

QUICK REFERENCE GUIDE

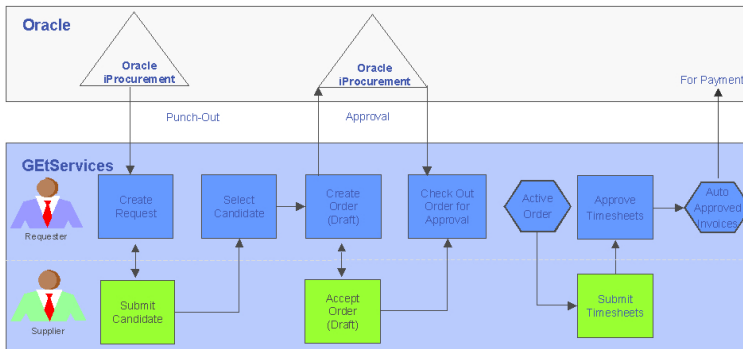
1. Review Request and Submit Proposal and Candidate	
How to view GETServices	You will receive an email notification when a GE User submits a Request You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Review Request	Select the Requests tab from the top menu bar Select the Request Name Review Details (Left Navigational Bar) Review Contingent Staff (Left Navigational Bar)
Create Proposal	Select Create Proposal Select OK Select Candidate Options Select Add New Candidate Enter required information Select Save Select OK To add more Candidates select <i>Candidate Options</i> and repeat previous steps Select Submit Proposal Select OK Select OK

2. Accept Draft Order	
How to view GETServices	You will receive an email notification when a GE User submits Draft Order You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Accept Draft Order	Select the Orders tab from the top menu bar Select the Order Name Review Details, Contingent Staff, and Accounting (Left Navigational Bar) Select Accept Draft Order Select OK Select OK

3. On Boarding Contractors	
How to view GETServices	You will receive an email notification when the Order becomes Active You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
On Boarding Contractors	Select Orders tab from the top menu bar Select Order Name Select Contingent Staff (Left Navigational Bar) Select Contingent Staff Name Select Register Candidate Enter the email address within SELF REGISTRATION . On-behalf registration is not allowed. Select Register User Select Close Window

Submitting Time Sheets	
How to view GETServices	You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Submit Time Sheets	Select Time and Expense Find the Contingent Staff name that needs a time sheet entered and select the blue button (with an arrow pointing down and a clock) on the right side under Actions. Enter number of hours worked for each day Select Next Select Submit for Approval

Status	Description
DRAFT	The Buyer has created the Order but has not sent it to the Supplier.
PENDING SUPPLIER REVIEW	The Buyer has sent the Order to the Supplier but it is awaiting a response.
PENDING BUYER REVIEW	Supplier has sent the Order back to the Buyer for review.
SUPPLIER ACCEPTED	Supplier has accepted the Order and is waiting for the Buyer to checkout the order for approval.
CANCELLED	The Buyer has cancelled the Order.
PENDING APPROVAL	The Order has been submitted for approval within the Oracle Purchasing System but is not yet approved.
AWARDED	The Order has been approved in the Oracle Purchasing System and will become active on the order start date.
ACTIVE	The Order has been approved in the Oracle Purchasing System and is available for the Supplier to submit receipts / timesheets against it.
TERMINATED	The Buyer has ended the Order before the end date.
REVISED	A change has been processed against the order.
COMPLETED	The Order has reached it's end date.



Process Flow – GetServices