Where to submit invoices for GE? iSupplier Portal (iSP)

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How to gain access to iSupplier Portal?

Note: If you do not have an SSO ID and password provided by GE but already have a purchase order from GE, then please use the below form(s) to raise an access request, explaining your case, giving your PO number.

Suppliers:

Internal users:
http://supportcentral.ge.com/products/sup_products.asp?prod_id=124726
How to gain access to iSupplier Portal?

**Suppliers:**


Please make sure mandatory inputs are filled

- Select “GE Aviation”
- Select “Need to register”
- Enter Query Reason as: “ISP Access”
- Enter a description
iSupplier Portal Login

Step 1: Go to www.gesupplier.com

Step 2: Click on iSUPPLIER RESOURCES
iSupplier Portal Login

Step 3: Click on ISP Login
Step 4: Type in your SSO id and password
iSupplier Portal Login

If you have access to both Oracle 11i and Oracle R12, you will come to this screen.

To create invoices for Aviation POs beginning with 800, 300, 234 and 235, select the ID for R12.
How to create a standard invoice?

To create an Invoice on a purchase order, you need to navigate to the Finance tab and click Go.

**Step 1:** Select Finance tab (replaces Account tab)

**Step 2:** Click Go
Invoices: Create Invoice

Next, search for the Purchase Order that you want to have invoiced, then select the order lines (step 4) and click on the next button. “PLEASE NOTE THAT NOT ALL THE SEARCH FIELDS SHOULD BE FILLED OUT”

Step 3: Enter Search criteria and click on GO

Step 4: Select the Purchase Order lines

Step 5: Click to Next Step
Invoices: Create Invoice

Suppliers are required to enter general information which includes your internal Invoice number and invoice date. The Remit to address should also be confirmed.

Step 6: Enter and validate Information

Step 7: Click to Next Step
Invoices: Create Invoice

The next step is to determine quantity to invoice on each line of the Purchase order.

**Step 8:** Enter Qty to Invoice

**Step 9:** Click to Next Step
Invoices: Create Invoice

ISP will identify if the invoice is taxable based on the type of item and location. If you disagree you may change the amount.

Step 10: Enter Tax Amount

Step 11: Click on calculate

Step 12: If Tax Amount changed, click “Recalculate Total” and repeat step 11

Step 13: Click Next (to see summary) or Submit
Invoices: Create Invoice

The last step is to review and submit the invoice by clicking on the Submit button. There is also an option to save for later. The invoice can then be submitted at a latter point in time.

Step 14: Click Submit
Invoices: Create Invoice

Invoice Confirmation: You will be directed to a confirmation page once the invoice is created and submitted successfully. You also have an option to view and print the invoice.
How to search PO, Invoice & Payment Information

Click to see Orders details

You will see all PO details.

Click to see Invoices details

Click to see Payment details
PO Detail Information

PO information in details are displayed in here.

PO line details
If you click on the show button the following information will be displayed.

Requestor is responsible for receiving.
How to search an invoice?

**“Invoice” Section**

Step 1: Select Finance tab

Step 2: Select View Invoices

Step 3: Enter Search criteria

Step 4: Click to view Invoice
How to view the expected payment date?

The expected payment date can only be determined if the “Invoice Status” is “Approved”.

**Step 1**: Look for the invoice using page 9 instructions.

**Step 2**: Once the information is displayed (as this screen shows), you will find 2 dates Due Date & Discount Date that will determine the expected payment day.

- **Invoice will be paid on the Discount Date** if it’s approved (No holds) before this date.
- **Invoice will be paid on the Due Date** if the invoice has a hold and it’s released after discount date.
How to view payment details?

**Step 1:** Select Finance tab

**Step 2:** Select View Payments

**Step 3:** Enter Search criteria

Click on the payment # to view details
How to view payment details?

Payment Details

Payment: 10000081915 (Total USD 229,003.10)

Payment Date: 12-Feb-2015
Payment Method: Electronic
Status: Negotiable
Status Date: 12-Feb-2015
Remit-to Supplier:
Bank Account:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Invoice Date</th>
<th>Type</th>
<th>Currency</th>
<th>Amount Status</th>
<th>Payment Status</th>
<th>Payment/PO Number</th>
<th>Receipt</th>
<th>Attachments</th>
</tr>
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<td>USD</td>
<td>4150 Approved</td>
<td>Paid</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?

If you still have questions about submitting or viewing invoices, please submit a ticket in the below link and provide a detailed explanation of the problem you are experiencing. We will be glad to help you!


If you need further assistance please contact us at the number 1-888-999-5103