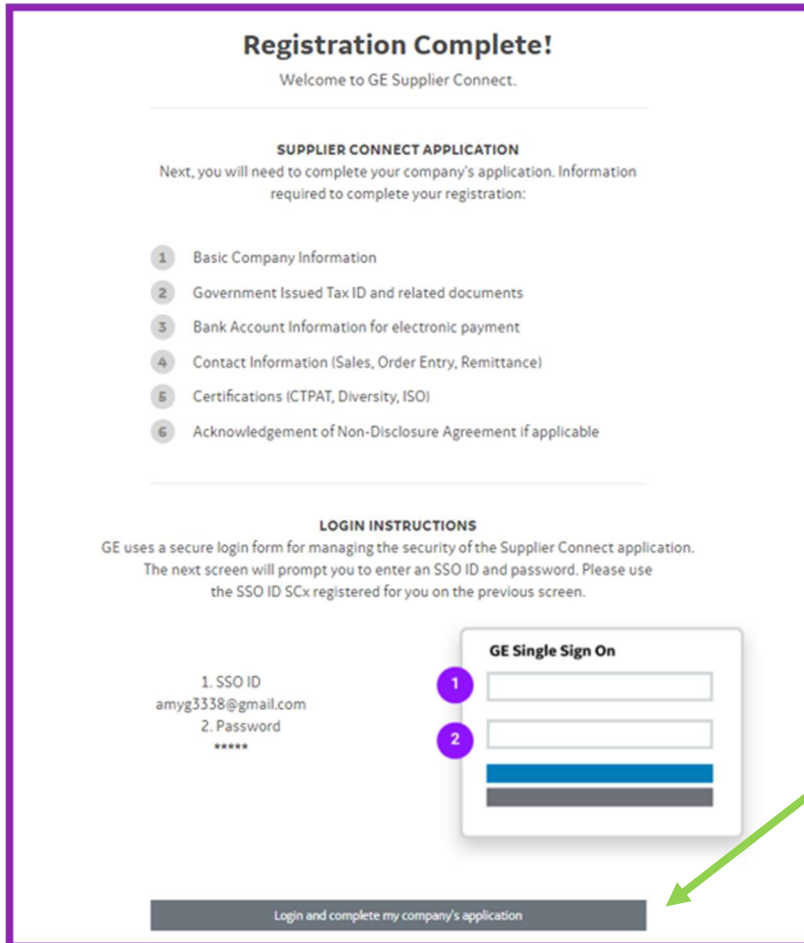


# Supplier Connect – Training for the Supplier

Training for the supplier to complete the questionnaire

1. Once you have completed the registration for your SSO and Password, click on Login and complete my company's application.



**Registration Complete!**  
Welcome to GE Supplier Connect.

**SUPPLIER CONNECT APPLICATION**  
Next, you will need to complete your company's application. Information required to complete your registration:

- 1 Basic Company Information
- 2 Government Issued Tax ID and related documents
- 3 Bank Account Information for electronic payment
- 4 Contact Information (Sales, Order Entry, Remittance)
- 5 Certifications (CTPAT, Diversity, ISO)
- 6 Acknowledgement of Non-Disclosure Agreement if applicable

**LOGIN INSTRUCTIONS**  
GE uses a secure login form for managing the security of the Supplier Connect application. The next screen will prompt you to enter an SSO ID and password. Please use the SSO ID SCx registered for you on the previous screen.

1. SSO ID  
amyg3338@gmail.com  
2. Password  
\*\*\*\*\*

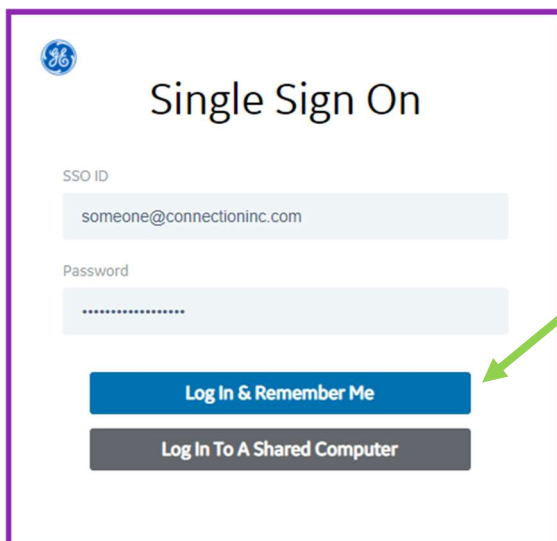
**GE Single Sign On**

- 1
- 2

Login and complete my company's application

A green arrow points from the 'Login and complete my company's application' button to the 'Log In & Remember Me' button on the next screen.

2. Enter the SSO that was just completed (should be your email) and your password. Then click on Log In & Remember Me



**Single Sign On**

SSO ID  
someone@connectioninc.com

Password  
\*\*\*\*\*

**Log In & Remember Me**

**Log In To A Shared Computer**

A green arrow points from the 'Log In & Remember Me' button to the 'Log In & Remember Me' button on the previous screen.

Supplier Questionnaire – Complete all fields. Any field with a \* is mandatory.

### 3. Company & Tax Information -

- Legal Name – Should match what is on the tax or Proof of Identity document.
- Doing Business As Name – Leave blank unless the tax document is showing that company is doing business as a different company name.
- Country of Incorporation – Defaults from the requestor inputting company information. If this is incorrect contact Buyer to have the request cancelled and started again
- Tax Classification – Choose correct classification from the drop down
- PAN/TIN – This field will change names dependent on what country is the country of incorporation. Complete the field as appropriate. A green check mark will appear when the correct format has been reached.
- Tax Document/Proof of Identity – Attach required document

## Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

1

Company Info

2

Address

3

Bank Info

4

Contacts

5

Certifications

6

Compliance

7

Review

### 1. Company Information

#### LEGAL INFORMATION

English transliteration is required if "Legal Name" contains Non-Western-Latin characters (ex: Arabic, Chinese, Korean)

Legal Name (Local language) \*

Doing Business As Name

Connection Inc.

#### LEGAL ENTITY TAX INFORMATION

Country of Incorporation \*

Tax Classification \* ⓘ

India

Non-U.S. Corporation

PAN (Permanent Account Number) \*

Tax Document/Proof of identity \*

AAECG3338D

Drop files here

or

Select Files

Upload PDF file type (max 5mb)

(XXXXX####X)

Blank Tax Doca.pdf

#### 4. VAT/GST Info -

- Answer the questions that are country specific and attach any additional documents if required.
- If VAT tax information is required, ensure all fields highlighted are completed.
- Certain countries may have a VAT/GST tax that is different for every state within the country. A VAT/GST will be needed for every address that will be entered and has a different state.

Example: If 2 addresses are going to be entered, one address for Karnataka and one for Delhi then 2 VAT/GST taxes will need to be entered as they are different for each state.

W-8 Document

Drop files here  
or  
Select Files  
Upload PDF file type (max 5mb)

Are you providing non-tangible goods and/or services that will be performed in the United States

☐ Yes  
☒ No

Are you exempt from or subject to reduced rate of withholding tax in this country?

☐ Yes  
☒ No

VAT, GST & SALES TAX INFORMATION

Are you registered for VAT/GST in your country of incorporation?

☒ Yes  
☐ No

Have you opted for the composition scheme?

☐ Yes  
☒ No - Under threshold of revenue

Country: \*

VAT/GST Authority: \*

VAT/GST: \*

India GST - Karnataka 29AAECG3338D1ZQ

VAT Document:

Drop files here  
or  
Select Files  
Upload PDF file type (max 5mb)

Add more VAT, GST & Sales Tax Options

VAT, GST & Sales Tax Information Summary				
<input type="checkbox"/>	COUNTRY	AUTHORITY	ID	DOCUMENT
	India	GST - Karnataka	29AAECG3338D1ZQ	
<input type="checkbox"/>	COUNTRY	AUTHORITY	ID	DOCUMENT
	India	GST - Delhi	071345657587AAA	

## 5. Address

- Enter your address details, remittance email address etc.
- Select if your address should be used as a Legal Entity OR Order Fulfilment address
- Only one address can be marked as Legal Entity address
- The email used as the remittance email doesn't have to be setup as a contact on the supplier record

### Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

✓ Company Info

2 Address

3 Bank Info

4 Contacts

5 Certifications

6 Compliance

7 Review

### 2.Address

#### ENTITY ADDRESS

Please provide the address mentioned on tax records or business registration (Example: Where a company may be incorporated).

Business Site Alternate Name	Address 1 * (English only)	
<input type="text"/>	<input type="text" value="#111, 2nd Floor, 8th Cross, 70 Feet Road"/>	
Address 2 (English only)	Address 3 (English only)	
<input type="text"/>	<input type="text"/>	
Address 4 (District/Neighborhood for Brazil) (English only)	City * (English only)	
<input type="text"/>	<input type="text" value="Bangalore"/>	
Country * <input type="text" value="India"/>	State * <input type="text" value="Karnataka"/>	Postal Code * <input type="text" value="560077"/>
Company URL(www.example.com) <input type="text"/>		
Email Purchase Order (PO) will be sent to <input type="text"/>	Remittance email * <input type="text" value="bsmith@connectioninc.com"/>	

- Choose a language for the PO and remittance emails to be sent
- Check the associated VAT/GST for each address line added
- Add any additional addresses that are needed.

Select language for PO/Remittance emails \*

English (English) ▼

**USE THIS ADDRESS FOR:**

- ☒ Legal Entity (Only one address can be the Legal Entity address) <sup>i</sup>
- ☒ Order Fulfillment <sup>i</sup>

The supplier's Legal Entity address will also be marked as Order Fulfillment to allow any future transactions using it to be processed.

**Associated VAT/GST \***

VAT/GST #	Country	Authority	Documents
<input checked="" type="checkbox"/> 29AAECG3338D1ZQ	INDIA	GST - Karnataka	

**+ Add new addresses**

**ALT. SHIP FROM ADDRESS**

**+ Add Alt. Ship From Address <sup>i</sup>**

Back

Save

Next

## 6. Bank Info

- Click Add Bank > Click on Add Bank again
- Add Banking details – The screen fields will change based on the Bank Country and subsequent information that is entered.

(NOTE: Supplier Connect is pulling the bank data directly from global banking records and will prepopulate the correct data based on certain criteria you have entered. If you don't agree with the data, the system has populated please contact Live Chat for assistance. However, remember Supplier Connect is pulling from a globally used banking system that is continuously updated.)

Add Bank

Type \*

Electronic banking

Bank Country \*

India

Currency \*

INR

Account (Beneficiary) Name: \* (Name on the account)

Connection Inc

Account # \*

\*\*\*\*\*

✓

Confirm - Account # \*

7777777

✓

Indian Financial System Code \* (#####)

CITI0000005

✓

SWIFT \*

CITIINBPUN

Bank Name:

CITIBANK N.A.

Branch Name:

PUNE BRANCH

Branch Address (line 1): \*

PUNE INDIA

City \*

PUNE

Zip Code

Does your banking instruction include any for further credit details? \*

☐ Yes

☒ No

Back

Add

- Click Add

Payment
×

- You can choose multiple banks, but only one bank per currency
- Click ACTIVE check boxes for each bank required

Associated Banks \*

ACTIVE	CURRENCY	BANK COUNTRY	ACCOUNT #	BENEFICIARY NAME	BANK / CODE
<input type="checkbox"/>	INR	IN	7777777	Connection Inc	CITIBANK N.A. / CITI0000005

+ Add Bank

Cancel
Save

- Only one bank in the same currency can be added.
- Multiple banks in different currencies can be added
- Click on each bank to be used
- Click Save > Click Next

## 7. Supplier Contacts

- Add your contact(s) details
- A contact must be given a type (can be more than one) of Sales, Accounts Receivable, Order Fulfilment
- A minimum of one for all three types is required
- Click on Next

Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

✓ Company Info

✓ Address

✓ Bank Info

4 Contacts

5 Certifications

6 Compliance

7 Review

4. Supplier Contacts

First Name \*
Last Name \*

Bill
Smith

Email \*
Business Phone \*

BSmith@connectioninc.com
IN +91
6542458741

Mobile Phone

Use this contact for: \*

☒ Sales
☒ Accounts Receivable
☒ Purchase Order

+ Add another contact

Back
Save
Next

## 8. Certifications & Diversity

- Select if you have any of the mentioned Supply Chain certification and/or diversity & upload the document
- Click on Next

### Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

✓ Company Info

✓ Address

✓ Bank Info

✓ Contacts

5 Certifications

6 Compliance

7 Review

### 5. Certifications

#### SUPPLY CHAIN CERTIFICATIONS

☐ Are you a member of a government operated supply chain security certification program (CTPAT/Canada PIP/AEO/etc)?

☐ Do you have any ISO Certifications?

☐ Do you have any QMS Certifications?

☐ Do you have any SQRM - Supplier Quality Requirement Manual Certifications?

☐ Do you have any GT&C - GE Terms & Condition Certifications?

☐ Do you have any SEQ - Supplier Eligibility Questionnaire Certifications?

☐ Do you have any EHS Prescreen checklist Certifications?

☐ Do you have any MNDA - Mutual Non Disclosure Agreement Certifications?

☐ Do you have any Integrity Letter Certifications?

☐ Do you have any other certifications you wish to provide?

#### DIVERSITY

Please select a diversity classification. \*

☐ Micro Enterprise

☐ Small Enterprise

☐ Medium Enterprise

☐ None of the above

Back

Save

Next

- Choosing a diversity classification is mandatory
- Click Next

#### DIVERSITY

Please select a diversity classification. \*

☐ Micro Enterprise

☒ Small Enterprise

Registration # \*

12345678

Expiration Date

2021-12-17

Certificate \*

Drop files here

or

Select Files

Upload PDF file type (max 5mb)

( Click to download ) Customer Notification Letter (1) (2).pdf

☐ Medium Enterprise

☐ None of the above

Back

Save

Next



9. Compliance (If any compliance questions appear)

- Provide answers to all the compliance questions
- Click on Next

## Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

✓

Company Info

✓

Address

✓

Bank Info

✓

Contacts

✓

Certifications

6

Compliance

7

Review

### 6. Compliance

Is the supplier providing a product that contains 3TG (tin, tantalum, tungsten or gold) to the GE business? \*

☐ Yes

☐ No

Is the supplier providing 3TG (tin, tantalum, tungsten or gold) to the GE business (i.e. a smelter or refinery)? \*

☐ Yes

☐ No

Is the supplier using a labor broker or subcontracting use of a labor broker for the services to GE? \*

☐ Yes

☐ No

Back

Save

Next

## 10. Review

- Check all the details that you have entered in the form (Company Info, Address info, Bank Info)
- To edit information, click on "Edit Section" or use navigation menu on the left. Click Submit when completed

### Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

✓

Company Info

✓

Address

✓

Bank Info

✓

Contacts

✓

Certifications

✓

Compliance

7

Review

#### 7. Review

Validate all your data inputs in the form below. Click submit to move your application into the approval stage. You can return to SupplierConnect at any time to see the progress of your application.

COMPANY INFORMATION

Edit Section

Connection Inc - India - AAECG3338D

ADDRESS INFORMATION

Edit Section

LEGAL ADDRESS  
ADDRESS 1: #111, 2nd Floor, 8th Cross, 70 Feet Road, Bangalore, 560077,  
ORDER FULFILLMENT ADDRESS  
ADDRESS 1: #111, 2nd Floor, 8th Cross, 70 Feet Road, Bangalore, 560077,

BANK INFORMATION

Edit Section

CURRENCY : INR  
ACCOUNT NUMBER : 7777777  
ACCOUNT (BENEFICIARY) NAME : Connection Inc  
BANK & BRANCH NAME : CITIBANK N.A. - PUNE BRANCH  
BANK ADDRESS : PUNE INDIA, PUNE, MAHARASHTRA, India.

CONTACT INFORMATION

Edit Section

ACCOUNTS RECEIVABLE: BSmith@connectioninc.com  
SALES: BSmith@connectioninc.com  
PURCHASE ORDER: BSmith@connectioninc.com

SUPPLIER CERTIFICATION INFORMATION

Edit Section

SUPPLIER DIVERSITY INFORMATION

Edit Section

INDIA SMALL ENTERPRISE  
APPLY: ✓  
DOCUMENT NAME: Customer Notification Letter (1) (2).pdf

SUPPLIER COMPLIANCE INFORMATION

Edit Section

Submit

## Supplier Questionnaire

Provide key data regarding your company, tax documentation, banking, contacts, diversity and due diligence to be setup as a new supplier.

- ✓ Company Info
- ✓ Address
- ✓ Bank Info
- ✓ Contacts
- ✓ Certifications
- ✓ Compliance
- ✓ Review

## Congratulations!

Your SupplierConnect questionnaire is complete.

Thank you for providing your information. If required a GE Sourcing specialist may request additional information or supporting documentation. You will receive an email from GESupplierConnect@GE.Com when your profile is approved.

The supplier's data will be reviewed by GE Entity Verification and Due Diligence teams

Once review & approvals are completed, a confirmation email will be sent signifying the account is Active.