Express guide - Collaboration Spaces for external users

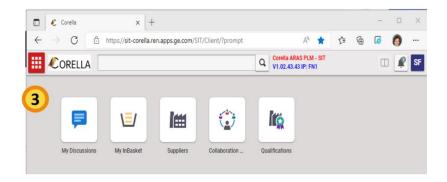
Purpose

This basic guide was developed exclusively to help external users learn how to navigate Corella in order to rapidly find and download required specifications.

Connexion

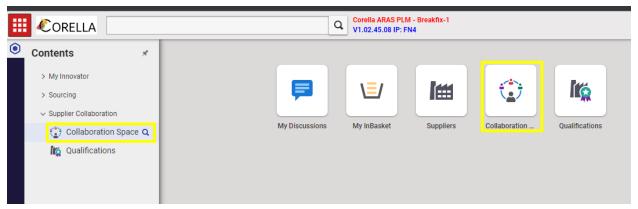
- 1. Log onto https://corella.ren.apps.ge.com/innovator
- 2. Authentication is managed by GE SSO protocol. If you do not have an SSO account, or if the website advises that you do not yet have a Corella profile, please contact your GE buyer to have them send you a Corella access invitation. The invitation will contain instructions on how to create your own SSO ID if you do not yet have one.
- 3. The home page will contain the following menus:
 - My discussions
 - My Inbasket
 - Suppliers
 - Collaboration spaces
 - Qualifications



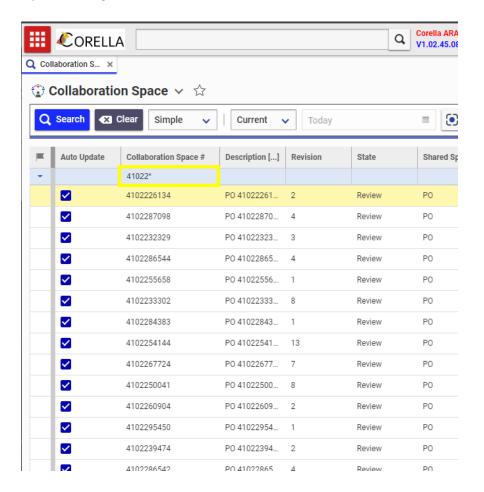


Collaboration Space

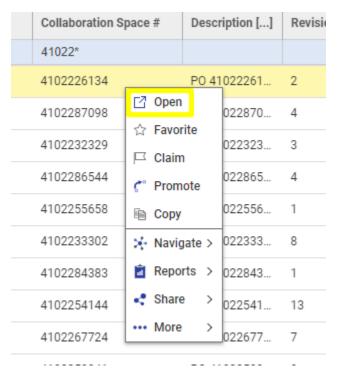
Click on the "Collaboration Spaces" the icon or in the table of content under the "Supplier Collaboration" menu:



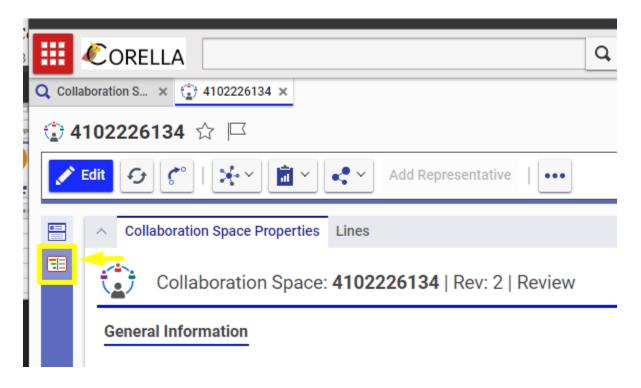
Enter the RFQ or PO number in the search field below the "Collaboration Space #" column name and click on Search or hit the Enter key. N.BYou can use the asterisk "*" as a wildcard character to search on a partial string.



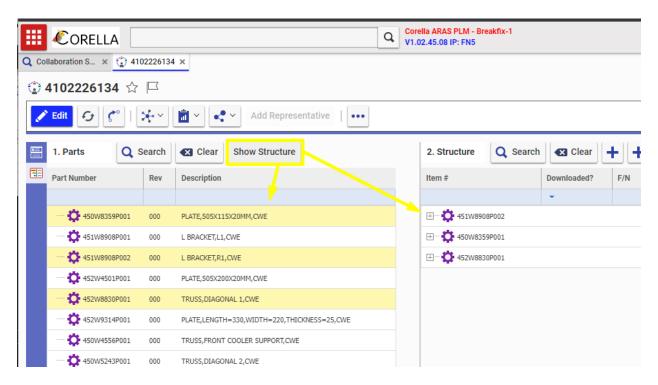
Double-clic or right-mouse-button click on the collab space number to open it in a new tab and access its contents.



In the new collab space tab, click on the bottom icon in the blue vertical bar at the far left

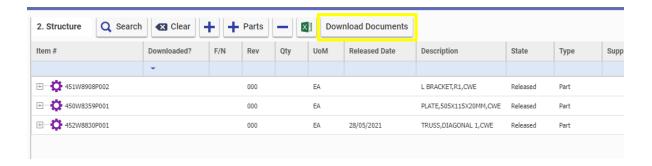


In the left panel (1. Parts), click to highlight the part numbers from which you need to download content. You can select multiple parts by Ctrl-click or Shift-click. Click on "Show Structure", and the selected parts will appear in the right panel (2. Structure):

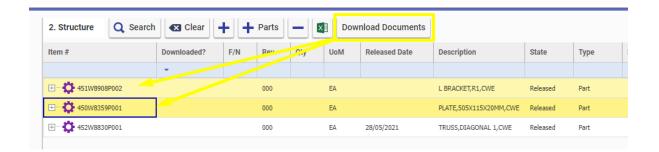


Download options

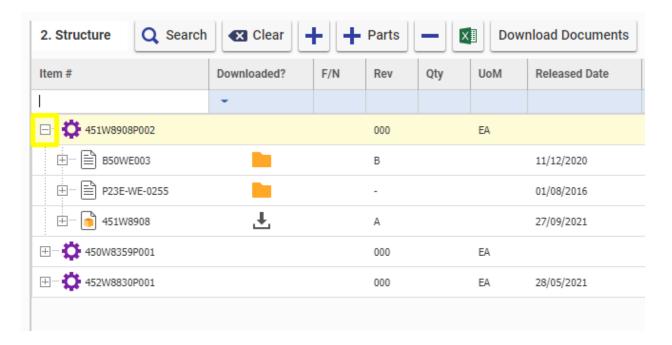
To download all, do not select anything and click on "Download Documents".



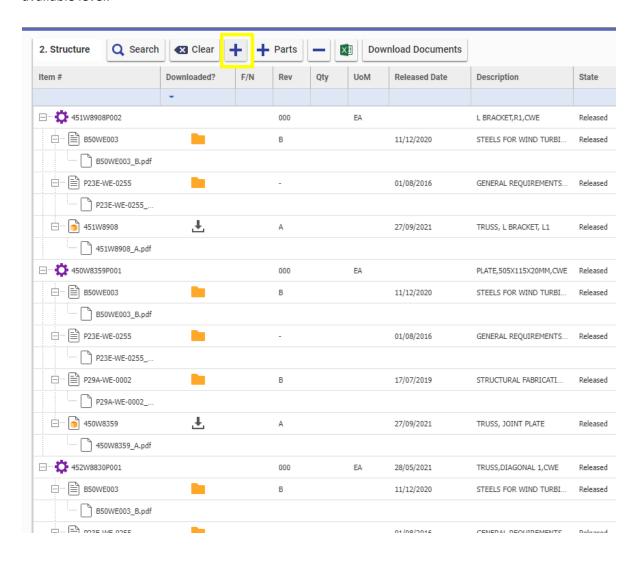
Otherwise, click to highlight the part numbers you require to only download all content related to the selected items.



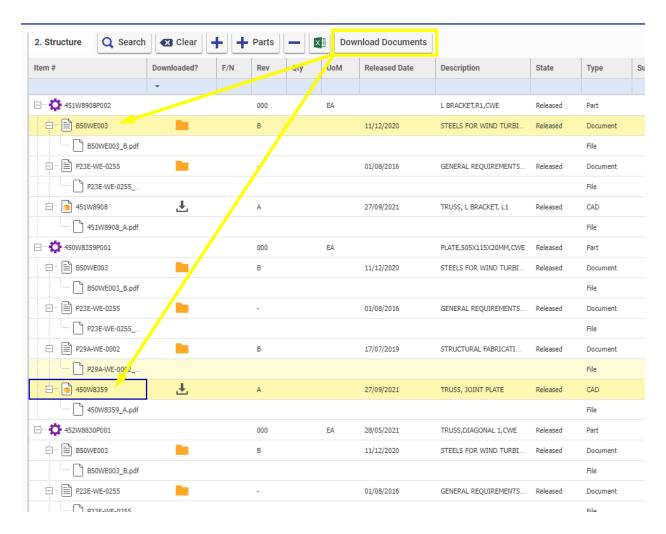
If you do not need the entire package related to a part number, you can "explode" a part's structure by clicking on the box left of the number to view lower level child parts and specs.



You can also click on the "+" button above the table to "explode" all the available parts to their lowest available level.



You can then highlight only the specs you require and exclusively download them.



All download requests will generate a background job on Corella. When completed, you will receive an email from the site that will contain a hyperlink to access your requested content. Example:



Clicking on this hyperlink will open a new 'helper' tab on your internet browser that will display the word "ARAS" in the center. It is safe to close this tab. The download process should have started at this point. If not, please check in the main Corella tab on your browser to see if your browser has its pop up blocker enabled. If so, please authorize popups for Corella and start the download process again by clicking on the hyperlink in your email.

