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

❑ Kennedy, Andrew - Andrew.kennedy@gevernova.com

❑ Karthikeyan, G – Karthikeyan2.g@gevernova.com

Agenda

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*
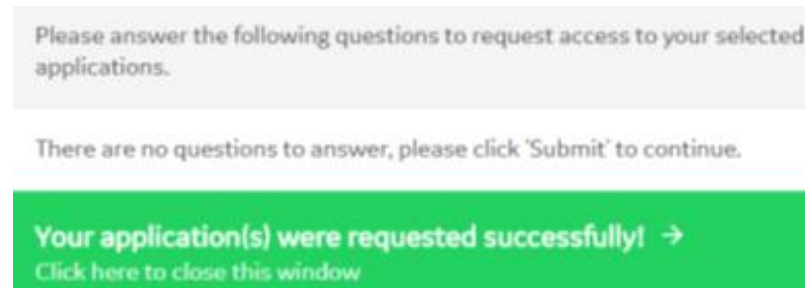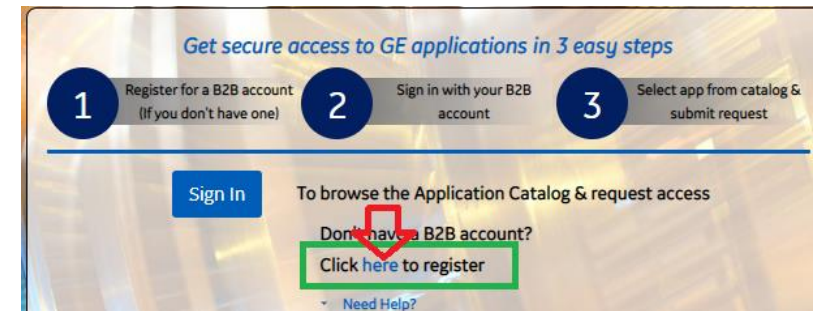
✓ *Preserve your SSO ID and credentials for further use*

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**

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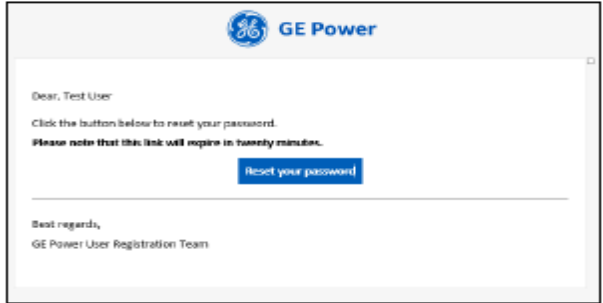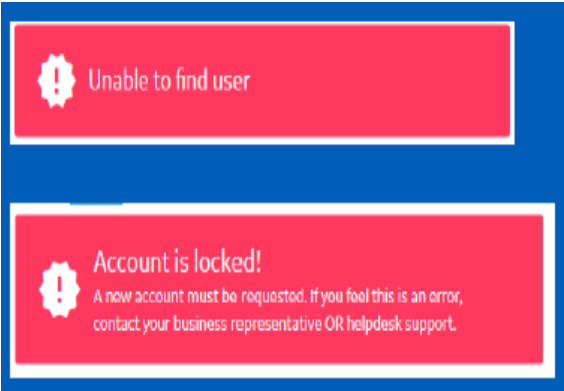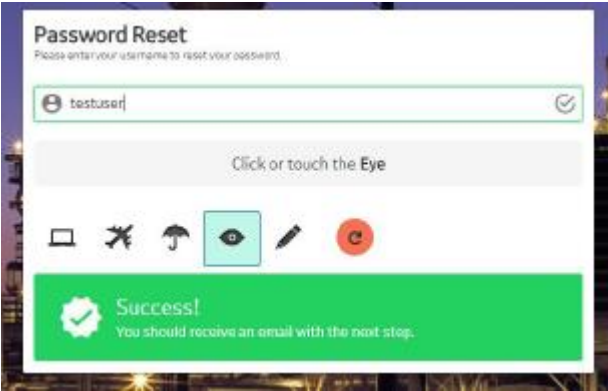
Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

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**"
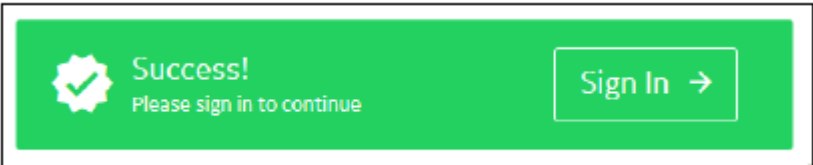

Email message and secure temporary link for password reset

Confirmation message for successful password reset

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

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**"
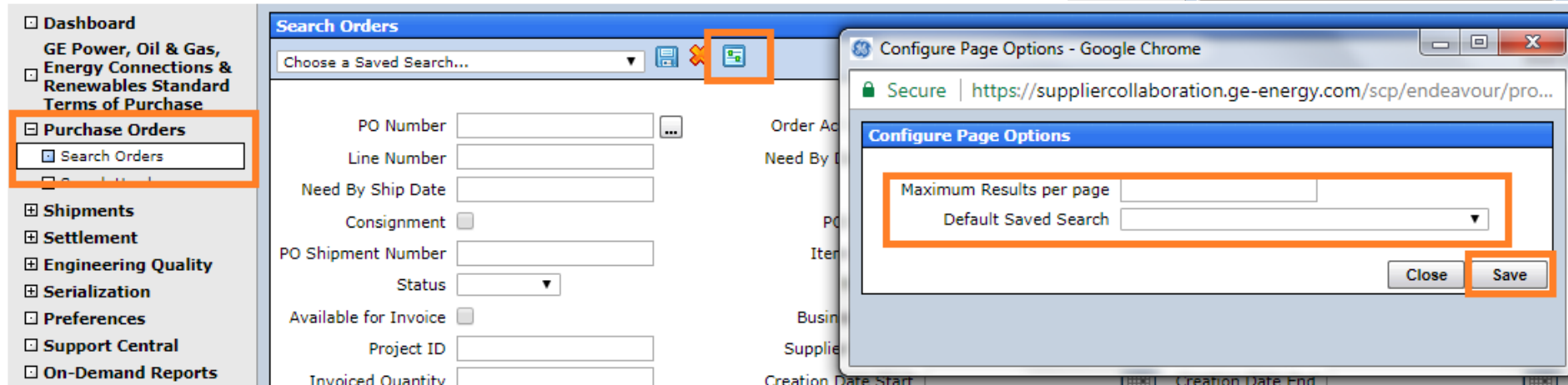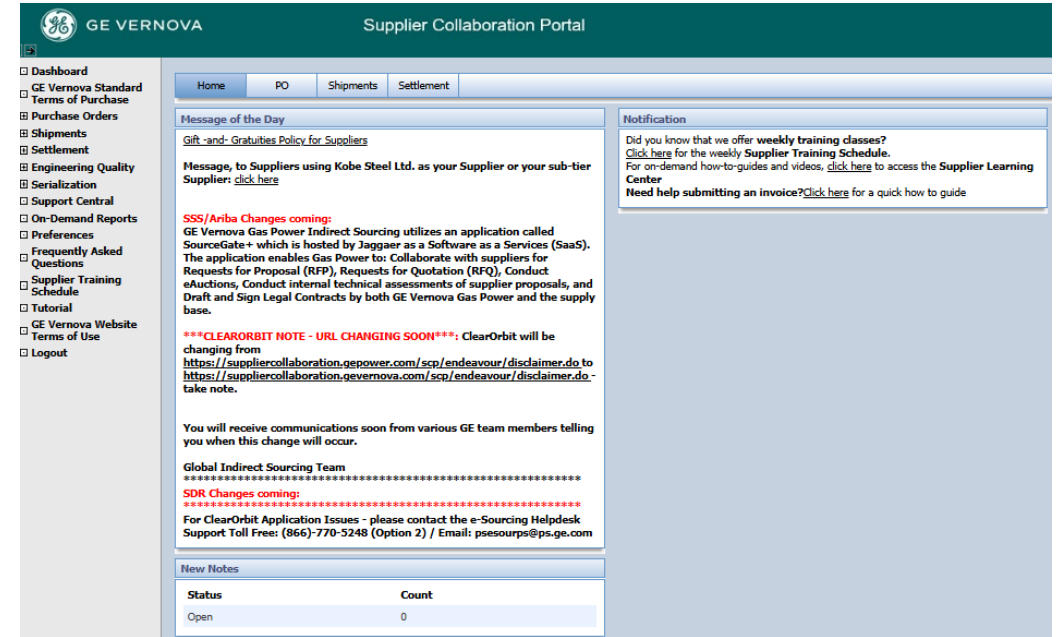
Acknowledge Purchase Order(s) in Clear Orbit Application

✓ 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

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!