

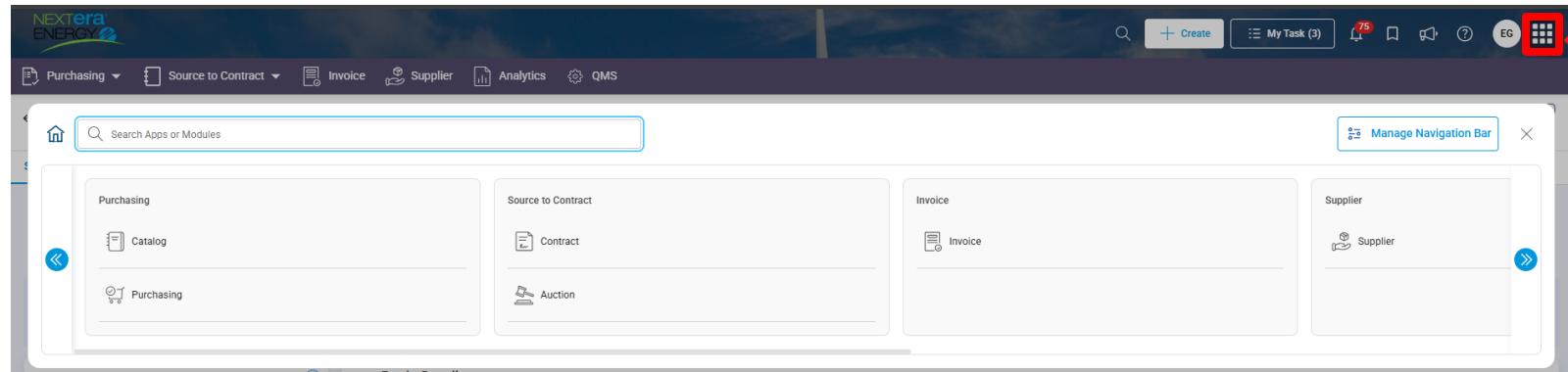
# How to Create an Invoice for Canada Indirect-Service / Non-Inventory

# Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



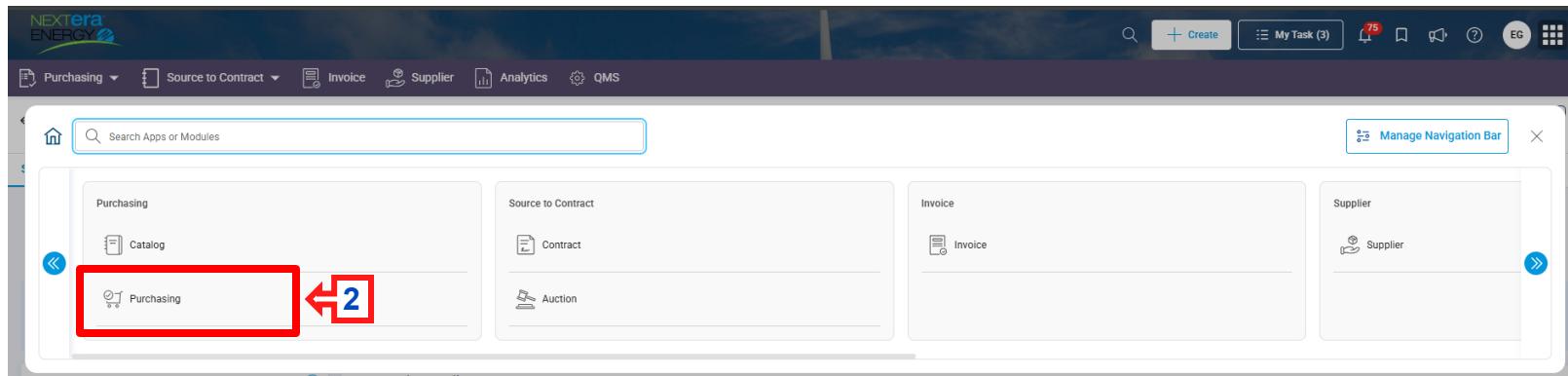
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Invoice Creation – Supplier View

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

# Invoice Creation – Supplier View

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The screenshot shows the Service Confirmation Workbench interface. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main area is titled 'Service Confirmation' and shows a list of service confirmations. The table columns include Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, Created By, Created On, Status, and Document Number. A red box highlights the 'Service Confirmation' tab in the top navigation bar. A red box highlights the search bar. A red box highlights the first row of the table, which is also highlighted with a red border. A red box highlights the 'Approved' status of the first row.

| Service Confirmation Number | Service Confirmation Name | Supplier Service Confirmation Number | Order Name      | Order Number | Purchase Type           | Created By | Created On | Status     | Document Number |
|-----------------------------|---------------------------|--------------------------------------|-----------------|--------------|-------------------------|------------|------------|------------|-----------------|
| SC-2025-001232              | SC-2025-001232            | 009088                               | 2700002808 - Ca | 2700002808   | Indirect - Services/... | 200        | EF         | Approved   | BB              |
| 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

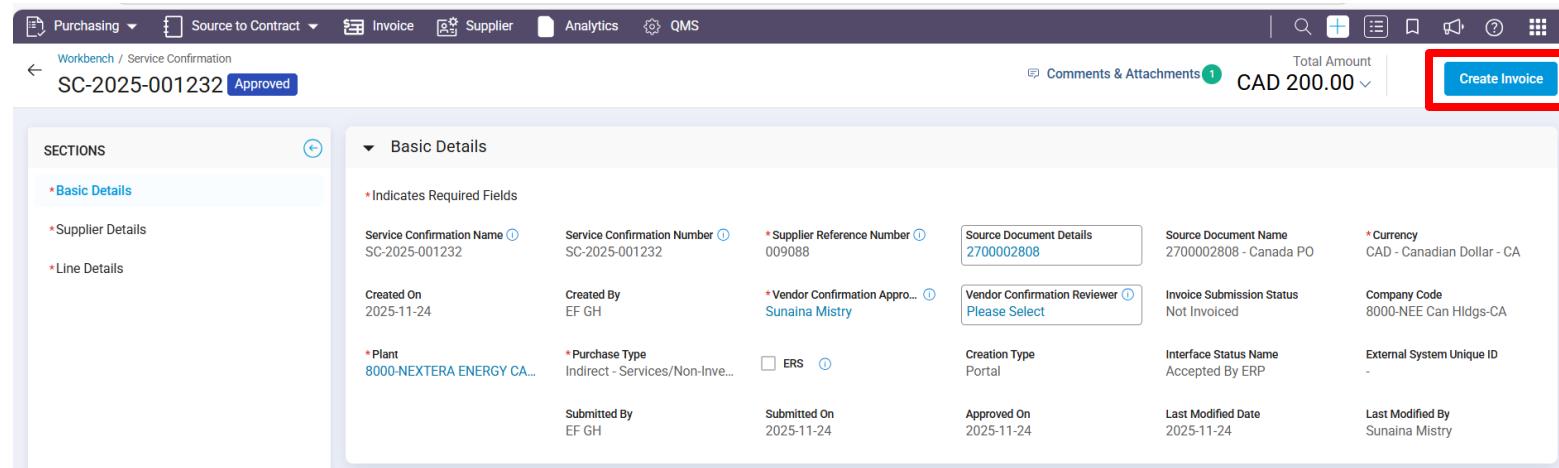
Click on the specific **Service Confirmation number** to continue.

# Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

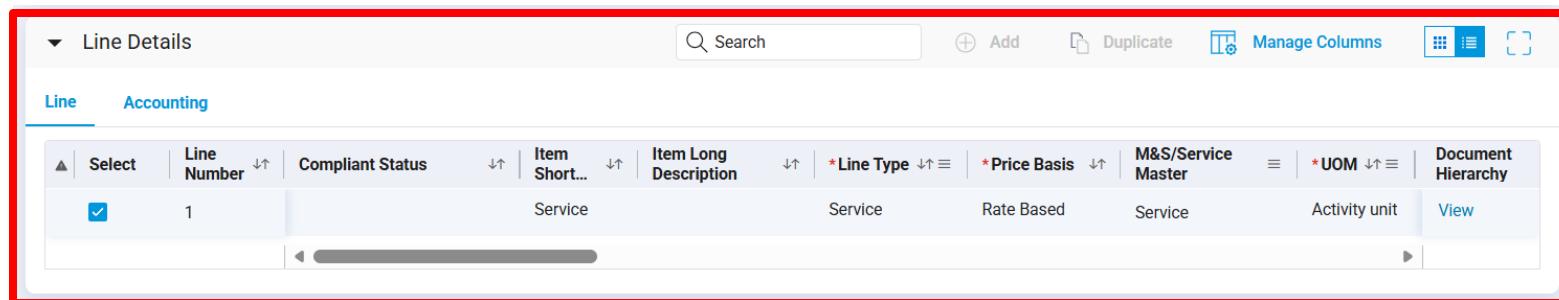


The screenshot shows the 'Service Confirmation' page. At the top right, there is a 'Create Invoice' button highlighted with a red box and a red arrow pointing to it. The page displays various details such as Service Confirmation Name (SC-2025-001232), Service Confirmation Number (SC-2025-001232), Supplier Reference Number (009088), and Source Document Name (2700002808 - Canada PO). The total amount is CAD 200.00.

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



The screenshot shows the 'Line Details' section. A red box highlights the table, and a red arrow points to it. The table has columns for Select, Line Number, Compliant Status, Item Short..., Item Long Description, Line Type, Price Basis, M&S/Service Master, UOM, and Document Hierarchy. The first row shows a selected line item with Line Number 1, Item Short... 'Service', Item Long Description 'Service', Line Type 'Rate Based', Price Basis 'Service', M&S/Service Master 'Activity unit', UOM 'View', and Document Hierarchy.

7

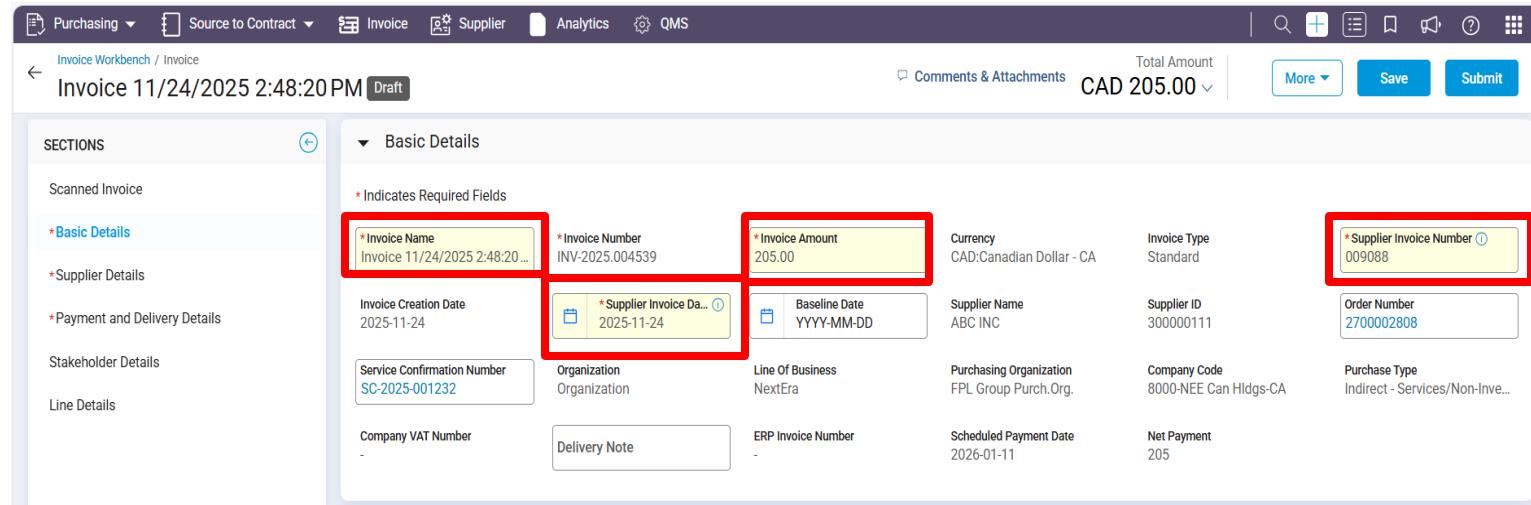
Click on the “Create Invoice” button on top-right corner of screen.

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



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

Invoice Workbench / Invoice

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

Total Amount CAD 205.00

Comments & Attachments More Save Submit

SECTIONS

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

Stakeholder Details

Line Details

**Basic Details**

\* Indicates Required Fields

| Field                       | Value                           |
|-----------------------------|---------------------------------|
| * Invoice Name              | Invoice 11/24/2025 2:48:20...   |
| * Invoice Number            | INV-2025.004539                 |
| * Invoice Amount            | 205.00                          |
| Invoice Creation Date       | 2025-11-24                      |
| * Supplier Invoice Da...    | 2025-11-24                      |
| 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... |
| Currency                    | CAD:Canadian Dollar - CA        |
| Supplier Name               | ABC INC                         |
| Supplier ID                 | 300000111                       |
| Order Number                | 2700002808                      |
| ERP Invoice Number          | -                               |
| Scheduled Payment Date      | 2026-01-11                      |
| Net Payment                 | 205                             |
| Company VAT Number          | -                               |
| Delivery Note               | -                               |

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

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# 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

Supplier Details

\* Indicates Required Fields

|                                      |  |                         |
|--------------------------------------|--|-------------------------|
| Order Location<br>60002ABCDE         | Order Location Address<br>123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537 |                         |
| Remit To Location                    | Remit To Address   | Remit To Location Phone |
| Supplier Contact<br>Jane Doe Doe     | Supplier Email<br>Dharun.CR@gep.com  | Supplier Phone No.      |
| Ship From                            | Ship From Address  |                         |
| Tax Identification Country<br>Canada | Tax Details<br><a href="#">View Tax Identification Details</a>             |                         |
| *SWIFT Number                        | *Account Number  | *Routing Number         |
| *Bank Name                           |  |                         |

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

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<br>60002ABCDE | Order Location Address<br>123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537 |
| Remit To Location            | Remit To Address   |

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

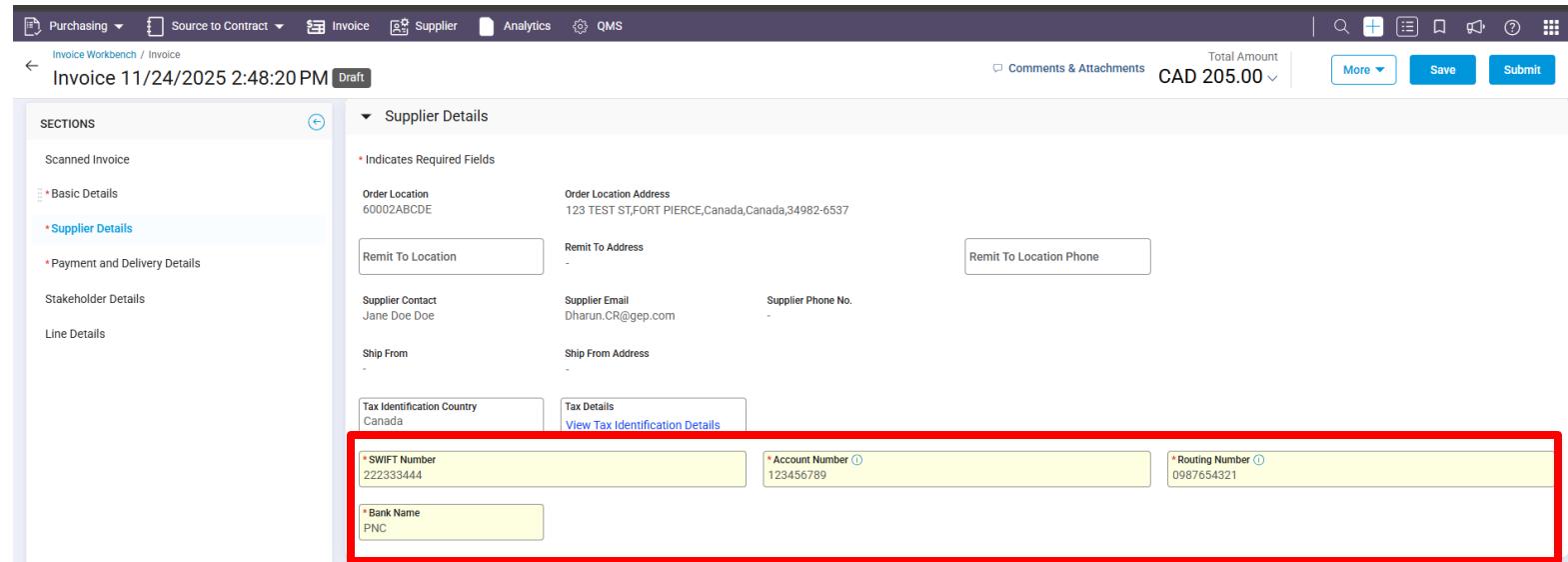
**10**

# 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 creation interface. A red box highlights the following mandatory fields:

- SWIFT Number: 222333444
- Account Number: 123456789
- Routing Number: 0987654321
- Bank Name: PNC

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

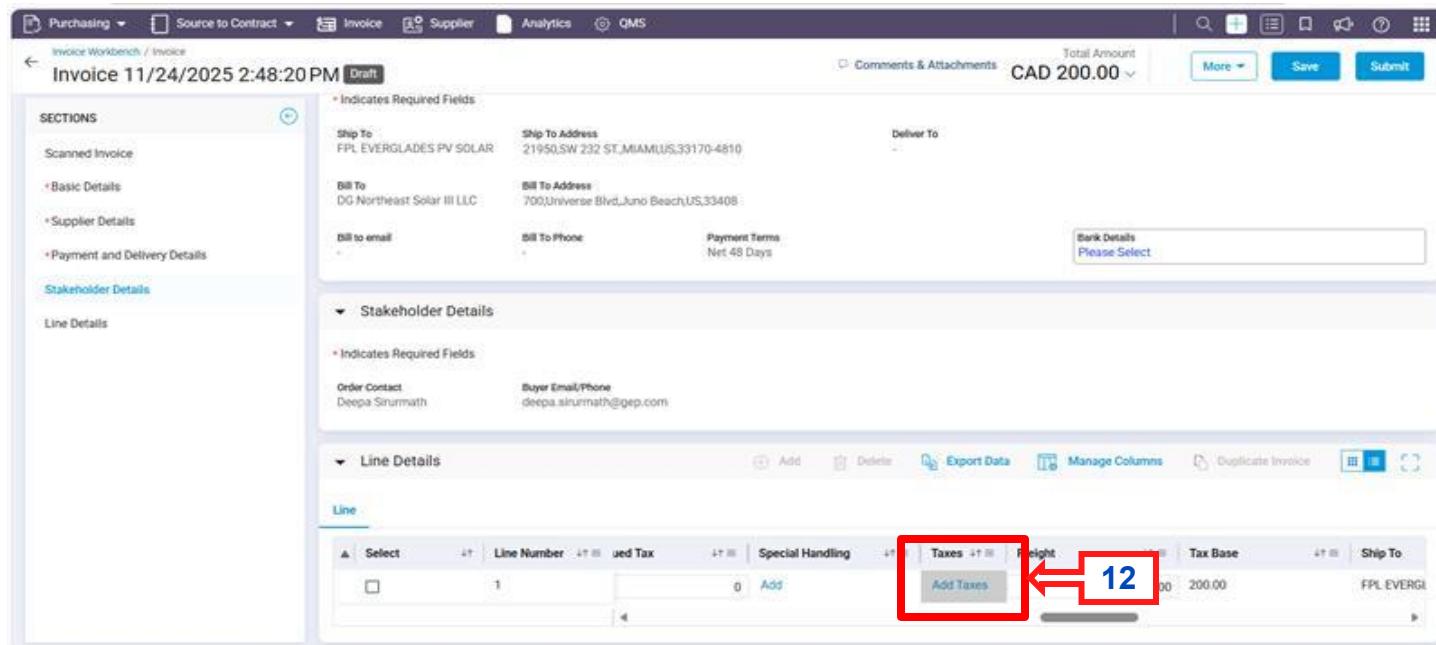
11

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



The screenshot shows the 'Invoice Workbench / Invoice' screen. At the top, there are navigation tabs: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main area displays an invoice for 'Invoice 11/24/2025 2:48:20 PM' (Draft). The 'Line Details' section is expanded, showing a table with columns: Select, Line Number, Due Tax, Special Handling, Taxes, Freight, Tax Base, and Ship To. The 'Taxes' column contains a button labeled 'Add Taxes', which is highlighted with a red box and a red arrow pointing to it from the number 12 in a blue circle.

12

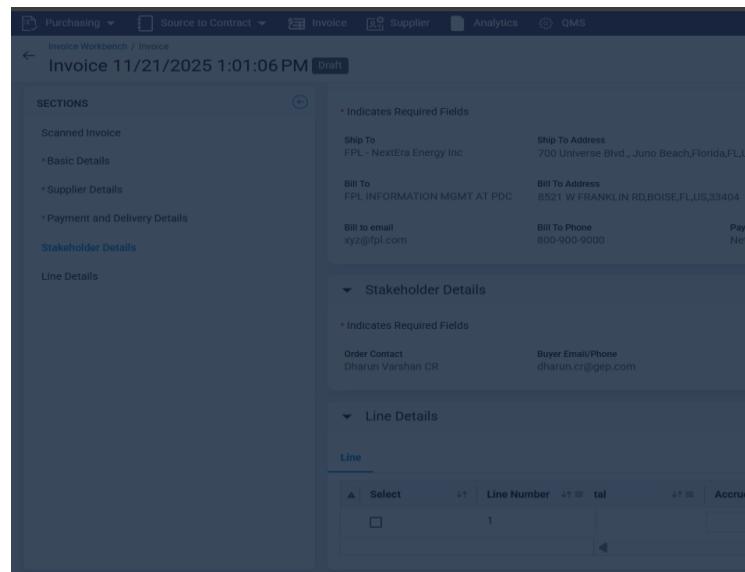
In the line details section, scroll right to taxes column. Click on “Add Taxes” Hyperlink to view the tax code details.

# Invoice Inputs - Supplier

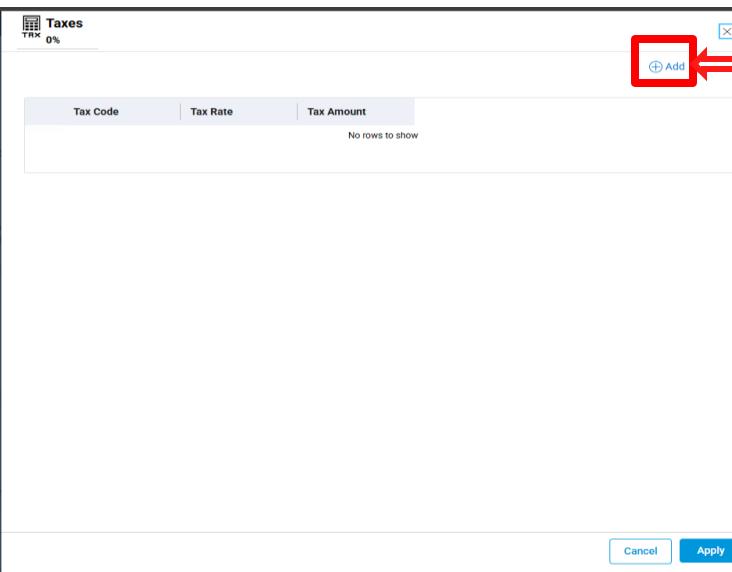
Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



This screenshot shows the 'Invoice Workbench / Invoice' page. It displays basic invoice details such as 'Ship To' (NextEra Energy Inc) and 'Bill To' (FPL INFORMATION MGMT AT POC). It also shows stakeholder details for 'Order Contact' (Dharun Varshan CR) and 'Buyer Email/Phone' (dharun.cr@gep.com). The page has a sidebar with sections like 'Scanned Invoice', 'Basic Details', 'Supplier Details', 'Payment and Delivery Details', 'Stakeholder Details', and 'Line Details'.



This screenshot shows the 'Taxes' section with a table header 'Tax Code', 'Tax Rate', and 'Tax Amount'. A red box highlights the 'Add' button in the top right corner of the table area. The table body is currently empty, showing 'No rows to show'.

13

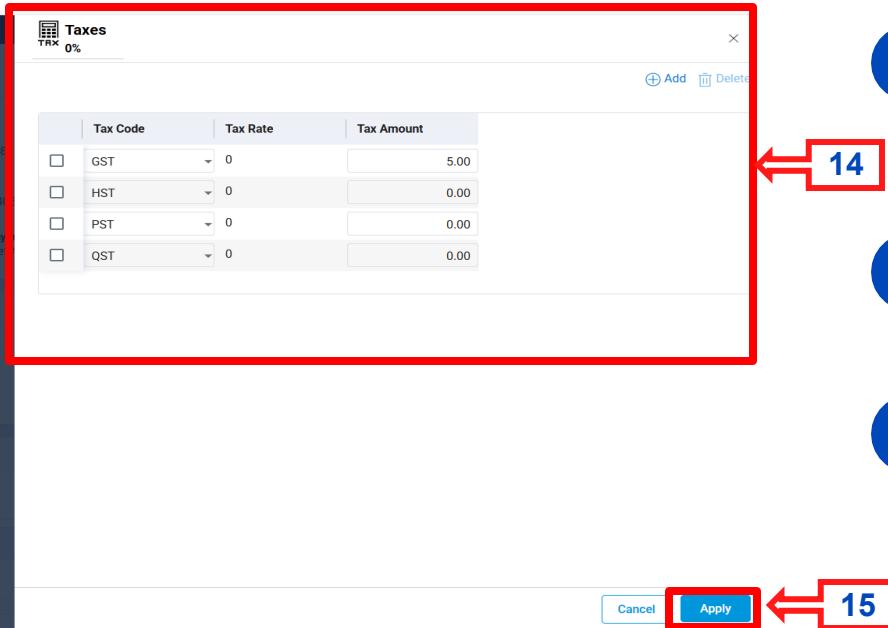
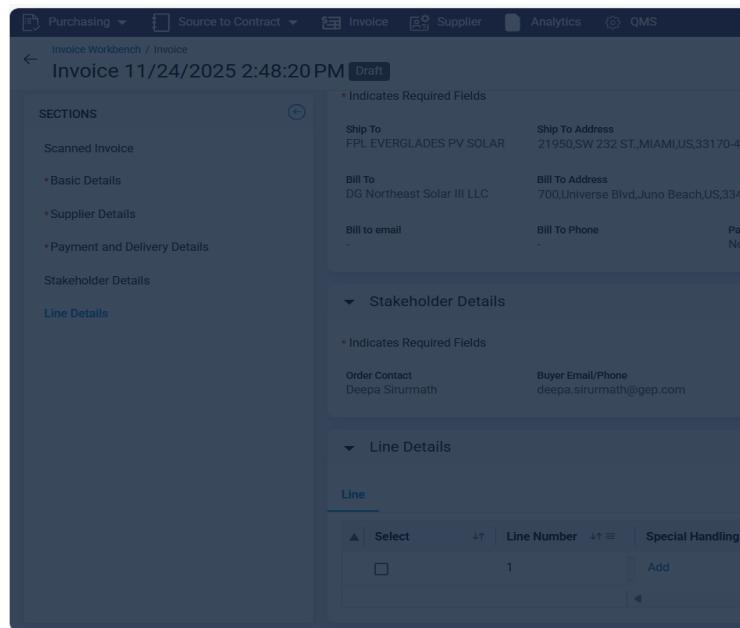
After clicking on hyperlink, a slider will open. Click “Add” button to enter the tax code details.

# Invoice Inputs - Supplier

## Select Your Purchase Order

## Create your Service Confirmation

## Perform SC PO-Flip to e-Invoice



| Tax Code | Tax Rate | Tax Amount |
|----------|----------|------------|
| GST      | 0        | 5.00       |
| HST      | 0        | 0.00       |
| PST      | 0        | 0.00       |
| QST      | 0        | 0.00       |

14

14

15

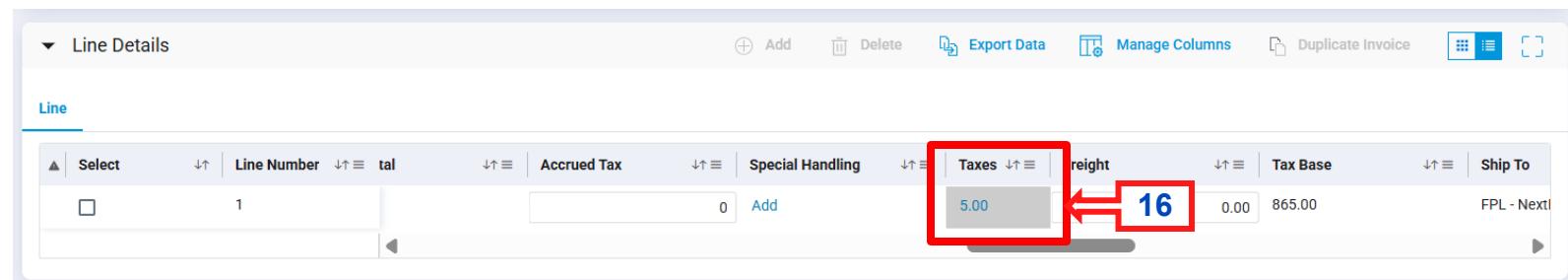
16

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

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

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

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



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

# Invoice Inputs - Supplier

Select Your Purchase Order

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Perform SC PO-Flip to e-Invoice

The screenshot shows the Service Confirmation interface. On the left, the 'Basic Details' section is expanded, showing fields like Invoice Name, Invoice Number, Supplier Invoice Date, and Invoice Amount (205.00). A red box highlights the 'Invoice Amount' field, and a red arrow points from this field to a modal window on the right. The modal window displays the total amount as CAD 205.00 and breaks it down into Invoice Value (200.00), Shipping & Freight (0.00), Taxes (5.00), and Special Handling (0.00), with a total of 205.00.

17

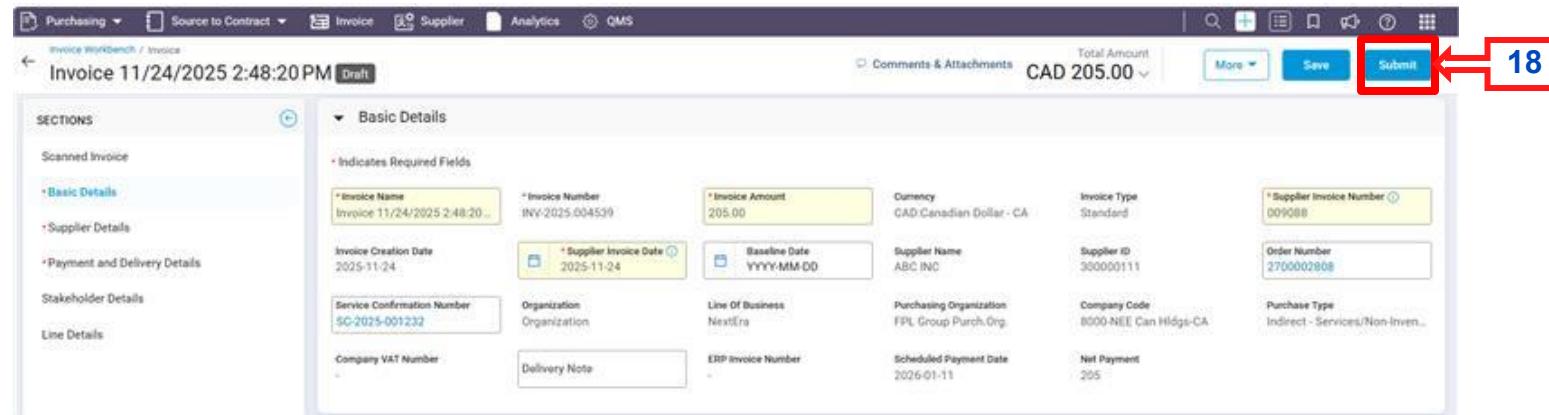
Enter the total invoice amount along with “Tax Amount” and “Special handling Charges” (If Applicable) in the “Invoice Amount” under the basic details section.

# Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



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

Basic Details

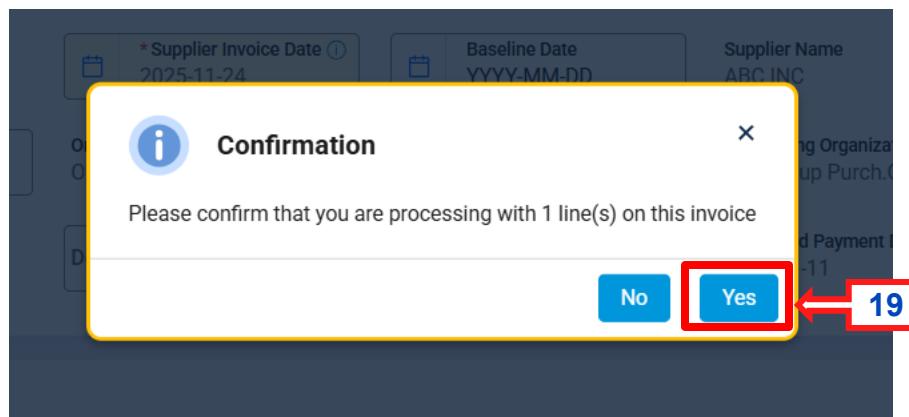
| Field                       | Value                            |
|-----------------------------|----------------------------------|
| Invoice Name                | Invoice 11/24/2025 2:48:20PM     |
| Invoice Number              | INV-2025-004539                  |
| Invoice Amount              | 205.00                           |
| Currency                    | CAD Canadian Dollar - CA         |
| Invoice Type                | Standard                         |
| Supplier Invoice Number     | 009088                           |
| 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.

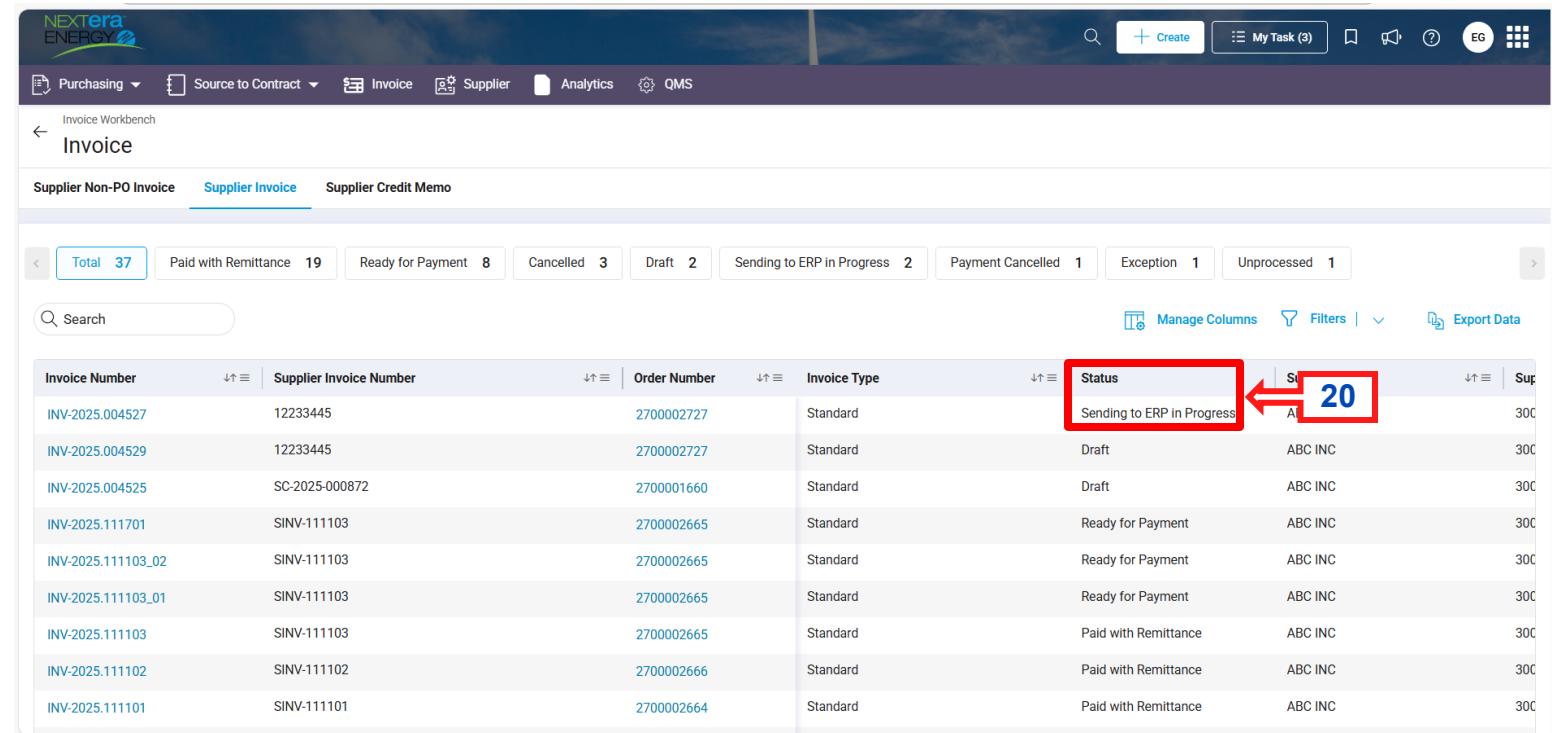


# Invoice Inputs - Supplier

Select Your Purchase Order

Perform SC PO-Flip to e-Invoice

E-Invoice Status



The screenshot shows the 'Supplier Invoice' tab selected in the 'Invoice' section of the Nextera Energy system. The status column for the first invoice is highlighted with a red box and the number 20, indicating the status 'Sending to ERP in Progress'.

| Invoice Number     | Supplier Invoice Number | Order Number | Invoice Type | Status                     | Sup     |
|--------------------|-------------------------|--------------|--------------|----------------------------|---------|
| 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 |

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

## E-invoice Status – Supplier



| 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 .                 |