

GEtServices

Services Training For Suppliers
Requests/Proposals



imagination at work

Overall GEtServices Process

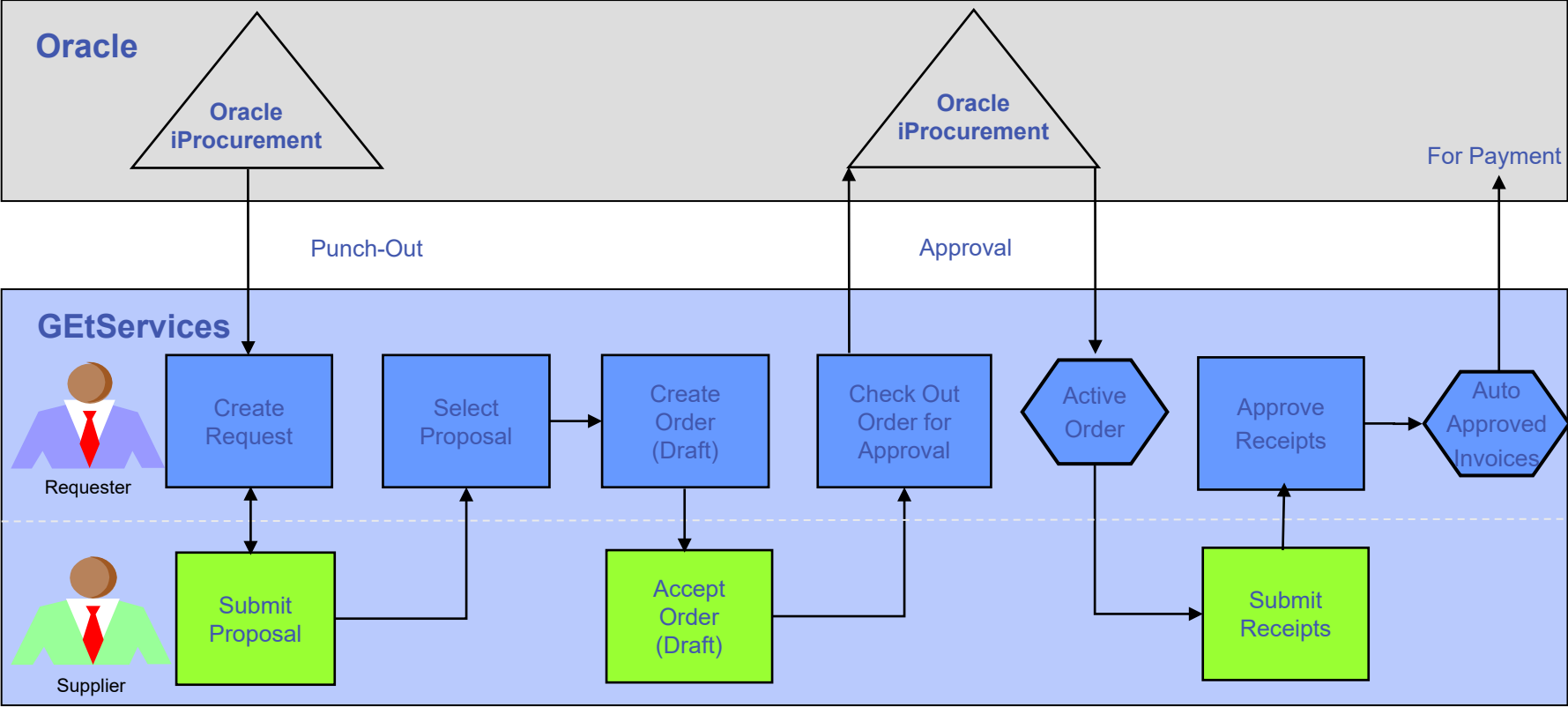



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2. Adding Consultant(s)
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5. Audit Trail and Conferencing
6. Add Supplier User (Admin Only)
7. Modify Supplier User (Admin Only)
8. Consolidate Email Notifications

Login to GEtServices



[SSO LOGIN](#) |

[GE SINGLE SIGN ON LINKS](#) | [MODIFY ACCOUNT](#) | [PASSWORD RESET](#) | [SSO REGISTRATION](#) | [SSO FAQs](#) |

Enter your User ID and Password below to Login to SSO

Learn More »

It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how GE Single Sign On can simplify your accounts now.

Sign Up »

If you don't have a GE Single Sign On User ID and Password yet, sign up now!

SSO User ID

SSO Password

Remember my SSO User ID

Forgotten your SSO Password?
[Click here to reset it.](#)

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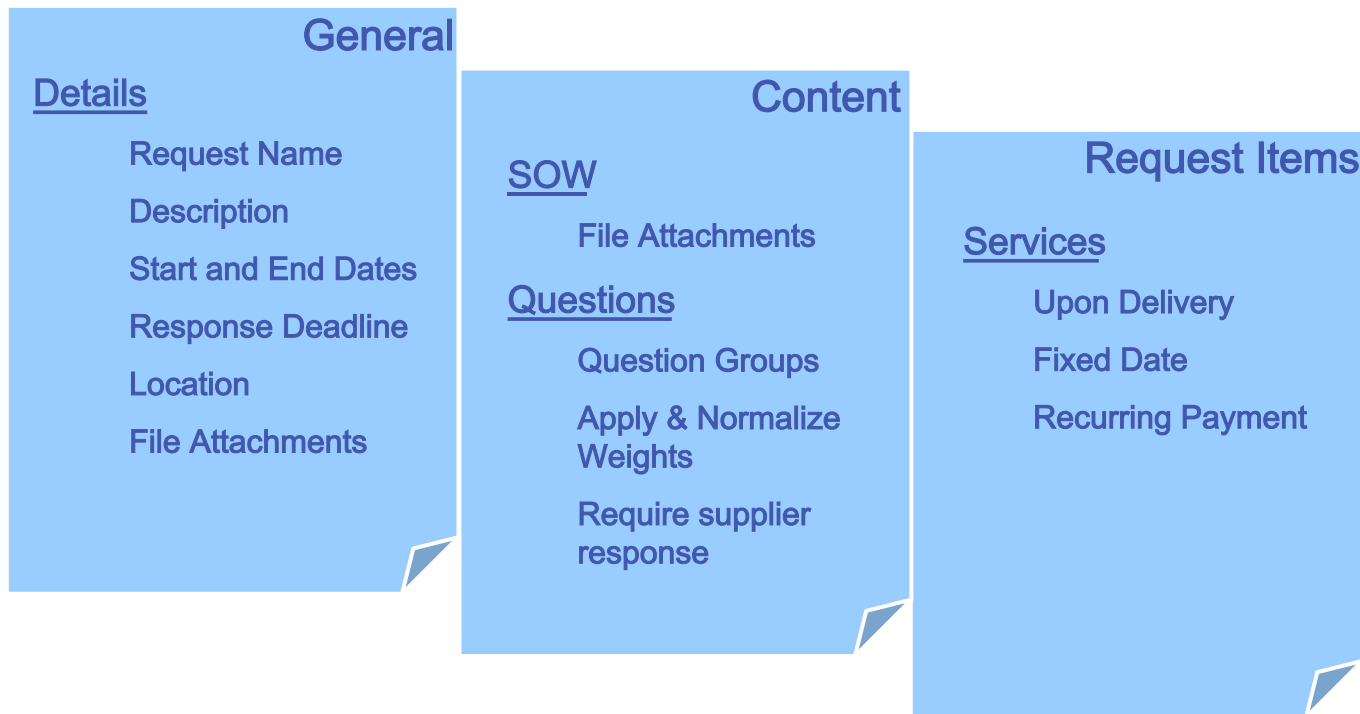
<http://getservices.gesupplier.com>

Supplier Services Tasks: Step 1



What is a Request?

A Request is a detailed explanation of the services to be provided. It is sent from the GE user to the supplier(s) to respond with a proposal.



Create Proposal

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Requests

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

! You have received a new Request 3284, Electrical Upgrade and Services for review	01 Oct 2004
! Invoices were auto-created	01 Oct 2004
! Woods, Debora has approved Service Receipts8956, submitted by DINESH GOEL.	01 Oct 2004
! Woods, Debora has approved Service Receipts8958, submitted by DINESH GOEL.	01 Oct 2004
Import file item2import.xls with Id 1280 has format error	01 Oct 2004

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 "new Request" from Message Center or select "Requests" from top menu and then "Request Name"

Create Proposal

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL** (Supplier) [Help](#) [Log Out](#)

Request: Electrical Upgrade and Services Conferencing | ?

[Create Proposal](#) [Forward Request](#) [Decline Request](#)

ID: 2135 **Start Date:** 01 Oct 2004 **Owner:** Woods, Debora
Status: New **End Date:** 12 Oct 2004 **Organization:** GEPS America
Category: Facilities

Details
Statement of Work
Requirement Questions
Request Items

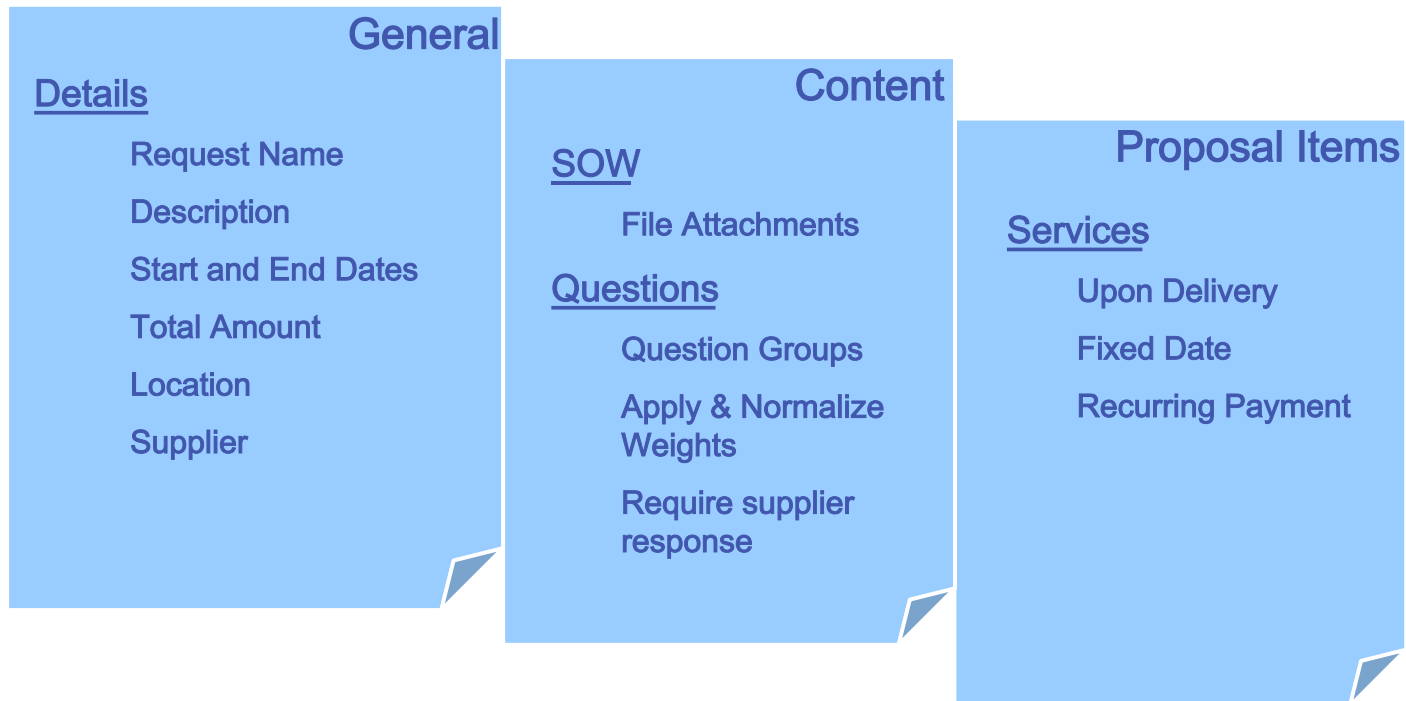
Review items

Display All Items

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project 1	N/A	N/A	Ea	Upon Delivery	01 Oct 2004 – 12 Oct 2004 (12.0 days)	25,000.00 USD
Project 2	N/A	N/A	Ea	Fixed Date	01 Oct 2004 – 12 Oct 2004 (12.0 days)	200,000.00 USD
Project Management	N/A	N/A	Ea	Recurring	01 Oct 2004 – 12 Oct 2004 (12.0 days)	20,000.00 USD

What is a Proposal?

A proposal is a supplier's response to a request.



Create Proposal

Services Procurement and Management Elance

Home Master Agreements **Requests** Orders Time and Expense Invoicing Reporting

Logged in as DINESH GOEL (Supplier)

Request: Electrical Upgrade and Services Conferencing | ?

Create Proposal Forward Request Decline Request

ID: 2135 **Start Date:** 01 Oct 2004 **Owner:** Woods, Debora
Status: New **End Date:** 12 Oct 2004 **Organization:** GEPS America
Category: Facilities

Details
Statement of Work
Requirement Questions
Request Items

Request Items

Display

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project 1	N/A	N/A	Ea	Upon Delivery	01 Oct 2004 – 12 Oct 2004 (12.0 days)	25,000.00 USD
Project 2	N/A	N/A	Ea	Fixed Date	01 Oct 2004 – 12 Oct 2004 (12.0 days)	200,000.00 USD
Project Management	N/A	N/A	Ea	Recurring	01 Oct 2004 – 12 Oct 2004 (12.0 days)	20,000.00 USD

Click "Create Proposal"

User can forward or decline a request

Create Proposal

The screenshot displays the Elance web application interface. At the top, the header reads "Services Procurement and Management" with the Elance logo on the right. A navigation menu includes "Home", "Master Agreements", "Requests", "Orders", "Time and Expense", "Invoices", and "Reporting". The user is logged in as "DINESH GOEL (Supplier)".

The main content area shows a "Request: Electrical Upgrade and Services" with the following details:

- ID:** 2135
- Status:** New
- Category:** Facilities

A sidebar on the left contains a "Details" section with links for "Statement of Work", "Requirement Questions", and "Request Items".

A modal dialog box titled "https://gemini2.elance.com - ProjectProposalCreatedMessage" is centered on the screen. It contains the following text:

You have successfully created a draft Proposal. All line items in the Request are automatically copied to the Proposal. Please go to each of the Proposal sections, review the line items that have been copied and make any changes necessary.

Click **OK** to close this window and view your new Proposal.

The "OK" button in the dialog is highlighted with a red square, and a yellow callout bubble with the text "Click 'OK'" points to it. The dialog box also features standard window controls (minimize, maximize, close) and a taskbar at the bottom showing "Done" and "Internet".

Submit Proposal

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL (Supplier)** Help Log Out

Proposal: Electrical Upgrade and Services [View original Request](#) Print | ?

Proposal ID: 2136 **Start Date:** 01 Oct 2004
Status: Draft **End Date:** 12 Oct 2004
Supplier: TECHNOVISION, INC. **Estimated Amount:** 270,000.00 USD 2135

Details
Statement of Work
Requirement Questions
Proposal Items

Proposal Items

Display **Fixed Deliverables**

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project 1	N/A	N/A	Ea	Upon Delivery	01 Oct 2004 – 10 Oct 2004 (10.0 days)	20,000.00 USD
Project 2	N/A	N/A	Ea	Fixed Date	01 Oct 2004 – 12 Oct 2004 (12.0 days)	230,000.00 USD
Project Management	N/A	N/A	Ea	Recurring	01 Oct 2004 – 12 Oct 2004 (12.0 days)	0.00 USD

Click "Submit Proposal"

Review items and make changes where necessary

User can add an item by highlighting "Add Items" and then click "Add Fixed Deliverables"

Submitted Proposal

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL (Supplier)** [Help](#) [Log Out](#)

Proposal: Electrical Upgrade and [View original Request](#) Print | ?

[Withdraw Proposal](#)

Proposal ID:	2136	Start Date:	01 Oct 2004	Submitted By:	DINESH GOEL
Status:	<u>Submitted</u>	End Date:	12 Oct 2004	Request ID:	2135
Supplier:	TECHNOVISION, INC.	Estimated Amount:	270,000.00 USD		

Details
Statement of Work
Requirement Questions
Proposal Items

Proposal Items

Display **Fixed Deliverables**

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project 1	N/A	N/A	Ea	Upon Delivery	01 Oct 2004 – 10 Oct 2004 (10.0 days)	20,000.00 USD
Project 2	N/A	N/A	Ea	Fixed Date	01 Oct 2004 – 12 Oct 2004 (12.0 days)	230,000.00 USD
Project Management	N/A	N/A	Ea	Recurring	01 Oct 2004 – 12 Oct 2004 (12.0 days)	20,000.00 USD

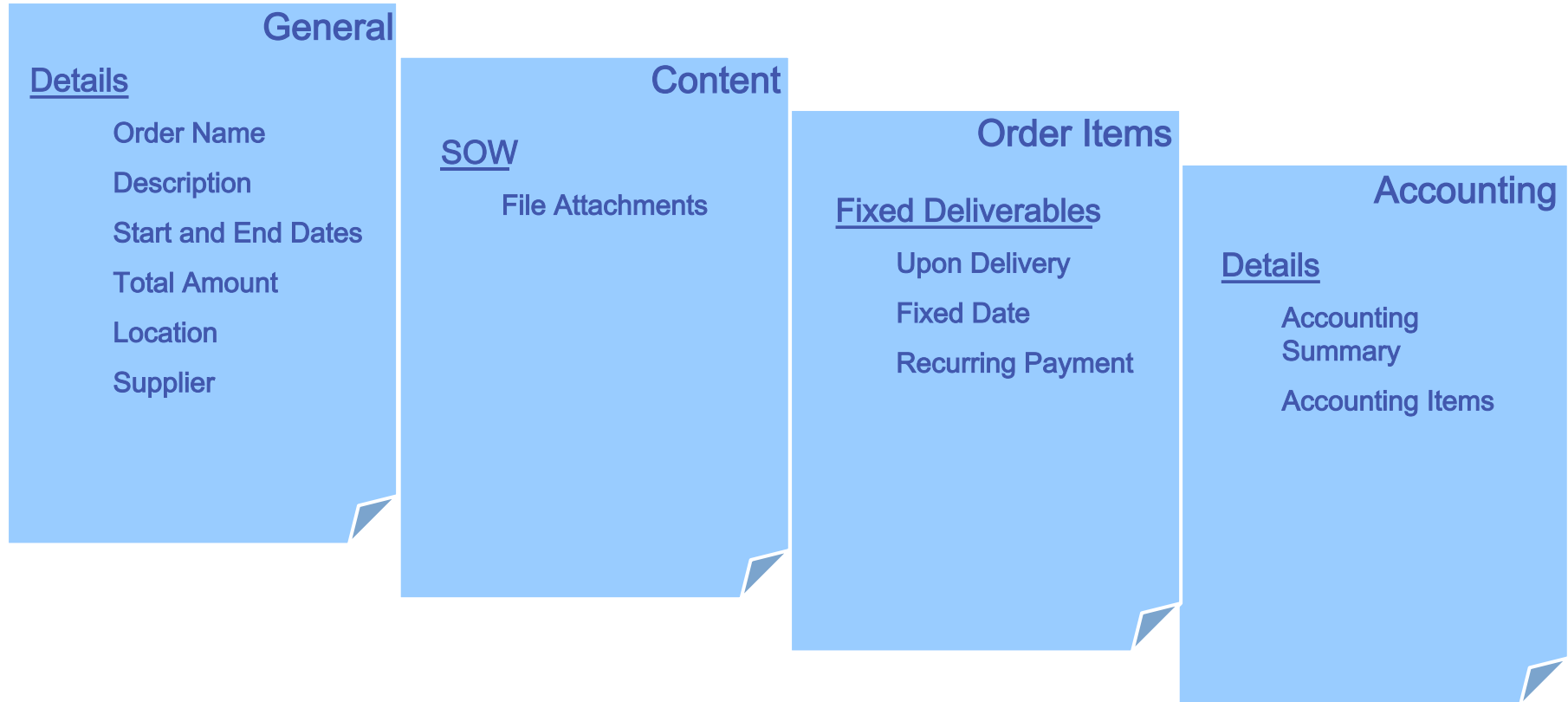
Note: A yellow callout bubble points to the 'Submitted' status, containing the text: 'Status update to "Submitted"'

Supplier Services Tasks: Step 2



What is an Order?

An Order is the agreement with the supplier to provide the requested services.



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

Adding Consultants

Services Procurement and Management Elance™

Home Master Agreements Requests Orders Time and Expense Invoices Re... (User) 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

! Woods, Debora has submitted the Draft Order Electrical Upgrade and Services, 7640 for your review.	01 Oct 2004
! You have received a new Request 2135, Electrical Upgrade and Services for review	01 Oct 2004
! Import file ReceiptsImportSample.csv with Id 1277 contains invalid data	01 Oct 2004
! Import file ReceiptsImportSample.csv with Id 1276 contains invalid data	01 Oct 2004
! Request 2105, 19 issue was closed	01 Oct 2004

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 "Submitted Draft Order" from Message Center or select "Order" from top menu and then "Order Name"

Adding Consultants

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL** (Supplier) | Help | Log Out

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

[Forward Order](#) | [Accept Draft Order](#)

Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details ▾

- Statement of Work
- Order Items**
- Accounting

Click "Order Items"

Order ID:	7640	Owner:	Woods, Debora
Order Name:	Electrical Upgrade and Services	Sponsor:	
Category:	Facilities	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	270,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	TECHNOVISION, INC.	Invoiced Amount:	0.00 USD
Master Agreement:	N/A	Accrued Amount:	0.00 USD
Request ID:	2135	Billable Amount:	0.00 USD
		Currency:	USD

Adding Consultants

Services Procurement and Management Clance

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

Logged in as DINESH GOEL (Supplier) | Help | Log Out

Order: Electrical Upgrade and Services | [Print](#) | [Conferencing](#) | [Audit Trail](#) | [?](#)

[Forward Order](#) | [Accept Draft Order](#)

Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details



Statement of Work

Order Items ▶

Accounting

Contingent Staff | **Order Items**

Display: All Items | [Add Items](#)

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project ABC	N/A	N/A	Ea	Upon Delivery	09 Nov 2004 – 20 Nov 2004 (12.0 days)	270,000.00 USD  

Click "Contingent Staff"

Adding Consultants

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL (Supplier)** | [Help](#) | [Log Out](#)

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

[Forward Order](#) [Accept Draft Order](#)

Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details

Statement of Work

Order Items ▶

Accounting

Contingent Staff | Order

+ Add Ad Hoc Candidate

Click the **Add Ad Hoc Candidate** button to add candidate.

Click "Add Ad Hoc Candidate"

Icon Key: M View MA Rate C Consultant ✔ Approve Override ✘ Decline Override

Adding Consultants

Services Procurement and Management Elance

Home Master Agreement **Add Ad Hoc Candidate** Log Out

Order: Electrical Upg

Order ID: 7640
Status: Pending S
Owner: Woods, D

Details
Statement of Work
Order Items
Accounting

Candidate Details

* indicates required field

Candidate Name: * Consultant * One

Candidate ID: * 345544552
(9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: * UNITED STATES OF AMERICA

Personal Email Address:

Home Phone:

Mobile Phone:

Years of Experience:

Ex-Retiree of Buyer? Yes

Referred By Hiring Manager? Yes

Third Party Supplier? Yes No

Notes:

Candidate Type Information

Specify if the candidate is a Contractor or Consultant.

- A *Contractor* enters time and expense; hourly rates and placement rules apply.
- A *Consultant* **does not** enter time and expense; hourly rates and placement rules **do not** apply.

Contractor
 Consultant

Next

Decline Override

To track consultants, the supplier user must select "Consultant" in the "Candidate Type Information" section

Enter Required Information

Click "Next"

Adding Consultants

Services Procurement and Management Elance

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

Logged in as DINESH GOEL (Supplier) Help Log Out

Order: Electrical U

Order ID: 7640
Status: Pendi
Owner: Wood

Details
Statement of Work
Order Items
Accounting

Add Ad Hoc Candidate

Position Details

* indicates required field

Position Group:	* Engineering
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 Enter the exact street address, building number etc.
Contractor Classification:	* Not Specified
Shift Information:	<input type="text"/> Specify the shifts the contractor will need to work.
Additional Information:	<input type="text"/> Please specify any special requirements for this order is for a referred candidate, etc.
Attach Resume/CV:	<input type="button" value="Add/Edit Attachments"/>

Enter Required Information

Click "Next"

Help Back **Next** Cancel

Decline Override

Adding Consultants

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting Log Out

Add Ad Hoc Candidate

Order: Electrical

Order ID: 7640
Status: Pending
Owner: Woods, Debora

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:	

Buttons: Help, Back, **Finish**, Cancel, Decline Override

Callout: Review and click "Finish"

Right Panel: Audit Trail | ?
Draft Order
\$ America
\$
000.00 USD

Adding Consultants

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL (Supplier)** Help Log Out

Order: Electrical Upgrade and Services Conferring | Audit Trail | ?

Order ID: 7640 **Start Date:** 01 Oct 2004 **Organization:** GEPS America
Status: Pending Supplier Review (Editable by Supplier) **End Date:** 12 Oct 2004 **Request ID:** 2135
Owner: Woods, Debora **Supplier Contact:** DINESH GOEL **Total Amount:** 270,000.00 USD

Order Items

Contingent Staff | **Order Items**

Consultant One

Position:	Analysis Engineer SP	Start Date:	01 Oct 2004	Rate:	0.00 USD/hour
Location:	AL-ATHENS	End Date:	12 Oct 2004	Amount:	0.00 USD

Icon Key: View MA Rate Consultant Approve Override Decline Override

Annotations:

- "Send to Buyer for Review" (points to **Send to Buyer for Review** button)
- Review items and make changes where necessary (points to **Order Items** menu)
- Information updated. Repeat process to add additional consultants (points to **Contingent Staff** tab)
- Consultant can be deleted from the order by clicking "Remove" (points to **Remove** button)

Review and Accept Draft Order

Review and Accept Draft Order

The screenshot displays the Elance Services Procurement and Management web application. The top navigation bar includes links for Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reports. A yellow callout bubble points to the 'Submitted Draft Order' notification in the Message Center, with the text: "Access 'Submitted Draft Order' from Message Center or select 'Order' from top menu and then 'Order Name'".

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	Message	Date
!	Woods, Debora has submitted the Draft Order Electrical Upgrade and Services, 7640 for your review.	01 Oct 2004
!	Invoices were auto-created	01 Oct 2004
!	Woods, Debora has approved Service Receipts8956, submitted by DINESH GOEL.	01 Oct 2004
!	Woods, Debora has approved Service Receipts8958, submitted by DINESH GOEL.	01 Oct 2004
	Import file item2import.xls with Id 1280 has format error	01 Oct 2004

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

Review and Accept Draft Order

The screenshot displays the 'Services Procurement and Management' interface. The top navigation bar includes 'Home', 'Master Agreements', 'Requests', 'Orders', 'Time and Expense', 'Invoices', and 'Reporting'. The 'Orders' tab is active. The page title is 'Order: Electrical Upgrade and Services'. A callout bubble notes: 'NOTE: Order can be forwarded to a different registered contact'. Another callout bubble points to the 'Accept Draft Order' button, stating: 'Click "Accept Draft Order"'. The 'Accept Draft Order' button is highlighted with a red box. Below the order summary, there are two columns of details. A callout bubble on the left side of the details section states: 'Review items. If changes are necessary, "Send to Buyer for Review" will be the only option'. The 'Details' section on the left has a red box around it, and its sub-items 'Statement of Work', 'Order Items', and 'Accounting' are also highlighted with a red box.

Services Procurement and Management Elance

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

Logged in as [User] | Help | Log Out

Order: Electrical Upgrade and Services Audit Trail | ?

Forward Order **Accept Draft Order**

Order ID:	7640	Start Date:	01 Oct 2004	Organization:	GEPS America
Status:	Pending Supplier Review (Editable by Supplier)	End Date:	12 Oct 2004	Request ID:	2135
Owner:	Woods, Debora	Supplier Contact:	DINESH GOEL	Total Amount:	270,000.00 USD

Details

Order ID:	7640	Owner:	Woods, Debora
Order Name:	Electrical Upgrade and Services	Sponsor:	
Category:	Facilities	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	270,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	TECHNOVISION, INC.	Invoiced Amount:	0.00 USD
Master Agreement:	N/A	Accrued Amount:	0.00 USD
Request ID:	2135	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Details

Statement of Work
Order Items
Accounting

Review and Accept Draft Order

The screenshot displays the Elance Services Procurement and Management interface. The top navigation bar includes links for Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reporting. The user is logged in as DINESH GOEL (Supplier). The main content area shows an order titled "Electrical Upgrade and Services" with a status of "Pending Supplier Review (Editable by Supplier)". The order ID is 7640, and the total amount is 270,000.00 USD. A confirmation dialog box from Microsoft Internet Explorer is overlaid on the screen, with the message: "You will be unable to modify this draft order once you accept it. Click OK to accept." The "OK" button is highlighted with a red box, and a yellow callout bubble points to it with the text "Click 'OK'".

Order: Electrical Upgrade and Services

Print | Conferencing | Audit Trail | ?

Forward Order | Accept Draft Order

Order ID:	7640	Start Date:	01 Oct 2004	Organization:	GEPS America
Status:	Pending Supplier Review (Editable by Supplier)	End Date:	12 Oct 2004	Request ID:	2135
Owner:	Woods, Debora	Supplier Contact:	DINESH GOEL	Total Amount:	270,000.00 USD

Details

- Statement of Work
- Order Items
- Accounting

Details

Order ID:	7640	Owner:	Woods, Debora
Order Name:	Electrical Upgrade and Services	Supplier:	TECHNOVISION
Category:	Electrical	Created By:	Woods, Debora
Order Type:	Standard	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	270,000.00 USD
Location:	AL-A	Receipt Amount:	0.00 USD
Supplier:	TECHNOVISION	Invoiced Amount:	0.00 USD
Master Agreement:	N/A	Accrued Amount:	0.00 USD
Request ID:	2135	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Review and Accept Draft Order

Services Procurement and Management
Elance

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

Logged in as **DINESH GOEL** (Supplier) | Help | Log Out

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

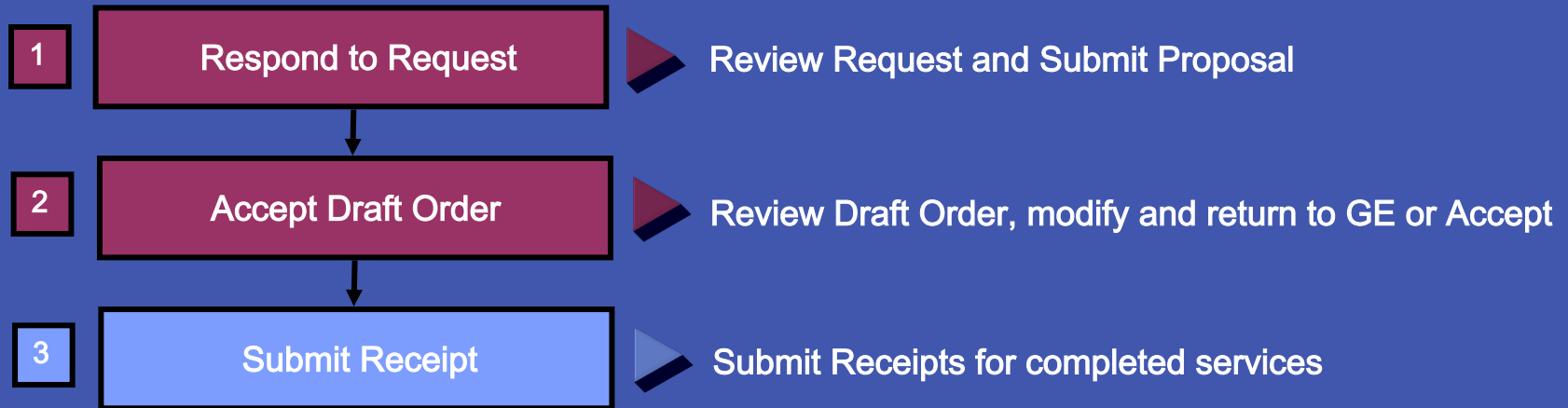
Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: <u>Supplier Accepted Draft</u>	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details ▸
[Statement of Work](#)
[Order Items](#)
[Accounting](#)

Details	
Order ID:	7640
Order Name:	Electrical Upgrade and Services
Category:	Facilities
Order Type(s):	Fixed Deliverables
Enforce Payment Limit?	Yes
Operating Company:	GEPS
Organization:	GEPS America
Location:	AL-ATHENS
Supplier:	TECHNOVISION, INC.
Master Agreement:	N/A
Request ID:	2135

Owner:	Woods, Debora
Sponsor:	
Created By:	Woods, Debora
Created On:	01 Oct 2004
Start Date:	01 Oct 2004
End Date:	12 Oct 2004
Total Amount:	270,000.00 USD
Receipt Amount:	0.00 USD
Invoiced Amount:	0.00 USD
Accrued Amount:	0.00 USD
Billable Amount:	0.00 USD
Currency:	USD
External Reference ID:	
Annotations:	

Supplier Services Tasks: Step 3



Submit Receipts

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting 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

! Order Electrical Upgrade and Services, 7640 is now active.	01 Oct 2004
! Order Electrical Upgrade and Services, 7640 expires in 10 days.	01 Oct 2004
! New topic has been created in conferencing section for order, 7640	01 Oct 2004
! Invoices were auto-created	01 Oct 2004
! Woods, Debora has approved Service Receipts8956, submitted by DINESH GOEL.	01 Oct 2004

System Set Up

Change application settings

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

Access "Active Order" from Message Center or select "Orders" from top menu and then "Order Name"

Submit Receipts

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL** (Supplier) [Help](#) [Log Out](#)

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID:	7640	Start Date:	01 Oct 2004	Organization:	GEPS America
Status:	Active	End Date:	12 Oct 2004	Request ID:	2135
Owner:	Woods, Debora	Supplier Contact:	DINESH GOEL	Total Amount:	270,000.00 USD

Details ▶
Statement of Work
Order Items
Accounting
Receipts

Click "Receipts"

Details			
Order ID:	7640	Owner:	Woods, Debora
Order Name:	Electrical Upgrade and Services	Sponsor:	
Category:	Facilities	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	270,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	TECHNOVISION, INC.	Invoiced Amount:	0.00 USD
Master Agreement:	N/A	Accrued Amount:	0.00 USD
Request ID:	2135	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Submit Receipts

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL** (Supplier) Help | Log Out

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Active	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details

Statement of Work

Order Items

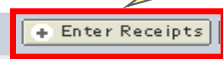
Accounting

Receipts ▶

All Receipt Types ▼ All Receipt Items ▼ All Receipt Status ▼ [+] [More options](#)

[Select All](#) | [Clear All](#) + Enter Receipts

ID	WS ID	Type	Item	Completed On	Qty	Rate	Amount	Status
No receipts found..								



Submit Receipts

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL (Supplier)** Help Log Out

Order: Electrical Upgrade

Terminate

Order ID: 7640
Status: Active
Owner: Woods, Deb

Details
Statement of Work
Order Items
Accounting
Receipts

Enter New Receipt Worksheet ID:

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**.

Project 2
Project Management
Project 1

Enter Receipt Details →
Repeat this process until you are finished entering receipts.

Entered Receipts

ID	Type	Item Name	Completion On	Rate	Amount	Status
No receipts have been entered..						

Click "Enter Receipt Details"

Select the order line item that you wish to submit a receipt for

Submit Receipts

The screenshot shows a web browser window titled "Create Receipt" on the Elance platform. The browser address bar shows "https://gemini2.elance.com - CreateReceiptForm - Microsoft Internet Explorer". The page has a blue header with "Services Procurement and Management" and the Elance logo. On the left, there is a sidebar with "Order: Electrical Upgrade" and a "Terminate" button. Below that, order details are listed: "Order ID: 7640", "Status: Active", and "Owner: Woods, Deborah". A "Receipts" tab is selected in the sidebar. The main content area is titled "Create Receipt" and contains a "Receipt Details" form. The form has several fields: "Completion Date:" with a date picker set to "01 Oct 2004"; "Requested Amount:" with a text box containing "5000" and a dropdown for "USD"; "Comments:" with a text area containing "Preliminary Reporting"; "Supplier Ref Id 1:" and "Supplier Ref Id 2:" with empty text boxes; "Reason Code:" with a dropdown menu set to "--Click to Select--"; and "File Attachments:" with an "Add/Edit Attachments" button. A red asterisk next to the "Requested Amount:" field is annotated with a yellow callout bubble that says "When entering the receipt amount, DO NOT include tax". Another yellow callout bubble points to the "Completion Date:" field with the text "Enter Required Information". At the bottom of the form, a "Save" button is highlighted with a red box and a yellow callout bubble that says "Click 'Save'". The browser's status bar at the bottom shows "javascript:mySubmitForm(1,0,0)" and "Internet".

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

The screenshot displays the 'Enter New Receipt' interface within a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <https://gemini2.elance.com> - CreateReceipt - Microsoft Internet Explorer. The page title is 'Enter New Receipt' and the worksheet ID is 104. A 'Close Window' button is visible in the top right corner of the window.

The main content area includes a text box with the instruction: '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.'

Below this, there are two sections:

- Enter Receipts:** This section contains a list of project names: 'Project 2', 'Project Management', and 'Project 1'. A yellow callout bubble with a speech bubble tail points to this list, containing the text: 'Repeat the process and add as many receipts as needed'. Below the list is the instruction: 'Select an order line item and click **Enter Receipt Details**.'
- Enter Receipt Details:** This section contains the instruction: 'Repeat this process until you are finished entering receipts.'

At the bottom of the 'Enter Receipts' section, there are two buttons: 'Finish' and 'Submit for Approval'.

Below the instructions, there is a table titled 'Entered Receipts' with the following data:

ID	Type	Item Name	Comp	Rate	Amount	Status
8959	Fixed Deliverables	Project 1	01 Oct 2004	N/A	N/A	5000.0 USD Draft

The background of the browser window shows the Elance 'Services Procurement and Management' interface. The top navigation bar includes links for Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reporting. The 'Orders' tab is currently selected. On the left side, there is a sidebar with the following information:

- Order:** Electrical Upgrade
- Order ID:** 7640
- Status:** Active
- Owner:** Woods, Deb

Below this information are several menu items: Details, Statement of Work, Order Items, Accounting, and Receipts (which is currently selected). On the right side of the browser window, there are buttons for 'Log Out', 'Audit Trail', and 'More options'.

Submit Receipts

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting Help Log Out

Order: Electrical Upgrade and
Terminate

Order ID: 7640
Status: Active
Owner: Woods, Debora

Details
Statement of Work
Order Items
Accounting
Receipts

Enter New Receipt Worksheet ID: 105 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**.

Project 2
Project Management
Project 1

Enter Receipt Details

Repeat this process until you are finished entering receipts.

Entered Receipts

ID	Type	Item Name	Completion On	Qty	Rate	Amount	Status
8962	Fixed Deliverables	Project Management	01 Oct 2004	N/A	N/A	4500.0 USD	Draft
8959	Fixed Deliverables	Project 1	01 Oct 2004	N/A	N/A	5000.0 USD	Draft
8960	Fixed Deliverables	Project 2	01 Oct 2004	N/A	N/A	10000.0 USD	Draft

Review and click "Submit for Approval"

Receipts will stay in "Draft" status until submitted for approval

Finish **Submit for Approval**

Delete Submit for Approval

Receipts Submitted

Services Procurement and Management Elance

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

Logged in as **DINESH GOEL** (Supplier) [Help](#) [Log Out](#)

Order: Electrical Upgrade and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7640	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Active	End Date: 12 Oct 2004	Request ID: 2135
Owner: Woods, Debora	Supplier Contact: DINESH GOEL	Total Amount: 270,000.00 USD

Details

Statement of Work

Order Items

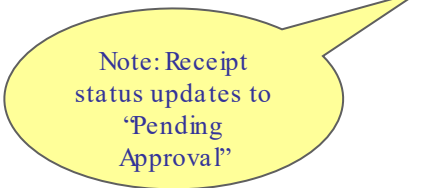
Accounting

Receipts ▶

All Receipt Types All Receipt Items All Receipt Status [+] [More options](#)

[Select All](#) | [Clear All](#)

ID	WS ID	Type	Item	Completed On	Qty	Rate	Amount	Status
8959	104	Fixed Deliverables	Project 1	01 Oct 2004	N/A	N/A	5000.0 USD	<u>Pending Approval</u>
8960	104	Fixed Deliverables	Project 2	01 Oct 2004	N/A	N/A	10000.0 USD	<u>Pending Approval</u>
8962	105	Fixed Deliverables	Project Management	01 Oct 2004	N/A	N/A	4500.0 USD	<u>Pending Approval</u>



Note: Receipt status updates to 'Pending Approval'

Audit Trail

View changes / actions performed on the order.

Conferencing

Centralized messaging forum for team members and/or suppliers.

Audit Trail

Services Procurement and Management Clance

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

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

Order: Add Consultant Testing Print | Conferencing | **Audit Trail** | ?

[Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	Supplier: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	Supplier Contact: N/A
Owner: Woods, Debora		Total Amount: 20,000.00 USD

Details ▶

- Statement of Work
- Order Items
- Accounting

Details Edit			
Order ID:	7738	Owner:	Woods, Debora
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

User can click "Audit Trail" to see changes / actions performed on the order

Conferencing

Services Procurement and Management Clance

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

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

Order: Add Consultant Testing Print **Conferencing** Audit Trail | ?

[Forward Order](#) [Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	Organization:
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	Request ID:
Owner: Woods, Debora	Supplier Contact:	Total:

Details [Edit](#)

Order ID:	7738	Owner:	
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Details [Statement of Work](#) [Order Items](#) [Accounting](#)

A user can click "Conferencing" to centralize a messaging forum with team members and/or suppliers for all to view

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-T0223-00002-09, 5467-T0223-00002-09 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

Add Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting (Supplier) Help Log Out

User Management Create Supplier User

Search by --Click to Select-- using keyword(s) GO

36 records found

Employee Name	Title	E-Mail	Phone Number	Status
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
Brett Benadum	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
Cindy Guss	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Diane Farrell	Special Handling	notification_gemini2@elance.com	(248) 273-4449	Not Registered

36 records found

Note: A yellow callout bubble points to the 'Create Supplier User' button with the text: 'Click "Create 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

Supplier Users: Create Supplier User

[Create Supplier User](#) | [User Management List](#) | ?

User Information

List this user as a contact in your profile.

* indicates required field

Employee Name: *

Title:

Email Address: *

Phone Number:

Primary Contact?:

Display contact in list?:

Administrative Permissions? Yes

Financial Permissions? Yes

Administrator Users: Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations).

Financial Users: Users with financial permissions have full access to invoice functionality.

Annotations:

- Enter Required Information (points to Employee Name, Title, Email Address)
- Note: Administrative Permission gives users access to "User Management" and "Candidate Management" (points to Administrative Permissions)
- Click "Save" (points to Save button)

Supplier User Added

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

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

Supplier User: David Jones ?

Click "Edit" to modify

Supplier User Information [Edit](#)

Listed as contact in profile?	N
Employee Name:	David Jones
Title:	Processing Administrator
Email Address:	djones@abc.com
Phone Number:	(555) 123-4567
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	Y
Financial Permissions?	N

Location contact for Locations: (0)

Selected Locations:

All locations

Note: Locations assigned will determine access to Requests and Orders.

Modify Supplier User Change Primary Contact

Modify 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-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
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! 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

Modify 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

User Management Create Supplier User

Search by --Click to Select-- using keyword(s) GO

36 records found

Click "Employee Name"

Employee Name		E-Mail	Phone Number	Status
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
Brett Benadum	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
Cindy Guss	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
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Diane Farrell	Special Handling	notification_gemini2@elance.com	(248) 273-4449	Not Registered

36 records found

Modify 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](#)

Supplier User: Anagela Baker [Reset Password](#) | [Expire User](#) | [?](#)

Click "Edit"

Supplier User Information	
Listed as contact in profile?	N
Employee Name:	Anagela Baker
Title:	Accounts Receivable Analyst
Email Address:	notification_gemini2@elance.com
Phone Number:	248-273-8069
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	N
Financial Permissions?	Y

Location contact for Locations: (0)

Selected Locations:

- AK-ANCHORAGE
- AL-ATHENS
- AL-BIRMINGHAM
- AL-BURKEVILLE
- AL-COLUMBIA
- AL-MOBILE

Modify 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

Supplier User: Anagela Baker Expire User | ?

Supplier User Information

List this user as a contact in your profile.

* indicates required field

Employee Name:	* Anagela Baker	Modify information as needed
Title:	Accounts Receivable Analyst	
Email Address:	* notification_gemini2@elance.com	
Phone Number:	248-273-8069	e.g. (800) 800-8000 x1000
Primary Contact:	<input type="checkbox"/> Yes	Place a check in the "Primary Contact" box to make this user the Primary Contact
Show as Location Contact:	<input checked="" type="checkbox"/> Yes	

Administrative Permissions? Yes **Administrator Users:** Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations).
Financial Users: Have full access to invoice functionality.

Financial Permissions? Yes **Financial Users:** Users with financial permissions have full access to invoice functionality.

Location Contact:

WA-TUKWILA WI-APPLETON WI-MILWAUKEE WV-EASTPARKERSBURG WV-PARKERSBURG	WV-EASTPARKERSBURG WV-PARKERSBURG
---	--------------------------------------

Add Selected >> | Remove Selected

Click "Save"

Note: Administrative Permission gives users access to "User Management" and "Candidate Management"

Consolidate Email Notifications

Consolidate Email Notifications

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

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 [manage]

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

User Assistance

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- Support Contact Information
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- Support and Training

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- Quick Reference Guide

System Set Up

Change application settings

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

Access "User Profile" from System Set Up

Consolidate Email Notifications

Services Procurement and Management Clance

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

Logged In as DAN CZECH (Supplier) Help | Log Out

User Profile: DAN CZECH ?

User Profile ▶

Change Email Information Edit Click "Edit"

Email Address: notification_gemin2@clance.com

Email Notifications: ON
(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: DAN

Last Name: CZECH

Title: eCenter Supervisor

Locations:
CO-DENVER
CO-ENGLEWOOD
CO-FORTCOLLINS
CO-GOLDEN
CO-LAKEWOOD
CO-LOVELAND
CT-AVON
CT-DANBURY
CT-ENFIELD
CT-ERRIS
CT-GREENWICH
CT-HARTFORD
CT-NORWALK
CT-SHELTON
CT-SOUTHWINDSOR
CT-STAMFORD
CT-WATERFORD
CT-WINDSOR

Consolidate Email Notifications

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

User Profile: DAN CZECH

User Profile

Change your password, email and user profile information. * indicates required field

Change Password Information

Enter Current Password:

Enter New Password: minimum 6 characters

Confirm New Password:

Change Email Information

Email Address: * notification_gemini2@e

Email Notifications: OFF ON CONSOLIDATED

(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: * DAN

Last Name: * CZECH

Title: * eCenter Supervisor

Locations: *
CO-DENVER
CO-ENGLEWOOD
CO-FORTCOLLINS
CO-GOLDEN
CO-LAKEWOOD

Remove Selected Add Locations

Address Line 1:

Address Line 2:

City:

State/Province:

Postal code:

Country: --Click to Select--

Telephone: (248) 244-4443 e.g. (000) 000-0000

Fax Number: e.g. (000) 000-0000

Save Cancel

Click "Consolidated"

Enter Required Information\

Click "Save"

Consolidate Email Notifications

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

User Profile: DAN CZECH ?

User Profile ▶

Change Email Information Edit

Email Address: notification_gemini2@elance.com

Email Notifications: CONSOLIDATED

(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: DAN

Last Name: CZECH

Title: eCenter Supervisor

Locations:

- CO-DENVER
- CO-ENGLEWOOD
- CO-FORTCOLLINS
- CO-GOLDEN
- CO-LAKEWOOD
- CO-LOVELAND
- CT-AVON
- CT-DANBURY
- CT-ENFIELD
- CT-ESSEX
- CT-GREENWICH
- CT-HARTFORD
- CT-NORWALK
- CT-SHELTON
- CT-SOUTHWINDSOR
- CT-STAMFORD
- CT-WATERFORD

Information Updated