

# GE Oil&Gas

# iSupplier Portal Supplier Manual

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**Version : 1.1**



imagination at work



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# Supplier Portal Oracle integrated solution

Project  
introduction

GE Oil&Gas iSupplier Portal (iSP) is a collaborative application that links GE Oil & Gas Suppliers with GE Buyers and SPA.

iSP allows Suppliers to participate to Request For Quotation/Request for Information/eAuctions; Download technical documents and BOM related to your orders and RFQ; Upload VDR technical documentation and MDR certificates; Manage dates related to orders; View your invoices and payments.

## Main Features

### Negotiation

WL management

RFQ

eAuctions

Tech Docs / BOM

Tech Alignment

ITO RFI

### Fulfillment

Dates management

Tech Docs / BOM

Milestones

Docs upload \*

Barcodes

MDR Certificates / VDR Eng Tech Docs / Regulatory / Country of Origin / LISL / Barcode / SPIR

# *iSupplier Portal Registration*

# iSupplier Portal Registration

iSupplier  
Portal  
Navigation

iSupplier  
Portal Log  
in


## First Access Tutorial

Through this process you will register the SSO you received to access in iSP. If you still do not have an SSO please contact us, we will send you your SSO.

### 1<sup>st</sup> Step

ENGLISH [https://www.ge-registrar.com/gecentral/genericReg.jsp?i18n=en\\_US](https://www.ge-registrar.com/gecentral/genericReg.jsp?i18n=en_US)

ITALIAN [https://www.ge-registrar.com/gecentral/genericReg.jsp?i18n=it\\_IT](https://www.ge-registrar.com/gecentral/genericReg.jsp?i18n=it_IT)

 Single Sign On  
SSO Registration application

[Sign Up Now!](#)  
[Need Help?](#)  
[Modify Your Account](#)  
[Synchronize your Password](#)  
[Forgot your User ID?](#)  
[Forgot your Password?](#)

Welcome to the GE Single Sign On (SSO) Registration Page

To register for GE Single Sign On (SSO):

- Please select one of the following and enter the appropriate information.
- If you make a mistake, click the clear button.

Please select one of the following and enter the appropriate information.

☒ Enter your Email Address:

☐ Enter your GE Worker ID :

☐ Enter your First Name :

Enter your Last Name :

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- Select “ Enter your GE Worker ID”
- Tip your SSO
- Click “Submit”



# iSupplier Portal Registration

## 2<sup>nd</sup> Step

- Check your First and Last Name are correct
- Select your name (click the button next to your name)
- Click “ Submit”

## 3<sup>rd</sup> Step

- Check your e-mail address is correct
- If it is correct, select “Yes”;

The system will send you an e-mail. Select “ Continue” to close this window

## 4<sup>th</sup> Step

- Check your email for incoming message, you should receive a message with subject “SSO Registration Process – Initialization”
- Connect with your browser in the link indicated in this email

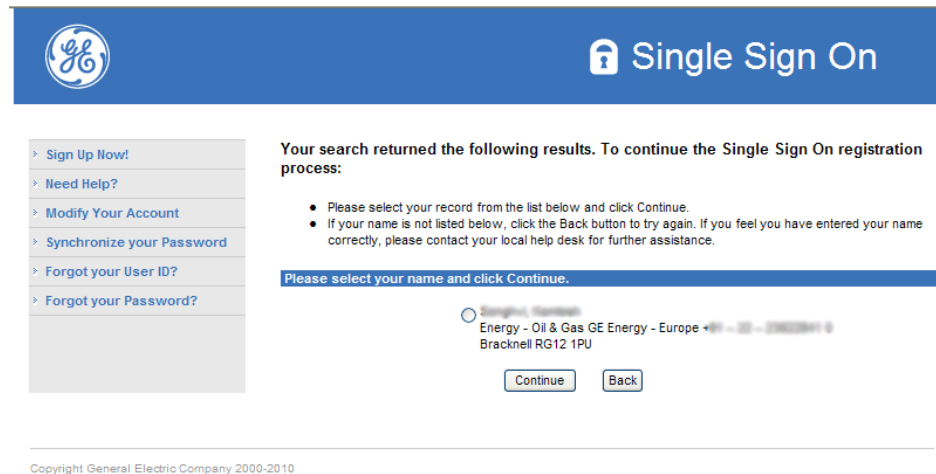
# iSupplier Portal Registration

iSupplier  
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in

You will see this page

- Select your name
- Click on "Continue".



GE Single Sign On

> Sign Up Now!  
> Need Help?  
> Modify Your Account  
> Synchronize your Password  
> Forgot your User ID?  
> Forgot your Password?

Your search returned the following results. To continue the Single Sign On registration process:

- Please select your record from the list below and click Continue.
- If your name is not listed below, click the Back button to try again. If you feel you have entered your name correctly, please contact your local help desk for further assistance.

Please select your name and click Continue.

☐ Energy - Oil & Gas GE Energy - Europe • 10 - 00 - 0000000000  
Bracknell RG12 1PU

Continue Back

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## 5<sup>th</sup> Step

- Set a codeword with maximum 8 digit.
- This is a security measure to ensure correct registration. This is not your password!
- Confirm your code word, write it once again in the field "Confirm your SSO code word"
- Click on "Continue"

Once completed, you will see a message telling you that an email has been sent to your inbox

- Click on "Continue" to close the window.



GE Single Sign On

> Iscriviti ora!  
> Bisogno di aiuto?  
> Modifica il tuo account  
> Sincronizzare la propria password  
> Dimenticato il proprio ID Utente?  
> Dimenticata la Password?

Inserire un codice parola SSO negli appositi campi. Questo Codice Parola è necessario per completare il processo di registrazione SSO e verrà usato solo UNA VOLTA. Accertarsi di selezionare un Codice Parola che verrà ricordato in futuro. Il Codice Parola deve essere composto da un minimo di 8 caratteri.

Inserire un codice parola SSO

Codice parola SSO:

Conferma codice parola SSO:

Continua Indietro

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# iSupplier Portal Registration

## 6<sup>th</sup> Step

- Our Automatic System will send you an email with subject “SSO registration process –Verification”  
This email, as the previous one contains a link you have to connect to



The screenshot shows the GE iSupplier Portal interface for the SSO registration process. At the top, there is a blue header with the GE logo on the left and a 'Single Sign On' button with a lock icon on the right. Below the header, on the left, is a vertical menu with links: 'Iscriviti ora!', 'Bisogno di aiuto?', 'Modifica il tuo account', 'Sincronizzare la propria password', 'Dimenticato il proprio ID Utente?', and 'Dimenticata la Password?'. The main content area is titled 'Processo di pre-registrazione SSO'. It contains a paragraph in Italian explaining that the SSO registration process has started and will take a few minutes. Below this, there is a section titled 'Inserire un codice parola SSO' with a text input field labeled 'Codice parola SSO :'. A 'Continua.' button is located below the input field. At the bottom of the page, there is a small copyright notice: 'Copyright General Electric Company 2000-2010'.

- You will be required to type the SSO code word you set before
- Enter the code and click on “Continue”.

# iSupplier Portal Registration

## 7<sup>th</sup> Step

Fill in the form to complete the registration

- Confirm user ID through writing your SSO
- Create a new password for access

Password has to be compliant to the following security criteria:

- ✓ Length has to be minimum 8 characters up to 15
- ✓ Must begin and end with a letter (A,a,B,b...)
- ✓ Must contain Upper and Lower case letters
- ✓ Must contain two numbers (0,1,2...9)
- ✓ Must not contain special symbols (@, +, %, ,, -...)

- Select “GE Oil & Gas” from the drop-down menu.
- For the field “**optional e-mail address**”, you can select another e-mail address to receive messages from the system
- Choose your time zone
- To meet security criteria you will be asked, finally three questions, the answers would be useful to recover your password in case you will forget it.

When asked to enter your mother’s birthday, just enter data in this format, two digits for the month, two digits for the day. Example: December, 25 = 1225.

- **Submit**

# iSupplier Portal Registration

iSupplier  
Portal  
Navigation

iSupplier  
Portal Log  
in

The screenshot shows the registration process for the iSupplier Portal. The form is divided into several sections, each with a numbered step indicator in red text:

- 1- Insert SSO**: The first step is to confirm the SSO ID. The form asks for the SSO ID and provides a field to confirm it.
- 2- create Password**: The second step is to create a password. The form asks for a password and provides a field to confirm it.
- 3- select GE Oil and Gas**: The third step is to select the business. The form asks for the business name and provides a dropdown menu.
- 4- email optional**: The fourth step is to provide an email address. The form asks for the current email address and provides a field to enter a new one.
- 5- select Time Zone**: The fifth step is to select the time zone. The form asks for the time zone and provides a dropdown menu.
- 6- create security question**: The sixth step is to create a security question. The form asks for the date of birth, the first employer, and a security question.
- 7**: The final step is to click the "Invia" button to submit the form.

The form also includes a sidebar with links: "Sei iscritto ora?", "Bisogno di aiuto?", "Modifica il tuo account", "DimENTICATO il proprio ID Utente?", and "DimENTICATA la Password?".

Benvenuto, **SIMONE CONTI**

I campi contrassegnati con \* sono obbligatori.

**Confermare il proprio ID Utente.**

ID utente: **SIMONE**

Confermare ID Utente:

**Impostare la propria password.**

Password:

Confermare la password:

Resistenza di parole d'accesso:  
Sincronizzazione delle Password.  
Nel tentativo di ridurre al minimo il numero di password da ricordare, la nuova password SSO verrà sincronizzata automaticamente sugli account Email (Exchange 2000) e Sanetime. Inoltre, la nuova password SSO può essere sincronizzata sui propri account business locali come il login del desktop (account Windows 2000) ove disponibili. Selezionare il proprio business in basso.

Selezionare il proprio business:

**Modifica indirizzo e-mail facoltativo (password attuale necessaria per la modifica)**

Attuale indirizzo e-mail: **simone.conti@ge-mediterr.com**

Indirizzo e-mail facoltativo:

Confermare l'e-mail facoltativa:

Fuso orario: **(GMT-5:00) Eastern Time (US & Canada) Indiana (East)**

**Impostare e ricordare le proprie risposte di controllo. (Se si dimentica la propria password SSO)**

Qual è la data di nascita di tua madre?

Chi è stato il tuo primo datore di lavoro?

Controllo password:

Risposta di controllo:

**Cliccando "Invia", si accettano le Condizioni in basso:**

Le informazioni per la registrazione Single Sign On ("SSO") che hai fornito sopra saranno conservate dalla società General Electric ("GE"), 3115 Easton Turnpike, Fairfield, CT 06424 negli Stati Uniti. Le informazioni saranno utilizzate per autorizzare il tuo accesso a questo e ad altri siti attivati SSO. Possono essere condivise con altre entità GE per autorizzare il tuo accesso ai loro siti attivati SSO (ovunque si trovino in tutto il mondo) che puoi decidere di visitare. Le informazioni potranno altresì essere utilizzate da questo e da altri siti abilitati per SSO per consentire agli utenti di personalizzare alcuni aspetti del sito, sia mediante la collocazione facoltativa di un cookie sul disco rigido o tramite mezzi analoghi. L'uso delle informazioni per altri scopi verrà reso noto all'utente mediante i Termini di utilizzo e le altre comunicazioni legali fornite. Sebbene le leggi in materia di protezione dei dati negli Stati Uniti e nei paesi in cui si trovano altri siti GE possono non fornire un livello di protezione dati e privacy equivalente a quello contemplato dalle normative nel proprio paese, GE adotta misure energetiche al fine di assicurare che le informazioni fornite con la registrazione SSO vengano protette da qualsiasi divulgazione o accesso lecito o non autorizzato. Ritornando a questo sito, puoi visualizzare o aggiornare le tue password e le domande di controllo in qualsiasi momento. Cliccando su "Invia" in basso, dichiari di accettare le Condizioni e dare il tuo consenso a quanto sopra riportato.

**7**

If the procedure ends without errors, you will see the message that confirms that, otherwise you will be shown the errors

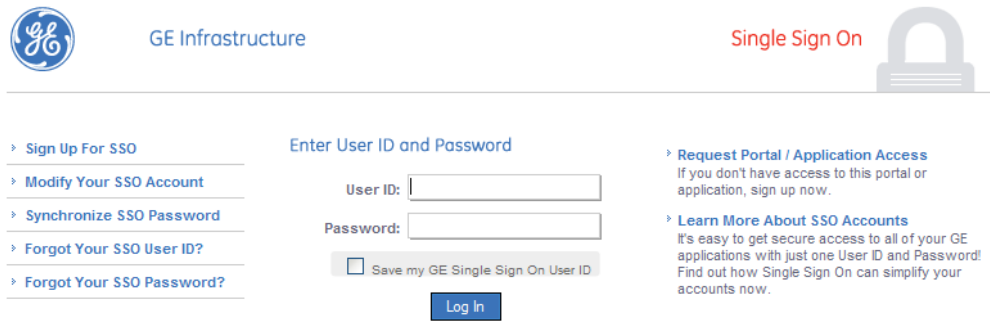
# iSupplier Portal Registration

## 8<sup>th</sup> Step

To test your access use the following link:

[http://www5.gepower.com/OA\\_HTML/AppsLocalLogin.jsp](http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp)

Use your SSO and the password you chose at registration time to log in.



The screenshot shows the GE Infrastructure Single Sign On login interface. At the top left is the GE logo and the text "GE Infrastructure". At the top right is the text "Single Sign On" next to a padlock icon. Below the header, there are three main sections. On the left, a vertical list of links: "Sign Up For SSO", "Modify Your SSO Account", "Synchronize SSO Password", "Forgot Your SSO User ID?", and "Forgot Your SSO Password?". In the center, under the heading "Enter User ID and Password", are input fields for "User ID:" and "Password:". Below these is a checkbox labeled "Save my GE Single Sign On User ID" and a blue "Log In" button. On the right, there are two links: "Request Portal / Application Access" with a subtext "If you don't have access to this portal or application, sign up now.", and "Learn More About SSO Accounts" with a subtext "It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how Single Sign On can simplify your accounts now."

# iSupplier Portal Registration

- Once you log on in GE infrastructure successfully, please logon to Oracle using again your SSO as Username, and the Oracle password contained in email.

The screenshot shows two overlapping web pages. The top page is the Oracle E-Business Suite login screen, which includes a 'Welcome to O&G Italy Production [gpsogp14]' message, a 'Username' field, a 'Password' field, and a 'Login' button. The bottom page is the GE Oil&Gas iSupplier Portal registration page, which features the GE logo, the title 'GE Oil&Gas iSupplier Portal', and a yellow banner that says 'Complete your Registration / Finalizzazione Registrazione'. Below this, there are two input fields: 'SSO' and 'ORACLE PASSWORD'. Red arrows indicate the mapping from the Oracle login fields to the GE registration fields: one arrow points from the Oracle 'Username' field to the GE 'SSO' field, and another points from the Oracle 'Password' field to the GE 'ORACLE PASSWORD' field.

Change your password as follows:

- **Current Password:** Re enter the same password you found in the email
- **New Password:** Enter here the new password (you can set the same password that you use for the first level)
- **Re-enter new password:** Re-enter the New Password again

# *iSupplier Portal Log in*

# Supplier Log in

If you don't have SSO, do not use this link, but ask your buyer to open an External Account Registration WF to register you.

- > Sign Up For SSO
- > Modify Your SSO Account
- > Synchronize SSO Password
- > Forgot Your SSO User ID?
- > Forgot Your SSO Password?

Enter User ID and Password

User ID: 501XXXXXX

Password: .....

☐ Save my GE Single Sign On User ID

Log In

1

**SSO Login:** to access in GE extranet use the following link

[http://www5.gepower.com/OA\\_HTML/AppsLocalLogin.jsp](http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp),

enter your SSO, SSO password and click on Login.

- > Register  
If you don't have access to this portal or application, sign up now.
- > Learn More About SSO Accounts  
It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how Single Sign On can simplify your accounts now.

THIS SITE CONTAINS GE PROPRIETARY INFORMATION

WARNING: YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPUTER SYSTEM. ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED PERSONS ONLY. THIS SYSTEM IS MONITORED. WE

ORACLE® E-Business Suite

2

**Oracle Login:** to access Oracle iSP enter your SSO, your Oracle password and then click on Login.

Welcome to O&G Italy Production [gpsogp14]

Username

501XXXXXX

Password

Login

Corporate Policy Message

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# Supplier home page

Quick search can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with links: Home, Logout, Preferences, Help, Diagnostics. Below this is a secondary navigation bar with tabs: Home (circled in red), Negotiation, Orders, Shipments, Account, Admin, Contact Us. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. A red box highlights the search bar area.

On the left, there's a 'Notifications' section. It contains a table with columns 'Subject' and 'Date'. The first row is 'Acknowledgement Required: Amendment 2 to RFI 59462 (test1)' with date '16-Jan-2012 16:25:02'. The second row is 'For Your Review - Standard PO 439766816\_2' with date '28-Dec-2011 10:35:24'. The third row is 'Extended: RFQ 54381 (GLAND CONDENSER 1908156 - 1908177)'. The fourth row is 'Extended: RFI 52561 (ITO URGENT REQUEST PRIORITY ONE FOR :Surface SUGAR MILL)'. The fifth row is 'Extended: Auction 53322 (RFQ43845 (Condenser Job. 3501044))'. A red box highlights the 'Full List' link above the table. A red arrow points from the 'Full List' link to a text box that says 'To view a complete list of your Notifications or POs click Full List.' Another red arrow points from the 'Full List' link to a text box that says 'Click on the link to view the document details.' Below the 'Notifications' section is an 'Orders At A Glance' section. It contains a table with columns 'PO Number', 'Description', and 'Order Date'. The first row is '439766816 Steel Structures for JOBS 6302238-45; 6302246-48; 6302263-69; 6302270-71; 6302272-73 SHAYBAH' with date '28-Dec-2011 10:35:21'. The second row is '439767503 Service Air Receiver & Instrument Air Receiver Compressa 500448 Pigap3' with date '23-Dec-2011 17:01:37'. The third row is '439741945 Materiale per emergenza in cantiere' with date '20-Dec-2011 18:13:42'. The fourth row is '439761952 Materiale per emergenza in cantiere' with date '17-Dec-2011 11:39:42'. The fifth row is '439764062 Materiale per emergenza in cantiere' with date '17-Dec-2011 11:20:10'. A red box highlights the 'Full List' link above the table. A red arrow points from the 'Full List' link to a text box that says 'Click on the link to view the document details.'

On the right, there's a sidebar with a list of links: Orders, Agreements, Purchase Orders, Purchase History, Shipments, Overdue Receipts, Receipts, Returns, On-Time Performance, Invoices, Invoices, Payments, Payments. A red box highlights the 'Full List' link above the table.

At the bottom, there's a footer with links: Home, Negotiation, Orders, Shipments, Account, Admin, Contact Us, Home, Logout, Preferences, Help, Diagnostics. Copyright (c) 2006, Oracle. All rights reserved. About this Page. Privacy Statement.

# Simple search form

## Tips & Tricks

The search parameter can be quickly entered by digiting the first characters in the search field and then clicking on Tab key.

If there is any **mandatory query parameters** the system highlights them in this section.

This icon helps the user to **search one query parameter** when he doesn't know the right or complete value.

This function, present in many iSP form, allows to **Export to excel** the content of the list.

When at least the mandatory search criteria are filled in click on **GO** to run the query.

### Simple Search

To search, please enter Business Unit AND at least one of the following search criteria: PO Number, Supplier

Advanced Search

Business Unit

PO Number

Last Approved Date

Supplier

Supplier Site

Buyer

Go

Clear

Select	PO Number	Rev	Business Unit	Supplier	Supplier Site	Last Approved Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
	No search conducted.											

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) |

[Privacy Statement](#)

## Note

When entering search values, you can use the percent sign to search for generic items.

# Advanced search form

The other way to search and view an object in iSP is to select the **Advanced Search** option.

In case of multiple filters it is necessary to choose whether to search using all conditions (**and** / **or**).

If there are any **mandatory query parameters** the system highlights them in this section.

Click on this button to go back to **Simple Search** and vice versa.

## Advanced Search

To search, please enter Business Unit AND at least one of the following search criteria: PO Number, Supplier

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

Business Unit

is

PO Number

is

Supplier

is

Document Type

is

Go

Clear

Add Another

Acknowledgement Status

Add

Several search operators are available in order to specify the matching conditions for each search.

Simple Search

When at least the mandatory search criteria are filled in click on **GO** to run the query.

It is possible to apply **additional search fields** according with the options present in the list of values.

## Tips & Tricks

To search and display more than one object together (i.e. PO) with the Advanced search select "any condition" option and use "ADD" command to add the field (i.e. PO number) on which to perform the multiple search.

# *Negotiation*

*RFQ – RFI – eAuction*

# Negotiations

This section shows your responses to negotiations in which you are participating by either having placed an active response, or by having a draft response that is in progress.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with links: Home, **Negotiation** (highlighted with a red box and a blue circle with the number 1), Orders, Shipments, Account, Admin, and Contact Us. Below the navigation bar is a search section for "Search Open Negotiations" with a "Title" dropdown and a "Go" button. A red arrow points from the "Your Active and Draft Responses" section to the search bar. The "Your Active and Draft Responses" section is highlighted with a red box and contains the text "No results found." A red arrow points from the "Response Status" column header to a text box explaining that this field shows whether you have an active response or whether you are in the process of drafting a response. Below this is the "Your Company's Open Invitations" section, also highlighted with a red box. It contains a table with columns: Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table has one row with the following data: Supplier Site: IP01, Negotiation Number: 117 (highlighted with a red box and a blue circle with the number 2), Title: test ETE, Type: RFQ, Time Left: 23 hours 46 minutes. A red arrow points from the "117" cell to a text box explaining that this section shows new negotiation invitation without quote. Another red arrow points from the "Full List" button in the top right of the table to a text box explaining that clicking "Full List" will show the complete list of invitations. At the bottom left, there is a "Quick Links" section with two columns: "Manage" (containing links for Drafts and Personal Information) and "View Responses" (containing links for Active, Disqualified, Awarded, and Rejected). A red arrow points from the "View Responses" section to a text box explaining that users should search and select the Negotiation to post their quote.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
IP01	117	test ETE	RFQ	23 hours 46 minutes

**Quick Links**

**Manage**

- [Drafts](#)
- [Personal Information](#)

**View Responses**

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

**Information**

This container can hold information such as bidding procedures to help vendors.

# Invitation to RFQ/RFI/Auction

Supplier will receive the following invitation into his/her mailbox when negotiation is published by the buyer in iSP and supplier is invited to participate. This information is present also in **Negotiation tab** in iSP.

GE Oil & Gas Request for Quotation - GE Oil & Gas Richiesta di offerta - GE Oil & Gas Appel d'offre

Business:	GE Oil & Gas
Title/Titre:	test per RFQ
Number/Numero:	95648
Event Type/Type:	Auction
From/De:	

Negotiation Preview/Previsualisation negotiation: June 28, 2012 01:59 pm CET  
Negotiation Open / Ouverture negotiation: June 28, 2012 01:59 pm CET  
Negotiation Close / Cloture negotiation: June 29, 2012 01:51 pm CET  
Supplier / Fournisseur :  
Supplier Site / Site Fournisseur: IP01

Item Pos.1 // Item Description: NO DESCRIPTION // Material Code: F  
Click [here](#) to participate/Cliquer [ici](#) pour participer.

If you are not registered on iSupplier Portal, please contact your Buyer / Si vous n'etes pas enregistre dans le portail Fournisseurs, merci contactez votre Acheteur

GE Oil Supplier Portal:  
Click [here](#) to access Application link, training, Support and below documents :  
Cliquer [ici](#) pour acceder au link, training, Support et aux documents ci-dessous :

- General Terms and Conditions / Condizioni Generali di Acquisto Conditions generale d'achats :
- Bid Qualification Form with Instructions / Bid Qualification Form con Istruzioni / Formulaire pour qualification offre avec instructions
- Supplier Quality Requirements Specification (ARSB-O-001)/ Specification qualite Fournisseurs (ARSB-O-001)

## Your Company's Open Invitations

Supplier Site	Negotiation Number	Type	Time Left
IP01	<a href="#">95647</a>	RFQ	1 hour 10 minutes
IP01	<a href="#">95664</a>	Auction	23 hours 49 minutes
IP01	<a href="#">95666</a>	RFI	23 hours 53 minutes

By clicking in the Negotiation Number you will reach the specific page.

Here you will find the types of the invitation.

# Supplier Quote creation

Home Negotiation Orders Shipments Account Admin Contact Us

Negotiation >  
RFI: 80966

Print Document

Title test  
Status Active  
Time Left 3 days 23 hours

Open Date 23-Apr-2012 14:40:58  
Close Date 27-Apr-2012 14:40:16

Header Lines Controls

Buyer Bertellotti, Mr. Fabio  
Style Blind  
Description

Event

Payment Terms 90 GG. D.F.R.D.  
Carrier

Home Negotiation Orders Shipments Account Admin Contact Us

Actions Acknowledge Participation Go

Click On Go to Acknowledge participation to RFQ

From here you can print RFQ document and QRL

Print Document  
Print Quality Document

Title test  
Status Active  
Time Left 3 days 23 hours

Open Date 23-Apr-2012 14:40:58  
Close Date 27-Apr-2012 14:40:16

Header	Lines	Controls
Line	Item, Rev	Category
1	TIRANTE M10x120 ~	SSO0669239_FVP101200450_8B
		DEFAULT.9999000000..
		EACH 2
		07-May-2012 00:00:00
		Blind
		3 days 23 hours

BOM Tech Docs

Header Lines Controls

Return to Negotiation

Actions Acknowledge Participation Go

Select docs to download or click on download all documents

Download Selected Document(s) Download All Document(s)

Select Document Code	Level	Revision	State	
ITN07771	0	034	AVAILABLE	
ITN07760	1	006	AVAILABLE	11-Jan-2012
ITN07774	1	003	AVAILABLE	24-Mar-2010
ITN07800	1	017	AVAILABLE	27-Jan-2010
	2	015	AVAILABLE	10-May-2011
	2	004	AVAILABLE	08-Jul-2009
	2	007	AVAILABLE	17-Jun-2011
	2	020	AVAILABLE	13-Mar-2012
	2	004	AVAILABLE	06-Mar-2012
	3	010	AVAILABLE	02-Nov-2010
	3	009	AVAILABLE	28-Jul-2009
	3	008	AVAILABLE	28-Jul-2009

Push "Export" to download the BOM into csv file.

Export

# Supplier Quote creation



imagination at work

iSupplier Portal - GE Oil & Gas

Select Create Quote option from  
Actions menu and then click on Go.

Home Negotiation Orders Shipments Account Admin Contact Us

5

Actions Create Quote Go

Go

Negotiation >

RFQ: 117

Print Document

Print Quality Document

Title test ETE  
Status Active  
Time Left 23 hours 45 minutes

Open Date 27-Oct-2010 19:01:13  
Close Date 28-Oct-2010 18:57:22

Header Lines Controls

Buyer Salis, Mr. Pierpaolo  
Style Blind  
Description test ETE

Outcome Standard Purchase Order  
Event

Terms

Bill  
Ship

Currency

Attributes

Details Attribute Group

No results found.

Notes and Attachments

Note to Suppliers test ETE



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Home Logout Preferences Help

Home Negotiation Orders Shipments Account Admin Contact

6

Negotiation > RFQ: 95762 >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Dear Supplier,  
before proceeding on this sourcing event, please accept by acknowledgement GE Oil & Gas General Terms of Purchase available on below link.

[http://www.geoilandgas.com/businesses/ge\\_oilandgas/en/about/supplier\\_portal.htm](http://www.geoilandgas.com/businesses/ge_oilandgas/en/about/supplier_portal.htm)

Cancel Accept

You are asked to read and accept Terms &  
Conditions and then Click Accept.




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Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help

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# Supplier Quote creation

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Home Logout Preferences Help

Home Negotiation Orders Shipments Account Admin Contact Us

Negotiation > RFQ: 117 >

Create Quote: 53 (RFQ 117)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

**Header**

Title test ETE  
Supplier Site **IP01**  
RFQ Currency **EUR**  
Quote Currency **EUR**  
Price Precision **Any**

Time Left **23 hours 44 minutes**  
Close Date **30-Nov-2010 18:57:33**

Quote Valid Until **30-Nov-2010**

Reference Number **RFQ 117**

Note to Buyer **Response to the RFQ 117**


**Attachments**

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Lines**

© Indicates more information requested. Click on the Update icon.


Line	Update	Ship-To Rank	Start Price	Test Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Requested Contractual Date	Proposed Contractual Date
1 <u>attività di engin...</u>		FIIT001	No B	No Quote		150 CUBIC METER	1	1	15-Nov-2010 18:56:38	15-Nov-2010 18:56:38

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

**Annotations:**

- 7 Enter the date on which your bid or quote expires.
- You can assign a reference number for your own internal tracking.
- You can enter a note to the buyer.
- If Start Price column is filled you must offer a lower price.
- 8 Enter your quote
- Number of units on which you are Quoting/Bidding
- 9 Confirm or change Proposed Contractual date
- Click Add Attachments to supply the buyer with any additional information (file, URL, short text note). Attach BQF (Bid qualification Form) if deviations are present.

# Supplier Quote creation

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Home Logout Preferences Help

Home Negotiation Orders Shipments Account Admin Contact Us


Negotiation > RFQ: 117 >

Create Quote: 53 (RFQ 117)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

**Header**

Title test\_ETE  
Supplier Site **IP01**  
RFQ Currency **EUR**  
Quote Currency **EUR**  
Price Precision **Any**


Time Left **23 hours 44 minutes**  
Close Date **28-Oct-2010 18:57:22**  
Quote Valid Until    
(example: 27-Oct-2010)  
Reference Number   
Note to Buyer

**Attachments**

File Name	Type	Description	Category	Update	Delete
No results found.					

**Lines**

© Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Requested Contractual Date	Proposed Contractual Date
1 <u>attività di engin...</u>		FIIT001	No Bid		No Quote		<input type="text" value="150"/>	CUBIC METER	1	1	15-Nov-2010 18:56:38	15-Nov-2010 18:56:38

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

You can import your responses using a spreadsheet: it is helpful if there are many lines in a large negotiation

Click on Continue to confirm your response.

Click Save Draft to save your response information for a later session. You can access your draft responses by clicking the Manage Draft quick link from the Negotiations Home page.

# Supplier Quote creation



[Negotiation](#) > [RFQ: 117](#) >

Create Quote 53: Review and Submit (RFQ 117)

[Cancel](#) [Back](#) [Save Draft](#) [Submit](#)

11

## Header

Title test ETE  
Supplier Site IP01  
RFQ Currency EUR  
Quote Currency EUR  
Price Precision Any

Time Left 23 hours 44 minutes  
Close Date 28-Oct-2010 18:57:22  
Quote Valid Until 30-Nov-2010  
Reference Number RFQ 117  
Note to Buyer Response to the RFQ 117

## Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

## Lines

Select	Line	Ship-To	Best Price	Start Price	Target Price	Quote Price (EUR)	Unit	Target Quantity	Quote Quantity	Your Total Amount	Requested Contractual Date	Proposed Contractual Date
<input checked="" type="radio"/>	1 attività di engin...	FIIT001	No Quote			150	CUBIC METER	1	1	150.00	15-Nov-2010 18:56:38	15-Nov-2010 18:56:38

Line 1: attività di engineering

## Notes and Attachments

Note to Buyer

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Result Quote created & submitted to Negotiation Successfully.

## Confirmation

Quote #156 for RFQ 39878 (Engineering Service - Desktop Assembly) has been submitted.

[Return to Sourcing Home Page](#)

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[About this Page](#)

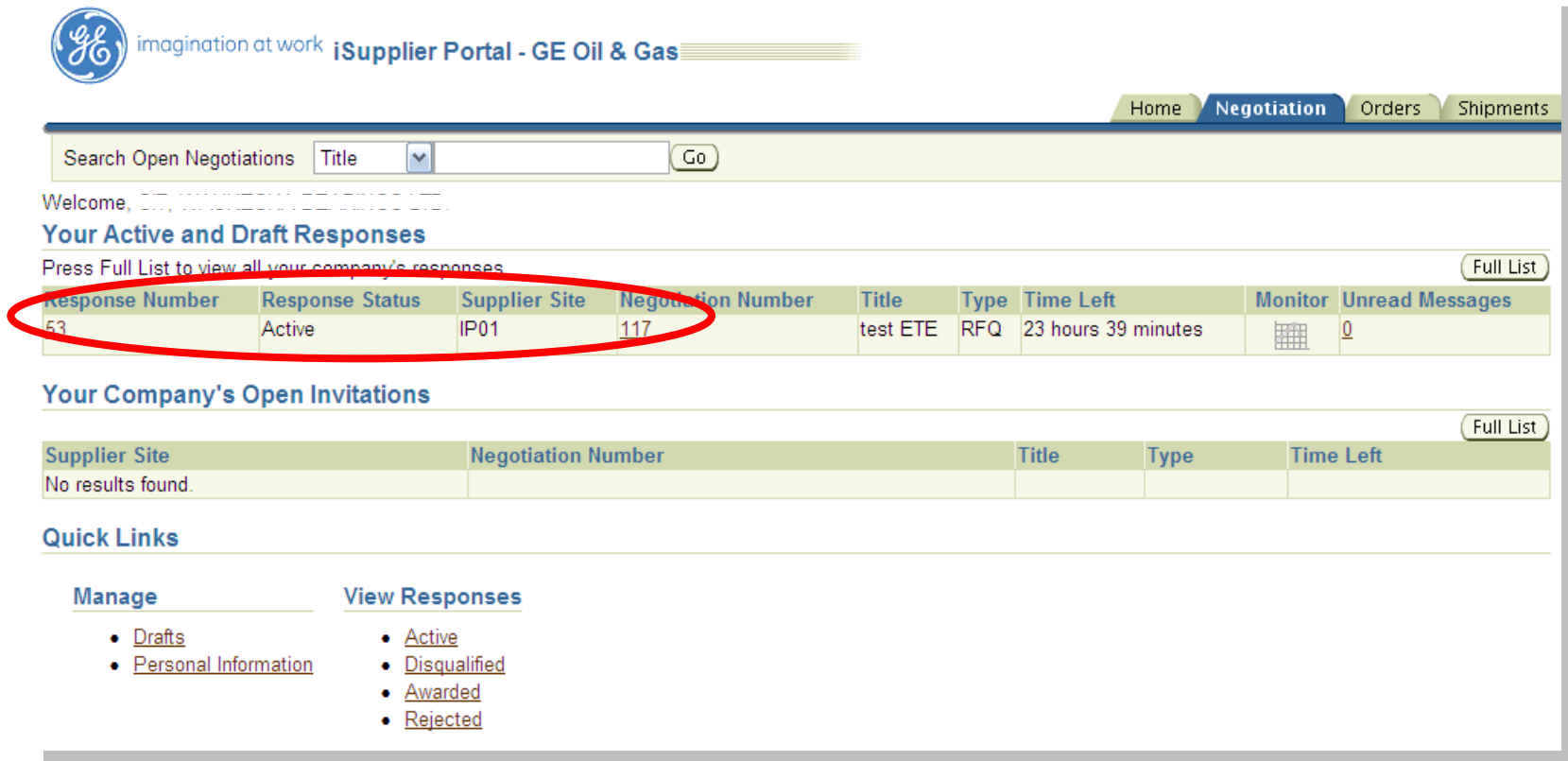
[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Diagnostics](#)

[Privacy Statement](#)



# Supplier Quote creation

Once Quote is Submitted it moves from Your Company's Open Invitations to Your Active and Draft Responses.



 imagination at work **iSupplier Portal - GE Oil & Gas**


Home **Negotiation** Orders Shipments

Search Open Negotiations Title  Go

Welcome, [User Name]

### Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
53	Active	IP01	117	test ETE	RFQ	23 hours 39 minutes		0

### Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

### Quick Links

**Manage**

- [Drafts](#)
- [Personal Information](#)

**View Responses**

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

# RFQ vs E-Auction

- RFQ:
  - time limit is in days (Start date and End date);
  - Suppliers have time to download BOM, Tech Docs and post their bid;
  - Suppliers usually are able to post only one quote.
  - Power Bid feature;
- eAuction:
  - time limit is in Hours or minutes;
  - Suppliers can post multiple bids;
  - Every time supplier post a bid price, he will be able to view his rank, comparing his bid price with the competing bid price of the other invited suppliers in eAuction;
  - eAuction automatic extension when supplier post the best bid price;
  - Power Bid feature and Proxy Bid feature.

# Supplier Quote creation

## Proxy Bid and Proxy Bid Decrement

### *eAuction only – Lines Tab*

- If Proxy bidding option is active, the system automatically can rebid on your behalf whenever a competing bid price beats your bid price.
- If proxy bidding option is allowed, enter **Proxy Bid Decrement** and the **Proxy Minimum** in create Bid page:
  - **Proxy Bid Decrement:** amount that will automatically reduce your **Bid Price** if it is not the Best Bid in the eAuction.
  - **Proxy Minum:** Your **Bid Price** will be reduced until you will reach the **First Ranking** in the eAuction, but your Bid will NEVER could be lower than the Proxy Minimum. Therefore, if one of your Competitor has entered a lower price than your **Proxy Minimum**, you will not reach the first position. On the other hand it is possible to insert a lower **Proxy Minimum**.
- You can proxy bid on some lines and bid manually on others.
- You can disable Proxy Bid whenever you want and insert your Bid manually.

# Supplier Quote creation eAuction

Once you have opened the eAuction page, you can create a Bid.

Negotiation > Auction: 95664 >  
Create Bid: 59874 (Auction 95664)

▼ Header

Title: test per Auction  
Supplier Site: IP01  
Auction Currency: EUR  
Bid Currency: EUR  
Price Precision: Any

Time Left: 23 hours 46 minutes  
Close Date: 30-Jun-2012 09:26:23  
\* Bid Valid Until: 01-Jul-2012 (example: 29-Jun-2012)  
Number:   
Note to Buyer:

Attachments  
Add Attachments  
File Name  
No results found.

Category	Last Updated By	Last Updated	Usage	Update	D

Lines

Proxy Bid Decrement: 250 EUR  
ⓘ Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Total Score	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1 NO DESCRIPTION		FI-SRL-IT004	No Bid			40000	2400		EACH	5	5	20-Jun-2012 00:00:00	20-Jun-2012 00:00:00

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

1 Acknowledge Participation Go  
Acknowledge Participation  
Create Bid

Select Create Bid to attend the Auction and send your Offer.

Enter here your Bid Valid until date

Enter here your Bid Price.

Click in Continue to Review the Bid and to Submit it.

GE imagination at work iSupplier Portal - GE Oil & Gas

Negotiations Home Orders Shipments Account Admin Contact Us

Negotiation > Auction: 95703-3 > Create Bid: 59914 (Auction 95703-3)  
Monitor Auction: 95703-3

AutoRefresh Interval: 12 seconds Set

Title: RFQ test  
Status: Active  
Time Left: 23 hours 49 minutes

Open Date: 10-JUL-2012 14:59:01  
Close Date: 11-JUL-2012 14:58:46

Lines

Line	Category	Time Left	Rank	Start Price (EUR)	Bid Price (EUR)	Target Price (EUR)	Bid Quantity	Quantity	Your Total Amount (EUR)	Need-By Date
1 TIRANTE M10x120 ~	DEFAULT.999900000000..	23 hours 49 minutes	1		100		1	1	100.00	On or after 31-Jul-2012 09:30:4

Return to Create Bid: 59914 (Auction 95703-3)

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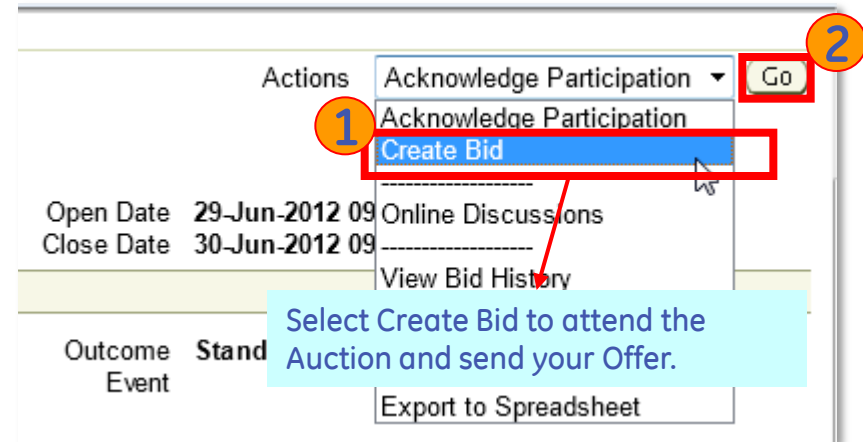
Here you will find your rank position achieved after your bid creation. Being first in some lines does not automatically let the Supplier being the first in the eAuction and win it.

After you have created your Bid, clicking on Monitor eAuction you will be able to set Refreshing time in order to see the ranking for each line as often as possible.

# Supplier Quote creation

## Proxy Bid for eAuction

Once you have opened the eAuction page, you can create a Bid. Here you will find instructions to Bid a specific line.



Negotiation > Auction: 95664 >

Create Bid: 59874 (Auction 95664)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

### ▼ Header

Title test per Auction  
Supplier Site IP01  
Auction Currency EUR  
Bid Currency EUR  
Price Precision Any

Time Left 23 hours 46 minutes  
Close Date 30-Jun-2012 09:26:23  
\* Bid Valid Until 01-Jul-2012  
(example: 29-Jun-2012)

Reference Number  
Note to Buyer

Enter here your Proxy Bid Decrement.

Enter here your Bid Price.

By entering the Proxy Minimum you fix the lowest Price your Bid will reach.

Click in Continue to Review the Bid and to Submit it.

Lines  
Proxy Bid Decrement 250 EUR

© Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1 NO DESCRIPTION		FI-SRL-IT004	No Bid			40000	2400	EACH	5	5	20-Jun-2012 00:00:00	20-Jun-2012 00:00:00

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

6

# Supplier Quote creation – Power Bid

- Power Bid can be used only on eAuction or RFQ (only with multiple quotes allowed)
- Power Bid feature allows you to reduce your Bid Prices of the lines (or some) according to the % entered.
- In order to use this feature, you must have already posted one quote.
- Unlike The Proxy Bid, the Power Bid is a manual tool.

Attachments

Add Attachments

File Name	st Updated By	Last Updated	Usage	Update	Delete
No results found					

1

Enter the Power Bid: it is the % that will reduce your Bid Price.

Lines

Power Bid 5 % Recalculate

Proxy Bid Decrement: 50 EUR

Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Total Score	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1 NO DESCRIPTION		FI-SRL-IT004	1			40,000	2400	100	EACH	5	5	20-Jun-2012 00:00:00	04-Jul-2012 09:43:03

2

By clicking on the Recalculate to display new price: you will manually reduce the Bid Price according the percentage entered.

Cancel View Auction Monitor Auction Bid By Spreadsheet Cancel Proxy Save Draft Continue

# Orders

*Read only feature to access Order info*

# Order search

The Orders tab helps user searching PO by using predefined searches and Advanced Search options.

Select one of these two sub-tab respectively if you want to search for PO or Release (Purchase Orders) or one Blanket Agreement (Agreements).

**1** Orders

**2** Views

Select PO search parameter

**Purchase Orders**

View: Purchase Orders Within Last 6 Months (Go)

Advanced Search

Previous 1-25 Next 25

Select	PO Num	Item	Description	Last Approved Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	439766816	2	OU_NP_IT Standard PO Steel Structures for JSDs 6302238-45; 6302246-48; 6302263-69; 6302270-71; 6302272-73 SHAYBAH	28-Dec-2011 10:35:21		EUR		Requires Acknowledgment	29-Dec-2011 00:00:00	
<input type="radio"/>	439767503	0	OU_NP_IT Standard PO Service Air Receiver & Instrument Air Receiver Compressa 500448 Pigap3	23-Dec-2011 17:01:37		EUR		Requires Acknowledgment	30-Dec-2011 00:00:00	
<input type="radio"/>	439741945	4	OU_NP_IT Standard PO Materiale per emergenza in cantiere	20-Dec-2011 18:13:42		EUR		Closed		
<input type="radio"/>	439761952	1	OU_NP_IT Standard PO Materiale per emergenza in cantiere	17-Dec-2011 11:39:42		EUR		Closed		
<input type="radio"/>	439764062	2	OU_NP_IT Standard PO Materiale per emergenza in cantiere	17-Dec-2011 11:20:10		EUR		Closed		
<input type="radio"/>	439730177	6	OU_NP_IT Standard PO RECUPERATOR PROCUREMENT for job 3700155 - 57 - 58 e 60 % 62	16-Dec-2011 18:25:32		EUR		Open		

# Orders list



## Purchase Orders

In all iSP form, once you have your search results displayed, you can sort them by clicking any of the embossed column headings.

Select	PO Number	Rev	Business Unit	Supplier	Supplier Site	Document Type	Description	Last Approved Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">439622006</a>	<a href="#">2</a>	OU_NP_IT		IP01	Standard PO	TIRANTE*\$50X130	24-Nov-2009 21:04:24		EUR		Requires Acknowledgment	30-Nov-2009 00:00:00	
<input type="radio"/>	<a href="#">439588021-17</a>	<a href="#">9</a>					varie x service	24-Nov-2009 21:04:24		EUR		Open		
<input type="radio"/>	<a href="#">439616126</a>	<a href="#">2</a>				PO	Fornitura Viti di Chiusura	24-Nov-2009 21:04:24		EUR				
<input type="radio"/>	<a href="#">439588021-83</a>	<a href="#">3</a>	OU_NP_IT		IP01	Blanket Release	varie x service	24-Nov-2009 21:04:24		EUR		Open		
<input type="radio"/>	<a href="#">439588021-181</a>	<a href="#">0</a>	OU_NP_IT		IP01	Blanket Release	varie x service	24-Nov-2009 17:16:45		EUR		Open		
<input type="radio"/>	<a href="#">439622149</a>	<a href="#">2</a>	OU_NP					24-Nov-2009 16:53:47		EUR		Requires Acknowledgment	30-Nov-2009 00:00:00	

Clicking on Rev. number the user can see all the changes made to the PO.

Clicking on Attachment icon the system shows the list of notes, clauses and attachments present in the Oracle PO.

Once you've located the PO you want to view, click on the PO number to view all the PO details.

### Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.



# View Purchase Order details

In the **PO details page** most **header and lines information** related to the selected PO are displayed. The user can also access all other related information to this PO by clicking on **Receipts, Invoices or Payments**.

Standard PO : 189004308 Revision: 1

**Order Information**

**General Information**

Standard PO: 189004308  
Total: 14,500.00 (EUR)  
Supplier:  
Supplier Site:  
Address:  
Buyer:  
Original Order Date: 30-Jun-2009 07:19:44  
Description:  
Status: Closed  
Note to Supplier: Vostra offerta N. 18/2009 del 20-05-2009  
Organization: OU NP IT  
Attachments: None

**Terms and Conditions**

Payment Terms: TPS 90 DAYS  
Carrier:  
FOB:  
Freight Terms: YOUR  
Shipping Control:  
Bill-To Address:  
Bill-To Address: Via Felice Matteucci 2  
(codice fiscale e registro delle imprese 04880930484)  
Firenze, 50127  
Ship-To Address:  
Ship-To Address: Via Felice Matteucci 2  
(codice fiscale e registro delle imprese)

**Related Information**

[Receipts](#)  
[Invoices](#)  
[Payments](#)

**PO Details**

TIP Click on the Show link to view shipment details of a line.  
Indicates new values  
Indicates cancellation request  
Show All Hide All

Details	Line	Type	Item	Job	Description	UOM	Quantity	Price (EUR)	Amount (EUR)	Status	Reason	Global Agreement	Attachments	Price Differentials	Tech Docs
Hide	1	Services				EACH	1			Closed					

**Shipments**

Shipment	Quantity Ordered	Quantity Received	Amount(EUR)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments	Contractual Date
1	11160	11160	11 160.00	15-Jul-2009 04:00:00	26-Jun-2009 04:00:00		FIIT001	Closed				2009/07/15 04:00:00

**Show**

In the upper part of the page there are PO header information.

In this section the lines information are displayed (code, q.ty, tech docs, etc).

Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.

Click on **Show** to view line shipment details. Here the most important information are related to the dates.

Click on this icon to view and download the list of Tech Docs associated to each PO line.

# Purchase Order History

Through **Purchase History** sub-tab, search for the PO and view the PO revision history as shown below.

**1** This section allows to search and visualize the PO changes made.

**2** Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.

**3** These three options allow respectively to compare the last revision with the original version, to the previous one and to view all PO changes.

**Note** The user can reach the same result clicking on the Rev. number link in the Orders list.



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[Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

[Purchase Orders](#) | [Agreements](#) | [Purchase History](#)

[Home](#) [Negotiation](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#) [Contact Us](#)

Purchase Order Revision History

[Export](#)

## Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

[Advanced Search](#)

PO Number  
Release Number  
Rev  
Document Type  
Creation Date  
Revised Date  
Business Unit

[Go](#) [Clear](#)

PO Number	Rev	Business Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
No search conducted.												

[Export](#)

[Home](#) | [Negotiation](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Contact Us](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

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# ***Shipments***

*RTS Date Management – Milestone – Docs Upload*

# Supplier WorkLoad search

The screenshot displays the iSupplier Portal - GE Oil & Gas interface. The top navigation bar includes links for Home, Logout, Preferences, and Diagnostics. Below this, a secondary navigation bar features tabs for Home, Negotiation, Orders, Shipments (highlighted with a red box and a yellow circle with the number 1), Account, Admin, and Contact Us. The main content area is divided into two sections. The left section, titled 'Supplier Workload', contains a 'Simple Search' form with fields for Organization, Order, Item Code, Ship to Org, Shipment Status, SPA, Release, Project Number, Action Required, and Issue Flag. A red box highlights this search form, and a yellow circle with the number 2 is placed next to it. A red arrow points from the search form to a text box on the right that reads: 'Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.' The right section of the main content area shows a table with columns for various shipment details, including Order, Org Line, Ship Code, Item Description, Action required, Contractual Date, Promise Date, Need Date, Transp. Lead Time, Ready To Ship Date, Proposed RTS Date, RTS Actual Flag, RFT ID, Justification, Free Note, Quantity Due, Issue Revision, Quality Plans, Mile Stone, and Tech Docs. The table currently displays 'No search conducted.' at the bottom. The footer of the page includes copyright information for Oracle (2006) and a link to the Privacy Statement.

imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences Diagnostics

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload Receipts Returns Overdue

Massive Update

**Simple Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA  
Order Release  
Item Code Project Number  
Ship to Org Action Required  
Shipment Status Open Issue Flag

Go Clear

Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.

Select	Order	Org Line	Ship Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Issue Revision	Quality Plans	Mile Stone	Tech Docs
No search conducted.																				

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Diagnostics

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# Supplier WorkLoad list

**Supplier Workload Internal**

[More](#) Action List

**Simple Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization  SPA Name

Order 439700003 Release Number

Project Number  Item Code

Action Required  Supplier Name

Issue Flag  Ship to Org

Justification Status  RTS Date Status

Shipment Status All Free Note Status

Click on More to view all fields available (BOM link)

Clicking on Item code hyperlink the system shows some information related to the item for example (Planner name, COA12 flag, Req#, etc).

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready to Ship Date	Proposed RTS Date	RTS Actual Flag	RTS ID	Justification
<input type="checkbox"/>	<a href="#">439716845</a>	OU_NP_IT 1	1		<a href="#">GTE09031</a>	Order x In Salah		15-APR-2011	09-Dec-2011	10-Apr-2011	0			N		SN041-Supplier Delay
<input type="checkbox"/>	<a href="#">439711296</a>	OU_NP_IT 58	1		<a href="#">GTE09031</a>	VITE*\$3/8"-16UNCX1 1/4"	Pending Sna	28-APR-2011	15-Apr-2012	28-Apr-2011	0			N		SP020-On time delivery on going

Proposed Ready to Ship is populated when the Supplier ask for a new RTS.

Set Actual Flag is Y Supplier can not propose a new RTS.

Free Note	Quantity Due	SPA	Project	Buyer Name	Issue Revision	Wip#	Quality Plans	Milestone	Tech Docs	Destination Code	Updated Destination Code	End Item Project Code	WIP Job Number	PEI TT Plan Date	BOM
105/V 29.01.11	0	De Angeli,Elena	6302173	Mastronardi, Mr. Fabio	62		<a href="#">Available</a>	<a href="#">Milestone</a>	<input type="button" value="View"/>	R22	R22	6302173	PlannedWip	30-JUN-2011	<a href="#">BOM</a>
105/V 29.01.11	0	De Angeli,Elena	6302175	Mastronardi, Mr. Fabio	62		<a href="#">Available</a>	<a href="#">Milestone</a>	<input type="button" value="View"/>	R22	R22	6302175	PlannedWip	30-JUN-2011	<a href="#">BOM</a>

The system sets Issue flag to Y when the SPA rejects the Proposal RTS Date.

If the shipment has quality docs associated they can be viewed/uploaded clicking on this hyperlink. The same information can be accessed through the Quality sub-tab present in the menu.

If the shipment has Milestones associated they can be viewed / uploaded clicking on this hyperlink.

Click here to view and export BOM

# Dates Definition

Date types	Description	Meaning
<b>Need by Date</b>	Coming from Mfg on PO Requisition.	Is the date by which a material / service is requested at NP Dock site by the ASCP module.
<b>Promised Date</b>	Is the expected arrival date at NP Dock site advised by the Supplier.	Time by which the material has to be delivered at the NP Dock site independently from the contractual delivery point.
<b>Contractual Date</b>	Is the Contractual delivery date printed on the PO.	Time by which the material has to be contractually delivered at the agreed delivery point. Contractual Date = Promised Date – Transportation LT.
<b>Transportation Lead Time</b>	Transportation Lead Time also called LT3.	Is the time necessary for transport from the contractual delivery point to the Requested Site.
<b>RTS Date</b>	Ready To Ship Date.	It is the Supplier Actual date of supply ready to Ship at contractual delivery point.

# Receipt search

Entering the specific tab and sub-tab it is possible to search for **Receipts** using the **standard iSP search form**. The **Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipments.

The screenshot shows the iSupplier Portal interface. At the top right, there are navigation links: Home, Logout, Preferences, Help, and Diagnostics. Below these, a secondary navigation bar contains links: Home, Negotiation, Orders, Shipments (highlighted with a red box and a red circle with the number 1), Account, Admin, and Contact Us. On the left side, a vertical menu shows 'Supplier Work' and 'Receipts' (highlighted with a red box and a red circle with the number 2). A red arrow points from the 'Receipts' menu item to a light blue text box that says: 'This section allows to search and visualize the Receipt information related to the different POs.' Below the menu, the 'Receipt Transactions' section is visible. It includes a 'Simple Search' form with the instruction: 'Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.' The search form contains fields for Organization, Receipt Number, Receipt Date, PO Number, Item, Supplier Item, and Receipt Location. A red box highlights this entire search form, with a red circle containing the number 3 next to it. A red arrow points from this box to another light blue text box that says: 'Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.' To the right of the search form is an 'Advanced Search' button. Below the search form is a table with the following headers: Organization, Receipt Number, Receipt Date, PO Number, Item, Supplier Item, Item Description, UOM, Quantity Received, Receipt Location, View Attachments, and Supplier Organization ID. The table currently shows 'No search conducted.' At the bottom right of the table is an 'Export' button. The footer of the page contains copyright information: 'Copyright (c) 2006, Oracle. All rights reserved. About this Page' and a 'Privacy Statement' link.

1

2

3

This section allows to search and visualize the Receipt information related to the different POs.

Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Advanced Search

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
No search conducted.											

Export

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help | Diagnostics

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About this Page

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# Receipt information

In the **Receipt transaction form** the system shows line by line the detailed information related to the POs received and the receipt.

Clicking on the **Receipt n°**, as shown in the next page, the system opens another form with the detailed information about the transport and receipt of the specific PO line.

GE imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences Help

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload | **Receipts** | Returns | Overdue Receipts | On-Time Performance | Quality

### Receipt Transactions

Organization	Receipt Number	Receipt Date ▼	PO Number	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
OU_NP_IT	990015245	25-Sep-2009 07:01:23	189004308		Creation of GS Oracle manuals - N. 18/2009	EACH	11160	FIIT001		6444
OU_NP_IT	990015245	25-Sep-2009 07:01:23	189004308		Creation of GS Oracle manuals - N. 18/2009	EACH	3340	FIIT001		6444

Export

Copyright (c) 2006, Oracle. All rights reserved. Home | Orders | Shipments | Receipts | Preferences | Help Privacy Statement

Using this link the user can enter directly in the PO detail form in order to analyze the detailed information related to the PO.

# Viewing Overdue Receipts

The **Overdue Receipts** results page enables users to view the details of past due purchase order shipments.

**1** Home Logout Preferences Help

**2** Supplier Workload | Receipts | Returns | **Overdue Receipts** | On-Time Performance | Quality

**3** Home Negotiation Orders **Shipments** Account Admin Contact Us





### Overdue Receipts

Export

#### Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Advanced Search

Organization    
PO Number   
Item    
Supplier Item    
Due Date  

**3** Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.

Organization	PO Number	Item	Supplier Item	Item Description	Due Date ▾	UOM	Quantity Ordered	Quantity Overdue Receipts	Ship-To Location	Carrier	Buyer	Supplier Config ID
OU_NP_IT	<a href="#">439621609</a>			Erogazione dei corsi in area GS	30-Nov-2009 00:00:00	EACH	1	0	FIIT001			
OU_NP_IT	<a href="#">439614632</a>			Corsi TCE ed Oracle presso sede di Bari per implementazione MRP-BoM	20-Nov-2009 00:00:00	EACH	1	0	FIIT001			
OU_NP_IT	<a href="#">189004568</a>			IBAS 3.0 class training and material preparation	16-Nov-2009 04:00:00	EACH	8500	0	FIIT001			
OU_TD_FR	<a href="#">439026462</a>			TCE TRAINING & SUPPORT FOR MRP RAMP UP	09-Nov-2009 00:00:00	EACH	1	0	TDFR000			
OU_NP_IT	<a href="#">439617485</a>			Training material for finance regional users on Oracle, ART7, BO	21-Oct-2009 00:00:00	EACH	1	0	FIIT002			

# Viewing On-Time Delivery Performance

The **On-Time Performance** page provides the delivery status of shipments the supplier made against purchase orders. The supplier can view his/her performance for timeliness of deliveries.

**On-Time Performance**

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization  PO Number

Due Date  Shipment Number

Receipt Number  Item

Supplier Item  Waybill/Airbill Number

Delivery Status

Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
OU_TD_FR	439023695	21-Sep-2009 00:00:00		6455	21-Sep-2009 14:54:39			prestation (prolongation) de Sara SALOMONE	EACH	1			On-Time	
OU_NP_IT	439600313	17-Jul-2009 00:00:00		414546	22-Sep-2009 11:55:31			Attività di Training relativa a TC2007	EACH	2	be 22/09/2009		On-Time	
OU_NP_IT	189004308	15-Jul-2009 04:00:00		990015245	25-Sep-2009 07:01:23			Creation of GS Oracle manuals - N. 18/2009	EACH	11160			Late	
OU_NP_IT	189004308	15-Jul-2009 04:00:00		990015245	25-Sep-2009 07:01:23			Creation of GS Oracle manuals - N. 18/2009	EACH	3340			Late	
OU_TD_FR	439023695	01-Jul-2009 00:00:00		6455	21-Sep-2009 14:54:39			Equipment support	EACH	4500			On-Time	

# Quality Requirements

Entering the specific tab and sub-tab users can see all the open shipments having **quality plans** associated. Quality plans are created in Oracle Quality module and linked to Supplier/PO information.



This section allows to search and **visualize the Quality** information related to the different POs.

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | **Quality** | Home | Orders | **Shipments** | Account | Admin | Contact Us

Logout | Preferences | Help | Diagnostics

### Quality Shipments

Simple Search

Advanced Search

PO Number: 439466752  
Shipment Number:   
Item:   
Go Clear

Use predefined or Advanced Search options. Enter the search criteria and then click on Go to run a query.

PO Number	PO Line	Shipment Number	Item	Item Revision	Description	UOM	Quantity Ordered	Supplier	Quality Plans
<a href="#">439466752</a>	1	1	ISM268125400		VLV4-10EXT *279A1312P001	EACH	1		<a href="#">Available</a>
<a href="#">439466752</a>	2	1	ISM268127567		SPARK PLUGLEAD *354A1513P132	EACH	1		<a href="#">Available</a>
<a href="#">439466752</a>	3	1	ISM268126547		SPARK PLUGLEAD *354A1513P131	EACH	1		<a href="#">Available</a>
<a href="#">439466752</a>	4	1	ISM268123744		PRESS.REGULATING VALVE *114A3982P006	EACH	1		<a href="#">Available</a>
<a href="#">439466752</a>	5	1	ISM268126733		3X1 BEARING*0731B820P0002				<a href="#">Available</a>
<a href="#">439466752</a>	6	1	ISM268126733		3X1 BEARING*0731B820P0002				<a href="#">Available</a>
<a href="#">439466752</a>	7	1	ISM268127186		OIL DEFLECTOR *748C193-001				<a href="#">Available</a>
<a href="#">439466752</a>	8	1	ISM268123498		NOZZLEFUEL *149D2986G013				<a href="#">Available</a>
<a href="#">439466752</a>	9	1	ISM268126609		GEAR,PUMP-DRIVEN*657D505-015				<a href="#">Available</a>
<a href="#">439466752</a>	10	1	ISM268126595		GEAR,PUMP-DRIVER*657D505-013				<a href="#">Available</a>

By clicking on Available hyperlink, users can enter quality results and view quality results already registered.



# *RTS Date management*

# iSupplier Portal - RTS management by Supplier

Supplier proposes new  
Ready To Ship date

Promise Date Updated

N

Is RTS ACTUAL (Y) or  
FORECAST (N)?

Y

Actual Flag = null

set Actual Flag = Y

1

When supplier proposes a new RTS, Promise Date is update automatically in Nuovo Pignone systems. It is used to plan production activities.

2

RTS is actual when you are sure that you can respect RTS proposed.

3

Set Actual flag = Y if RTS proposed is actual. If you need to modify it again, only your SPA can allow you to propose a new RTS again.

If RTS that you proposed is final, RTS is automatically updated (you will see new RTS and promise date updates the day after.

4

Actual flag = null means that RTS proposed is a forecast. RTS is not updated, but SPA views RTS proposed and can decide to update RTS with RTS proposed.

Issue flag = Y

1) If Issue flag = Y, RTS proposed has an impact on Need Date. SPA can decide to update RTS with your proposal. In this case issue flag returns null.

2) If Issue flag = Y and you received a notification, SPA rejected RTS that you proposed. In this case you can modify again RTS.

# Supplier changes RTS date

Supplier can Propose a new RTS Date. The SPA can accept or reject proposed RTS.

**1** Select Proposed RTS and click on Go

**2** Use predefined or Advanced Search options to search the desired PO. Enter at least the mandatory search criteria and then click on Go to run a query.

**3** Select the line(s) in which to perform the change or select all lines.

**4** Enter Proposed RTS and Set Actual Flag Y if RTS proposed is Actual.

**5** Proposed RTS Date


Select	Order	Org	Line	Ship Code	Item	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Read Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification
<input checked="" type="checkbox"/>	439618961	OU_NP_IT 3	1		saldatura tronchetti collettore fisso 6.95 ore e mobile 3.2			23-NOV-2009	24-Oct-2012		7			N		C0009-Customer additional request
<input type="checkbox"/>	439618961	OU_NP_IT 2	1		saldatura tronchetti collettore fisso 6.95 ore e mobile 3.2			23-NOV-2009	30-Nov-2009		7			N		...

Justification list:

- C0009-Customer additional request
- CN038-Customer drawings approval late
- CN042-Customer Test Date Delay
- C0009-Customer additional request
- NN004-Waiting for NP technical clarification
- NN005-Waiting scope of supply definition
- NN006-PO not received
- NN008-Update promise date, waiting for final commercial agreement
- NN013-Drop Shipment (c lav) waiting
- NN026-Update due to Manual Error
- NN029-Po update - Buyer error
- NN030-Modification(s) Engineering
- NN033-Receiving Issue
- NN039-Quality Approval Waiting
- NN040-NP Drawing Approval Late
- NN043-NP Inspection Delay
- NN001-Cancelled Job

It is mandatory to indicate the reason using the list of value present in the field Justification.

# Supplier changes RTS date Massive Update (selected lines)

 imagination at work **iSupplier Portal - GE Oil & Gas**

Home Logout Preferences Diagnostics

Home Orders **Shipments** Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

**Supplier Workload**

▼ **Massive Update**

Proposed RTS Date: 13-Apr-2010  
 Justification: Customer Test Date Delay  
 Free Note: New RTS please approve  
 RFT ID:   
 Apply Massive Update

**Simple Search**  
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization: SPA:   
 Order: 439610249 Release:   
 Item Code: Project Number:   
 Ship to Org: Action Required:   
 Go Clear

Select All | Select None

Select	Order	Supplier Name	Organization	Line	Shipment	Item Code	Item Description	Action Required	Contractual Date	Proposed Contractual	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Actual Flag	RFT ID
<input checked="" type="checkbox"/>	439700003	H.E.G. SRL	OU_NP_IT	5	1	SGS781334337	SUPPORTO MU...	Pending Supplier	21-Jul-2012	12-Jul-2012	28-Jul-2012	19-Jul-2012	7	21-Jul-2012		N	
<input type="checkbox"/>	439700003	H.E.G. SRL	OU_NP_IT	31	1	SGS781336309	SUPPORTO MU...	Pending Supplier	21-Jul-2012	12-Jul-2012	28-Jul-2012	19-Jul-2012	7	21-Jul-2012		N	
<input checked="" type="checkbox"/>	439700003	H.E.G. SRL	OU_NP_IT	18	1	SGS781336309	SUPPORTO MU...	Pending Supplier	21-Jul-2012	12-Jul-2012	28-Jul-2012	19-Jul-2012	7	21-Jul-2012		N	
<input checked="" type="checkbox"/>	439700003	H.E.G. SRL	OU_NP_IT	6	1	SGS781334337	SUPPORTO MU...	Pending Supplier	02-Aug-2012	28-Jul-2012	09-Aug-2012	02-Aug-2012	7	02-Aug-2012		N	

4 In order to propose a new RTS Date the Supplier has to use the Massive Update function when he has to enter more than one value on the line (at least RTS date and Justification).

Clicking on Apply Massive Update the system saves and applies the information.

Search the desired PO entering at least the mandatory search criteria and then click on Go to run a query. In the result list Select the line(s) in which you want to perform the change.

3 Select multiple line for which you want propose a new RTS date

*iSP Massive Upload by csv*

# iSP Massive Upload management

Massive Upload by csv file

The Massive Upload feature allows to update dates information massively.


- Promised Date (DD,MM,YYYY)
- Transportation Lead Time
- RTS Date (DD,MM,YYYY)
- Confirmed RTS
- Justification
- Free Note

If there are not such information the whole file will be rejected.

It's mandatory to fill "Justification" field, with the justification code visible from the supplier Workload, when any other field is updated, on the contrary he will receive an error message and the whole file will be rejected.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Order Number	Release	Line	Shipment	Contractual Date DD	Contractual Date MM	Contractual Date YYYY	Promised Date DD	Promised Date MM	Promised Date YYYY	Transportation Lead	RTS Date DD	RTS Date MM	RTS Date YYYY	Confirmed Rts	Justification	Free Note	RFT Id
1																		
2	439542143		1001	1	29	12	2008	29	12	2008	7	22	12	2008	N	00015		
3	439542143		1000	1	29	12	2008	29	12	2008	7	22	12	2008	N	00015		
4																		
5																		



imagination at work

export\_template/

Supplier Workload

Load Template (Go) Export Advance Search

used Contractual Promise Date Need Lead Time Transp. Ready To Ship Date Proposed Confirmed RTS RFT ID

29-Dec-2008	7	22-Dec-2008	N	
29-Dec-2008	7	22-Dec-2008	N	

Load Template (Go) Export Advance Search

Free Note

CN036-Customer drawings approval late  
 CN042-Customer Test Date Delay  
 CO009-Customer additional request  
 NN004-Waiting for IP technical clarification  
 NN005-Waiting scope of supply definition  
 NN006-PO not received  
 NN008-Update promise date - waiting for final commercial agreement  
 NN013-Drop Shipment (c la) waiting  
 NN026-Update due to Manual Error  
 NN029-PO update - Buyer error  
 NN030-Modification(s) Engineering  
 NN033-Receiving Issue  
 NN039-Quality Approval Waiting  
 NN040-NP Drawing Approval Late  
 NN043-NP Inspection Delay  
 NN001-Cancelled Job  
 NN002-Suspended Job  
 NN007-Need To Cancel PO action Buyer  
 NN012-ECO  
 NN016-Shipped by GLC  
 NN017-Shipped by OTM  
 NN018-Supplier Accepted New Po  
 NN028-ARSD  
 NN031-New Need By  
 NN021-Full In  
 NN023-Material already shipped, in transit  
 NN024-Push out  
 NN035-Recovery Plan Requested  
 NN003-Waiting for Third Part approval

# Massive Upload Template

The screenshot displays the iSupplier Portal interface for GE Oil & Gas. The top navigation bar includes links for Home, Logout, and Preferences. Below this, a secondary navigation bar contains links for Home, Negotiation, Orders, Shipments (highlighted with a red box), Account, Admin, and Contact Us. The main content area is titled "Supplier Workload" and features a "Simple Search" section. A text box prompts the user to "Please enter your search criteria and select the 'Go' button to see the result. Note that the search is case insensitive." The search form includes fields for Organization, Order (highlighted with a red box), Item Code, Ship to Org, Shipment Status, Release, Project Number, Action Required, and Issue Flag. A "Go" button (highlighted with a red box) and a "Clear" button are located below the search fields. To the right of the search form, a dropdown menu is open, showing options: Proposed RTS Date, Add Free Note, Update RFT, Document Request, Massive Upload Template (highlighted with a red box), and Massive Upload. A "Go" button (highlighted with a red box) is located to the right of the dropdown menu. Below the search form, a table displays search results. The table has columns: Select Order, Org Line, Ship Code, Item Description, Action required, Contractual Date, Promise Date, Need Date, Transp. Lead Time, Ready To Ship Date, Proposed RTS Date, RTS Actual Flag, RFT ID, Justification, Free Note, Quantity Due, Issue Revision, Quality Plans, Mile Stone, and Tech Docs. The first row of the table shows "No search conducted." A red box highlights the "Select Order" column header. At the bottom of the page, there is a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved." and a "Privacy Statement" link.

Enter the desired query parameters and then click on Go. 1

2

3

4

5

The system will shows the query results, select the desired one.

# Massive Upload Template

Massive Upload by csv file

imagination at work OG | Supplier Portal Massive Upload Internal User: \_\_\_\_\_

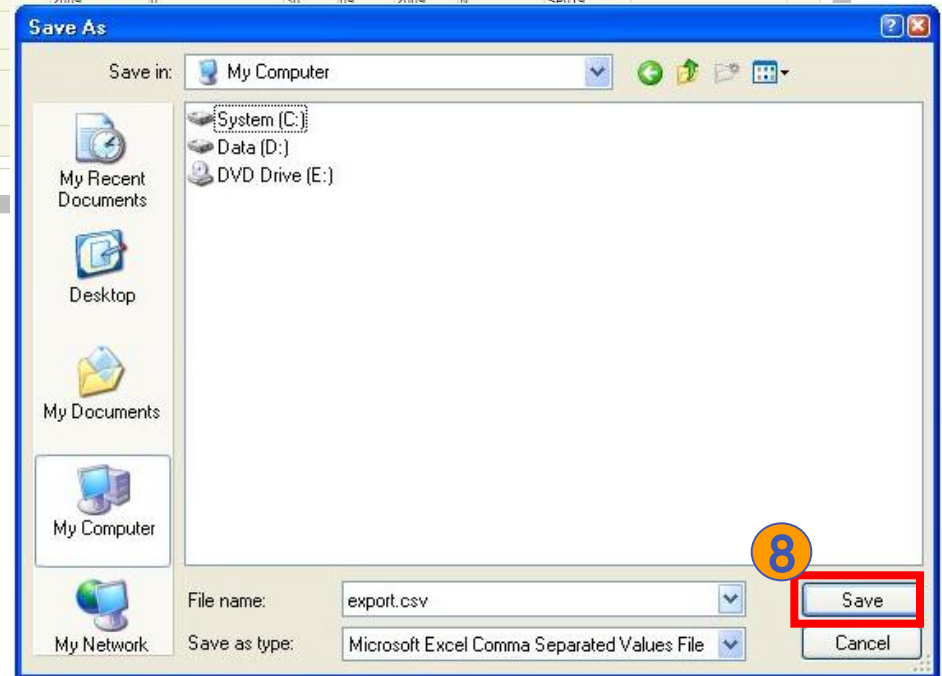
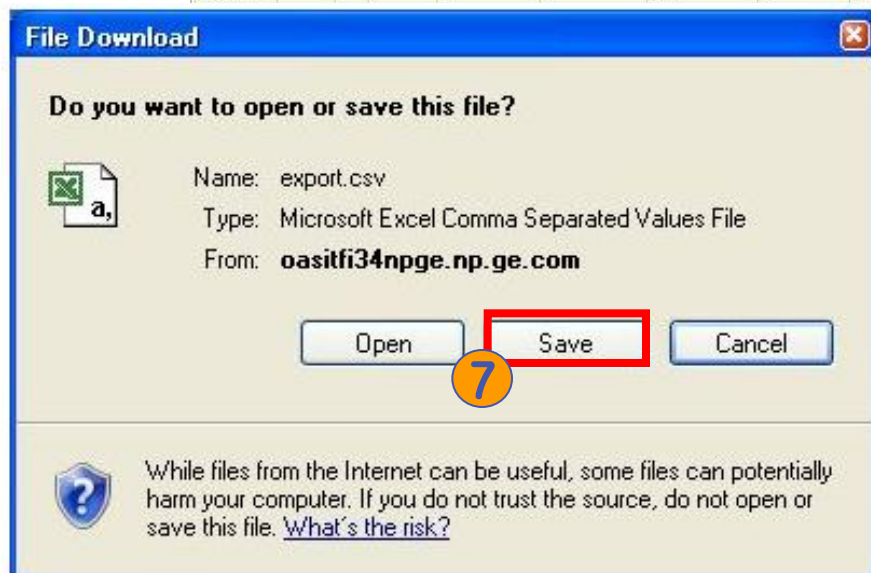
Supplier Workload

Supplier Workload > Supplier Workload Internal > Template Download

Export Template

Previous 1-10 Next 10

Order Number	Release	Line	Shipment	Contractual Date DD	Contractual Date MM	Contractual Date YYYY	Promised Date DD	Promised Date MM	Promised Date YYYY	Transportation Lead Time	RTS Date DD	RTS Date MM	RTS Date YYYY	Confirmed Rts	Justification	Free Note	RFT Id
439541619		1	1	31	07	2008	30	09	2008	0	30	09	2008	N	SN041		
439626952		19	1	31	10	2008	31	10	2008	0	31	10	2008	N			
439542143		1000	1	29	12	2008	29	12	2008	7	22	12	2008	N	00015		
439542143		1001	1	29	12	2008	29	12	2008	7	22	12	2008	N	00015		
439562691		4	1	05	02	2009	09	02	2009	0	09	02	2009	N	00015		
439608002		1	1	04	09	2009	04	09	2009	0	04	09	2009	N			
439581757		4	1	30	09	2009	30	09	2009	0	30	09	2009	N	SP010		



# Massive Upload Template

Massive  
Upload by  
csv file

1

2

3

4

5

6

In order to modify the .csv file it is needed to modify its layout. Select the first column and then set the column separator.

Microsoft Excel - Milestones\_Template

File Edit View Insert Format Tools Data Window Help WebEx

Sort... Filter

Table... Text to Columns... PivotTable and PivotChart Report...

Refresh Data

PO Header,Release Number,PO Line,PO Shipment,TG,Activity,Promise Start DD,Promise Start MM,Promise Start YYYY,Promise End DD,Promise End MM,Promise End YYYY,Completion TG

1 PO Header,Release Number,PO Line,PO Shipment,TG,Activity,Promise Start DD,Promise Start MM,Promise Start YYYY,Promise End DD,Promise End MM,Promise End YYYY,Completion TG

2 439031XYZ,,1,1,TG1,.....

3 439031XYZ,,1,1,TG2,.....

**Convert Text to Columns Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	PO Header,Release Number,PO Line,PO Shipment,TG,Activity,P
2	439031XYZ,,1,1,TG1,.....
3	439031XYZ,,1,1,TG2,.....
4	439031XYZ,,1,1,TG3,.....
5	439031XYZ,,1,1,TG4,.....

Cancel < Back **Next >**

**Convert Text to Columns Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ **Comma** ☐ Treat consecutive delimiters as one

☐ Space ☐ Other:  Text qualifier:

Data preview

PO Header	Release Number	PO Line	PO Shipment	TG	Activity	Promis
439031XYZ		1	1	TG1		
439031XYZ		1	1	TG2		
439031XYZ		1	1	TG3		
439031XYZ		1	1	TG4		

Cancel < Back **Next >** **Finish**

# Massive Upload Template

Supplier can delete from “Massive upload Template” some exported lines, but supplier cannot change key information (Order, Line, Shipment, Release Number).

- Supplier cannot delete first lines
- Supplier cannot add new lines
- Supplier cannot add or delete columns
- Supplier cannot change the columns position

# Massive Upload

Select Massive Upload from Action menu to upload export file saved and filled with dates information.

**Step 1:** Select massive Upload from action menu.

**Step 2:** Browse to select the massive upload template file just updated.

**Step 3:** Click on Upload

**Status of Uploaded File**

Error Code	Error Description	PO Number	Release	Line	Shipment
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	2	1	
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	1	1	
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439743119	2	1	
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	3	1	
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439730177	6	1	
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439730177	4	1	

# Massive Upload

 imagination at work **OG iSupplier Portal Massive Upload Internal User** [Home](#) [Logout](#) [Preferences](#)

**Supplier Workload**

Supplier Workload >

Please enter CSV file only    **5**

UploaderName	Description	Order Number	Release Line	Shipment	Contractual Date DD	Contractual Date MM	Contractual Date YYYY	Promised Date DD	Promised Date MM	Promised Date YYYY	Transportation Lead Time	RTS Date DD	RTS Date MM	RTS Date YYYY	Confirmed Rts	Justification	FreeNote	Rftld
105043243 ( Barbara Begliomini )	Data that was Imported and Data that is being Uploaded are Not	439637469	1003	2	30	6	2010	29	6	2010	7				N	NO017	rdt n. 65628 dest liv -- NO SALES	
							2010	25	6	2010	7	18	6	2010	N	SP036	SALES 2 Q 2010...RISK	

The system shows the following message when the csv file uploading has been processed

**Supplier Workload** | [Receipts](#) | [Returns](#) | [Overdue Receipts](#) | [On-Time Performance](#) | [Quality](#)


[Shipments](#): [Supplier Workload](#) >

**Status of Uploaded File**

1-10

Error Code	Error Description	PO Number	Release Line	Shipment
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	2	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	1	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439743119	2	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439747639	3	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439730177	6	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439730177	4	1

The system shows the following error message when the User try to upload an OLD csv file, without to perform download the Massive Upload Template before.

 imagination at work

**Supplier Workload** >

Status of Uploaded File

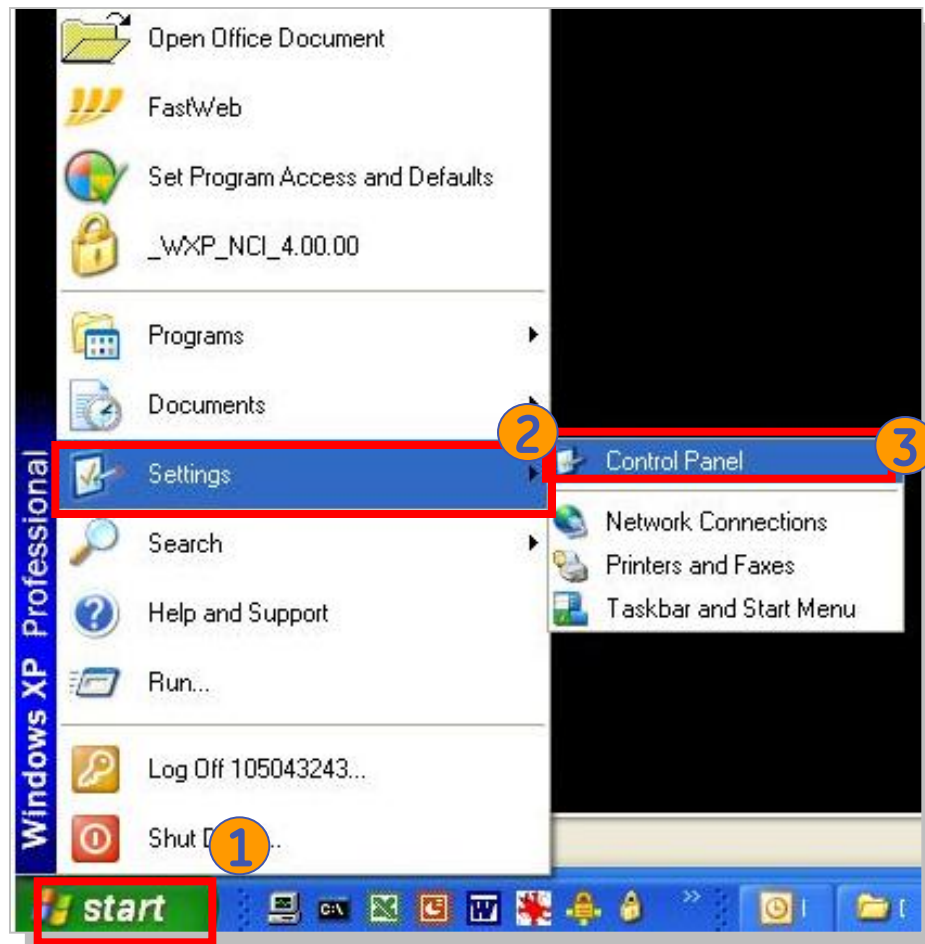
Error Code	Log Description	PO Number	Release Line Num	Shipment Num
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	439637469	2	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	439637469	3	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	1000	1	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	1001	1	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	1002	1	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637469	1003	2	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637474	3	1	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same. 439637474	4	1	1

[Supplier Workload](#) | [Home](#) | [Logout](#) | [Preferences](#)

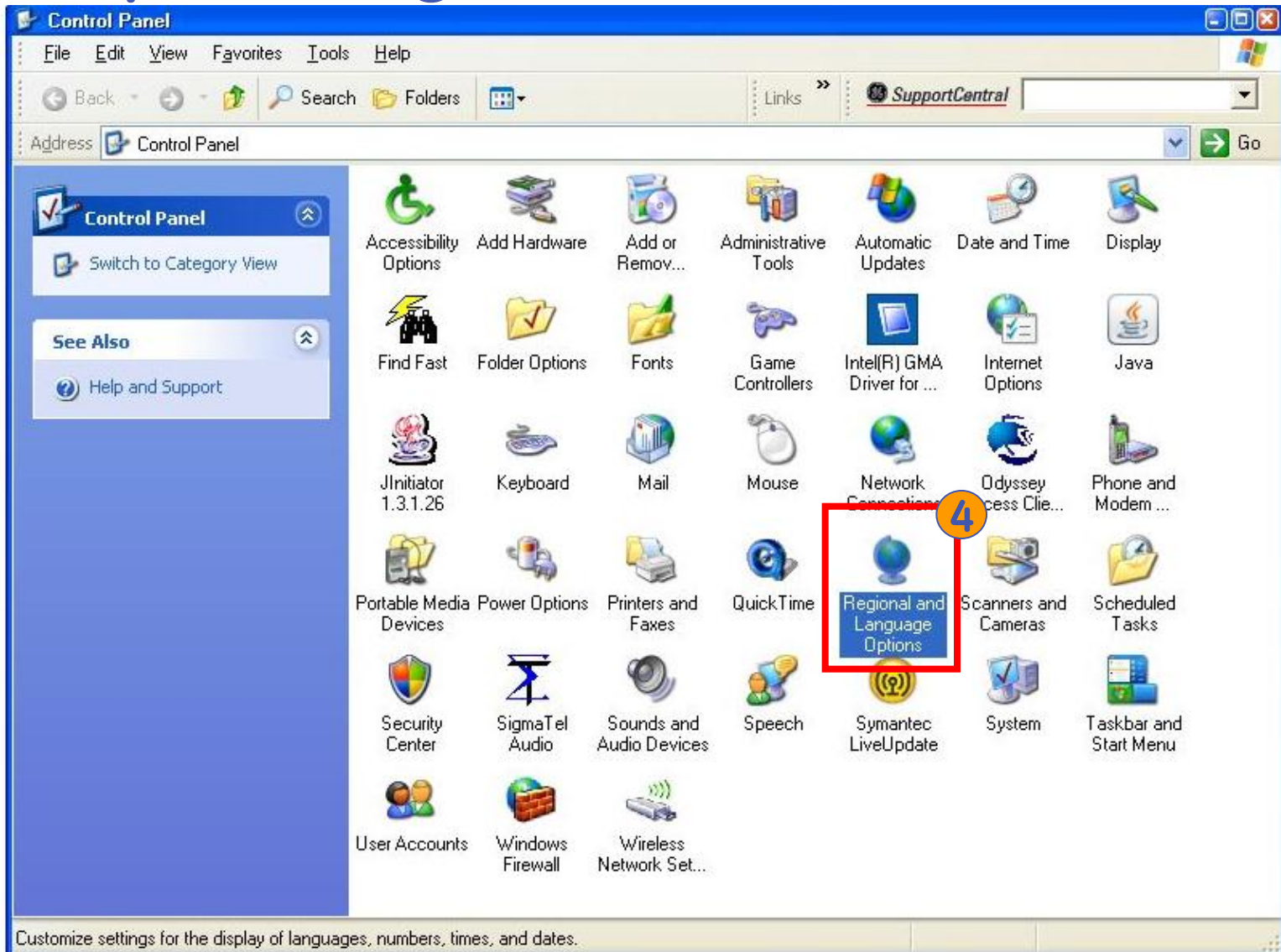
Copyright (c) 2006, Oracle. All rights reserved.

# Csv uploading Problem Resolution

Loading CSV file, there might be a loading problem caused by the Italian Windows version. In order to prevent this uploading Error the User has to perform the following actions. These are required only when in Regional and Language Options, the Limit Separator is ";" (semicolon) instead "," (comma)".



# Csv uploading Problem Resolution



# Csv uploading Problem Resolution

**Regional and Language Options**

Regional Options Languages Advanced

Standards and formats

This option affects how some programs format numbers, currencies, dates, and time.

Select an item to match its preferences, or click Customize to choose your own formats:

English (United States) **Customize...** (5)

Samples

Number: 123,456,789.00

Currency: \$123,456,789.00

Time: 4:35:04 PM

Short date: 10/27/2010

Long date: Wednesday, October

Location

To help services provide you with local information, such as news and weather, select your present location:

United States

OK Cancel Apply

**Customize Regional Options**

Numbers Currency Time Date

Sample

Positive: 123,456,789.00 Negative: -123,456,789.00

Decimal symbol: . (6)

No. of digits after decimal: 2

Digit grouping symbol: ,

Digit grouping: 123,456,789

Negative sign symbol: -

Negative number format: -1.1

Display leading zeros: 0.7 (7)

List separator: ; (8)

Measurement system: U.S.

OK Cancel Apply

In order to set the right Setting, the following characters need to be changed:

- "," has to be changed with "."
- ";" has to be changed with ";"

# *iSP Milestone Management*

# iSupplier Portal Milestones Management

iSP allows suppliers also to upload main Production Milestone of item during manufacturing process.

Each PO Line requires 5 Milestone to be updated, which are related to a relevant step of production process.


As reference guideline:

- engineering design
  - long lead time/main item procurement
  - manufacturing process start
  - intermediate check
  - ready for shipment
- or any other significant milestone.

Item with Tollgate process : use agreed Tollgate Milestones

# iSupplier Portal Milestones Management

From Supplier Workload View page supplier has first to search Order to upload milestone.

 **imagination at work** **iSupplier Portal - GE Oil & Gas**

[Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

[Home](#) [Negotiation](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#) [Contact Us](#)

[Supplier Workload](#) | [Receipts](#) | [Returns](#) | [Overdue Receipts](#) | [On-Time Performance](#) | [Quality](#)

**Supplier Workload**

[More](#) Action List  [Go](#) [Export](#) [Advance Search](#)

[Massive Update](#)

**Simple Search**

Please enter your search criteria and search [Go](#) button to see the result. Note that the search is case insensitive.

Organization

Order

Item Code

Ship to Org

Shipment Status

SPA

Release

Project Number

Action Required

Issue Flag

[Go](#) [Clear](#)

Use simple search or advanced search to look for orders for which you want upload milestones

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Issue	Revision	Quality Plans	MileStone	Tech Docs
	No search conducted.																						

[More](#) Action List  [Go](#) [Export](#) [Advance Search](#)


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[Privacy Statement](#)

# Template

Select Milestones Upload Template in the Action List menu.

 imagination at work **OG ISupplier Portal Milestones User** [Home](#) [Logout](#) [Preferences](#)

---

**Supplier Workload**

**Supplier Workload Internal View**

More Action List **Milestones Upload Template** Go Export Advance Search

**Simple Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization  SPA Name   
Order 439591634 Release Number 48  
Project Number  Item Code   
Action Required  Supplier Name   
Issue Flag  Ship to Org

Go Clear

Select All | Select None

Select	Order	Supplier Name	Organization	Ship to Org	Line	Shipment	Item Code	Item Description	Action Required	Contractual Date	Proposed Contractual	Promise Date	Need Date	LT3	Ready To Ship Date	Proposed RTS Date	Rts Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Issue
<input checked="" type="checkbox"/>	439591634-48		OU_NP_IT	IO NP Service	1	1	ZZX000242549	TARIFFA ORA ...		21-Dec-2011		21-Dec-2011	7				N		SP019-On time delivery confirmed		26	
<input type="checkbox"/>	439591634-48		OU_NP_IT	IO NP Service	2	2	ZZX000242550	FE 430 B SE ...		21-Dec-2011		21-Dec-2011	7				N		SP019-On time delivery confirmed		70	

More Action List Milestones Upload Template Go Export Advance Search

**Select Milestone Upload Template from the drop down menu.**

# Template

The system opens the Template page. Click on **Export** to download the Template excel file version.



imagination at work

OG ISupplier Portal Milestones User

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Supplier Workload

[Supplier Workload](#) >

Milestone

6

Export

PO Header	Release Number	PO Line	PO Shipment	TG	Activity	Promise Start DD	Promise Start MM	Promise Start YYYY	Promise End DD	Promise End MM	Promise End YYYY	Completion TG
439591634	48	1	1	TG1								
439591634	48	1	1	TG2								
439591634	48	1	1	TG3								
439591634	48	1	1	TG4								
439591634	48	1	1	TG5								
439591634	48	2	2	TG1								
439591634	48	2	2	TG2								
439591634	48	2	2	TG3								
439591634	48	2	2	TG4								
439591634	48	2	2	TG5								

Export



GE imagination at work

# Template



imagination at work

OG ISupplier Portal Milestones User

[Home](#) [Logout](#) [Preferences](#)

Supplier Workload

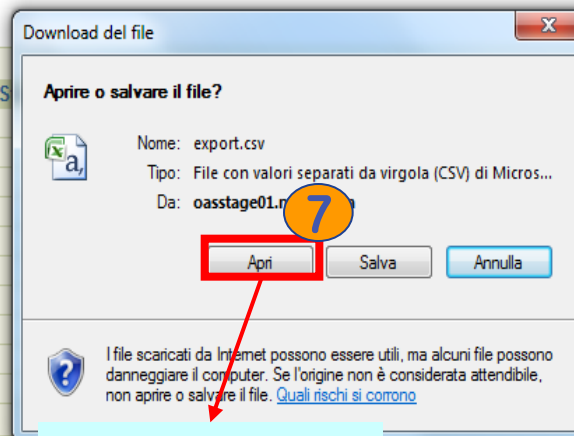
[Supplier Workload](#) >

Milestone

Export

PO Header	Release Number	PO Line	PO Shipment	TG	Activity	Promise S
439591634	48	1	1	TG1		
439591634	48	1	1	TG2		
439591634	48	1	1	TG3		
439591634	48	1	1	TG4		
439591634	48	1	1	TG5		
439591634	48	2	2	TG1		
439591634	48	2	2	TG2		
439591634	48	2	2	TG3		
439591634	48	2	2	TG4		
439591634	48	2	2	TG5		

Export



Click on Apri to Open the Excel file.

[Preferences](#)

[Privacy Statement](#)



GE imagination at work

# Excel file creation

The system will open the Template excel file. Here the User has to populate some columns by entering the **Promise Start Date** (day, month, year), the **Promise End Date** (day, month year) and the **Completion TG** of the Milestones.

export.csv - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins GE Pitch Builder

Clipboard Font Alignment Number Styles Cells Editing WebEx

A1 PO Header

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PO Header	Release N	PO Line	PO Shipm	TG	Activity	Promise S	Promise S	Promise S	Promise E	Promise E	Promise E	Completion TG						
2	4.4E+08	48	1	1	TG1														
3	4.4E+08	48	1	1	TG2														
4	4.4E+08	48	1	1	TG3														
5	4.4E+08	48	1	1	TG4														
6	4.4E+08	48	1	1	TG5														
7	4.4E+08	48	2	2	TG1														
8	4.4E+08	48	2	2	TG2														
9	4.4E+08	48	2	2	TG3														
10	4.4E+08	48	2	2	TG4														
11	4.4E+08	48	2	2	TG5														
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			

Ready export

Here the User has to enter the Supplier Milestones data.

**Note**

If there are duplicated record for same PO-PO Lines-PO Shipment delete it. Delete all rows for which you don't upload milestone

# Excel file creation

After having entered all the desired info, save csv file in your PC.

Save the Excel file containing the Supplier Milestones data in your PC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PO Head	Release	N PO Line	PO Shipm	TG	Activity	Promise S	Promise S	Promise S	Promise E	Promise E	Promise E	Completion TG						
2	4.4E+08	48	1	1	TG1	test	10	10	2011	10	10	2011	y						
3	4.4E+08	48	1	1	TG2	test	12	10	2011	12	10	2011							
4	4.4E+08	48	1	1	TG3	test	14	10	2011	14	10	2011							
5	4.4E+08	48	1	1	TG4	test	16	10	2011	16	10	2011							
6	4.4E+08	48	1	1	TG5	test	18	10	2011	18	10	2011							
7	4.4E+08	48	2	2	TG1	test	20	10	2011	20	10	2011							
8	4.4E+08	48	2	2	TG2	test	22	10	2011	22	10	2011							
9	4.4E+08	48	2	2	TG3	test	24	10	2011	24	10	2011							
10	4.4E+08	48	2	2	TG4	test	26	10	2011	26	10	2011							
11	4.4E+08	48	2	2	TG5	test	28	10	2011	28	10	2011							
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			

The field "Completion" has to be flagged only when the Activity will be completed

**Note**

Milestones is the Supplier planning to Start and Finish tollgate activities. Start Date cannot be set after the End Date. Start Date cannot be past date.

# Milestones Upload

In order to Upload the data inserted in the csv file to iSupplier Portal select **Milestones Upload** in the Action List menu.

 imagination at work **OG iSupplier Portal Milestones User** [Home](#) [Logout](#) [Preferences](#)

---

**Supplier Workload**

**Supplier Workload Internal View**

**1** **2**

[More](#) [Action List](#) **Milestones Upload** [Go](#) [Export](#) [Advance Search](#)

**Simple Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization  SPA Name   
Order  Release Number   
Project Number  Item Code   
Action Required  Supplier Name   
Issue Flag  Ship to Org   
[Go](#) [Clear](#)

[Select All](#) | [Select None](#)

Select	Order	Supplier Name	Organization	Ship to Org	Line	Shipment	Item Code	Item Description	Action Required	Contractual Date	Proposed Contractual	Promise Date	Need Date	LT3	Ready To Ship Date	Proposed RTS Date	Rts Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Issue I
<input type="checkbox"/>	<a href="#">439591634-48</a>		OU_NP_IT	IO NP Service	1	1	<a href="#">ZZX000242549</a>	<a href="#">TARIFFA ORA ...</a>		21-Dec-2011		21-Dec-2011	7				N		SP019-On time delivery confirmed		26	
<input type="checkbox"/>	<a href="#">439591634-48</a>		OU_NP_IT	IO NP Service	2	2	<a href="#">ZZX000242550</a>	<a href="#">FE 430 B SE ...</a>		21-Dec-2011		21-Dec-2011	7				N		SP019-On time delivery confirmed		70	

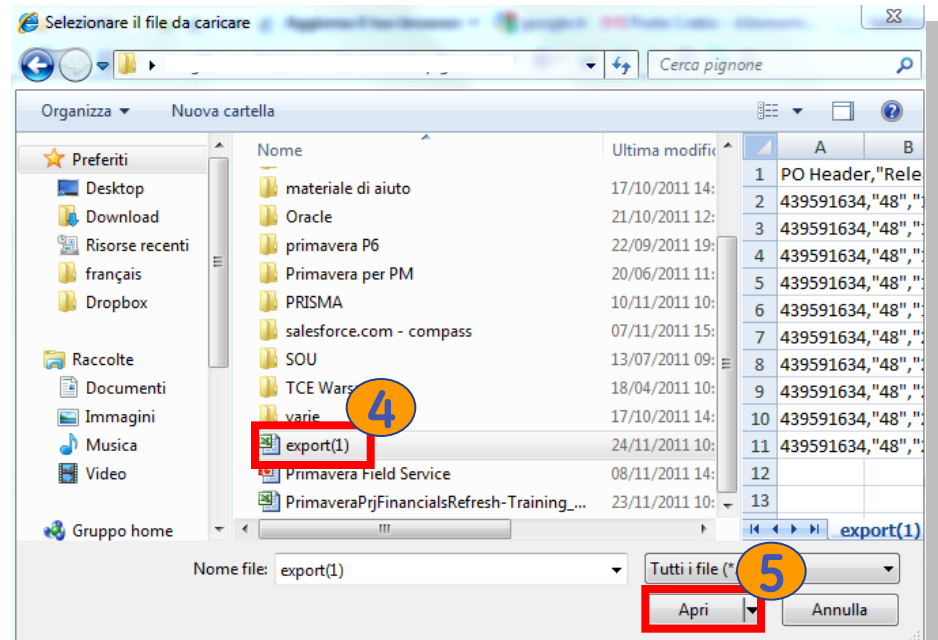
[More](#) [Action List](#) **Milestones Upload** [Go](#) [Export](#) [Advance Search](#)

Select Milestones Upload from the drop down menu.

# Milestones Upload

Click on **Browse** and select the csv file, then click on **Submit** to upload the Milestones data.

The screenshot shows the 'Massive File Upload' page in the Supplier Workload interface. The page has a navigation bar at the top with links: Supplier Workload, Receipts, Returns, Overdue Receipts, On-Time Performance, and Quality. Below the navigation bar, there's a section for 'Shipments: Supplier Workload >'. The main area contains a 'File' input field with a 'Browse...' button (callout 3) and an 'Upload' button (callout 6). Below the input field, it says 'Please enter CSV file only.' At the bottom of the page, there's a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.' and a 'Privacy Statement' link.



# Milestones Upload

The system will open a new page where all Milestones data uploaded are visible.

GE imagination at work OG iSupplier Portal Milestones User

Home Logout Preferences

Supplier Workload

Supplier Workload >

Milestone

Export

PO Header	Release Number	PO Line	PO Shipment TG	Activity	Promise Start DD	Promise Start MM	Promise Start YYYY	Promise End DD	Promise End MM	Promise End YYYY	Completion TG	
439591634	48	1	1	TG test	10	10	2011	10	10	2011	Y	
439591634	48	1	1	TG test	12	10	2011	12	10	2011		
439591634	48	1	1	TG test	14	10	2011	14	10	2011		
439591634	48	1	1	TG test	16	10	2011	16	10	2011		
439591634	48	1	1	TG test	18	10	2011	18	10	2011		
439591634	48	2	2	TG test	20	10	2011	20	10	2011		
439591634	48	2	2	TG test	22	10	2011	22	10	2011		
439591634	48	2	2	TG test	24	10	2011	24	10	2011		
439591634	48	2	2	TG test	26	10	2011	26	10	2011		
439591634	48	2	2	TG test	28	10	2011	28	10	2011		

Export

Supplier Workload | Home | Logout | Preferences

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The field "Completion" will be flagged only when the Activity is completed. During the Milestone upload this flag allows to change the Date from Promise to Actual.


# *Supplier Document Upload*

# Supplier Document

ISP allows to view all the requirement (test) linked to a specific order/item/etc.

Collection Plan Name	Required Format	Description	Approval Check
ISP_CERTIFICATES_WITH_REQ	Pdf/Tif	MDR Certificates	No
ISP_CERTIFICATES_NO_REQ	Pdf/Tif	All Certificates with no requirement – Upload Certificates in this Category ONLY if requirement is not on list of Certificates with requirements category.	No
ISP_SUPPLIER_TECH_DOC	Pdf/Tif	Technical documentation, describing the item purchased. Delivery date for documentation can be set earlier than material supply. One position will be open for each document (ENG dummy doc) to be supplied with specific delivery date for each document.	No
ISP_FORM_LISL	Xls/xlsx/zip	LISL (ex-COA12): Loose item shipping list. Standard document requested in the PO clause 58A that declares the complete list of parts or loose items that compose the main item recalled in the PO. It is applicable for all those shipments that for transport purposes or due to the intrinsic nature of the material, are shipped in several parts to final destination.	Yes
ISP_LISD	Pdf/Tif	LISD: Loose item shipping drawing. Special document requested in a subset of items when specified in the Functional Specification (as per PO clause 58A). It consists in a visual representation of the shipping configuration of the main item, with clear references to each single mark (as per LISL) and its assembly on the overall item.	Yes
ISP_SPIR	Xls/xlsx/zip	SPIR is a standard form that contains technical and commercial information related to spare items (assembly & sub-items) and it needs to respect ITN01303/A details level. Each SPIR need to include: 1.Part list including Part Numbers and Installed Quantity 2.Sectional Drawing cross reference , describing the scope of supply (sectional, assembly, outline) and Equipment and instrumentation Data Sheet are requested as well to facilitate parts identification and respond to Customer's Specific Request (as specified in ITN01303 par 2) 3.Special document requested to allow the Supplier for Suggest the right Maintenance Plan and Criticality for the items quoted (completed in each field)	Yes
ISP_COUNTRY_OF_ORIGIN	Pdf/Tif	International trade regulatory requires to issue the Certificate of Origin of the goods in case of material shipment to specific countries. This certificate is released from Italian Chamber of Commerce that requires support back up documentation if the exporter is not the producer of the materials.	No
ISP_TRS_WITHOUT_REQ	Pdf/Tif	TRS – Technical Regulations & Standards Documentation and certificates required to fulfill technical regulations and standard mandated by law in the installation country. Supplier is responsible for evaluation and fulfillment of all the requirements of the applicable laws and technical regulations of the installation country. The documentation and certificates must be supplied in original language, English and one of the official languages of the country of installation, according to ITN01305	Yes

# Supplier Document

 **imagination at work** **iSupplier Portal - GE Oil & Gas**

Home Logout Preferences

Home Negotiation Orders **Shipments** 1 Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload

More Export Propose RTS Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization

Order

Item Code

Ship to Org

SPA

Release

Project Number

Action Required

Issue Flag

Go Clear

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID	Justification
<input type="checkbox"/>	439680	OU_NP_IT 1	1		ISM998157857	BOM ISM998157857 Droplet catchers T2		30-NOV-2010	07-Dec-2010	08-Nov-2010	7	01-Nov-2010	<input type="text"/>	N	<input type="text"/>	

More Export Propose RTS Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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When at least the mandatory search criteria are filled in click on GO to run the query.

# Supplier Document

The screenshot displays the 'Supplier Workload Internal' interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', and 'Account'. Below this, a search section includes a 'Simple Search' box with a 'Go' button and a 'Massive Update' section. The search criteria include Organization, SPA Name, Release Number, Item Code, Supplier Name, Ship to Org, RTS Date Status, and Free Note Status. A table of results is shown below the search filters, with columns for Select Order, Supplier Name, Organization, Line, Shipment, Item Code, Item Description, Action Required, Contractual Date, Proposed Contractual, Promise Date, Need Date, Ready To Ship Date, Proposed RTS Date, Confirmed RTS, and RFT ID. Two rows are visible in the table. A red box highlights the 'Select All' button in the table's header. Another red box highlights the 'Document Requests' option in the 'Action List' dropdown menu. A third red box highlights the 'Document Requests' option in the 'Action List' dropdown menu. A fourth red box highlights the 'Document Requests' option in the 'Action List' dropdown menu.

GE imagination at work

Home Logout Preferences Diagnostics

Home Orders Shipments Account

Supplier Workload Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Supplier Workload Internal

More Action List

Go Export Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA Name Release Number Item Code Supplier Name Ship to Org RTS Date Status Free Note Status

Issue Flag Justification Status Shipment Status Open

Go Clear

Select All None

Select Order	Supplier Name	Organization	Line	Shipment	Item Code	Item Description	Action Required	Contractual Date	Proposed Contractual	Promise Date	Need Date	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID
<input checked="" type="checkbox"/>	4397001000	OU_NP_IT	2	1	SK02589867	LUBE/SEAL		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011	N	
<input checked="" type="checkbox"/>	4397001000	OU_NP_IT	1	1	SK02589816	AUTOMATIC		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011	N	

More Action List

Go Export Advance Search

New Contractual From RTS  
Reject RTS Date  
Update Contractual  
Update Promise Date  
Update RTS Date  
Add Free Note  
Un Confirm RTS  
Last RTS  
Change Issue Flag  
Change Action Required  
Update RFT  
Update LT

Document Requests

This function allows to select all the lines in one click.

Select from the list of values the option Document Requests.

In the query result form the User has to select the desired lines (one, more or all the lines of the current page).

# Supplier Document

Supplier Docs  
management  
on ISP

Document  
Request



imagination at work iSupplier Portal - GE Oil & Gas

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[Home](#) [Orders](#) [Shipments](#) [Account](#)

[Supplier WorkLoad Internal](#) | [Receipts](#) | [Returns](#) | [Overdue Receipts](#) | [On-Time Performance](#)

[Shipments: Supplier WorkLoad Internal](#) >

**Quality Plans**

Close

5

Select Category

## Plans Available

Please Select The Category

Completed ☐ Yes ☐ No

Approval Status ☐ Approved ☐ Rejected ☐ Not Reviewed

OG\_ISP\_CERTIFICATES\_NO\_REQ  
OG\_ISP\_CERTIFICATES\_WITH\_REQ  
OG\_ISP\_COUNTRY\_OF\_ORIGIN  
OG\_ISP\_FORM\_LISL  
OG\_ISP\_GENERAL\_PURPOSE  
OG\_ISP\_SPIR  
OG\_ISP\_TRS\_NO\_REQ

Close

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Home](#) | [Logout](#) | [Preferences](#)

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[Shipments: Supplier WorkLoad Internal](#) >

**Upload Documents**

## Plans

Please Select The Category

Completed ☐ Yes ☐ No ☒ All

Approval Status ☐ Approved ☐ Rejected ☐ Not Reviewed ☒ All

Search

6

PoNumber

No results found.

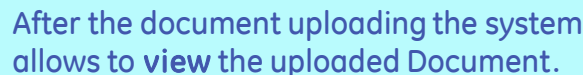


imagination

These filters are:

- **Completed:** one document is completed when has all the mandatory information entered and the document is uploaded;
- **Approved:** the document is approved when the Approval checker give his ok.

In order to upload the document it is necessary to use the button **Browse** present in the Attachment column at line level.



# Certificates Feedback fields

Field Name	Description
Approval Status	<b>In Approval</b> means no one verify the file content
	<b>Approved</b> means the content of the file and the filled information are right
	<b>Rejected</b> means the file or the filled information are not compliant with its requirement
Attachment	Name of last uploaded file

If you have issues uploading docs please write to [ogisp.support@ge.com](mailto:ogisp.support@ge.com)  
And provide us this information

Used Browser (required : Explorer) :  
Used SSO:  
PO/Line/shipment / item : ex. 439740974 pos. 1, shipment 1, item: inlet duct structure  
File number to upload :  
Requirements (test) number per file:  
File size(Mb) :  
File Format (required : pdf/tiff) :

# Supplier Technical Document

Supplier Docs  
management  
on ISP

Document  
Request

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: [Supplier WorkLoad Internal](#) >

Quality Plans

Plans Available

Please Select The Category

Completed ☐ Yes ☐ No

Approval Status ☐ Approved ☐ Rejected ☐ Not Reviewed

OG\_ISP\_CERTIFICATES\_WITH\_REQ  
OG\_ISP\_CERTIFICATES\_NO\_REQ  
OG\_ISP\_CERTIFICATES\_WITH\_REQ  
OG\_ISP\_COUNTRY\_OF\_ORIGIN  
OG\_ISP\_GENERAL\_PURPOSE  
OG\_ISP\_SPIR  
OG\_ISP\_SUPPLIER\_TECH\_DOC  
OG\_ISP\_TRS\_NO\_REQ

1 Select Category

Close

GE imagination at work iSupplier Portal - GE Oil & Gas

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: [Supplier WorkLoad Internal](#) >

Upload Documents

Plans

Please Select The Category

Completed ☐ Yes ☐ No ☒ All

Approval Status ☐ Approved ☐ Rejected ☐ Not Reviewed ☒ All

Search

2

These filters are:

- **Completed:** one document is completed when has all the mandatory information entered and the document is uploaded;
- **Approved:** the document is approved when the Approval checker give his ok.

# Supplier Technical Doc - Upload

Supplier Docs management on ISP

Document Request

Supplier has to enter at least all mandatory fields and then uploads one document for each line

Quality Plans

Plant Available

Please Select The Category: **OG\_ISP\_SUPPLIER\_TECH\_DOC**

Completed: ☐ Yes ☐ No ☒ All

Approval Status: ☐ Approved ☐ Rejected ☐ Not Reviewed ☒ All

Search

Quality Result Details

Showing Result(s) For OG\_ISP\_SUPPLIER\_TECH\_DOC  
Permitted Upload File Type :: \*.zip; \*.tif; \*.dmg; \*.pdf;

PO Number	Release	Line	Shipment Job	Item	Item Description	Doc Name	Coc Desc	Due Date	Promise Date	Supplier Comments	Supplier Contact	Attachment	Complete Upload	Counter Upload Date	Approval Status	ENG Comments	ENG Contact Date	Feedback
		1	1	1705740	RCO09446 DC PANEL	CE00U02_1705740	CC PANEL WIRING DIAGRAM & EQUIPMENT LIST	02-Oct-2012	example: 20-Aug-2012			SOM0636077_000_AF.pdf	Y	0	07-Sep-2012	In Approval		
		1	1	1705740	RCO09446 DC PANEL	SP00U48_1705740	CC PANEL STORAGE AND PRESERVATION PROCEDURE	02-Oct-2012	example: 20-Aug-2012			Browse...						
		1	1	1705740	RCO09446 DC PANEL	SL00U01_1705740	CC PANEL SINGLE LINE DIAGRAM	18-Sep-2012	example: 20-Aug-2012			SOM0636076_000_AF.pdf	Y	0	07-Sep-2012	In Approval		
		1	1	1705740	RCO09446 DC PANEL	DS01U08_1705740	CC PANEL DATA SHEET (CUSTOMER FORMAT)	04-Sep-2012	example: 20-Aug-2012			Browse...						
		1	1	1705740	RCO09446 DC PANEL	OE00U03_1705740	CC PANEL OUTLINE DRAWING	18-Sep-2012	example: 20-Aug-2012			SOM0636075_000_AF.pdf	Y	0	07-Sep-2012	In Approval		

Save Close

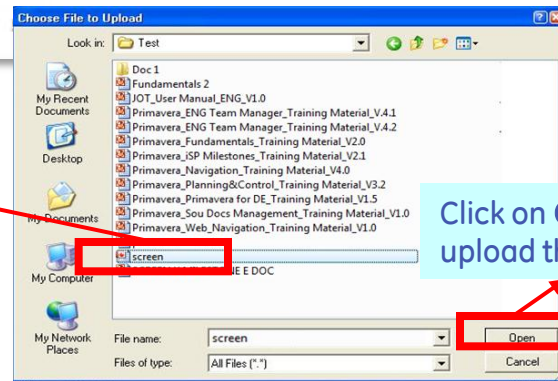
Privacy Statement

In order to upload the document it is necessary to use the button **Browse** present in the Attachment column at line level.

3

Search and select the desired Document

4



Click on Open to upload the file.

5

- **Save**: click here to save the information entered and the upload;  
- **Close**: to come back on the Main page.

After the document uploading the system allows to view the uploaded Document.

# Supplier Technical Doc - Feedback

Supplier Docs  
management

Document  
Request

Supplier will receive DE feedback by email. DE Feedback will be visible in iSP

Extra line breaks in this message were removed.

From: SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Oil&Gas PO Document Review Completed

Dear [REDACTED]

The document below has been **Rejected**

Costing Project : 1607367  
Purchase Order : [REDACTED]  
Document Title : test1\_27\_07\_2012\_6M  
Completed Date : 7/27/2012 11:48:54 AM  
Workflow Revision Comments : documento commentato

Approval and/or compliance with comments doesn't relieve warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message.

From: SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Oil&Gas PO Document Review Completed

Dear [REDACTED]

The document below has been **Approved**

Costing Project : 1908185  
Purchase Order : [REDACTED]  
Document Title : test4\_27\_07\_2012\_20MB.pdf  
Completed Date : 7/27/2012 2:58:29 PM EST  
Workflow Revision Comments : No Additional Comments

Approval and/or compliance with comments doesn't relieve vendor/subcontractor of responsibility for the correctness of his work or of any requirements warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message. If you have any issues please contact Documentum Support.

From: SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Oil&Gas PO Document Review Completed

Dear [REDACTED]

The document below has been **Approved w/comments**

Costing Project : 1704034  
Purchase Order : [REDACTED]  
Document Title : test6\_27\_07\_2012\_20MB.pdf  
Completed Date : 7/27/2012 2:43:29 PM EST  
Workflow Revision Comments : vedi allegato. approvato con commenti

Approval and/or compliance with comments doesn't relieve vendor/subcontractor of responsibility for the correctness of his work or of any requirements warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message. If you have any issues please contact Documentum Support.

Phase Selected The Category: OG\_ISP\_SUPPLIER\_TECH\_DOC

Completed: ☐ Yes ☐ No ☐ All

Approval Status: ☐ Approved ☐ Rejected ☐ Not Reviewed ☐ All

Search

Quality Result Details

Showing Result(s) For OG\_ISP\_SUPPLIER\_TECH\_DOC

Permitted Upload File Type: \*.zip; \*.gif; \*.dwg; \*.pdf;

PO Number	Release Line	Shipment Job	Item	Description	Doc Name	Doc Desc	Due Date	Promise Date	Supplier Comments	Supplier Contact	Attachment	Complete Upload	Counter Upload	Approval ENG	ENG Comments	Feedback
439813916	1	1	1705740	RCO09448	DC PANEL	CE00U02_1705740	CC PANEL WIRING DIAGRAM & EQUIPMENT LIST	02-Oct-2012	Example: 28-Aug-2012		SOM9830277_000_AF.pdf	Y	0	07-Sep-12	In Approval	
439813916	1	1	1705740	RCO09448	DC PANEL	SP00U48_1705740	CC PANEL STORAGE AND PRESERVATION PROCEDURE	02-Oct-2012	Example: 28-Aug-2012		Browse...					
439813916	1	1	1705740	RCO09448	DC PANEL	SL00U01_1705740	CC PANEL SINGLE LINE DIAGRAM									
439813916	1	1	1705740	RCO09448	DC PANEL	DS01U08_1705740	CC PANEL DATA SHEET (CUSTOMER FORMAT)									
439813916	1	1	1705740	RCO09448	DC PANEL	OE00U03_1705740	CC PANEL OUTLINE DRAWING									

Home | Orders

Approval status possible values:

- In Approval: the document is under analysis;
- Approved: the document is approved by Design Engineer;
- Approved with comments: the document is approved with comments by Design Engineer (column ENG comments). If it is required you might have the possibility to upload again the document;
- Rejected: Design Engineer has rejected the document (reason contained in the email). Supplier must upload revised doc.

# All Docs and Certificates info fields

Supplier Docs  
management  
on ISP

Document  
Request

Field Name – Standard Info
Po Number
Line
Shipment
Rel
Job
Item
Item Description
Due Date
Promise Date
Supplier Comments

Field Name - Specifics	Description	Doc type
Serialized	Available values are "Y" or "N"	CERT_WITH_REQ/NO_REQ
Serial #	When "Serialized"=Y, this field must contain serial number, separated by comma "," When "Serialized"=N. this file is not editable	ISP_CERTIFICATES_WITH_REQ /ISP_CERTIFICATES_NO_REQ
OG Heat Number	Additional information for Castings and Forgings	CERT_WITH_REQ
OG Model	Additional information for Castings and Forgings	CERT_WITH_REQ
OG Sample	Additional information for Castings and Forgings	CERT_WITH_REQ
Requirement Description	The Supplier must write the certificate requirement mane	ISP_CERTIFICATES_NO_REQ
Doc Name	Engineering Dummydoc Code	ISP_SUPPLIER_TECH_DOC
Doc Desc	Engineering Dummydoc Description	ISP_SUPPLIER_TECH_DOC
LISL Version	The number of uploaded version. It could be a string of character as: "1", "2" .... "N" or "Last"	ISP_FORM_LISL
Default Country of Origin	Default values is the Country of Supplier Site	ISP_COUNTRY_OF_ORIGIN
Country of Origin	It must contain the Country of Origin real value	ISP_COUNTRY_OF_ORIGIN
LISD Version	The number of uploaded version. It could be a string of character as: "1", "2" .... "N" or "Last"	ISP_LISD
TRS	Select the Country where the certificates is applicable from the list of values	ISP_TRS_WITHOUT_REQ
Supplier Contact	The supplier contact information as e-mail or phone number	ISP_TRS_WITHOUT_REQ
Rejection Reason	Explain why the file or filled information are not compliant	ISP_TRS_WITHOUT_REQ
ENG Comments	Contains DE Comments	ISP_SUPPLIER_TECH_DOC
ENG Contact	Design Engineer	ISP_SUPPLIER_TECH_DOC
Feedback Date	DE posted feedback date	ISP_SUPPLIER_TECH_DOC
Upload Date	Supplier upload doc date	ISP_SUPPLIER_TECH_DOC



imagination at work

# *Invoices and payments*

# Invoice and Payment search

The iSP home page provides different options to locate **Invoice** and **Payment**.

Quick search can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

This button allows to open the **Account** tab in which are presents the function to view the **Invoices** and the **Payments** details.

**Search** PO Number  **Go**

**Notifications** [Full List](#)

Subject	Date
For Your Review - Standard PO 439621609_1	09-Mar-2010 12:37:51
<a href="#">SPA Has Changed the Promise Date Manually for STANDARD PO# 439621609</a>	09-Mar-2010 12:37:49
For Your Review - Standard PO 189000585_1	09-Mar-2010 12:24:03
<a href="#">SPA Has Changed the Promise Date Manually for STANDARD PO# 189000585</a>	09-Mar-2010 12:23:59
Default enterprise name Supplier Collaboration Network: Confirmation of Registration	08-Mar-2010 17:21:56

**Orders At A Glance** [Full List](#)

PO Number	Description
<a href="#">439621609</a>	Erogazione dei corsi in area GS
<a href="#">189000585</a>	MRP/BoM GS
<a href="#">439026462</a>	
<a href="#">439617485</a>	Materiale didattico in lingua inglese area fin
<a href="#">439614632</a>	Training per SOU

**Orders**  
[Agreements](#)  
[Purchase Orders](#)  
[Purchase History](#)  
**Shipments**  
[Overdue Receipts](#)  
**Receipts**  
[Receipts](#)  
[Returns](#)  
[On-Time Performance](#)  
**Invoices**  
[Invoices](#)  
**Payments**  
[Payments](#)

Using these links the system automatically moves to the specific option **View Invoice** or **View Payments** present inside the **Account** tab.

Home | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help

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# Invoice search

To view submitted Invoices in iSP you need to follow the steps as shown below.

**2** View Invoices

**1** Account

This sub-tab allows to search and visualize the Invoice information related to the different POs.

**3**

Use predefined or Advanced Search options. Enter any search criteria and then click on Go to run a query.

**Simple Search**

Invoice Number	%	PO Number	
Payment Number		Payment Status	
Gross Amount From		Invoice Date From	
Gross Amount To		Invoice Date To	
Amount Due From		Due Date From	
Amount Due To		Due Date To	
Release Number		Payable	
Category		Payment Date From	
Payment Method		Payment Date To	

Go Clear

Invoice Number	Business Unit	Invoice Date	PO Number	PO Details	Currency	Gross Amount	Amount Due	Due Date	Document Status	Site Hold	Inv Hold	Sc. Hold	Payment Status	Attachments	Type	Bank Ref. Available	Payment Method
----------------	---------------	--------------	-----------	------------	----------	--------------	------------	----------	-----------------	-----------	----------	----------	----------------	-------------	------	---------------------	----------------

# Invoices list

As query results the system returns the list of invoices that correspond with the query parameters.

The possible **Hold Reasons** are the following:

**Site Hold:** refers to the global Supplier situation for the site ; Document Status becomes Invoice Fully Not Payable.

**Schedule Hold:** temporary hold, mainly due to missing documentation; Document Status becomes Invoice Fully Not Payable.

**Invoice Hold:** refers to a single invoice, i.e. no match between PO and invoice on price or quantity. This hold could be put only on a part of an invoice, Document Status becomes Invoice Partially Not Payable.

Business Unit which has issued the PO.

Invoice Number	Business Unit	Invoice Date	PO Number	PO Details	Currency	Gross Amount	Amount Due	Due Date	Document Status	Site Hold	Inv Hold	Sc. Hold	Payment Status	Attachments	Type	Bank Ref. Available	Payment Method
<a href="#">104/2009</a>	OU_NP_IT	31-Oct-2009	439614632	<a href="#">PO Details</a>	EUR		.00	29-Jan-2010	Invoice Fully Not Payable	N	Y	Y	Not Paid		Standard		TPS
<a href="#">100/2009</a>	OU_NP_IT	26-Oct-2009	189004568	<a href="#">PO Details</a>	EUR		.00	24-Jan-2010	Invoice Fully Not Payable	N	Y	N	Not Paid		Standard		Standard
<a href="#">[NDTFC09] 31904</a>	OU_NP_IT	16-Oct-2009		<a href="#">PO Details</a>	EUR								Paid				
<a href="#">098/2009</a>	OU_NF			<a href="#">PO Details</a>	EUR								Paid				
<a href="#">[NDTFC09] 24793</a>	OU_NF			<a href="#">PO Details</a>	EUR								Paid				
<a href="#">[NDTFC09] 26810</a>	OU_NP_IT	28-Sep-2009		<a href="#">PO Details</a>	EUR			27-Dec-2009	Invoice Fully Payable	N	N	N			Debit		TPS
<a href="#">0892009</a>	OU_TD_FR	18-Sep-2009	439023695	<a href="#">PO Details</a>	EUR			17-Nov-2009	Invoice Fully Payable	N	N	N					Standard
<a href="#">[NDTFC09] 24376</a>	OU_NP_IT	08-Sep-2009		<a href="#">PO Details</a>	EUR			07-Dec-2009	Invoice Fully Payable	N	N	N					TPS
<a href="#">078/2009</a>	OU_NP_IT	24-Jul-2009	439600313	<a href="#">PO Details</a>	EUR			22-Oct-2009	Invoice Fully Payable	N	N	N	Paid		Standard		TPS
<a href="#">077/2009</a>	OU_NP_IT	17-Jul-2009	189004339	<a href="#">PO Details</a>	EUR			15-Oct-2009	Invoice Fully Payable	N	N	N	Paid		Standard		TPS
<a href="#">[NDTFC09] 16328</a>	OU_NP_IT	29-Jun-2009		<a href="#">PO Details</a>	EUR			27-Sep-2009	Invoice Fully Payable	N	N	N	Paid		Debit Memo		TPS
<a href="#">[NDTFC09] 20621</a>	OU_NP_IT			<a href="#">PO Details</a>	EUR			27-Sep-2009	Invoice Fully Payable	N	N	N	Paid		Debit Memo		TPS

Click to open and view invoice details.

Document status can be Invoice Fully/Partially Payable or Not Payable according to the Hold reasons.

The different payment methods are: Standard, TPS, IBS and Factor.

This field shows and allows download of TPS debit note (if present).

Through this link it is possible to see the detailed information related to the PO.

For more details on this form see the next pages.

This link directly opens the related Payment page. This value can be Paid, Not Paid or Partially Paid.



# Invoices Legenda

## The different **Payment Methods**:


- Standard;
- TPS: Trade Payables System;
- IBS: Internal Billing System: for intercompany invoices;
- Factor: invoices paid through GE Capital factor.

## The **Business Units** are:

- OU\_NP\_IT: Organization Unit Nuovo Pignone Italia;
- OU\_TD\_FR: Organization Unit Thermodyn Francia;
- OU\_NA\_DZ: Organization Unit Algesco;
- OU\_FND\_IT: Organization Unit Foundation Italia;
- OU\_NP\_IT\_HLD: Organization Unit Nuovo Pignone Holding Italia.

# View invoice details

In this form iSP shows line by line all the useful information related with the PO and the Invoice.

 imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences Diagnostics

Home Orders Shipments Account Admin

View Invoices | View Payments

Account: View Invoices >

View Invoice Distributions

Invoice **441490**  
Invoice Date **19-May-2009**  
Currency  
Gross Amount

Export

Distribution Type	Order	Release Number	Line	Shipment	Item Code	Item Description	Qty. Billed On Invoice	Unit Price On Invoice	Total Amount	Buyer	Qty. Ordered On PO	Qty. Received On PO	Qty. Accepted On PO	Qty. Invoiced On PO	Unit Price On PO
ITEM	439581523		2	1		Preparatory/debrief day: 1 day (10 hours) engineers involved: 2	0.251931034482759				2	2	0	0.73976551724138	725.00
ITEM	439581523		3	1		Standard day shift: 5 day (10 hours per day) engineers involved: 2	10				10	10	0	10	725.00
ITEM	439581523		4	1		international travel, loughborough base to/ from site day to 4 site: 1 day from site: 1 engineers involved: 2 rate: GPB per day					4	4	0	4	725.00

## Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

# Payment search

To view Payments in iSP you need to follow the steps as mentioned below.

The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Account' (highlighted with a red box and a '1' in a yellow circle), 'Admin', and 'Contact Us'. Below this, there's a 'View Invoices' and 'View Payments' (highlighted with a red box and a '2' in a yellow circle) section. A text box explains: 'This sub-tab allows to search and visualize the Payment information related to the different POs.' The 'Simple Search' section contains various input fields for searching payments, including Invoice Number, Payment Number, Gross Amount, Amount Due, Release Number, Category, Payment Method, PO Number, Payment Status, Invoice Date, Due Date, Payable, Payment Date, and Value Date. A red box highlights these fields, and a '3' in a yellow circle points to them. A text box explains: 'Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.' The 'Go' and 'Clear' buttons are at the bottom of the search section.

1

2

This sub-tab allows to search and visualize the Payment information related to the different POs.

3

Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.


The screenshot shows a table with payment details. A red box highlights the 'Payment' column, and a '4' in a yellow circle points to it. A text box explains: 'By clicking on the Payment n° the details of the Payment are displayed.'

Business Unit	Payment	Payment Date	Currency	Amount	Supplier Site	Supplier Address	Value Date	Payment Method	Supplier Bank Name	Supplier Bank BIC/Swift Code	Supplier Bank Account Number	Supplier IBAN Code
OU_NP_IT	5208074	19-Oct-2009					24-Oct-2009	TPS				

4

By clicking on the Payment n° the details of the Payment are displayed.

# Payment details

 imagination at work iSupplier

Home Logout Preferences Diagnostics

Home Orders Shipments **Account** Admin

View Invoices | **View Payments**

Account View Payments >

**View Payments**

Payment Number **51032**  
Payment Date **13-Nov-2006**  
Payment Value Date **20-Nov-2006**  
Currency **GBP**  
Amount  
Supplier Bank Name  
Supplier Bank Address  
Supplier Bank BIC/Swift Code  
Supplier Bank Account Number  
Supplier IBAN Code  
Supplier Address

This value represents the net amount paid including TPS discount.

Export

Invoice Number ▲	Invoice Date	PO Number	Invoice Paid Amount	Float Days	TPS Payment Date	Payment Method
429765	02-Aug-2006	439410052	10,710.84			Standard
<b>429766</b>	02-Aug-2006	439410052	11,711.05			Standard
429695	16-Aug-2006	439346037	69,620.98			Standard

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Account | Admin | Home | Logout | Preferences | Diagnostics

[Privacy Statement](#)

In the upper part of the page there are the general information about the Payment and the Supplier account information.

This field is empty only in case of TPS Payment Method and contains the number of days on which the TPS discount is calculated.

In this section the system shows the list of Invoices that are related with this Payment and clicking on the Invoice n° it is also possible to see its detailed information.

## Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

# *Notification*

# Notification search

GE imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences Help

Home Orders Shipments Account Admin

**Notifications** [Full List](#)

Subject	Date
No results found.	

**Orders At A Glance**

PO Number	Description	Order Date
No results found.		

**Pending Change Requests** [Full List](#)

PO Number	Request Date
No results found.	

Orders

- Agreements
- Purchase Orders
- Purchase History
- Shipments
- Receipts
- Invoices
- Payments

On this page you can view all your Notifications. You can use the View menu to select the desired ones.

GE imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences Help Diagnostics

Home Orders Shipments Account Admin

View **All Notifications** Go

Select From

There are no notifications in this view.

✓ TIP [Vacation Rules](#) - Redirect or auto response

✓ TIP [Worklist Access](#) - Specify which users can access

Home | Orders | Shipments | Account | Admin | Preferences | Help | Diagnostics

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The View menu allows search the Notifications by category. The categories that the user can use are: All your notifications; Information only (FYI) notifications; Notifications you have sent; Open notifications; Notifications requiring action by you (To Do Notifications). After the category selection click on Go to run a query.

# Notifications summary

Name	Description
Need by Date reschedule notification	Notification sent to Supplier user. New suggested RTS Date, Promised Date and Contractual date as result of Need by Date reschedule to be included in the notification.
RFQ Notification	Notification sent to Supplier when he is invited to a RFQ.
SPA Accepted/Rejected proposed RTS Date	Notification to be sent to Supplier informing the action.
Drawing, BOM, PRA, Revision notifications	Every time a new drawing revision or a BOM modification is created by engineering office, and also when the revision is completed and the drawing is available, a notification will be sent to the related Supplier in addition to the email that are currently receiving.

# *External Collaboration Workflow*

# External Collaboration WF

External Collaboration WF is used in UCP/UCS Technical *Alignment*.

## SupportCentral Form Request Submitted

Form Name: **External Collaboration Technical Alignment WF**  
Request ID: **68821182**

[redacted] as submitted a request based on the form "External Collaboration Technical Alignment WF" **for your action**.  
[Please click here to view the request.](#)

1

Click on this link to  
open the WF

Logged By: [redacted]  
Community: [Oil & Gas UCP Suppliers Portal](#)  
Logged On: **21 MARCH, 2012** at 12:19:38 PM US Eastern Time

---

[SupportCentral](#) - Innovation Starts Here  
Please provide us your [feedback](#)

If you received a notification by email like this, Design Engineer is asking you to access this WF, to review BQF (Bid Qualification Form) and send back it to DE.

If you are not able to view WF, please contact iSP support, specifying your SSO.

# External Collaboration WF

Open External Collaboration WF, download BQF commented by DE and upload Revised BQF, Technical Offer and Commercial Offer and then Return it to DE.

PORS:

Select Job Number:  
JOB NUMBER: 0504034

Supplier Contacts:\*

Technical Approver Name:\*

First BQF:\*

First Tech Off:\*

First Comm Off:\*

ENGINEERING : TECHNICAL ALIGNMENT

BQF commented:

1bqf.docx

1tech.docx

1comm.docx

Fbqf - Copy (2).docx

2 Supplier views BQF commented by DE

3 Supplier inserts Revised offer attachments

SUPPLIER : TECHNICAL ALIGNMENT

Revised BQF: Browse...

Revised Tech Offer: Browse...

Revised Commercial Offer: Browse...

In order to speed up the process we kindly ask you to respond and send External Collaboration WF back to DE within 4 days you receive it

4 Supplier returns WF to DE

Save Return to Engineering Comment Copy Request Print/Others Help

# *FAQ - English*

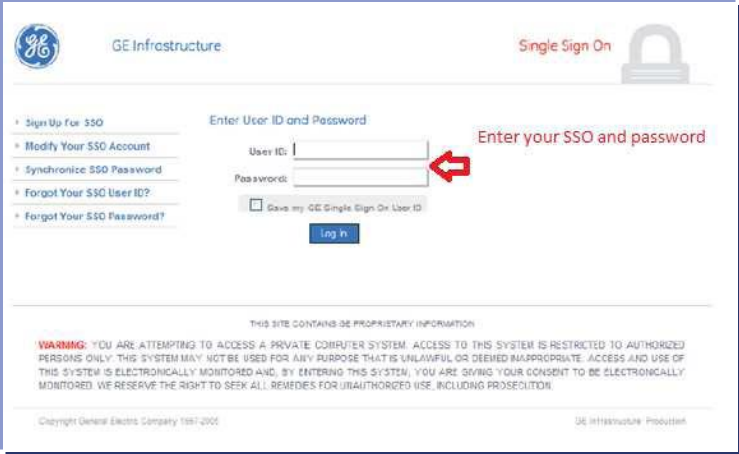
# FAQ - ACCESS

## I cannot access, a message says my user ID or password are incorrect

o Make sure you are using Internet Explorer;

o Please remind that on the first log in page (Single Sign On) you have to enter your SSO (user ID) and the password chosen at registration time;

If you are not able to access, you can call this number to reset your SSO password: 0039 055 4233400, press 9 for English.



The screenshot shows the GE Infrastructure Single Sign On login page. At the top left is the GE logo and the text "GE Infrastructure". At the top right is a "Single Sign On" link and a padlock icon. On the left side, there are links: "Sign Up For SSO", "Modify Your SSO Account", "Synchronize SSO Password", "Forgot Your SSO User ID?", and "Forgot Your SSO Password?". In the center, there is a form titled "Enter User ID and Password" with fields for "User ID:" and "Password:". A red arrow points to the "Password:" field with the text "Enter your SSO and password". Below the fields is a checkbox labeled "Save my GE Single Sign On User ID" and a "Log In" button. At the bottom, there is a warning message: "THIS SITE CONTAINS GE PROPRIETARY INFORMATION. WARNING: YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPUTER SYSTEM. ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY PURPOSE THAT IS UNLAWFUL OR DEEMED INAPPROPRIATE. ACCESS AND USE OF THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTERING THIS SYSTEM, YOU ARE GIVING YOUR CONSENT TO BE ELECTRONICALLY MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES FOR UNAUTHORIZED USE, INCLUDING PROSECUTION." The footer includes "Copyright General Electric Company 1997-2005" and "GE Infrastructure Production".

o When you access Oracle page you have to enter your SSO (user ID) and the Oracle Password.



The screenshot shows the Oracle E-Business Suite login page. At the top left is the Oracle logo and the text "ORACLE E-Business Suite". Below this is a header bar. The main content area says "Welcome to O&G Italy Production [gpsogp14]". Below this is a form with fields for "Username:" and "Password:". A "Login" button is at the bottom right of the form. At the bottom of the page, there is a "Corporate Policy Message" and "Copyright (c) 2008, Oracle. All rights reserved."

# FAQ – ACCESS

## **Is it possible access in ODRS Portal?**

o No, it is not more active.

## **Is it possible to change the E-mail address associated with the supplier?**

o Yes, you have to contact the Support Team.

## **Why Generic mail addresses are not acceptable when creating an account?**

o SSO is personal, information you can access through it are confidential and should be read by the person managing PO's. Moreover, to that address also passwords for the registration are sent.

## **I am an internal Supplier, can I have access to iSupplier Portal?**

o Of course, but first you have to open an IDM request at this link

<http://idm.infra.ge.com/idm/user/main.jsp?lang=en&cntry=US>

When the request will be completed you will receive an e-mail with username and password, please ignore it and write an e-mail to [isp.support@ge.com](mailto:isp.support@ge.com).

# FAQ – Portal Function

## How do I manage drafts?

- o Choose “ Manage drafts” from “Negotiations”

## Where do I find attachments for RFI?

- o You have to go on “Header”

## Why is it impossible to download certificates from iSupplier Portal?

The absence of a document may depend on:

- o Level of confidentiality higher;
- o In critical review;
- o It doesn't has been linked to the Iman during the process of release;
- o The DE and the buyer will help for problems listed above.

## Can I download QRL?

- o No, it is not possible download QRL from iSP, but supplier can view it selecting PO lines and “Document Request” from action menu. Then select CERTIFICATES WITH REQUIREMENTS category.

## How can I change my banking information?

- o Contact ‘Account Payment’ team (Cecchini: Carlo.Cecchini@ge.com /Chiarini: cristina.chiarini@ge.com)

## What should a supplier do if he can access the portal but there are not any invoices on his account?

- o Supplier must contact energy.SWSSup@ge.com, cristina.chiarini@ge.com, Carlo.Cecchini@ge.com

# FAQ – Documents Upload

## What is a MDR certificate?

- o A Manufacturing Drawing Report that suppliers can see on QCP of the order.

## What is a SPIR?

- o List of the codes of the spare parts that supplier has to send with the item. In the PO there's a clause requiring it.

## How to upload a certificate?

- o From the tab **shipments** search and select the PO
- o Select **All** as shipment status
- o Select **Document request** for action list
- o Then click **Go**
- o Choose the category

## How to upload a Certification Book to the new Oracle system without any errors?

- o Make sure you are using Internet Explorer
- o Only pdf or tiff can be uploaded.
- o If the file is bigger than 20 MB, try do make it smaller
- o If it is not possible, split it in several files to upload for the same shipment in different requirements, in the folder CERTIFICATES\_WITH\_REQ

## Can I upload certificates for OSP orders?

- o Yes (destination type= shop floor)

# FAQ – Documents Upload

**How many serial numbers can be entered under “serial numbers” to upload MDR certificates?**

o 19, separated by a comma.

**Can we enter one ore more serial numbers on the upload bar?**

o Yes but separated by a comma or the system reads them as 1 number.

**What is the field REQUIREMENT DESCRIPTION when uploading certificates to the iSP and how to proceed in the case of a single certificate for the chemical analysis and mechanical Properties**

**OG\_ISP\_CERTIFICATES\_WITH\_REQ**

- Serialized: select "Y" or "N" depending on whether the material has a serial number or not
- Fill consequently with the serial number of the field "Serial number" (if serial numbers have more than one, can be separated by a comma)

**OG\_ISP\_CERTIFICATES\_NO\_REQ**

- Requirement Description: Enter a description of the certificate loaded (for example, "MDR complete")
- Serialized: select "Y" or "N" depending on whether the material has a serial number or not
- Fill consequently with the serial number of the field "Serial number" (if the serial numbers have more than one, can be separated by a comma)

**In the presence of the folder OG\_ISP\_CERTIFICATES\_ WITH REQ, it is not necessary to include this certificate in the folder OG\_ISP\_CERTIFICATES\_ NO\_REQ**

# FAQ – RTS

## **Is it possible to insert a RTS with a date prior than today?**

o No, we can't enter a date in the past, the system doesn't allow.

## **Why it is not updating the PO although the RTS date is updated putting the date of today?**

o If the vendor has included the Proposed RTS Dates today, tonight runs the program that aligns the Promise Date, tomorrow you will see a current schedule;

o As RTS Actual flag = Yes, the RTS to proposed date has been frozen and only the SPA can unblock it with "A confirm RTS«;

o If the Proposed RTS does not conflict with the need dates, i.e. New Promise Dates < Need Date, the RTS Dates will be updated.

# *FAQ - Italiano*

# FAQ - Accesso

## Non riesco ad accedere, un messaggio mi informa che le mie credenziali non sono corrette

o Verifichi che non sta usando browser diversi da Internet Explorer.

o Verifichi di aver inserito nel primo log in ( Single Sign On) il Suo SSO come username e la password scelta durante la registrazione del Suo SSO. Se non riesce ad accedere chiami questo numero 055 4233400 e chieda di resettare la password del Suo SSO.

GE Infrastructure Single Sign On

Sign Up For SSO  
Modify Your SSO Account  
Synchronize SSO Password  
Forgot Your SSO User ID?  
Forgot Your SSO Password

Enter User ID and Password

User ID:   
Password:

☐ Save my GE Single Sign On User ID

Log In

THIS SITE CONTAINS GE PROPRIETARY INFORMATION

**WARNING:** YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPUTER SYSTEM. ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY PURPOSE THAT IS UNLAWFUL OR DEEMED INAPPROPRIATE. ACCESS AND USE OF THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTERING THIS SYSTEM, YOU ARE GIVING YOUR CONSENT TO BE ELECTRONICALLY MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES FOR UNAUTHORIZED USE, INCLUDING PROSECUTION.

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o Nella pagina di Oracle deve inserire il Suo SSO e la password ricevuta per Oracle.

ORACLE E-Business Suite

Welcome to O&G Italy Production [gpsogp14]

Username:   
Password:

Login

Corporate Policy Message  
Copyright (c) 2006, Oracle. All rights reserved.

# FAQ – Accesso

## **E' possibile accedere a ODRS Portal?**

o No, è stato dismesso, utilizzare iSupplier Portal.

## **Un fornitore può cambiare la propria e-mail associata al SSO?**

o Rivolgersi al servizio di supporto.

## **Perché gli indirizzi generici non possono essere accettati?**

o L'SSO è personale, le informazioni a cui dà accesso sono personali e dovrebbero essere lette dalla persona che segue gli ordini. Inoltre a quell'indirizzo vengono inviate le password per la registrazione.

## **Sono un fornitore interno, posso registrarmi a iSP?**

o Si, ma prima deve aprire una richiesta IDM a questo link:

<http://idm.infra.ge.com/idm/user/main.jsp?lang=en&cntry=US>

Quando la richiesta sarà completata riceverà una mail con username e password, La prego di ignorarla e di aprire un WF di External Account Registration al link:

[http://supportcentral.ge.com/reports/sup\\_rep\\_obj.asp?prod\\_id=16456&trng\\_doc\\_id=3557384](http://supportcentral.ge.com/reports/sup_rep_obj.asp?prod_id=16456&trng_doc_id=3557384)

# FAQ – Funzioni Portale

## **Dove posso rivedere le bozze?**

o Dal tab “Negotiations” selezionare “Manage Drafts”.

## **Dove si trovano gli allegati delle RFI?**

o Si trovano sempre sotto “Header”.

## **Perché non riesco a scaricare documenti dall’iSupplier Portal?**

o L’assenza di un documento può dipendere da:

o Alta confidenzialità;

o Il documento si trova in revisione critica;

o Non è stato collegato all’Iman durante il processo di release;

o Il proprio DE e Buyer possono aiutare a risolvere i problemi sopraelencati.

## **Posso scaricare la QRL?**

o No, non è possibile scaricare il QRL da iSP, ma è possibile visualizzarlo dal tab Shipment, selezionando le linee dell’ordine ricercato e “Document Request” dal action menu. Dopo aver cliccato su Go selezionare la categoria CERTIFICATES WITH REQUIREMENTS.

## **Come cambio i miei dati bancari?**

o Contattare il team ‘Account Payment’

(Cecchini : Carlo.Cecchini@ge.com / Chiarini : cristina.chiarini@ge.com )

## **Che cosa fare se il fornitore riferisce l’assenza di fatture su iSP?**

o Il fornitore deve contattare energy.SWSSup@ge.com, cristina.chiarini@ge.com, Carlo.Cecchini@ge.com.



imagination at work

# FAQ – Caricamento Documenti

## **Cos'è un certificato MDR?**

o Manufacturing Drawing Report, certificati o test di collaudo che i fornitori vedono sul QCP della commessa

## **Cos'è uno SPIR?**

o Lista dei codici delle parti di ricambio che il fornitore deve inviare insieme all'item, il PO contiene una clausola che lo richiede.

## **Come si carica un certificato?**

- o Dal tab SHIPMENT, ricercare e selezionare l'ordine;
- o Selezionare "All" per shipment status;
- o Seleziona Document request dal menu action list;
- o Cliccare Go;
- o Selezionare la categoria dei documenti da caricare

## **Come si carica un Certification Book su Oracle senza errori?**

- o Verificare di usare Internet Explorer come browser;
- o Verificare il formato dei file da caricare (richiesto: pdf/tiff);
- o Controllare la dimensione del file, se è maggiore di 20MB diminuirla;
- o Se non è possibile, dividerla in più file da caricare per lo stesso shipment in requirements diversi, nella cartella 'Certificate\_With\_req';
- o Cliccare su SAVE.

## **Si possono caricare certificati per gli ordini OSP?**

- o Si (destination type = shop floor).

# FAQ – Caricamento Documenti

**Quanti numeri seriali si possono inserire su “ serial numbers” per il caricamento dei certificati MDR?**

o 19 separati da virgola.

**Si possono inserire due o più numeri di serie nella barra per gli inserimenti?**

o Si, ma usando la virgola altrimenti il sistema li riconosce come un numero solo.

**Che cosa significa il campo REQUIREMENT DESCRIPTION quando carico certificati sull'iSP e come si procede se si deve inserire un solo certificato per l'analisi chimica o le proprietà meccaniche?**

o OG\_ISP\_CERTIFICATES\_WITH\_REQ

- Serialized: selezionare "Y" o "N" a seconda del fatto che il materiale abbia un numero di serie o no;
- Compilare il campo "Serial number" (numeri separati da virgola se sono più di uno).

o OG\_ISP\_CERTIFICATES\_NO\_REQ

- Requirement Description: inserire una descrizione del certificate (es. "MDR complete");
- Serialized: selezionare "Y" o "N" a seconda del fatto che il materiale abbia un numero di serie o no;
- Serialized: compilare il campo "Serial number" ( numeri separate da virgola se sono più di uno).

**Se è presente la cartella OG\_ISP\_CERTIFICATES\_ WITH REQ, non è necessario inserire questo certificate nella cartella OG\_ISP\_CERTIFICATES\_ NO\_REQ.**

# FAQ – RTS

**Si può inserire una proposed RTS date anteriore alla data odierna?**

o No, il sistema non lo permette.

**Perché il PO non è aggiornato nonostante la data del RTS porti la data odierna?**

o Inserita la Proposed RTS Dates, la promise date aggiornata sarà visibile il giorno successivo;

o Se durante il caricamento della proposed RTS selezionate Actual flag = YES, non potrete più proporre una nuova RTS date, a meno che l'SPA non ve lo permetta;

o Se la Proposed RTS non ha nessun impatto sulla Need Date e il fornitore ha impostato Actual Flag = YES, la data di RTS sarà aggiornata automaticamente.

# *GE Oil&Gas iSupplier Portal Support*

Login / Training :

[http://site.ge-energy.com/businesses/ge\\_oilandgas/en/about/supplier\\_portal.htm](http://site.ge-energy.com/businesses/ge_oilandgas/en/about/supplier_portal.htm)

Per problemi di log-in SSO chiamare / if you cannot log in SSO page please call  
+39/055/4233400

Prenota la tua sessione di training a questo link/ Book your training session at this link:  
<http://supportcentral.ge.com/esurvey/takesurvey.asp?p=140791&d=3587531>