



Steps to check Invoice Status - APSS

APSS Application Log-in URL:

<http://insideweb.pw.ge.com/apss/faces/legalapss.faces>

Enter SSO Credentials

Click "Agree" to enter into APSS Application

LEGAL NOTICE

This application is hosted on a U.S.-based server and may not be used in connection with any transaction involving a "sanctioned" country. Use of a U.S.-based application for transactions involving sanctioned countries could be considered "facilitation" of trade with the sanctioned country, which is prohibited by U.S. law. Click on the following link for the most current listing of countries sanctioned (embargoed) by the U.S. Government (<http://www.treas.gov/offices/enforcement/ofac/>).

"U.S. person" is defined to include:

- a) U.S. nationals, wherever located;
- b) foreign nationals employed by any U.S. incorporated company (such as GE and GEII) wherever located;
- c) other foreign nationals while present in the U.S. and holding a valid U.S. Green Card; and
- d) [for the Cuba sanctions only] foreign nationals employed by any controlled subsidiary of a U.S. incorporated company (such as GE and GEII) wherever located.

For businesses located in Canada, Mexico, or any European Union nation, anti-blocking statutes apply with respect to the U.S. embargoes. Advice on complying with any relevant anti-blocking statutes should be obtained from legal counsel. Accessing technical data or engineering tools hosted on a U.S.-based application or server from outside the U.S. is considered an export of that technical data or engineering tool. It is your obligation to comply with all relevant U.S. export laws. For guidance on compliance with U.S. export laws, contact your assigned legal counsel or ITC compliance leader.

If you have issues or concerns related to APSS functionality, or need assistance submitting a Registration Request for the tool, please contact the eSourcing Helpdesk at esourps@ps.ge.com or 866-770-5248, and for non-English speaking GE businesses, please log a ServiceNow ticket with the AP Team. <https://ge.servicenow.com/OneGE/>

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- To check the invoice status
 - Click on AP Self Service
 - Inquiry
 - Invoice Inquiry
 - Enter the PO# in PO Field and click submit

The screenshot displays the GE Energy AP Self Service portal. The top navigation bar includes links for AP Self Service, Admin, Contact Us, Training, About Us, and status indicators for Pending Approval (0), Pending Requests (0), and Requests in Error (0). A left-hand menu is open, highlighting the 'Inquiry' section, with 'Invoice Inquiry' selected. The main content area features a 'Welcome to Ap Self Service' message and a warning about APeX Support Central Community under Closing Information. Below this, there are three links for support resources: Global AP Support Central Homepage, a link for AP invoice and payment inquiries, and a link for APSS technical or IT issues. The bottom section of the screenshot shows the 'Invoice Inquiry' form with various input fields: Voucher #, PO # (highlighted with a red box and containing '901101460'), From Date, Pay From Date, Gross Amount From, Operating Unit (set to 'All'), GSL #, Status (set to 'All'), Invoice #, Buyer E-mail, To Date, Pay To Date, Gross Amount Up to, and Remit Site #. 'Submit' and 'Reset' buttons are located at the bottom right of the form.

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Steps to check Invoice Status - Invoice on hold

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- To check the invoice status
 - Click on AP Self Service
 - Inquiry
 - Invoice Inquiry
 - Enter the PO# in PO Field and click submit
- Invoice Status - Invoice on hold
 - Click on invoice# to check the hold reason
 - Click on Invoice life Cycle for exact hold reason

GE Energy AP Self Service

AP Self Service Admin Contact Us Training About Us 0 Pending Approval 0 Pending Requests 0 Requests in Error Log Out

Invoice Inquiry Results

Currently You Are Viewing Records: 1 to 1

O.U.#	GSL#	Site #	Inv. #	Inv. Date	PO #	Invoice Type	Inv. Status	Inv. Curr Code	Inv. Amt	Invoice Source	Terms Date	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
105	C18149	101	01848	11/28/2017	901101460	STANDARD	HOLD	USD	4016.26	CLE	11/28/2017	4016.26			920032958

Supplier Name: Barr Fabrication Field Services
Invoice #: 01848
Invoice Status: Hold

Supplier Name: Barr Fabrication Field Services
GSL #: C18149
Voucher #: 920032958
Invoice Type: STANDARD
Remit Site #: 101
PO #: 901101460
Invoice Source: CLE

Payment Terms
3.5% Discount if paid within 30 days net due in 137 days, with Tiers Variable Quarterly

Misc.
Invoice Date: 11/28/2017
Disc Due Date: 12/28/2017
Invoice Gross Amt: 4016.26
Discount Amount: 140.57
Payment Curr. Amt: 4016.26
Payment #:
Terms Date: 11/28/2017
Approval Date:
Invoice Curr. Code: USD
Tax Amount: .00
Payment Curr. Code:
Payment Method:
Payment Date:
Net Due Date: 04/14/2018
Functional Amount: 4016.26
Freight Amount: .00
Exchange Rate:
Discount Amount Paid: .00

Buyer Email: elsa.zepeda@ge.com

Inv. Line #	PO Line #	Ship Line #	Line Type	Description	QTY	Total Amt	GL Account	Sub-Sub	Proj. #	Proj. Task	Exp. Org.
1	1	1	ITEM	PAINT FOR BLIMPBASE SITE-HITCHCOCK, TX QUOTE 3005	1	1.00	PR43 5060201291 0000				
1	1	1	FREIGHT	Freight Charges	0.0	.00	PR43 5060201291 0000				
1	1	1	MISCELLANEOUS	Special Charges	0.0	.00	PR43 5060201291 0000				
2	1	1	IPV	PAINT FOR BLIMPBASE SITE-HITCHCOCK, TX QUOTE 3005	0.0	4015.26	PR43 5060201291 0000				

Last Change Date: 07/18/2018 Last Changed By: APEX_INTERFACES

Invoice Life Cycle Close Download Print

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Steps to check Invoice Status - Invoice Paid - in APSS

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- To check the invoice status
 - Click on AP Self Service
 - Inquiry
 - Invoice Inquiry
 - Enter the PO# in PO Field and click submit
- Invoice Status - Invoice on hold
 - Click on invoice# to check the hold reason
 - Click on Invoice life Cycle for exact hold reason
 - Hold name and hold reason are below
- Invoice Status - Invoice Paid
 - If Invoice status is "PAID"
 - Click on Payment# to find complete payment information

Invoice Life Cycle

Invoice #: 01848

Event	Description	Date and Time
Invoice Created	APEX_INTERFACES	11/28/2017 02:11:56
# Of Total Holds	3	
Invoice Status	Hold	
Invoice Accounted	N	
Invoice Approval		07/01/2018 12:07:00
Invoice Cancelled		
Invoice Paid	N	

Hold Date	Held By	Hold Name	Hold Reason	Release Date	Release By	Release Name	Release Reason
11/28/2017	APPSMGR	MAX SHIP AMOUNT	Variance between invoice and shipment amount exceeds limit		NULL		
11/28/2017	APPSMGR	PRICE	Invoice price exceeds purchase order price		NULL		
11/28/2017	SABRIX	Sabrix Pre Process Hold	No Action Required. Held until Invoice validation completes	11/28/2017	APEX_INTERFACES	Sabrix PreValidation Release	Sabrix PreValidation Rel

GE Energy AP Self Service

AP Self Service Admin Contact Us Training About Us 0 Pending Approval 0 Pending Requests 0 Requests in Error Log Out

Invoice Inquiry Results

Currently You Are Viewing Records: 1 to 1

O.U.#	GSL #	Site #	Inv. #	Inv. Date	PO #	Invoice Type	Inv. Status	Inv. Curr Code	Inv. Amt	Invoice Source	Terms Date	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
105	110182	105	9023261093	04/03/2018	210016607	STANDARD	PAID	USD	69.85	CLE	04/03/2018	66.44	04/04/2018	12911607838	920090332

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Steps to check Invoice Status - Invoice Paid

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 - Inquiry
 - Invoice Inquiry
 - Enter the PO# in PO Field and click submit
- Invoice Status - Invoice on hold
 - Click on invoice# to check the hold reason
 - Click on Invoice life Cycle for exact hold reason
 - Hold name and hold reason are below
- Invoice Status - Invoice Paid
 - If Invoice status is "PAID"
 - Click on Payment# to find complete payment information
 - Complete payment information for Payment#
- Invoice Status - Invoice Validated
 - Click on Invoice# to find the net due date

Payment Details						
Payment # : 12911607838	Payment Date : 04-APR-18					
Payment Method : EFT	Payment Amount : 266.19	Currency Code : USD				
Operating Unit : OU_GERE_US_GEII	Supplier : G&K SERVICES, IIC	Payment Description :				
Supplier GSL # : 110182	Site # : 105	Status : NEGOTIABLE				

Inv. #	PO# (Release #)	Voucher#	Gross Amt	Discount Amt	Paid Invoice Amt
9022639724	210016607	920050318	45.70	2.23	43.47
9022942531	210016607	920050323	64.69	3.16	61.53
9023261093	210016607	920050332	69.85	3.41	66.44
9023572833	210016607	920050341	50.86	2.48	48.38
9023847459	210016607	920050335	48.75	2.38	46.37

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AP Self Service Admin Contact Us Training About Us 0 Pending Approval 0 Pending Requests 0 Requests in Error Log Out

Invoice Inquiry Results

Currently You Are Viewing Records: 1 to 1

O.U.#	GSL #	Site #	Inv. #	Inv. Date	PO #	Invoice Type	Inv. Status	Inv. Curr Code	Inv. Amt	Invoice Source	Terms Date	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
105	110182	105	9029581949	07/17/2018	210016607	STANDARD	VALIDATED	USD	48.75	CLE	07/17/2018	48.75			920063019

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[New Search](#)
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Steps to check Invoice Status – Validated

APSS Application Log-in URL:

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Enter SSO Credentials

Click “Agree” to enter into APSS Application

- To check the invoice status
 - Click on AP Self Service
 - Inquiry
 - Invoice Inquiry
 - Enter the PO# in PO Field and click submit
- Invoice Status - Invoice on hold
 - Click on invoice# to check the hold reason
 - Click on Invoice life Cycle for exact hold reason
 - Hold name and hold reason are below
- Invoice Status - Invoice Paid
 - If Invoice status is “PAID”
 - Click on Payment# to find complete payment information
 - Complete payment information for Payment#
- Invoice Status - Invoice Validated
 - Click on Invoice# to find the net due date
 - Below is the invoice net due date

GE Energy AP Self Service

AP Self Service Admin Contact Us Training About Us 0 Pending Approval 0 Pending Requests 0 Requests in Error Log Out

Invoice Inquiry Results

Currently You Are Viewing Records: 1 to 1

O.U.#	GSL#	Site #	Inv. #	Inv. Date	PO #	Invoice Type	Inv. Status	Inv. Curr Code	Inv. Amt	Invoice Source	Terms Date	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
105	110182	105	9029581949	07/17/2018	210016607	STANDARD	VALIDATED	USD	48.75	CLE	07/17/2018	48.75			920063019

Modify Search New Search Download

Modify Search New Search Download

Invoice Details

Supplier Name: G&K SERVICES, INC
Invoice #: 9029581949
Invoice Status: Validated

GSL #: 110182
Voucher #: 920063019
Invoice Type: STANDARD

Remit Site #: 105
PO #: 210016607
Invoice Source: CLE

Payment Terms
3.5% Discount if paid within 30 days net due in 137 days, with Tiers Variable Quarterly

Misc.
Invoice Date: 07/17/2018
Disc Due Date: 08/16/2018
Invoice Gross Amt: 48.75
Discount Amount: 1.71
Payment Curr. Amt: 48.75
Payment #:

Terms Date: 07/17/2018
Approval Date: 07/17/2018
Invoice Curr. Code: USD
Tax Amount: .00
Payment Curr. Code:
Payment Method:

Payment Date:
Net Due Date: 12/01/2018
Functional Amount: 48.75
Freight Amount: .00
Exchange Rate:
Discount Amount Paid: .00

Buyer Email: Carlos.Avila1@ge.com

v.Line #	PO Line #	Ship Line #	Line Type	Description	QTY	Total Amt	GL Account	Sub-Sub	Proj. #	Proj. Task	Exp. Org.	Exp. Type
1	1	1	ITEM	G&K Service, Inc.:2018 Uniform Services:(Miscellaneous Services:Flat Water:Project#: 40696W-US-01:Task: FSA - Non PM(2 - FSA Unplanned)	48.75	48.75	PR1M 5060201320 0000		FLAT WATER-FSA	Unplanned FSA		Miscellaneous Services
1	1	1	MISCELLANEOUS	Sabrix Tax Expense	0.0	2.68	PR1M 5060201320 0000		FLAT WATER-FSA	Unplanned FSA		Miscellaneous Services
1	1	1	FREIGHT	Freight Charges	0.0	.00	PR1M 5060201320 0000		FLAT WATER-FSA	Unplanned FSA		Miscellaneous Services
1	1	1	MISCELLANEOUS	Special Charges	0.0	.00	PR1M 5060201320 0000		FLAT WATER-FSA	Unplanned FSA		Miscellaneous Services
1	1	1	MISCELLANEOUS	Sabrix Tax Accrual	0.0	-2.68	PR3N 2270405000 0000					

Last Change Date: 07/17/2018 Last Changed By: APEX_INTERFACES

Invoice Life Cycle Close Download Print

Support Contact(s)

Escalation/Expedite request

- If you still face any issues; Please contact L1 eSourcing Helpdesk
 - T: (866)-770-5248 Option 1
 - Email: pssourps@ps.ge.com
 - Visit us @ http://sc.ge.com/*eSourcingHelpDesk

- Escalation Point of Contact
 - Raj, Nirmal - Anirmal.Raj@ge.com - 866 770 5248
 - G, Karthikeyan - Karthikeyan2.G@ge.com - 678 844 5111

- Required (Mandatory) Information for us to assist you further while sharing information
 - Invoice Number
 - Purchase Order Number
 - Contact Phone Number#
 - Available time of Contact
 - Screen Shot of Error (if any)