



GE VERNOVA |

Clear-Orbit Training Document

Please note: Any sourcing related issues please call Toll Free: 866 770 5248 or email esourcingsupport@gevernova.com with your details to create ticket on your behalf.

Escalation Point of Contact

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Agenda

- ❖ [Register Single Sign on with GE](#)
- ❖ [Requesting clear orbit access](#)
- ❖ [Forgot User ID?](#)
- ❖ [Forgot Password?](#)
- ❖ [How to view all the lines of a Purchase order in a Single Page](#)
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Register Single Sign on with GE




Step 1

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

Step 2

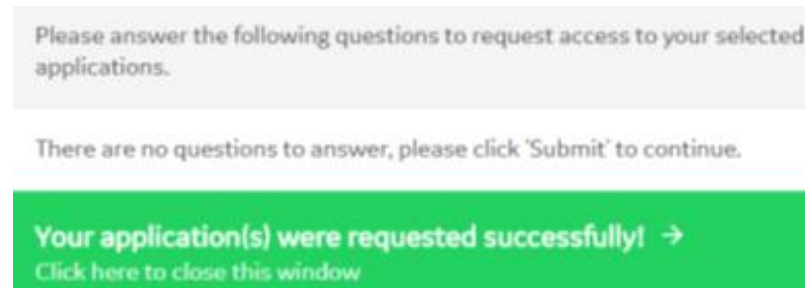
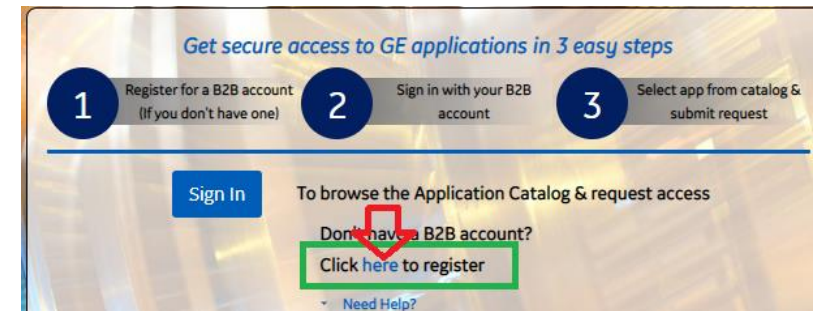
- ✓ Click on the **Register**

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***



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**



Application Catalog



All Applications

Customer Apps

Supplier Apps

Search by Name, Description, Category or Keyword

Clear Orbit (Supplier Collaboration)

ClearOrbit Supplier Collaboration Tool Supporting Power , Energy Mgmt, and Oil business units

+ Add

Clear Orbit (Supplier Collaboration)

Please provide the Purchase Order number (and/or eRFQ number) that you require access to *

Do you need access to the Quality Module (Supplier Deviation Request [SDR], Corrective Action, or Request For Information)* *

☐ Yes
☐ 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.

Job Title *

Telephone No *

Extension

Company Name *

Submit

Cancel

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](#)



Forget User ID?
Enter Email Address

✉ Enter Email Address

Confirm Email Address

✉ Confirm Email Address

Submit Cancel

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.

Password Reset
Please enter your username to reset your password.

testuser

Click or touch the Eye

Submit Cancel

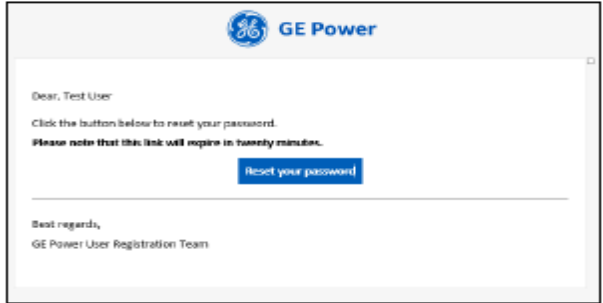
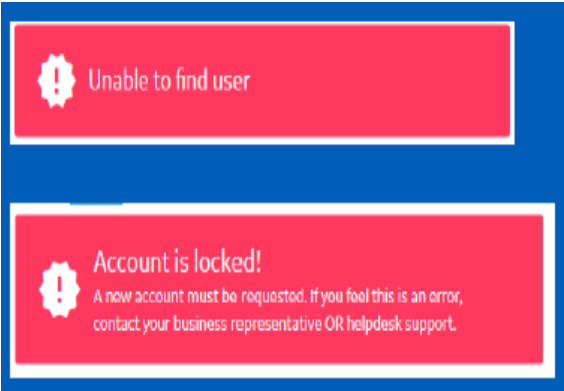
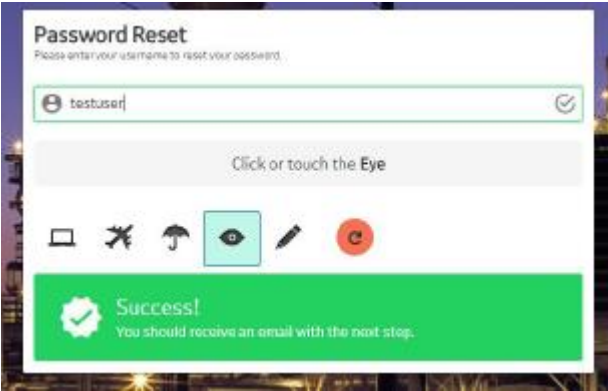
Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

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**”

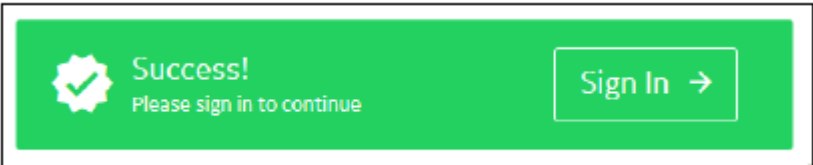
Step 6: Once updated, you’ll receive a “Success” message and be allowed to sign-in with your new password.



Email message and secure temporary link for password reset



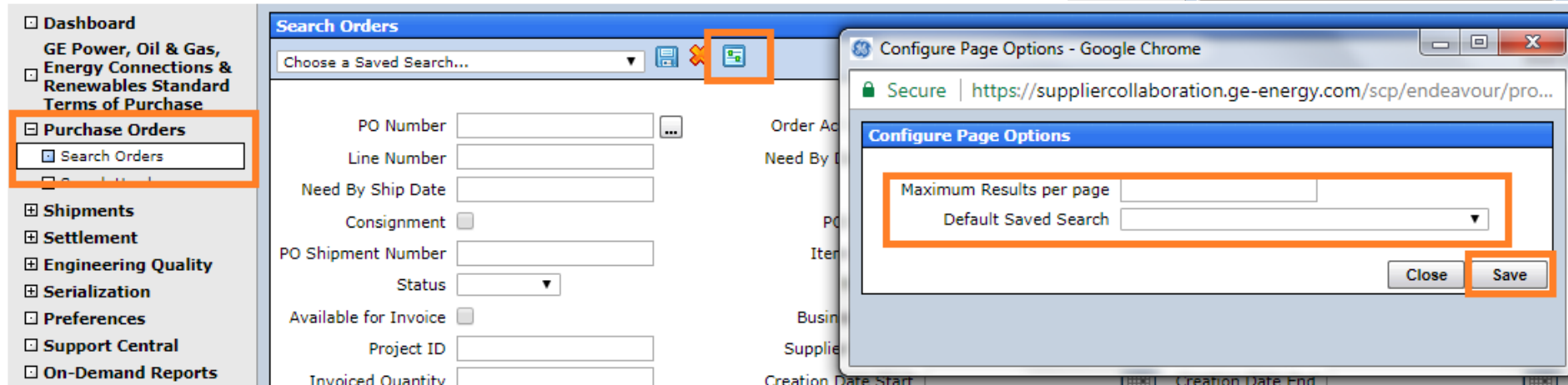
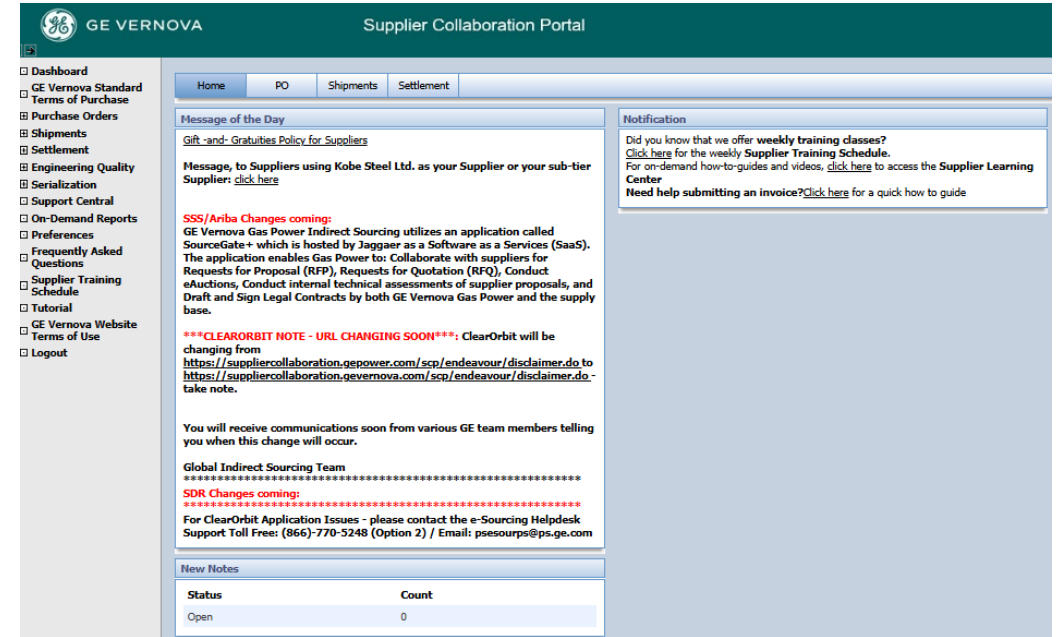
Confirmation message for successful password reset



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/disclaimer.do>
- ✓ 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.ge-energy.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

The screenshot displays the GE Energy Supplier Collaboration application interface. The top section shows the 'Search Orders' form with various input fields for searching purchase orders. The bottom section shows the 'Search Results' table with columns for Line, PO, Quantity, Need By Date, Supplier, Type, PO Revision, PO Release Number, Line Number, PO Shipment Number, Item Number, and Line Quantity. A 'Go' button is highlighted in the 'Search Results' section.

Search Orders Form:

- PO Number (highlighted)
- 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: [Dropdown] [Clear] [Search]

Search Results Table:

Line	PO	Quantity	Need By Date	Supplier	Type	PO Revision	PO Release Number	Line Number	PO Shipment Number	Item Number	Line Quantity
0000	040.0	429501796	05/26/2009	HOUSTON141	STANDARD	1	0	2	1	040.0	Ne

Search Results Actions:

- Choose an action...
- Accept
- Go to suppliers
- Create Invoice
- Create Request for Information
- Create Renegotiation
- Create Shipment
- Create Supplier Deviation 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

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

- ✓ 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”

eSourcing Support Contact(s)

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

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

Escalation Point of Contact

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



THANK YOU!