Feb 2021

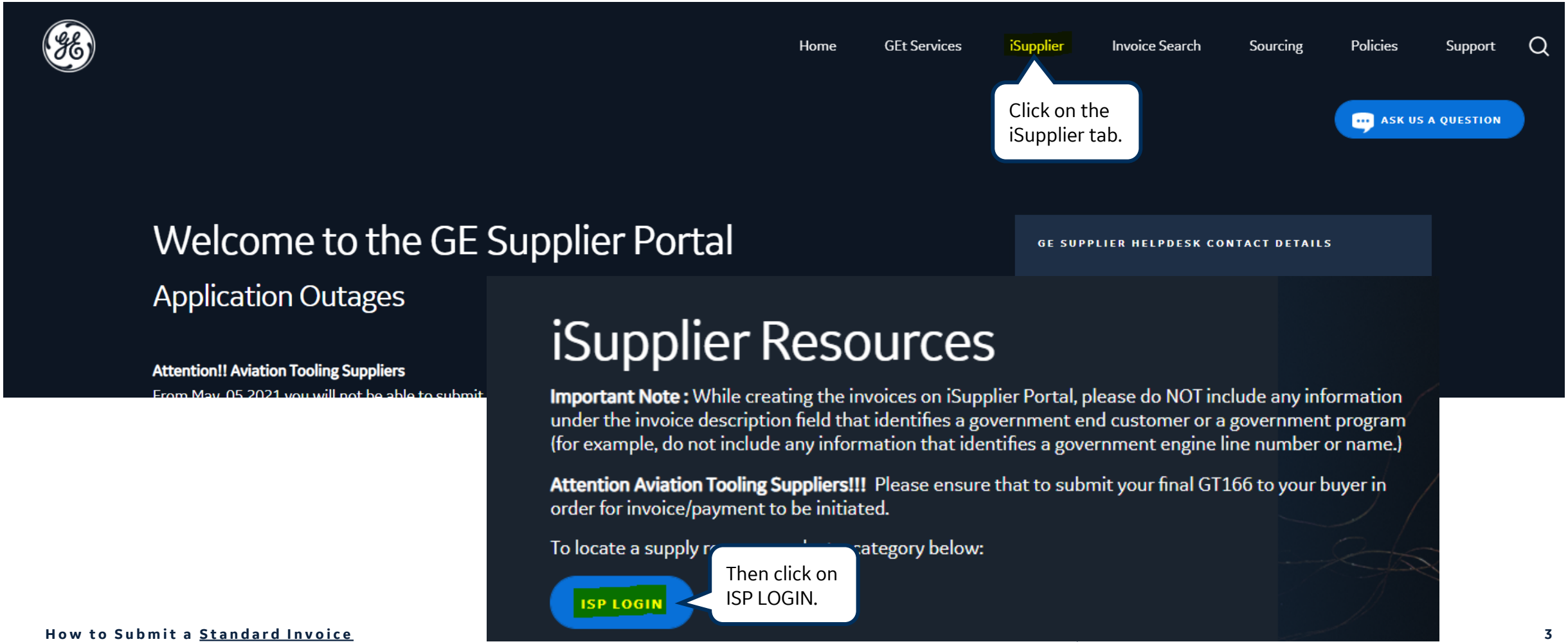
iSupplier Portal Training –ISP

GE Aviation

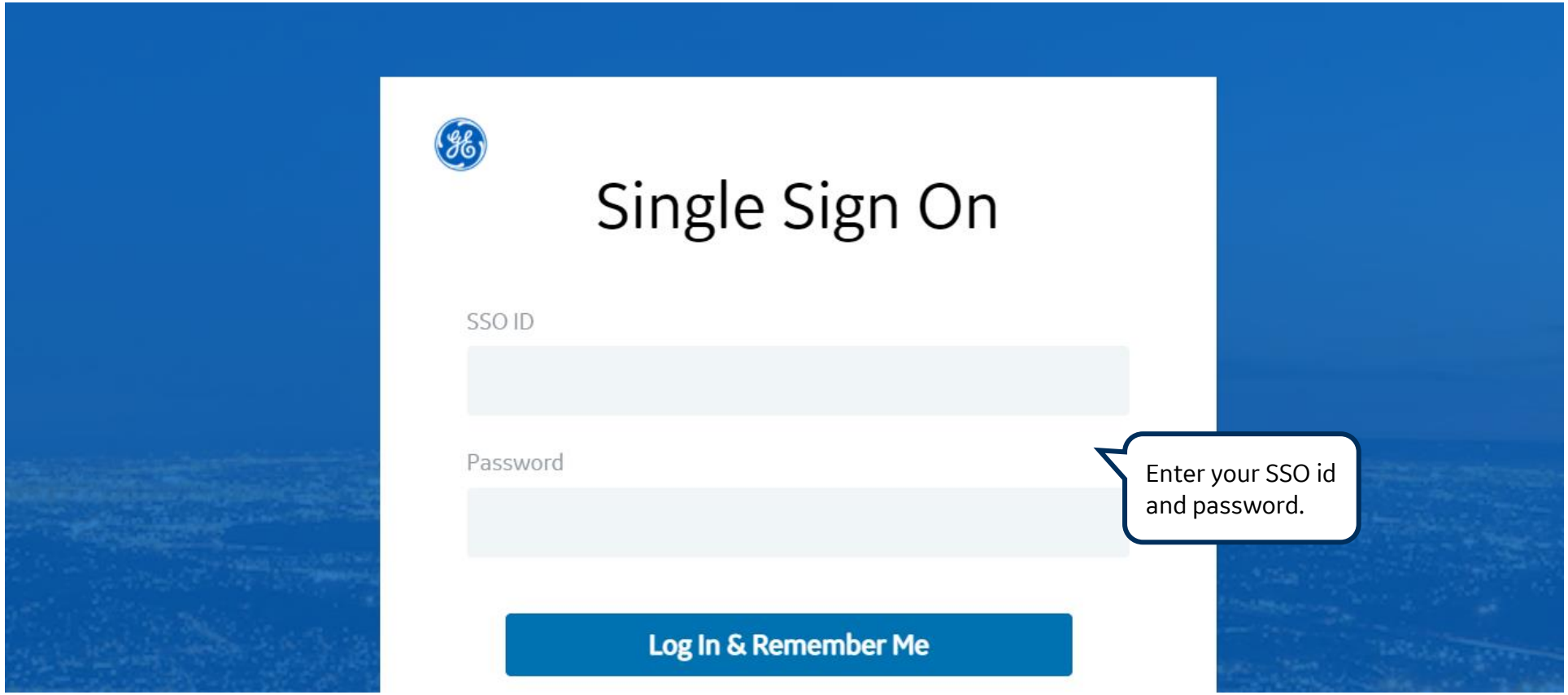
How to Submit a **Standard Invoice**

Log in ISP

Go to www.gesupplier.com



Log in iSupplier Portal

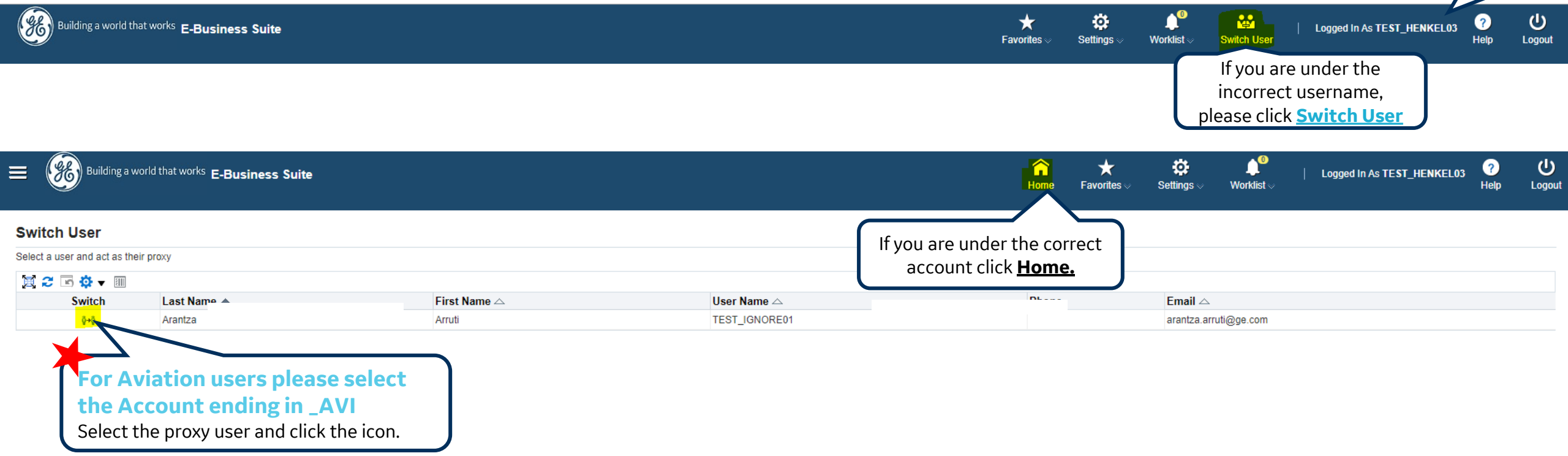


REMEMBER: If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to **support@gesupplier.com** and provide your PO number.

Placeholder confidentiality disclosure. Edit or delete from master slide if not needed.

ISP Switch User

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



For GE Aviation users please select account ending in _AVI.

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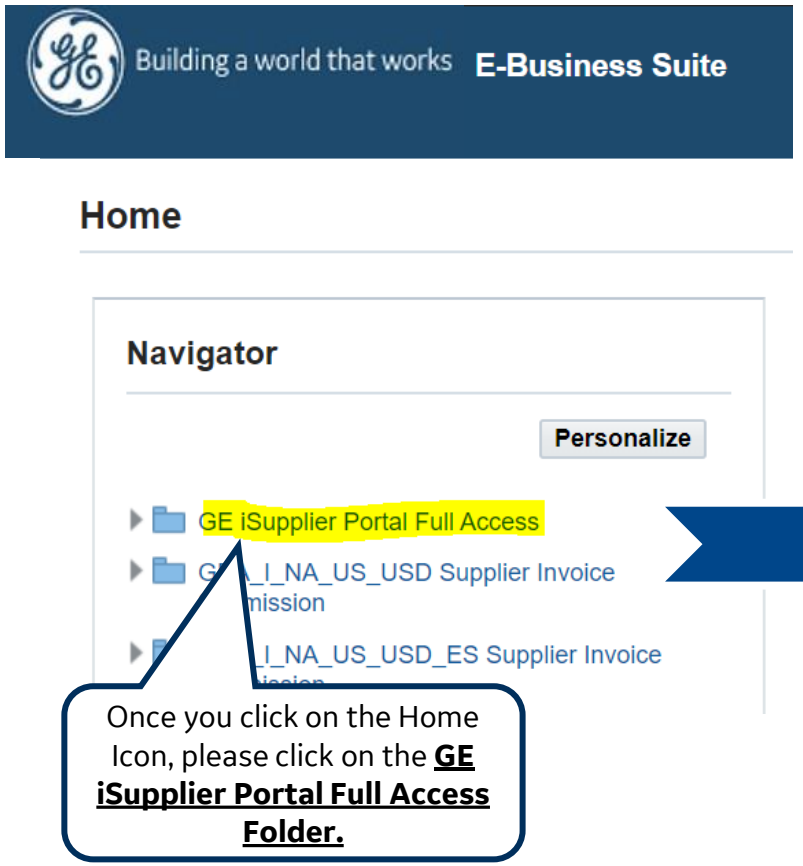
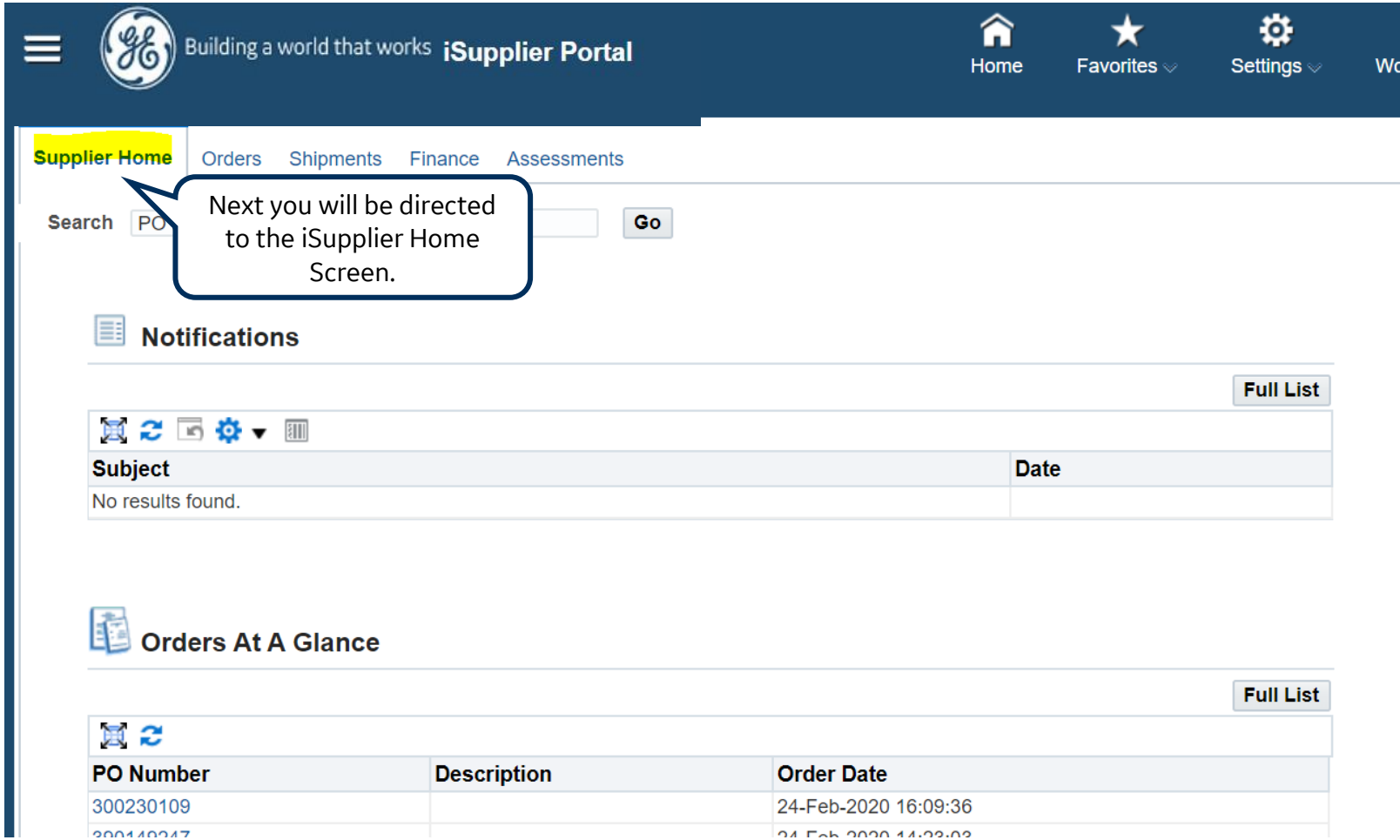
Go to ISP Home Screen





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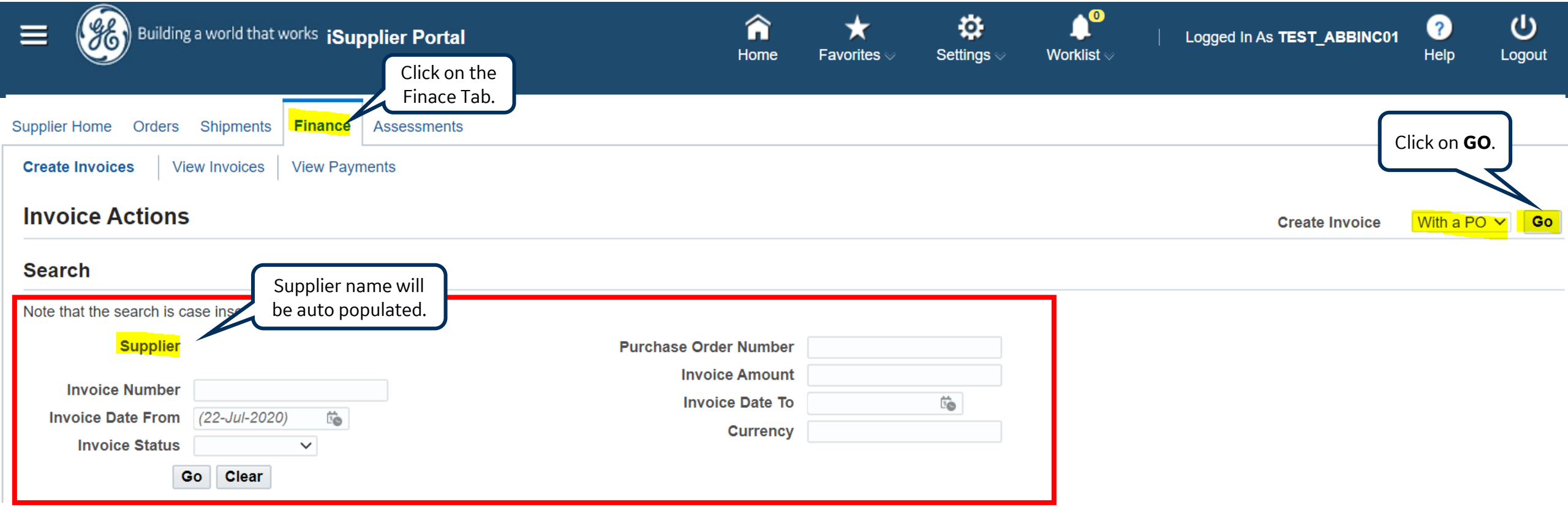
How to create a Standard Invoice?



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

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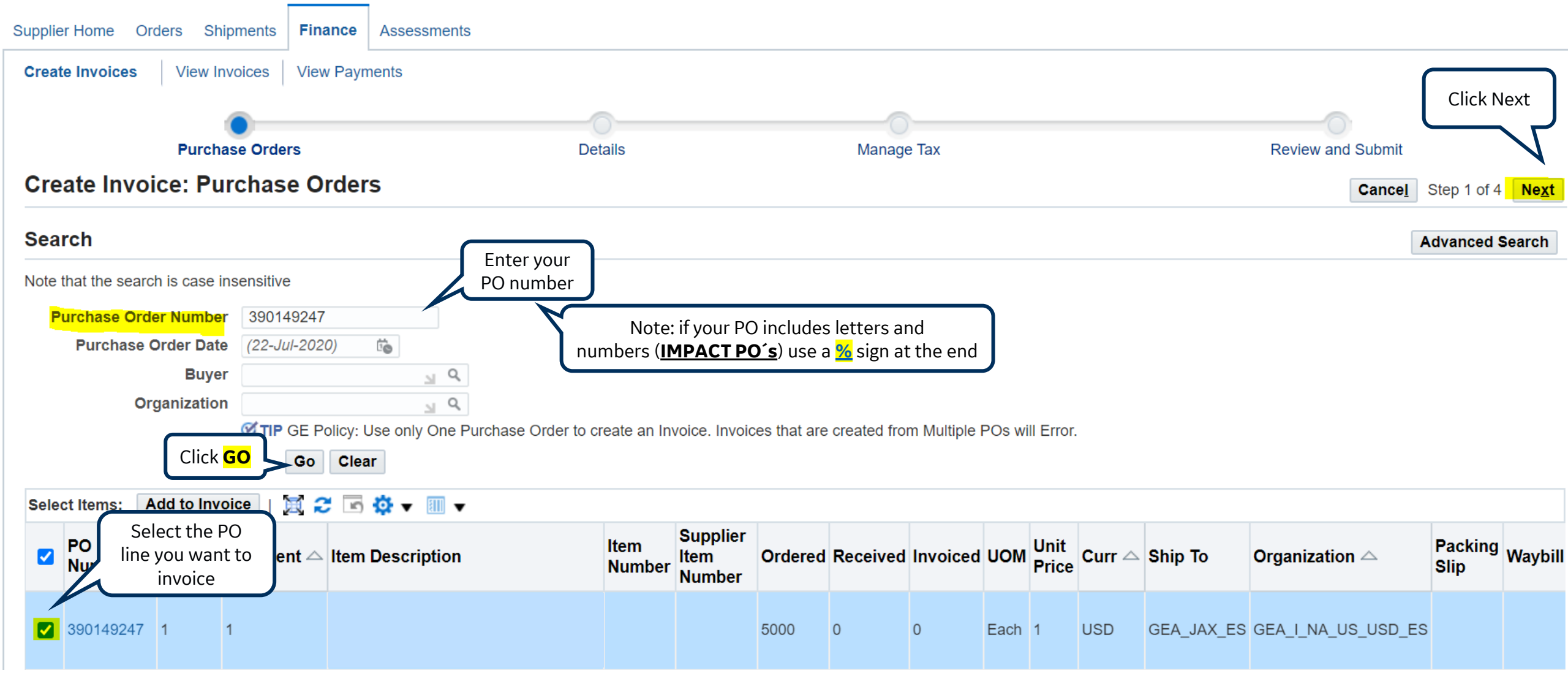
Creating the Invoice



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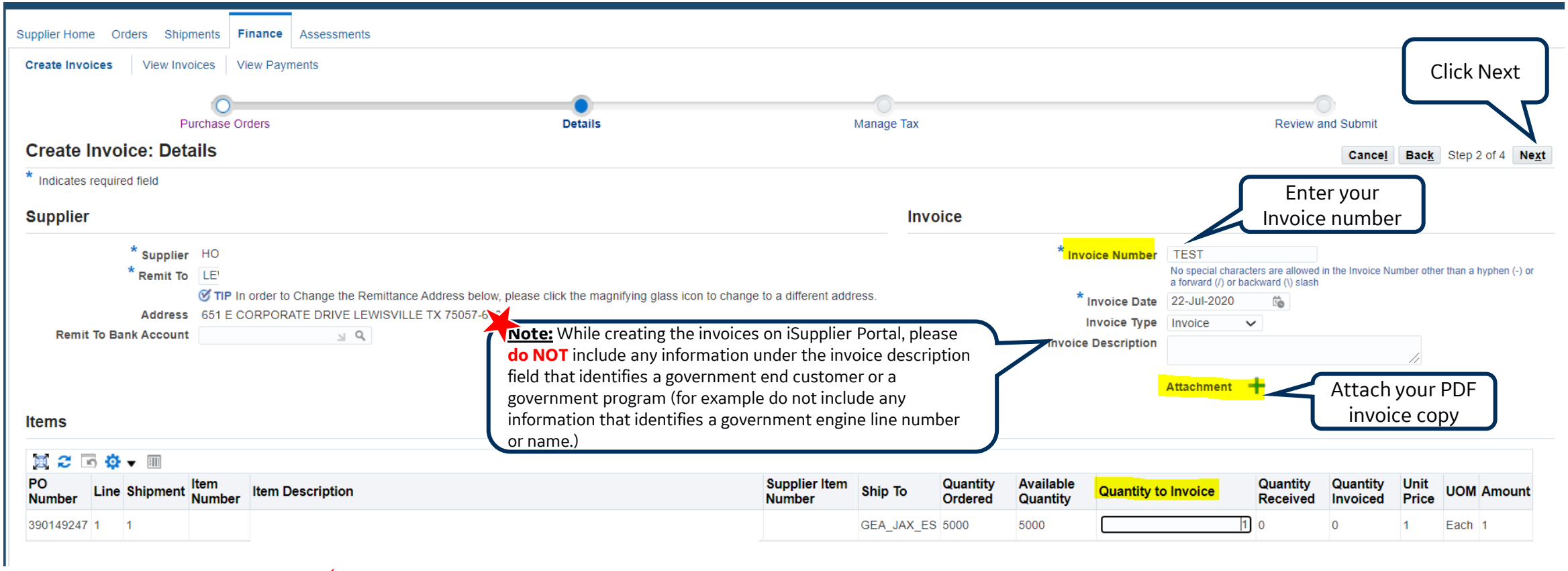
Creating the Invoice



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)

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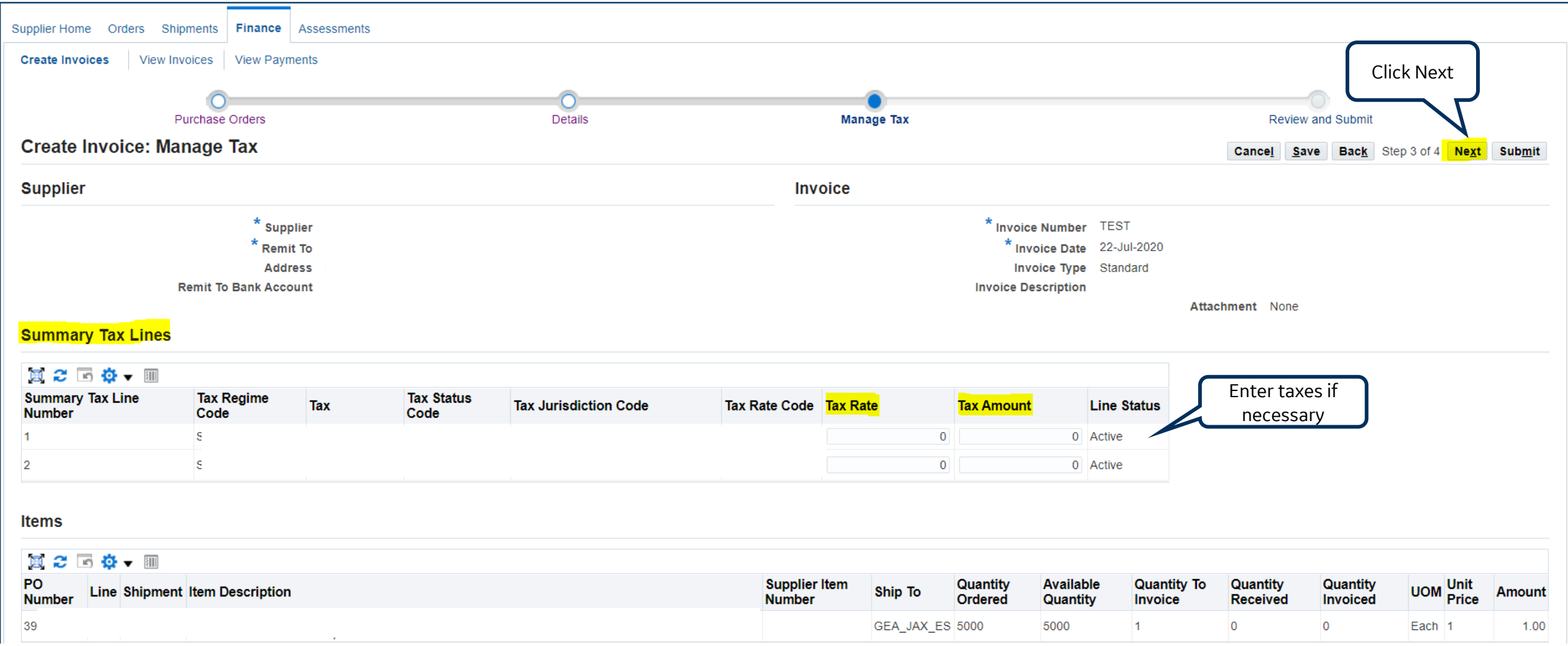
Creating the Invoice



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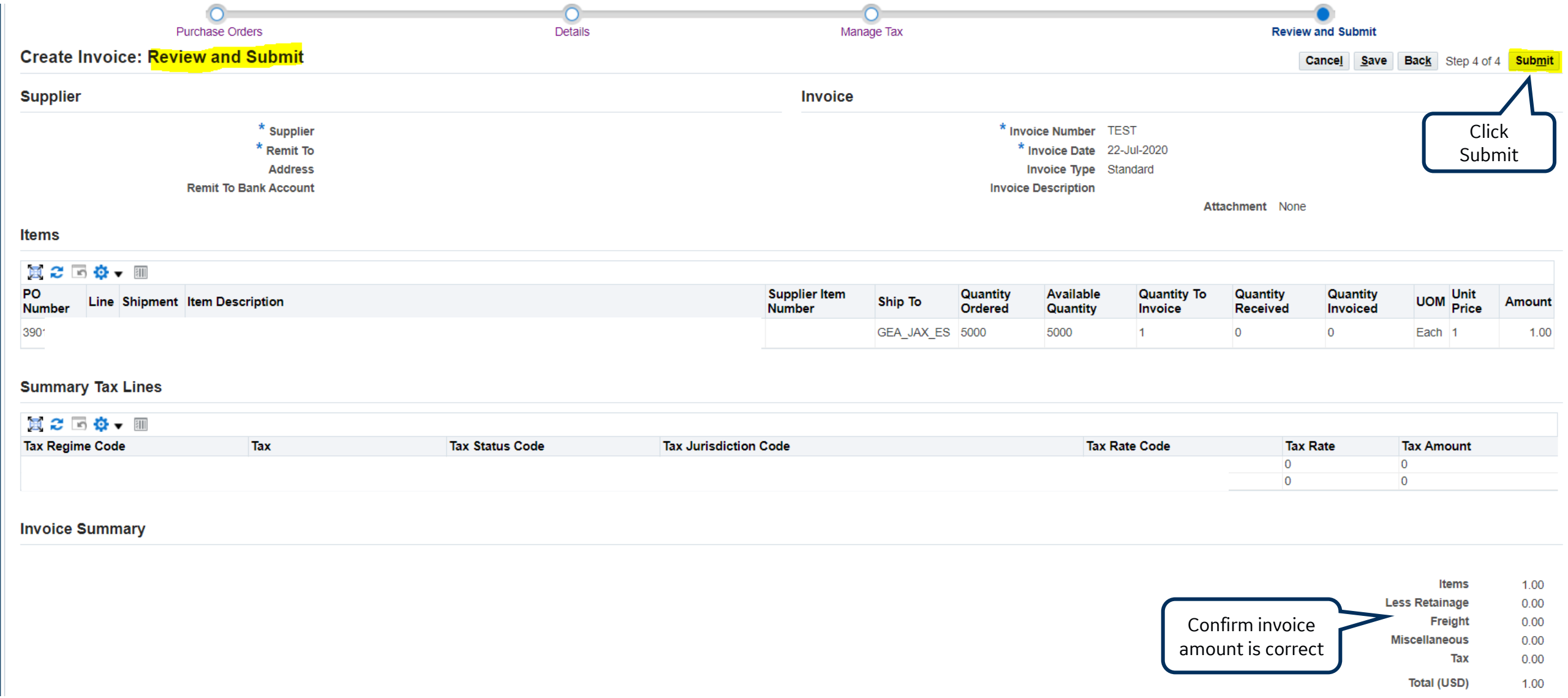
Review and Submit



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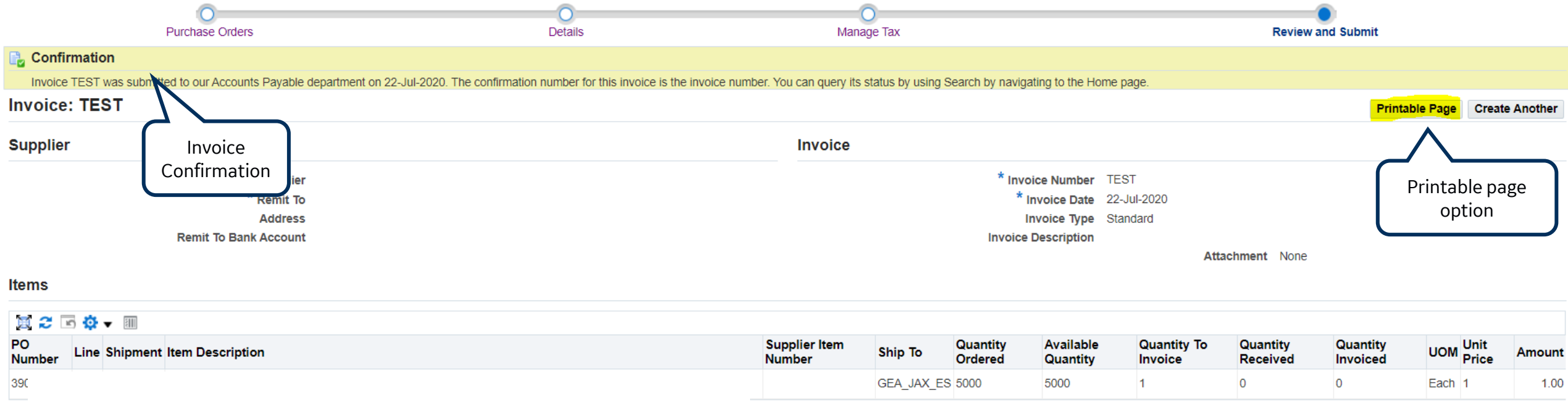
Invoice Confirmation

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.



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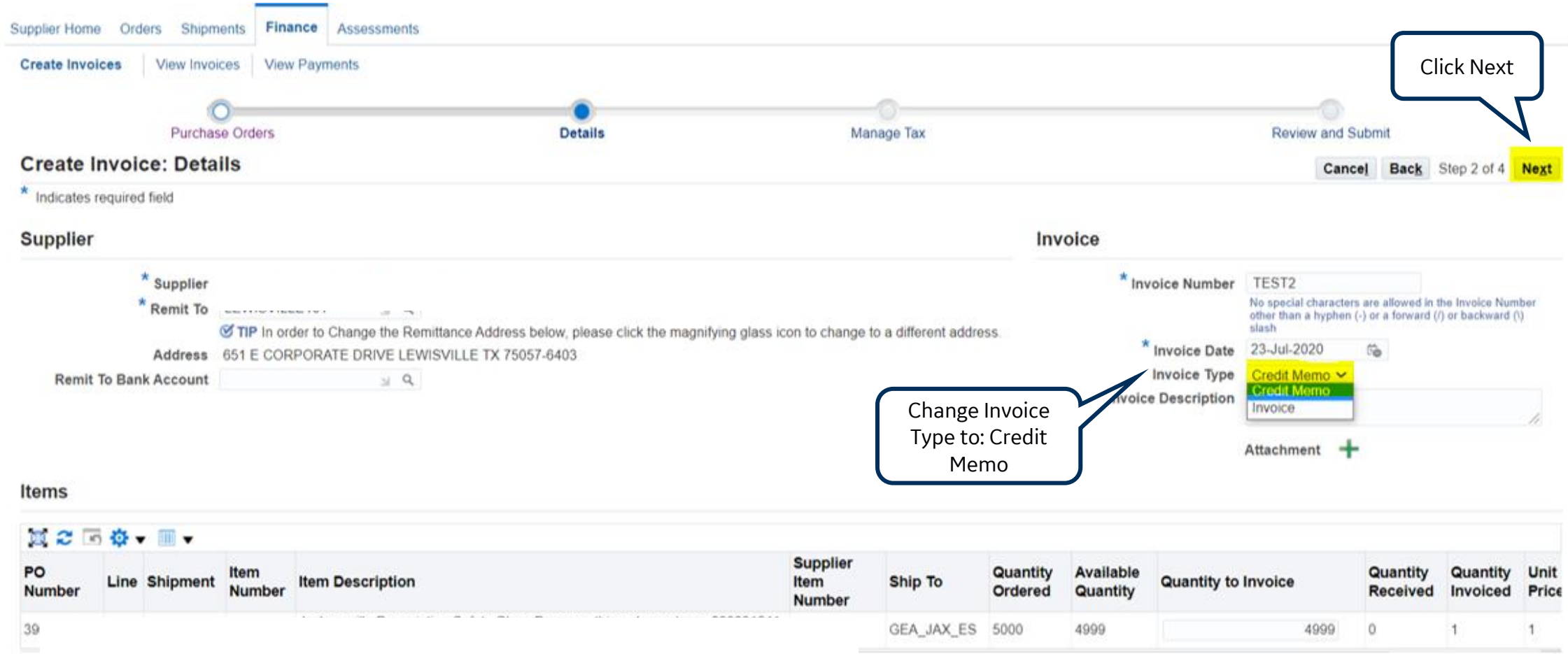
How to submit a Credit Invoice

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



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Questions?

ISP account/registration or invoicing process send email to:
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

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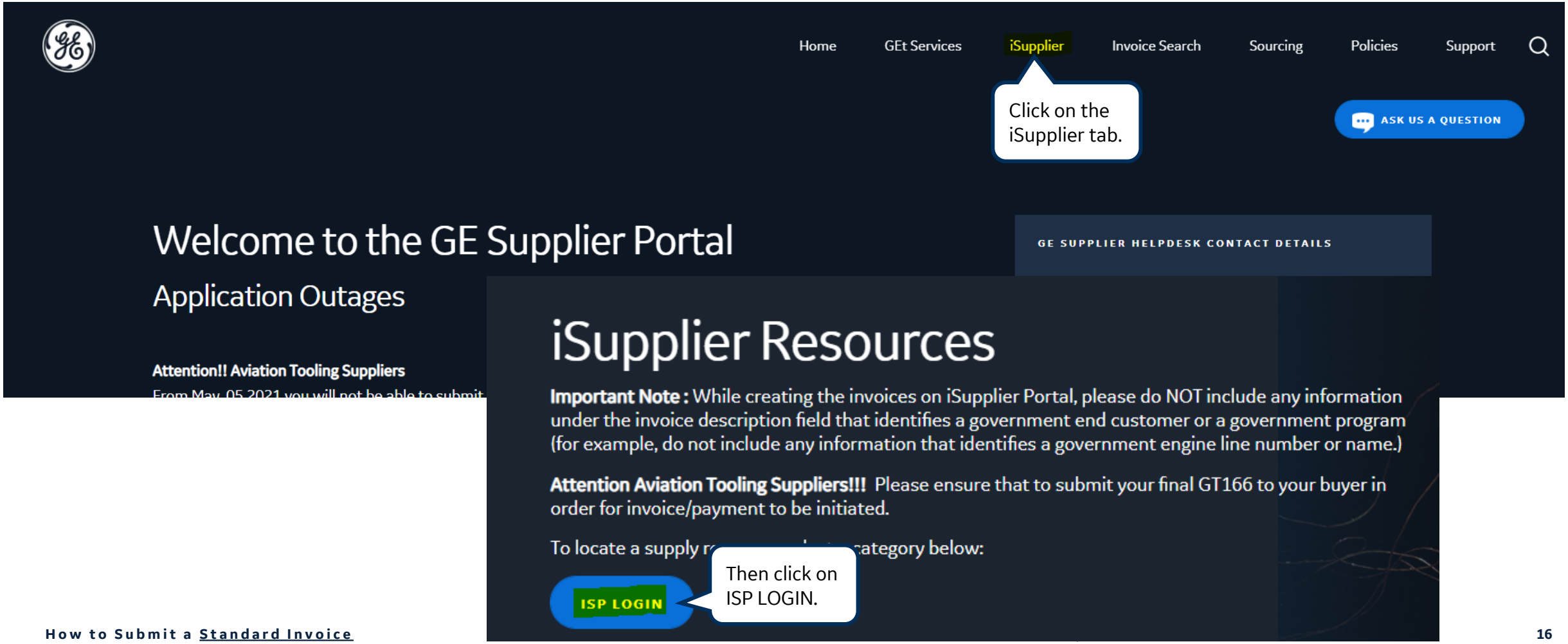
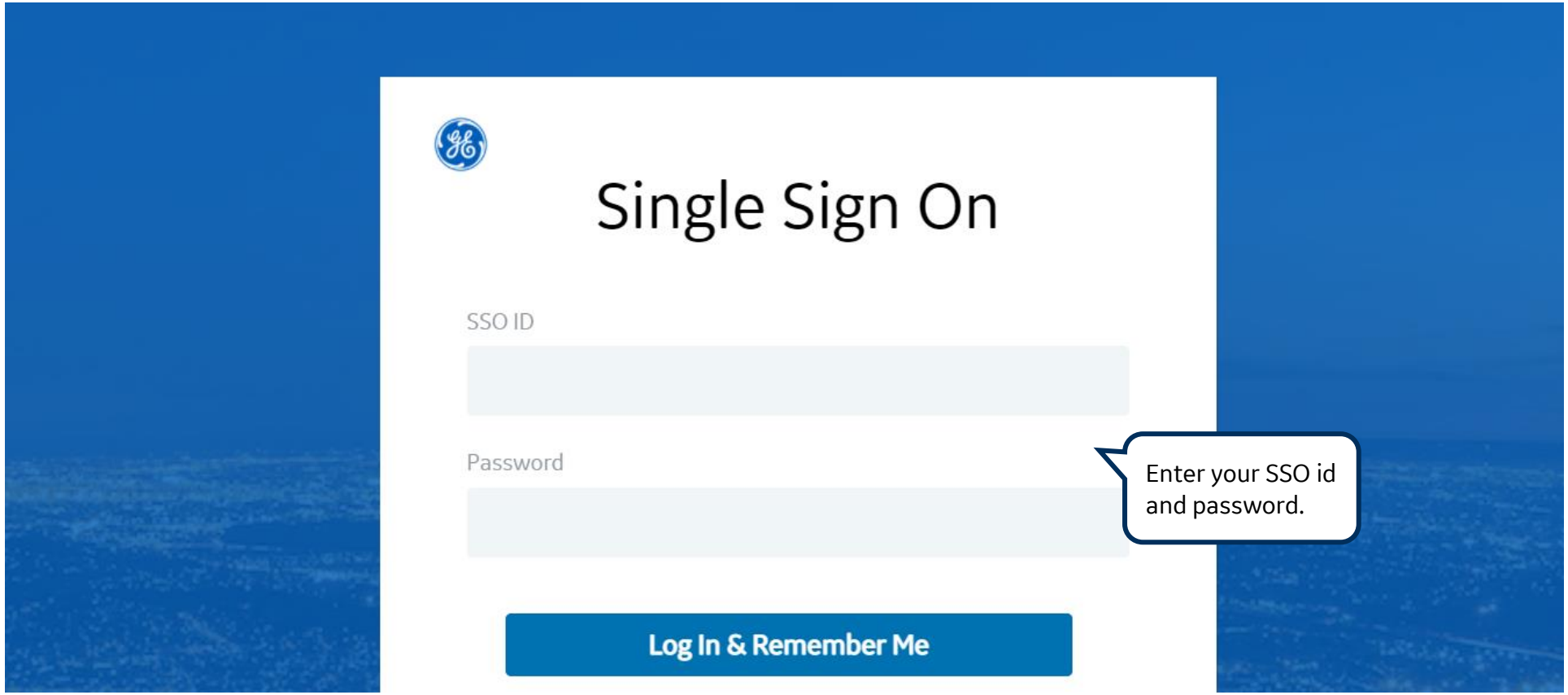


Log in iSupplier Portal



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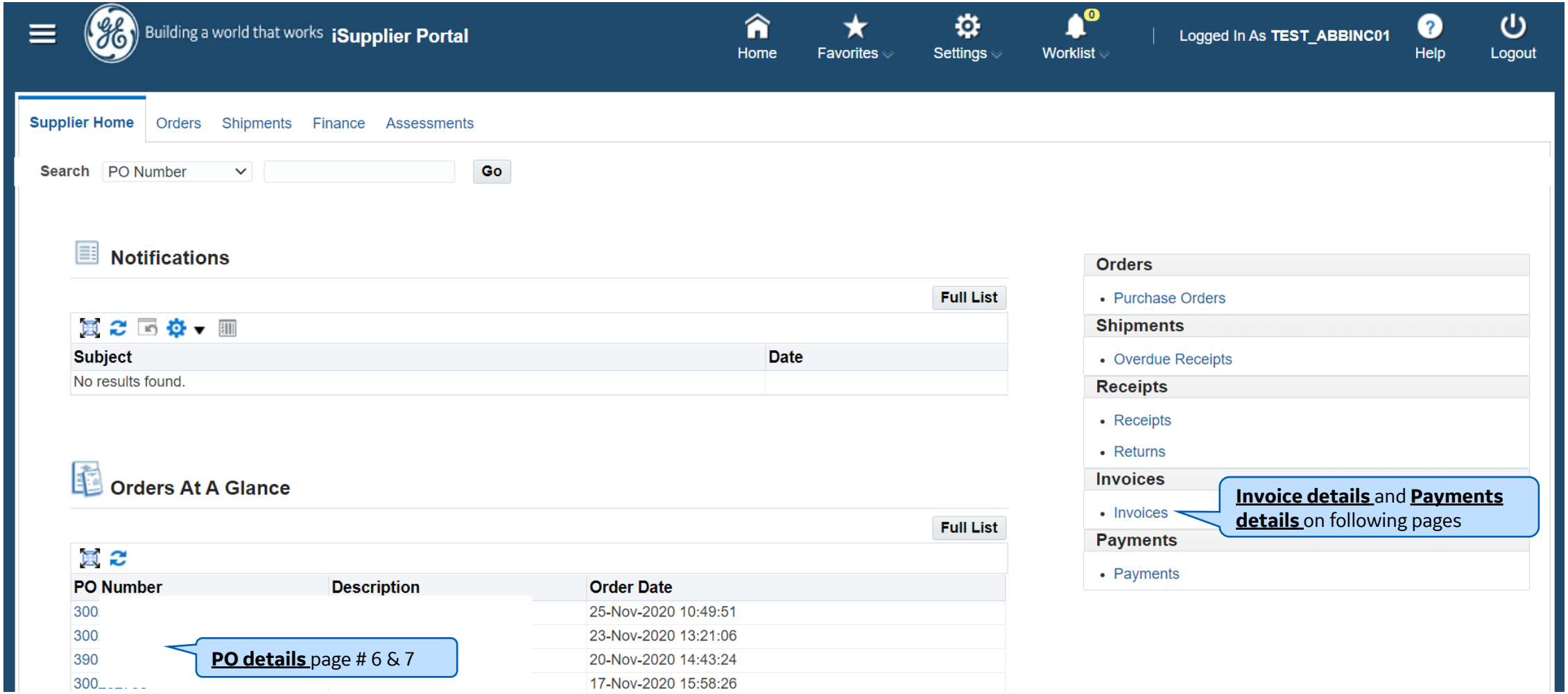
ISP Home Screen



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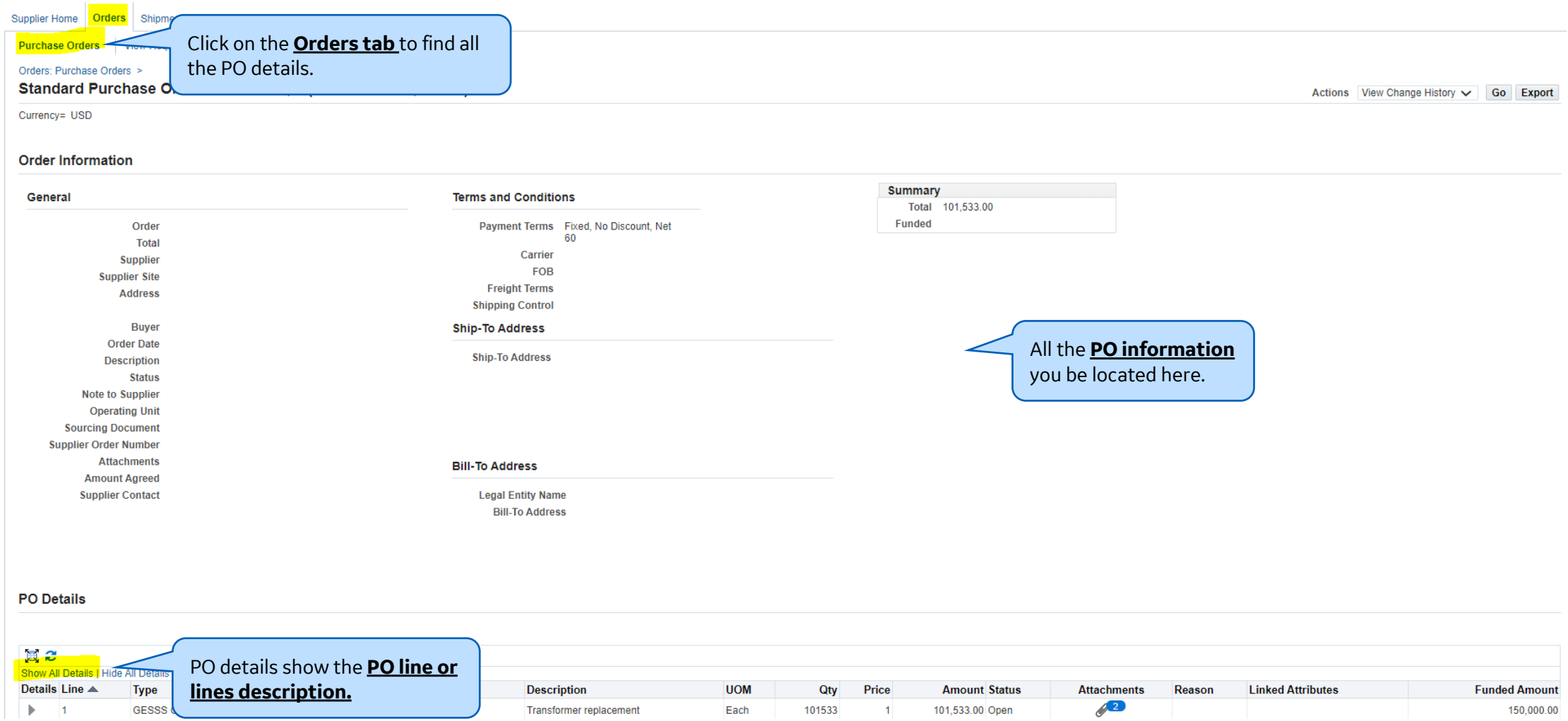
Purchase Order Details



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Purchase Order Details

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

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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-%

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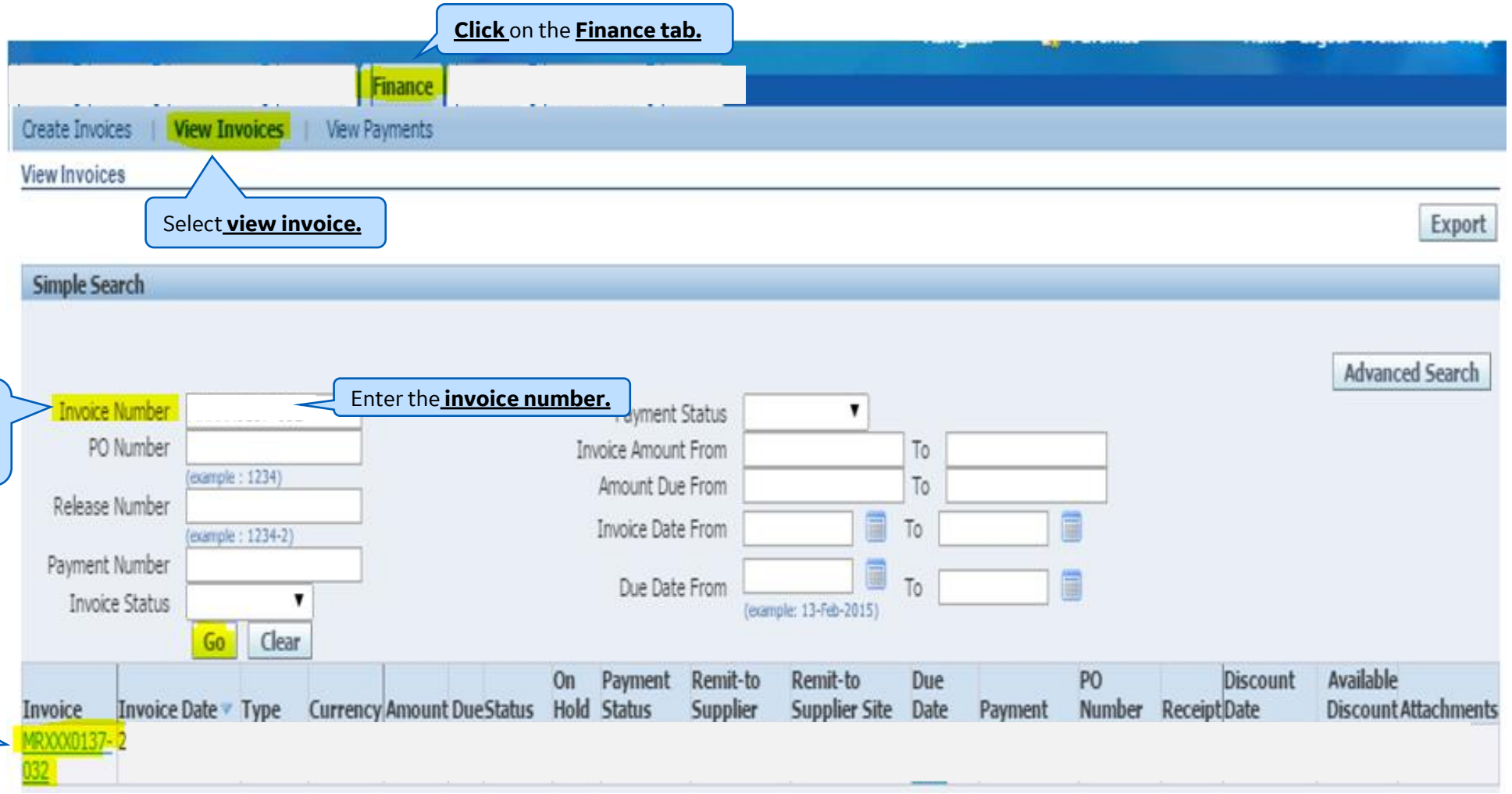
How to search for Invoices



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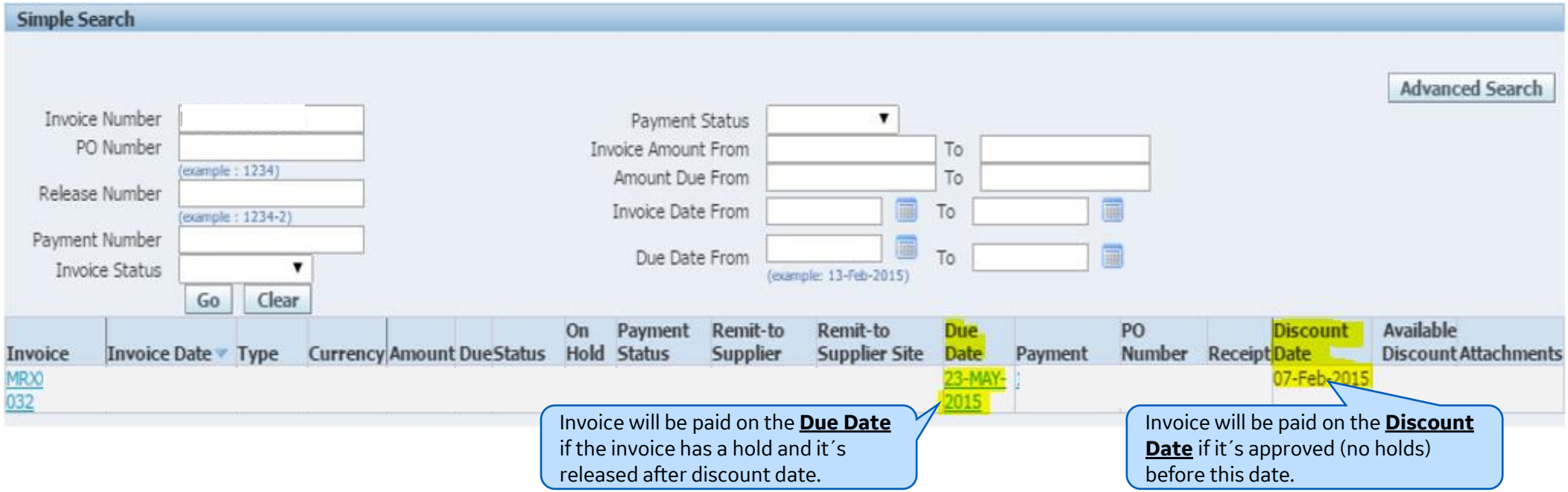
How to view expected Payment Date

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.



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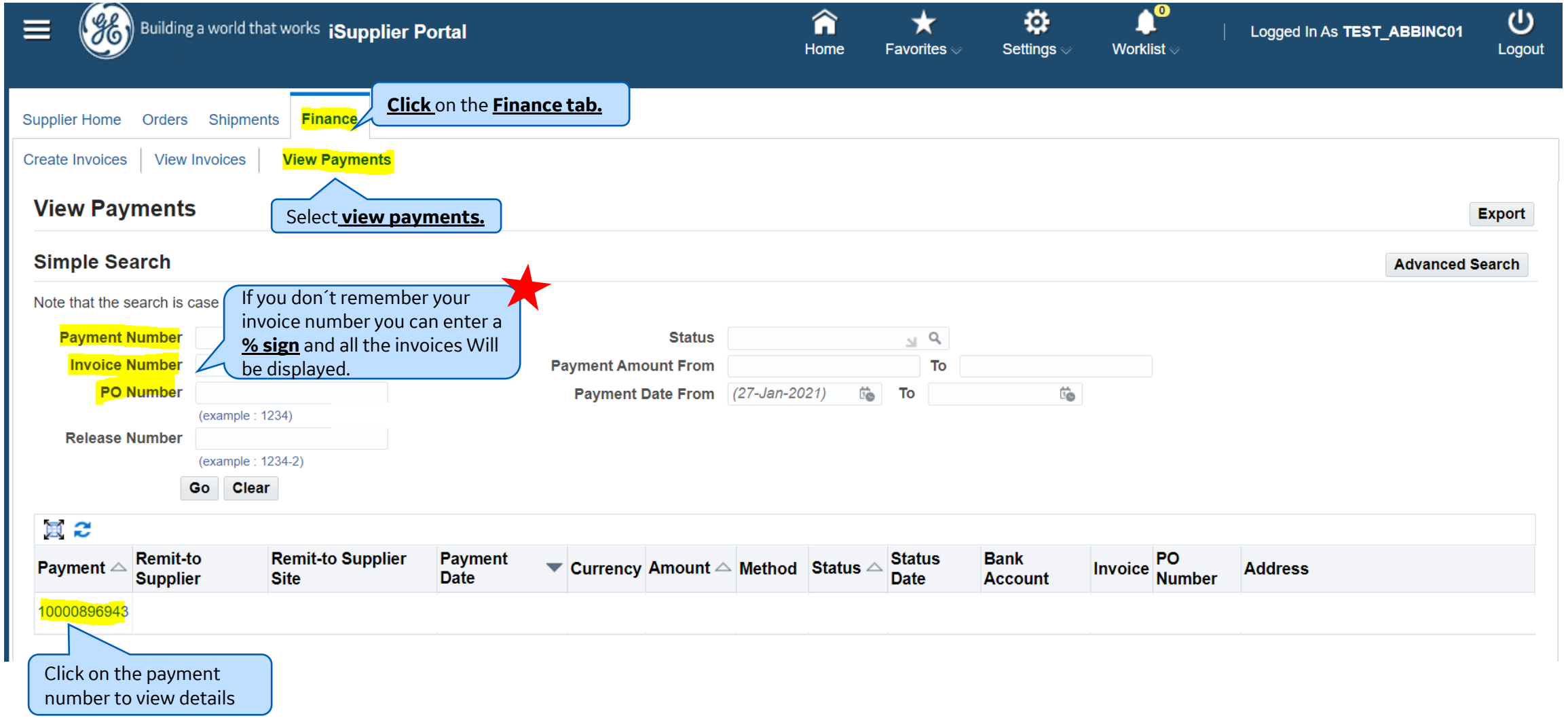
How to search Payment Details



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Building a world that works