### 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.trees.gov/offices/erforcement/place).

"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 Helpdeskat ps escurps @ps.ge.comor 866-770-5248, and for non-English speaking GE businesses, please log a ServiceNow ticket with the AP Team. https://geservice.now.com/OneGE/





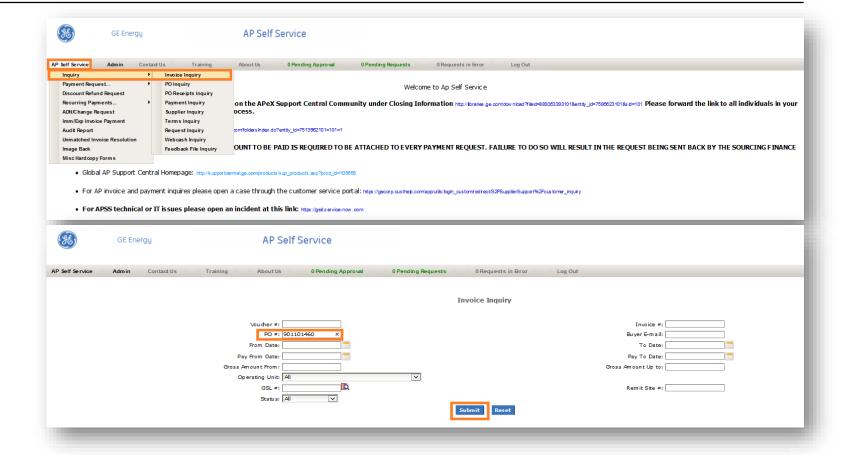
### Steps to check Invoice Status

APSS Application Log-in URL:

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

**Enter SSO Credentials** 

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





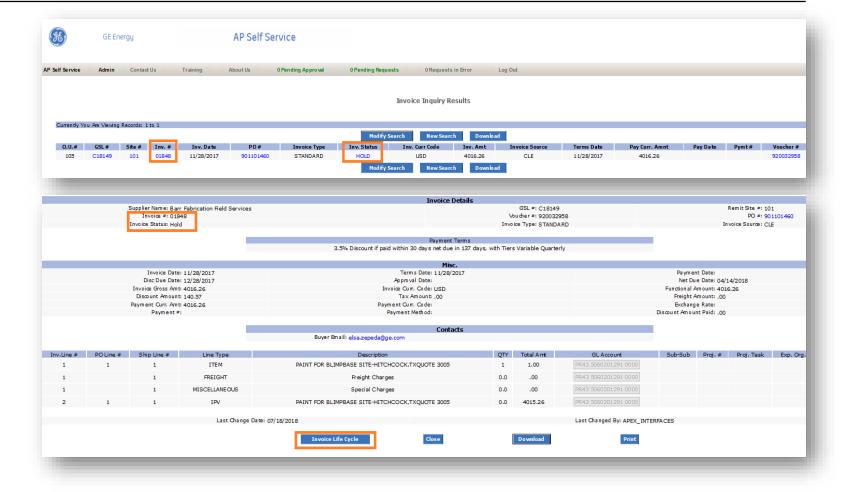
### Steps to check Invoice Status - Invoice on hold

#### APSS Application Log-in URL:

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

**Enter SSO Credentials** 

- 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





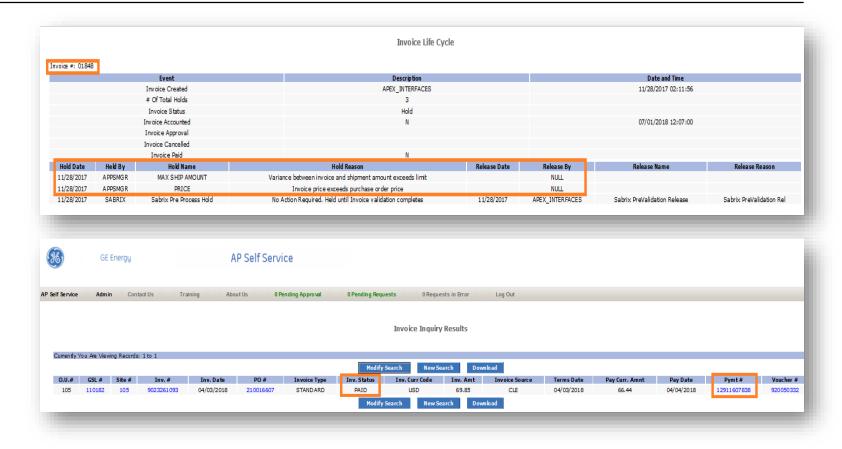
## Steps to check Invoice Status - Invoice Paid - in APSS

#### APSS Application Log-in URL:

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

**Enter SSO Credentials** 

- 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





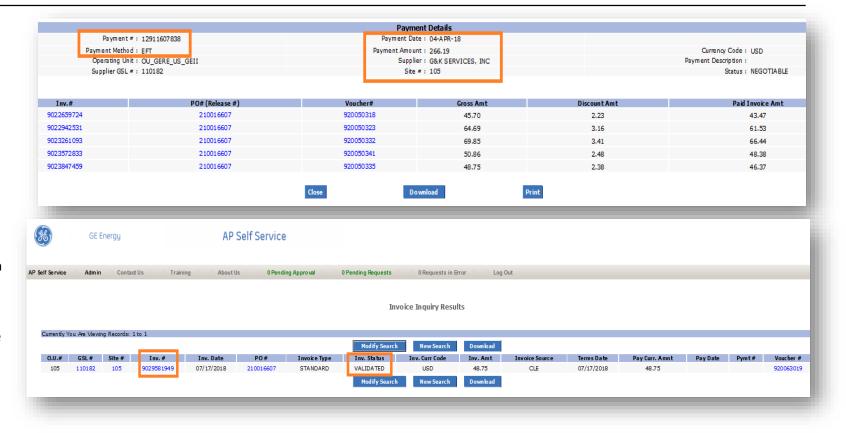
### Steps to check Invoice Status - Invoice Paid

#### APSS Application Log-in URL:

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

**Enter SSO Credentials** 

- 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





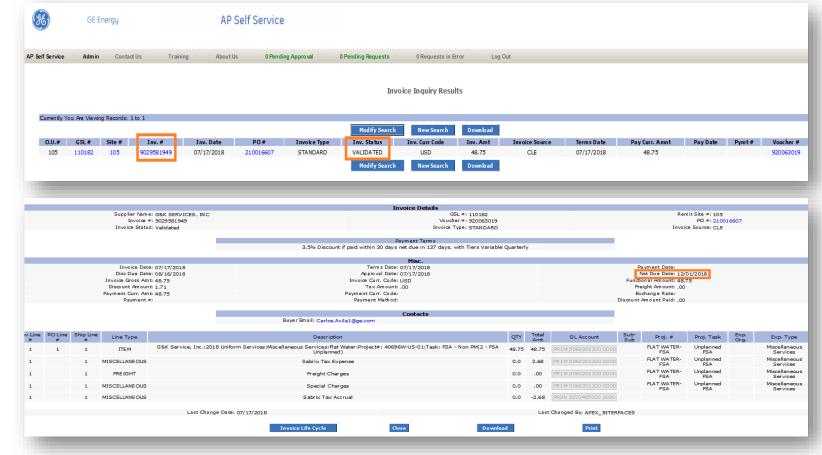
### Steps to check Invoice Status – Validated

#### APSS Application Log-in URL:

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

**Enter SSO Credentials** 

- > 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





# **Support Contact(s)**

### **Escalation/Expedite request**

- ➤ If you still face any issues; Please contact L1 eSourcing Helpdesk
  - > T: (866)-770-5248 Option 1
  - > Email: psesourps@ps.ge.com
  - ➤ Visit us @ <a href="http://sc.ge.com/\*eSourcingHelpDesk">http://sc.ge.com/\*eSourcingHelpDesk</a>
- > Escalation Point of Contact
  - Raj, Nirmal Anirmal.Raj@ge.com 866 770 5248
  - ➤ G, Karthikeyan <u>Karthikeyan2.G@ge.com</u> 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)

