GE Transportation
iSupplier Portal (iSP) Training
Overview

GE Transportation provides our suppliers an excellent resource to easily submit invoices and check invoice and payment status through the GETS iSupplier Portal (iSP)

PO → RECEIPT → INVOICE → PAYMENT
Getting registered to use iSP

Please request iSP registration by sending an email to eBusiness.helpdesk@ge.com with the following required information:

- First and last name
- Email address
- Phone number
- Your GE Transportation supplier code OR a recently issued GETS purchase order number
Getting registered to use iSP

Please note, that on the 5th of every month a notice is sent out to ALL users that have NOT signed in to ISP in 365 days. If you receive this notice, you will have 10 days to log into your account or your account will be deactivated.
Getting registered to use iSP

Once registered, you will receive three emails

- An email from our helpdesk confirming your registration has been submitted
- 1 – 2 days later, you will receive two emails from our corporate supplier team containing your new iSP username as well as a temporary password
GETS POs eligible for web invoicing

**INELIGIBLE:**

- **Credit Card:** POs containing credit card information in the BILL-TO section (please invoice by processing these credit card details with your payment processor)

- **Physical Address:** POs containing a physical address in the BILL-TO section (please invoice by mailing a hard copy of this invoice to the address listed on the PO copy)

- **Repeat Pay:** POs containing repeat payment instructions (please note the repeat payment dates or process the credit card details attached to the PO copy on the dates prescribed.

- **Evaluated Receipt Settlement (ERS):** POs set up for ERS issue invoices automatically as parts are received or services are marked rendered by the requestor on the PO copy. If you are a direct materials supplier and have questions about whether or not you are setup for ERS, please contact eBusiness.helpdesk@ge.com

**ELIGIBLE:**

- **Web Invoicing:** POs that explicitly state that web invoicing is required in the BILL TO section on the PO hard copy

```
BILL TO
General Electric Company

Paper invoices will NOT be accepted
--- Web Invoicing required.
See www.gesupplier.com. For questions, please contact eBusiness.helpdesk@trans.ge.com.
```
Creating invoices on ISP

Begin by logging in @
WWW.gesupplier.com
Creating invoices on ISP

CLICK ENTER SITE AND SIGN IN

Welcome to the GESupplier.com Portal

GE Supplier Helpdesk Contact Details
GE Services: http://supportcentral.ge.com/22175
ISP: support@gesupplier.com
Oracle Sourcing eAuction/RFX: OracleSourcing.Support@ge.com

Internet Supplier Portal (ISP)
Provides suppliers the ability to access information and enter business transactions in an online and secure environment. This secured collaborative environment provides order inquiry, order acknowledgement, invoicing, and payment information.

Enter Site

GETServices
GETServices is GE's services procurement application enabling fully digitized collaboration with GE's suppliers and provide temporary contingent labor and/or fixed price services. It offers a wide range of commodity areas. The needs identification, request for proposal, supplier response, selection, ordering, invoicing, and managing processes are online. This enhances cycle times, reduces errors and invoice discrepancies and facilitates a standard way of working with GE.

Enter Site

Enter your User ID and Password to Login

Go to www.tradepayables.com and click on the enrollment form on the top navigation bar. Enrollment is fast and simple!
Creating invoices on ISP

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

To create invoices for Transportation POs beginning with 801, ME, MT, and MG select the ID for R12.
Creating invoices in iSP

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
Creating invoices in iSP

Enter the purchase order number followed by a percentage sign (%) and click the “Go” button. Select the order line(s) (step 5) that you want to invoice, and click 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:** Click GO

**Step 5:** Select the Purchase Order lines

**Step 6:** Click to Next Step
Creating invoices in iSP

General information should auto populate, like the supplier name and remit to location. If any of this information is inaccurate, please click “Cancel” and contact ebusiness.helpdesk@ge.com so we may have your information updated. DO NOT submit an invoice if this information is inaccurate. If the information is correct enter your internal invoice number.

Step 7: Validate supplier name and remit to and enter your invoice number.

Step 8: Click to Next Step
Creating invoices in iSP

Input the quantity to invoice. We recommend matching your quantity to invoice with the quantity received. If your quantity to invoice is higher than the quantity received, your invoice will go on HOLD. If the received quantity is less than anticipated, please contact the requestor on the PO copy and ask them to receive as necessary.

**Step 9:** Enter Qty to Invoice

**Step 10:** Click to Next Step
Creating invoices in iSP

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 11:** Tax Amount will pre-populate

**Step 12:** If Tax Amount changed, click on “Calculate” Then click “Recalculate Total”

**Step 13:** Click Next to see the summary
Creating invoices in iSP

Please verify the accuracy of all information displayed on in the review step. Please ensure the remittance information is accurate as well as verify the total amount due on the invoice. Note that the invoice total is the pre.discount amount, and final payment may be less depending on your agreed upon payment terms with GE Transportation. If you have any questions regarding your terms, please contact your GE Transportation buyer listed on the PO copy.

Step 14: Click Submit
Creating invoices in iSP

Please print OR save the confirmation page for your record. Note that it takes one business day for submitted invoices to process in our systems prior to being able to search the invoice for payment status within the iSupplier Portal (iSP).

Step 15: Click Print
# FAQ – Creating invoices

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I cancel an invoice submitted by mistake?</td>
<td>Contact <a href="mailto:eBusiness.helpdesk@ge.com">eBusiness.helpdesk@ge.com</a> so we may submit a cancellation request on your behalf</td>
</tr>
<tr>
<td>How do I update my remittance information?</td>
<td>Contact <a href="mailto:eBusiness.helpdesk@ge.com">eBusiness.helpdesk@ge.com</a> and provide a detailed explanation of how the information in iSP is inaccurate so we may walk you through the update process</td>
</tr>
<tr>
<td>How do I bill for freight charges?</td>
<td>GE pays for freight in nearly all instances but freight must be arranged through GE approved means prior to shipping. Please consult your GETS purchase order copy prior to shipping for instructions on how to ship.</td>
</tr>
<tr>
<td>How do I update our payment terms?</td>
<td>Please reach out to the GETS buyer listed on the PO copy</td>
</tr>
<tr>
<td>Why are there no receipts issued against my PO?</td>
<td>The requestor has yet to issue receipts. Please contact them to ensure receipt against your PO so your invoices will approve accordingly.</td>
</tr>
<tr>
<td>Why doesn’t my PO appear in the iSP search results?</td>
<td>Either your PO is not eligible for web invoicing or you are not querying the PO correctly. Please ensure the invoicing method on the PO copy is web invoicing and search the PO # followed by percentage sign (%). If you still cannot find the PO, please email <a href="mailto:eBusiness.helpdesk@ge.com">eBusiness.helpdesk@ge.com</a> for further assistance</td>
</tr>
<tr>
<td>Where do I input tax charges?</td>
<td>Tax may be added in the “other charges” section of Step 2 of 4 of the invoice creation process. Please note that tax should only be added after consulting with the buyer to determine the PO is tax eligible and that GE does not hold tax exemption status or direct pay permits in the state in question.</td>
</tr>
</tbody>
</table>
Checking invoice status

Search by the invoice number in question to view invoice details. To further display invoice details, click the hyperlinked invoice number.

**Step 1:** Select Finance tab

**Step 2:** Select View Invoices

**Step 4:** Click to view Invoice
Checking invoice status

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

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.
Checking payment status

**Step 1:** Select Finance tab

**Step 2:** Select View Payments

**Step 3:** Enter Search criteria and click GO

Click the payment number to display payment information
GE Transportation will often pay multiple invoices on the same payment. Drilling down into the payment number will display all invoice numbers that are paid in this payment which makes reconciliation simple.
## FAQ – Invoice/Payment

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<td>Why is my invoice on hold?</td>
<td>If your invoice is in HOLD status, please contact <a href="mailto:eBusiness.helpdesk@ge.com">eBusiness.helpdesk@ge.com</a> so we may work to resolve this hold on your behalf.</td>
</tr>
<tr>
<td>When will my invoice pay?</td>
<td>Invoices pay per agreed-upon payment terms. You can check your payment date within the portal by referencing the discount date or due date.</td>
</tr>
<tr>
<td>What are my payment terms?</td>
<td>GETS standard terms are 3.7% 18 NET 120. Your terms may vary based on your contractual obligations with us. Please note the terms listed on the hard copy of the purchase order and for further clarification contact your GETS buyer.</td>
</tr>
<tr>
<td>Why can't I find my invoice in the portal?</td>
<td>Please note that it takes one business day for invoices to be searchable in iSP after submission. If you cannot find your invoice within the portal, please contact <a href="mailto:eBusiness.helpdesk@ge.com">eBusiness.helpdesk@ge.com</a> so we may investigate.</td>
</tr>
<tr>
<td>I input my invoice number in the Supplier Collaboration Portal (SCP) but can't find it on the iSupplier Portal.</td>
<td>Invoice numbers input from SCP by our direct material suppliers should be searched between two percentage signs, ex. “%123456A%” as this number is often contained within an ERS invoice number.</td>
</tr>
</tbody>
</table>