



Feb 2021

iSupplier Portal – Switch users



How to switch users on the iSupplier Portal



Log in ISP

Go to www.gesupplier.com

The screenshot shows the GE Supplier Portal homepage. The navigation bar includes links for Home, GEt Services, **iSupplier**, Invoice Search, Sourcing, Policies, and Support. A callout bubble points to the **iSupplier** tab with the text "Click on the iSupplier tab." Below the navigation bar is a blue button labeled "ASK US A QUESTION". The main content area features a "Welcome to the GE Supplier Portal" message, a "GE SUPPLIER HELPDESK CONTACT DETAILS" button, and a section titled "iSupplier Resources". This section contains an "Important Note" about invoice descriptions, an "Attention Aviation Tooling Suppliers!!! Please ensure that to submit your final GT166 to your buyer in order for invoice/payment to be initiated." message, and a link to "To locate a supply resource by category below:". A callout bubble points to the "ISP LOGIN" button with the text "Then click on ISP LOGIN." The "ISP LOGIN" button is highlighted with a blue border.

Log in iSupplier Portal



Single Sign On

SSO ID

Password

Log In & Remember Me

Enter your SSO id and password.

REMEMBER: If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to support@gesupplier.com and provide your PO number.



How to Switch Users

On the top of the screen click on the Home icon.



How to Switch Users

The screenshot shows the GE E-Business Suite interface. The top navigation bar includes the GE logo, the text "Building a world that works E-Business Suite", and several utility icons: Favorites, Settings, Worklist, and a highlighted "Switch User" button. The "Switch User" button is a green icon with a person silhouette. To the right of the navigation bar, it says "Logged In As TEST_HENKEL03" and includes "Help" and "Logout" links. A callout box with a blue border and white background points to the "Switch User" button, containing the text "Click on the **Switch User** icon." Below the navigation bar, the main content area is divided into a "Navigator" sidebar on the left and a "Worklist" main area on the right. The "Navigator" sidebar has a "Personalize" button and a folder icon for "GE iSupplier Portal Full Access" with a "Home Page" link. The "Worklist" area has a "Full List" button and a table with columns "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, with the text "There are no notifications in this view." below it. A "TIP Vacation Rules" link is also visible.



How to Switch Users

Switch User

Select a user and act as their proxy

Switch	First Name ^	User Name ^	Phone	Email ^
	Arruti	TEST_IGNORE01		arantza.arruti@ge.com

Click on the switch icon





Proxy For TEST_IGNORE01

Here you can see you switch users.

Supplier Home Orders Shipments Finance Assessments

Search PO Number Go

Notifications

Subject	Date
No results found.	

Full List

Orders At A Glance

Full List

Orders

- Purchase Orders

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns

Invoices

- Invoices

To Switch back to main user



GE Building a world that works **iSupplier Portal**

Home Worklist Logged In As TEST_HENKEL03 Proxy

Supplier Home Orders Shipments Finance Assessments

Click Home

GE Building a world that works **E-Business Suite**

Worklist Return to Self Logged In As TEST_HENKEL03 Help Logout Proxy For TEST_IGNORE01

Home

And then Return to self

Questions?

ISP account/registration or invoicing process send email to:
support@gesupplier.com

If you have further questions about successfully submitted invoices, please submit a ticket through GE Pays.

<https://www.gepays.com/>

Tips to successfully log your ticket: in case you have an error message copy and paste the link on your browser, try to delete your browsing history and cookies or use a different browser (ex, Firefox, Chrome, Explorer, Edge).

We will be glad to help you!





Building a world that works