

# How to Create a Service Confirmation: Indirect-Limit Line

# Find and View your Purchase Order

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates 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

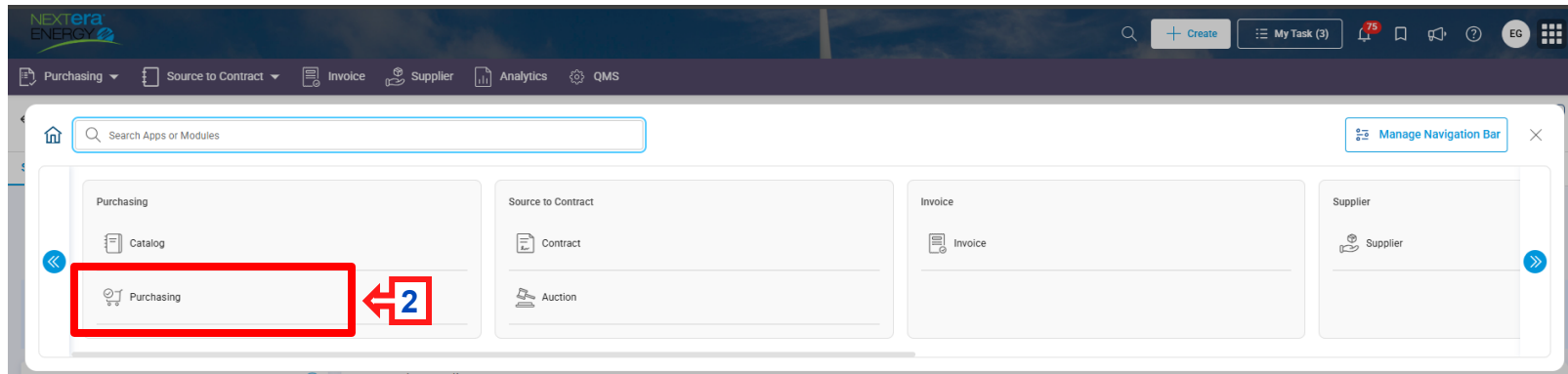
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Find and View your Purchase Order

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

# Find and View your Purchase Order

Select Your Purchase Order

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Purchasing Source to Contract Invoice Supplier Analytics QMS

Purchase Order Workbench

Purchase Order

All 98 Accepted 92 Open 5 Requested Change Order 1

Search

Manage Columns Filters Bulk Upload Export Data

<input type="checkbox"/>	Order Number	Purchase Type	Created By	Created On	Status	Currency	Order Value	Plant	Order Version Number
<input type="checkbox"/>	2700002775	Indirect- Limit Line	Dharun Varshan CR	025-11-14	Accepted	USD	200.00	0075-FPL SOLAR SUBSTATION:P	0000

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

Also, make sure to note the **Purchase Type**.

# Find and View your Purchase Order

Select Your Purchase Order

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ERS Automates Invoice Creation

Workbench / Edit Purchase Order  
2700002775 - Contract PO - ERS limit line Accepted

Comments & Attachments Total Amount: USD 200.00 More Request Change Order Create Service Confirmation

Basic Information		Additional Information		Transactional Information	
Order Source	Manual	Items Delayed	0	Payment Terms	NT30
Total Lines	1 Service	Items Returned	0	Invoiced Amount	USD 0
Item Source	1 Manual	Items Pending Delivery	1	Payment Pending	USD 200
				Document Hierarchy	<a href="#">View Details</a>

SECTIONS

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

Basic Details

Indicates Required Fields

Order Number	Order Name	Version	Created On	Order Contract	Order Author
2700002775	2700002775 - Contract PO - ERS ...	0000	2025-11-14	Pratik Baheti	Dharun Varshan CR
Currency	Purchase Type	Company Code	Plant	Interface Status	Incoterm
USD - US Dollar	Indirect - Limit Line	1500-FLORIDA POWER & LIGHT ...	0075-FPL SOLAR SUBSTATION.P...	-	DELIVERED AT PLACE UNLOADED
Contract Owner	Type of Buyer	Predetermined Source?	ERS		
Pratik Baheti	NONE	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
External System Ordered By	External System Unique Id	International Business Party (IBP)	NERC CIP-013?	Rental/Lease	Buying Software?
-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	Yes
NERC Unrecorded/Cyber Access (CIP-004)?	ISN				
<input type="checkbox"/>	<input type="checkbox"/>				

PO Header Text

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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.

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

# Find and View your Purchase Order

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ERS Automates Invoice Creation

Workbench / Edit Purchase Order

2700002775 - Contract PO - ERS limit line Accepted

Comments & Attachments Total Amount USD 200.00 More Request Change Order **Create Service Confirmation** 6

Basic Information		Additional Information		Transactional Information	
Order Source	Manual	Items Delayed	0	Payment Terms	NT30
Total Lines	1 Service	Items Returned	0	Invoiced Amount	USD 0
Item Source	1 Manual	Items Pending Delivery	1	Payment Pending	USD 200
				Document Hierarchy	<a href="#">View Details</a>

SECTIONS

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

Basic Details

Indicates Required Fields

Order Number	Order Name	Version	Created On	Order Contact	Order Author
2700002775	2700002775 - Contract PO - ERS ...	0000	2025-11-14	Pratik Baheti	Dharun Varshan CR
Currency	Purchase Type	Company Code	Plant	Interface Status	Incoterm
USD - US Dollar	Indirect - Limit Line	1500-FLORIDA POWER & LIGHT ...	0075-FPL SOLAR SUBSTATION.P...	-	DELIVERED AT PLACE UNLOADED
Contract Owner	Type of Buyer	<input type="checkbox"/> Predetermined Source?	<input checked="" type="checkbox"/> ERS	Rental/Lease	Buying Software?
Pratik Baheti	NONE	<input type="checkbox"/> International Business Party (IBP)	<input type="checkbox"/> NERC CIP-013?	-	Yes
External System Ordered By	External System Unique Id	<input type="checkbox"/> NERC CIP-013?	<input type="checkbox"/> ISN		
-	-				

PO Header Text

Vendor Confirmation Approver - Nirmal Kumar Kannan

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.

**Confirmation**

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

**Yes** No 7

## Flip Lines to Service Confirmation

**Select Your Purchase Order**

## Create Your Service Confirmation

## ERS Automates Invoice Creation

Nextera Energy

Workbench / Service Confirmation

Purchasing

Source to Contract

Invoice

Supplier

Analytics

QMS

SC-2025-001238

Draft

Comments & Attachments

Total Amount  
USD 200.00

More

Submit

Save

SECTIONS

Basic Details

Supplier Details

Line Details

Basic Details

Service Confirmation Name

SC-2025-001238

Service Confirmation Number

SC-2025-001238

Created On

2025-11-25

Created By

EF GH

Purchase Type

Indirect- Limit Line

Last Modified Date

2025-11-25

Vendor Confirmation Approver

Nirmal Kumar Kannan

Interface Status Name

-

Source Document Details

Source Document Name

2700002775 - Contract PO - ERS ...

Company Code

1500-FLORIDA POWER & LIGHT ...

Vendor Confirmation Reviewer

Please Select

Currency

USD - US Dollar

Plant

0075-FPL SOLAR SUBSTATION.P...

8

Focusing initially on the Basic Details area of the service confirmation, specify the **Supplier Reference Number** and **Vendor Confirmation Approver**.

9

In the Line Details area, click the **Add Sublines** icon.

Tip: Validate that the Price Basis is **'Amount Based'**. If it is **'Rate Based'**, notify the PO Author to make the correction before proceeding with the service confirmation.

Line Details

Search

+

 Add

🗑

 Delete

📄

 Duplicate

📋

 Apply To All

🔧

 Manage Columns

☰

☰

☰

Line

Accounting

Select	Line Number	* Price Basis	M&S/Service Master	* UOM	* Quantity	Unit Price	Sub Total	Line Total	Category	Consolidate	Add Sublines	Document Hierarchy
<input type="checkbox"/>	1	Amount Based		Activity unit	1.00	200.00	200	200.00	AIRFARE		<div>+</div>	<div>View</div> <div>9</div>

View 

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation

Add Sublines for Line Number 1

Selected SubLines **Add Contract Pricebook Sublines**

	Supplier Part ID	M&S/Service Master	Item Short Description	Item Long Description	Line Type	Price Basis	UOM	Unit Price	Cat
<input type="checkbox"/>	118694	118694	SERVICES TO PROVIDE EN...	SERVICES TO PROVIDE EN...	Service	Rate Based	each	77.00	S-EI
<input type="checkbox"/>	118695	118695	SERVICES TO PROVIDE ON...	SERVICES TO PROVIDE ON...	Service	Rate Based	each	88.00	S-TI
<input type="checkbox"/>	118696	118696	SF6 GAS PER POUND	SF6 GAS PER POUND	Service	Rate Based	each	99.00	S-OI

Cancel **Add**

10

When the Add Sublines for Line Number 1, slider will appear, Click “**Add Contract Pricebook Sublines**”.

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11

Select the appropriate services from the Contract Pricebook Sublines by clicking the **Checkbox** on the lines.  
There may be more than one screen of negotiated services on the contract, so you may need to page through the Contract Pricebook Sublines.

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Click “**Add**” at the bottom of the screen.



# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation

The screenshot shows the 'Service Confirmation' interface for purchase order SC-2025-001238. The interface includes sections for Basic Details, Supplier Details, and Line Details. The Line Details section is highlighted with a red box and contains a table with three lines. Line 1.1 has a quantity of 2.00, and Line 1.2 has a quantity of 1.00. A red box labeled '13' points to the 'Comments & Attachments' button at the top right. Another red box labeled '14' points to the 'Add Sublines' button in the Line Details section.

Select	Line Number	Price Basis	M&S/Service Master	UOM	Quantity	Unit Price	Sub Total	Line Total	Category	Consum	Add Sublines	Document Hierarchy
<input type="checkbox"/>	1	Amount Based		Activity unit	1.00	242.00	242	242.00	AIRFARE		<a href="#">+</a>	<a href="#">View</a>
<input type="checkbox"/>	1.1	Rate Based	118694	each	2.00	77.00	154	154.00	S-ENV DISPOSAL			<a href="#">View</a>
<input type="checkbox"/>	1.2	Rate Based	118695	each	1.00	88.00	88	88.00	S-TEMPORARY ...			<a href="#">View</a>

13

In the Line Details section, you will see that the added sublines now appears in as (1.2 & 1.3) format and the Quantity field is available for entry. Enter the service confirmation quantity, and specify the Service Start and End Dates for each line.

14

Click on “**Comments and Attachments**” section to add supporting documents.

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# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation

Comments and Attachments

Document: Service Confirmation: SC-2025-001238 | Document Name: SC-2025-001238 | Document Number: SC-2025-001238 | 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](#)

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

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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

ERS Automates Invoice Creation

The screenshot shows the 'Service Confirmation' form in the ERS system. The form is titled 'Workbench / Service Confirmation' and 'SC-2025-001238 Draft'. It includes a 'Total Amount' of 'USD 242.00' and a 'Submit' button. The form is divided into sections: 'Basic Details', 'Supplier Details', and 'Line Details'. The 'Basic Details' section includes fields for 'Service Confirmation Name', 'Service Confirmation Number', 'Supplier Reference Number', 'Source Document Details', 'Source Document Name', 'Currency', 'Created On', 'Created By', 'Vendor Confirmation Approver', 'Vendor Confirmation Reviewer', 'Purchase Type', 'ERS' checkbox, 'Creation Type', 'Interface Status Name', 'Company Code', 'Plant', 'Last Modified Date', and 'Last Modified By'.

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

17

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'. There are 'Yes' and 'No' buttons at the bottom right of the dialog box.

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# Review Service Confirmation Status

Select Your Purchase Order

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ERS Automates 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	

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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.