

How to Withdraw Service Confirmation

Find and View your Service Confirmation

View Your Purchase Order

Select your Service Confirmation to withdraw

Inputs for Withdrawn

1

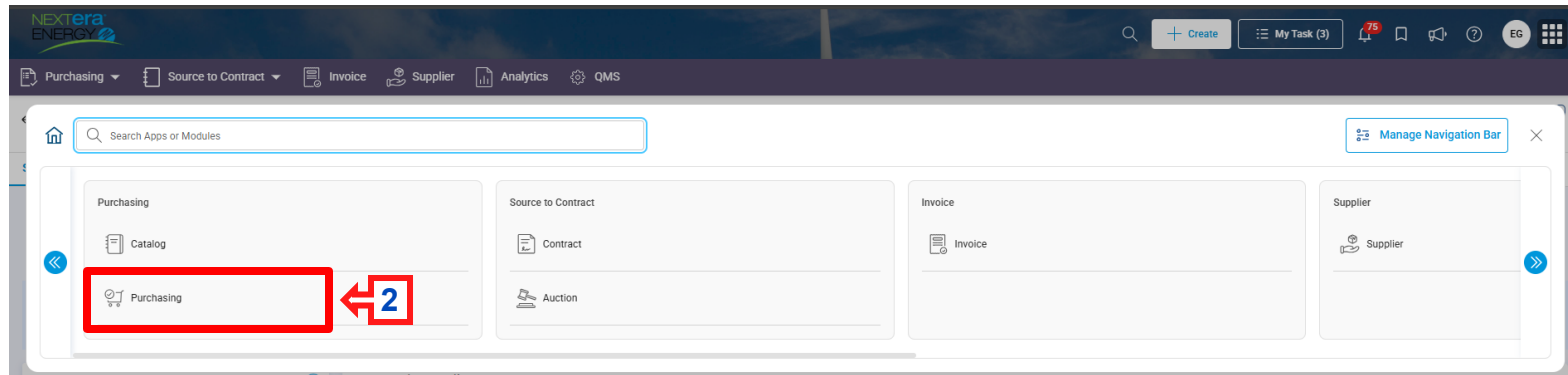
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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2

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

Find and View your Service Confirmation

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Create Service Confirmation

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SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Withdrawn	(A)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SC-2025-001069	SC-2025-001069	000003456	2700002340	2700002340	Indirect - Services/...	900	EF	2025-09-19	Withdrawn	(A)
SC-2025-001009	SC-2025-001009	00000001234	2700001978	2700001978	Indirect - Services/...	900	EF	2025-08-21	Withdrawn	(A)

3

To withdraw service confirmation, click on the **'Service Confirmation number'** which is pending for approval.

3

Withdrawal Inputs - Supplier

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Withdrawn Successful

The screenshot displays the NextEra Energy Workbench interface. The top navigation bar includes 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', and 'QMS'. The main header shows 'Workbench / Service Confirmation' and 'SC-2025-001216 Approval Pending'. The 'Basic Details' section is expanded, showing fields for 'Service Confirmation Name', 'Service Confirmation Number', 'Supplier Reference Number', 'Source Document Details', 'Source Document Name', and 'Currency'. A 'Withdraw' button is highlighted in the top right corner. A modal window titled 'Withdraw SC-2025-001216' is open, showing a dropdown for 'Select reason for Withdrawal' with 'Other' selected, and a text area for 'Withdrawing this document for the following reason' containing 'INCORRECT DOCUMENT'. The modal also has 'Cancel' and 'Withdraw' buttons at the bottom right.

4

Click on the **'Withdraw'** button on the top right, this brings up a slider, fill out the mandatory fields and click on withdraw at the bottom right corner.

4

Review Service Confirmation Status

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Withdrawn Successful

Service Confirmation Workbench

Service Confirmation

Purchase Order ASN Service Confirmation Return Note

All 55 Approved 24 Withdrawn 13 Approval Pending 9 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	Withdrawn	ⓘ
SC-2025-001224	SC-2025-001224	12233445	2700002727	2700002727	Indirect - Services/...	865	EF	2025-11-19	Approved	ⓘ
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	ⓘ

5

Service withdrawal has been confirmed and will now be updated to 'Withdrawn' status

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