

# ClearOrbit WebEx Training

## General Information

- The Onboarding Team provides two separate training sessions.
  - PO Training (Purchase Order) – for all ClearOrbit users
  - SDR Training (Supplier Deviation Request/ 'Quality') – for Suppliers using the Quality Module
- Each class will last approximately 60 minutes
- Conference call phone number for all classes (toll free) from US and Canada: 866-546-4138, passcode 9763143. For outside US and Canada, see page 6 for phone number.
- Password for all the WebEx meetings: 123456
- Meeting number (if required): 826 128 301
- Copy the 'Link' field on the next page into your browser and enter the following: name, email address, and password then click Join
- If you have never used WebEx before on your computer, please click the link below (one-time setup for WebEx Meeting Manager)  
<https://emeetings.webex.com/emeetings/meetingcenter/mcsetup.php>

# ClearOrbit Training WebEx Link

Date	Time	Link for all Training Sessions (PO and SDR)
PO Training	Wednesdays at 11:00 am EST	<a href="https://emeetings.webex.com/emeetings/j.php?ED=177435067&amp;UID=490776408&amp;PW=NYzkzNmI0NTJh&amp;RT=MiMxMQ%3D%3D">https://emeetings.webex.com/emeetings/j.php?ED=177435067&amp;UID=490776408&amp;PW=NYzkzNmI0NTJh&amp;RT=MiMxMQ%3D%3D</a>
SDR Training	Tuesdays at 9:00 am EST	

Please ensure that the WebEx link works prior to the call. Out of courtesy to the other suppliers that will be attending the training, the trainer for that session will not be able to assist suppliers with access issues once the training is scheduled to start.

# ClearOrbit PO Training Overview

- Getting to ClearOrbit (<https://suppliercollaboration.ge-energy.com/scp/endeavour/> )
- Finding PO's
- Taking Action on PO's
  - Accept/Reject/Promise Dates
- Creating Shipping Notifications
- Submitting Invoices
- Adjusting Preferences
  - Language and email notifications
- Finding help in the future
  - Support Central, FAQ's, and Contact Information

# ClearOrbit SDR Training Overview

- Getting to ClearOrbit  
(<https://suppliercollaboration.geenergy.com/scp/endeavour/> )
- ClearOrbit Interface
- Quality Dashboard
- Creating A Deviation Request (SDR)
  - Manually
  - From a Purchase Order
- Creating A Request For Information (RFI)
- Process Supplier-Driven Corrective Actions
- Searching For SDRs & RFIs
- Viewing Closed SDR 's with Dispositions
- RFI's that have been responded to
- Customize Search Forms/Results
- Reading Auto-Generated Email Notifications
- Help Desk Information for Technical Issues
- Questions about SDR training? [ENERGY.SOT@ge.com](mailto:ENERGY.SOT@ge.com)

# Supplier Training Resources

To access the ClearOrbit application (requires SSO ID), click here:

<https://suppliercollaboration.ge-energy.com/scp/endeavour/>

To download ClearOrbit user tutorials, training schedule, how to documents and more (requires SSO ID), click here:

[http://supportcentral.ge.com/products/sup\\_products.asp?prod\\_id=87891](http://supportcentral.ge.com/products/sup_products.asp?prod_id=87891)

If you are unable to download the tutorials, please click here to be re-directed to the Supplier Learning Center:

<http://www.supplierlearningcenter.com/lms/>

## Help Desk Contact Information

If you have additional questions or need Help Desk support, please contact the GE Sourcing Help Desk: Phone US Toll-free: 866 770 5248 (option 2)

Email: [psesorps@ps.ge.com](mailto:psesorps@ps.ge.com)

Country	Toll Free	Toll	Country	Toll Free	Toll
Argentina	08004442012		Kazakhstan	88003333763	
Australia	1800657362	0289852558 0382569896	South Korea	00744123 00798148007885	0234837419
Austria	0800005828	012530085438	Latvia	80003926	67782521
Bahamas	18003890410		Lithuania	880031059	
Belgium	080078092	027892111	Luxembourg	80027986	
Brazil	08008921654 08000474840 08008916319	1147003758 4147003759 2139562172 3147003760	Malaysia	1800814809	
			Mexico	018009269873	015547386271
Chile	12300200685		Monaco	80093649	
China		8008706882 4006700319	Netherlands	08000235053	0207948598
Columbia	018005182199		Norway	80019772	21563293
Costa Rica	08000111271		Panama	18002024403	
Croatia	0800777950	017776613	Peru	080054398	
Cyprus	80096350		Phillippines	180016120038	
Czech Republic	800700915	239014972	Poland	008001213316	223073593
Denmark	80886115	32710953	Portugal	800781071	0308803666
Dominican Republic	18887514690		Russian Federation	81080023972044	4992713558
Ecuador			Saint Kitts and Nevis	18002060658	
El Salvador	8006697		Saudi Arabia	8008447602 8008110257	
Finland	0800914540	0923193907	Singapore		65974606
France	0800946804	0170371619	Slovakia	0800001859	0233215469
Germany	08001014941	06966777515	South Africa	0800982857	0214273006
Greece	00800128128	02111983040	Spain	900803334	934923287
Hong Kong	800968484	85225372572	Sweden	0200125466	0850514955
Hungary	0680018837	017789029	Switzerland	0800740018	0225954603
Iceland	8009504		Taiwan	00801232441	
India	0008006103125 180030104610 0008001005880	01139417360 02230985377 08039417370	Thailand	001800658104	
Ireland	1800936156	015530170	United Arab Emirates	800035702519 8000440592	
Israel	1809431448	48847127	United Kingdom	08082381597	08448719228 02081184397
Italy	800136704	02303548543	Uruguay	00040190126	
Japan	0120994921	0345036077	Venezuela	08001029379	

\* Toll-free numbers may not be available in all areas of countries indicated.