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**HITACHI**

# REGISTRATION ON-BOARDING GUIDE FOR SUPPLIERS

Supplier Connect (SCx); iSupplier & Supplier Document Exchange (SDx)

# Welcome!

This guide will walk you through the few steps necessary to complete your supplier onboarding. This guide includes

- How to Verify your supplier profile in Supplier Connect
- How to register for an SSO
- How to Request access to iSupplier
- How to gain access to Supplier Document Exchange (Scx)

GE Vernova Know Your Supplier is the Onboarding Enterprise Standard

# GVH Supplier Onboarding Applications

# Application Definitions

Application	Who Should Register?	What does the system do?
Supplier Connect (SCx)	Accounting Department Sales Order Fulfillment	<p>SCx is the supplier master file where you keep your company information up to date</p> <p>You will enter and maintain the information below:</p> <ul style="list-style-type: none"><li>• Bank Details</li><li>• Company Address</li><li>• Company Contacts</li><li>• Quality and Diversity Certifications</li><li>• Tax documents</li></ul>
iSupplier	Accounting Department Order Fulfilments Contracts	<p>iSupplier is the online portal for PO acceptance &amp; acknowledgement as well as billing tools for invoicing</p> <ul style="list-style-type: none"><li>• Purchase Orders</li><li>• Purchase Order acceptance</li><li>• Invoice creation</li><li>• Credit Memo creation</li></ul>
Supplier Document Exchange (SDx)	Quality Engineering	<p>SDx is a secure document exchange portal</p> <ul style="list-style-type: none"><li>• Item specifications</li><li>• Part Drawings</li><li>• QA documentation</li></ul>

# Supplier Connect (SCx)

## Profile Verification, Registration, First Time Sign On

# Supplier Connect (SCx) Verification & Registration

You will receive an email to add your supplier information after GVH has initiated a request to onboard you as a supplier.

Only the recipient of the email can register, **do not** forward this email to anyone else.

Follow “Step 1” to login and enter your company information requested.

- Your primary email will be your SSO ID

If you need help during this process, contact the SCx helpdesk

Dear Summerlee,

Congratulations! Your organization has been identified as a candidate to become a supplier for GE Nuclear. At GE, we set high expectations for our supply base. We expect unyielding integrity, innovation, and a drive to succeed for our customers and shareholders. As a future supplier for GE you should become familiar with the below points prior to submitting your application.

**Supplier Integrity:** Suppliers are required to comply with our GE Supplier Integrity Guide and watch the training video: <http://www.gesupplier.com/html/SuppliersIntegrityGuide.htm>

**Payments:** GE pays suppliers electronically. Ensure you provide accurate banking details when submitting your application.

**Purchase Orders:** GE requires PO issuance prior to work being performed.

**Invoicing:** Suppliers must ensure invoices are sent to the correct location, include a valid PO, and the invoice matches the PO (price, quantity, description). Invoices should be sent after GE has received the goods or services. For specific T&C and to discuss electronic invoicing options, please work with the specific GE business requesting your goods or services.

**Shipments:** Provide a detailed packing list when shipping goods to GE. Specific requirements for freight and packaging approval should be discussed with the contracting GE business.

**Application:** Your application must be submitted online at GE's supplier portal, GE Supplier Connect(SCx). Once approved as a GE supplier you will manage your account through the GE Supplier Connect portal.

Start **Application Process** (Required Browser: Chrome)

**Step 1: CLICK HERE** You will be prompted to register for an SSO and Password to complete the Account Registration.(Required Browser: Google Chrome™)

Note: This email is pre-defined for the contact whom received the invitation, do not forward this email invite.

**Step 2:** Once the SSO and Password are registered, Log in to SCx and complete your supplier profile (The link to SCx is located at the bottom of the confirmation page.)

GE will review your information for accuracy and conduct a background screening. Depending on goods or services purchased this may require your company to provide additional information to GE for approval. Once your business's application status has been finalized you will receive an email notification from GE Supplier Connect.

Information required for application:

- Basic Company Information
- Government Issued Tax ID and related documents
- Bank Account information for electronic payment
- Contact Information (Sales, Order Entry, Remittance)
- Certifications (CTPAT, Diversity, ISO)
- Acknowledgement of Non-Disclosure Agreement if applicable (see attached)

Key Information Related to Your SCx Account:

- Once approval is complete you will receive an email notification.
- Log in and review your approved account. Once active you will be able to view payment terms and all GE businesses utilizing your account.
- Review your account periodically.
- Any changes to your account will send you an email notification.

Welcome to GE Supplier Connect! We look forward to building a collaborative relationship with your company.

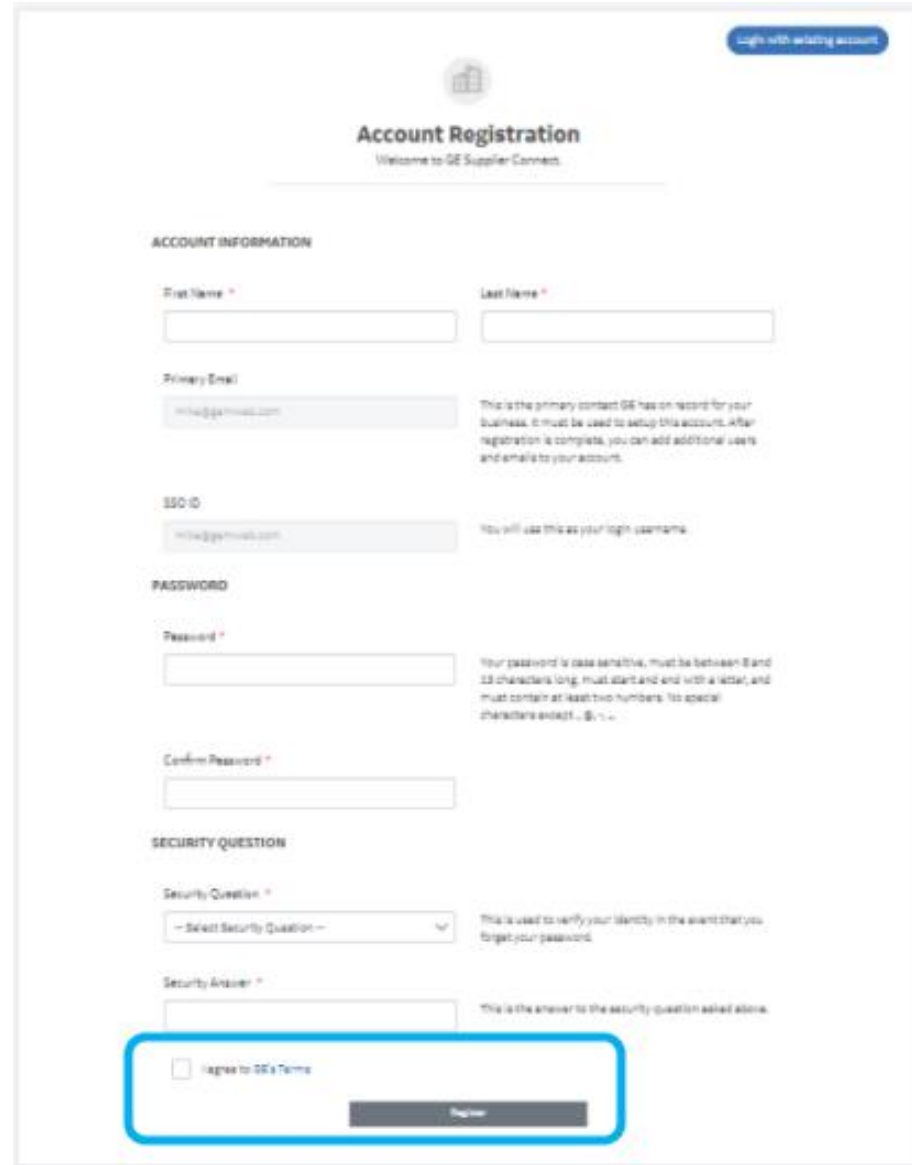
If you need assistance, or would like to check the status of your application, contact us through the Live Chat Link: [Supplier Connect Live Chat](#)

# Supplier Connect (SCx) Verification & Registration

On the account registration page,  
your primary email is auto populated  
and greyed out from editing

Create your password and add your  
security question and answer

Agree the GEV Terms by selecting  
and check box and hit Register



**Account Registration**  
Welcome to GE Supplier Connect.

[Login with existing account](#)

**ACCOUNT INFORMATION**

First Name \*

Last Name \*

Primary Email  This is the primary contact GE has on record for your business. It must be used to setup this account. After registration is complete, you can add additional users and email to your account.

SSC ID  You will use this as your login username.

**PASSWORD**

Password \*  Your password is case sensitive, must be between 8 and 32 characters long, must start and end with a letter, and must contain at least two numbers, no special characters except . \$ % ^ & \_

Confirm Password \*

**SECURITY QUESTION**

Security Question \*  This is used to verify your identity in the event that you forget your password.

Security Answer \*  This is the answer to the security question asked above.

☐ Agree to GE's Terms

# Supplier Connect (SCx) Verification & Registration

Go to <https://gesupplierconnect.com/sc/home>. You will see the GE Single Sign On.

Enter the SSO/Password combination created during the SSO account registration process.

Read and accept the Supplier Connect Terms and Conditions and follow prompts to verify company information and enter additional information request.



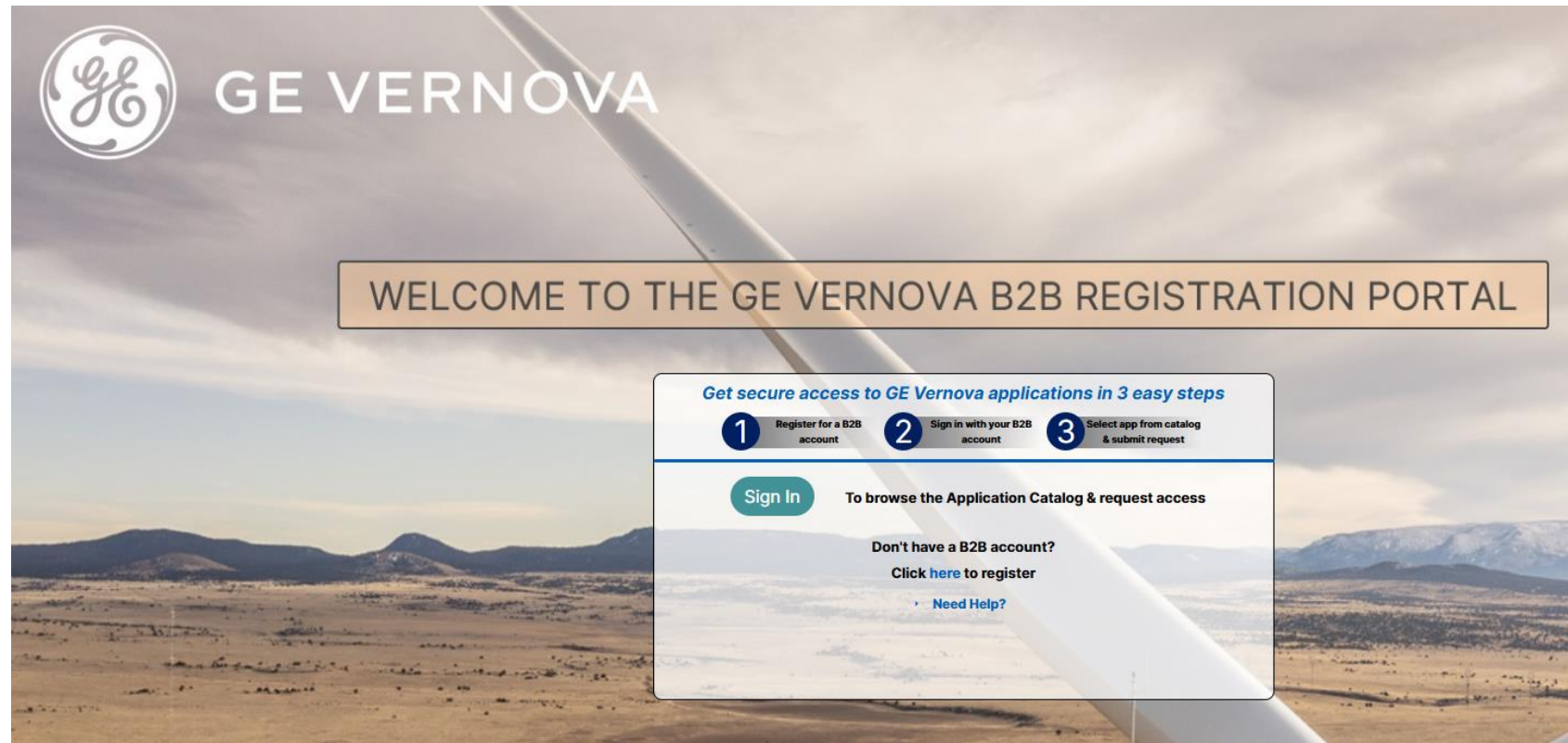
# iSupplier

# iSupplier

Go to [registration.gepower.com](https://registration.gepower.com).

Click sign in

Enter the SSO/Password combination created during the SSO account registration process.



# iSupplier

Select Supplier Apps

Search for iSupplier

Select Add

## Application Catalog

Summerlee King

- All Applications
- Customer Apps
- Supplier Apps

isupplier

Service 360	<a href="#">Read More</a>	+ Add
SourceGate+	Strategic Sourcing application tool... <a href="#">Read More</a>	+ Add
Supplier Technical Collaboration for GTCC - Gas Power	Supplier Technical Collaboration fo... <a href="#">Read More</a>	+ Add
APPLICATION NAME	APPLICATION DESCRIPTION	
Nuclear_iSupplier_Access		+ Add
ORCL_ZEAL_SUPPLIERS	iSupplier Registration for GE Pune. PO acknowledgement, ASN, Payments	+ Add

# iSupplier

Click on Request Access

Add in requested information

Hit Submit

Application Catalog

All ApplicationsCustomer AppsSupplier Apps

isupplier

Request Access

Click here to request access to your applications.

SourceGate+	Strategic Sourcing application tool... <a href="#">Read More</a>	+ Add
Supplier Technical Collaboration for GTCC - Gas Power	Supplier Technical Collaboration fo... <a href="#">Read More</a>	+ Add
APPLICATION NAMEAPPLICATION DESCRIPTION		
Nuclear_iSupplier_Access		✓ Select
ORCL_ZEAL_SUPPLIERS	Supplier Registration for GE Pune. PO acknowledgement, ASN, Payments	

Please answer the following questions to request access to your selected applications.

Questions for:  
**Nuclear\_iSupplier\_Access**

GE Contact \*

Job Title \*

Phone Number \*

Extension

Country \*

Select a country

Country of Citizenship \*

Select a country

Submit

Cancel

# Supplier Document Exchange Registration

# Supplier Document Exchange (SDx)

Your GVH representative will initiate the registration from SDx

Once you receive the confirmation email, visit

<http://3dplm.gene.ge.com/gehplm> to login

Select your physical country/location

Hit OK and proceed to the welcome screen.

