



# GE Steam Supplier Management

*- New Supplier Registration*

January 2023





*Please check if we have existing company data in our systems so you don't waste your time creating a duplicate record which we then have to delete.*

*Email [Supplier.Portal@GE.com](mailto:Supplier.Portal@GE.com) or reach out to your GE buyer and request an invitation. For existing suppliers, the fields will then be pre-populated with your data.*

*If you have no pre-existing data in our system, you can simply go to the Steam Supplier Portal to begin a new registration.*



# GE STEAM SUPPLIER ACTIVATION

## Signing up for New Jaggaer Account



### Step 1:

Go to the Steam Supplier Portal, <https://gesteam.tlg.app.jaggaer.com/>

## Welcome to the GE Steam Supplier Portal

This site provides GE and our suppliers with the ability to collaborate on strategic sourcing and contract activities.

### Login

- [Supplier Access](#)
- [Internal User Access](#)

### Welcome

At GE Power, we recognize that our suppliers are critical partners, and play a vital role in the creation of our world-class solutions.

We're happy to provide all of our suppliers with tools and services to make you more efficient, knowledgeable, and above all, help to sustain a close, productive relationship with GE.

Interested in becoming a GE Supplier?

1

[Register Now!](#)

### Helpdesk

#### Need technical assistance?

Please contact our helpdesk:

Phone: International Numbers

Call me back

eMail: [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

[System Requirements](#)

Click Register Now

# GE STEAM SUPPLIER ACTIVATION

## Signing up for Jaggaer Account



Step 2:

You will be prompted to **ENTER YOUR EMAIL ADDRESS.**

2

That will generate an email to you.

# GE STEAM SUPPLIER ACTIVATION

## Signing up for Jaggaer Account



### Step 3:

In email you get from Jaggaer, Click Change Password link in the email you get

EXT: Reset your supplier account password



PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>  
To

Reply Reply All Forward ...

Thu 11/3/2022 3:36 PM

Translate message to: English | Never translate from: French | Translation preferences

**WARNING:** This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Dear

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 24 hours:

3

[Change supplier account password](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

# GE STEAM SUPPLIER ACTIVATION

## Signing up for Jaggaer Account



Step 4:

Enter and Confirm new Password. Save it.

Change password English ▾

4

New Password

Confirm password

Submit

- ✘ Minimum of 8 characters
- ✘ Minimum of 1 of the following character: !@#%&\*()\_+=[]?
- ✘ Minimum of 1 number
- ✘ Email must be different from Password
- ✘ Confirm Password value must match Password

This is an email in your inbox

Supplier

# GE STEAM SUPPLIER ACTIVATION

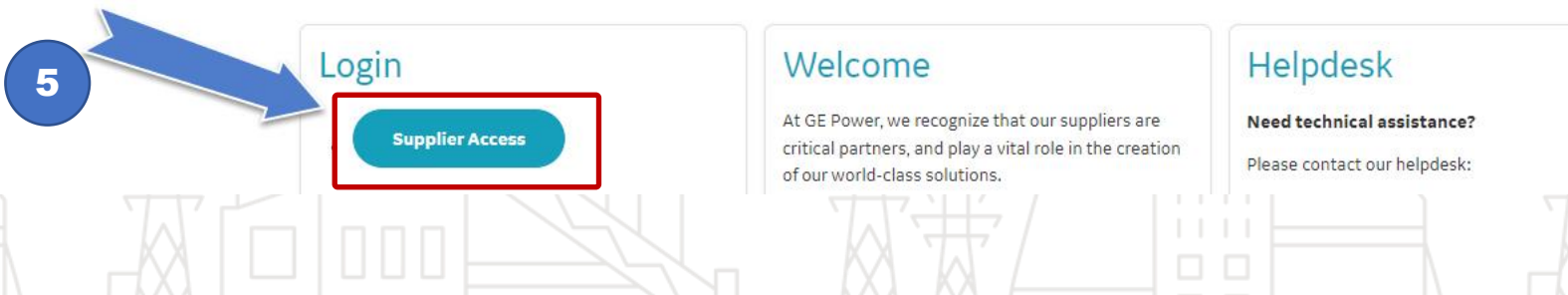
## Signing up for Jaggaer Account



Step 5:

You can follow link in email or click here <https://gesteam.tlg.app.jaggaer.com/>

and log in to the GE Steam Supplier Portal!



This is the GE Steam Supplier Portal Page.

Supplier

# GE STEAM SUPPLIER ACTIVATION

## Supplier Registration Data Page



### Step 1:

Fill up Organization Details section under the Registration Data especially all the mandatory fields.

The indicator for a Mandatory Field is the asterisk before the Field name.

Do not use special Characters in the Organization Name field, for example:

î = i  
æ = ae  
ü = ue

PREPRODUCTION ENVIRONMENT

Registration Data

Reset Close Save

1 Registration Data 2 My Category Selection 3 Registration Confirmation

1 After confirming this page, the Email Address will be used as the Username

Organization Details 1

\* Organization Name

\* Address

\* Postal Code

\* City

\* Country  
UNITED STATES

State/Country  
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Main Organization Phone Number (please enter "+" "country code" and "your phone number" with no spaces)

\* GE Lead Buyer Email Address, this field requires @ge.com address format

Organization Fax Number Main Business Phone Number (please enter "+" "country code" and "your fax number" with no spaces)

Validation Rule Instructions

The Text entered must be in the format required e.g. (please enter "+" "country code" and "your phone number" with no spaces)

Reset button - will erase all that has already been entered.  
Close button - will end the session and brings the Supplier back to the Login Page  
Save - this will be allowed if all the mandatory fields are filled.



# GE STEAM SUPPLIER ACTIVATION

## Supplier Portal - Registration Data Page



'cont.

Notes:

The **i** symbol after a field indicates a Validation Rule Instruction. So that means you need to enter the information in the format required.

Example: Duns number must be 9 digits. Dialog box also says you can leave blank if you have no Duns number assigned yet.

PREPRODUCTION ENVIRONMENT

Registration Data

Reset Close Save

Web site

Dun & Bradstreet

Address (Remit To)

Postal Code (Remit To)

City (Remit To)

Country (Remit To)

State/County (Remit To)

VAT Number

Tax Number

Annual Turnover

Preferred Currency

Validation Rule Instructions

The Text entered must be in the format required  
e.g. DUNS number is 9 digits

This field must be filled. Leave blank ONLY if the  
company still has no DUNS number

Fill up all the Mandatory Fields.

Supplier

# GE STEAM SUPPLIER ACTIVATION

## Supplier Portal - Registration Data Page



Step 2:  
Fill the User Details section.

Step 3:  
After the Supplier email address is entered, Supplier has to click the “Send Validation Code” button.

*An email will be sent to the supplier with the validation code.*

PREPRODUCTION ENVIRONMENT

Registration Data Reset Close Save

1 Registration Data 2 My Category Selection 3 Registration Confirmation

1 After confirming this page, the Email Address will be used as the Username

> Organization Details

2 User Details

Title  
---

\* First Name

\* Last Name

\* Phone Number (please enter "+" "country code" and "your phone number" with no spaces)

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Email Email is used as Username. Only one email address is allowed.

Email Address Validation 3 Send Validation Code

\* Username

1 Management of the Username is not required, the Email Address of this Account will be used

gesteam.tlg-prep.app.jaggaer.com says  
A Validation Code has been sent to the specified email address  
OK

Go to your inbox to get your validation code

Supplier





*Supplier, you will receive the Validation Code in your inbox*







# SUPPLIER ONBOARDING & PROFILING

## Supplier Inbox – Validation Code



Email Address Validation Code on GE Steam Supplier Portal Inbox x  

 **noreply-prep@jaggaer.com** 6:48 PM (2 hours ago)   

to me ▾

Dear User,



The following email address has been entered on GE Steam Supplier Portal as new user email address: [ge.mock.user50@gmail.com](mailto:ge.mock.user50@gmail.com). This email is to confirm that the email address entered belongs to the user and is able to receive the email.

If you are the user that has requested this email, please enter the following Validation Code into the 'Validation Code' field in the registration page in order to save the email address to the account.

**Validation Code: 016792540183A29C5C7D**

Warning! If you have closed the Registration Data page where this request was generated, you must reopen the page and request a new Validation Code as the validation code in this email will be no longer valid.

NOTE: If you did not request this email address Validation email, please disregard this message.

 Reply  Forward

Copy the Validation Code and paste in the Registration Form

Supplier

# GE STEAM SUPPLIER ACTIVATION

## Supplier Portal - Registration Data Page



### Step 4:

Paste the validation code in the text field.

PREPRODUCTION ENVIRONMENT

Registration Data Reset Close Save

1 Registration Data 2 My Category Selection 3 Registration Confirmation

After confirming this page, the Email Address will be used as the Username

> Organization Details

▼ User Details

Title  
---

\* First Name

\* Last Name

\* Phone Number (please enter "+" "country code" and "your phone number" with no spaces)

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Email *Email is used as Username. Only one email address is allowed.*

Email Address Validation Send Validation Code

\* Username

Management of the Username is not required, the Email Address of this Account will be used

You Must Enter Validation code received in Email in #4 box -or- form will NOT save!

Supplier

# GE STEAM SUPPLIER ACTIVATION

## Supplier Portal - Registration Data Page



### Step 5:

Once all the fields are filled up, click Save.

*After completing Registration Data Form & Saving, you will automatically move to the next step, and the My Category Selection page will be displayed.*

**PREPRODUCTION ENVIRONMENT**

Registration Data Reset Close Save

\* Username

Management of the Username is not required, the Email Address of this Account will be used

\* Time Zone

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\* Preferred Language

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\* User Verification Question *Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)*

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\* Answer to Your User Verification Question *(The helpdesk may request this information in order to verify your identity).*

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Fax Number (please enter "+" "country code" and "your fax number" with no spaces)

United States

Preferred Contact Method

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Role within Organization

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Use Accessible Controls by default: The option changes the UI to visually assist the user with accessibility issues

5

# GE STEAM SUPPLIER ACTIVATION

## Supplier Portal - My Category Section Page



Step 6:  
Select category from the  
Category Tree.

*Note that you need to select  
from the SPCC (Steam Power  
Commodity Code) tree only.*

Step 7:  
Click Confirm.

**PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration Cancel **Confirm** **7**

✓ Registration Data **2** My Category Selection ✓ Registration Confirmation

Enter filter (type to start search)

SUPPLIERS SEARCH OR NAVIGATE THE SPCC CODE TREE ONLY DO NOT SELECT PRODUCT CODES AS THESE WILL BE ASSIGNED BY GE STEAM ONLY. Collapse All Expand All

Selected Items: 2

Categories

- PC\_0 - Product Codes [GE only Select]
- SPCC - Commodity Codes [Suppliers Select]
  - C01a - Small Steel Sand Castings
    - 31101620 - Steel sand castings < 5 T** **6**
    - C01b - Steel Sand Castings
  - C02a - Small Iron & Nodular Iron Sand Castings
  - C02b - Iron & Nodular Iron Sand Castings
  - C04a - Bar For Blades
  - C04b - Forged Blades
  - C04c - Casted Blades
  - C05a - Open Die Rotor Forgings
  - C05b - Small Forgings
  - C06 - Structural Steel
  - C07 - Steel Plates
  - C08 - Copper

If the supplier chooses to Cancel and Exit Registration, the selected category will not be saved.

Supplier

# SUPPLIER ONBOARDING & PROFILING

## Supplier Portal - Registration Confirmation Page



You will see this this and you are now done registering for the Steam Supplier Portal.

The buyer will receive notification that they need to review and activate your account.

**PREPRODUCTION ENVIRONMENT**

Registration Confirmation

✓ Registration Data    ✓ My Category Selection    **3** Registration Confirmation

✓ The Registration phase of your Account is complete. The Activation of Your account will be communicated to you via email. You will be able to access your account with your Username and Password once your account has been activated.

Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	✓
My Category Selection	Categories selected 2





*You will receive the following email in your inbox after completing the Supplier Self Registration, confirming you completed Registering for the Steam Supplier Portal on behalf of your company.*



# SUPPLIER ONBOARDING & PROFILING

## Supplier Inbox - Registration Confirmation Page



### Registration on GE Steam Supplier Portal Inbox x



noreply-prep@jaggaer.com

to me ▾

Dear Organization,

Welcome to GE Steam Supplier Portal.

You have now successfully registered to use <https://gesteam.tlg-prep.app.jaggaer.com>.

Your Password is: 0786653133

← Reply

→ Forward

If the supplier chooses to Cancel and Exit Registration, the selected category will not be saved.

Supplier

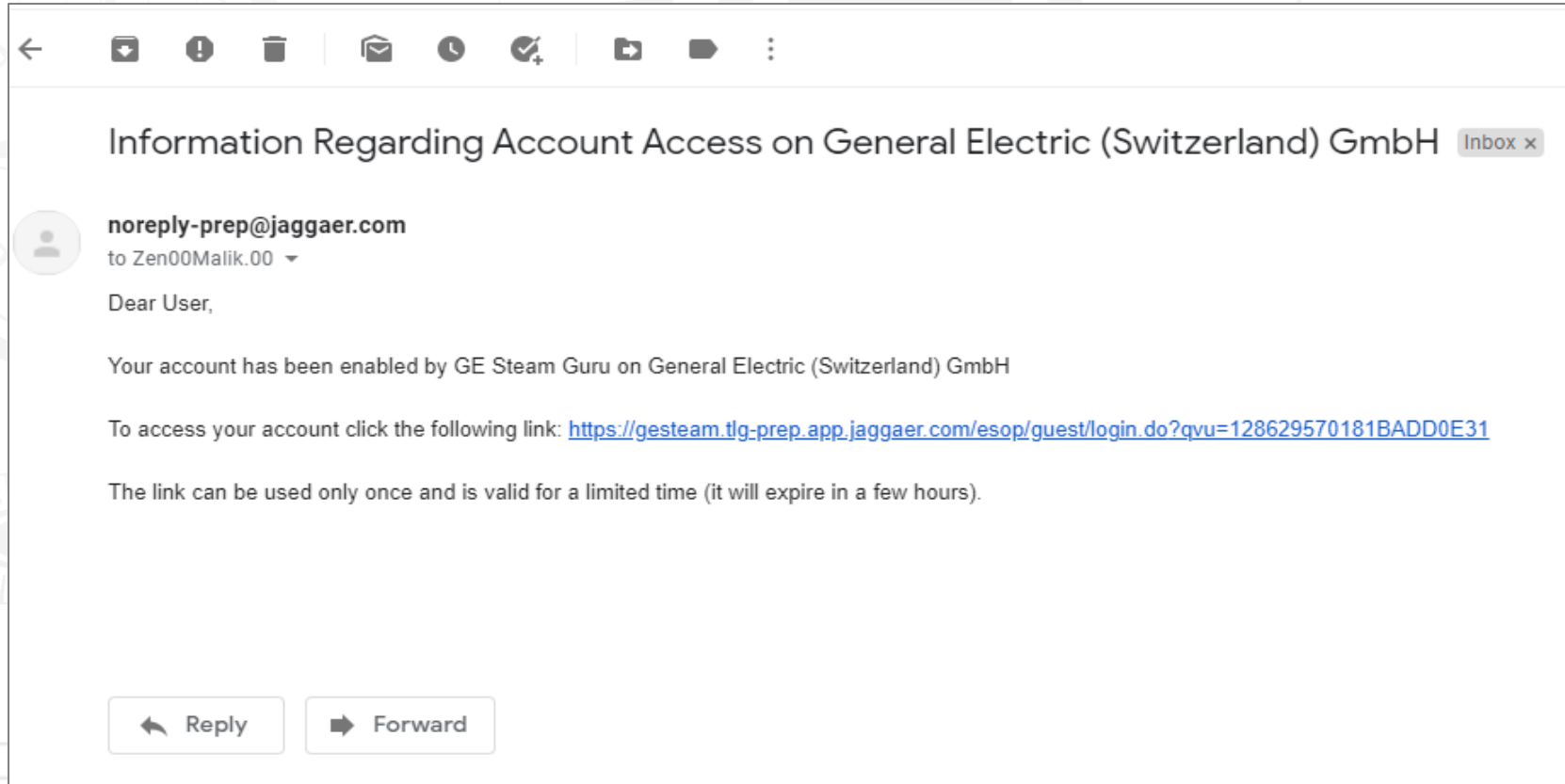


*After Buyer has reviewed and activated your SSP account, you, the supplier, will receive an email notifying you that your account is enabled*



# SUPPLIER ONBOARDING & PROFILING

## Supplier Inbox – Notification on Enablement



The supplier received notification that his account has already been enabled by GE.

Supplier



*Congratulations! Now Buyers around the world can select you to purchase what you show as products/services that you are approved to supply.*

*You are in control of your data. Please ensure it is up to date and matches information on your invoices to GE Steam Power ensure prompt payment.*



