

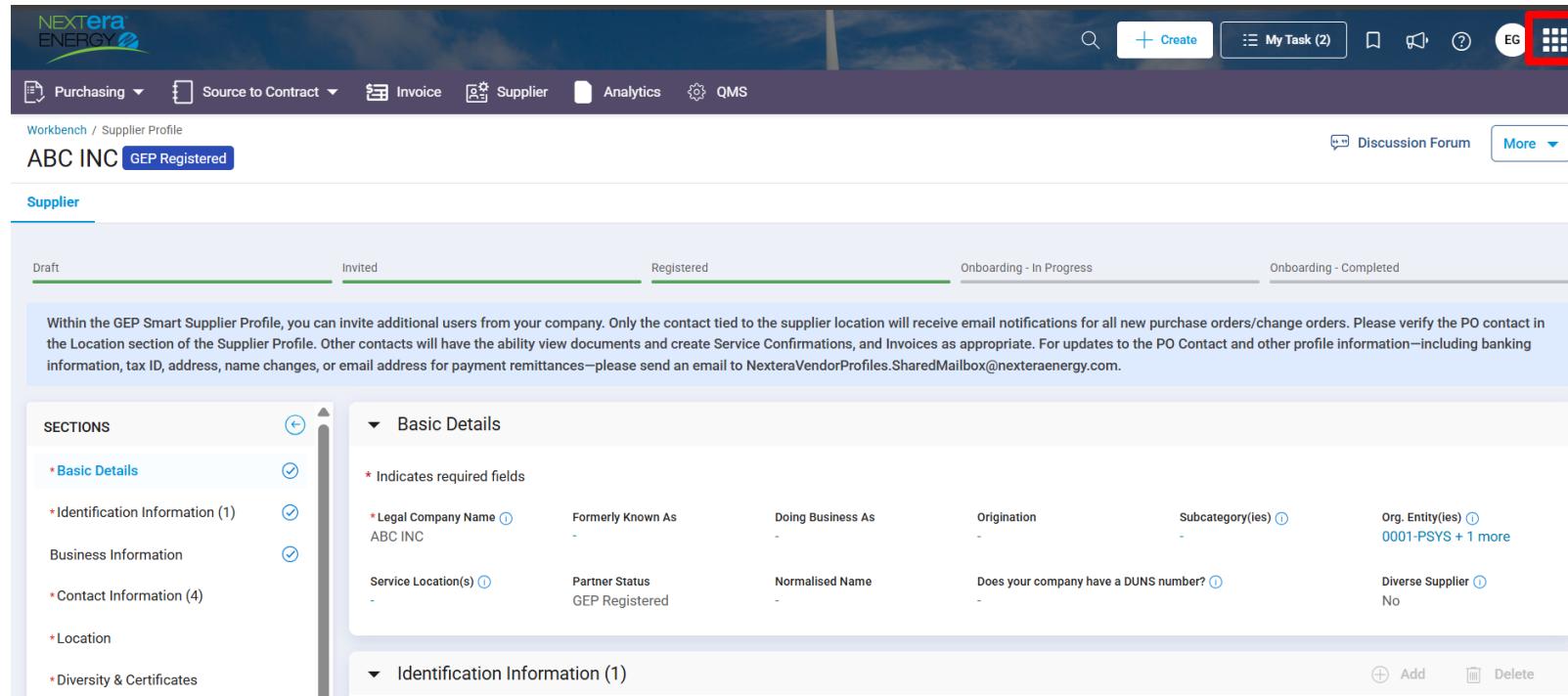
# How to Create a Service Confirmation: Indirect-Limit Line

# Find and View your Purchase Order

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation



The screenshot shows the Nextera Energy Supplier Profile page. 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 company name is "ABC INC GEP Registered". A "Supplier" tab is selected. A horizontal navigation bar below the title shows status categories: Draft, Invited, Registered, Onboarding - In Progress, and Onboarding - Completed. The "Draft" category is highlighted. A note below the status bar 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, a sidebar lists "SECTIONS" with checkboxes: \*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 with fields: Legal Company Name (ABC INC), Formerly Known As, Doing Business As, Origination, Subcategory(ies) (0001-PSYS + 1 more), Org. Entity(ies) (0001-PSYS + 1 more), Service Location(s), Partner Status (GEP Registered), Normalised Name, Does your company have a DUNS number? (No), and Diverse Supplier (No). Buttons for Add and Delete are at the bottom of this section. Below this, the "Identification Information (1)" section is partially visible.

1

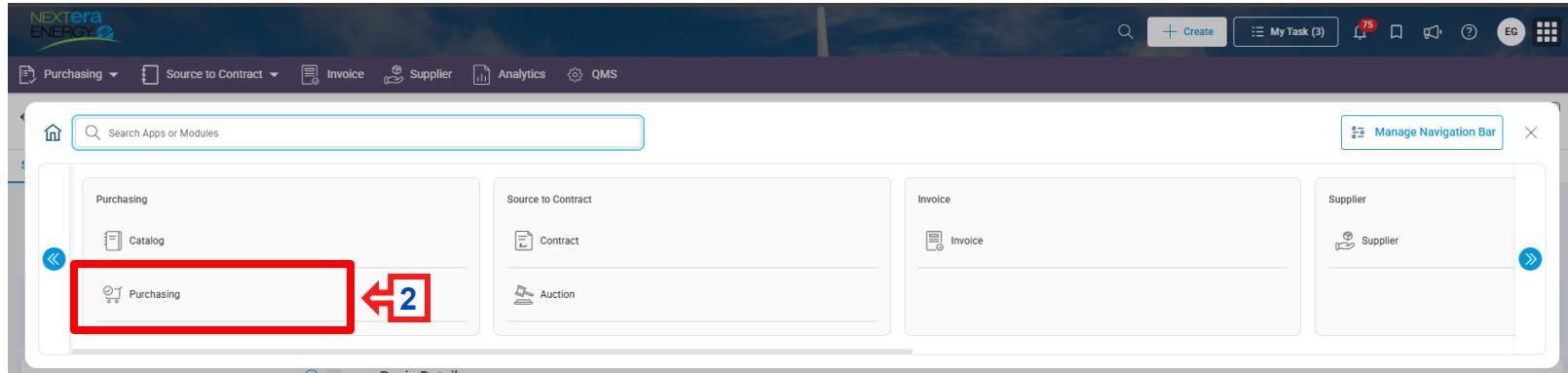
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

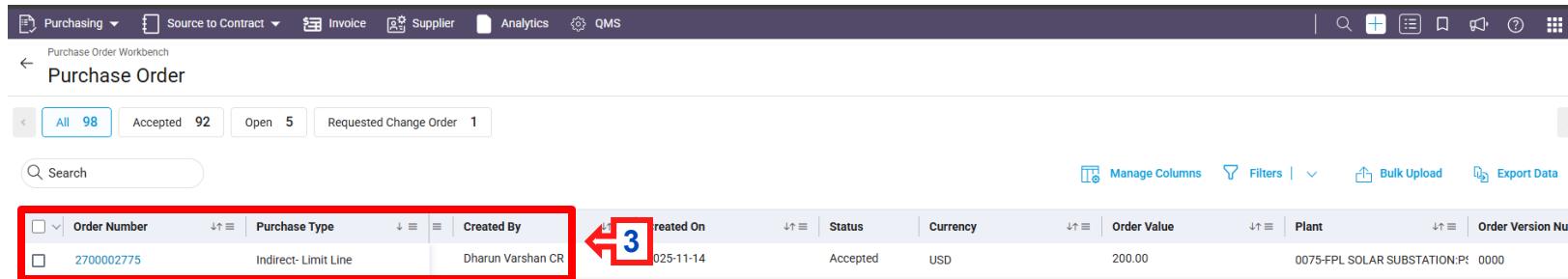
Then, select 'Purchasing' from the menu. This will direct you to the Purchasing Section.

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<input type="checkbox"/>	Order Number	Purchase Type	Created By	Created On	Status	Currency	Order Value	Plant	Order Version Num
<input type="checkbox"/>	2700002775	Indirect-Limit Line	Dharun Varshan CR	2025-11-14	Accepted	USD	200.00	0075-FPL SOLAR SUBSTATION:PS	0000

3

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

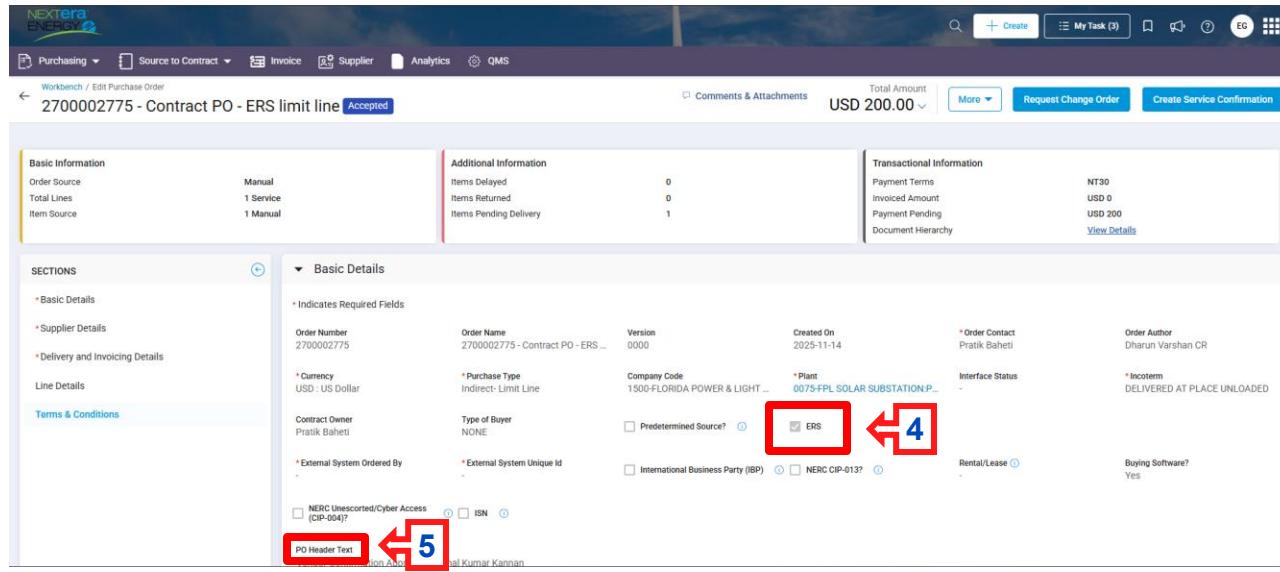
Also, make sure to note the Purchase Type.

# Find and View your Purchase Order

## Select Your Purchase Order

## Create Your Service Confirmation

## ERS Automates Invoice Creation



Basic Information

Order Source: Manual  
Total Lines: 1 Service  
Item Source: 1 Manual

Additional Information

Items Delayed: 0  
Items Returned: 0  
Items Pending Delivery: 1

Transactional Information

Total Amount: USD 200.00  
Payment Terms: NT30  
Invoiced Amount: USD 0  
Payment Pending: USD 200  
Document Hierarchy: View Details

SECTIONS

- Basic Details
- Supplier Details
- Delivery and Invoicing Details

Line Details

Contract Owner: Pratik Baheti

Terms & Conditions

PO Header Text: [Red Box] 5

Predefined Source? [Red Box] 4 ERS

NERC Unescorted/Cyber Access (CIP-004)?

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.

5

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

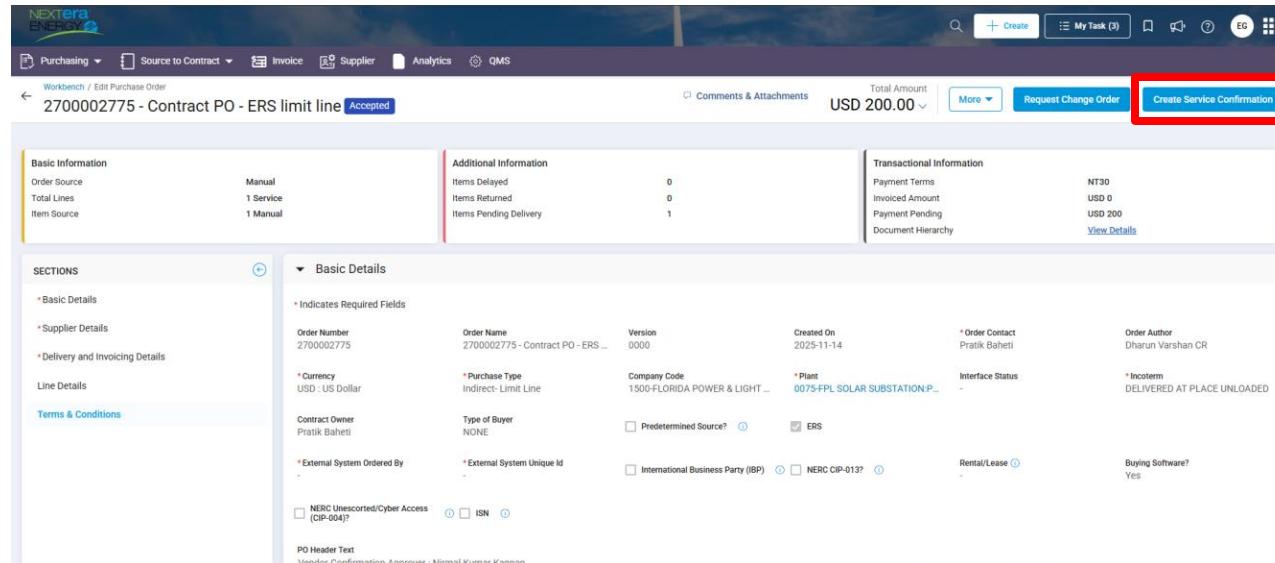
**Note:** If the Vendor Confirmation Approver cannot be found in the PO header text, please reach out to the order contact who created the PO

# Find and View your Purchase Order

## Select Your Purchase Order

## Create Your Service Confirmation

## ERS Automates Invoice Creation



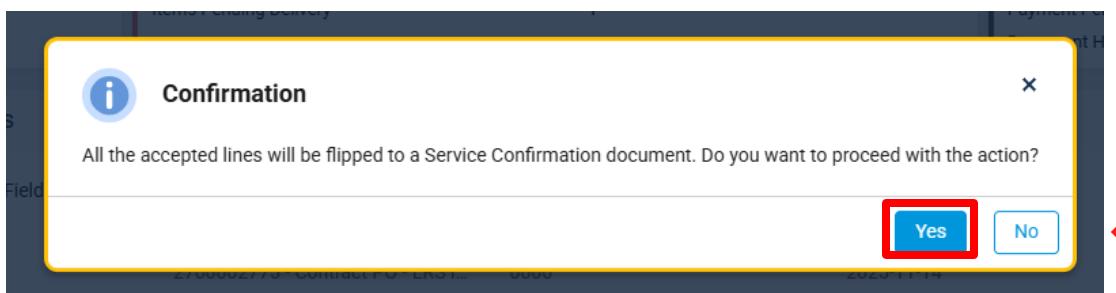
The screenshot shows the 'Edit Purchase Order' screen for purchase order 2700002775. The 'Create Service Confirmation' button is highlighted with a red box and a red arrow pointing to it. The interface includes sections for Basic Information, Additional Information, and Transactional Information. The Transactional Information section shows a Total Amount of USD 200.00.

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.



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## Flip Lines to Service Confirmation

## Select Your Purchase Order

## Create Your Service Confirmation

## ERS Automates Invoice Creation

Workbench / Service Confirmation

SC-2025-001238 draft

Total Amount **USD 200.00**

**More** **Submit** **Save**

**Basic Details**

\*Indicates Required Fields

Service Confirmation Name <b>SC-2025-001238</b>	Service Confirmation Number <b>SC-2025-001238</b>	Supplier Reference Number <b>20250012</b>	Source Document Details <b>2770</b>	Source Document Name <b>2700002775 - Contract PO - ERS ...</b>	*Currency <b>USD - US Dollar</b>
Created On <b>2025-11-25</b>	Created By <b>EF GH</b>	Vendor Confirmation Approver <b>Nirmal Kumar Kannan</b>	Vendor Confirmation Reviewer <b>Please Select</b>	Company Code <b>1500-FLORIDA POWER &amp; LIGHT ...</b>	*Plant <b>0075-FPL SOLAR SUBSTATION P...</b>
*Purchase Type <b>Indirect - Limit Line</b>	<input checked="" type="checkbox"/> ERS	Creation Type <b>Portal</b>	Interface Status Name	External System Unique ID	
Last Modified Date <b>2025-11-25</b>	Last Modified By <b>EF GH</b>				

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.

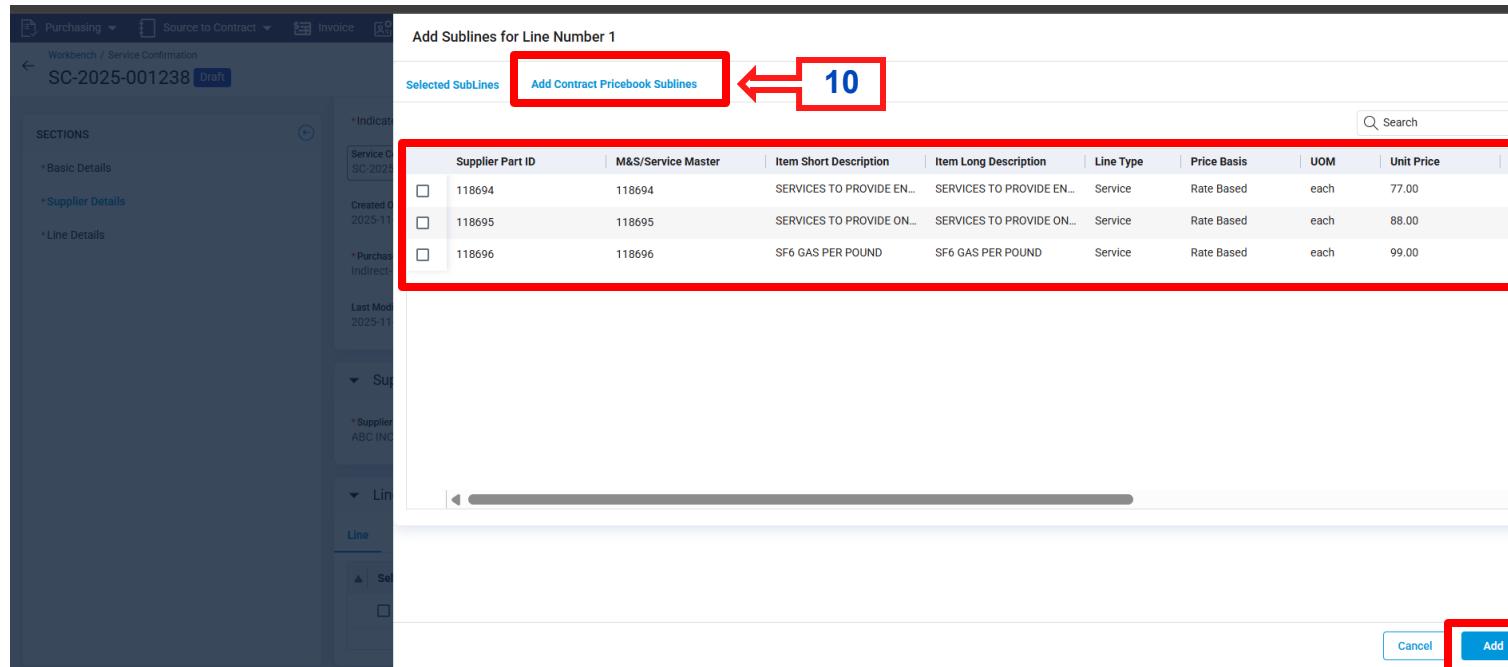
Tip: Validate that the Price Basis is '**Amount Based**'. If it is '**Rate Based**', notify the PO Author to make the correction before proceeding with the service confirmation.

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation



The screenshot shows the Oracle EBS interface for creating a service confirmation. The main window is titled 'Add Sublines for Line Number 1'. At the top, there are two buttons: 'Selected SubLines' and 'Add Contract Pricebook Sublines'. The 'Add Contract Pricebook Sublines' button is highlighted with a red box and a red arrow labeled '10' pointing to it. Below this, a table lists three service items with checkboxes. The table columns are: Supplier Part ID, M&S/Service Master, Item Short Description, Item Long Description, Line Type, Price Basis, UOM, Unit Price, and Category. The items listed are: 118694 (118694, SERVICES TO PROVIDE EN..., SERVICES TO PROVIDE EN..., Service, Rate Based, each, 77.00, S-EF), 118695 (118695, SERVICES TO PROVIDE ON..., SERVICES TO PROVIDE ON..., Service, Rate Based, each, 88.00, S-TI), and 118696 (118696, SF6 GAS PER POUND, SF6 GAS PER POUND, Service, Rate Based, each, 99.00, S-OI). A red box highlights the entire table area. At the bottom of the window, there are 'Cancel' and 'Add' buttons, with the 'Add' button highlighted with a red box and a red arrow labeled '12' pointing to it.

10

11

11

12

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

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.

Click “Add” at the bottom of the screen.

# Service Confirmation Inputs - Supplier

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The screenshot shows the Service Confirmation Input screen. At the top, there are tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The current screen is 'Service Confirmation'. The top navigation bar includes 'Comments & Attachments' (with a red box and the number 14), 'More', 'Submit', and 'Save'. Below this, there are sections for 'Basic Details', 'Supplier Details' (highlighted with a red box and the number 13), and 'Line Details'. The 'Supplier Details' section shows information for ABC INC. The 'Line Details' section displays a table with three rows:

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="#">View</a>	
<input type="checkbox"/>	1.1	Rate Based	118694	each	2.00	77.00	154	154.00	S-ENV DISPOSA...		<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

The screenshot shows the 'Comments and Attachments' section of the Service Confirmation Inputs - Supplier interface. The 'Comments' and 'Attachments' buttons are highlighted with a red box and the number '15' to indicate the step. Below these buttons is a dropdown for 'Select Importance' set to 'No Importance'. A file upload area with a cloud icon and a 'Browse' button is shown, with the instruction 'Click here to select your files'. At the bottom, there is a 'Post' button. The overall interface is a modern web application with a dark theme.

15

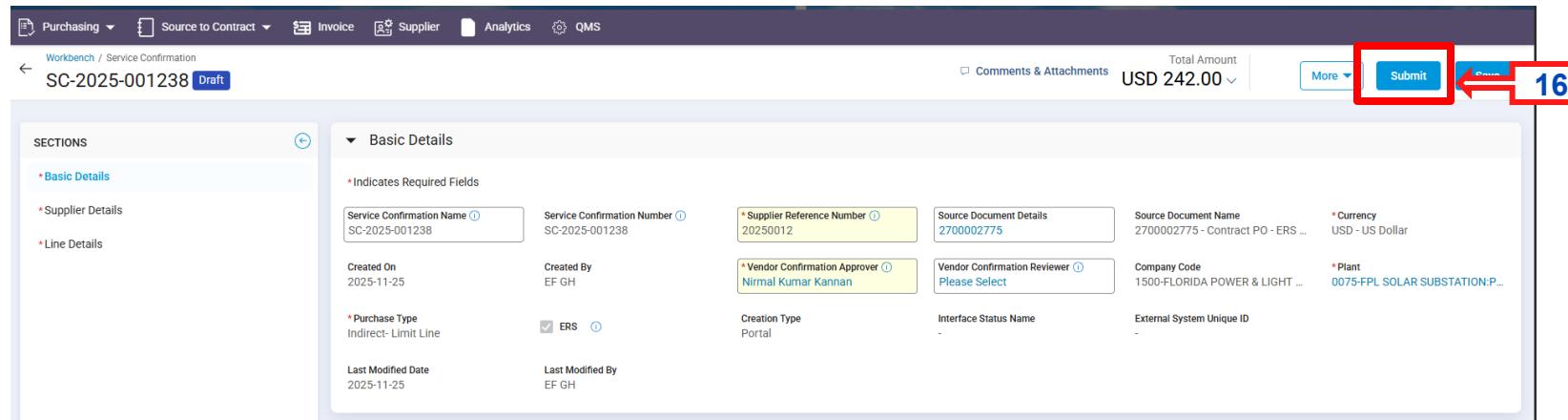
After clicking on 'Comments & Attachments', Sliders will appear where you can add your comments and upload attachments, then click 'Post'.

# Service Confirmation Inputs - Supplier

Select Your Purchase Order

Create Your Service Confirmation

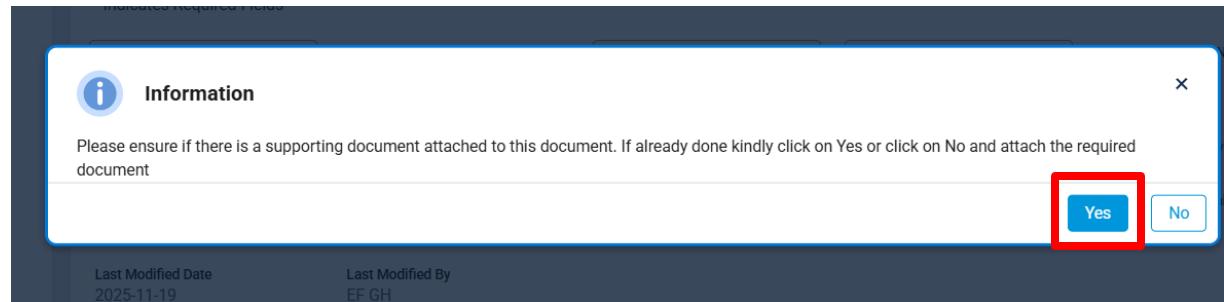
ERS Automates Invoice Creation



The screenshot shows the 'Basic Details' section of the Service Confirmation Inputs - Supplier interface. The 'Service Confirmation Name' is SC-2025-001238. The 'Service Confirmation Number' is SC-2025-001238. The 'Supplier Reference Number' is 20250012. The 'Source Document Details' is 2700002775. The 'Source Document Name' is 2700002775 - Contract PO - ERS ... The 'Currency' is USD - US Dollar. The 'Comments & Attachments' section shows a total amount of USD 242.00. The 'More' button is visible. The 'Submit' button is highlighted with a red box and a red arrow labeled '16' pointing to it.

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



The screenshot shows a confirmation dialog box titled 'Information'. The message says: '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'. The 'Yes' button is highlighted with a red box and a red arrow labeled '17' pointing to it. The 'No' button is also visible.

17

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

# Review Service Confirmation Status

Select Your Purchase Order

Create Your Service Confirmation

ERS Automates Invoice Creation

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	<a href="#">View</a>
SC-2025-001219	SC-2025-001219	000098989	2700002669	2700002669	Indirect - Services/...	900	EF	2025-11-18	Approval Pending	<a href="#">View</a>
SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Withdrawn	<a href="#">View</a>
SC-2025-001206	SC-2025-001206	000009879	2700002665	2700002665	Indirect - Services/...	900	EF	2025-11-04	Approved	<a href="#">View</a>
SC-2025-001212	SC-2025-001212	12123344	2700002666	2700002666	Indirect - Services/...	900	EF	2025-11-06	Approved	<a href="#">View</a>
SC-2025-001205	SC-2025-001205	000020205	2700002664	2700002664	Indirect - Services/...	900	EF	2025-10-30	Approved	<a href="#">View</a>
SC-2025-001202	SC-2025-001202	0055202	2700002593	2700002593	Indirect - Services/...	900	EF	2025-10-28	Approved	<a href="#">View</a>
SC-2025-001197	SC-2025-001197		2700001624	2700001626	Indirect - Services/...	900	EF	2025-10-23	Draft	<a href="#">View</a>
SC-2025-001069	SC-2025-001069	000003456	2700002340	2700002340	Indirect - Services/...	900	EF	2025-09-19	Withdrawn	<a href="#">View</a>
SC-2025-001009	SC-2025-001009	00000001234	2700001978	2700001978	Indirect - Services/...	900	EF	2025-08-21	Withdrawn	<a href="#">View</a>

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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.