

– GE Aerospace / GE Additive Oracle Cloud Supplier Portal Job Aid

STOP!!!

DO NOT USE INTERNET EXPLORER FOR ORACLE CLOUD.

Please use other browsers
(i.e., Chrome, Firefox, Microsoft Edge, etc.)

Index

| Topic | Page No. |
|--|-----------------|
| <u>Job Aid Overview</u> | 5 |
| <u>Supplier Portal Overview</u> | 7 |
| <u>Supplier Self-Registration</u> | 10 |
| <u>Supplier Notifications</u> | 22 |
| <u>Password Reset</u> | 25 |
| <u>Manage Contact Information</u> | 31 |
| <u>Maintain Supplier Contact Information</u> | 45 |
| <u>Submit Response to Qualification questionnaires</u> | 60 |
| <u>Review Status of Qualifications</u> | 69 |
| <u>Getting Help</u> | 72 |

– Job Aid Overview

GE Aerospace Oracle Cloud Supplier Portal Job Aid Overview



This job aid is designed to provide GE Aerospace Suppliers a high-level overview of Oracle Cloud Supplier Portal application and its capabilities. Key concepts covered in this job aid that may be of your interest:

- Completing Registration as a new GE Aerospace Supplier
- Review of notifications you might get throughout the process
- How to reset your password
- How to Manage/Update Contact information
- How to Maintain/Update Supplier Profile information
- How to Submit Responses to GE's KYS due diligence questionnaires

– Supplier Portal Overview

Supplier Portal Overview



The Oracle Cloud Supplier Portal activities includes four major areas:

- **Supplier Self-Registration:** The first step in the process of becoming a GE Aerospace or Additive Supplier (N/A for existing suppliers). A GE buyer or GE Relationship Manager will submit an internal request which the Vendor Management team will review and send supplier invitation to self-register.
- **Supplier Response to Qualifications:** GE requires all its suppliers to complete compliance qualifications for which supplier must respond to a set of questionnaires. Once Supplier submits their answers to questionnaires these are evaluated by GE Compliance. If passed, you will officially become a GE Aerospace Supplier. There are both initial and ongoing questionnaires GE might request Supplier to respond to.

- **Supplier Profile Management:** After registration, Suppliers can access the Supplier Portal to update and maintain the supplier profile. Edit details such as name, address and bank details.
- **Supplier Contact Management:** Supplier contact having an admin role account can access supplier's profile where they can add new contact details, inactivate and/or update existing contacts.

If you are a **GE Aerospace Engines supplier**, you may already be using this same portal for Sourcing/Negotiations.

Note: GE Aerospace is not currently using Oracle Cloud to manage transactions (i.e., Purchase Orders, PO Communication and invoice submission).

Supplier Portal URL



https://epfw.fa.us8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

Disclaimer: Export Controlled Data and Controlled Defense Information



Oracle Cloud is not authorized to store ECD or CDI information, under no circumstance should the information be uploaded onto Cloud. All part drawings and specs will be issued by buyers from an authorized application.

Please review the below in detail:

ATTENTION: Oracle Cloud ERP is not to be used for transmitting export controlled technical data or data that is subject to any other restrictions affecting its disclosure or transmission, whether under contract, at law or otherwise (such restrictions, the "Restrictions"). All data uploaded into this system can be viewed by both non-UK and non-US persons.

Do not upload any license required export-controlled data or controlled defense information (CDI) including contract documents marked FUOU to this site under ANY circumstances. If you are in any doubt as to whether the data you want to upload requires an export license or is classified as CDI, it is YOUR responsibility to ensure that the data is Tagged (appropriately classified) and that you have sought advice from your compliance personnel.

By uploading files and/or comments, you acknowledge that the material inserted does not contain any license required export controlled or CDI data and that you comply with all applicable export control regulations and any other Restrictions. If you are uncertain whether your material is appropriate for posting, please check with your manager or relevant legal counsel.

– Supplier Self-Registration

For New Suppliers Only

Supplier Registration (for new suppliers only)



Supplier will receive an email from GE Aerospace Sourcing with an invitation to self-register in Oracle Cloud and a **Checklist to follow for proper registration.**

Follow closely all items on the checklist to avoid any setbacks in the setup process.

- Click on registration link to navigate to the registration page.

GE Aviation ONBOARDING CHECKLIST - Invitation from GE Aviation to Register as a Supplier

Trevino, Arianna (GE Aviation)
To: Trevino, Arianna (GE Aviation)
Cc: Trevino, Arianna (GE Aviation)

Reply Reply All Forward

Fri 10/8/2021 12:58 AM

GE Aviation Sourcing

Congratulations TEST ! GE Aviation would like to engage your company as a supplier.

In order to start this process, you must register by clicking on the URL provided below in your Onboarding Checklist.

You will find below a detailed checklist with the information we require you to provide in your registration.
As you complete the registration, please:

- Review this [JOB AID](#) on navigating Oracle Cloud (slides 10-22 go over the registration process).
- Review and follow the **Onboarding Checklist below** (note that failure to do so will result in rework and/or delay in processing).

This is Step 1 of a 3 Step process that includes Prospective Supplier Review, Spend Authorized Review and KYS Qualification Review. Each step will require certain internal reviews to occur and may require you to provide additional information about your company. This information will enable GE Aviation to ensure that your company meets key compliance requirements and also ensure proper setup in the required Aviation ERPs.

- Prospective Supplier Review:** Supplier completes self-registration.
- Spend Authorized Review:** The GE Vendor Management team reviews and approves supplier registration, and sends out Qualification questionnaires.
- KYS Qualification Review:** Supplier completes qualification questionnaires and these are evaluated by GE Compliance (slides 56-67 in your [Job Aid](#)).

The cycle time of this process can vary based on the type of goods/service provided and/or country specific requirements. By closely following the checklist and instructions given in this and following emails, you will ensure the fastest possible completion of this process.

Should you have questions throughout the process, you may contact the GE Vendor Management team vmcoe.ssbtp@ge.com at any time for guidance.

ONBOARDING CHECKLIST

Failure to follow and provide the information requested below will result in rework and/or delay in processing.

Register here: <https://epfw.fa.us8.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?prcBuld=30000017733287>

(Link will not work in Internet Explorer and will work best in Microsoft Edge or Google Chrome).

Note to the buyer: DO NOT register your supplier. This link is ONLY for Suppliers to use.

Each section below represents a different page in the registration form.

Supplier Registration – COMPANY DETAILS



Key requirements needed in this page:

1. Name, Tax Country, Tax ID
2. Tax validation Document, Bank validation document (when applicable) in UNEDITABLE (PDF) format.
3. Additional Info regarding this request that will be available on the checklist.
4. Your contact details to receive notifications about the registration

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Adding Attachments



- Add attachments as requested in Onboarding Checklist
- Use the + OR x icon to Add OR Delete Attachments respectively

* Attachments None +

Attach W9/W8/Tax & bank validation docs here in un-editable PDF format. Refer to Onboarding Check...

| Type | * File Name or URL | Title | Description | Attached By | Attached Da |
|------|------------------------------------|--------------------------|-------------|-----------------|----------------|
| File | W-9 2021.pdf Update... | W-9 2021.pdf | | Arianna Trevino | 9/13/21 9:37 F |
| File | Account Instructions.pdf Update... | Account Instructions.pdf | | Arianna Trevino | 9/13/21 9:37 F |

Rows Selected 1 Columns Hidden 1

OK Cancel

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Adding Contacts



Key requirements needed in this page:

- One contact for Accounts Receivable
- One contact for POs
- If needed, one contact for web invoicing (refer to checklist)
- If needed, one contact for tooling (refer to checklist)

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Company Details **Contacts** Addresses Bank Accounts Questionnaire Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Actions View Format **+ Create** Edit X Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|-----------|-----------|--------------|------------------------|----------------------|------|--------|
| Doe, John | | jd@email.com | ✓ | ✓ | | |

Columns Hidden 7

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Adding Contacts



Key requirements needed in this page:

- Add new contact details
- If a contact represents multiple types, please select the appropriate combination. i.e., If the same person is acting as the Accounts Receivable, Purchase Order and Web Invoicing contact, select "AR / PO / Web Invoice" as Contact Type.
- Create a user account with appropriate Roles:

Supplier Accounts Receivable Specialist can update banking information.

Supplier Sales Representative can respond to KYS Qualification questionnaires (Step 3 of this process).

Supplier Self Serve Administrator can update supplier profile post setup & specifically request accounts for other contacts in the company.

Check the "Administrative contact" flag for this person

The screenshot shows the 'Create Contact' form with the following fields and options:

- Salutation: dropdown menu
- First Name: text input (Joe)
- Middle Name: text input
- Last Name: text input (Doe)
- Job Title: text input
- Administrative contact: checkbox
- Phone: text input (123 4567)
- Mobile: text input
- Fax: text input (United St)
- Email: text input (jd@email.com)
- Additional Information: Contact Type dropdown (Please select one from the values below)
- User Account: text input (Enter your text here)
- Request user account: checked checkbox
- Roles table:

| Role | Description |
|---|--|
| Supplier Sales Representative | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes... |
| GEA Supplier Self Service Administrator | GEA Supplier Self Service Administrator |

Buttons: Create Another, OK, Cancel

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Adding Contact Addresses



Key requirements needed in this page:

- Create at least one address
- Please note that a remittance address is NOT required when being paid by EFT.
- KYS Qualification questionnaires will have to be answered separately for each one of the addresses added

Register Supplier: Addresses

Enter at least one address.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

| Address Name | Address | Phone | Address Purpose | Edit | Delete |
|---------------------|---------|-------|-----------------|------|--------|
| No data to display. | | | | | |
| Columns Hidden 3 | | | | | |

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Adding Contact Addresses



Key requirements needed in this page:

- Create at least one address. Address name should be your “CITY+101”
- Use **Alternate Address Name** field for any **Doing Business As** name if needed.
- Address Purpose & Address Type, we expect you to setup only in these combinations:

| Address Type | Ordering | Remit To | RFQ or Bidding |
|------------------------|----------|----------|----------------|
| Office | X | X | |
| Office & Manufacturing | X | x | |
| Manufacturing | | | x |

- Assign contacts to this address through Action >Create and Add

1 Address Name

Should follow the convention as "CITY+101", "CITY+102" (i.e. CINCINNATI101, EVENDALE102)

3 Address Purpose

- Ordering
- Remit to
- RFQ or Bidding

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Phone

Fax

Email

3 Address Type

2 Alternate Address Name

Additional Information

Add any DBA/Trading As name in the Alternate Address Name field.

If Address Type is "Office" please ensure Address Purpose is both "Ordering" & "Remit".
 If Address Type is "Office & Manufacturing" please ensure Address Purpose is both "Ordering" & "Remit".
 If Address Type is "Manufacturing" please ensure Address Purpose is "RFQ or Bidding" only.

4 Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | User Account |
|---------------------|-----------|-------|------------------------|--------------|
| No data to display. | | | | |
| Columns Hidden 4 | | | | |

Create Another OK Cancel

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Bank Accounts



– If being paid via EFT (preferred payment method for GE) please enter your ACH bank details on this page.

– To add a Bank Account click Create

Note: Ensure an uneditable (PDF) bank back validation document is attached in the “Company Details” tab. Click [here](#) for details.

The screenshot shows the Oracle Supplier Registration interface for Bank Accounts. At the top, there is a progress bar with six steps: Company Details, Contacts, Addresses, Bank Accounts (highlighted with a red box and the number 4), Questionnaire, and Review. Below the progress bar, the page title is "Register Supplier: Bank Accounts" with a help icon. To the right of the title are buttons for "Back", "Next", "Save for Later", "Register", and "Cancel". Below the title, there is a toolbar with "Actions", "View", "Format", and a "+ Create" button (highlighted with a red box), followed by "Edit", "Delete", "Freeze", "Detach", and "Wrap". Below the toolbar is a table with columns: "Account Number", "IBAN", "Currency", "Bank", "Edit", and "Delete". The table content is empty, with the text "No data to display." and "Columns Hidden 8" below it.

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Bank Accounts



- If you cannot find your bank, use **1 – Placeholder Bank** and **Branch 1 – Placeholder Branch** and the Vendor Management team will create your bank based on the bank validation document.
- If multiple addresses are provided, ensure you give a note to the approver so they know what address this bank information should be tied to.

Create Bank Account

Enter account number and/or IBAN number if applicable.
If you cannot locate your Bank and/or Branch, choose "1 - Placeholder Bank/Branch" and the Vendor Management team will create the record based on your bank validation document. It is MANDATORY to attach a bank validation document in the "Company Details" tab that follow the requirements stated in your Onboarding Checklist.

* Country: United States
IBAN:
Bank: 1ST ENTERPRISE BANK
Branch: 122044300
Currency: USD
Account Number: 12345678

Additional Information

Account Name: TEST SUPPLIER Account Type:
Alternate Account Name: Description:

Comments - If multiple ordering/remittance addresses available, please specify which address this bank account should be assigned to.

* Note to Approver: Please assign this bank account to address CHICAGO101

Create Another OK Cancel

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Questionnaires



- Ensure all contacts have been provided as requested in the CONTACTS page.

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Company Details Contacts Addresses Bank Accounts **Questionnaire** Review

Register Supplier: Questionnaire

Attachments None

Questions

Registration Qualification (Section 1 of 1)

Section

1. Registration Qualification

* 1. Please confirm a point of contact for receipt of Purchase Orders has been entered in the Contacts section.

a. Yes, a point of contact for Purchase Orders has been entered in the Contacts section.

b. No, there is no contact to receive Purchase Orders.

* 2. Please confirm a point of contact for receipt of Remittance Advices have been entered in the Contacts section.

a. Yes, a point of contact has been entered for receipt of Remittance Advices in the Contacts Section

b. No, we do not have a point of contact for receipt of Remittance Advices

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

Supplier Registration – Review



- Review the details of your registration.
Compare to your Onboarding Checklist before submitting.
- Click Register
- Upon registering, you will receive a confirmation email

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Company Details Contacts Addresses Bank Accounts Questionnaire **6 Review**

Review Supplier Registration: TEST Supplier2 ?

Back Next Save for Later **Register** Cancel

Company Details

You will receive an email from (epfw.fa.sender.1@workflow.g1mail.us8.oraclecloud.com)

Company TEST Supplier2 Tax Country Afgh

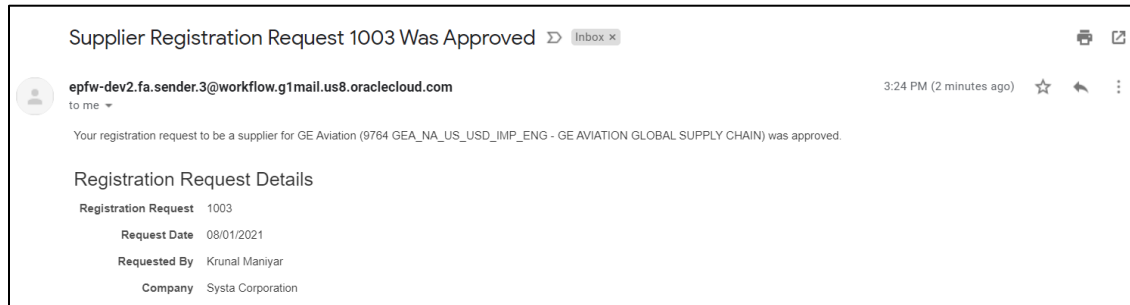
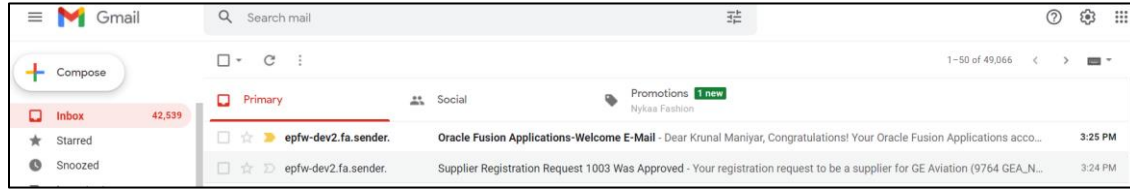
Tax Organization Type Corporation Tax Registration Number 1233

Always refer to your Onboarding Checklist for the exact details that you are required to provide.

Failure to provide Onboarding Checklist requirements will result in delays in the process.

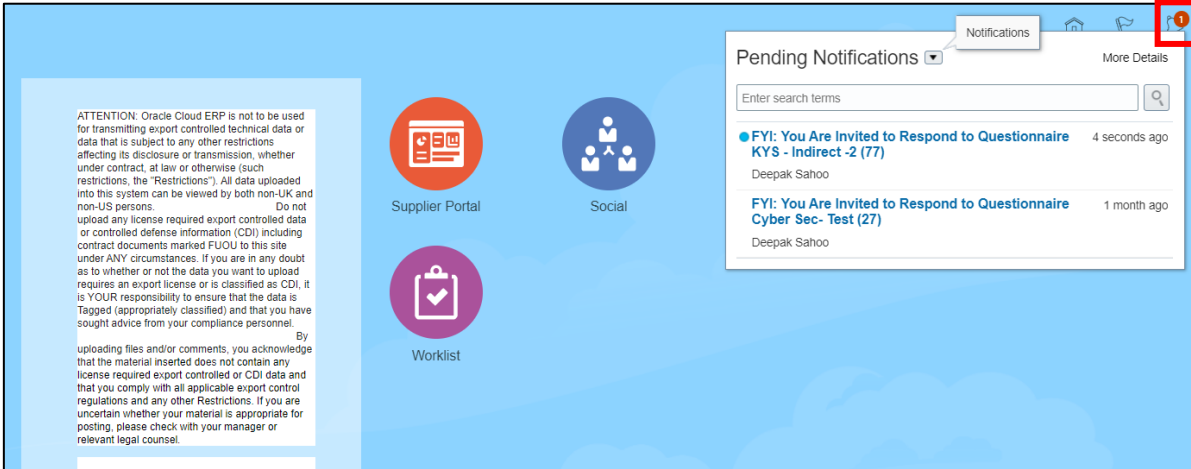
– Supplier Notifications

Supplier Notifications – Via Email



- Supplier contacts will receive Oracle Cloud email notifications from: epfwbi.sender.1@workflow.g1mail.us8.oraclecloud.com.
- Open notifications from the email directly and it will redirect you to Oracle Cloud.

Supplier Notifications – Via Supplier Portal / Bell Icon



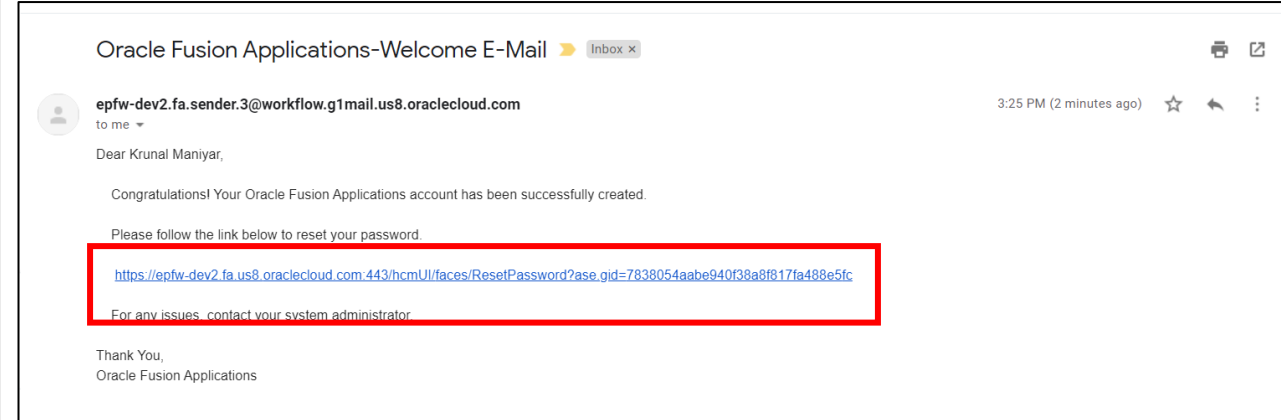
- Once a user has completed the password reset process, they will also receive notifications in the Supplier Portal.
- Click the Bell icon to see pending/all notifications

– Password Reset

Password Reset



- From the welcome email, the Supplier contact can reset their password by clicking on the URL provided in the email.



Password Reset



- Enter new password twice, hit Submit
- Screen will redirect you to a Single Sign on page

IMPORTANT: DO NOT USE SINGLE SIGN ON AFTER THIS SCREEN!!!

Follow instructions in the next slides

Sign In
ORACLE APPLICATIONS CLOUD

Reset Password

.....

.....|

Submit

Password Reset

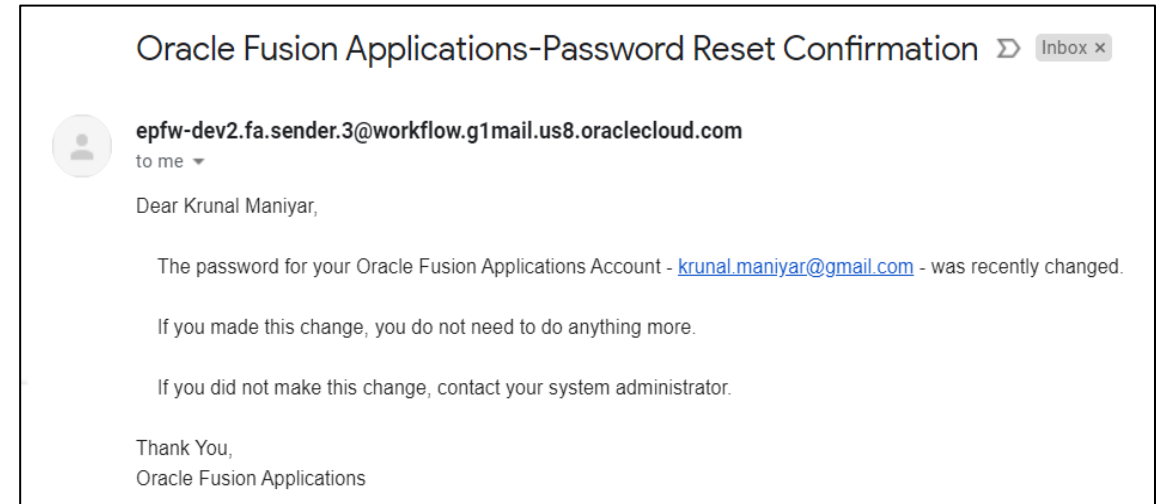
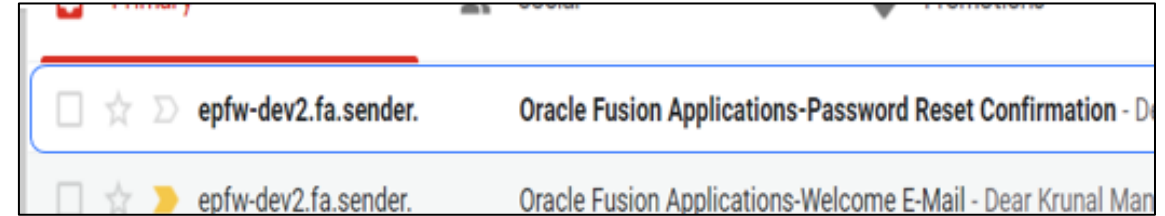


– Supplier contact will receive password reset confirmation email

– **Go to the Supplier Portal URL to login with your new password:**

https://epfw.fa.us8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

YOUR EMAIL ADDRESS IS YOUR USER ID



Password Reset – Expired Link



- If the link to reset your password has expired or you forgot your password
- Go directly to the Supplier Profile URL:
https://epfw.fa.us8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNo=deld=itemNode_supplier_portal_supplier_portal
- Use the “Forgot Password” option to **generate a new link to update your password.**

Sign In
Oracle Applications Cloud

User ID

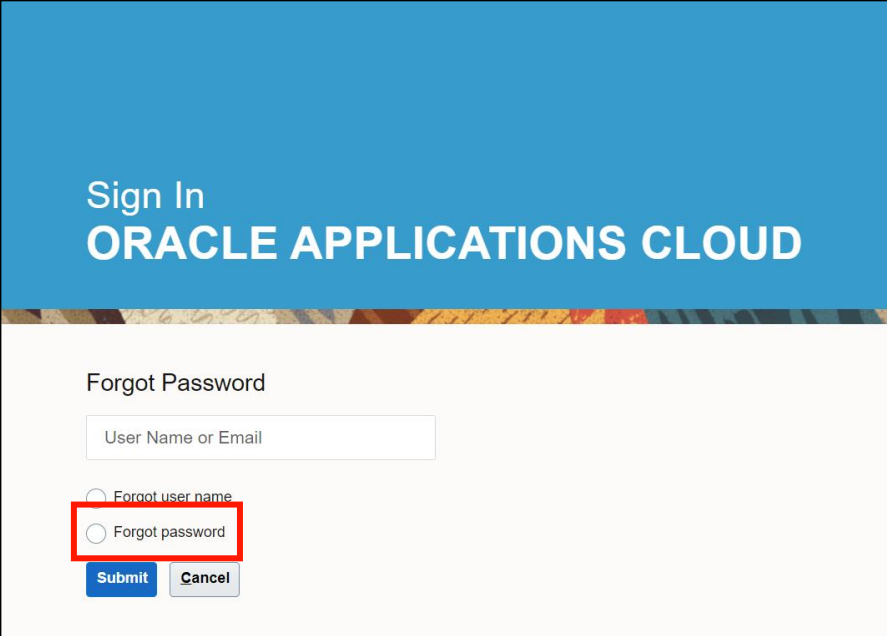
Password

Forgot Password

Sign In

Password Reset – Expired Link

- Enter your email ID as your username and click the “Forgot password” radio button. Hit Submit.
- Page will redirect to a confirmation page; you will receive an email containing a new password reset link.
- Check your email for password reset information. Ensure that you check your spam folders too.



Sign In
ORACLE APPLICATIONS CLOUD

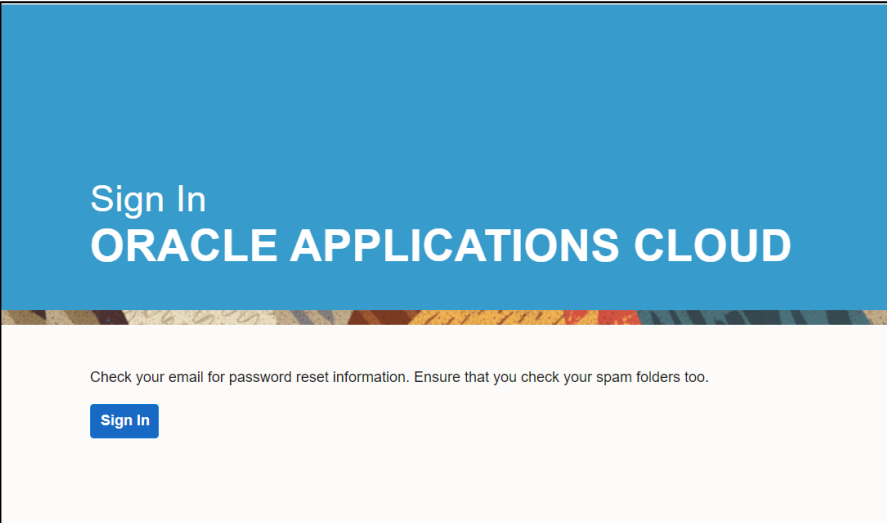
Forgot Password

User Name or Email

Forgot user name

Forgot password

Submit Cancel



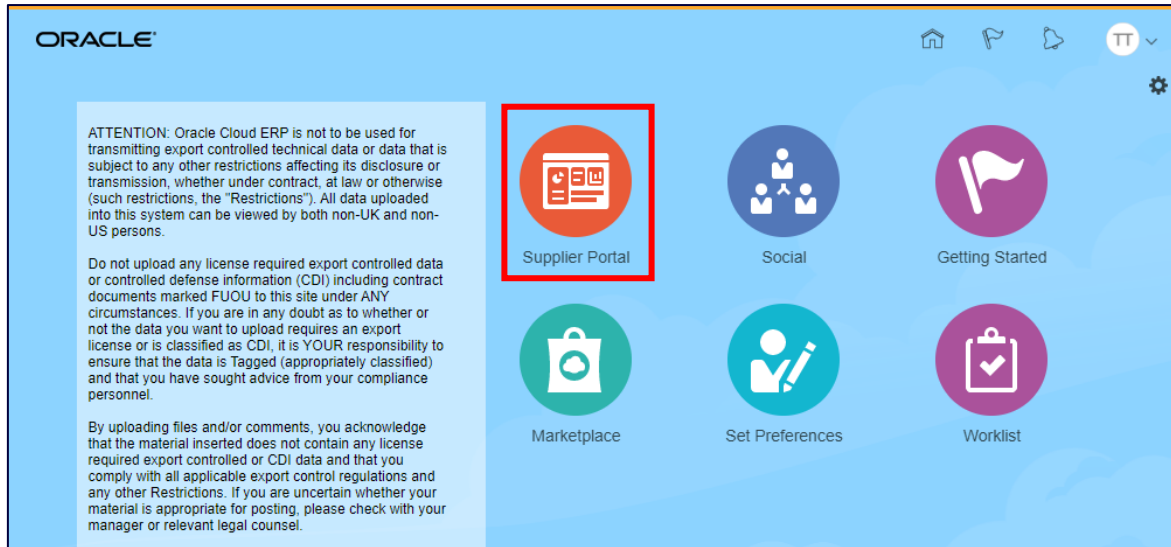
Sign In
ORACLE APPLICATIONS CLOUD

Check your email for password reset information. Ensure that you check your spam folders too.

Sign In

– Manage Contact Information

Manage Contacts



- Login into Oracle Cloud:
 - https://epfw.fa.us8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNo=deld=itemNode_supplier_portal_supplier_portal
- From the Home page, click on the **Supplier Portal** module

Manage Contacts



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Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile**

Requiring Attention

No data available

Recent Activity
Last 30 Days

No data available

Supplier News

Dear suppliers, please review the below links if you need any assistance in responding to Negotiations with GE Aviation.

<https://www.geaviation.com/>

Help content:

- [Job Aid](#)
- [Logging and Changing Time Zone](#)
- [Viewing RFx- Acknowledging Participation- No Quoting](#)
- [RFx Overview](#)
- [Line Level No Quoting](#)
- [Price Breaks- Step Down Pricing](#)
- [Requesting extension for RFx timeline](#)
- [Creating Response Revision](#)

– Navigate to *Manage Profile* under Company Profile section

Manage Contacts



The screenshot shows the Oracle 'Company Profile' page. At the top right, there are navigation icons (home, flag, bell, user) and a dropdown menu. Below the header, the page title is 'Company Profile' with a help icon. To the right of the title, there are two buttons: 'Edit' (highlighted with a red box) and 'Done'. Below the title, there is a horizontal menu with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The main content area is divided into sections: 'General', 'Identification', 'Corporate Profile', and 'Financial Profile'. Each section contains various fields and values.

| Section | Field | Value |
|-------------------|---|---------------------|
| General | Company | SC Walkthrough Test |
| | Supplier Number | 1000132 |
| | Supplier Type | |
| | Tax Organization Type | CORPORATION |
| Identification | D-U-N-S Number | |
| | Customer Number | |
| | SIC | |
| | National Insurance Number | |
| Corporate Profile | Year Established | |
| | Mission Statement | |
| | Chief Executive Title | |
| | Chief Executive Name | |
| Financial Profile | Year Incorporated | |
| | Current Fiscal Year's Potential Revenue | |
| | Preferred Functional Currency | |
| | Fiscal Year End Month | |

– Click Edit to start updating your profile

Manage Contacts



The screenshot shows the Oracle 'Company Profile' page. A warning dialog box is overlaid on the page, displaying a yellow warning icon and the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Yes' button in the dialog is highlighted with a red box. The background page shows various tabs like 'Organization Details', 'Tax Identifiers', and 'Addresses', and sections for 'General', 'Identification', 'Corporate Profile', and 'Financial Profile'.

- Making edits will create a Change Request for the profile. All Change Requests will be reviewed by the GE Vendor Management team
- Click YES

Manage Contacts



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Edit Profile Change Request: 27001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + ✎ Status Active Freeze Detach Wrap

| Name | Job Title | Email | Phone | Administrative Contact | User Account | Status |
|------------|-----------|---------------------|-------|------------------------|--------------|--------|
| TEST, TEST | | arygomez401@msn.com | | ✓ | ✓ | Active |

Columns Hidden 7

- Click on the Contacts tab
- Click on the + sign to add a new Contact
- Click on the pencil icon to edit an existing Contact
- Flags indicate whether this is an Admin and has a user account to Cloud to view and edit Supplier Profile details

Manage Contacts – Add Address



Salutation

* First Name

Middle Name

* Last Name

Job Title

Phone

Mobile

Fax

Email

Status

Administrative contact

Contact Addresses

Actions

Remove

Select and Add

SECONDSITE

Columns Hidden 5

User Account

Account Status

User Name

Roles Data Access

Roles

Role

GEA Supplier Self Service Administr...

Supplier Sales Representative

Select and Add: Addresses

Search

Address

Search Reset

View Format Wrap

| Address Name | Address | Address Purpose |
|--------------|---------------|--------------------|
| Newyork103 | Line1,line2 | Ordering; Remit to |
| SECONDSITE | UNITED STATES | Ordering; Remit... |
| TEST | STREET | Ordering; Remit... |

Rows Selected 1

Apply OK Cancel

- Click Actions
- Select and Add
- Choose Address you want to add
- Click Apply

Manage Contacts – User Name/Email/Roles



Salutation

* First Name TEST

Middle Name

* Last Name TEST

Job Title

Administrative contact

Phone

Mobile

Fax

Email a:401@.com

Status Active

Account Status Active

User Name a:401@.com

| Address Name | Address | Phone | Address Purpose | Status |
|--------------|--------------------------------------|-------|--------------------|--------|
| CITY101 | ADDRESS LINE 1, GLENNVILLE, NY 12345 | | Ordering; Remit to | Active |

| Role | Description |
|---|---|
| Supplier Accounts Receivable Specialist | Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol... |
| Supplier Sales Representative | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes... |
| Supplier Self Service Administrator | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ... |

– User Name / User ID = Email address

– If email is updated, username remains the same

– Roles

– **Supplier Accounts Receivable Specialist** has the ability to update banking information.

– **Supplier Sales Representative** has the ability to respond to KYs Qualification questionnaires (Step 3 of this process).

– **Supplier Self Serve Administrator** has the ability to update supplier profile post setup & specifically request accounts for other contacts in the company.

– Check the "Administrative contact" flag for this person.

Manage Contacts – Profile Change Request



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Edit Profile Change Request: 730017

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

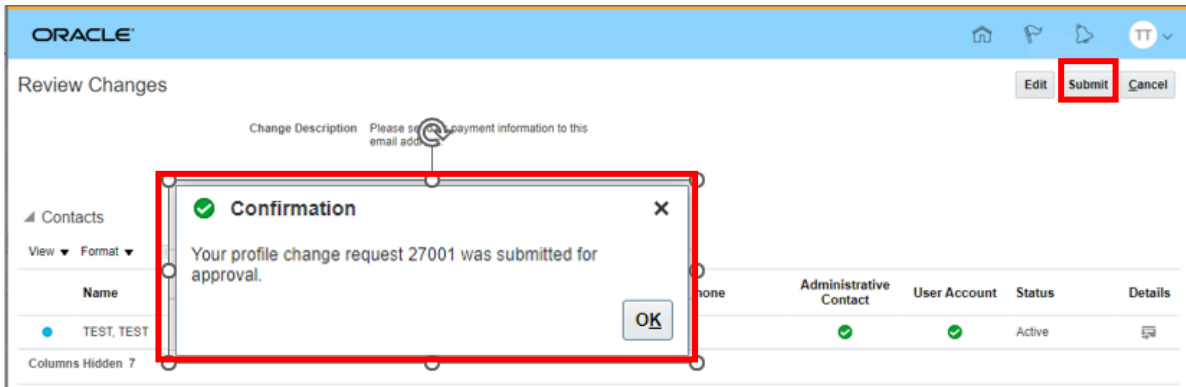
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

| Name | Job Title | Email | Phone | Administrative Contact | User Account | Sta |
|-----------|-----------|------------|-------|------------------------|--------------|-----|
| Doe, John | | @yahoo.com | | ✓ | ✓ | Act |
| | | | | ✓ | ✓ | Act |

Columns Hidden 7

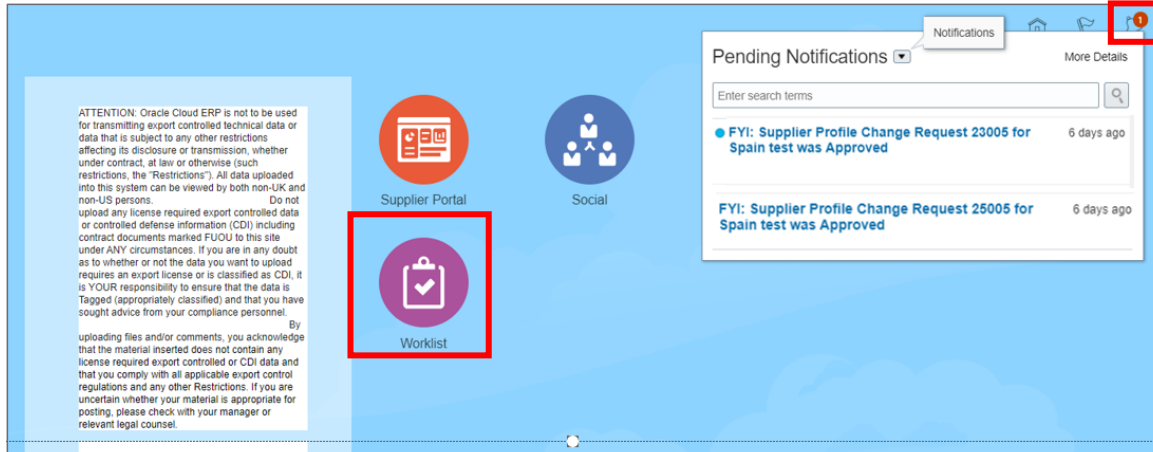
- Edits to the Supplier Profile will create a Change Request for the profile. All Change Requests will be reviewed by the GE Vendor Management team.
- Once the edits have been made the site will direct you to the Edit Profile Change Request page
- Add a Change Description
- Click Review Changes

Manage Contacts – Profile Change Request



- The site will redirect you to the Review Changes page
- Click Submit
- A confirmation pop up will appear

Manage Contacts – Profile Change Request Notifications



- You will receive email confirmation when the Vendor Management Team does one of the following
 - Approves Profile Change Request
 - Requests more information
 - Rejects your Profile Change Request
- Notifications can also be found by clicking the Bell icon or Worklist module

Manage Contacts –Worklist Notifications & Approvals



| Title | State | From User | Assignee |
|--|----------------|-----------------|-----------|
| Supplier Profile Change Request 26002 for SC Walkthrough Test | Info Requested | Arianna Trevino | 9/14/21 3 |
| You Are Invited to Respond to Questionnaire KYS Indirect (105) | Assigned | GEA_VMCOE ... | 9/14/21 2 |
| Oracle Fusion Applications-Password Reset Information | Assigned | | 9/13/21 1 |

- The Worklist module displays all Notifications
- If a Profile Change Request was returned, you can find additional information by opening the notification within the Worklist module

Manage Contacts –Worklist Notifications & Approvals



Supplier Profile Change Request 26002 for SC Walkthrough Test

Details

| | | | | | |
|---------------|-----------------|--------------------|------------|-----------------------|----------|
| Assignee | TEST TEST | Request | 26002 | Supplier | S |
| From | Arianna Trevino | Request Source | Supplier | Supplier Number | 1 |
| Assigned Date | 9/14/21 3:25 PM | Request Date | 9/14/21 | Business Relationship | Supplier |
| Task Number | 227342 | Requested By | TEST, TEST | Special Services | |
| | | Change Description | | | |

Actions dropdown menu:
Withdraw
Submit Information
Save

Comments (+)
9/14/21 3:27 PM Arianna Trevino
What address should this bank account be assigned to?

Attachments (+ x)
Name Updated By Date Updated
No data to display

Add Attachment

* Attachment Type
 URL
 Desktop File

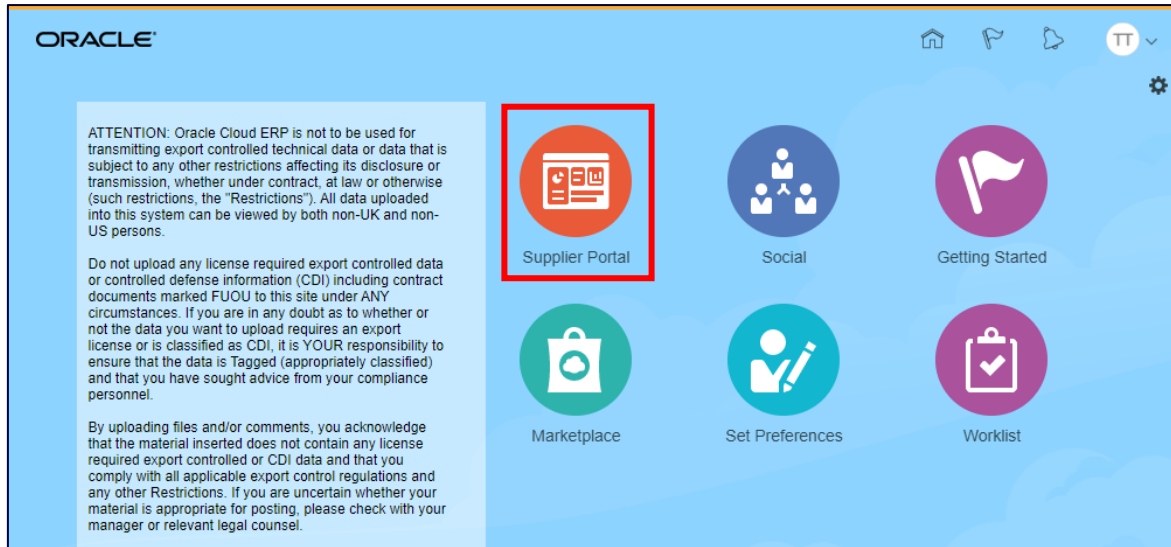
Name

* File Name No file chosen

- Comments from the Vendor Management team can be found under the Comments drop down
- To provide additional information, if requested, click the + sign in the Comments section
- To provide attachments, if requested, click the + sign in the Attachments section
- When adding attachments only include DESKTOP FILES
- Resubmit the request by clicking the Actions dropdown and choosing Submit Information

– Maintain/Update Supplier Profile

Maintain Supplier Profile



- Login into Oracle Cloud:
 - https://epfw.fa.us8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNo_deld=itemNode_supplier_portal_supplier_portal
- From the Home page, click on the **Supplier Portal** module

Maintain Supplier Profile



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Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile**

Requiring Attention

No data available

Recent Activity
Last 30 Days

No data available

Supplier News

Dear suppliers, please review the below links if you need any assistance in responding to Negotiations with GE Aviation.

<https://www.geaviation.com/>

Help content:

- [Job Aid](#)
- [Logging and Changing Time Zone](#)
- [Viewing RFx- Acknowledging Participation- No Quoting](#)
- [RFx Overview](#)
- [Line Level No Quoting](#)
- [Price Breaks- Step Down Pricing](#)
- [Requesting extension for RFx timeline](#)
- [Creating Response Revision](#)

– Navigate to *Manage Profile* under Company Profile option

Maintain Supplier Profile



– Click Edit to start updating your profile

The screenshot shows the Oracle Supplier Profile interface. At the top, there is a blue header with the Oracle logo and navigation icons. Below the header, the page title is "Company Profile" with a help icon. To the right of the title, there are two buttons: "Edit" (highlighted with a red box) and "Done". Below the title, there is a horizontal menu with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The main content area is divided into several sections, each with a collapse icon (a small triangle pointing left):

- General**
 - Company: SC Walkthrough Test
 - Supplier Number: 1000132
 - Supplier Type:
 - Tax Organization Type: CORPORATION
 - Status: Active
 - Attachments: [KYS Indirect.xlsx](#)
- Identification**
 - D-U-N-S Number
 - Customer Number
 - SIC
 - National Insurance Number
 - Corporate Web Site
- Corporate Profile**
 - Year Established
 - Mission Statement
 - Chief Executive Title
 - Chief Executive Name
 - Principal Title
 - Principal Name
 - Year Incorporated
- Financial Profile**
 - Current Fiscal Year's Potential Revenue
 - Preferred Functional Currency
 - Fiscal Year End Month

Maintain Supplier Profile



The screenshot shows the Oracle Supplier Profile page. A warning dialog box is displayed in the center, with the text: "Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?". The "Yes" button is highlighted with a red box. The background page shows the "Company Profile" header with "Edit" and "Done" buttons, and a navigation menu with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The main content area is divided into sections: "General", "Identification", "Corporate Profile", and "Financial Profile".

- Making edits will create a Change Request for the profile. All Change Requests will be reviewed by the GE Vendor Management team
- Click YES

Maintain Supplier Profile – Name Change



- Updates to Company Details are **ONLY** allowed if your Tax ID / Tax Registration Number is **NOT** changing.
- When updating name &/OR bank account, always attach validation documents for each in the Attachments field
- Acceptable Name validation documents are:
 - If located in the U.S., a **W9 form**
 - If located in Non-U.S. and providing goods/services in the U.S., a **W8 form**
 - If located in Non-U.S. and **NOT** providing goods/services in the U.S., a **document in your LETTERHEAD**
 - Document **MUST** be in an undatable format (PDF), or Change Request will be returned for additional info

Maintain Supplier Profile – Tax Details



The screenshot shows the Oracle Supplier Profile 'Edit Profile Change Request' page for request 26002. The 'Tax Identifiers' tab is selected and highlighted with a red box. Within this tab, the 'Income Tax' section is expanded. The 'Taxpayer Country' dropdown is set to 'United States' and the 'Taxpayer ID' text field contains '121342435'. Both the 'Taxpayer Country' dropdown and the 'Taxpayer ID' text field are highlighted with red boxes. Other fields in the 'Income Tax' section include 'Tax Reporting Name', 'Name Control', 'Verification Date' (set to 'm/d/yy'), 'Federal reportable' (checkbox), 'State reportable' (checkbox), 'Use withholding tax' (checkbox), 'Withholding Tax Group', 'Federal Income Tax Type', and 'Tax Registration Type'. The 'Transaction Tax' section is partially visible below, showing 'Tax Country' and 'Tax Registration Number' fields.

- Tax details should **NOT be updated**. If your Tax Information changed, a new Supplier Number must be created for you. Contact your GE buyer.

Maintain Supplier Profile - Addresses



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Edit Profile Change Request: 26002

Delete Change Request Review Changes Save Save and Close Cancel

Last Saved 9/13/21 6:47 PM

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Wrap

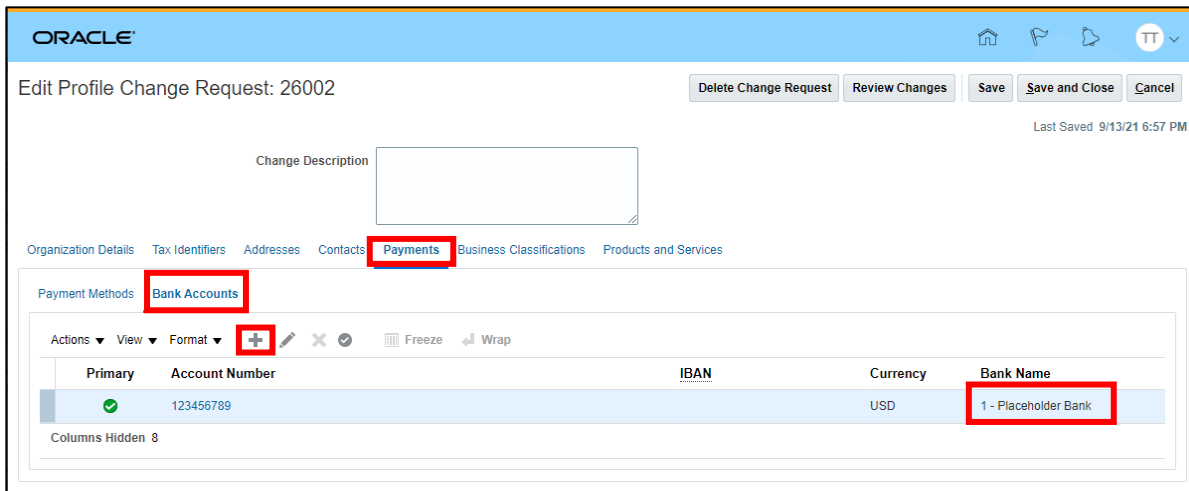
| Address Name | Address | Phone | Address Purpose | Fax | Status |
|--------------|---------------------------------------|-------|--------------------|-----|--------|
| CITY101 | ADDRESS LINE 1, BLADENSBURG, OH 43005 | | Ordering; Remit to | | Active |

Columns Hidden 3

- Address details should NOT be updated unless it is requested to fix typos.
- Instead, add a new address (if you move) and/or make the existing one inactive.

Note: The Vendor Management team might need additional information to know where this update should be reflected in the applicable GE Aerospace/Additive ERP systems.

Maintain Supplier Profile – Bank Accounts



- To add or edit Bank Accounts, click the Bank Accounts tab within the Payments tab
- Click the + sign to Create a new Bank Account
- If you don't find your bank name, use the 1 – Placeholder Bank and the VM team will create your account based on the bank document.
- **Always** attach a bank validation document in the Organization Details section.
Acceptable documents are:
 - Crossed copy of a check
 - Bank account info in supplier's LETTERHEAD and signed, or
 - Bank account info in blank or submitted invoice in supplier's LETTERHEAD

Maintain Supplier Profile– Profile Change Request



ORACLE

Edit Profile Change Request: 730017

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

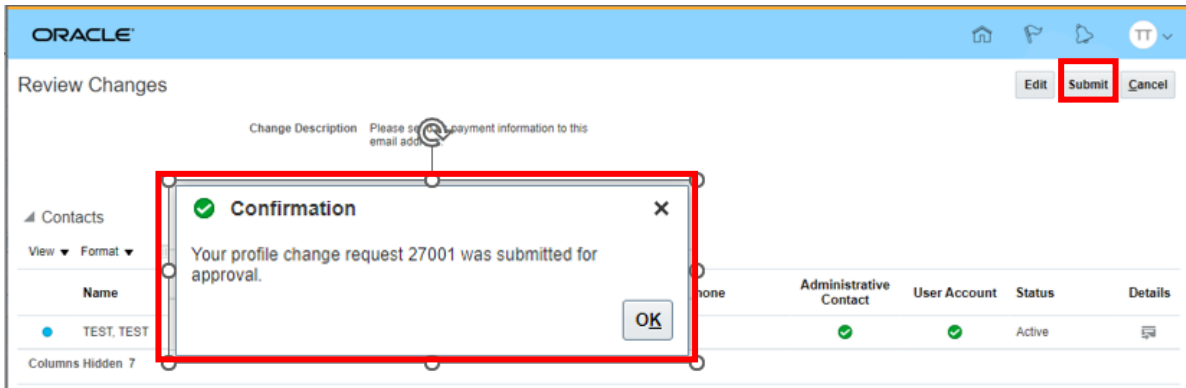
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

| Name | Job Title | Email | Phone | Administrative Contact | User Account | Sta |
|-----------|-----------|------------|-------|------------------------|--------------|-----|
| Doe, John | | @yahoo.com | | ✓ | ✓ | Act |
| | | | | ✓ | ✓ | Act |

Columns Hidden 7

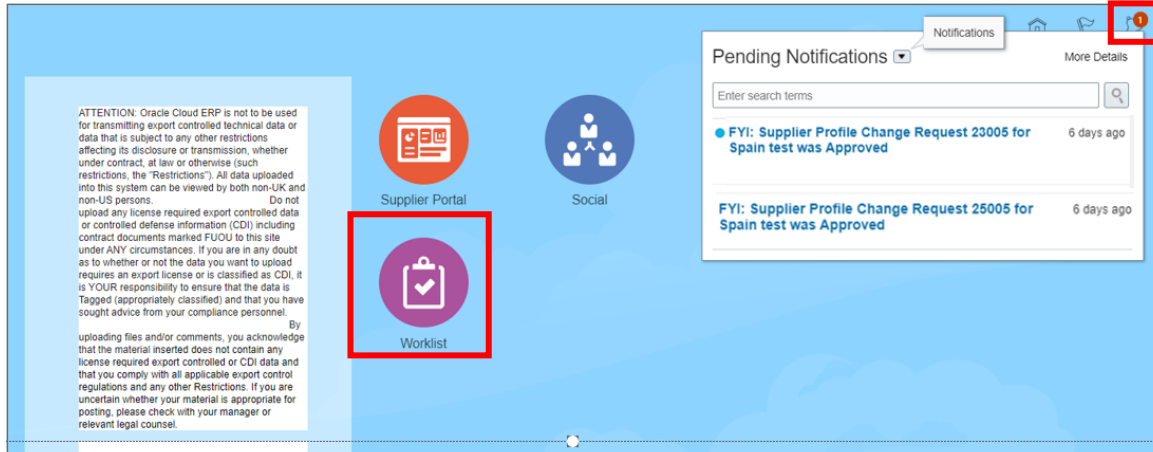
- Edits to the Supplier Profile will create a Change Request for the profile. All Change Requests will be reviewed by the GE Vendor Management team.
- Once the edits have been made the site will direct you to the Edit Profile Change Request page
- Add a Change Description
- Click Review Changes

Maintain Supplier Profile – Profile Change Request



- The site will redirect you to the Review Changes page
- Click Submit
- A confirmation pop up will appear

Maintain Supplier Profile – Profile Change Request Notifications



- You will receive email confirmation when the Vendor Management Team does one of the following
 - Approves Profile Change Request
 - Requests more information
 - Rejects your Profile Change Request
- Notifications can also be found by clicking the Bell icon or Worklist module

Maintain Supplier Profile –Worklist Notifications & Approvals



| Title | State | From User | Assignee |
|--|----------------|-----------------|-----------|
| Supplier Profile Change Request 26002 for SC Walkthrough Test | Info Requested | Arianna Trevino | 9/14/21 3 |
| You Are Invited to Respond to Questionnaire KYS Indirect (105) | Assigned | GEA_VMCOE ... | 9/14/21 2 |
| Oracle Fusion Applications-Password Reset Information | Assigned | | 9/13/21 1 |

- The Worklist module displays all Notifications
- If a Profile Change Request was returned, you can find additional information by opening the notification within the Worklist module

Maintain Supplier Profile – Example of Approved Profile Change Request



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Worklist: Notifications and Approvals

My Tasks | Actions | View | [Search] | Assigned | [Refresh]

| Title | State | From User | Assigned |
|---|----------|-----------------|-----------------|
| Supplier Profile Change Request 26002 was Approved by GE Aviation | Assigned | | 9/14/21 4:41 PM |
| You Are Invited to Respond to Questionnaire KYS Indirect (106) | Assigned | Arianna Trevino | 9/14/21 4:11 PM |
| You Are Invited to Respond to Questionnaire KYS Indirect (105) | Assigned | GEA_VMCOE ... | 9/14/21 2:43 PM |
| Oracle Fusion Applications-Password Reset Information | Assigned | | 9/13/21 1:38 PM |

Supplier Profile Change Request 26002 was Approved by GE Aviation Dismiss

Details

| | | | | | |
|-----------------|------------------|--------------------|------------|-----------------|---------------------|
| Assignee | TEST TEST | Request | 26002 | Supplier | SC Walkthrough Test |
| From | Arianna Trevino | Request Date | 9/14/21 | Supplier Number | 1000132 |
| Assigned Date | 9/14/21 4:41 PM | Requested By | TEST, TEST | | |
| Expiration Date | 10/14/21 4:41 PM | Change Description | | | |
| Task Number | 227309 | | | | |

Action Details

| | |
|-------------|-----------------|
| Action | Approved |
| Action Date | 9/14/21 4:41 PM |

Maintain Supplier Profile –Worklist Notifications & Approvals



Supplier Profile Change Request 26002 for SC Walkthrough Test

Details

| | | | | | |
|---------------|-----------------|--------------------|------------|-----------------------|----------|
| Assignee | TEST TEST | Request | 26002 | Supplier | S |
| From | Arianna Trevino | Request Source | Supplier | Supplier Number | 1 |
| Assigned Date | 9/14/21 3:25 PM | Request Date | 9/14/21 | Business Relationship | Supplier |
| Task Number | 227342 | Requested By | TEST, TEST | Special Services | |
| | | Change Description | | | |

Actions ▾

- Withdraw
- Submit Information
- Save

Comments +

9/14/21 3:27 PM Arianna Trevino
What address should this bank account be assigned to?

Attachments + x

| Name | Updated By | Date Updated |
|--------------------|------------|--------------|
| No data to display | | |

Add Attachment

* Attachment Type URL Desktop File

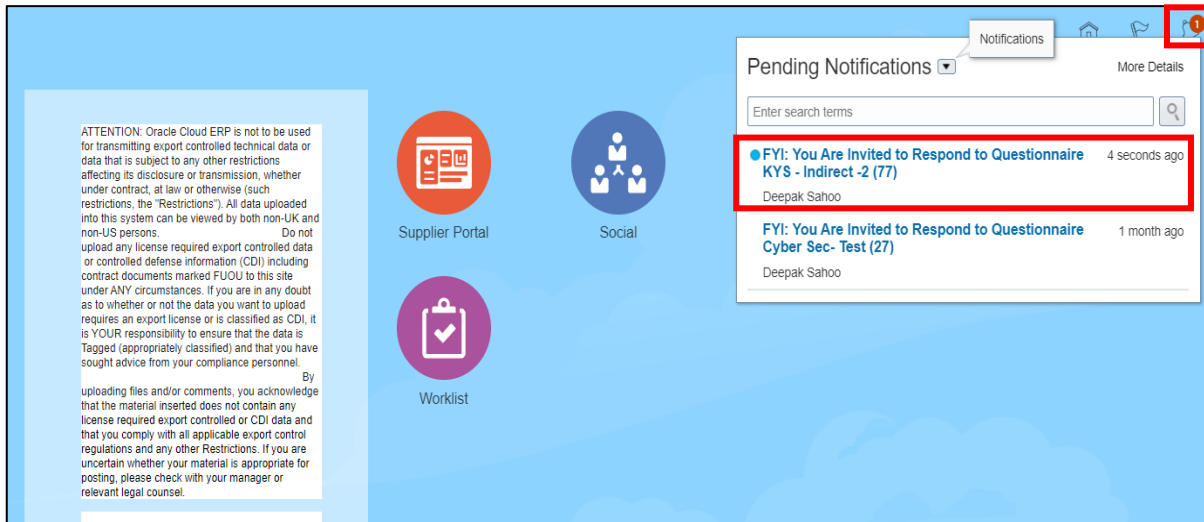
Name

* File Name No file chosen

- Comments from the Vendor Management team can be found under the Comments drop down
- To provide additional information, if requested, click the + sign in the Comments section
- To provide attachments, if requested, click the + sign in the Attachments section
- When adding attachments only include **DESKTOP FILES**
- Resubmit the request by clicking the Actions dropdown and choosing Submit Information

- Submit Response to Qualification Questionnaires

Submit Response to Qualification Questionnaires



- Supplier contacts will receive a notification when GE requires compliance qualifications for which supplier must respond to a set of questionnaires.
- Notifications can also be found by clicking the Bell icon
- Click on a notification to find Recommended Actions

Submit Response to Qualification Questionnaires



You Are Invited to Respond to Questionnaire KYS - Indirect -2 (77) Dismiss

Details

| | | |
|--|--|-------------------------------------|
| Assignee John M. Raj | Questionnaire Title KYS - Indirect -2 | Supplier Falcon Corporation |
| From Deepak Sahoo | Procurement BU GEA_QUALIFICATION_INDIRECT | Supplier Site Street-2 |
| Assigned Date 8/1/21 7:42 AM | Response Due Date | Supplier Contact John M. Raj |
| Expiration Date 8/31/21 7:42 AM | | |
| Task Number 251921 | | |

Recommended Actions

- [Respond to Questionnaire](#)

Invitation

Greetings,

You are receiving this notification from company GE Aviation because you are the contact for supplier Falcon Corporation (Street-2). We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.

Access the questionnaire by following the recommended actions. We look forward to receiving your response.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: Deepak.Sahoo@ge.com

Thank you.

Deepak Sahoo

– In the Recommended Actions section click Respond to Questionnaire

Submit Response to Qualification Questionnaires



The screenshot shows the Oracle Qualification Questionnaire interface. At the top, the Oracle logo is visible. The main heading is "Respond to Questionnaire: KYS - Indirect -2". Below this, there are buttons for "Save", "Save and Close", "Submit", and "Cancel". The interface is divided into two main sections: "Questionnaire" and "Questions".

Questionnaire Details:

| | | | | | |
|-----------------------|----------------------------|----------------------|--------------------|--------------------|-------|
| Title | KYS - Indirect -2 | Supplier | Falcon Corporation | Status | Draft |
| Procurement BU | GEA_QUALIFICATION_INDIRECT | Supplier Site | Street-2 | Due Date | |
| Requested By | Deepak Sahoo | Responder | John M. Raj | Attachments | None |

Questions:

Compliance_Questionnaire

Progress: [Progress Bar] Section: 1. Compliance_Questionnaire [Next Icon]

Question 1: I hereby DO acknowledge and agree with GE principles as written in the Integrity Guide for Suppliers, Contractors and Consultants. <https://www.geaviation.com/company/doing-business-aviation>

a. Yes

b. No

Question 2: Does your company currently, or has it ever, utilized persons who are below the local minimum legal age in the manufacture of any products or provision of services?

a. Yes

b. No

Question 3: Does your company currently, or has it ever, utilized, forced or prison labor in the manufacture of any products or provision of services?

a. Yes

b. No

- Select the appropriate response to each question
- Click on the next icon to move to the next Qualification Area

Submit Response to Qualification Questionnaires



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Respond to Questionnaire: KYS - Indirect -2

Save Save and Close **Submit** Cancel

Time Zone: Eastern Standard Time
Last Saved: 8/1/21 7:44 AM

Questionnaire

Title: KYS - Indirect -2
Supplier: Falcon Corporation
Status: Draft
Procurement BU: GEA_QUALIFICATION_INDIRECT
Supplier Site: Street-2
Due Date:
Requested By: Deepak Sahoo
Responder: John M. Raj
Attachments: None

Questions

Security_Questionnaire-UAT

Progress

Section: 2. Security_Questionnaire-UAT

23. Will you be shipping or manufacturing products for shipment, to GE locations in the United States from another country?
 a. Yes
 b. No

24. Please attach any relevant policies or procedures if you responded that your company has them.
 a. Documents are attached
 b. NA

Section: 2. Security_Questionnaire-UAT

- Hover over the Progress bar to see how many questions you've answered
- Use the drop down to skip Qualification sections
- Once you have finished answering all the required questions in each section click Submit
- A Confirmation pop up will be displayed

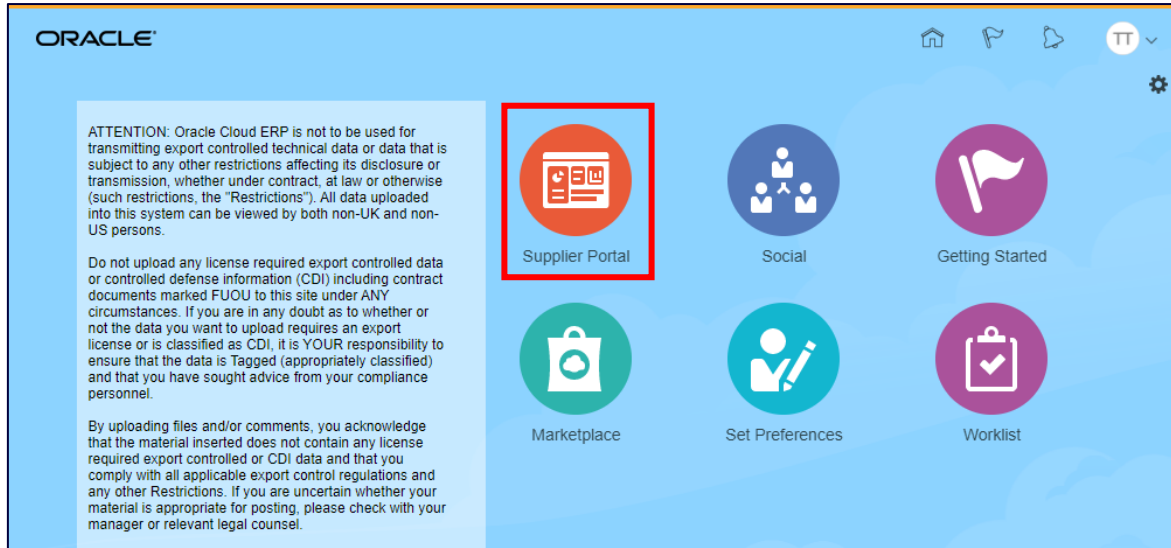


Submit Response to Qualification Questionnaires

- Once Supplier submits their answers to questionnaires, Compliance will review and evaluate the questionnaire. If any answer raises a red flag, they will be reviewed by the appropriate team.
- When a Supplier passes all qualifications, they officially become a GE Aerospace Supplier.
- As a GE Supplier you may be asked to respond to other ongoing questionnaires. GE will notify you via email for any future questionnaires you need to respond to.

Submit Response to Qualification Questionnaires

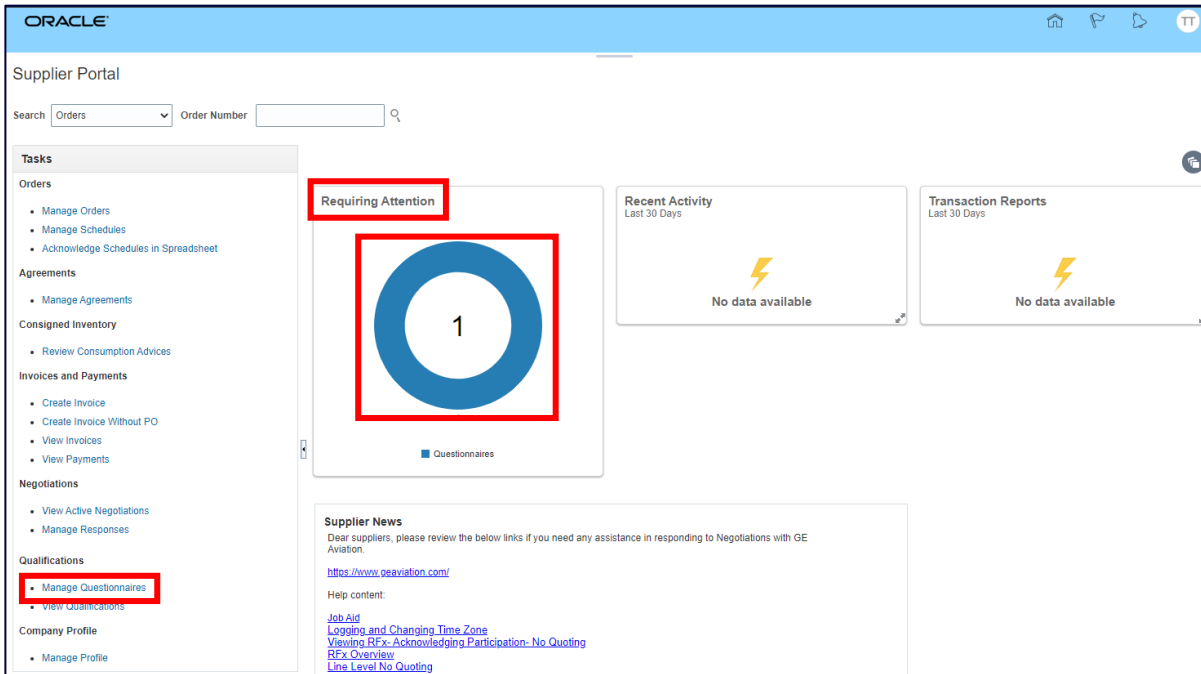
Other ways to find your Questionnaires



- You can also access your pending questionnaires through the homepage by clicking the Supplier Portal

Submit Response to Qualification Questionnaires

Other ways to find your Questionnaires



- Any item pending with you will be shown in the *Requiring Attention* section, click on the blue circle to open your items
- You can also find your Questionnaires under the Qualifications section, click on *Manage Questionnaires* to open your items

Submit Response to Qualification Questionnaires

Other ways to find your Questionnaires



Manage Questionnaires

Search

Questionnaire Title
Questionnaire
Supplier Site

Status: Not started, Draft, Resubmis

Response Due Date: m/d/yy

Supplier Contact

Search Results

| Questionnaire | Questionnaire Title | Supplier Site | Status | Response Due Date | View PDF |
|---------------|---------------------|---------------|-------------|-------------------|----------|
| 105 | KYS Indirect | CITY101 | Not started | 9/21/21 | |

- On the Manage Questionnaires page you will find all pending questionnaires awaiting your response. Use the Status filter to filter your questionnaires
- Click on the Questionnaire Title to start responding

– Review Status of Qualifications

Review Status of Qualifications



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Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications**
- Company Profile
 - Manage Profile

Requiring Attention
No data available

Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News
Dear suppliers, please review the below links if you need any assistance in responding to Negotiations with GE Aviation.
<https://www.geaviation.com/>
Help content:
[Job Aid](#)
[Logins and Changing Time Zone](#)
[Viewing RFX-Acknowledging Participation-No Quoting](#)
[RFX Overview](#)
[Line Level No Quoting](#)

- To review the status of the qualifications you have submitted click *View Qualifications* under the Qualifications section

Review Status of Qualifications



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Qualifications

The following list of qualifications and assessments reflects our understanding of your organization's qualifications, capabilities, or performance based on currently available information. Contact us if you have questions about these statuses or want to provide additional details or corrections.

Assessments

| Assessment Name | Assessment ID | Assessment Outcome | Supplier Site | Supplier Contact | Status | Start Date | End Date | Procurement BU | Note to Supplier |
|-----------------|---------------|--------------------|---------------|------------------|--------|------------|----------|-----------------|------------------|
| KYS Indirect | 67 | Failed | CITY101 | TEST_TEST | Active | 9/14/21 | 9/14/22 | GEA_QUALIFIC... | |

Qualifications

| Qualification Name | Qualification ID | Qualification Outcome | Supplier Site | Supplier Contact | Status | Start Date | End Date | Procurement BU | Note to Supplier |
|-----------------------------------|------------------|-----------------------|---------------|------------------|--------|------------|----------|-----------------|------------------|
| KYS - ASP Customs - UAT | 340 | Pending Review | TY101 | TEST_TEST | Active | 9/14/21 | | GEA_QUALIFIC... | |
| KYS - ASP Non-Customs - UAT | 341 | Not an ASP | TY101 | TEST_TEST | Active | 9/14/21 | | GEA_QUALIFIC... | |
| KYS - Cyber Risk - UAT | 338 | Very Low | TY101 | TEST_TEST | Active | 9/14/21 | 9/14/22 | GEA_QUALIFIC... | |
| KYS - Improper Payments - UAT | 339 | Pending Review | TY101 | TEST_TEST | Active | 9/14/21 | | GEA_QUALIFIC... | |
| KYS - Sourcing Risk - UAT | 337 | Medium | TY101 | TEST_TEST | Active | 9/14/21 | 9/14/22 | GEA_QUALIFIC... | |
| KYS - Supplier Compliance - UAT | 336 | Pending Review | TY101 | TEST_TEST | Active | 9/14/21 | | GEA_QUALIFIC... | |
| KYS - Supplier SRG Low Risk - UAT | 342 | Pending Review | TY101 | TEST_TEST | Active | 9/14/21 | | GEA_QUALIFIC... | |

- A *Failed Assessment Outcome* means there are Qualifications at a *Pending Review* status
- GE Compliance will review and evaluate any qualifications with a *Pending Review* status. Once all Qualifications are NOT in a *Pending Review* status you will become a transaction eligible supplier with GE

– Getting Help

GE Aerospace Oracle Cloud Supplier Portal Job Aid Overview



- You can reach out to the GE Vendor Management team for help by emailing them here: **VMCOE.SSSBTP@GE.COM**
- Do NOT contact this team for AP related issues or issues with the ISP Portal. This team will ONLY help with queries related to the Oracle Cloud Supplier Portal**
- A ticket # will be generated by that email and should be processed by the VM team within 48 hours
- The subject of your email will be used as the title of the ticket, so make sure it is indicative of what you need help with, i.e. *Need help updating my banking information*



GE Aerospace