iSupplier Portal Training –ISP

GE Aerospace

October 4, 2023

Confidential. Not to be copied, distributed, or reproduced without prior approval.

How to Submit a Standard Invoice

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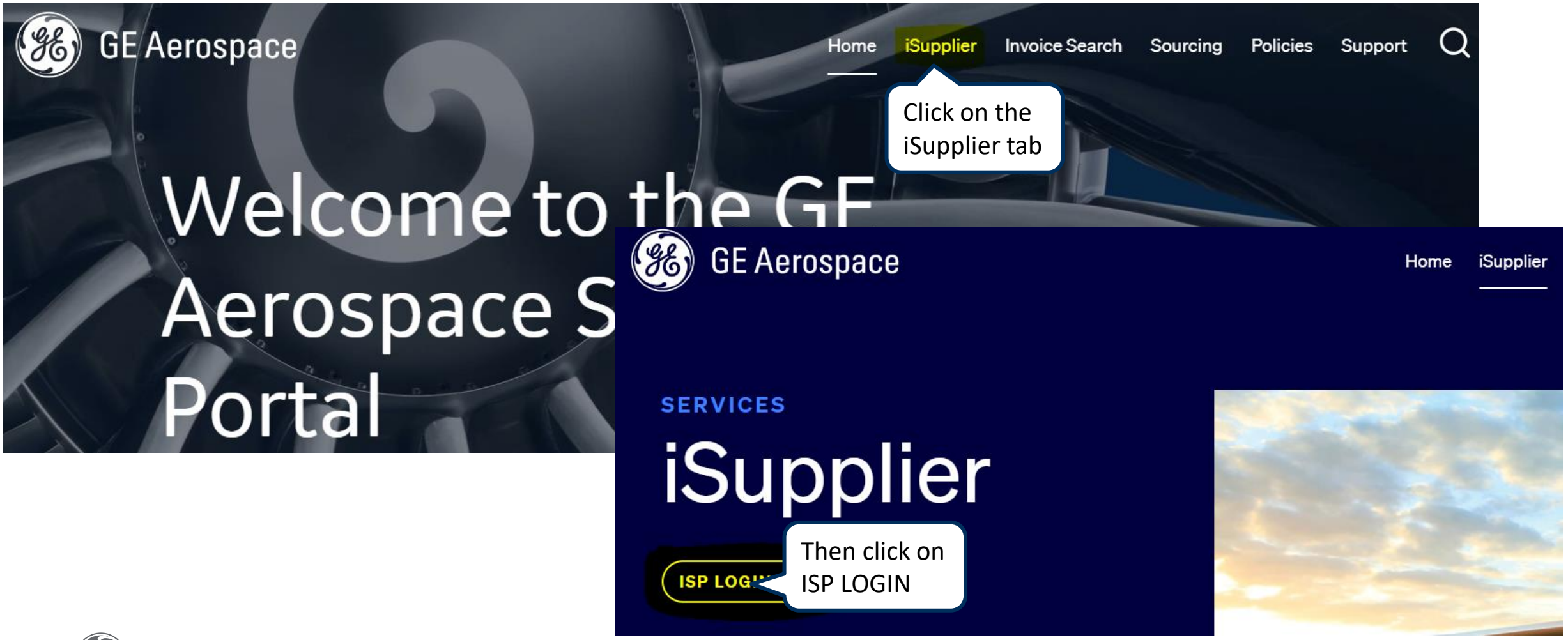
Log in ISP

Go to https://supplier.geaerospace.com/



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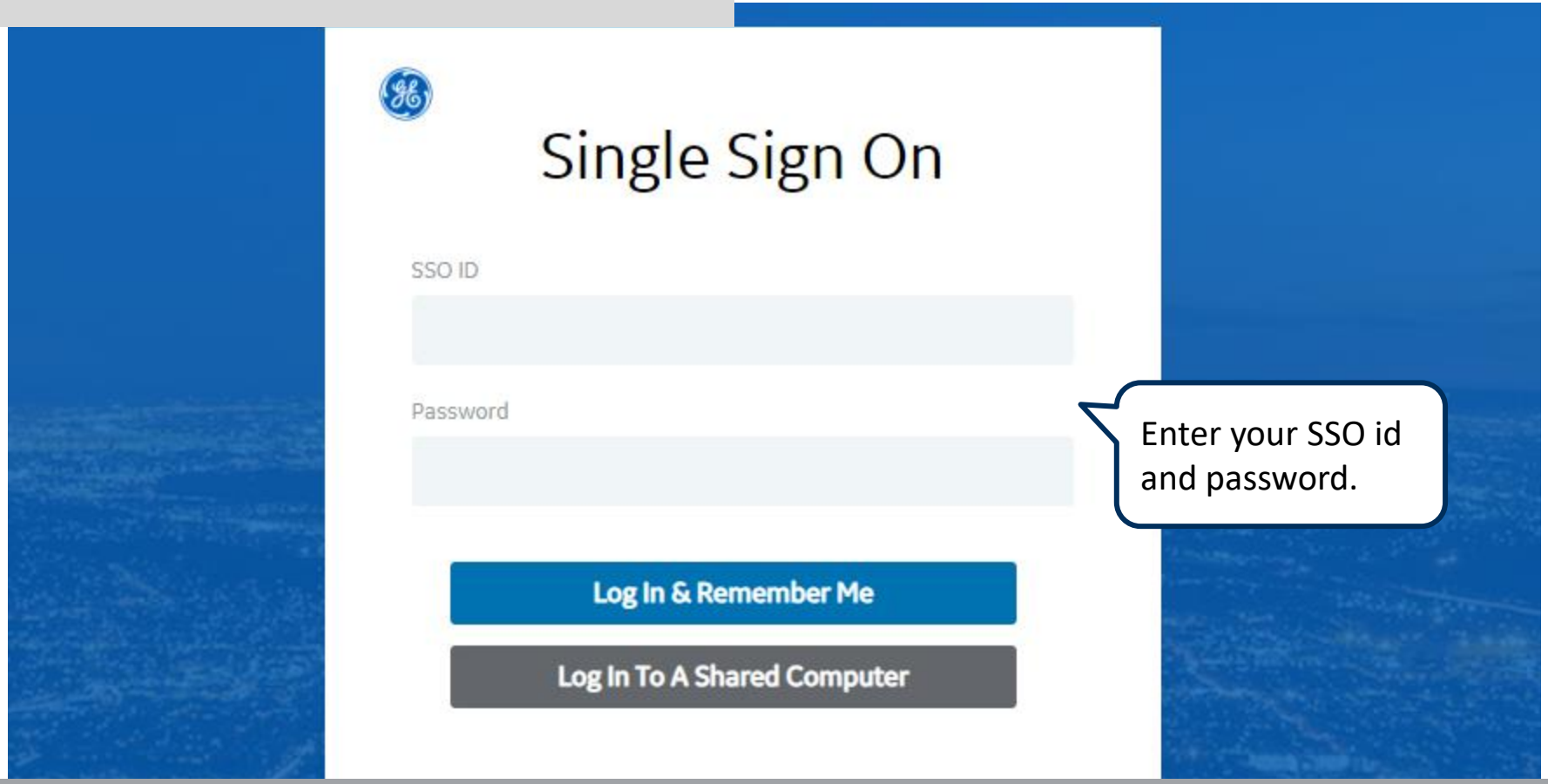
Log in iSupplier Portal



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.

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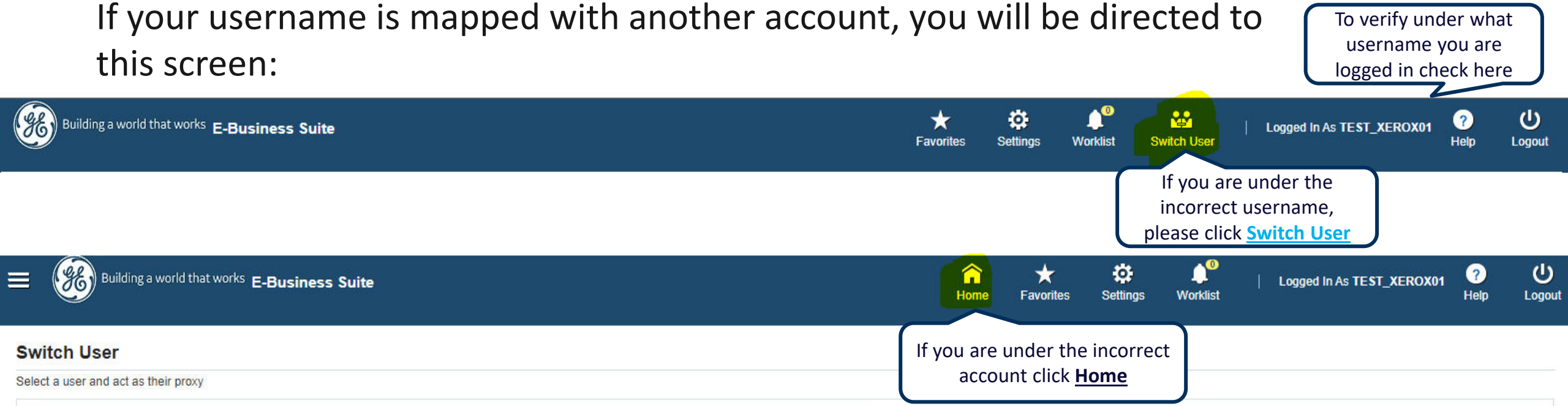
ISP Switch User

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



For GE Aerospace users please select account ending in _AVI

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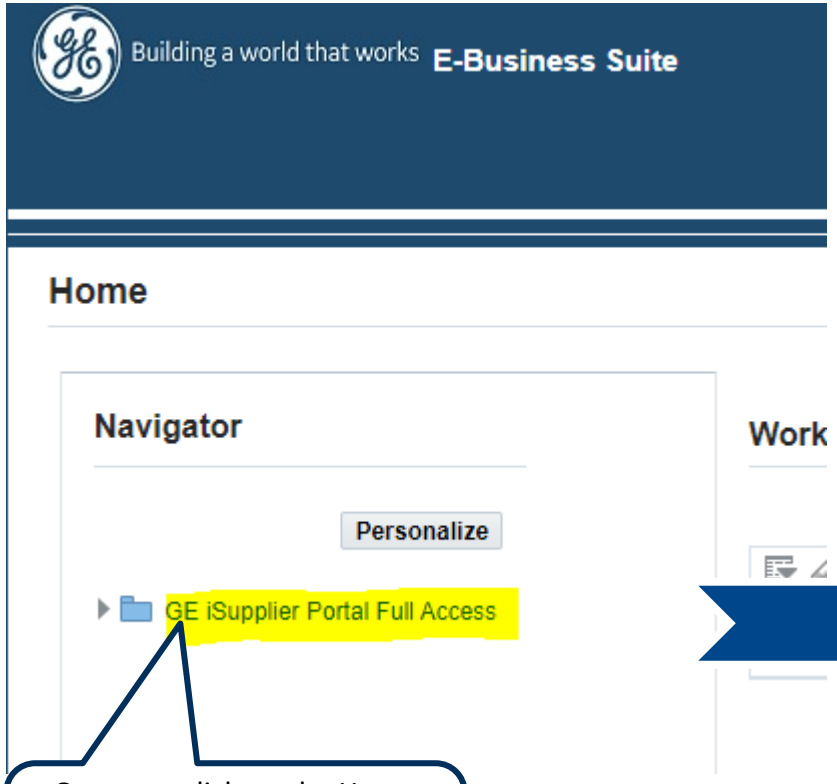
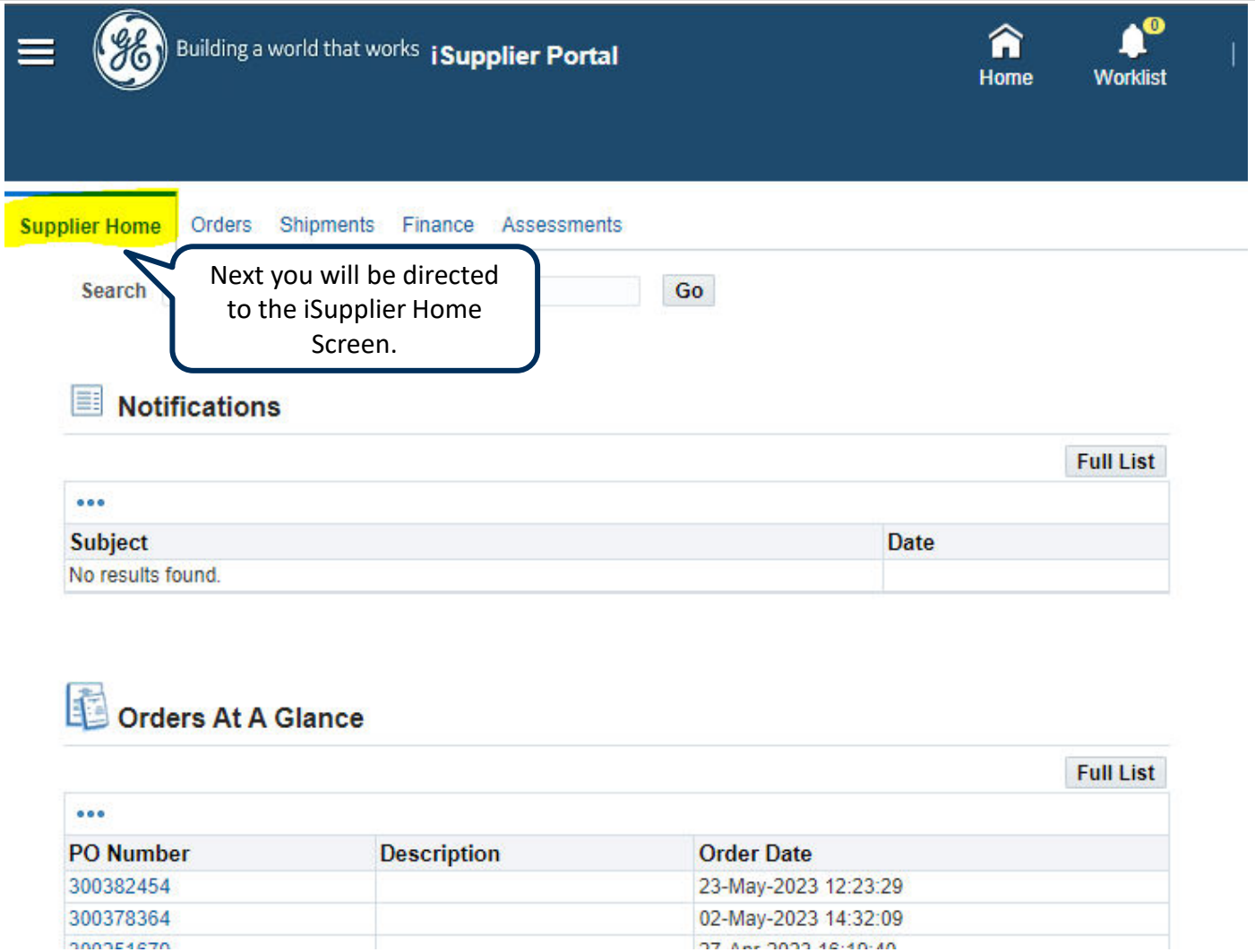
Go to ISP Home Screen



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



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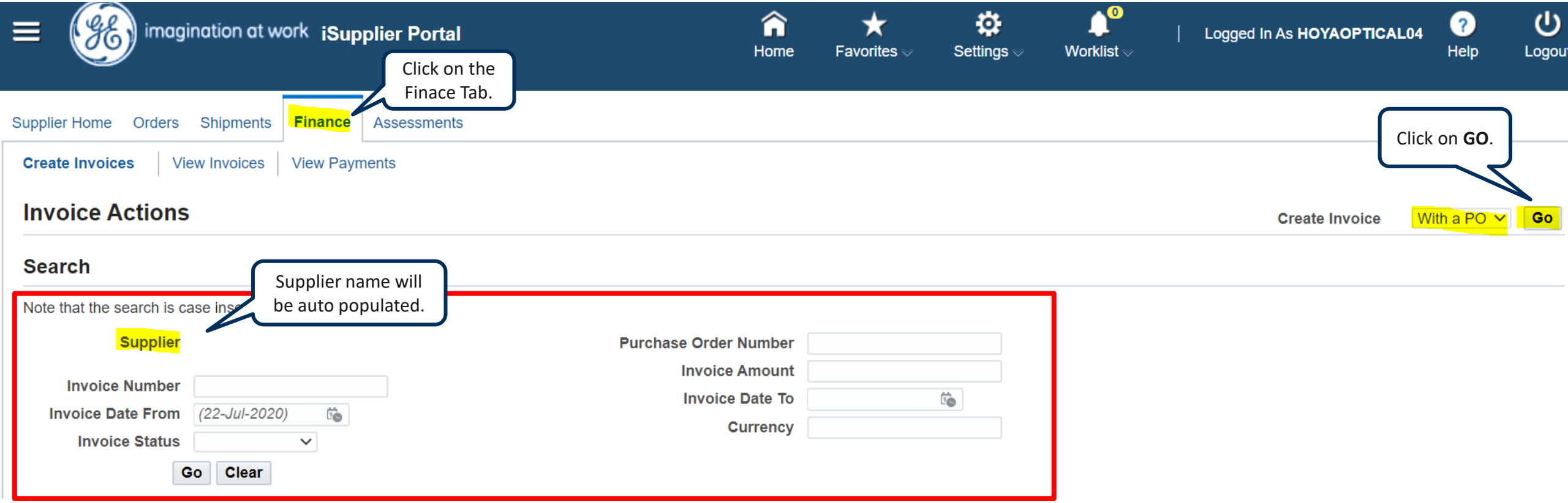
How to create a Standard Invoice?



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

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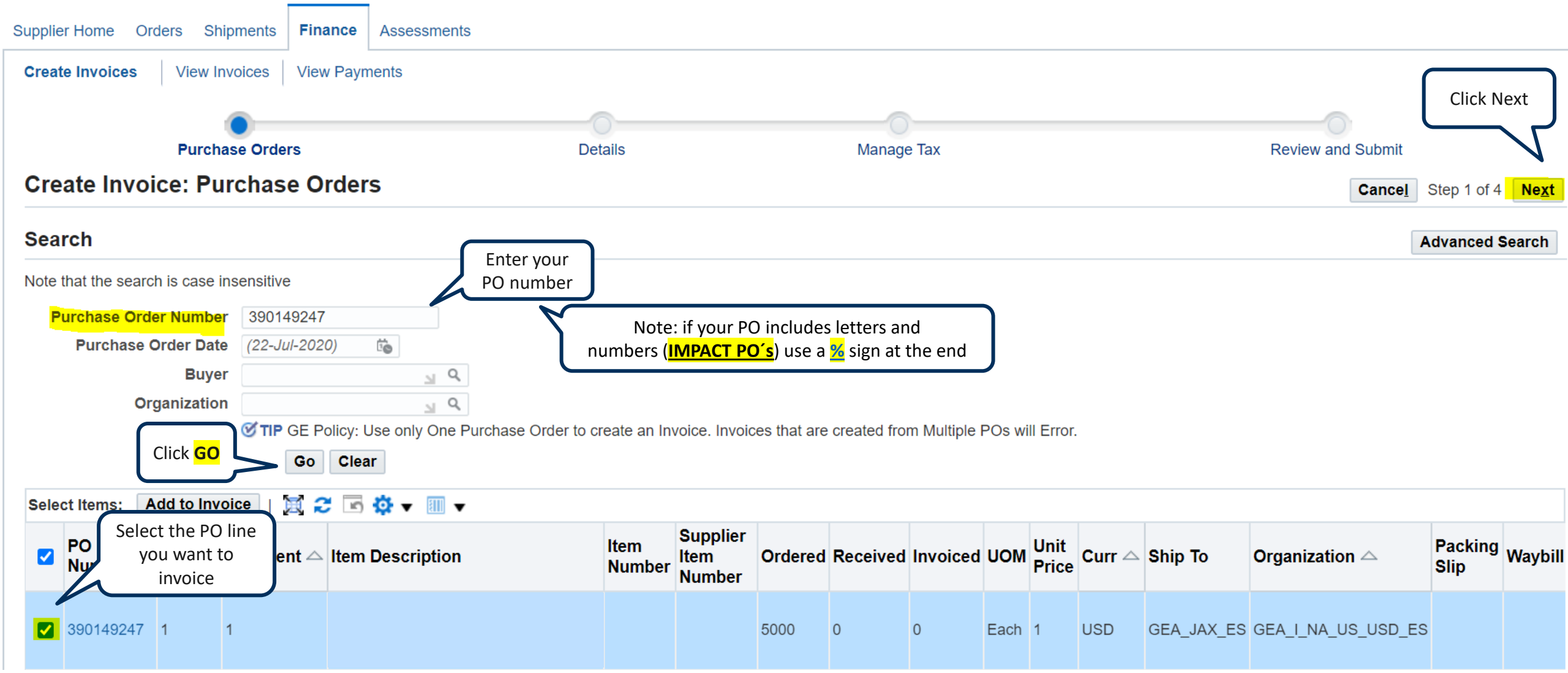
Creating the Invoice



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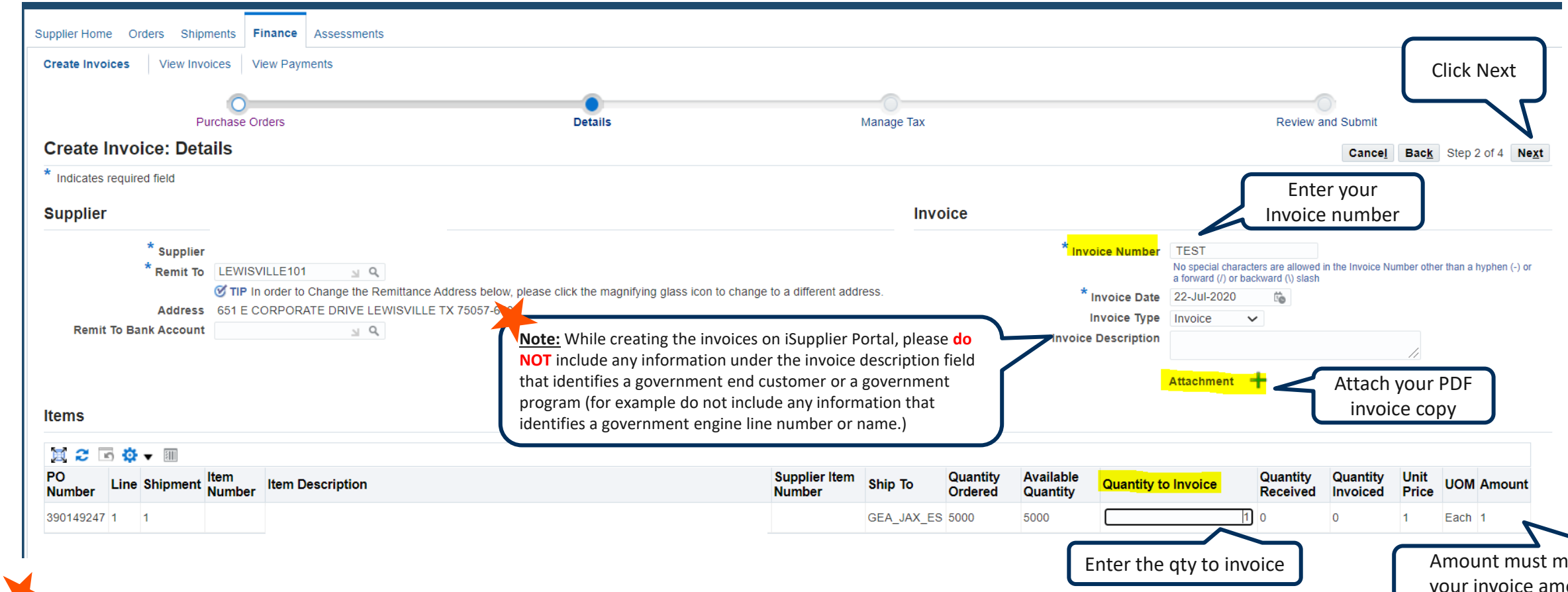
Creating the Invoice



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

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

Create Invoices | View Invoices | View Payments

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

Click Next

Create Invoice: Manage Tax

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

Supplier

* Supplier
* Remit To
Address
Remit To Bank Account

This information will be autopopulated

Invoice

* 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	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9019	FL - STATE SALES/USE TAX	USFL_P2P_9019	0	0	Active
2	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9020	FL - DUVAL, COUNTY DISCRETIONA	USFL_P2P_9020	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
390149247	1	1	Jacksonville Prescription Safety Glass Program. this order replaces 390031641. please start using it until funds of 390031641 are depleted		GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

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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

* Supplier
* Remit To
Address
Remit To Bank Account

Invoice

* 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
390149247	1	1			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
SBX_REGIME_US	USFL_P2P_9019	USFL_P2P_9019	FL - STATE SALES/USE TAX	USFL_P2P_9019	0	0
SBX_REGIME_US	USFL_P2P_9020	USFL_P2P_9020	FL - DUVAL, COUNTY DISCRETIONA	USFL_P2P_9020	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
Total (USD)	1.00

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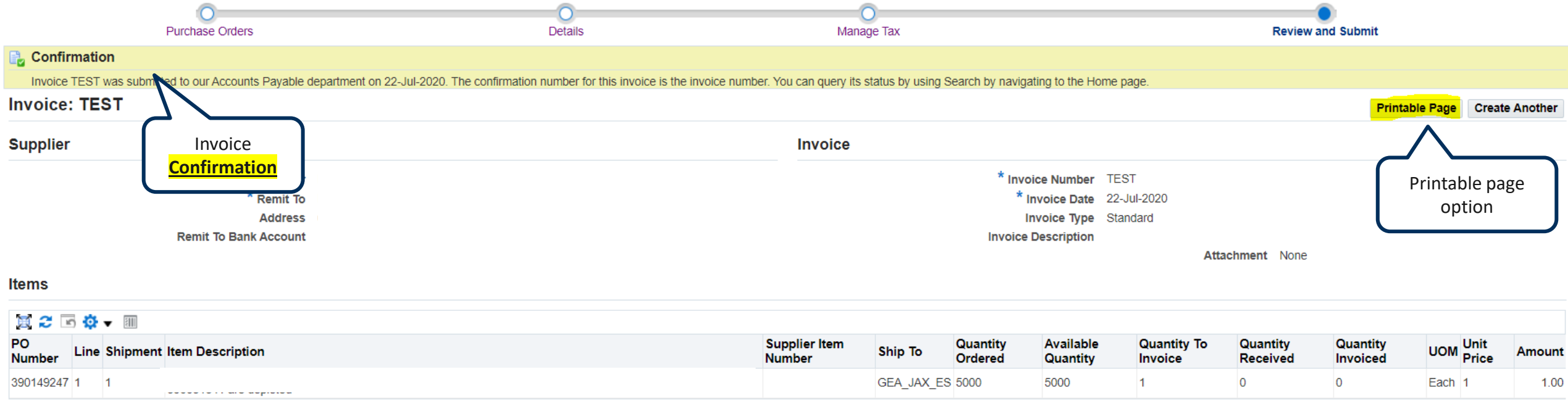
Invoice Confirmation

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.



Invoice **Confirmation**

Printable page option

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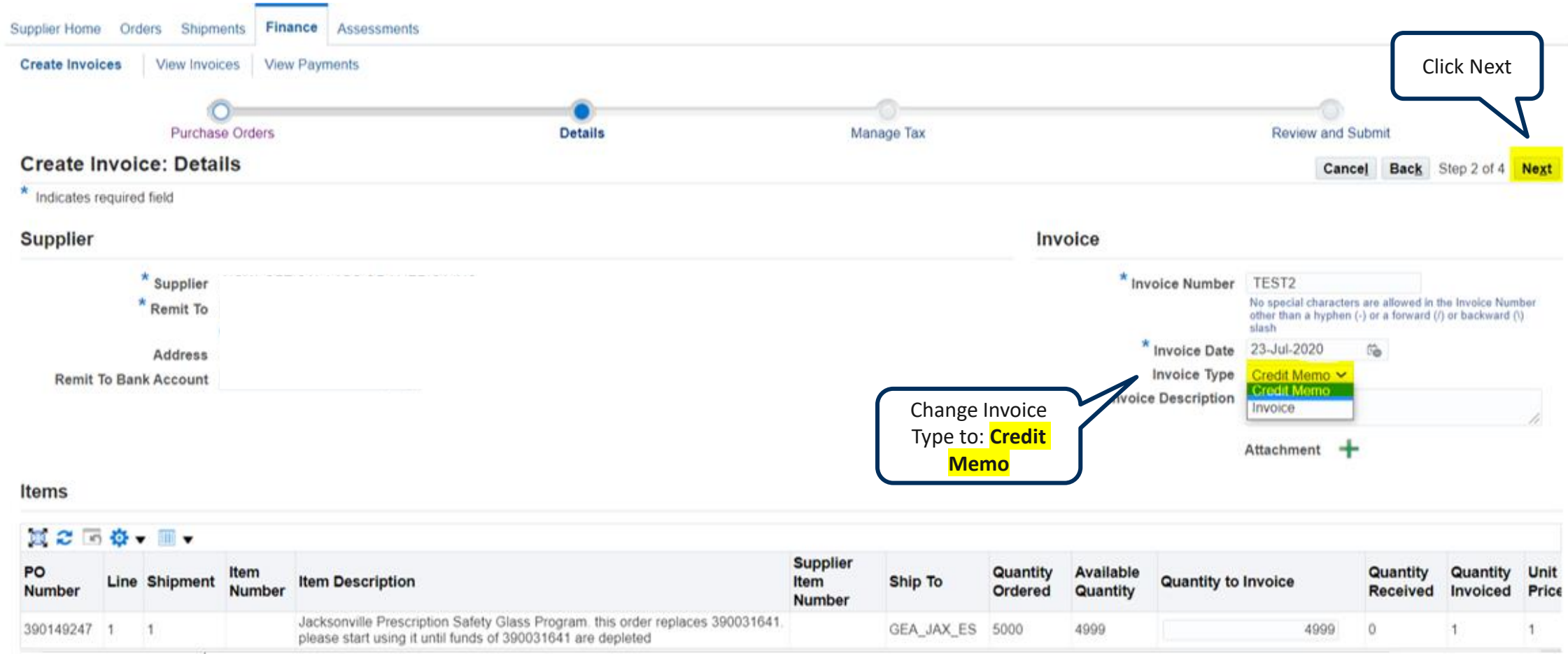
How to submit a Credit Invoice

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://supplier.geaerospace.com/support-contact/

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 PO's, Invoices and Payment Information on ISP

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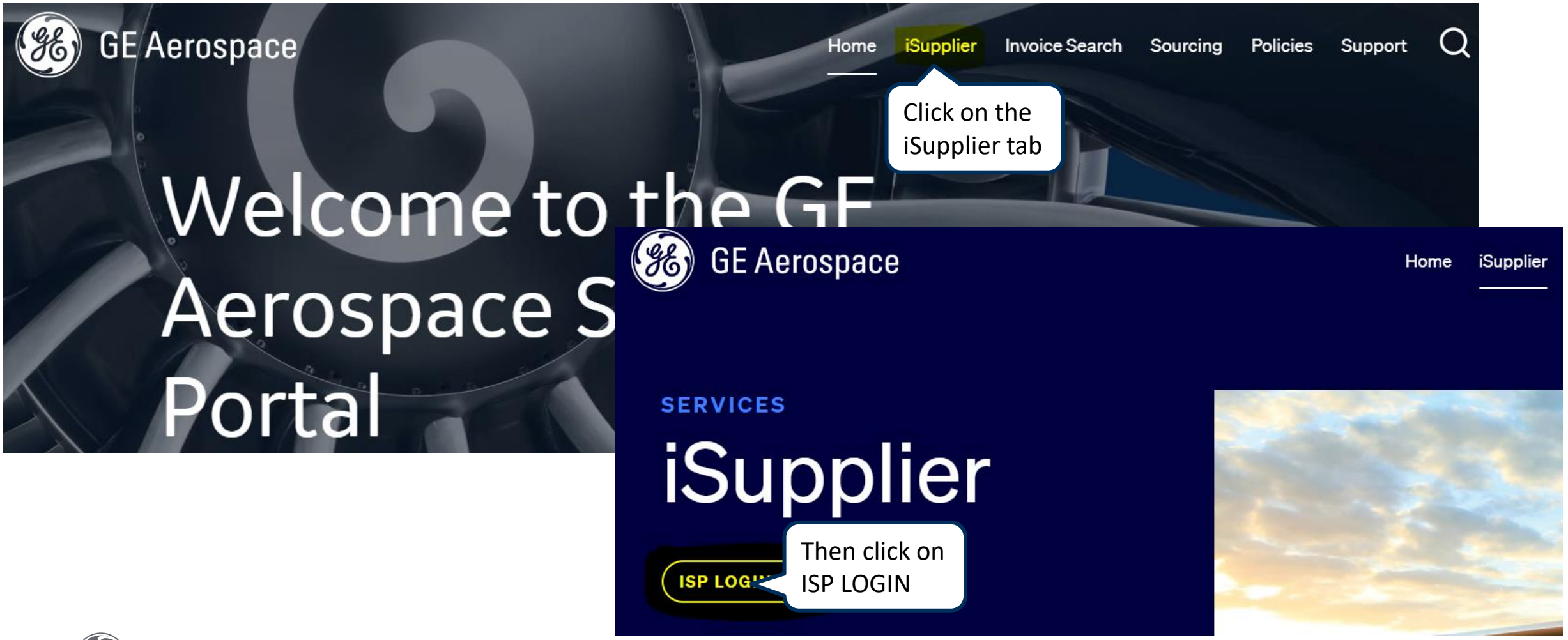

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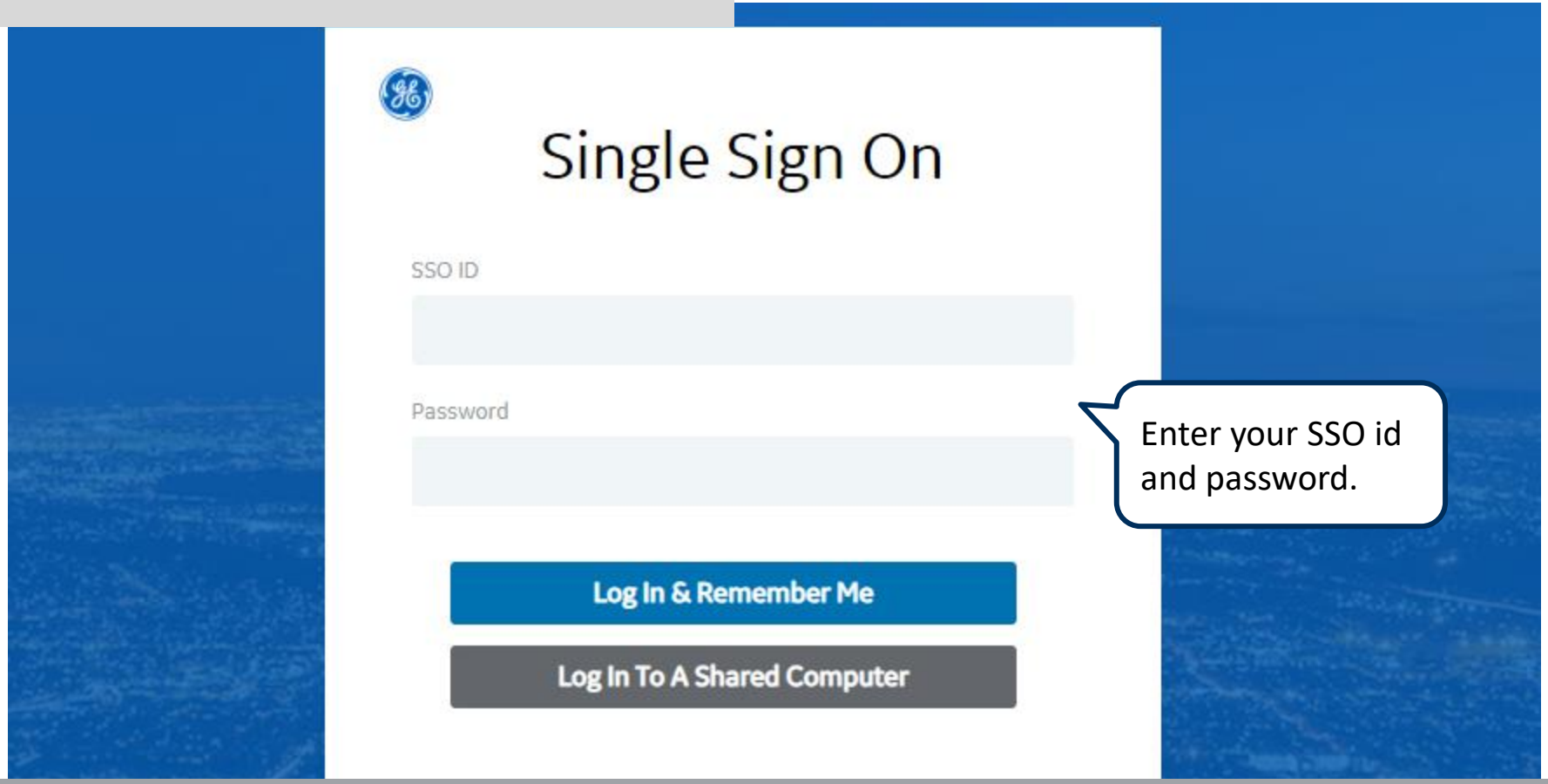

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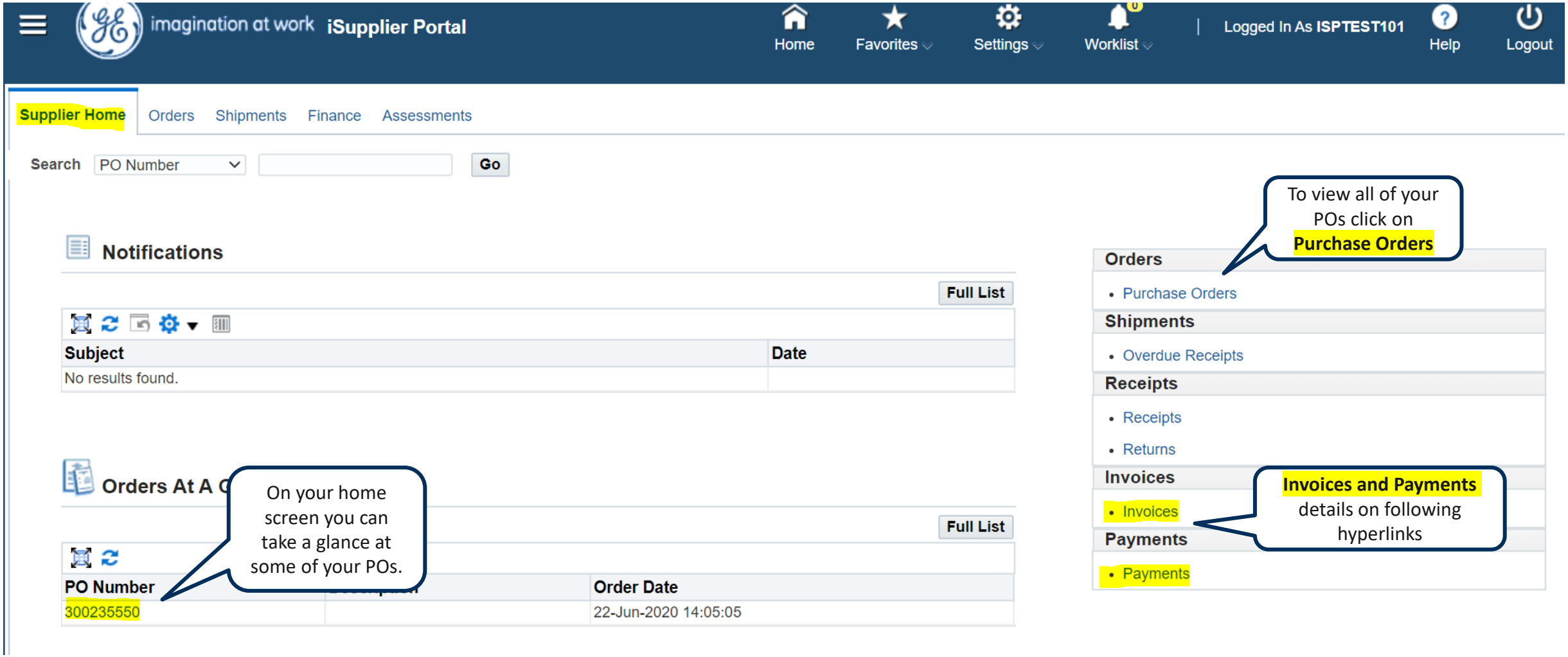
Glance of the ISP Home Page



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Purchase Orders details

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Purchase Orders details

Order Information

Order details will show up

General

Order	300235550
Total	1,000.00
Supplier	
Supplier Site	
Address	
Buyer	
Order Date	
Description	
Status	
Note to Supplier	
Operating Unit	GEA_I_NA_US_USD
Sourcing Document	
Supplier Order Number	
Attachments	None
Amount Agreed	1,000.00
Supplier Contact	

Terms and Conditions

Payment Terms	Fixed, No Discount, Net 120 Quarterly
Carrier	
FOB	
Freight Terms	
Shipping Control	

Ship-To Address

Ship-To Address	1 Neumann Way - 800 Dock Bldg 100 Flr 1 Col F 2 Cincinnati, OH 45215 US

Bill-To Address

Legal Entity Name	General Electric Company
Bill-To Address	General Electric Company - GEA_I_NA_US_USD 9758 C/o ACS of Ft. Myers PO Box 60279 Ft. Myers, FL 33906

Summary

Total	1,000.00
Funded	

For Bill-To details please refer to the actual PDF copy of the Purchase Order (page 1).

To locate your requestor click on **Show all details**

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Linked Attributes	Funded Am
▶	1	GESSS Amt Rcpt Not Reqd			TEST	Each	1000	1	1,000.00	Closed				

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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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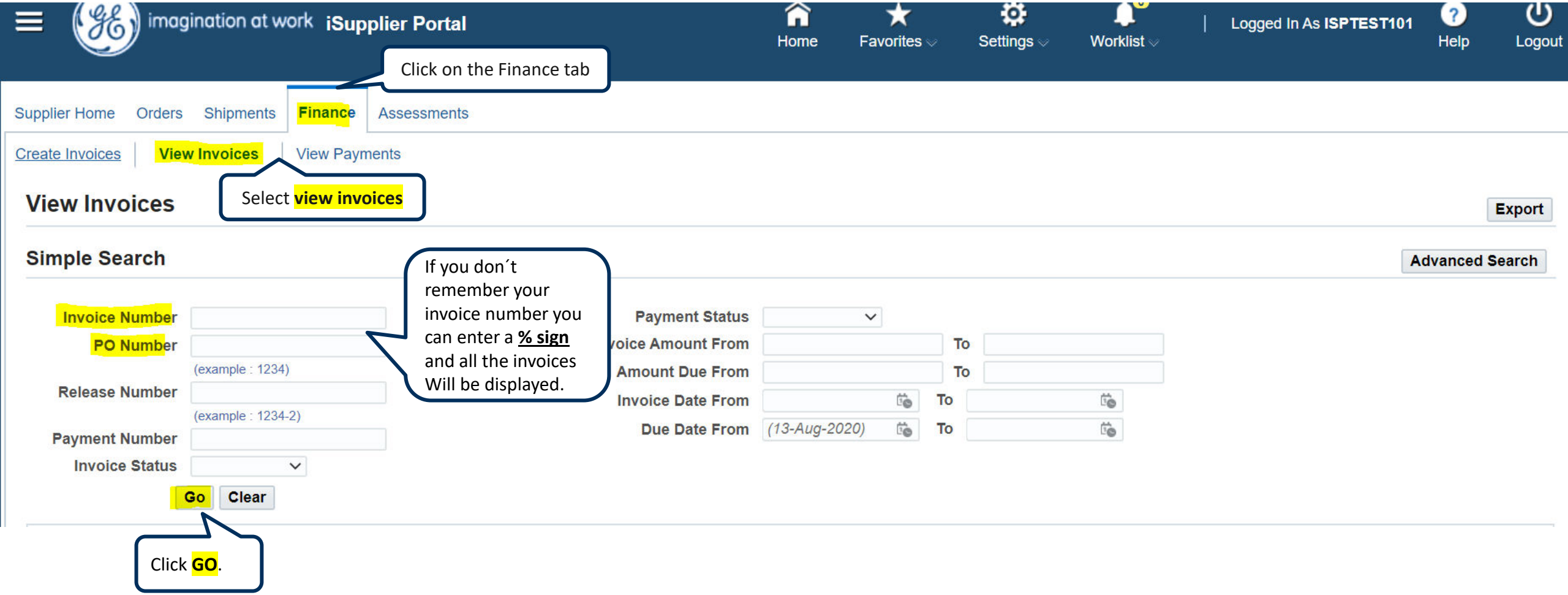
How to search for Invoices



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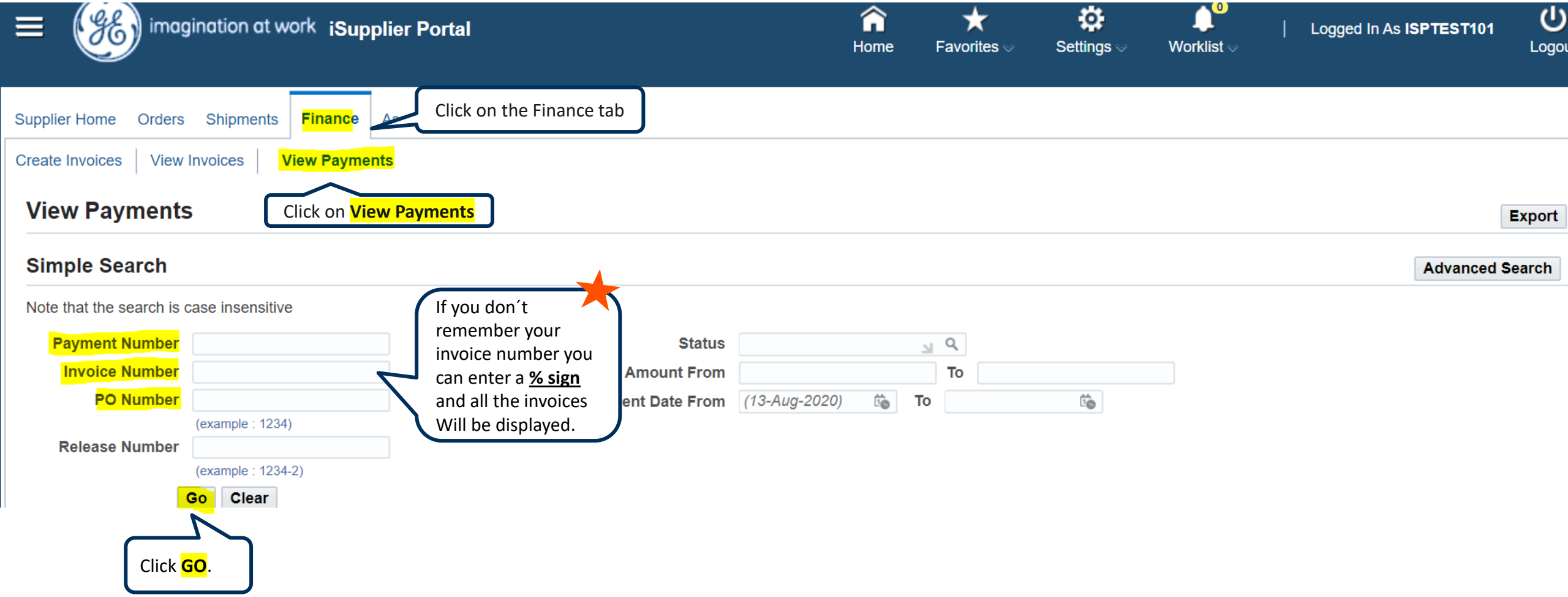
How to search for Payments



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