

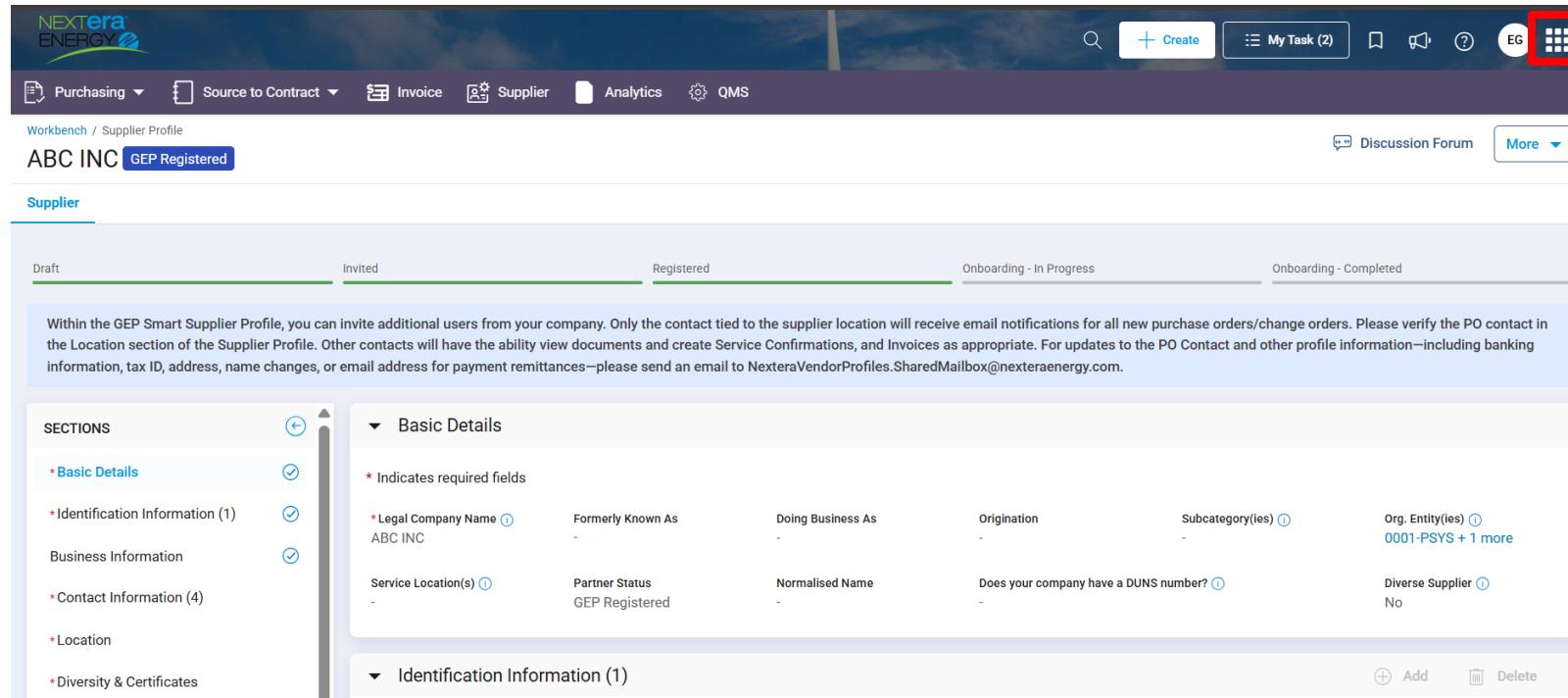
# How to Withdraw Service Confirmation

# Find and View your Service Confirmation

View Your Purchase Order

Select your Service Confirmation to withdraw

Inputs for Withdrawn



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

Identification Information (1)

Add      Delete

1

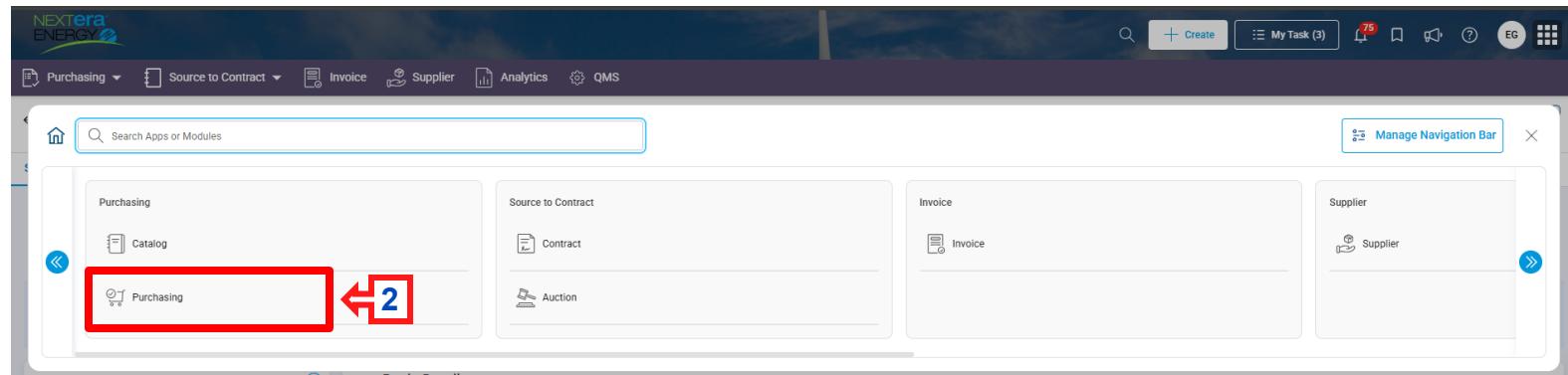
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Find and View your Service Confirmation

View Your Purchase Order

Select your Service Confirmation to withdraw

Inputs for Withdrawn



2

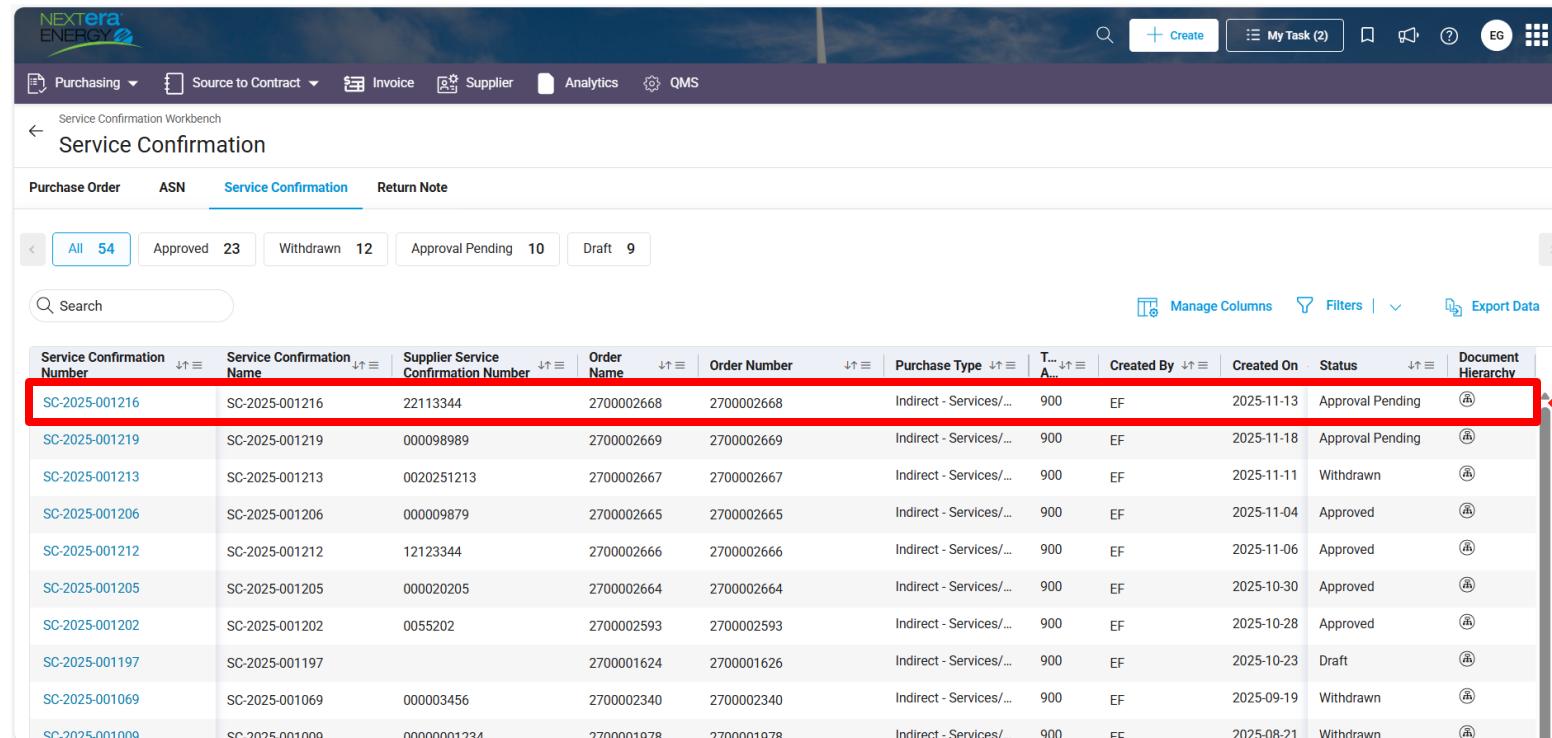
Then, select '**Purchasing**' from the menu. This will direct you to the Purchasing Section.

# Find and View your Service Confirmation

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Create Service Confirmation



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 is a search bar, a 'Create' button, and a 'My Task (2)' button. The main area is titled 'Service Confirmation' and shows a table with the following columns: Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, T\_A, Created By, Created On, Status, and Document Hierarchy. The table contains 10 rows of data. A red box highlights the first row, and a red arrow points to the 'Status' column of the first row, which is 'Approval Pending'. The number '3' is also present in the red box.

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	
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	

3

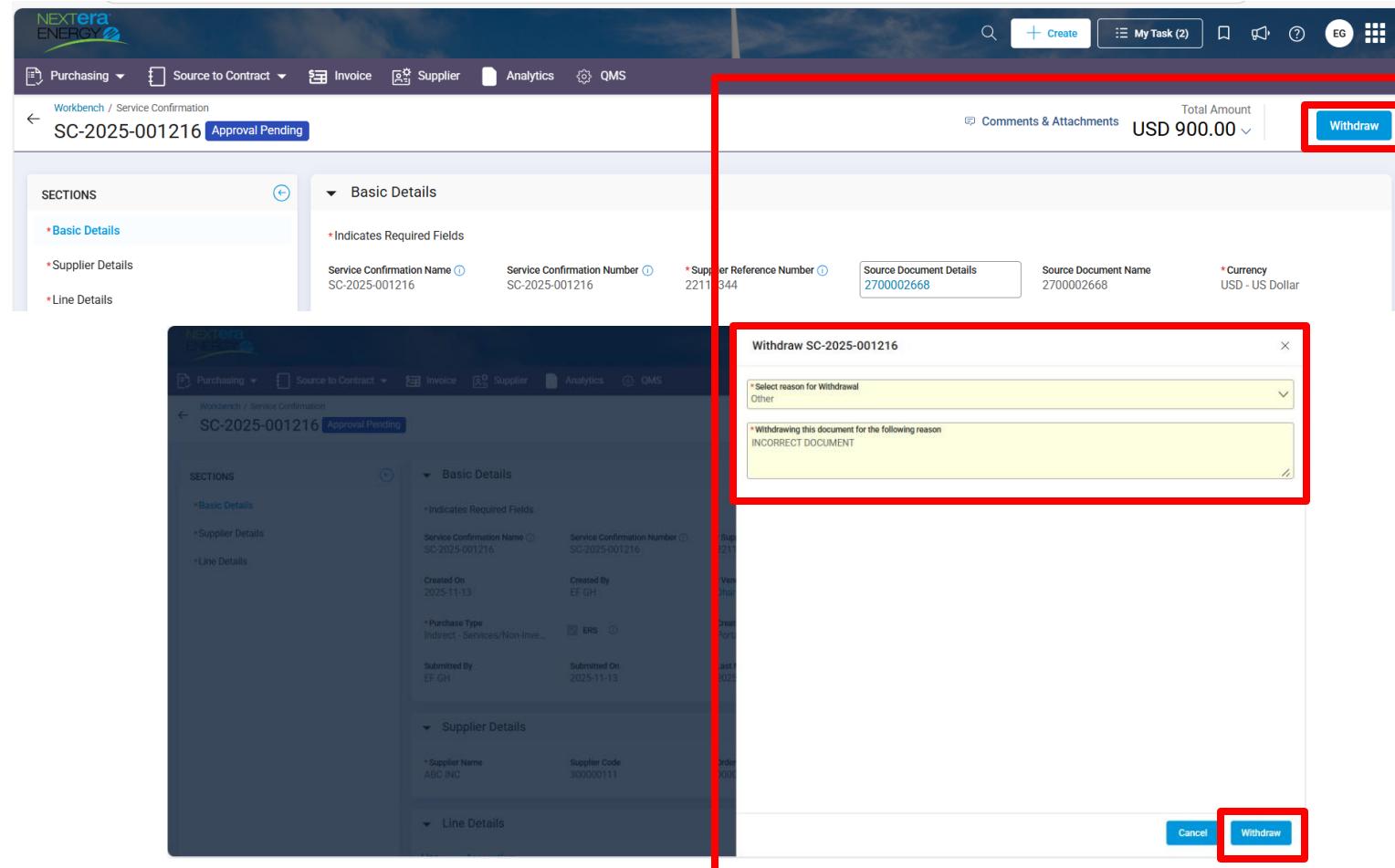
To withdraw service confirmation, click on the 'Service Confirmation number' which is pending for approval.

# Withdrawal Inputs - Supplier

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Withdrawn Successful



The image displays two screenshots of the NextEra Energy Workbench interface, illustrating the process of withdrawing a service confirmation. The top screenshot shows the main service confirmation page with a red box highlighting the top header and a blue 'Withdraw' button. The bottom screenshot shows a modal dialog titled 'Withdraw SC-2025-001216' with a red box highlighting the input fields for reason and note, and a blue 'Withdraw' button 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.

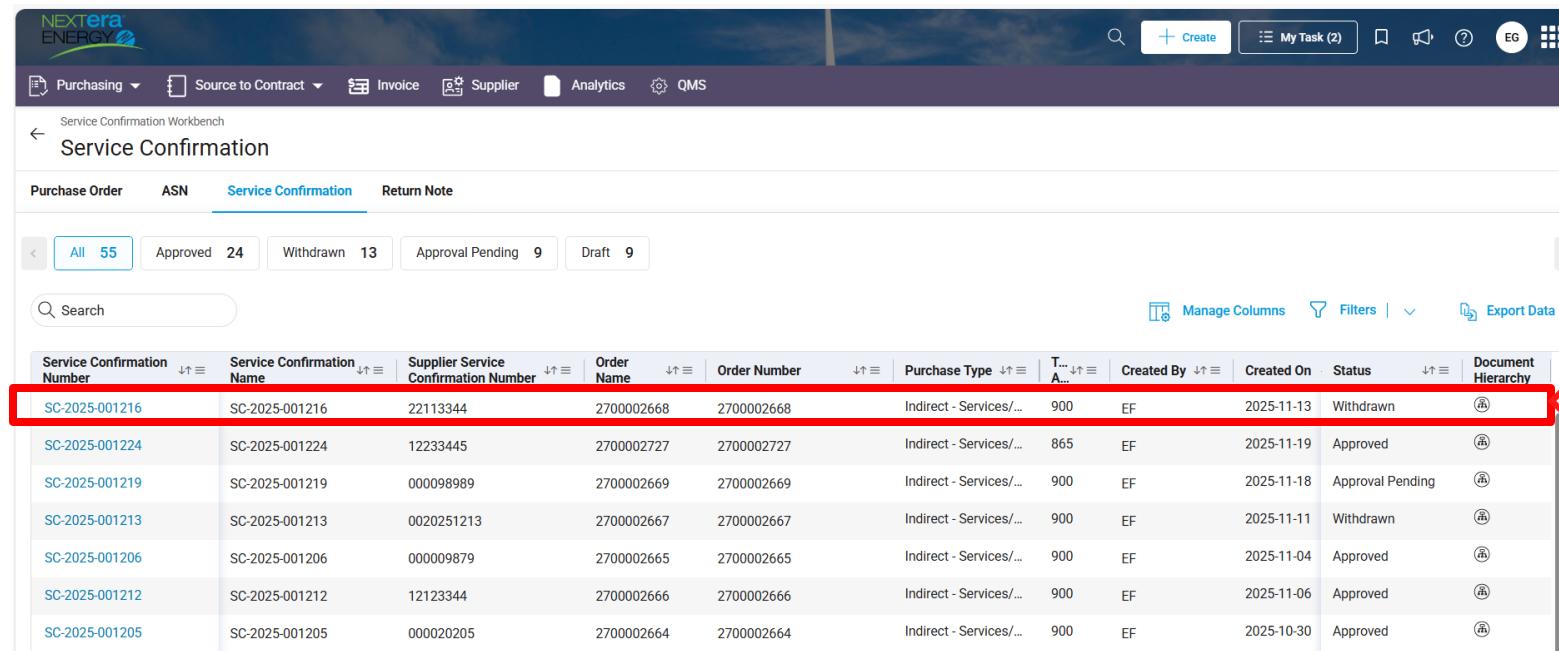
4

# Review Service Confirmation Status

Select your Service Confirmation to withdraw

Inputs for Withdrawn

Withdrawn Successful



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 is a search bar, a 'Create' button, a 'My Task (2)' button, and other icons. The main area shows a list of service confirmations with the following columns: Service Confirmation Number, Service Confirmation Name, Supplier Service Confirmation Number, Order Name, Order Number, Purchase Type, T-A., Created By, Created On, Status, and Document Hierarchy. The 'Service Confirmation' tab is selected. At the bottom, there are buttons for All (55), Approved (24), Withdrawn (13), Approval Pending (9), and Draft (9). A search bar and buttons for Manage Columns, Filters, and Export Data are also present. A red box highlights the first row of the table, and a red arrow points to the 'Status' column. A blue circle with the number 5 is overlaid on the table area.

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	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