

1. Review and Accept Draft Order	
How to view GETServices	You will receive an email notification when a GE User submits a 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.
Review Draft Order	Select Orders tab from the top menu bar Select Order Name Review Details, Statement of Work, Order Items, and Accounting (Left Navigational Bar)
Editing Draft Order	Edit and / or add Fixed Deliverables in Order Items on the left navigational bar as necessary To add fixed deliverables: Place cursor over Add Items and select Add Fixed Deliverables Check Type of Deliverable best suited and select Next Enter Item Information: Item Name, Description, Amount, Commodity Code. Select Finish To add more Fixed Deliverables repeat the previous steps To edit the existing fixed deliverable: Select the Pencil and Paper Icon behind the dollar amount Change the necessary information, usually the dollar amount for Services, and select Save
Accept Draft Order or Send to Buyer for Review	No changes made: Select the Accept Draft Order button Changes are made: Select the Send to Buyer for Review button Select OK Select OK

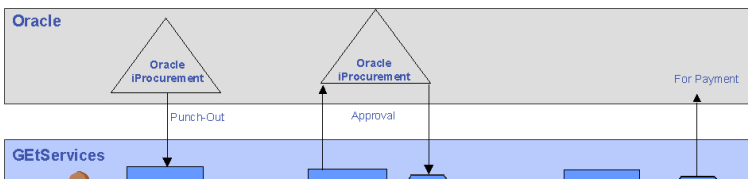
2. View Active Order and Submit Receipts	
How to view GETServices	You will receive an email notification when Order becomes Active You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
View Active Order	Select the Orders tab from the top menu bar Select the Order Name Note that the status of the Order must be Active .
Create Receipt	Select Receipts Select Enter Receipts Highlight Receipt Name by clicking it and then select Enter Receipt Details Enter required information Select Save Select OK To add more Receipts repeat the previous steps
Submit Receipt for Approval	Select Submit For Approval Select OK

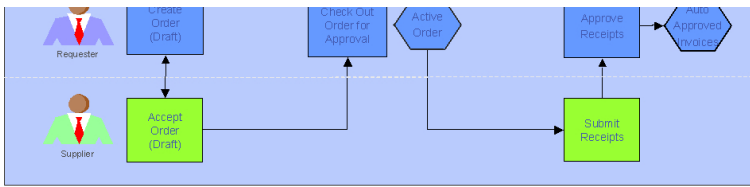
Accept Change Order	
How to view GETServices	You will receive an email notification when a GE User submits a Change Order You can access the Order as follows: Select the email link or go to http://getservices.gesupplier.com to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Review Change Order	Select Submitted Draft Change Order in Message Center Review Change Order: Details, SOW, Order Item, Accounting Select Edit within each section to make revisions
Accept Change Order	Select Accept Draft Order to accept the Order Select OK Select OK

Terminate an Active Order	
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.
Terminate Order	Select the Orders tab from the top menu bar Select the Order Name of the active order to be terminated Select the Terminate button to terminate the entire Order Enter required information Select Save Select OK

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 against.
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





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