GEtServices
Services Training For Suppliers
Direct Orders

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Overall GEtServices Process

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Table of Contents

Login to GEtServices

http://getservices.gesupplier.com

Supplier Services Tasks: Step 1

1	Accept Draft Order	▶ Review Draft Order, modify and return to GE or Accept
2	Submit Receipt	▶ Submit Receipts for completed services

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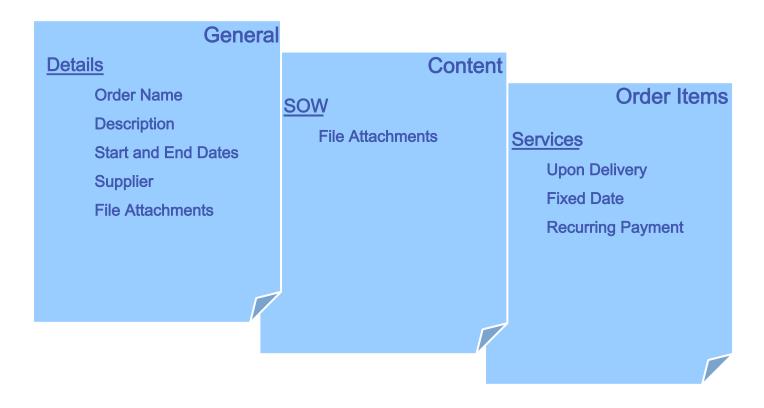
What is a Direct Order?

A Direct Order is sent by a GE user to a single supplier for their review and acceptance.

General

Details
- Order Name
- Description
- Start and End Dates
- Supplier
- File Attachments

Content

SOW
- File Attachments

Order Items

Services
- Upon Delivery
- Fixed Date
- Recurring Payment

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Adding Consultants

* A consultant needs to be added to the order if he/she has been issued a SSO ID and GE badge

* If a supplier does not need to add a consultant, please proceed to slide 16

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Adding Consultants

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Adding Consultants

Services Procurement and Management

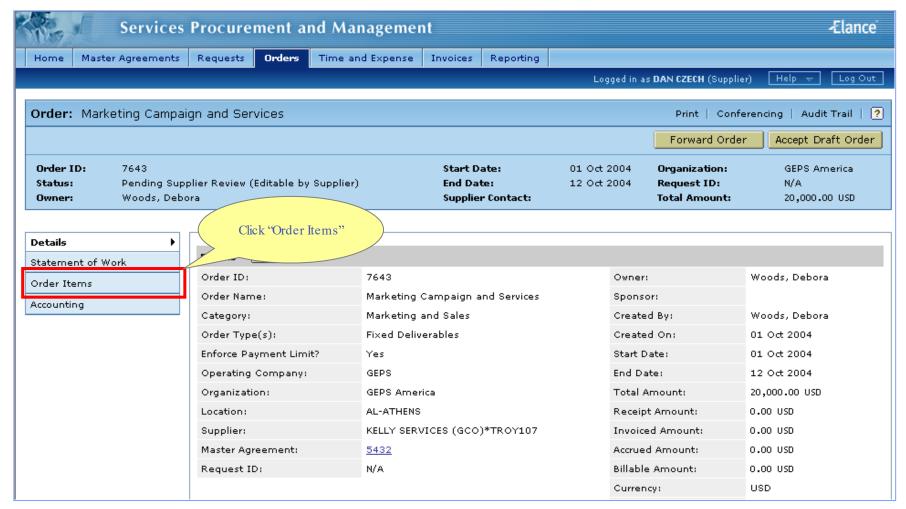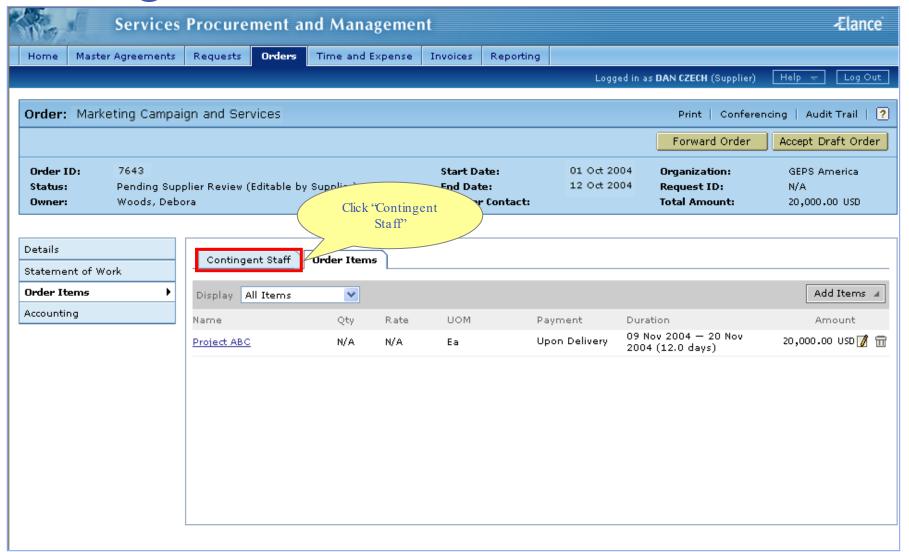Elance

| Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting |

Log Out

Add Ad Hoc Candidate

Order: Marketing

Audit Trail | ?

t Draft Order

Order ID:	7643
Status:	Pend
Owner:	Woo

S America

000.00 USD

Details

Statement of Work

Order Items

Accounting

Preview Ad Hoc Candidate

Candidate Name:	Consultant One
Candidate ID:	345544552
Candidate Type:	Consultant
Position Class:	Analysis Engineer SP
Hiring Manager:	Woods, Debora
Start Date:	09 Nov 2004
End Date:	20 Nov 2004
Location:	AL-ATHENS
Location Address:	234 North Avenue, #305
Shift Information:	

Review and click
"Finish"

? Help

◀ Back

Finish

Cancel

Decline Override

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Adding Consultants

Review and Accept Draft Order

Review and Accept Draft Order

Review and Accept Draft Order

Review and Accept Draft Order

Review and Accept Draft Order

Supplier Services Tasks: Step 2

| 1 | Accept Draft Order | ▶ Review Draft Order, modify and return to GE or Accept |

| 2 | Submit Receipt | ▶ Submit Receipts for completed services |

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Submit Receipts

Submit Receipts

Submit Receipts

Submit Receipts

Submit Receipts

It is the supplier's responsibility to ensure that the appropriate detailed comments and necessary attachments (i.e. scanned documents, images, Word documents, etc.) are provided to fully support the receipt being approved.
If the documentation is not sufficient, the GE Approver will decline the receipt.

Submit Receipts

Services Procurement and Management — Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as **DAN CZECH** (Supplier) | Help | Log Out

Order: Marketing Campaign a... | ...cing | Audit Trail | ?

Terminate

Order ID: 7643
Status: Active
Owner: Woods, Debora

erica

USD

Details
Statement of Work
Order Items
Accounting
Receipts ▶

All

De

I

[+] More options

View Import History
Amount Status

CreateReceipt - Microsoft Internet Explorer
https://gemini2.elance.com - CreateReceipt - Microsoft Internet Explorer

Enter New Receipt   **Worksheet ID:** 106   Close Window

A receipt worksheet is automatically created when you enter receipts. Receipt worksheets can be accessed from the Receipt List and from individual receipts that belong to the worksheet.

Enter Receipts

Select an order line item and click **Enter Receipt Details.**

Strategy Roundtable Report
Preferred Customer Feedback

Enter Receipt Details →

Repeat this process until you are finished entering receipts.

Repeat the process and add as many receipts as needed

Entered Receipts

ID	Type	Item Name		y Rate		Amount	Status
8963	Fixed Deliverables	Strategy Roundtable Report	01 Oct 2004	N/A	N/A	850.0 USD	Draft

Finish | Submit for Approval

https://gemini2.elance.com/elance/proserv/project/milestone/preCreateReceipt?contract   Internet
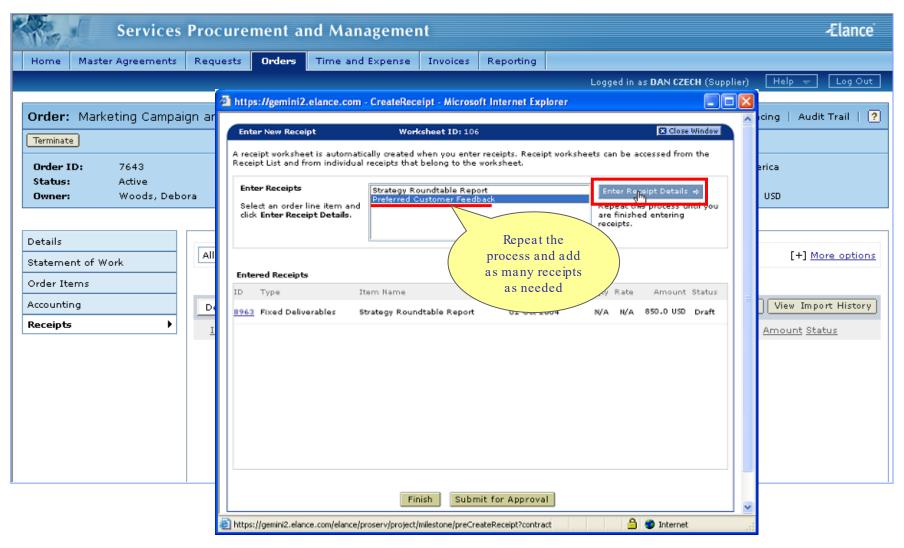

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Submit Receipts
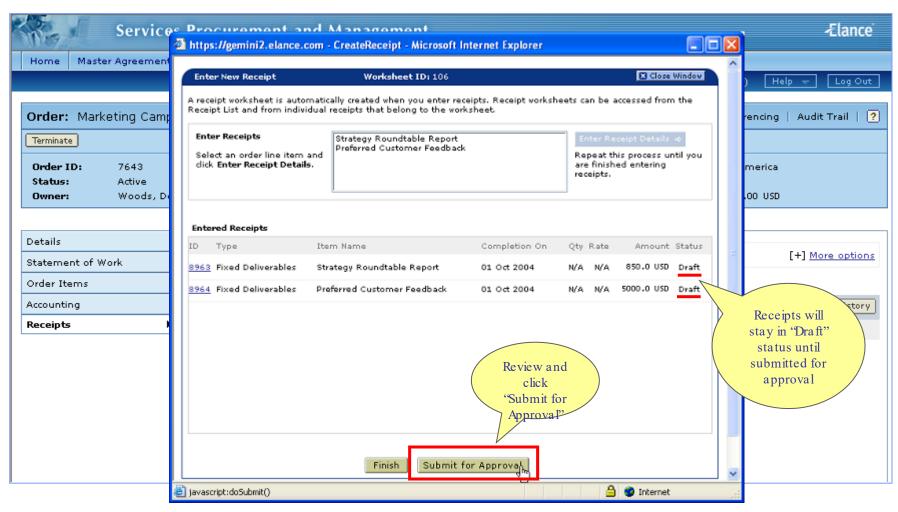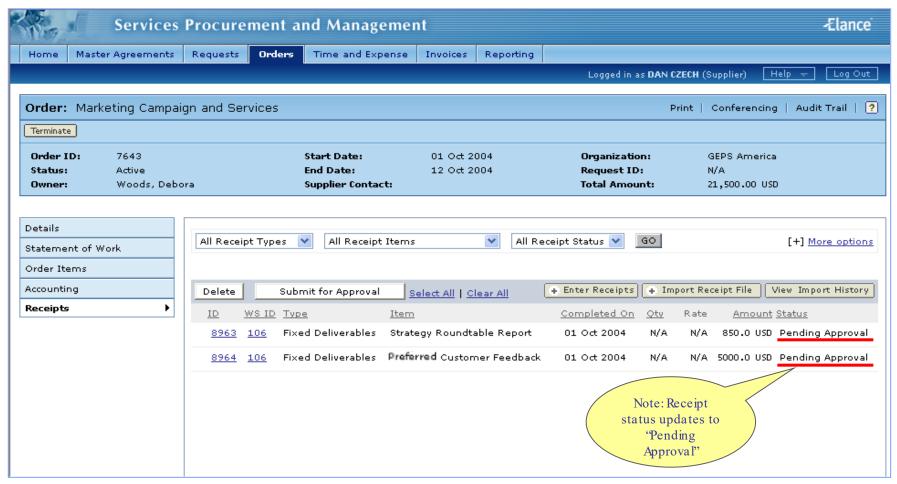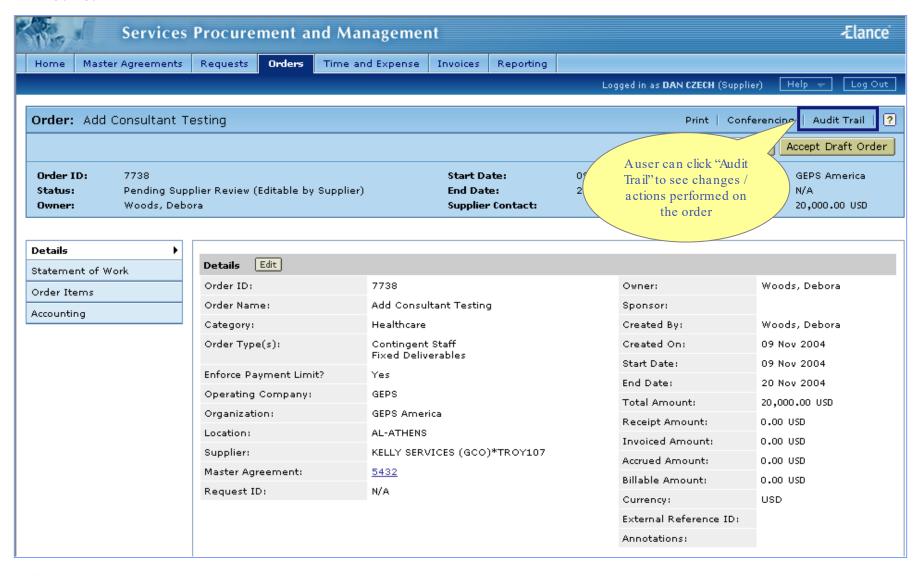
Receipts Submitted

Audit Trail

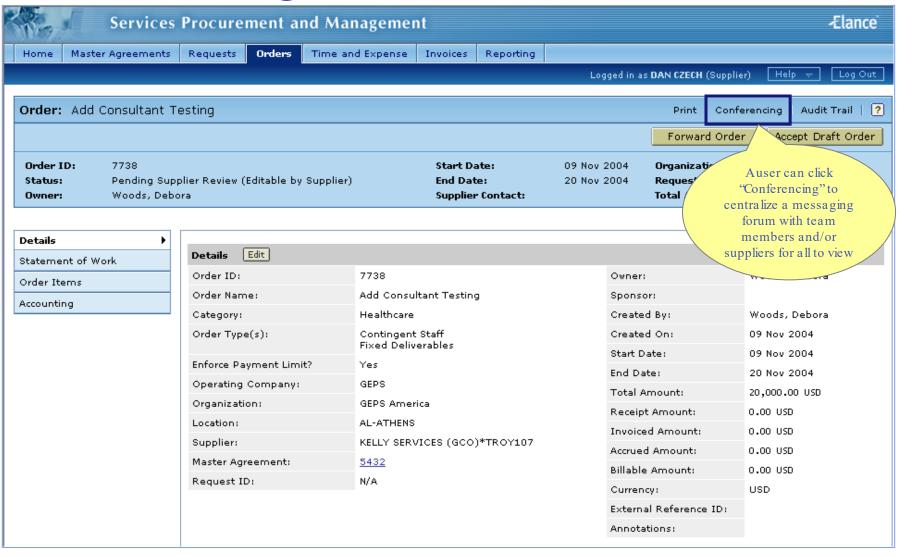View changes / actions performed on the order.

Conferencing

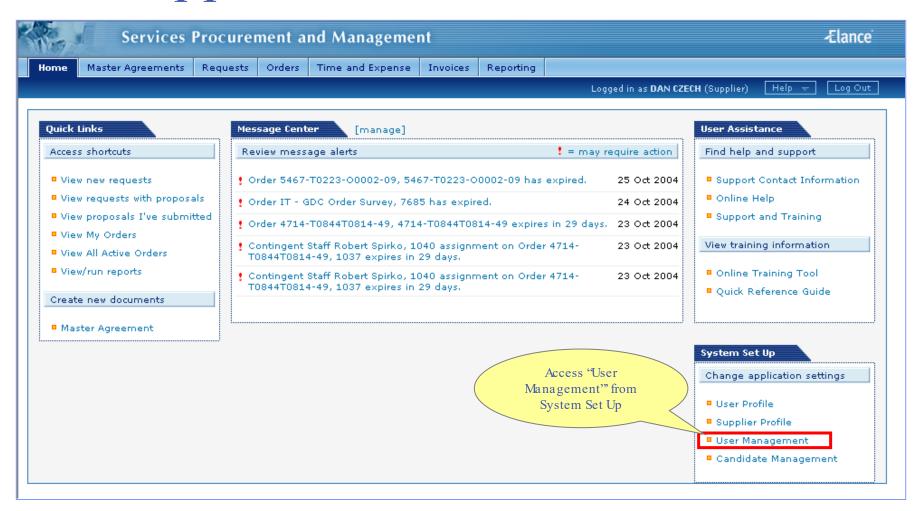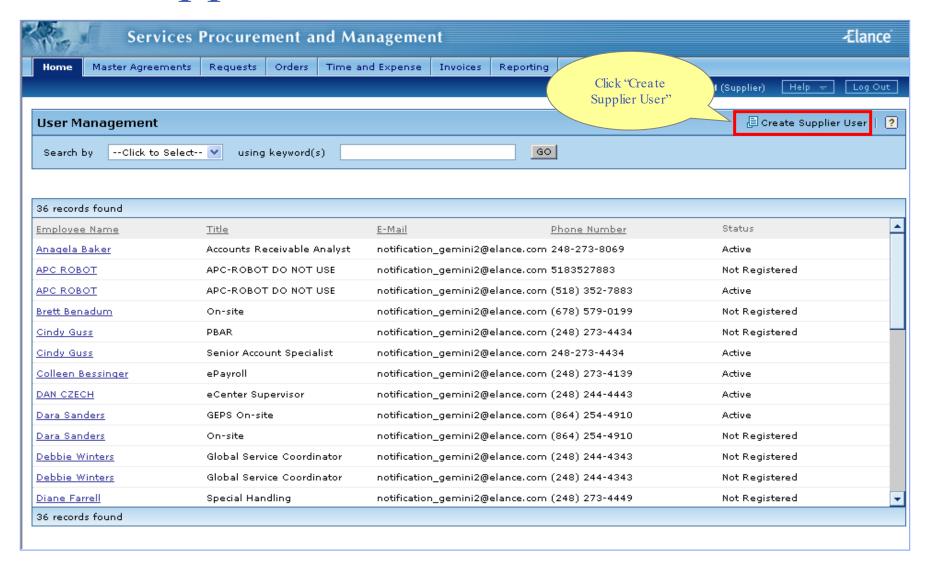Centralized messaging forum for team members and/or suppliers.
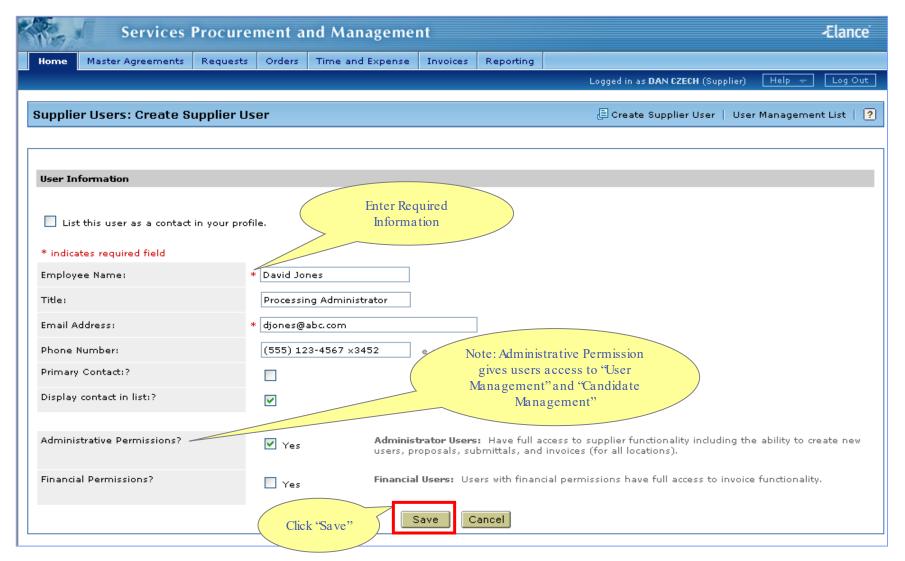
Audit Trail

Conferencing

Add Supplier User

Add Supplier User

Services Procurement and Management — Elance

| Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting |

Logged in as **DAN CZECH** (Supplier) [Help ▾] [Log Out]

Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

Message Center [manage]

Review message alerts   ! = may require action

! Order 5467-T0223-O0002-09, 5467-T0223-O0002-09 has expired.   25 Oct 2004

! Order IT - GDC Order Survey, 7685 has expired.   24 Oct 2004

! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.   23 Oct 2004

! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.   23 Oct 2004

! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.   23 Oct 2004

User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

Access "User Management" from System Set Up
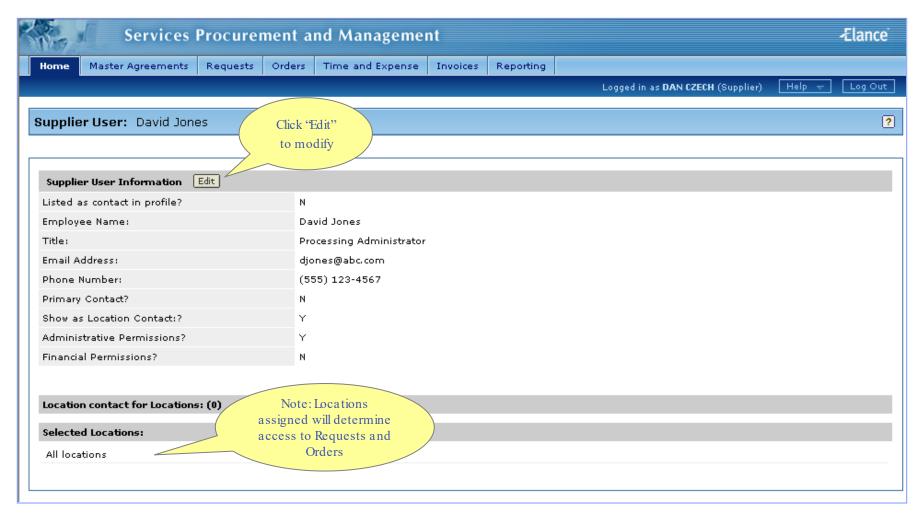
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Add Supplier User

Add Supplier User

Supplier User Added

Modify Supplier User
Change Primary Contact

Modify Supplier User

Modify Supplier User

Modify Supplier User

Modify Supplier User

Consolidate Email Notifications

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Consolidate Email Notifications

Access "User Profile" from System Set Up

Consolidate Email Notifications

Consolidate Email Notifications

Consolidate Email Notifications