Oracle Sourcing Supplier Login Guide

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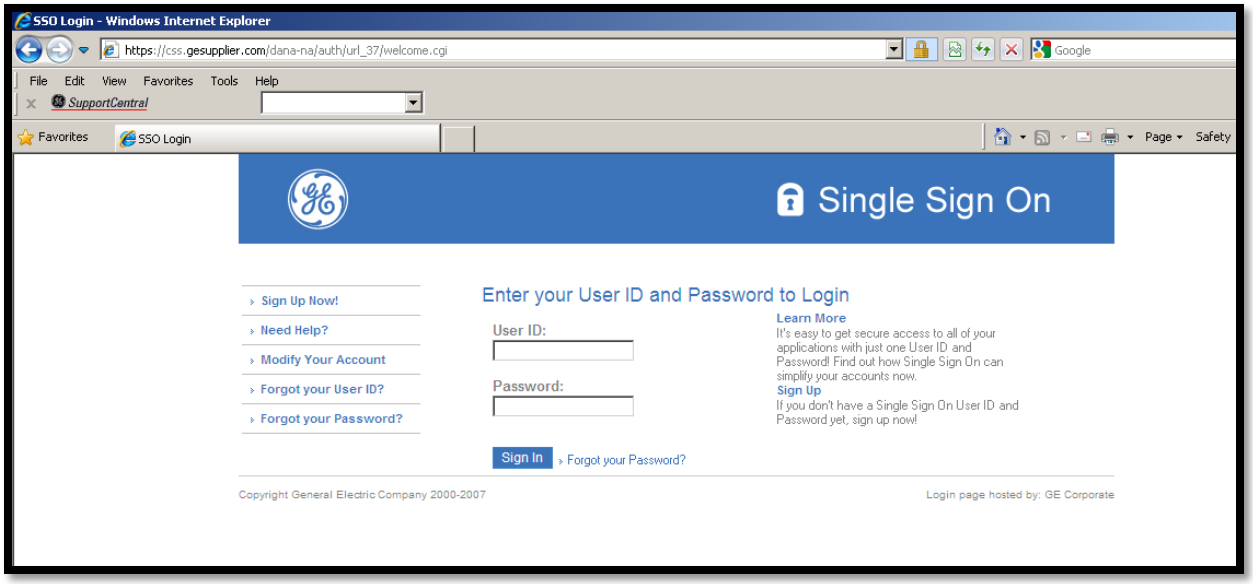
1.1 SUPPLIER LINK FOR ORACLE SOURCING

https://css.gesupplier.com



1.2 LOGIN ID / PASSWORD

Step 1: Locate the welcome kit email
Step 2: Enter your User ID and password
Step 3: Change your temporary password (first time login only)
Step 4: Login with your new password
Step 5: Navigate to Oracle Sourcing Homepage

Step 1: Locate the welcome kit email

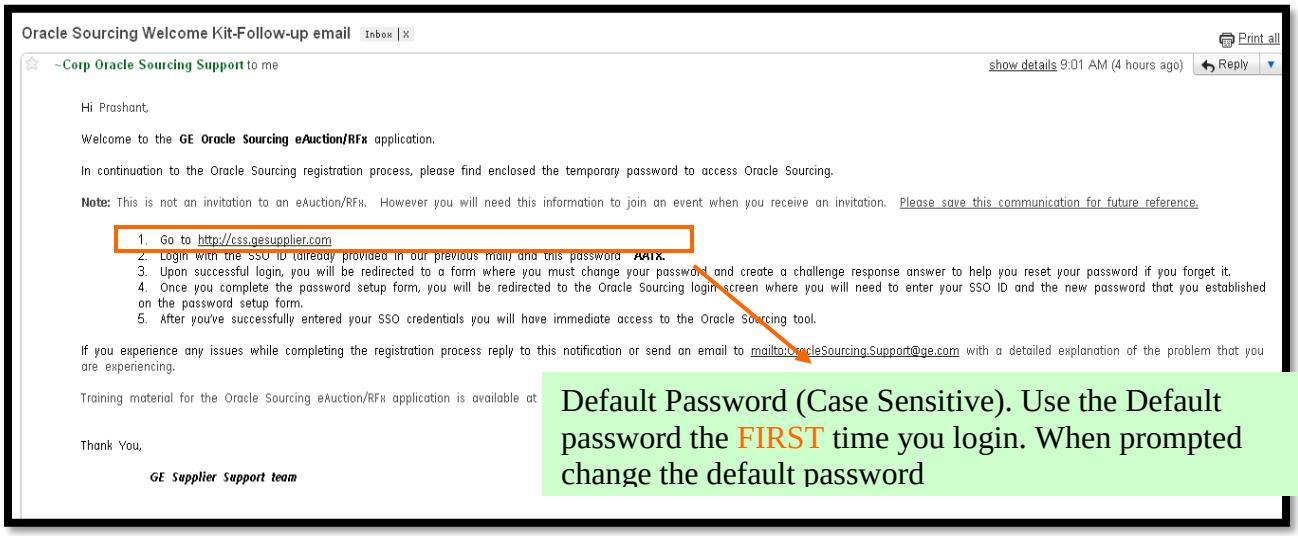
When a supplier contact is registered to Oracle Sourcing, a "Welcome Kit" is sent to the supplier contact email address. The welcome kit includes your SSO ID and Default password

The welcome kit is sent from support@gesupplier.com and in a series of 2 emails. The first email includes the SSO ID. The second email has the Default password.

Please follow the guidelines on the welcome kit precisely.
Click here if you cannot locate the welcome kit

Sample Welcome kit:
First email, includes SSO ID

Second email, includes temporary password



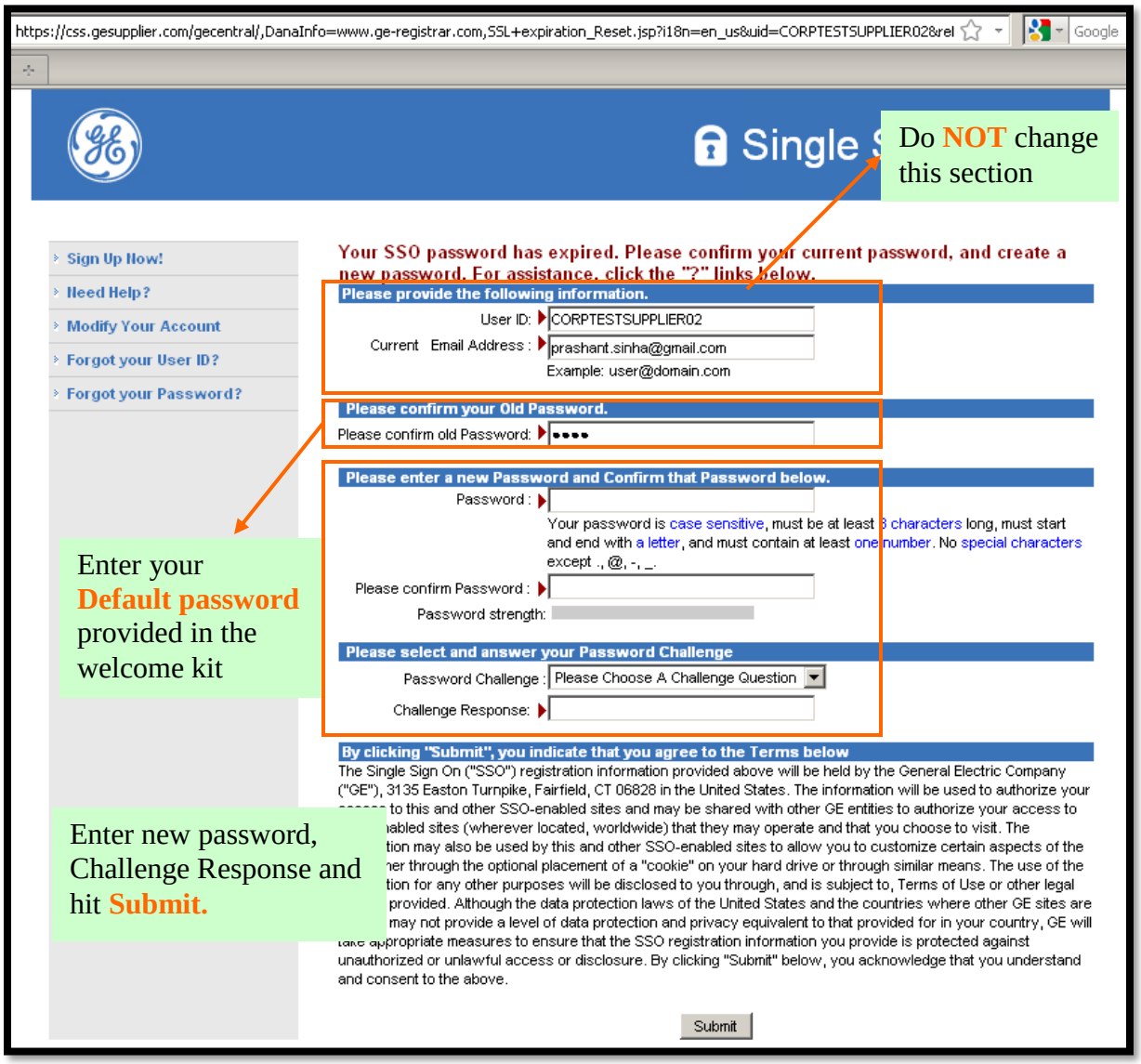
Step 2: Enter your User ID and password (https://css.gesupplier.com)

- User ID is your **SSO ID sent with the welcome kit**
- User ID is **Case Sensitive**. All Oracle Sourcing IDs are ALL CAPS
- You can **NOT** use any other SSO ID that you may have for other GE systems (eg SupplierNet, ClearOrbitz, etc). You must use the SSO ID provided as part of the welcome kit

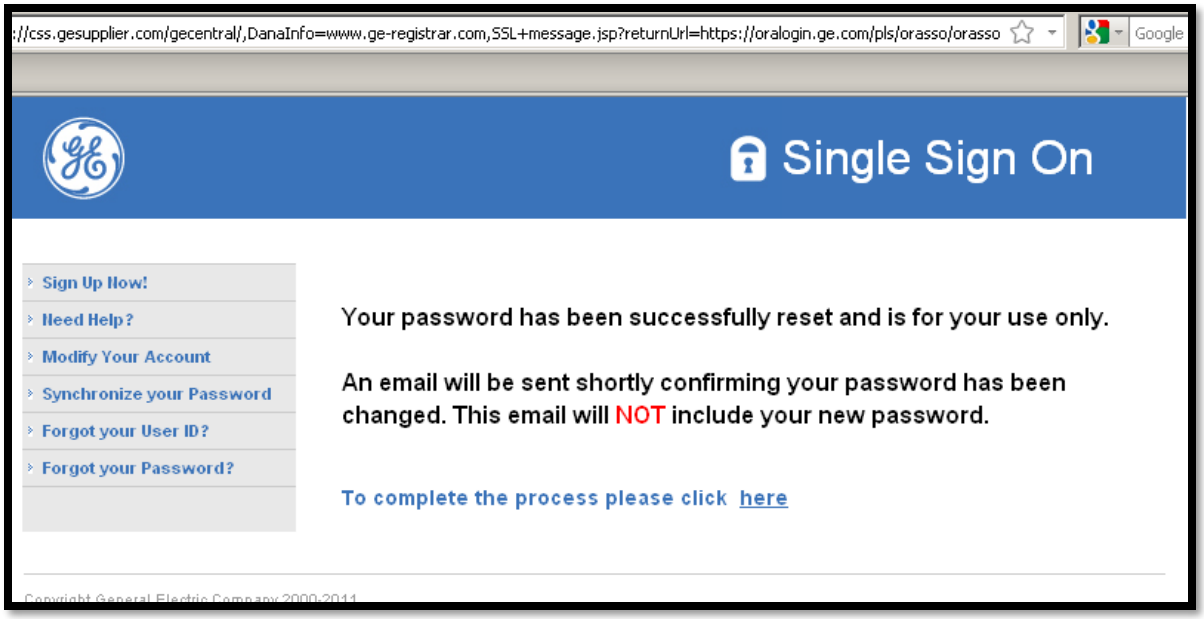
Do **NOT** create a new ID, it will not work for Oracle Sourcing

- Password is **Case Sensitive**
- For first time login, you will need to use the **Default password** provided as part of the welcome kit. Temporary password is typically 4 letter all caps (eg. ABCD)
- First time login will prompt you to **change your Default password**

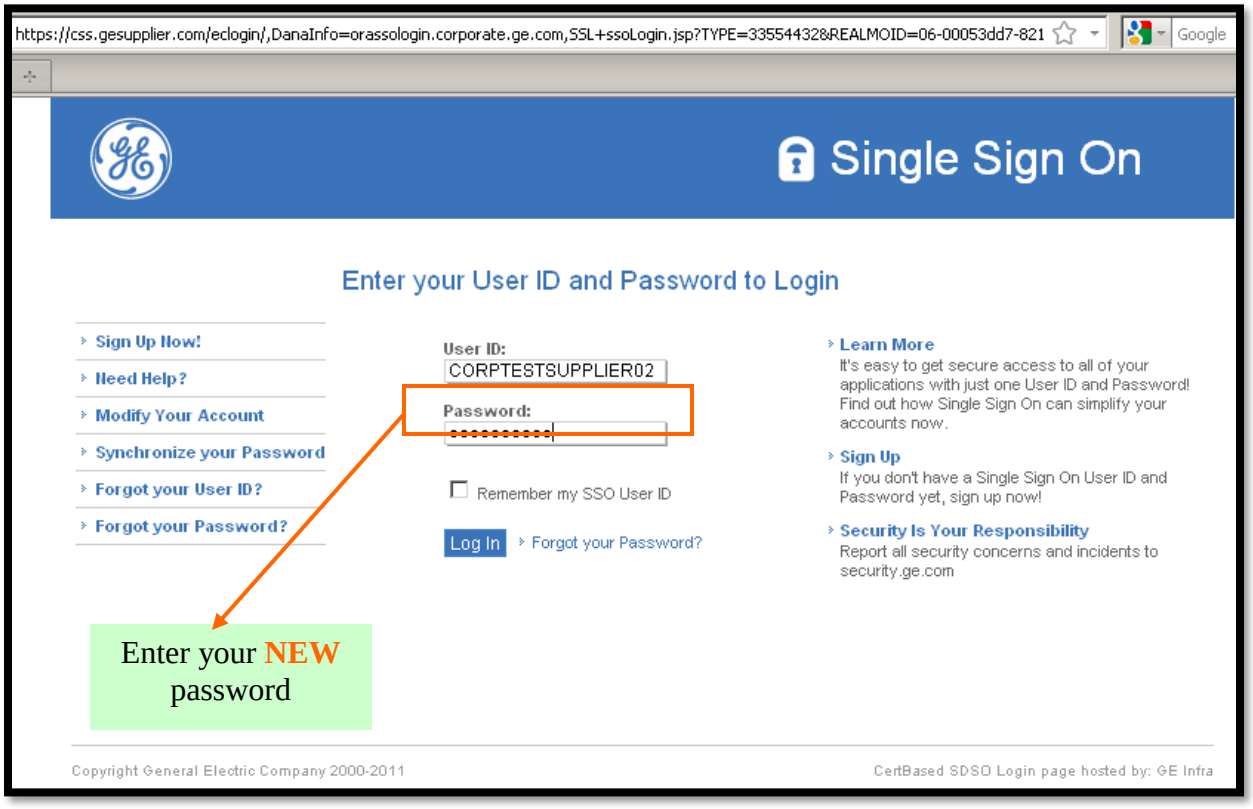
Step 3: Change your temporary password (FIRST time login only)



You will receive a confirmation message and email confirmation.

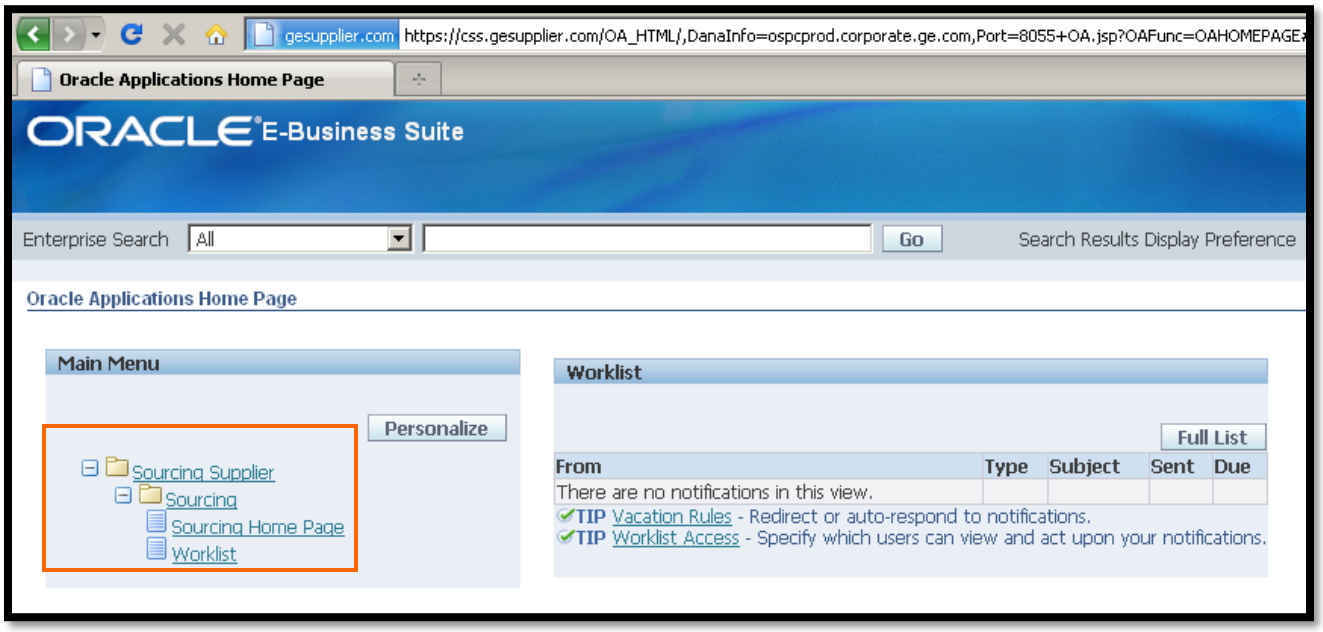


Step 4: Login with your NEW password

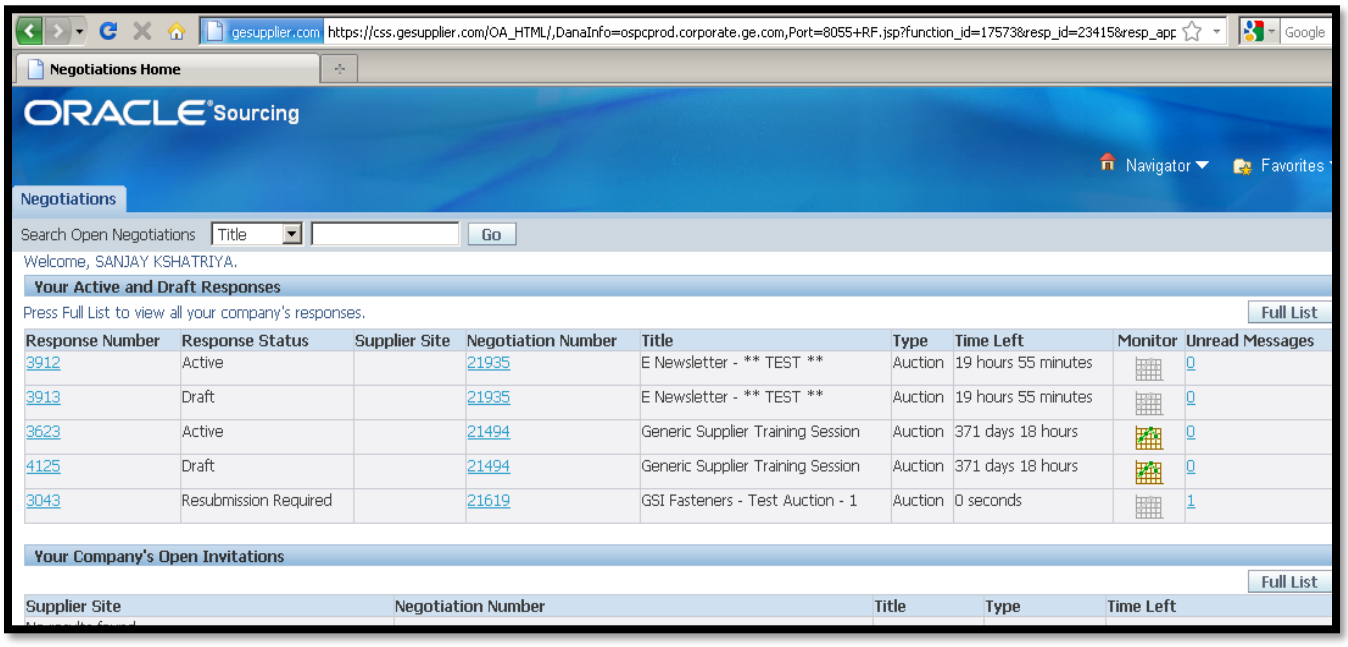


Step 5: Navigate to Oracle Sourcing Homepage

Click on Sourcing Supplier → Sourcing → Sourcing Home Page



Oracle Sourcing Homepage



If you cannot locate the welcome kit email, please check your spam / junk folders.

If unable to locate the welcome kit, please contact support@gesupplier.com and provide the following details

- **Full Name**
- **Your company name and address**
- **Email address**
- **Contact phone number**

1.3 HOW TO REGISTER

Supplier contact registration can only be initiated by the GE Buyer/eauction.coe@ge.com. Upon successful registration, the welcome kit package is sent at the registered email address. Please contact your GE Buyer/ eauction.coe@ge.com if you have not been registered to Oracle Sourcing.

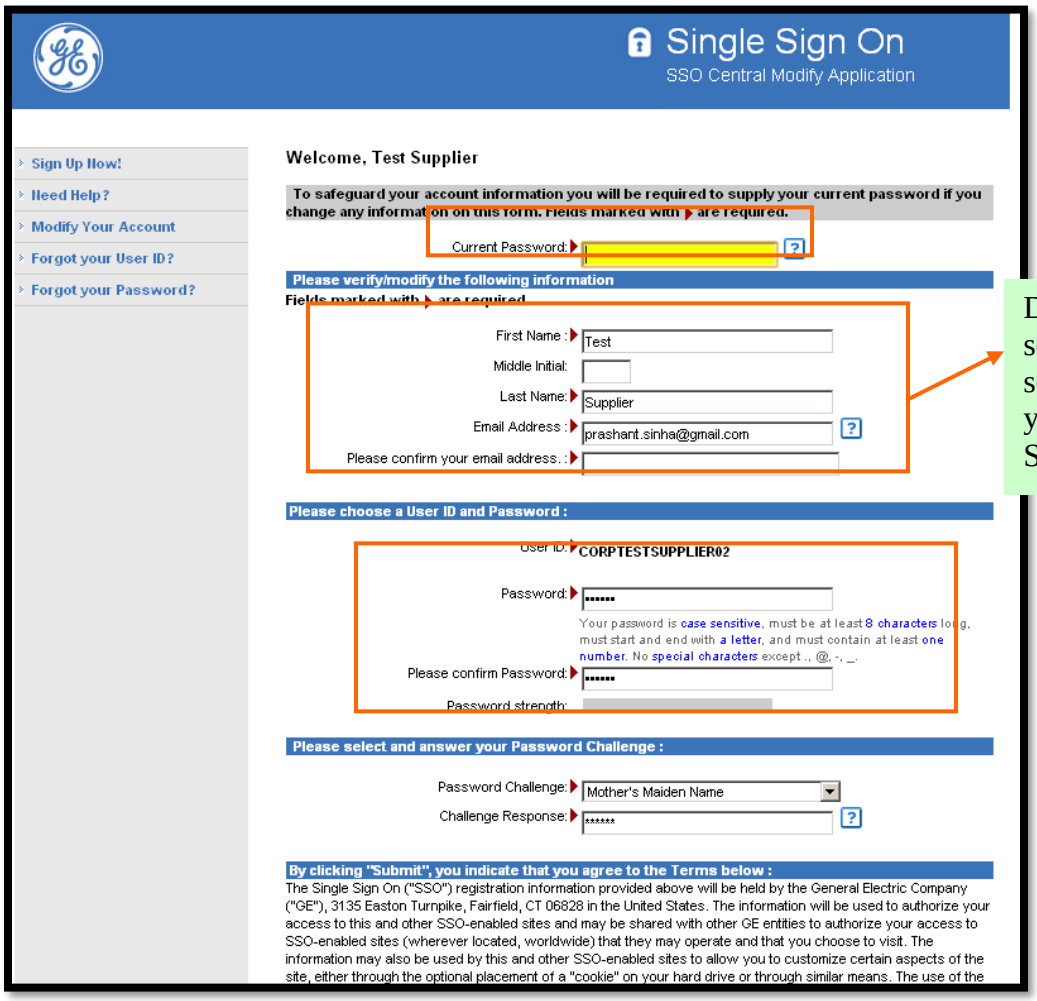
1. 4 HOW TO RESET PASSWORD

NOTE: After first successful login and after you have updated the temporary password. These steps are to change your current password.

Step 1: Login to Oracle Sourcing and then click on Logout

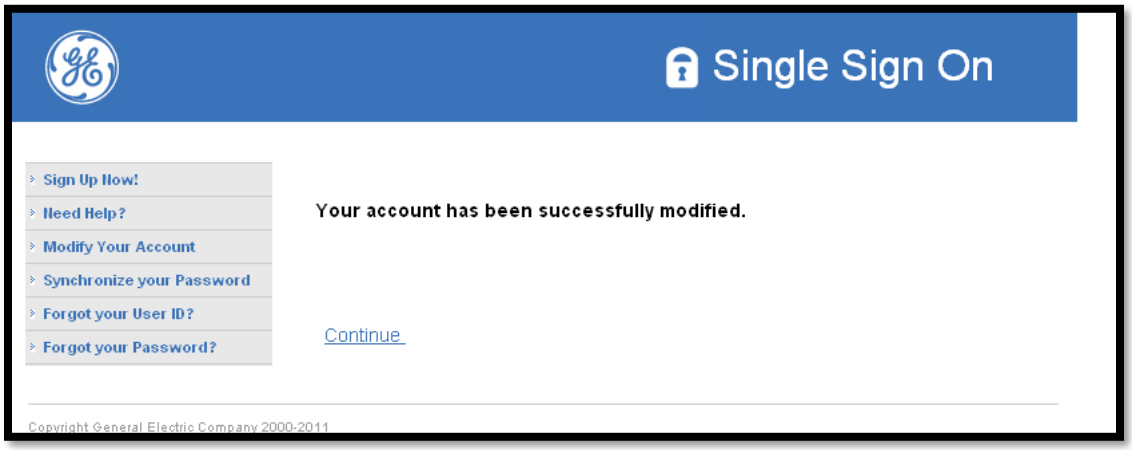
Step 2: Click on "Modify Your Account"

Step 3: Enter current password and new password



Do **NOT** update this section. Updating this section will **NOT** update your details in Oracle Sourcing

After clicking "Submit" you will get a confirmation screen and confirmation email



1.5 FAQs / Troubleshooting

1.5.1 I cannot login to Oracle Sourcing. What do I do?

1.5.2 In order to login to Oracle Sourcing, you must have received a welcome kit. The welcome kit is sent via email from support@gesupplier.com at your registered email address.

Please follow the following steps if you are facing issues with login:

A) Did you receive the welcome kit? If not, check your spam/junk folders. It also advised that you search your inbox for sender "support@gesupplier.com". If you still cannot locate the welcome kit, please send an email to support@gesupplier.com with your full name, company name & addresses, email address and phone number.

B) If you able to locate the welcome kit, confirm you are using the correct website address. GE Oracle Sourcing is located at https://css.gesupplier.com

C) Confirm that you are using the login ID included in the welcome kit. Any other GE login ID that you may have will NOT work for Oracle Sourcing. For example, GE Appliances SupplierNet login ID / password will not work for Oracle Sourcing. Login ID is case sensitive.

D) Confirm the password. When you login to Oracle Sourcing for the first time, you must use the temporary password provided in the welcome kit. Password is case sensitive. The temporary password is typically a 4 letter work in all caps (eg. ABCD). If you are unable to locate your temporary password, please contact support@gesupplier.com with your login ID and email address.

The first time you have successfully logged in using your temporary password, you will be prompted to change your temporary password.

E) If you continue to have issues with login after trying the steps above, please contact support@gesupplier.com for helpdesk support. Please provide detailed description of the steps you have taken along with your login ID, company name, email address and contact number.

1.5.3 I have not received the welcome kit. Who do I contact?

Please check your spam/junk folders. It also advised that you search your inbox for sender "support@gesupplier.com". If you still cannot locate the welcome kit, please send an email to support@gesupplier.com with your full name, company name & addresses, email address and phone number.

1.5.4 I can login successfully however I cannot find the auction / RFQ / RFI.

Only negotiations that are published and the preview or open date has passed are visible. The supplier contact who is invited to the auction/RFQ/RFI will get an invitation email when the negotiation is published.

Please make sure that upon successful login, you select Sourcing Supplier → Sourcing → Sourcing Home page to get to the Oracle Sourcing Homepage.

1.5.5 Will my user ID / password from Procuri work?

No, your Procuri user Id / password will not work. You must use the login ID provided on the welcome kit.

1.5.6 I already have an SSO ID for SupplierNet, will I use the same SSO ID / password?

No, your SSO ID / password for other GE applications (such as SupplierNet, Clear Orbit, etc) will not work. You must use the login ID provided on the welcome kit.

1.5.7 Can I 'Sign Up" for my own SSO ID and password?

No, if you create a new SSO ID / pwd by signing up online, it will not work for Oracle Sourcing. You must use the login ID provided on the welcome kit.

1.5.8 Who do I contact for support?

Please send email to support@gesupplier.com and very detailed information on the type of issue you are facing and steps you have taken to remedy it.

1.5.9 How do I register to Oracle Sourcing?

Supplier contact registration can only be initiated by the GE Buyer/ eauction.coe@ge.com. Upon successful registration, the welcome kit package is sent at the registered email address. Please contact your GE buyer/ eauction.coe@ge.com if you have not been registered to Oracle Sourcing.