

# STEAM POWER SERVICES SUPPLIER MANAGEMENT

## New Supplier Registration

*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*



## **Signing up for New Jaggaer Account**

Step 1:

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



### 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?

[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](#)

1

**Click Register Now**

Step 2:

2

That will generate an email to you.

You will be prompted to ENTER YOUR EMAIL ADDRESS.



### Step 3:

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



3

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:

[Change supplier account password](#)

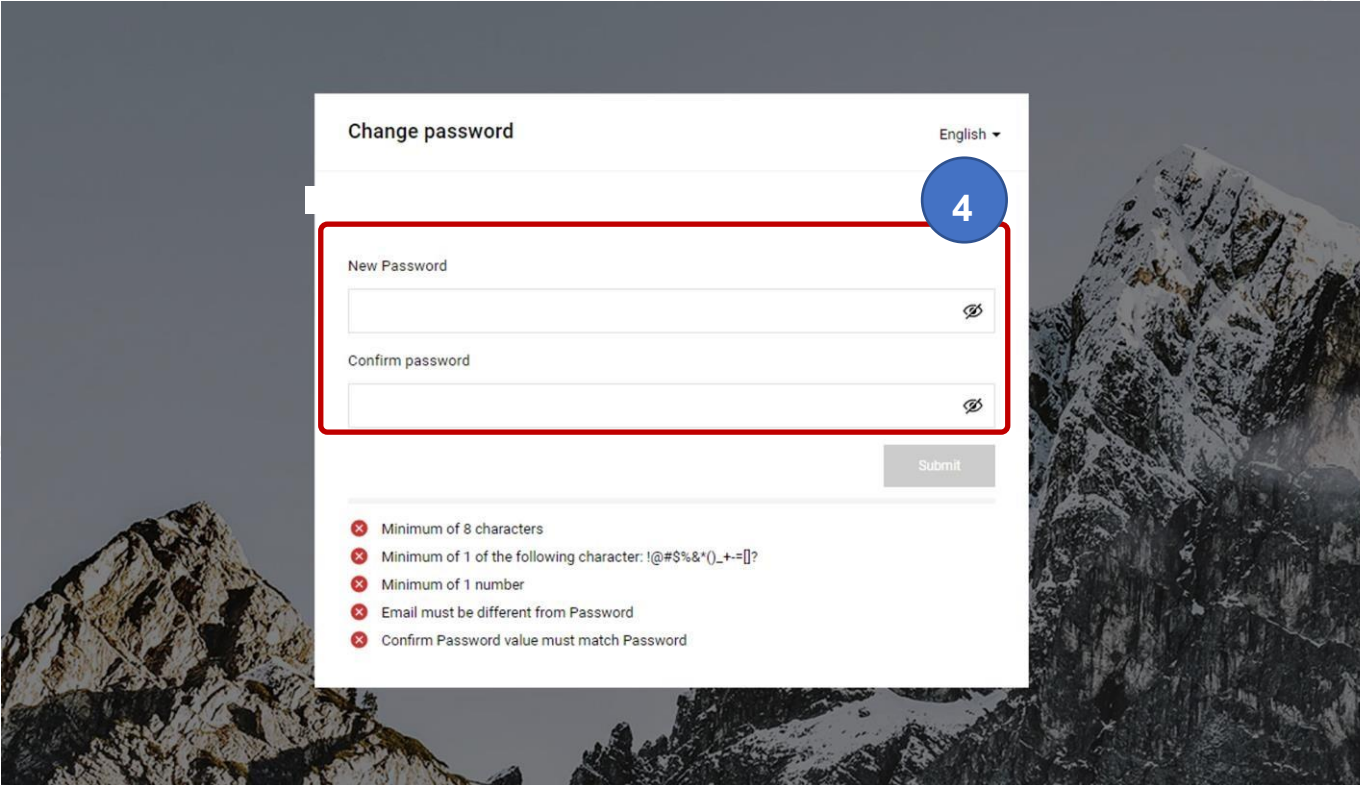
JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit

<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/>

## Step 4:

Enter and Confirm new Password. Save it.



Change password English ▾

**4**

New Password

Confirm password

Submit

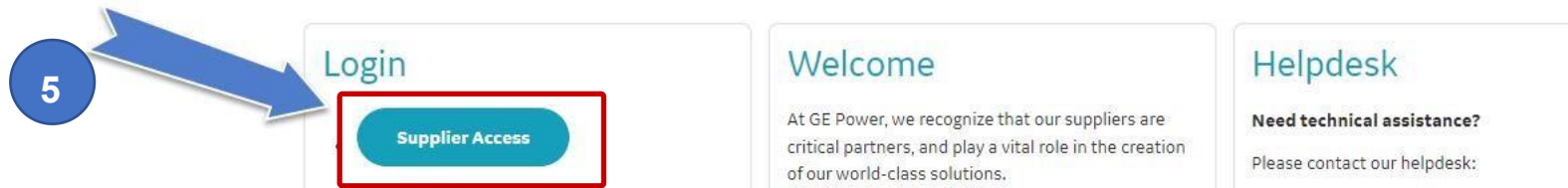
- ✗ Minimum of 8 characters
- ✗ Minimum of 1 of the following character: !@#%&\*()\_+~[]?
- ✗ Minimum of 1 number
- ✗ Email must be different from Password
- ✗ Confirm Password value must match Password





## 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!



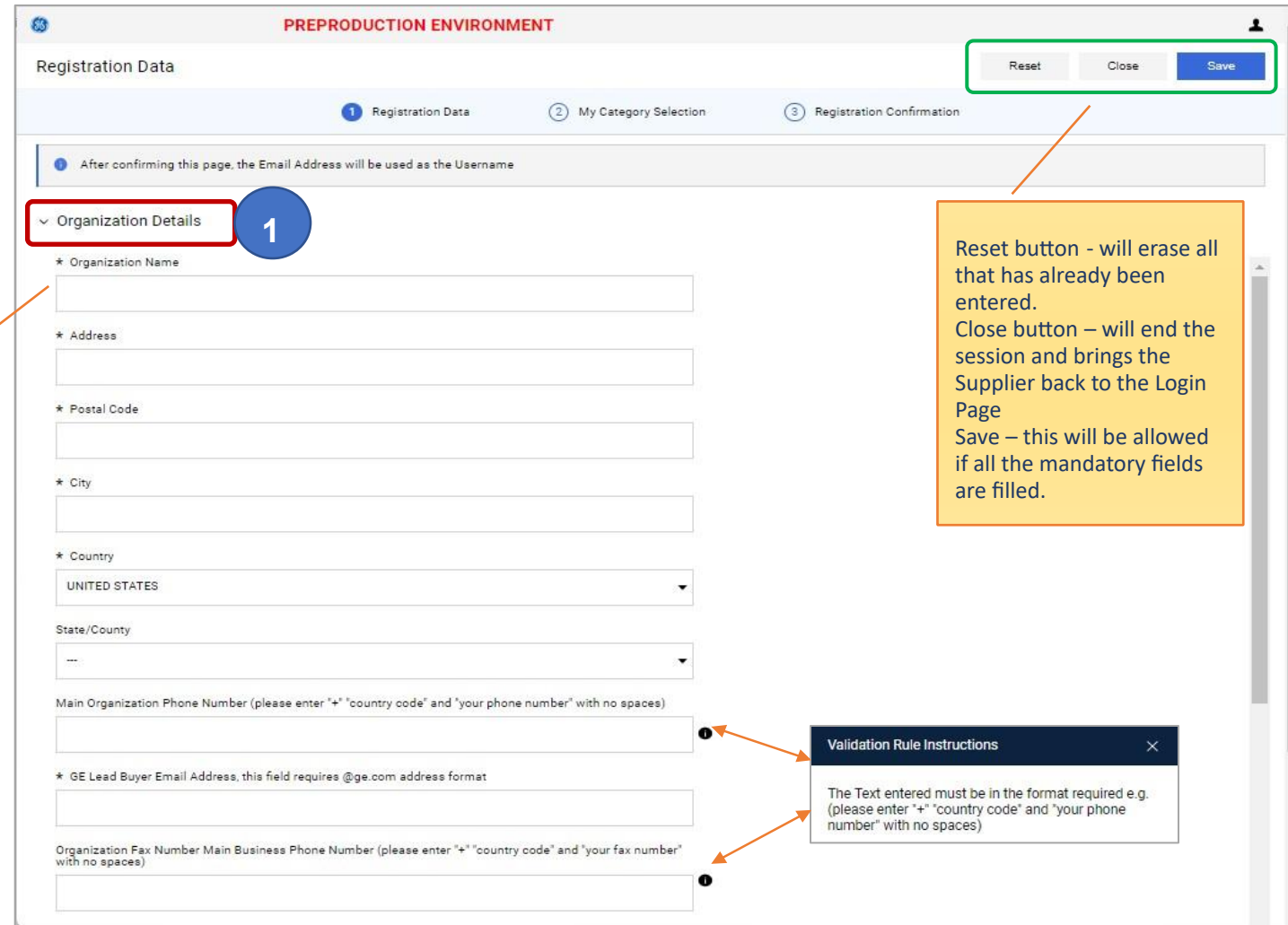


**Step 1:**  
Fill up Organization Details section  
under the Registration Data especially  
all the mandatory fields.

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 = î  
æ = æ  
ü = ü



**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 1

\* Organization Name

\* Address

\* Postal Code

\* City

\* Country  
UNITED STATES

State/County  
---

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)






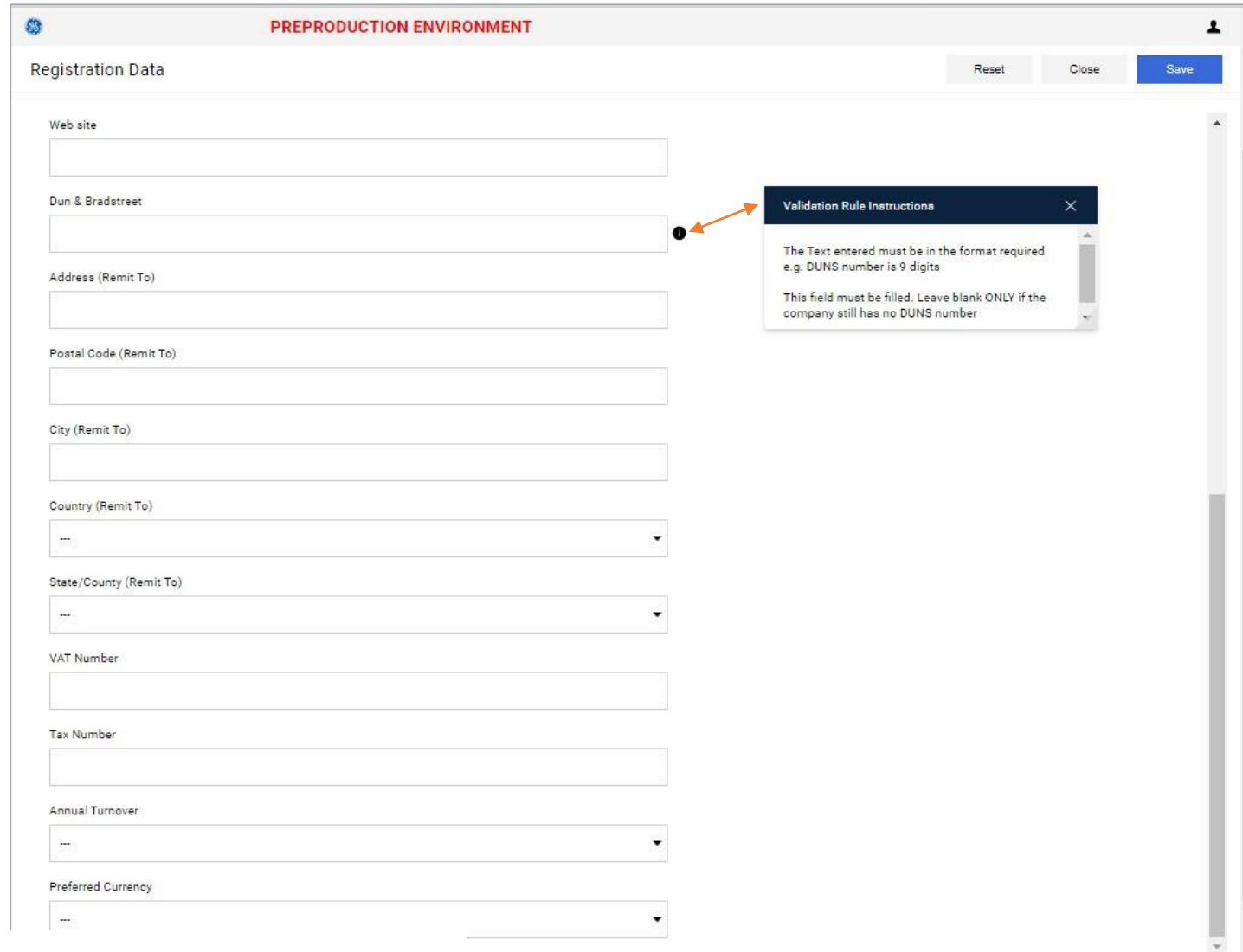
## Supplier Portal - Registration Data Page

'cont.

Notes:

The  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

## 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

Email Address of this Account will be

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

OK

The validation code will be sent to the supplier's email address.

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Go to your inbox to get your validation code

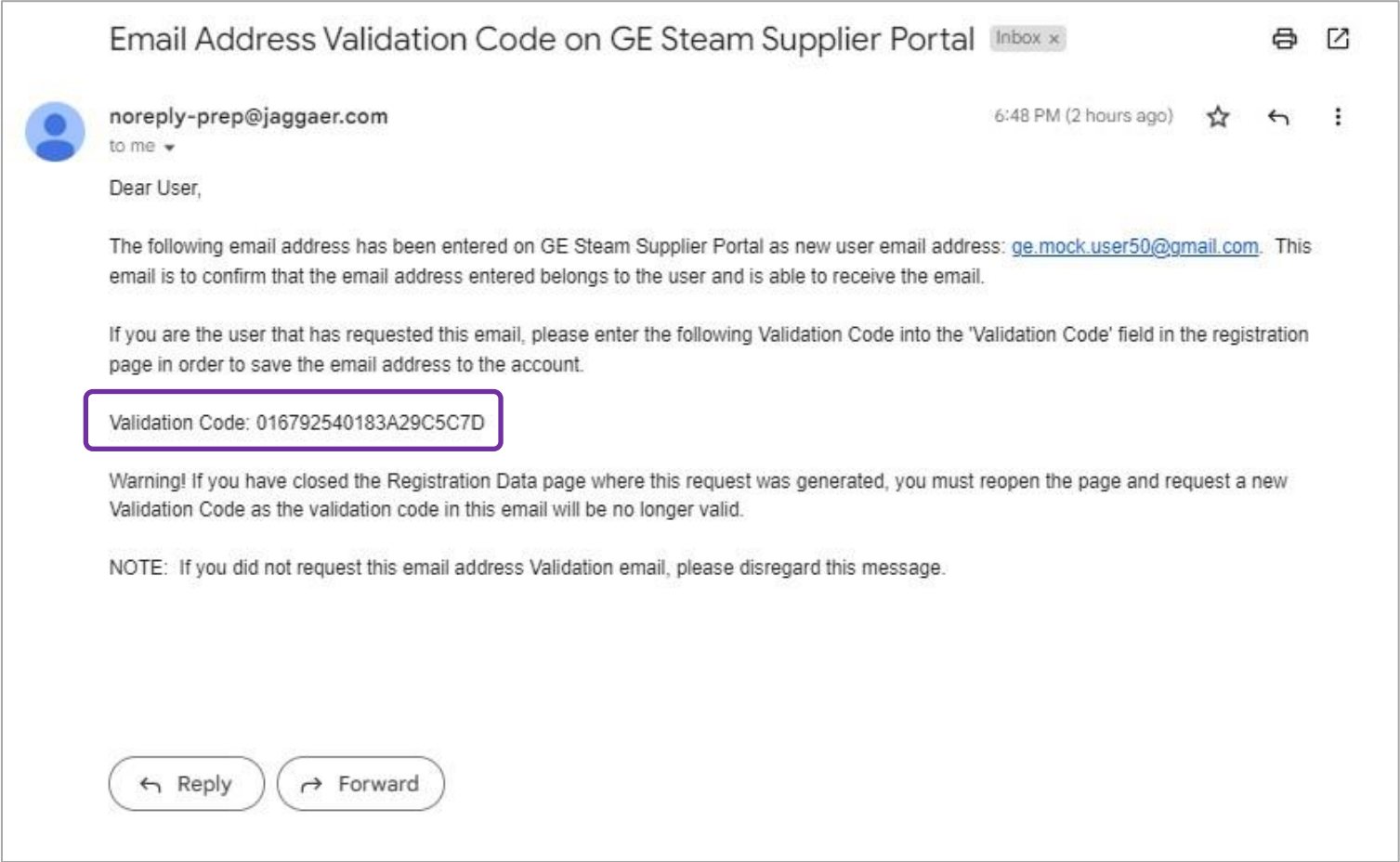
Supplier



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

# ONBOARDING & PROFILING

Supplier Inbox = Validation Code



## 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

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

> Organization Details

▼ User Details

Title  
---

\* First Name  
[Text Field]

\* Last Name  
[Text Field]

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

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

\* Email Email is used as Username. Only one email address is allowed.  
[Text Field]

Email Address Validation [Text Field] Send Validation Code

\* Username  
[Text Field]

Email Address of this Account will be [Text Field]

**4**

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




## 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.*

5


PREPRODUCTION ENVIRONMENT

Reset
Close
Save

Registration Data

★ Username

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

★ Time Zone

★ Preferred Language

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

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

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

United States

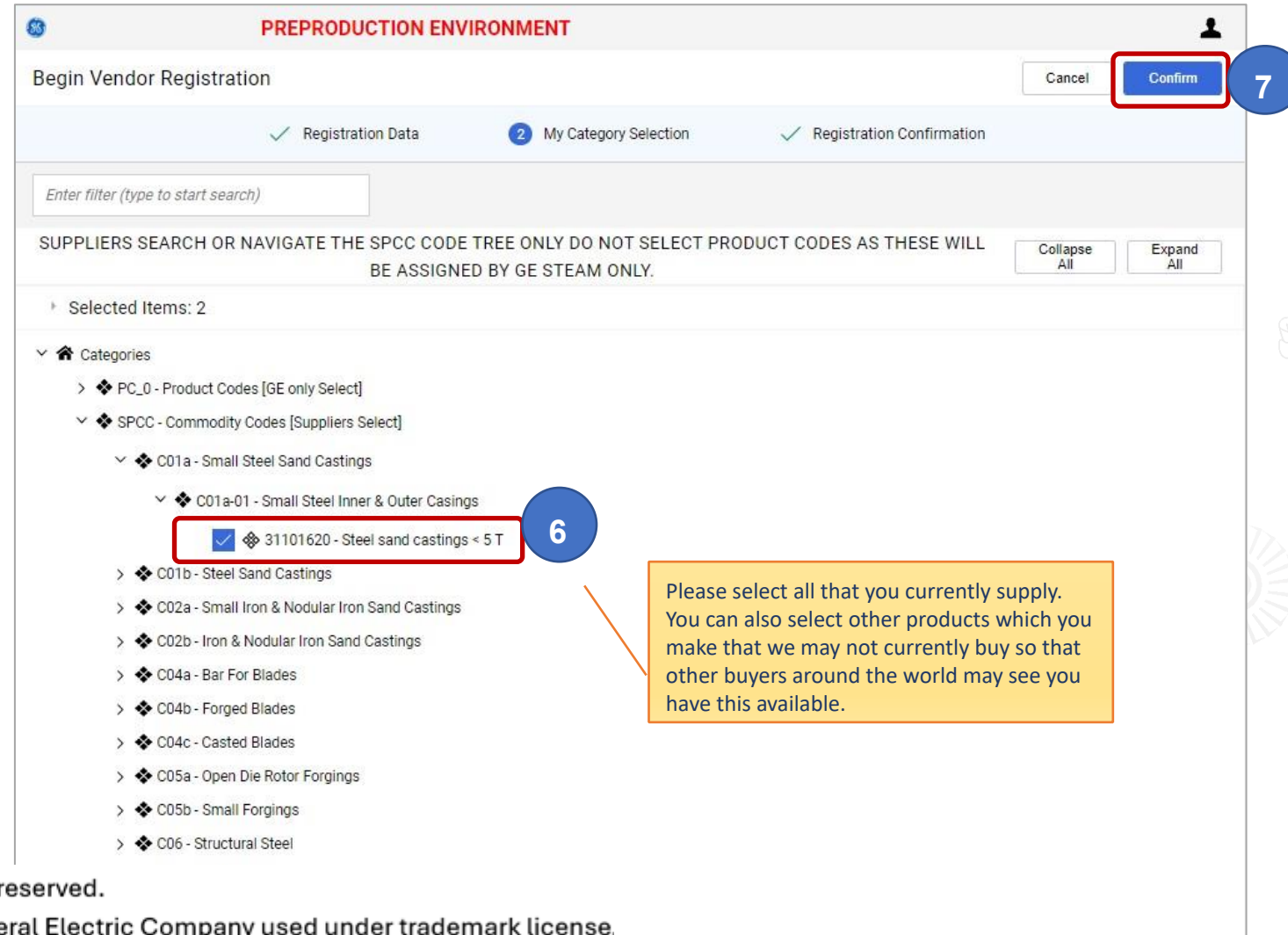
Preferred Contact Method

Role within Organization

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

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
    - C01a-01 - Small Steel Inner & Outer Casings
      - ☒ 31101620 - Steel sand castings < 5 T
    - 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





## Supplier Portal Registration Confirmation Page

You will see 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

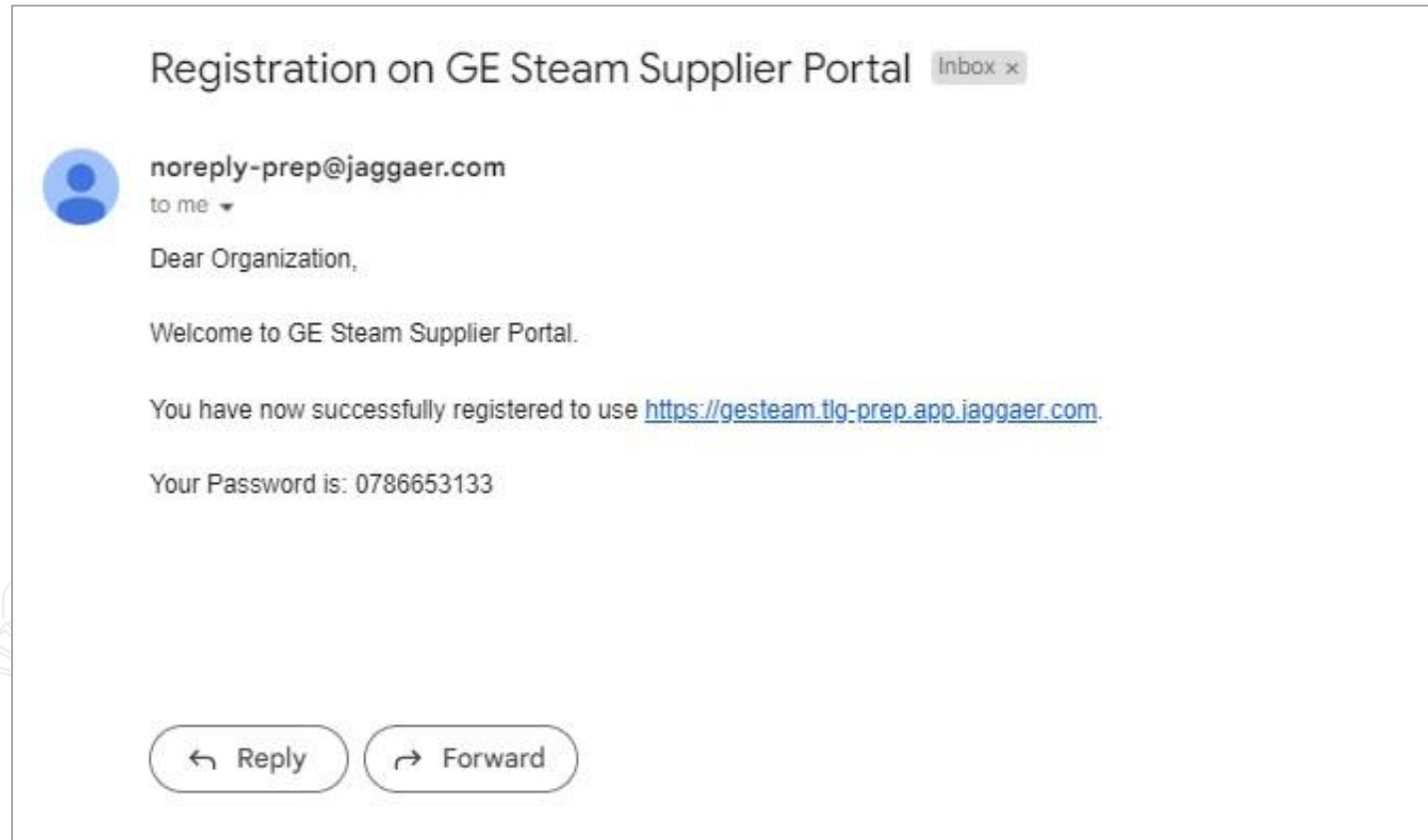
|                       | COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION) |
|-----------------------|--|
| Registration Data     | ✓  |
| My Category Selection | Categories selected 2                                    |



*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 Inbox -



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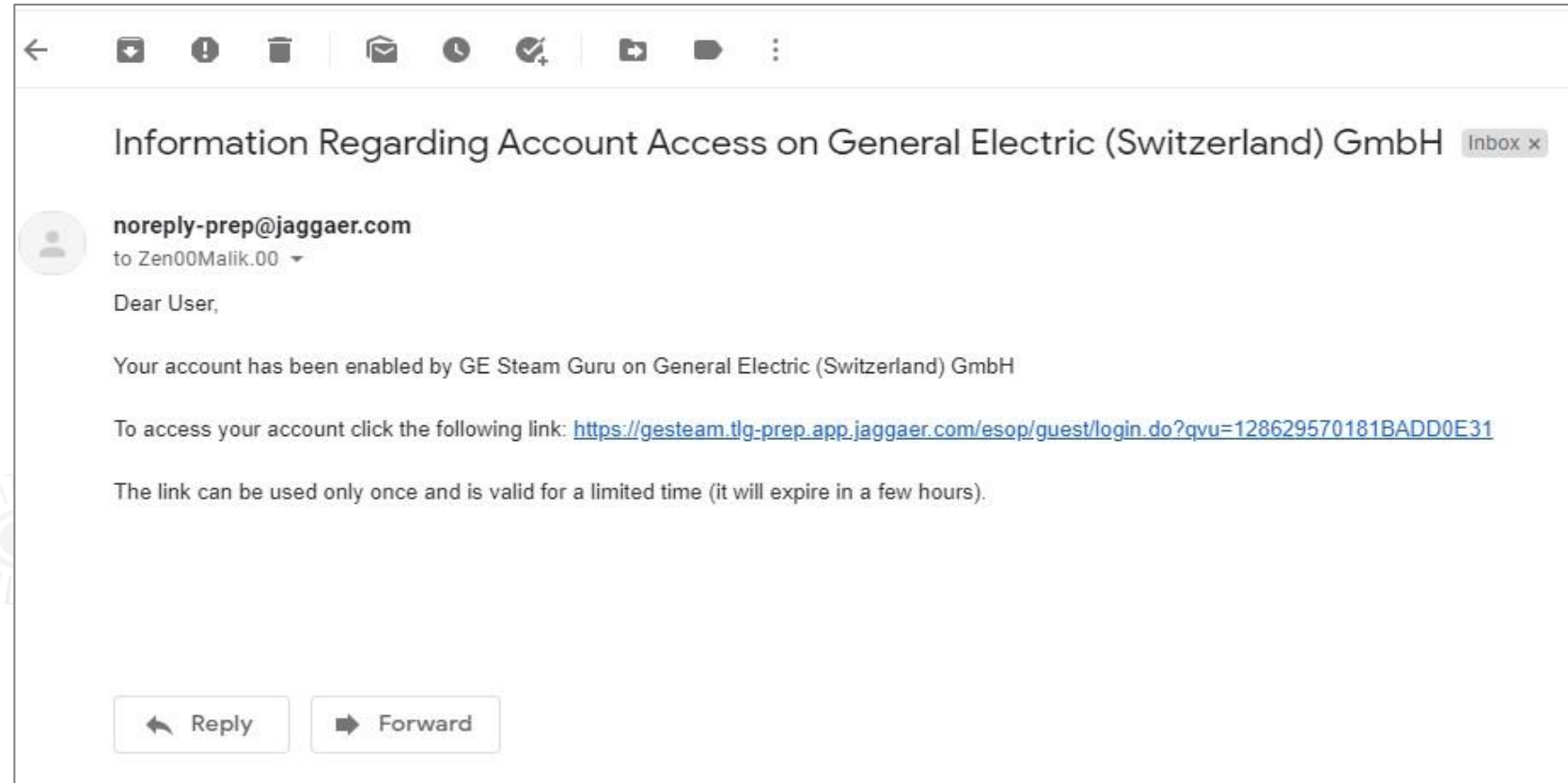
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Supplier



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

## Supplier Inbox – Notification on Enablement



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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.*



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Supplier

