

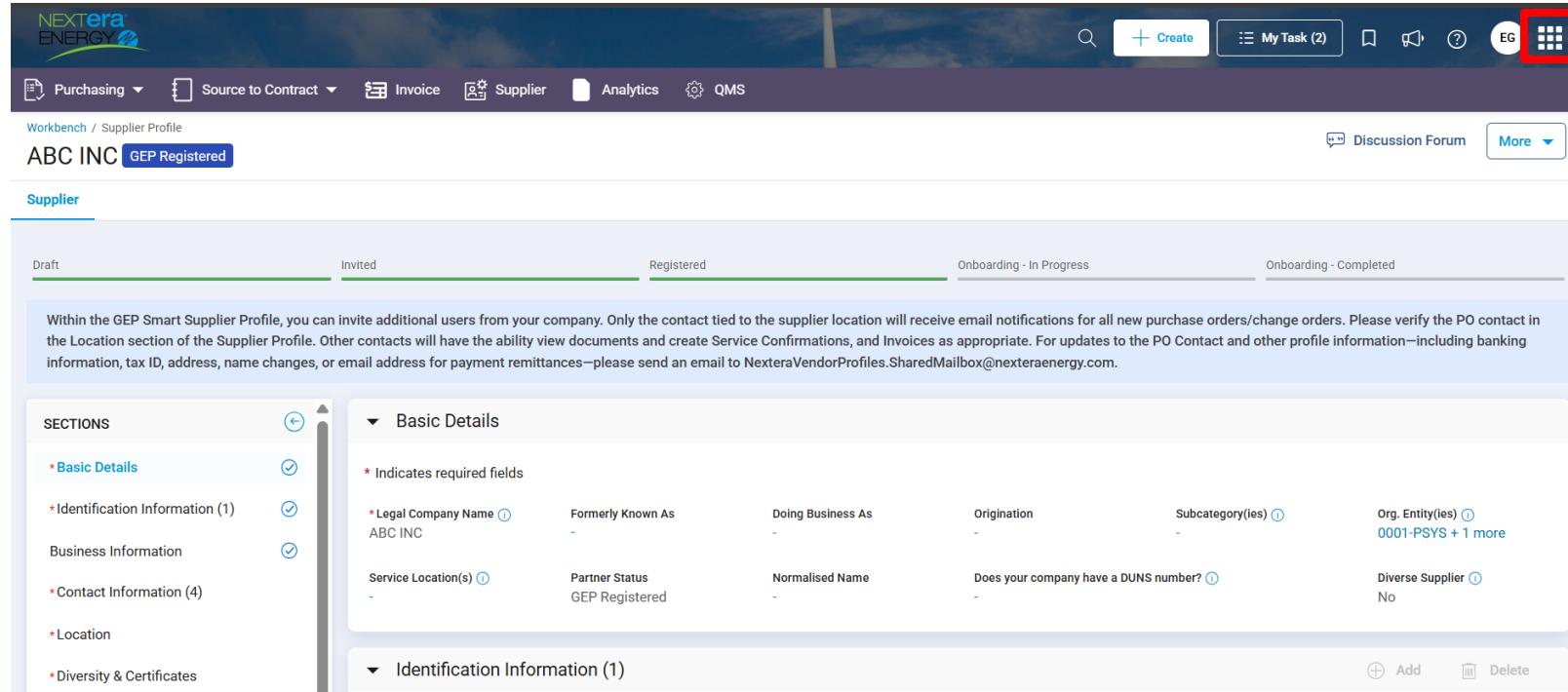
How to Create Service Confirmation – Indirect (Service / Non-Inventory)

Find and View your Purchase Order

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation



The screenshot shows the Nextera Energy GEP Smart Supplier Profile interface. At the top, there is a navigation bar with links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the navigation bar, the page title is 'Workbench / Supplier Profile' and the sub-page title is 'ABC INC GEP Registered'. A blue banner at the top of the main content area says 'Supplier'. Below the banner, there is a navigation bar with tabs: Draft, Invited, Registered, Onboarding - In Progress, and Onboarding - Completed. The 'Draft' tab is selected. A message in the center of the page states: 'Within the GEP Smart Supplier Profile, you can invite additional users from your company. Only the contact tied to the supplier location will receive email notifications for all new purchase orders/change orders. Please verify the PO contact in the Location section of the Supplier Profile. Other contacts will have the ability view documents and create Service Confirmations, and Invoices as appropriate. For updates to the PO Contact and other profile information—including banking information, tax ID, address, name changes, or email address for payment remittances—please send an email to NexteraVendorProfiles.SharedMailbox@nexteraenergy.com.' On the left, there is a sidebar with a table of contents for sections: *Basic Details (checked), *Identification Information (1) (checked), Business Information (checked), *Contact Information (4) (checked), *Location, and *Diversity & Certificates. The main content area shows the 'Basic Details' section, which includes fields for Legal Company Name (ABC INC), Formerly Known As, Doing Business As, Origination, Subcategory(ies), Org. Entity(ies) (0001-PSYS + 1 more), Service Location(s), Partner Status (GEP Registered), Normalised Name, Does your company have a DUNS number? (unchecked), and Diverse Supplier (No). There are 'Add' and 'Delete' buttons at the bottom of this section.

1

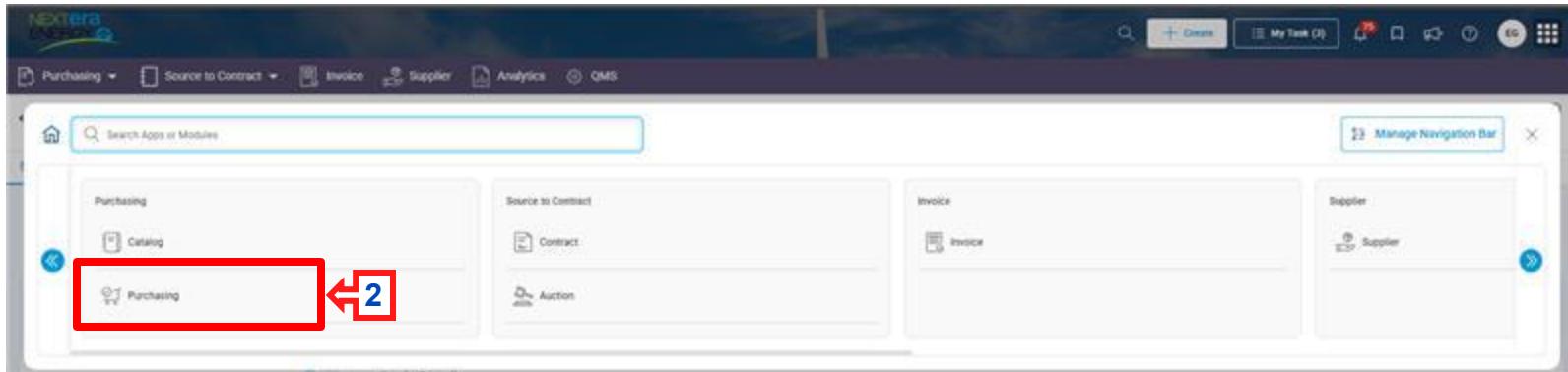
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

Find and View your Purchase Order

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation



2

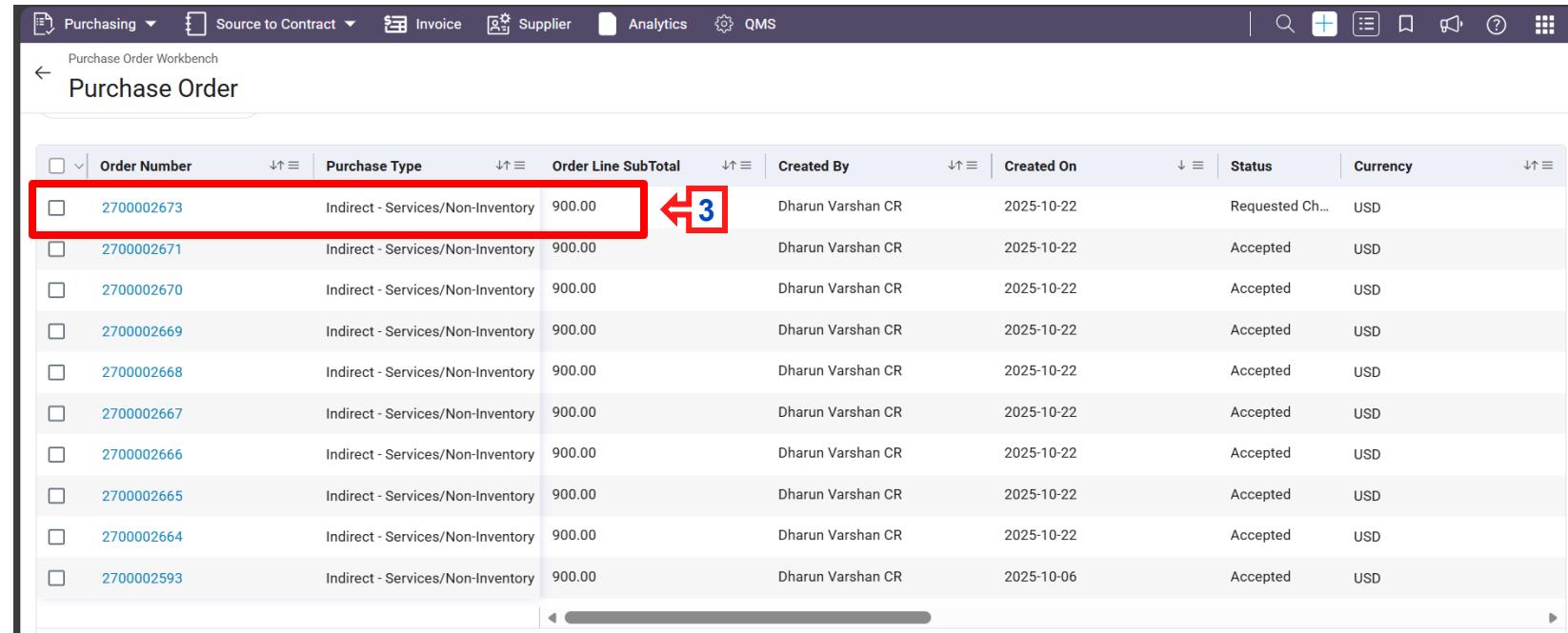
Then, select 'Purchasing' from the menu. This will direct you to the Purchasing Section.

Find and View your Purchase Order

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Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency
2700002673	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Requested Ch...	USD
2700002671	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002670	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002669	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002668	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002667	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002666	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002665	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002664	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-22	Accepted	USD
2700002593	Indirect - Services/Non-Inventory	900.00	Dharun Varshan CR	2025-10-06	Accepted	USD

3

Click on the specific 'Purchase Order number' to view its particulars.

Find and View your Purchase Order

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Invoice Creation

The screenshot shows the 'Basic Details' section of a purchase order. Key fields include:

- Purchase Type:** Indirect - Services/Non-I (highlighted by a red box)
- ERS:** A checkbox labeled 'Predetermined Source?' with the 'ERS' option checked (highlighted by a red box with a number 4)
- PO Header Text:** Vendor confirmation approver: Nirmal Kumar Kannan (highlighted by a red box with a number 5)

4

In this Service PO, the '**Basic Details**' section shows that the supplier is ERS-enabled, as indicated by the ERS Flag. Since the '**ERS flag is enabled**', invoices will be '**Auto-generated**' following approval of the completed Service Confirmation.

If the ERS flag is not enabled, you'll have to create an E-invoice for your Purchase Orders.

Note: Make sure to review the Purchase Type of the Order

5

Under '**Basic Details**', the '**PO Header Text**' will include the name of the '**Vendor Confirmation Approver**'.

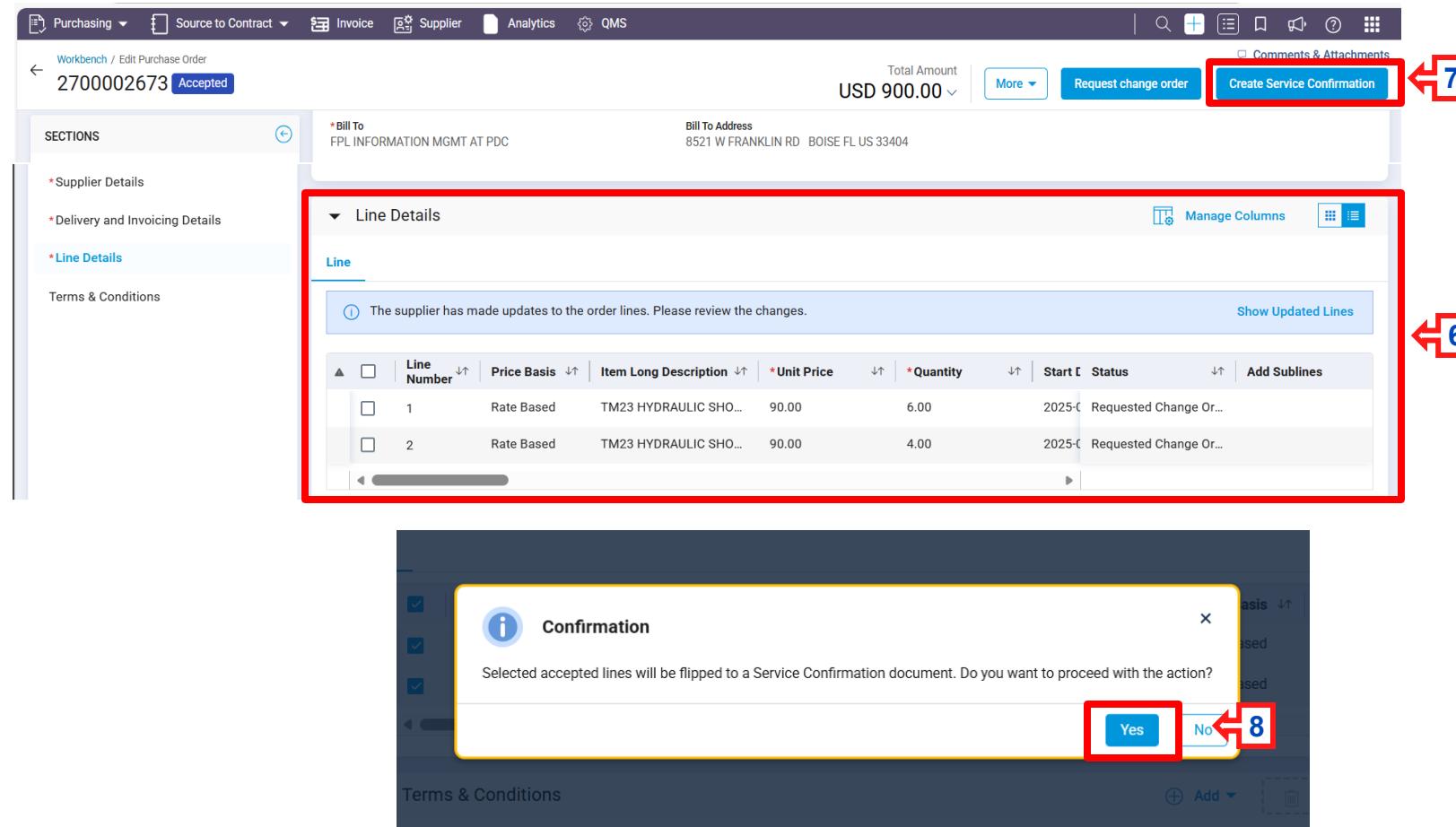
Note: If the Vendor Confirmation Approver cannot be found in the PO header text, please reach out to the order contact who created the PO

Flip Lines to Service Confirmation

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation



6

If you wish to include all items, click on the 'Select All' checkbox in the header row for all service lines to be accepted in the line details.

7

If you do not wish to select all line items, please select the desired lines by clicking the checkbox next to all desired lines

6

Click 'Create Service Confirmation' to proceed.

7

A confirmation prompt will appear on screen. Click 'Yes' button to flip the lines into a service confirmation.

Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

The screenshot shows the 'Service Confirmation' page in a web application. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main content area shows a purchase order 'SC-2025-001223' (Draft). The 'Basic Details' section is highlighted with a red box and arrow '9', showing fields like 'Service Confirmation Name' (SC-2025-001223), 'Service Confirmation Number' (SC-2025-001223), 'Supplier Reference Number' (00012345), 'Source Document Details' (2700002673), 'Source Document Name' (2700002673), 'Currency' (USD - US Dollar), and 'Purchase Type' (Indirect - Services/Non-Inve...). The 'Supplier Details' section is highlighted with a red box and arrow '10', showing fields like 'Created On' (2025-11-19), 'Created By' (EF GH), 'Last Modified Date' (2025-11-19), 'Last Modified By' (EF GH), 'Supplier Name' (ABC INC), 'Supplier Code' (300000111), 'Order Location' (0000259781), and 'Order Location Address' (11322 54TH ST N ROYAL P...). At the bottom, there is a 'PO Header Text' field containing 'Sample Sample Sample.' and a 'Vendor confirmation approver' field set to 'Nirmal Kumar Kannan'.

9

Choose a section to view its corresponding details on the 'Service Confirmation Order'.

10

Supplier Service Confirmation:- Suppliers are allowed to enter their own sequenced 'Invoice Number' or 'Service Confirmation Number' for easier follow-up on payment remittance.

11

In 'Vendor Confirmation Approver', you can add the confirmation approver specified in the PO header text.

Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

The screenshot shows the 'Service Confirmation Inputs - Supplier' interface. At the top, there are three main sections: 'Select Your Purchase Order' (blue), 'Create Your Service Confirmation' (yellow), and 'Invoice Creation' (blue). The 'Create Your Service Confirmation' section is active. The main area shows a purchase order (SC-2025-001223) and its details. The 'Line Details' section is expanded, showing two service items with line numbers 1 and 2. A red box highlights the 'Comments & Attachments' section in the header, and a red arrow labeled '13' points to it. Another red box highlights the 'Line Details' section, and a red arrow labeled '12' points to it.

Line Number	Price Basis	M&S/Service Master	UOM	Quantity	Unit Price	Sub Total	Line Total	Category	Add Sublines	Document Hierarchy
1	Rate Based	7936	Hours	6.00	90.00	540	540.00	S-C		View
2	Rate Based	7936	Hours	4.00	90.00	360	360.00	S-C		View

12

Click on 'Line Details' to view the details

There can be two ways of creating a service confirmation:

- Set the price to \$1 and record the fulfilled amount as the quantity.
- Set the quantity to 1 and record the fulfilled amount as the price.

13

Click on 'Comments and Attachments' section to add supporting documents.

Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

The screenshot shows the 'Comments and Attachments' section of the service confirmation input form. At the top, there are buttons for 'Comments (0)' and 'Attachments (0)'. A red box and the number '14' highlight these buttons. Below them is a dropdown menu for 'Select Importance' with 'No importance' selected. A large input field for file uploads is present, with a 'Browse' button and instructions: 'Click here to select your files', 'Limited to file(s) of 5 GB each | Maximum 5 file(s) can be uploaded at a time | Supported File Formats 29', and 'Attachment name length is limited to 100 characters'. At the bottom right of this section is a 'Post' button, which is also highlighted with a red box and the number '14'. The overall interface is dark-themed with blue and white text.

14

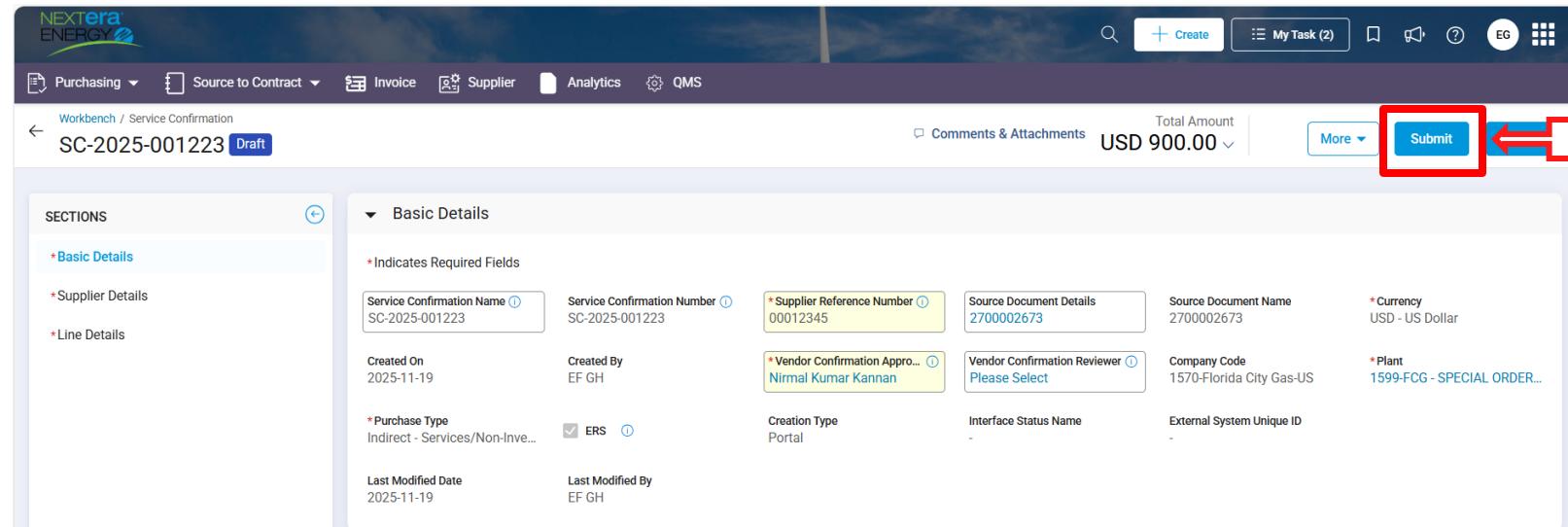
After clicking on 'Comments & Attachments', Sliders will appear where you can add your comments and upload attachments, then click 'Post'.

Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation



The screenshot shows the 'Basic Details' section of the service confirmation input form. The 'Supplier Reference Number' field is highlighted with a yellow box. The 'Submit' button is highlighted with a red box and labeled '15'.

Basic Details

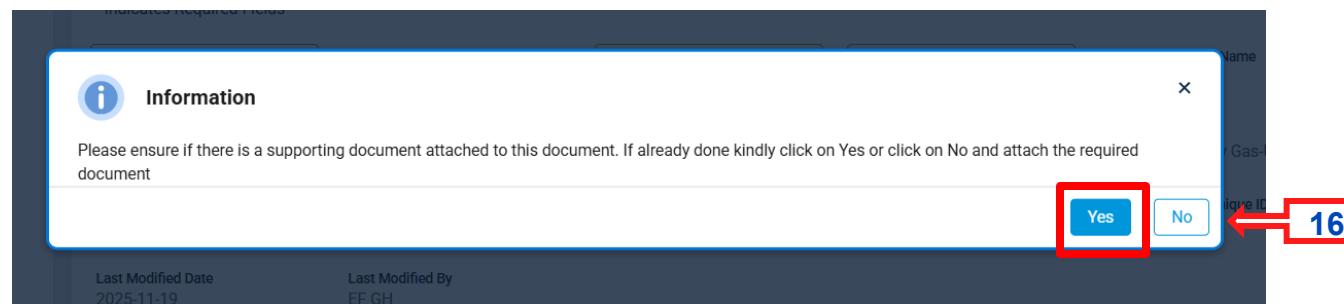
- Service Confirmation Name: SC-2025-001223
- Service Confirmation Number: SC-2025-001223
- Supplier Reference Number: 00012345
- Source Document Details: 2700002673
- Source Document Name: 2700002673
- Currency: USD - US Dollar
- Created On: 2025-11-19
- Created By: EF GH
- Vendor Confirmation Approver: Nirmal Kumar Kannan
- Vendor Confirmation Reviewer: Please Select
- Company Code: 1570-Florida City Gas-US
- Plant: 1599-FCG - SPECIAL ORDER...
- Purchase Type: Indirect - Services/Non-Inve...
- ERS:
- Creation Type: Portal
- Interface Status Name: -
- External System Unique ID: -
- Last Modified Date: 2025-11-19
- Last Modified By: EF GH

15

After verifying and uploading the documents and click 'Submit'.

16

A confirmation prompt will appear on screen. Click 'Yes' button to send for an approval.



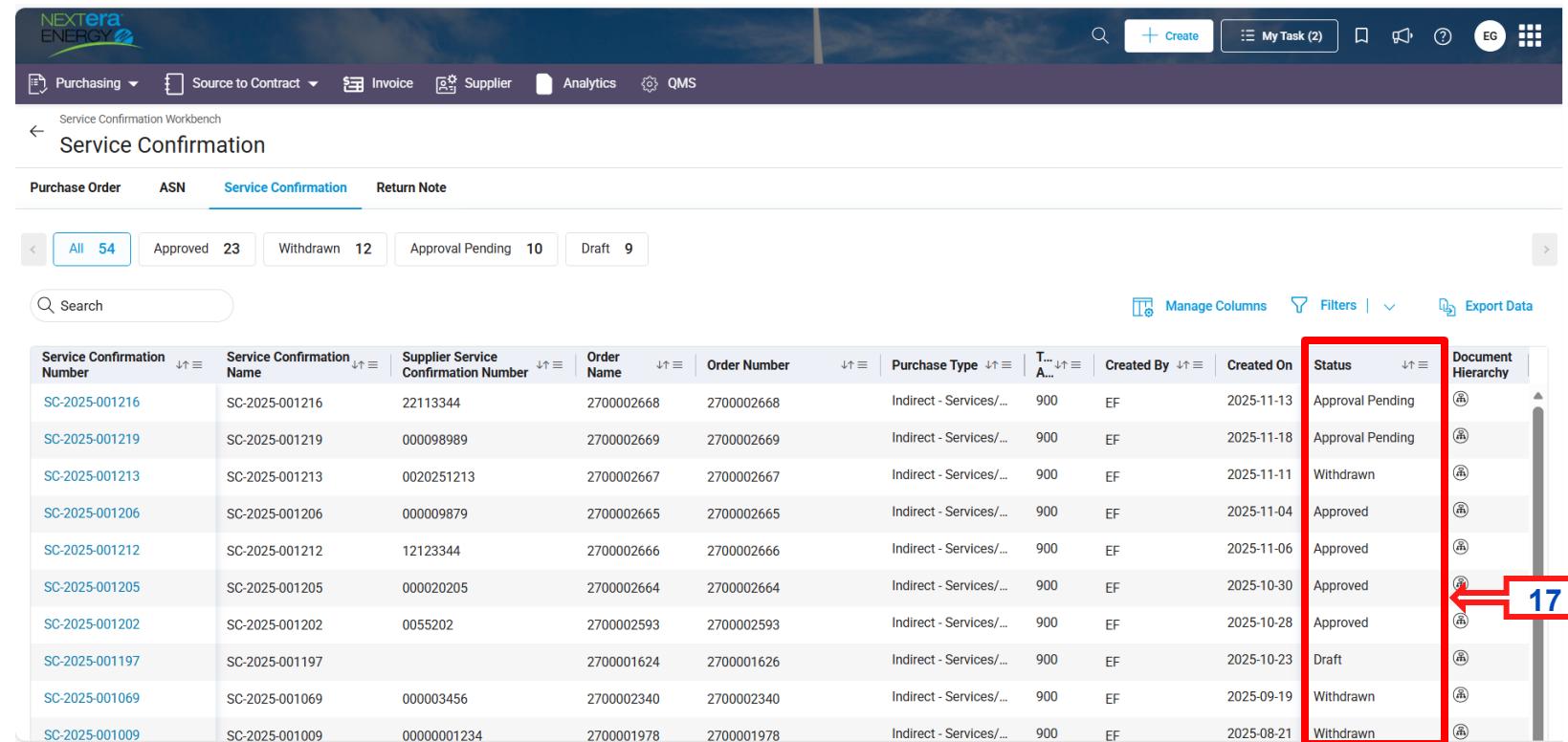
16

Review Service Confirmation Status

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation



The screenshot shows the Service Confirmation Workbench interface. At the top, there are navigation links: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below that, a breadcrumb trail shows 'Service Confirmation' and a back arrow. The main area has tabs: Purchase Order, ASN, Service Confirmation (which is selected and highlighted in blue), and Return Note. Below the tabs, there are buttons for All (54), Approved (23), Withdrawn (12), Approval Pending (10), and Draft (9). A search bar is followed by 'Manage Columns', 'Filters', and 'Export Data' buttons. The main table lists service confirmations with columns: Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, Created By, Created On, Status, and Document Hierarchy. A red box highlights the 'Status' column, and a red arrow points to the '17' in the 'Approval Pending' row for SC-2025-001205. The table data is as follows:

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	Created By	Created On	Status	Document Hierarchy
SC-2025-001216	SC-2025-001216	22113344	2700002668	2700002668	Indirect - Services/...	900	EF	2025-11-13	Approval Pending
SC-2025-001219	SC-2025-001219	000098989	2700002669	2700002669	Indirect - Services/...	900	EF	2025-11-18	Approval Pending
SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Withdrawn
SC-2025-001206	SC-2025-001206	000009879	2700002665	2700002665	Indirect - Services/...	900	EF	2025-11-04	Approved
SC-2025-001212	SC-2025-001212	12123344	2700002666	2700002666	Indirect - Services/...	900	EF	2025-11-06	Approved
SC-2025-001205	SC-2025-001205	000020205	2700002664	2700002664	Indirect - Services/...	900	EF	2025-10-30	Approved
SC-2025-001202	SC-2025-001202	0055202	2700002593	2700002593	Indirect - Services/...	900	EF	2025-10-28	Approved
SC-2025-001197	SC-2025-001197		2700001624	2700001626	Indirect - Services/...	900	EF	2025-10-23	Draft
SC-2025-001069	SC-2025-001069	000003456	2700002340	2700002340	Indirect - Services/...	900	EF	2025-09-19	Withdrawn
SC-2025-001009	SC-2025-001009	00000001234	2700001978	2700001978	Indirect - Services/...	900	EF	2025-08-21	Withdrawn

17

Check the status of your Service Confirmation:

- Draft:** Created but not Submitted
- Approval Pending:** Submitted and pending Approval
- Approved:** Service Confirmation Approved

What's Next?

The person named as the **Vendor Confirmation Approver** will receive an email notification indicating the service confirmation is ready for review and approval. Once the service confirmation is approved, the Status will change to **Approved**.

Monitor the Status of the service confirmation on the Service Confirmation Workbench.