

GE Gas Power

Agenda

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Register Single Sign on with GE

Step 1

- ✓ Open URL <https://registration.gepower.com/registration/>

Step 2

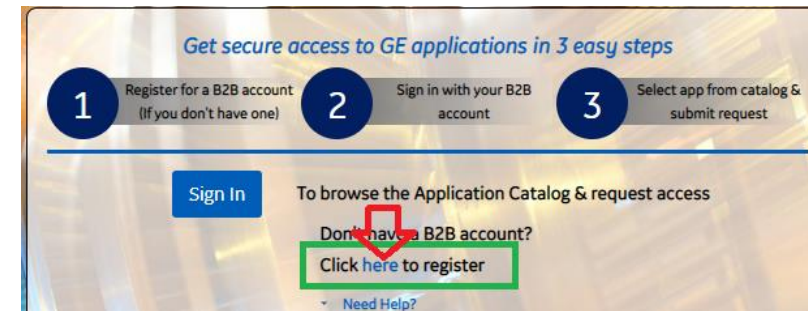
- ✓ Click on the **Register**

Step 3

- ✓ Update the Basic and Mandatory Information
- ✓ Ensure to find ✓ on all mandatory fields rather than ✗
- ✓ If ✗ recheck the fields and update

Step 3.1

- ✓ Answer country information for security reasons
- ✓ Check
 - ✓ I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.
 - ✓ I agree to GE's Terms and Conditions
 - ✓ Click or touch the image mentioned
- ✓ Click **Submit**
- ✓ Once you hit submit you see the confirmation as below in **GREEN**
- ✓ **You have now successfully registered with GE**
- ✓ **Preserve your SSO ID and credentials for further use**



Please answer the following questions to request access to your selected applications.

There are no questions to answer, please click 'Submit' to continue.

Your application(s) were requested successfully! →
Click here to close this window

Requesting clear orbit access

Step 1

Open URL: <https://registration.gepower.com/registration/>

Step 2

- ✓ Click on **Sign In**
- ✓ **Sign in with your SSO ID & Credentials**

Step 3

- ✓ Once you Sign In
- ✓ You will be redirected to the **Application Catalog**
- ✓ Click on **Supplier Apps**
- ✓ Key-In “clear orbit“ in search field
- ✓ Select Application Name by business aligned to
- ✓ **Clear Orbit (Supplier Collaboration)**
- ✓ Click on “+ Add”
- ✓ Once “**Added**” a pop-up with note “**Request Access**” will be visible
- ✓ Click on Request Access

Step 4

- ✓ Fill in the Questions for **Clear Orbit (Supplier Collaboration)**
- ✓ Provide purchase order number
- ✓ Enter Job Title
- ✓ Update telephone number and company name
- ✓ And Click **Submit**

The screenshot shows the GE Application Catalog interface. At the top left is the GE logo and the text 'Application Catalog'. On the right is a user profile icon. Below the logo are three tabs: 'All Applications' (selected), 'Customer Apps', and 'Supplier Apps'. A search bar on the right contains the text 'Search by Name, Description, Category or Keyword'. Below the tabs is a table with one row for 'Clear Orbit (Supplier Collaboration)'. The table has two columns: the application name and a description 'ClearOrbit Supplier Collaboration Tool Supporting Power , Energy Mgmt, and Oil business units'. To the right of the table is a '+ Add' button. Below the table is a form titled 'Clear Orbit (Supplier Collaboration)'. The form contains several fields and instructions: 'Please provide the Purchase Order number (and/or eRFQ number) that you require access to *', a text input field, 'Do you need access to the Quality Module (Supplier Deviation Request [SDR], Corrective Action, or Request For Information)* *', radio buttons for 'Yes' and 'No', 'Please add any additional details needed to support your request. If this request is for the Quality Module Only, please provide SQE name and/or buyer.', a large text area, 'Job Title *', a text input field, 'Telephone No *', a text input field, 'Extension', a text input field, 'Company Name *', a text input field, and at the bottom, 'Submit' and 'Cancel' buttons.

Classification: Your request will be moved based on the workflow approval and once approved by clear orbit On boarding team and GE contact person/Buyer, An automated email notification will reach to your registered email ID and you will be able to access clear orbit Application with your SSO and Credentials

Forgot User ID?

Purpose: Use this feature to retrieve your user id

Step 1: From the home page, click the “Forgot ID?” link –this will open a new page.

Step 2: Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

Step 3: If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account / id will be sent.

An e-mail message with your USER ID(s) has been sent
Please close your browser window.

If no information is available for the entered email address, you will see this message:

No USER ID(s) were found for your specified e-mail address
[Continue](#)

Forgot Password?

Purpose: Use this feature to reset your password

Step 1: From the home page, click the “Forgot Password?” link –this will open a new page.

Step 2: Follow the instructions on screen: enter your user id and complete the security check. Click “**Submit**” to continue.



Forgot User ID?
Enter Email Address

Confirm Email Address

[Submit](#) [Cancel](#)

Password Reset
Please enter your username to reset your password.

Click or touch the Eye

[Submit](#) [Cancel](#)

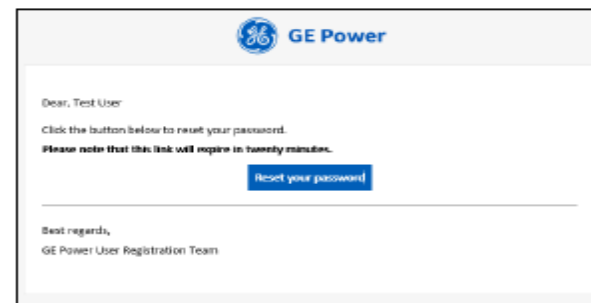
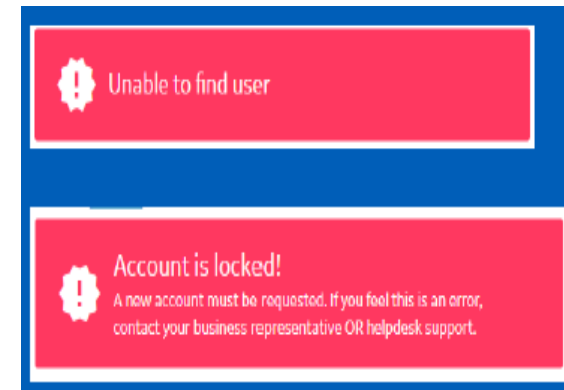
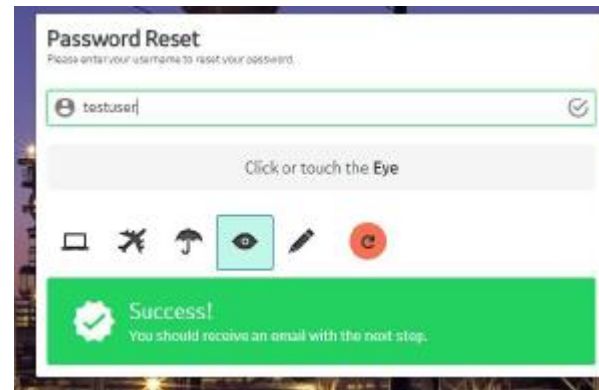
Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

If there is no existing account **OR** the username you entered is locked / inactive, you will receive a message similar to those at right. If you feel you are getting these messages in error, use the “Need help?” feature to contact our team.

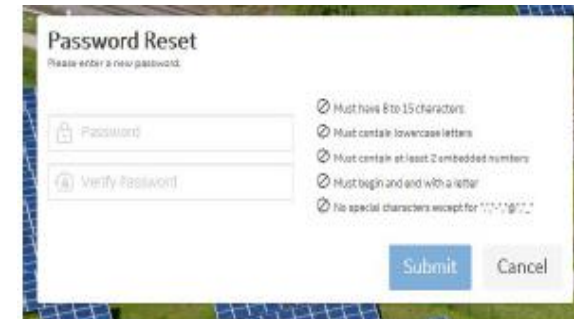
Step 4: An email is sent to your account on file. Click the “Reset your password” link. Note this link is temporary and will expire as indicated.

Step 5: You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click “**Submit**”

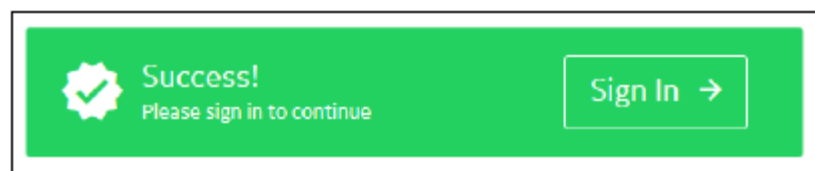
Step 6: Once updated, you’ll receive a “Success” message and be allowed to sign-in with your new password.



Email message and secure temporary link for password reset



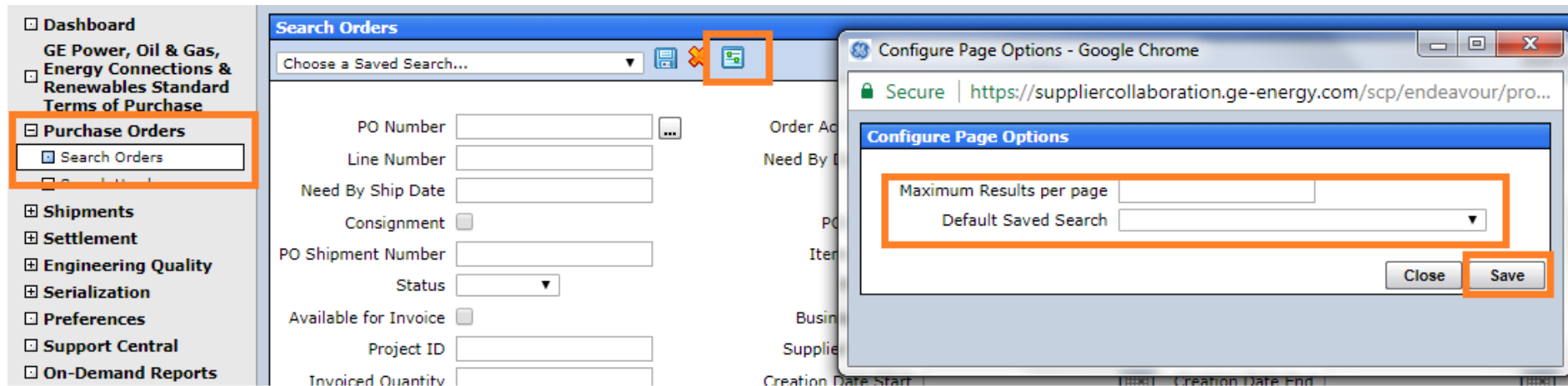
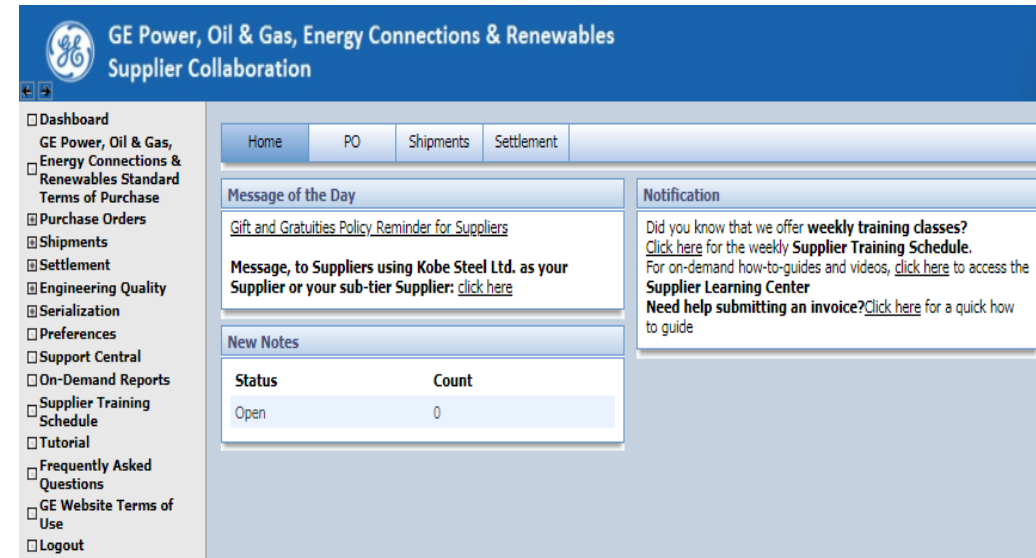
Confirmation message for successful password reset



Confirmation message for successful password reset

How to view all the lines of a Purchase order in a Single Page

- ✓ Clear-Orbit Application Log-in URL:
<https://suppliercollaboration.gepower.com/scp/endeavour/>
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase Order
- ✓ Search orders
- ✓ Click on Options Icon
- ✓ Update Maximum Results per page
- ✓ And Hit “Save”



Acknowledge Purchase Order(s) in Clear Orbit Application

- ✓ Clear-Orbit Application Log-in URL:
<https://suppliercollaboration.gepower.com/scp/endeavour/>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase order
- ✓ Search orders
- ✓ Provide Purchase Order Number
- ✓ Hit "Search"
- ✓ Only ONE PURCHASE ORDER AT A TIME

- ✓ Click on the check box
- ✓ From Choose an action
- ✓ Select Accept
- ✓ Hit GO
- ✓ If there are no errors thrown we are good and PO is accepted
- ✓ In case you receive any error (Refer next slides)

In case you receive a notification "Promise date must be after today's

- ✓ Update Promise date as tomorrow's date
- ✓ Select Promised date change reason as other

In case you do not find Calendar Icon available to change "Promise date"

- ✓ Contact your PO buyer to setup the need by date of the Purchase Order to be after today's date

Dashboard
GE Power, Oil & Gas, Energy Connections & Renewables Standard Terms of Purchase
Purchase Orders
Search Orders
Search Headers
Shipments
Settlement
Engineering Quality
Serialization
Supplier Diversity
Preferences
Support Central
Supplier Training Schedule
Tutorial
Frequently Asked Questions
GE Website Terms of Use
Logout

Search Orders
Choose a Saved Search... Search Folder: Default

PO Number
Line Number
Need By Ship Date
Consignment
PO Shipment Number
Status
Available for Invoice
Project ID
Invoiced Quantity
Buyer Name
Supplier Location
Host ID
OU
Item Revision

Order Ack Number
Need By Date Start
Type
PO Revision
Item Number
PO Status
Business Name
Supplier Number
Creation Date Start
Cancel Date Start
Supplier Order
PO Line ID
BAAN Code
PO Lines to be acknowledged

Country of Origin
Need By Date End
Schedule Only PO
PO Release Number
Line Quantity
Quantity Received
Supplier
Location Number
Creation Date End
Cancel Date End
Supplier Part #
GE Part Number
BAAN Item Number

Download As: Clear Search

GE Energy Supplier Collaboration
User: forttest152

Dashboard
GE Terms and Conditions
Purchase Orders
Search Orders
Search Headers
Shipments
Settlement
Engineering Quality
Serialization
Supplier Diversity
Support Central
Preferences
Logout

Need By Ship Date
PO Revision
PO Shipment Number
Status
Available for Invoice
Project ID
Invoiced Quantity
Buyer Name
Supplier Order

Supplier Location
PO Release Number
Item Number
PO Status
Business Name
Supplier Number
Creation Date Start
Cancel Date Start
Supplier Item #

Type
Line Number
Line Quantity
Quantity Received
Supplier
Location Number
Creation Date End
Cancel Date End

Download As: Clear Se

Search Results
Choose an action... Go

Line	PO	Need By	Need	Supplier	Type	PO	PO	Line	PO	Item	Line	St
Quantity	Number	Date	By	Location		Revision	Release	Number	Shipment	Number	Number	Quantity
			Date				Number		Number			
	0001	040.0	429501756	05/26/2009	HOUSTON141	STANDARD	1	0	2	1	040.0	Ne

Accept
Add to suppliers
Create Invoice
Create Request for Information
Create Serialization
Create Shipment
Create Supplier Variation Request
Edit PO Details

Steps to submit the invoice against the Purchase Order

- ✓ Clear-Orbit Application Log-in URL: <https://suppliercollaboration.ge-energy.com/scp/endeavour>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase Orders
- ✓ Click on search orders
- ✓ Key-In Purchase Order Number
- ✓ Hit Search
- ✓ You can see the PO available for invoice as YES

Search Results

PO Number	Order Ack Number	Country of Origin	Line Number	Need By Date	Need By Date	Type	Schedule Only PO	PO Revision	PO Release Number	PO Shipment Number	Item Number	Line Quantity	Status	PO Status	Quantity Received	Business Name	Supplier	Location Number	Creation Date Start	Creation Date End	Cancel Date Start	Cancel Date End	Supplier Part #	GE Part Number	Item Revision	PO Lines to be acknowledged
155100			1	10/1/2010		STANDARD	No	1	0	1	12510.0	Accepted	Open	0	Yes											

From the choose an action select create invoice and hit GO as shown

Search Results

Choose an action... **Go**

- Choose an action...
- Accept
- Add to Shipment
- Create Invoice**
- Create Request for Information
- Create Serialization
- Create Shipment
- Create Supplier Deviation Request
- Edk PO Details

PO Number	Line Number	PO Number	Need By Date	Need By Date	Supplier Location	Type	PO Revision	PO Release Number
155100	1	155100	09/07/2010		HOUSTON101	STANDARD	2	0

- ✓ You will be directed to a new page as shown
- ✓ Please fill the mandatory fields like Invoice number, Invoice pay site, Invoice quantity
- ✓ Check the payment terms if everything is correct click "submit"

Invoice

Invoice Number: [red box]

Invoice Pay Site: [red box]

Payment Terms: [red box]

Submit [red box]

Invoice Number	Invoice Pay Site	Supplier Site Number	Supplier Site	Supplier Number
155100				

Invoice Description	Invoice Quantity	Invoice Amount	Invoice Status	Invoice Date
MISCELLANEOUS OTHER	35.99	35.99	0.00	35.99

eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ T: (866)-770-5248 Option 2
- ✓ Email: pssourps@ps.ge.com
- ✓ Visit us @ <https://app.sc.ge.com/sites/1564108/portal/1043018>

Escalation Point of Contact

- ✓ Kennedy, Andrew -andrew.kennedy@ge.com
- ✓ G, Karthikeyan -Karthikeyan2.G@ge.com

Required (Mandatory) Information for us to assist you further while sharing information

- ✓ User ID/SSO ID
- ✓ Purchase Order Number
- ✓ Contact Phone Number#
- ✓ Available time of Contact
- ✓ Screen Shot of Error