iSP Overview

Oracle iSupplier Portal is a collaborative application that enables GE Suppliers to communicate with GE buyers.

It enables suppliers to have real-time access to information such as purchase orders, Invoices, Receipts, payments etc.
## Access Level for iSP

<table>
<thead>
<tr>
<th>Business</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Research</td>
<td>Both</td>
</tr>
<tr>
<td>Corporate</td>
<td>Inquiry</td>
</tr>
<tr>
<td>GE Money Americas</td>
<td>Inquiry</td>
</tr>
<tr>
<td>GE Money Global HQ</td>
<td>Inquiry</td>
</tr>
<tr>
<td>GE RailCar</td>
<td>Both</td>
</tr>
<tr>
<td>Aviation</td>
<td>Web Invoicing</td>
</tr>
</tbody>
</table>

**Inquiry Access** – Supplier can view Purchase orders, Invoices, Payment details. Would not be able to submit invoice.

**We Invoicing** - Supplier can submit invoice, view Purchase orders, Invoices, Payment details.
iSupplier Portal Welcome Kits

1st Communication informs supplier that they have been setup in iSP

2nd Communication informs supplier of their password, url for the supplier portal, and outline for invoicing

* GEtServices suppliers will receive 1 communication with information that they've been registered in iSP for accessing payment related information for their GEtServices invoices
iSupplier Portal login

Suppliers can log into iSP using the following link: http://gesupplier.com/

Select the Enter Site link in the iSP section.

Enter your SSO user id and password and select the log in button.
The user will be directed to this page. Here the user will reset their password and set a challenge response. This is a one-time process.
The iSupplier Portal Home page provides suppliers with easy options to locate purchase orders.

- **Notifications**
  - No data exists.

- **Orders At A Glance**
  - **PO Number**
    - 90149459
    - 710032682
    - 50105010
  - **Order Date**
    - 16-Mar-2006 15:22:45
    - 09-Nov-2005 15:23:14
    - 07-Nov-2005 15:29:03

- **Shipments At A Glance**
  - No data exists.

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Home | Orders | Shipments | Account | Product | Home | Logout | Preferences | Help
The Purchase Orders screen helps suppliers with searching purchase orders by using predefined searches and Advanced Search options. As displayed below, the last 25 Purchase Orders is the default display.

**Step 1:** Select Orders tab

**Step 2:** Use predefined or Advanced Search options

**Step 3:** Locate and select Purchase Order
**iSP - View Purchase Order**

The Advance search option has very flexible parameters which can be customized by adding columns for search criteria.

**Enter Advanced Search criteria.**

**Select additional columns to refine your search.**

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### Advanced Search

Search results where each must contain all values entered.

- **Document Type**
- **Order Date**
- **Buyer**

**Select additional columns**

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### Purchase Orders Table

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Business Unit</th>
<th>Document Type</th>
<th>Description</th>
<th>Contract No.</th>
<th>Contract Date</th>
<th>Due Date</th>
<th>Quantity</th>
<th>Status</th>
<th>Acknowledge by</th>
<th>Attachments</th>
<th>eFCard Number</th>
<th>eFCard Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO101</td>
<td>GENFRA-US</td>
<td>Standard PO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO102</td>
<td>GENFRA-US</td>
<td>Standard PO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO103</td>
<td>GENFRA-US</td>
<td>Standard PO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*Imagination at work*
Once you’ve located the PO you want to view, you can view all the details about that PO, by clicking on the link to the PO number. Receipts, Invoices, and Payments are also accessible from the PO details page.

- Standard PO: 50149459 Revision 0 (Total GBP 22.93)

**Order Information**

- **Standard PO**: 50149459
- **Total**: 22.93 (GBP)
- **Supplier**: THERMO KING TOTALKARE LTD
- **Supplier Site**: GALWAYLOI
- **Address**: NÓNÍVEA ROAD
- **MÉRÍVEE GALWAY, ALC Buyer GE (TIP, UK)
- **Order Date**
- **Description**: 16-Mar-2006 15:22:45
- **Status**: Open
- **Note to Supplier**: Please ignore this PO. It has reached you by mistake. Please contact ALS-05- BUYER

**Terms and Conditions**

- **Payment Terms**: IMM
- **Carrier**: FOB
- **Freight Terms**: DDU
- **Shipping Control**: FOB

**Bill-To Address**

- **Bill-To Address**: ALS-05-BILLTO
- **Generic ALS location**

**Ship-To Address**

- **Ship-To Address**: Generic ALS location
- **Generic ALS location**

**Organization**

- **Sourcing Document**: Supplier Order Number
- **Note to Supplier**:
Through the Purchase history sub-tab, you can search for the PO and view the PO revision history. It also allows you to compare the PO to the original, Previous PO's and review all PO changes.

**Step 1: Select Purchase History**

The Advanced Search option can also be used.

**Step 2: Enter search criteria**

**Step 3: choose compare option**
iSP – View Invoices
The Home page provides supplier easy options to locate invoices by using the Invoices or Search options.
iSP - View Invoices

To view submitted invoices in iSP you need to follow the steps as shown below:

Step 1: Select Account Tab

Step 2: Click on View invoices

Step 3: Enter The Search Criteria

Step 4: Click to view Invoice
The other way to search and view invoices is to select the Advance search option. It has very flexible parameters to be able to search for an invoice based on the information you have, it can even be customized by adding more columns to search from if desired.

Step 1: Select Account Tab

Step 2: Enter Advanced Search criteria. You can also add a field that suits you for searching

Step 3: Click to view Invoice
By clicking on the invoice number, the details of the associated Invoice's are displayed.

### Associated POs

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Invoice Date</th>
<th>Currency</th>
<th>Gross Amount</th>
<th>Amount Due</th>
<th>Due Date</th>
<th>Payment</th>
<th>Discount Date</th>
<th>Available Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISP_TC_6</td>
<td>03-Sep-2008</td>
<td>USD</td>
<td>30.00</td>
<td>30.00</td>
<td>02-Dec-2008</td>
<td>18-Sep-2008</td>
<td>0.75</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Currency</th>
<th>Total</th>
<th>Supplier</th>
<th>Supplier Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>20487</td>
<td>USD</td>
<td>999.00</td>
<td>R.S. HUGHES COMPANY, INC.</td>
<td>TAMPA104</td>
</tr>
</tbody>
</table>
The Home page provides supplier easy options to locate Payment by using Payments or Search options.
To view Payments in iSP you need to follow the steps as shown below

Step 1: Select Account Tab

Step 2: Click on View Payments

Step 3: Enter the Search Criteria

Step 4: Click to view Payment
The associated Payment detail is displayed by clicking on the Payment number,

### Payment Detail

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>1307</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date</td>
<td>23-Jun-2008</td>
</tr>
<tr>
<td>Future Pay Due Date</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Amount</td>
<td>40,885.60</td>
</tr>
<tr>
<td>Stopped At</td>
<td></td>
</tr>
<tr>
<td>Released At</td>
<td></td>
</tr>
<tr>
<td>Void Date</td>
<td></td>
</tr>
<tr>
<td>Bank Account Name</td>
<td>GECC Capital Solutions AP</td>
</tr>
<tr>
<td>Supplier Address</td>
<td>EDISON NJ</td>
</tr>
<tr>
<td></td>
<td>2035 STATE ROUTE 27 # 2000</td>
</tr>
<tr>
<td>City</td>
<td>EDISON</td>
</tr>
<tr>
<td>State</td>
<td>NJ</td>
</tr>
<tr>
<td>Zip</td>
<td>08817-3351</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
</tbody>
</table>

### Invoice Number

GS430333
iSP – Create Invoices
To create an Invoice on a purchase order, you need to navigate to the Account tab and select the option to create a standard invoice.

**Step 1:** Select Account Tab

**Step 2:** Click Create Standard Invoice
Next, search for the Purchase Order that you want to have invoiced, then select the order (step 4) and click on the next button.
Next step is to determine the lines which should be invoiced for the Purchase order. Identify the quantity to be invoiced and whether the line is taxable or not. If taxable then you are required to enter the tax values. Then click on calculate to determine the total amount to be invoiced.

**Step 6:** Enter Invoice Line Details and tax info if applicable

**Step 7:** Click on calculate

**Step 8:** Click to Next Step
Suppliers are required to enter general information which includes your internal invoice number and invoice date. The Remit to address should also be confirmed. Then select the Next button.

Step 9: Enter and validate invoice Information

If the remit to Address is incorrect please click on the Contact Us link to escalate

Step 10: Click to Next Step
The last step is to review and submit the invoice by clicking on the Finish button. There is also an option to save for later. The invoice can then be submitted at a latter point in time.

**Step 11:** confirm invoice details are accurate then Click Finish to complete the transaction.
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.
Suppliers can click on the “Contact Us” link for any AP related questions or queries.
iSP Contact Us

Suppliers will need to complete the support central form and hit submit

Step 1: Fill out the necessary data and ask your question

Step 2: Click on Submit to send the information across