Add		5.00		16		0.00	865.00	FPL - Next

# 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 11/24/2025 2:48:20 PM Draft

SECTIONS

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

Upload your files

Click here to select your files [Browse](#)

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Attachment name length is limited to 100 characters

Comments & Attachments

Total Amount CAD 205.00

More Save Submit

Total Amount	
Invoice Value	200.00
Shipping & Freight	0.00
Taxes	5.00
Special Handling	0.00
Invoice Total	205.00

Cancel Done

Basic Details

Indicates Required Fields

Invoice Name Invoice 11/24/2025 2:48:20 PM	Invoice Number INV-2025.004539	Invoice Amount 205.00	Supplier Invoice Number 009088
Invoice Creation Date 2025-11-24	Supplier Invoice Date 2025-11-24	Baseline Date YYYY-MM-DD	Supplier ID 300000111
Service Confirmation Number SC-2025-001232	Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch.Org.
Company VAT Number	Delivery Note	ERP Invoice Number	Scheduled Payment Date 2026-01-11
			Net Payment 205

Invoice Type  
Standard

Order Number  
2700002808

Company Code  
8000-NEE Can Hldgs-CA

Purchase Type  
Indirect - Services/Non-Inventory

17

Enter the total invoice amount along with **“Tax Amount”** and **“Special handling Charges”** (If Applicable) in the **“Invoice Amount”** under the basic details section.

# 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 WorldBench / Invoices

Invoice 11/24/2025 2:48:20 PM Draft

Comments & Attachments CAD 205.00 More Save Submit 18

SECTIONS

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

Basic Details

Indicates Required Fields

* Invoice Name Invoice 11/24/2025 2:48:20 PM	* Invoice Number INV-2025-004539	* Invoice Amount 205.00	Currency CAD Canadian Dollar - CA	Invoice Type Standard	* Supplier Invoice Number 009088
Invoice Creation Date 2025-11-24	* Supplier Invoice Date 2025-11-24	Baseline Date YYYY-MM-DD	Supplier Name ABC INC	Supplier ID 300000111	Order Number 2700002808
Service Confirmation Number SC-2025-001232	Organization Organization	Line Of Business NextEra	Purchasing Organization FPL Group Purch. Org	Company Code 8000-NEE Can Hldgs-CA	Purchase Type Indirect - Services/Non-Inven...
Company VAT Number	Delivery Note	ERP Invoice Number	Scheduled Payment Date 2026-01-11	Net Payment 205	

18

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

19

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

Confirmation

Please confirm that you are processing with 1 line(s) on this invoice

No Yes 19

# Invoice Inputs - Supplier

Select Your Purchase Order

Perform SC PO-Flip to e-Invoice

E-Invoice Status

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	Supp
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

20

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

E-Invoice Status

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 .