

# 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

Workbench / Supplier Profile

ABC INC GEP Registered

Supplier

Draft Invited Registered Onboarding - In Progress Onboarding - Completed

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](mailto:NexteraVendorProfiles.SharedMailbox@nexteraenergy.com).

SECTIONS

- \* Basic Details
- \* Identification Information (1)
- Business Information
- \* Contact Information (4)
- \* Location
- \* Diversity & Certificates

Basic Details

\* Indicates required fields

* Legal Company Name ⓘ	Formerly Known As	Doing Business As	Origination	Subcategory(ies) ⓘ	Org. Entity(ies) ⓘ
ABC INC	-	-	-	-	0001-PSYS + 1 more
Service Location(s) ⓘ	Partner Status	Normalised Name	Does your company have a DUNS number? ⓘ	Diverse Supplier ⓘ	
-	GEP Registered	-	-	No	

Identification Information (1)

+ Add - Delete

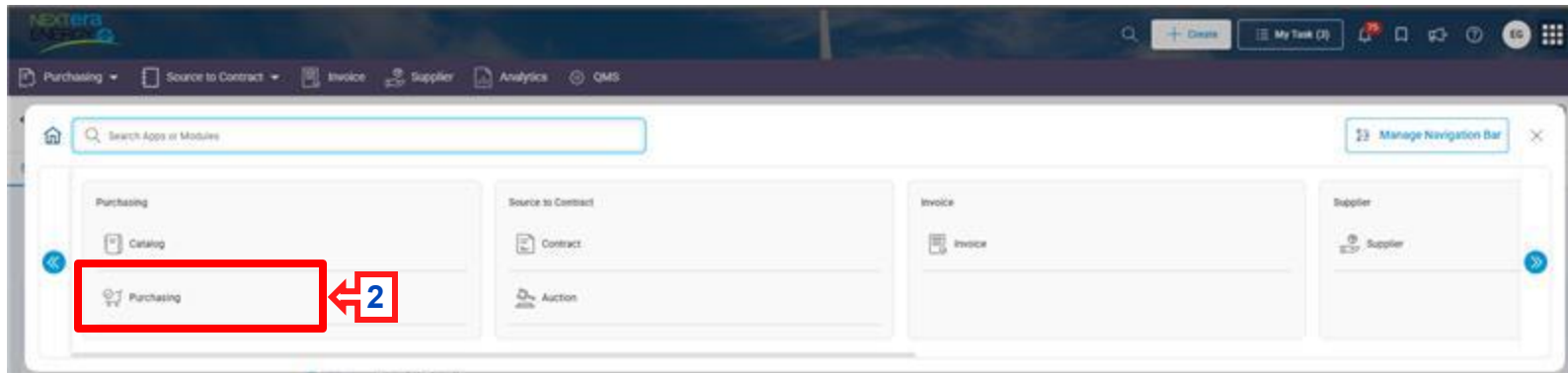
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

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

# Find and View your Purchase Order

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

### Purchase Order

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

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

Workbench / Edit Purchase Order  
2700002673 Accepted

Total Amount  
USD 900.00

Comments & Attachments

More Request change order Create Service Confirmation

SECTIONS

- Basic Details
- Supplier Details
- Delivery and Invoicing Details
- Line Details
- Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number 2700002673	Order Name 2700002673	Version 0000	Created On 2025-10-22	Order Contact Dharun Varshan CR	Order Author Dharun Varshan CR
* Currency USD : US Dollar	* Purchase Type Indirect - Services/Non-Indirect	Company Code 1570-Florida City Gas-US	* Plant 1599-FCG - SPECIAL ORDER...	Interface Status -	* Incoterm INTL - FREE CARRIER
Contract Owner -	Type of Buyer NONE	<input type="checkbox"/> Predetermined Source?	<input checked="" type="checkbox"/> ERS		
* External System Ordered By -	* External System Unique Id -	<input type="checkbox"/> International Business Party (IBP)	<input type="checkbox"/> NERC CIP-013?	Rental/Lease	Buying Software?
<input type="checkbox"/> NERC Unescorted/Cyber Access (CIP-004)?	<input type="checkbox"/> ISN				
PO Header Text Sample Sample.					
Vendor confirmation approver: Nirmal Kumar Kannan					
UPS Account Number -	Transportation Text -				

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

Workbench / Edit Purchase Order  
2700002673 Accepted

Total Amount  
USD 900.00

More Request change order Create Service Confirmation

SECTIONS

- \*Supplier Details
- \*Delivery and Invoicing Details
- \*Line Details
- Terms & Conditions

\* Bill To  
FPL INFORMATION MGMT AT PDC

Bill To Address  
8521 W FRANKLIN RD BOISE FL US 33404

Line Details

The supplier has made updates to the order lines. Please review the changes. Show Updated Lines

Line Number	Price Basis	Item Long Description	*Unit Price	*Quantity	Start Date	Status	Add Sublines
<input type="checkbox"/> 1	Rate Based	TM23 HYDRAULIC SHO...	90.00	6.00	2025-01-01	Requested Change Or...	
<input type="checkbox"/> 2	Rate Based	TM23 HYDRAULIC SHO...	90.00	4.00	2025-01-01	Requested Change Or...	

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.

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

7

Click **'Create Service Confirmation'** to proceed.

8

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

Confirmation

Selected accepted lines will be flipped to a Service Confirmation document. Do you want to proceed with the action?

Yes No

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

Workbench / Service Confirmation  
SC-2025-001223 Draft

Comments & Attachments Total Amount USD 900.00

More Submit Save

SECTIONS

- Basic Details
- Supplier Details
- Line Details

Basic Details

Required Fields

Service Confirmation Name SC-2025-001223

Service Confirmation Number SC-2025-001223

Supplier Reference Number 00012345

Source Document Details

Source Document Name 2700002673

Currency USD - US Dollar

Plant 1599-FCG - SPECIAL ORDER...

Company Code 1570-Florida City Gas-US

Interface Status Name

External System Unique ID

Created On 2025-11-19

Created By EF GH

Purchase Type Indirect - Services/Non-Inve...

ERS

Last Modified Date 2025-11-19

Last Modified By EF GH

Creation Type Portal

Supplier Details

Supplier Name ABC INC

Supplier Code 300000111

Order Location 0000259781

Order Location Address 11322 54TH ST N ROYAL P...

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.

☐ NERC Unescorted/Cyber Access (CIP-004)?

☐ ISN

PO Header Text

Sample Sample Sample.

Vendor confirmation approver: Nirmal Kumar Kannan

UPS Account Number

Transportation Text

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

The screenshot shows the 'Service Confirmation' page for SC-2025-001223. A red box labeled '12' highlights the 'Line Details' section, which contains a table with two lines. A red box labeled '13' highlights the 'Comments & Attachments' button at the top of the page.

**Line Details Table:**

Line	Accounting	Select	Line Number	Price Basis	M&S/Service Master	UOM	Quantity	Unit Price	Sub Total	Line Total	Cat	Add Sublines	Document Hierarchy
1		<input type="checkbox"/>	1	Rate Based	7936	Hours	6.00	90.00	540	540.00	S-C		<a href="#">View</a>
2		<input type="checkbox"/>	2	Rate Based	7936	Hours	4.00	90.00	360	360.00	S-C		<a href="#">View</a>

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

Comments and Attachments

Document: Service Confirmation: SC-2025-001223 | Document Name: SC-2025-001223 | Document Number: SC-2025-001223 | Status: -

Comments (0) Attachments (0) ⓘ

Select Importance: No importance

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

Limited to file(s) of 5 GB each | Maximum 5 file(s) can be uploaded at a time | Supported File Formats 29 ⓘ | Attachment name length is limited to 100 characters

Viewing: ALL EMPTY Unread Attachment: 0 Total Attachment: 0

[Clear](#) [Post](#)

[DELETE](#) [DOWNLOAD](#) ⓘ

<input type="checkbox"/>	Attachment Name	Comment	Type	Type Details	Visibility	Importance
No Rows To Show						

14

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

14

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

The screenshot shows the 'Service Confirmation' form in the Nextera Energy system. The form is titled 'SC-2025-001223' and is in 'Draft' status. The total amount is 'USD 900.00'. The form is divided into sections: 'Basic Details', 'Supplier Details', and 'Line Details'. The 'Basic Details' section contains the following fields:

* Indicates Required Fields					
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 Appro... 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...	<input checked="" type="checkbox"/> 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'**.

15

16

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

The screenshot shows a confirmation prompt dialog box with the title 'Information'. The message reads: 'Please ensure if there is a supporting document attached to this document. If already done kindly click on Yes or click on No and attach the required document'. At the bottom right of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

16

# Review Service Confirmation Status

Select Your Purchase Order

Create Your Service Confirmation

Invoice Creation

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation Return Note

All 54 Approved 23 Withdrawn 12 Approval Pending 10 Draft 9

Search

Manage Columns Filters Export Data

Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	T...	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.