



GE VERNOVA

# **SourceGate+ Supplier Manual**

*Sourcing+*

## **SourceGate+** *by Jaggaer*

- SourceGate+ is a supplier-friendly platform designed to help facilitate a seamless communication and collaboration between businesses and their suppliers.
- SourceGate+ provides a range of tools and features to enhance supplier relationships, all at no cost for the suppliers.



GE VERNOVA

# **SourceGate+**

## Indirect RFQ Manual

# INDIRECT RFQ

## Supplier Response

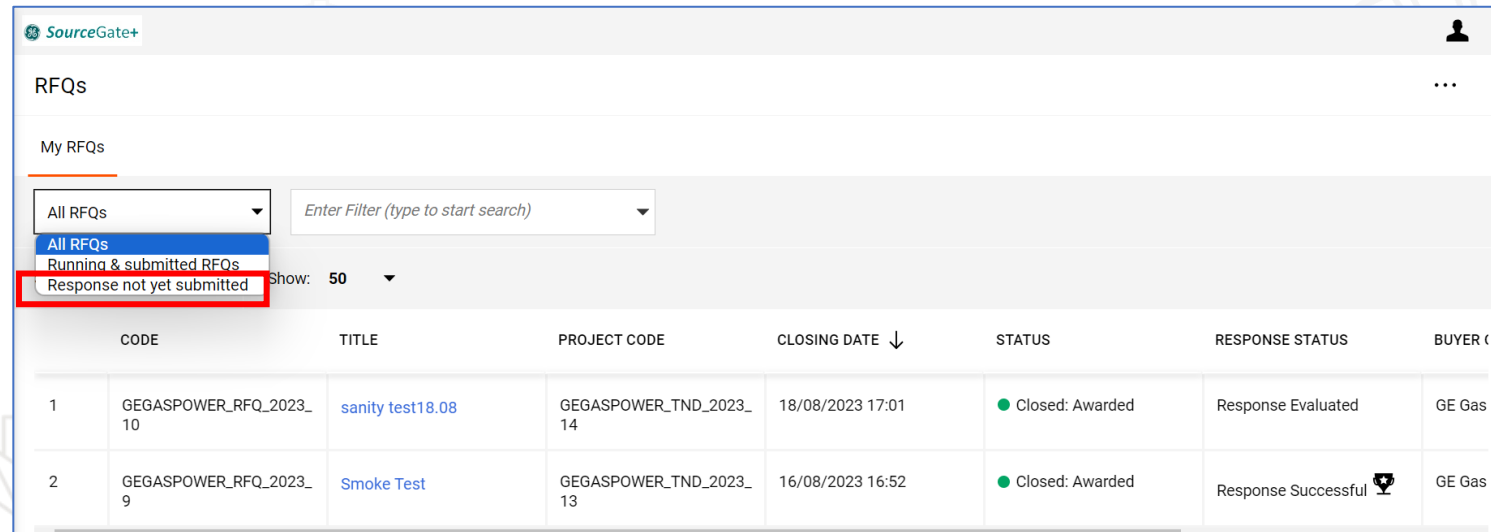
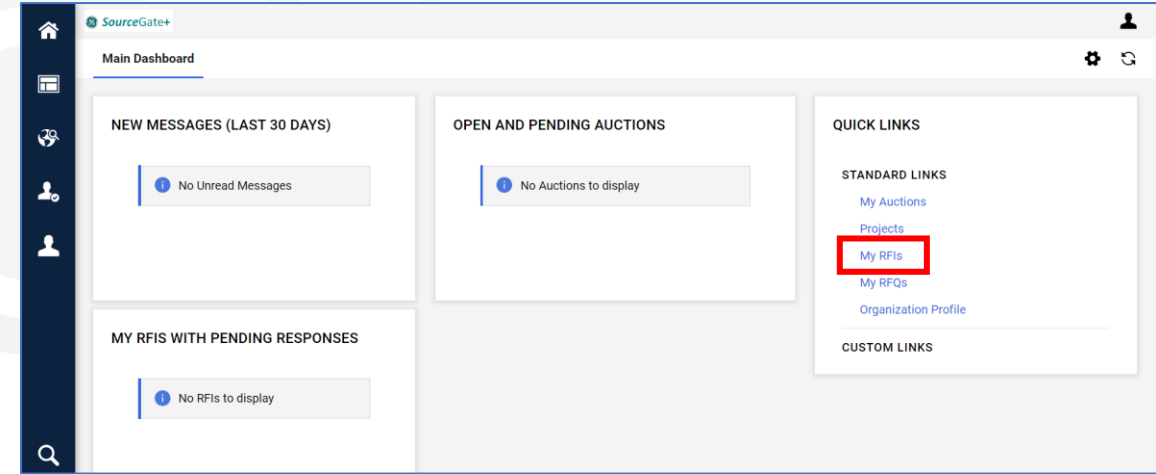


1. Follow the “**General Navigation**” presentation for login information regarding SourceGate+ supplier portal.

2. To view all your pending items, click on the “**Requests**” icon from the left side menu bar, and afterwards select “**Sourcing+**”.

3. Click on “**My RFQs**” from the Quick Links panel to navigate to the list of RFQs.

4. Click on the drop down list from the left and select “**Response not yet submitted**”. This will list the RFQs that are awaiting your response.



# INDIRECT RFQ

## Supplier Response

4. To view details about the RFQ click on the “**Settings**” tab under **RFQ Details** section.

5. To view attachments sent by the Sourcing person, click on the “**Buyer Attachments**” tab under RFQ Details section.

← RFQ: rfq\_234 - test 16.11 ● Running ⋮ Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

**Settings** Buyer Attachments (0) My Response Associated Users

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Response status

Response status  
Response Evaluated

Overview

Code GEGASPOWER_RFQ_2023_10	Title sanity test18.08
Description test	Supplier Access By Invitation Only
Event Currency US Dollar	Test RFQ No
Buyer Organization GE Gas Power	Buyer Name Prarthana Chouhan

Date & Time Information

Closing - Date  
18/08/2023 17:01

# INDIRECT RFQ

## Supplier Response

6. To respond to the RFQ, click on **“My Response”** tab under RFQ Details section and click on **“Intend to Respond”**.
7. Scroll down and click on the pencil icon and enter your price for the item and quantity mentioned.
8. Add attachments if any.

← RFQ: rfq\_234 - test 16.11 ● Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

1. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

1.1 PRICE - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.1.1	SKU01	pencil	EA	10		0
Section Sub Total						0

# INDIRECT RFQ

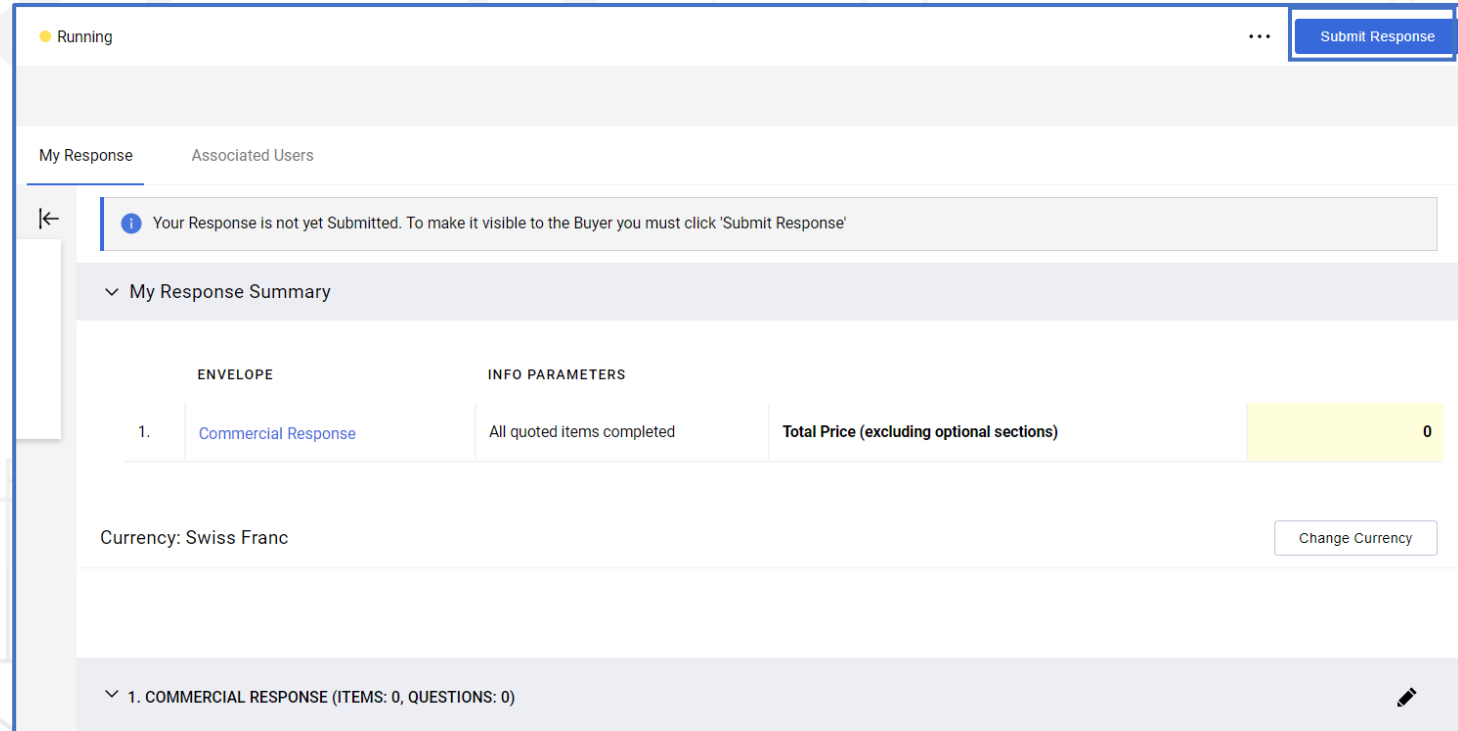
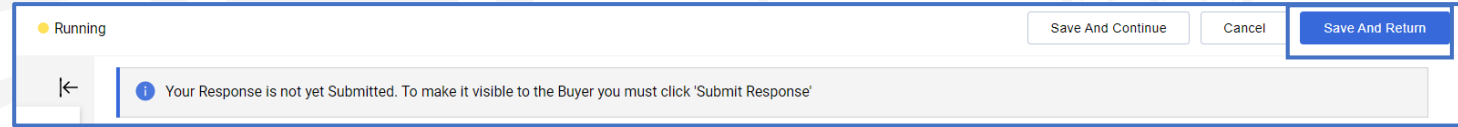
## Supplier Response



9. When all data is populated, click **“Save and return”**. If pop up window shows up, click **“OK”**. You are back to summary page.

10. Once all responses are filled in and you have reviewed them, click **“Submit Response”** at top right. Click **“OK”** within the pop up, confirming the supplier's response.

Supplier is informed about successfully submitted RFQ. Supplier task is finished.

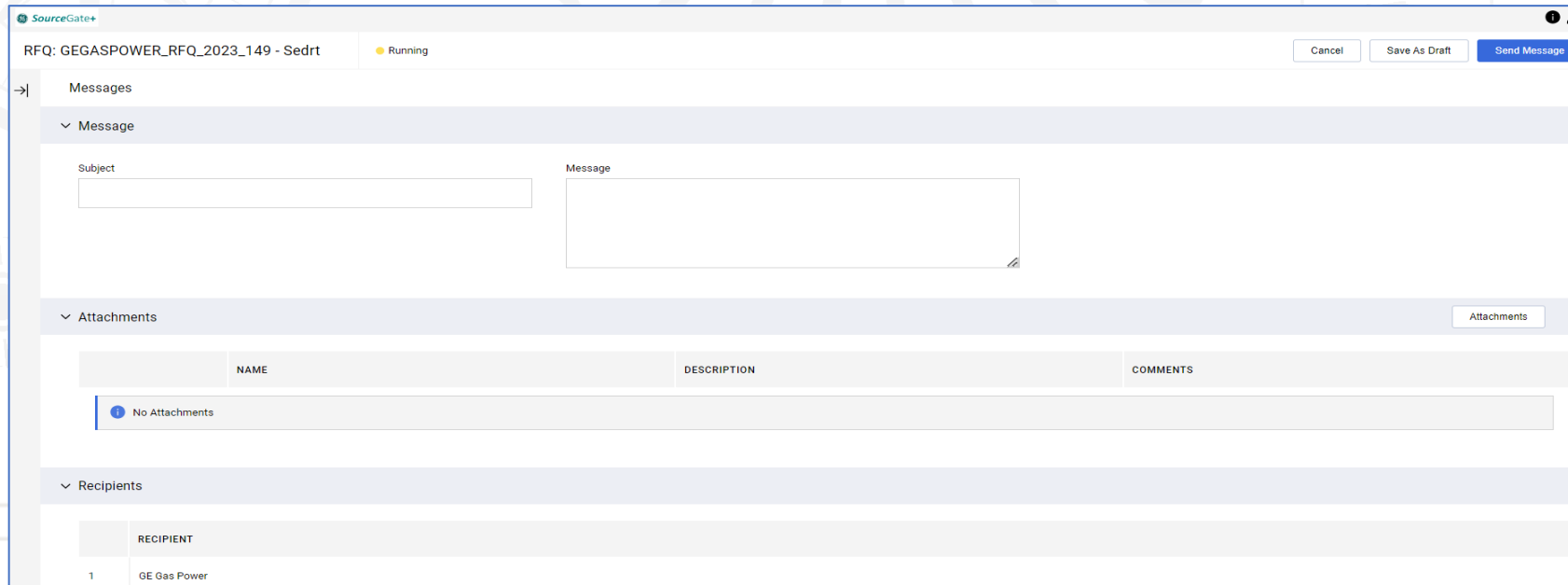
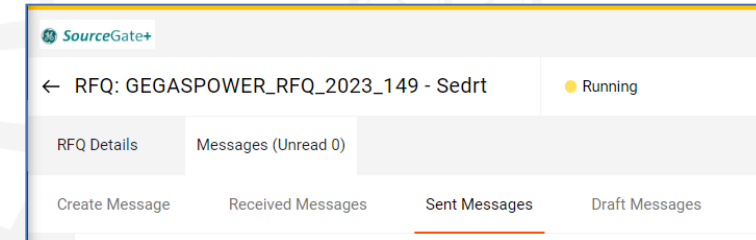


# INDIRECT RFQ

## Sending Message



1. Supplier can send a message to the Sourcing with the help of the **“Messages”** tab.
2. Click on **“Create Message”**.
3. Enter the Subject, Message and add attachments if any and click **“Send Message”**
4. Click on **“Received Messages”** to view the messages that the Sourcing has sent.



The screenshot shows the "Create Message" form in the SourceGate+ interface. The form is titled "Messages" and includes the following sections:

- Message:** A form with a "Subject" text input field and a "Message" text area.
- Attachments:** A section with a table header: NAME, DESCRIPTION, COMMENTS. Below the header, there is a message: "No Attachments".
- Recipients:** A section with a table header: RECIPIENT. Below the header, there is one recipient listed: "1 GE Gas Power".

Buttons for "Cancel", "Save As Draft", and "Send Message" are visible at the top right of the form.

Note: All new messages will be visible in the **"New Messages"** portlet/widget on the Main Dashboard for the RFQ creator




# INDIRECT RFQ

## Email Notification



1. Below is the email notification that the supplier will receive as the invitation to RFQ.

Invitation to RFQ - Request for Quotation Code: GEGASPOWER\_RFQ\_2023\_906 in SourceGate+ Inbox x

 noreply-prep@jaggaer.com 12:52 PM (3 hours ago) ☆  
to me ▾

Dear Supplier,

GE Gas Power invites you to participate in the following RFQ - Request for Quotation in SourceGate+:

Type: RFQ - Request for Quotation  
Code: GEGASPOWER\_RFQ\_2023\_906  
Title: test 25.8-1  
Project Code: GEGASPOWER\_TND\_2023\_770  
Project Title: Test AK 22.8-1  
Description:

**IMPORTANT:**  
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:  
Date: 25 Aug, 2023  
Time: 09:50 AM (Central European Time DST)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:  
<https://gegaspower.apa-prep.app.jaggaer.com/esop/guest/login.do?qvu=36144568018A2B91C67D>

Or browse as follows:

- Connect to <https://gegaspower.apa-prep.app.jaggaer.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click GEGASPOWER\_RFQ\_2023\_906 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:


- Click 'Intend To Respond' and proceed to complete all requested information in each Envelope. Attach any appropriate documentation in the Envelopes if requested
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

# INDIRECT RFQ

## Email Notification

1. Below is the email notification that the supplier will receive after successful submission of Response.

Successful Submission of Response to RFQ - Request for Quotation Code GEGASPOWER\_RFQ\_2023\_905 on SourceGate+

 noreply-prep@jaggaer.com  
to me ▾

Dear Supplier,

This email is to confirm that you have successfully submitted your response to the following RFQ - Request for Quotation on SourceGate+:

Type: RFQ - Request for Quotation  
Code: GEGASPOWER\_RFQ\_2023\_905  
Title: Test 25.8  
Date of Response: 25 Aug, 2023 10:01 AM (Gulf Standard Time)

To view the details of the RFQ - Request for Quotation and review your response:

- Connect to <https://gegaspower.apa-prep.app.jaggaer.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click RFQ - Request for Quotation Code GEGASPOWER\_RFQ\_2023\_905 to view details of the RFQ - Request for Quotation

To change and resubmit your response to the RFQ - Request for Quotation:

- Edit your Response as required
- Click Keep Changes to save the response
- Click Submit Changes to send your Response to the buyer

A large, faint icon of a person wearing a hard hat and holding a fan-shaped object is positioned in the upper left quadrant of the page.

# SUPPORT

For assistance, please contact our support team at [SourceGate.Communication@ge.com](mailto:SourceGate.Communication@ge.com).

We will get back to you as soon as possible.

Thank you!



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