



Feb 2021

# iSupplier Portal Training –ISP

## *GE Aviation*



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# How to Submit a Standard Invoice

# Log in ISP



Go to [www.gesupplier.com](http://www.gesupplier.com)

The screenshot shows the GE Supplier Portal homepage. The navigation bar includes links for Home, GEt Services, iSupplier (highlighted in yellow), Invoice Search, Sourcing, Policies, and Support. A search icon is on the right. A blue button labeled 'ASK US A QUESTION' is also present. The main content area features a 'Welcome to the GE Supplier Portal' message, a section for 'Application Outages', and an 'iSupplier Resources' section. The 'iSupplier Resources' section contains an 'Important Note' and an 'Attention Aviation Tooling Suppliers!!!' warning. A callout box points to the 'iSupplier' tab with the text 'Click on the iSupplier tab.' Another callout box points to the 'ISP LOGIN' button with the text 'Then click on ISP LOGIN.' A link for 'GE SUPPLIER HELPDESK CONTACT DETAILS' is visible in the top right.

Home GEt Services **iSupplier** Invoice Search Sourcing Policies Support

ASK US A QUESTION

## Welcome to the GE Supplier Portal

### Application Outages

Attention!! Aviation Tooling Suppliers  
From May 05 2021 you will not be able to submit

## iSupplier Resources

**Important Note :** While creating the invoices on iSupplier Portal, please do NOT include any information under the invoice description field that identifies a government end customer or a government program (for example, do not include any information that identifies a government engine line number or name.)

**Attention Aviation Tooling Suppliers!!!** Please ensure that to submit your final GT166 to your buyer in order for invoice/payment to be initiated.

To locate a supply request, select a category below:

**ISP LOGIN** Then click on ISP LOGIN.

GE SUPPLIER HELPDESK CONTACT DETAILS

# Log in iSupplier Portal



Single Sign On

SSO ID

Password

Log In & Remember Me

Enter your SSO id and password.

**REMEMBER:** If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to [support@gesupplier.com](mailto:support@gesupplier.com) and provide your PO number.



# ISP Switch User

If your username is mapped with another account, you will be directed to this screen:

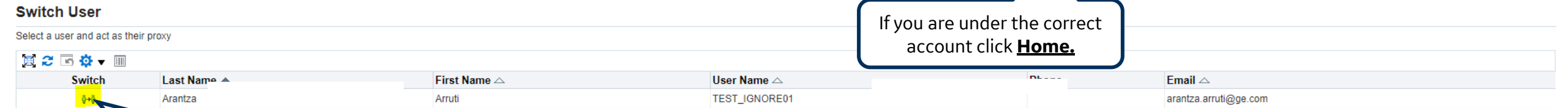
To verify under what username, you are logged in check here



If you are under the incorrect username, please click [Switch User](#)



If you are under the correct account click **Home.**



**For Aviation users please select the Account ending in \_AVI**  
Select the proxy user and click the icon.

**For GE Aviation users please select account ending in \_AVI.**



# Go to ISP Home Screen



Building a world that works **E-Business Suite**

## Home

### Navigator

Personalize

- ▶ **GE iSupplier Portal Full Access**
- ▶ G...\_I\_NA\_US\_USD Supplier Invoice  
mission
- ▶ ...I\_NA\_US\_USD\_ES Supplier Invoice  
ission

Once you click on the Home icon, please click on the **GE iSupplier Portal Full Access Folder.**



Building a world that works **iSupplier Portal**

Home Favorites Settings

Supplier Home Orders Shipments Finance Assessments

Search PO  Go

Next you will be directed to the iSupplier Home Screen.

Notifications [Full List](#)

Subject	Date
No results found.	

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
300230109		24-Feb-2020 16:09:36
300440247		24-Feb-2020 14:23:03

# How to create a Standard Invoice?

The screenshot shows the GE iSupplier Portal interface. At the top, there is a navigation bar with the GE logo and the text "Building a world that works iSupplier Portal". On the right side of the navigation bar, there are icons for Home, Favorites, Settings, Worklist, Help, and Logout. The user is logged in as TEST\_ABBINC01. Below the navigation bar, there are tabs for Supplier Home, Orders, Shipments, Finance (highlighted in yellow), and Assessments. A callout bubble points to the Finance tab with the text "Click on the Finance Tab." Below the tabs, there are links for Create Invoices, View Invoices, and View Payments. On the right side, there is a "Create Invoice" button with a dropdown menu set to "With a PO" and a "Go" button (highlighted in yellow). A callout bubble points to the "Go" button with the text "Click on GO." Below the "Create Invoice" button, there is a "Search" section. A red box highlights the search fields: Supplier (highlighted in yellow), Invoice Number, Invoice Date From (with a date picker set to 22-Jul-2020), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To (with a date picker), and Currency. A callout bubble points to the Supplier field with the text "Supplier name will be auto populated." Below the search fields, there are "Go" and "Clear" buttons. A note at the top left of the search section says "Note that the search is case ins...".

**\*\*DO NOT ADD ANY INFORMATION ON THESE FIELDS \*\***

# Creating the Invoice



Click Next

## Create Invoice: Purchase Orders

Cancel | Step 1 of 4 | **Next**

### Search

Advanced Search

Note that the search is case insensitive

**Purchase Order Number**

**Purchase Order Date**

**Buyer**

**Organization**

Enter your PO number

Note: if your PO includes letters and numbers (**IMPACT PO's**) use a % sign at the end

Click **GO**

**TIP** GE Policy: Use only One Purchase Order to create an Invoice. Invoices that are created from Multiple POs will Error.

Select Items: **Add to Invoice**

<input checked="" type="checkbox"/>	PO Number	Item	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	390149247	1	1			5000	0	0	Each	1	USD	GEA_JAX_ES	GEA_I_NA_US_USD_ES		

Select the PO line you want to invoice



# Creating the Invoice

Supplier Home Orders Shipments **Finance** Assessments

Create Invoices View Invoices View Payments

Purchase Orders **Details** Manage Tax Review and Submit

Click Next

Create Invoice: Details Cancel Back Step 2 of 4 Next

\* Indicates required field

**Supplier**

\* Supplier HO  
\* Remit To LE  
TIP In order to Change the Remittance Address below, please click the magnifying glass icon to change to a different address.  
Address 651 E CORPORATE DRIVE LEWISVILLE TX 75057-6  
Remit To Bank Account

**Invoice**

\* Invoice Number TEST  
No special characters are allowed in the Invoice Number other than a hyphen (-) or a forward (/) or backward (\) slash  
\* Invoice Date 22-Jul-2020  
Invoice Type Invoice  
Invoice Description  
Attachment + Attach your PDF invoice copy

**Note:** While creating the invoices on iSupplier Portal, please **do NOT** include any information under the invoice description field that identifies a government end customer or a government program (for example do not include any information that identifies a government engine line number or name.)

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity to Invoice	Quantity Received	Quantity Invoiced	Unit Price	UOM	Amount
390149247	1	1				GEA_JAX_ES	5000	5000		0	0	1	Each	1

**Important note:** While creating the invoices on iSupplier Portal, please **do NOT** include any information under the invoice description field that identifies a government end customer or a government program (for example do not include any information that identifies a government engine line number or name)

# Creating the Invoice

Supplier Home | Orders | Shipments | **Finance** | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | **Manage Tax** | Review and Submit

Click Next

Cancel Save Back Step 3 of 4 **Next** Submit

**Create Invoice: Manage Tax**

**Supplier** **Invoice**

\* Supplier  
\* Remit To  
Address  
Remit To Bank Account

\* Invoice Number TEST  
\* Invoice Date 22-Jul-2020  
Invoice Type Standard  
Invoice Description  
Attachment None

**Summary Tax Lines**

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	S					0	0	Active
2	S					0	0	Active

Enter taxes if necessary

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
39					GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

# Review and Submit

Purchase Orders

Details

Manage Tax

Review and Submit

Create Invoice: **Review and Submit**

Cancel Save Back Step 4 of 4 **Submit**

## Supplier Invoice

\* Supplier  
\* Remit To  
Address  
Remit To Bank Account

\* Invoice Number TEST  
\* Invoice Date 22-Jul-2020  
Invoice Type Standard  
Invoice Description

Attachment None

Click Submit

## Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
390					GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

## Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
					0	0
					0	0

## Invoice Summary

Confirm invoice amount is correct

Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Total (USD)</b>	<b>1.00</b>

# Invoice Confirmation

You will be directed to a confirmation page once the invoice is created and submitted successfully. You also have an option to view and print the invoice.



**Confirmation**

Invoice TEST was submitted to our Accounts Payable department on 22-Jul-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: TEST

**Printable Page** Create Another

Supplier

Invoice

Invoice Confirmation

Printable page option

Supplier  
Remit To  
Address  
Remit To Bank Account

\* Invoice Number TEST  
\* Invoice Date 22-Jul-2020  
Invoice Type Standard  
Invoice Description

Attachment None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
390					GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

# How to submit a Credit Invoice

Same steps as a Standard Invoice just change Invoice Type to Credit Memo.

Supplier Home Orders Shipments **Finance** Assessments

Create Invoices View Invoices View Payments

Purchase Orders **Details** Manage Tax Review and Submit

Click Next

Cancel Back Step 2 of 4 **Next**

\* Indicates required field

**Supplier**

\* Supplier  
\* Remit To  
TIP In order to Change the Remittance Address below, please click the magnifying glass icon to change to a different address.  
Address 651 E CORPORATE DRIVE LEWISVILLE TX 75057-6403  
Remit To Bank Account

**Invoice**

\* Invoice Number TEST2  
No special characters are allowed in the Invoice Number other than a hyphen (-) or a forward (/) or backward (\) slash  
\* Invoice Date 23-Jul-2020  
Invoice Type Credit Memo  
Invoice Description  
Attachment +

Change Invoice Type to: Credit Memo

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity to Invoice	Quantity Received	Quantity Invoiced	Unit Price
39	39					GEA_JAX_ES	5000	4999	4999	0	1	1

# Questions?



ISP account/registration or invoicing process send email to:  
[support@gesupplier.com](mailto:support@gesupplier.com)

If you have further questions about successfully submitted invoices, please submit a ticket through GE Pays.

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

**Tips to successfully log your ticket:** in case you have an error message copy and paste the link on your browser, try to delete your browsing history and cookies or use a different browser (ex, Firefox, Chrome, Explorer, Edge).

**We will be glad to help you!**





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# How to search POs, Invoices and Payment information on ISP.

# Log in ISP



Go to [www.gesupplier.com](http://www.gesupplier.com)

The screenshot shows the GE Supplier Portal website. At the top, there is a navigation bar with the following links: Home, GEt Services, **iSupplier**, Invoice Search, Sourcing, Policies, and Support. A search icon is located on the far right. A blue button labeled "ASK US A QUESTION" is positioned below the navigation bar. A white callout box with a blue border points to the "iSupplier" link, containing the text "Click on the iSupplier tab." Below the navigation bar, the main content area features a large heading "Welcome to the GE Supplier Portal" and a sub-heading "Application Outages". To the right, there is a dark blue button labeled "GE SUPPLIER HELPDESK CONTACT DETAILS". Below this, the "iSupplier Resources" section is visible, containing an "Important Note" and an "Attention Aviation Tooling Suppliers!!!". A white callout box with a blue border points to a blue button labeled "ISP LOGIN" in the "iSupplier Resources" section, containing the text "Then click on ISP LOGIN." In the bottom left corner, there is a link: "How to Submit a [Standard Invoice](#)".



# Log in iSupplier Portal



Single Sign On

SSO ID

Password

Log In & Remember Me

Enter your SSO id and password.

**REMEMBER:** If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to [support@gesupplier.com](mailto:support@gesupplier.com) and provide your PO number.

# ISP Home Screen



Supplier Home | Orders | Shipments | Finance | Assessments

Search PO Number [ ] Go

### Notifications

Full List

Subject	Date
No results found.	

### Orders At A Glance

Full List

PO Number	Description	Order Date
300		25-Nov-2020 10:49:51
300		23-Nov-2020 13:21:06
390		20-Nov-2020 14:43:24
300_-----		17-Nov-2020 15:58:26

### Orders

- Purchase Orders

### Shipments

- Overdue Receipts

### Receipts

- Receipts
- Returns

### Invoices

- Invoices

### Payments

- Payments

**Invoice details and Payments details on following pages**

**PO details page # 6 & 7**

# Purchase Order Details



Supplier Home **Orders** Shipments

**Purchase Orders** | View PO Details

Orders: Purchase Orders > **Standard Purchase Order**

Currency= USD

Actions

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### Order Information

<b>General</b>	<b>Terms and Conditions</b>	<b>Summary</b>
Order Total Supplier Supplier Site Address  Buyer Order Date Description Status Note to Supplier Operating Unit Sourcing Document Supplier Order Number Attachments Amount Agreed Supplier Contact	Payment Terms Fixed, No Discount, Net 60  Carrier FOB Freight Terms Shipping Control  <b>Ship-To Address</b>  Ship-To Address    <b>Bill-To Address</b>  Legal Entity Name Bill-To Address	Total 101,533.00 Funded

**PO Details**

Show All Details Hide All Details

Details Line	Type	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Linked Attributes	Funded Amount
▶ 1	GESSS	Transformer replacement	Each	101533	1	101,533.00	Open				150,000.00

Click on the **Orders tab** to find all the PO details.

All the **PO information** you be located here.

PO details show the **PO line or lines description.**



# Purchase Order Details

To see more information on the **PO lines** click on the **show hyperlink button**

**Show** hyperlink button.

Details	Line	Type	Supplier	Item/Job Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Hide</a>	1											

Shipments

Shipment	Ship-To Location	Qty			Amount			Payment Status	Supplier Status Line	Split Reason	Requestor	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced					
1											N, Bhargavi	
<a href="#">Show</a> 2												
<a href="#">Show</a> 3												
<a href="#">Show</a> 4												

The requester is responsible for receiving.

# What is ERS?

ERS means invoices are created automatically by GE whenever items are received in the system.

To create the invoices, GE uses the packing slip of the shipment.  
Invoices are created as:

**ERS-packing slip-%**



# How to search for Invoices



Click on the **Finance** tab.

View Invoices | **View Invoices** | View Payments

Select **view invoice**.

Simple Search

Invoice Number  Enter the **invoice number**.

PO Number  (example : 1234)

Release Number  (example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From  To  (example: 13-Feb-2015)

Go Clear

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt Date	Discount	Available
MRXXXX137-2															
032															

Click to view invoice details.

If you don't remember your invoice number you can enter a **% sign** and all the invoices will be displayed.

Click to view invoice details.



# How to view expected Payment Date

The expected payment date can only be determine if the Invoice Status is “Approved” .

If the Invoice Status is “Hold” please contact your requestor or log a ticket with AP team.

Simple Search

Advanced Search

Invoice Number   
PO Number   
(example : 1234)  
Release Number   
(example : 1234-2)  
Payment Number   
Invoice Status

Payment Status   
Invoice Amount From  To   
Amount Due From  To   
Invoice Date From   To    
Due Date From   To    
(example: 13-Feb-2015)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt Date	Discount Date	Available Discount Attachments
<a href="#">MRX0032</a>										23-MAY-2015				07-Feb-2015	

Invoice will be paid on the **Due Date** if the invoice has a hold and it's released after discount date.

Invoice will be paid on the **Discount Date** if it's approved (no holds) before this date.



# How to search Payment Details

Supplier Home Orders Shipments **Finance** Click on the **Finance** tab.

Create Invoices View Invoices **View Payments** Select **view payments**.

**View Payments** Export

**Simple Search** Advanced Search

Note that the search is case sensitive. If you don't remember your invoice number you can enter a **% sign** and all the invoices will be displayed.

Payment Number   
 Invoice Number   
 PO Number  (example : 1234)  
 Release Number  (example : 1234-2)

Status    
 Payment Amount From  To   
 Payment Date From  (27-Jan-2021)  To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number	Address
10000896943												

Click on the payment number to view details



# Questions?

ISP account/registration or invoicing process send email to:  
[support@gesupplier.com](mailto:support@gesupplier.com)

If you have further questions about successfully submitted invoices, please submit a ticket through GE Pays.

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

**Tips to successfully log your ticket:** in case you have an error message copy and paste the link on your browser, try to delete your browsing history and cookies or use a different browser (ex, Firefox, Chrome, Explorer, Edge).

**We will be glad to help you!**





Building a world that works