



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

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

October 4, 2023

Log in ISP

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

The image shows a two-part screenshot of the GE Aerospace iSupplier portal. The top part shows the main navigation bar with the GE Aerospace logo, the text 'GE Aerospace', and a navigation menu with links: Home, iSupplier (highlighted in yellow), Invoice Search, Sourcing, Policies, and Support. A search icon is also present. A callout bubble points to the 'iSupplier' link with the text 'Click on the iSupplier tab'. The background of this section features a large, stylized 'GE' logo and the text 'Welcome to the GE Aerospace Sourcing Portal'. The bottom part of the screenshot shows the 'iSupplier' page with a dark blue header containing the GE Aerospace logo and the text 'GE Aerospace'. The navigation menu now shows 'Home' and 'iSupplier' (which is underlined). Below the header, the word 'SERVICES' is displayed in blue, followed by 'iSupplier' in large white text. A yellow button labeled 'ISP LOGIN' is visible, with a callout bubble pointing to it that says 'Then click on ISP LOGIN'. To the right of the text is a large image of a cloudy sky at sunset or sunrise.



Log in iSupplier Portal

Single Sign On

SSO ID

Password

Log In & Remember Me

Log In To A Shared Computer

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 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 incorrect account click [Home](#)

Switch User					
Select a user and act as their proxy					
...					
Switch ?	Last Name ▲	First Name ▲	User Name ▲	Phone	Email ▲
	User01	Test01	TEST_XERO01_AVI		

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

For GE Aerospace users please select account ending in _AVI



Go to ISP Home Screen

GE Building a world that works E-Business Suite

Home

Navigator

Personalize

GE iSupplier Portal Full Access

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

Work

GE Building a world that works iSupplier Portal

Home Worklist

Supplier Home Orders Shipments Finance Assessments

Search 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
300382454		23-May-2023 12:23:29
300378364		02-May-2023 14:32:09
300351870		27-Apr-2023 18:10:10



How to create a Standard Invoice?

The screenshot shows the GE iSupplier Portal interface. At the top, the GE logo and 'imagination at work' tagline are on the left, and navigation links for Home, Favorites, Settings, Worklist, Help, and Logout are on the right. The user is logged in as HOYAOPTICAL04. Below the top bar, there are tabs for Supplier Home, Orders, Shipments, Finance (highlighted), and Assessments. A callout 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. The 'Invoice Actions' section includes a 'Create Invoice' button, a dropdown menu for 'With a PO' (highlighted), and a 'Go' button (highlighted). A callout points to the 'Go' button with the text 'Click on GO.' Below the 'Invoice Actions' section, there is a 'Search' section. A red box highlights the search fields: 'Supplier' (highlighted), 'Invoice Number', 'Invoice Date From' (with a date picker set to 22-Jul-2020), 'Invoice Status' (dropdown), 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To' (with a date picker), and 'Currency'. A callout points to the 'Supplier' field with the text 'Supplier name will be auto populated.' Below the search fields are 'Go' and 'Clear' buttons. A note at the top left of the search section says 'Note that the search is case insensitive'.

Supplier name will be auto populated.

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (22-Jul-2020)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

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



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: Purchase Orders

Cancel Step 1 of 4 Next

Search

Advanced Search

Note that the search is case insensitive

Enter your PO number

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

Purchase Order Number 390149247

Purchase Order Date (22-Jul-2020)

Buyer

Organization

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

Click GO

Go Clear

Select Items: Add to Invoice

Select the PO line you want 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		



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

* Indicates required field

Supplier Invoice

* Supplier

* Remit To LEWISVILLE101

* 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 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

Create Invoice: Manage Tax

Cancel

Save

Back

Step 3 of 4

Next

Submit

Supplier

Invoice

* Supplier

* Remit To Address

Remit To Bank Account

This information will be autopopulated

* Invoice Number

* Invoice Date

Invoice Type

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



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



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

Supplier

Invoice

Remit To Address

Remit To Bank Account

* Invoice Number

* Invoice Date

Invoice Type

Invoice Description

Attachment

Printable Page

Create Another

Invoice Confirmation

Printable page option

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



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

Create Invoice: Details

* Indicates required field

Supplier

* Supplier

* Remit To

Address

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

Change Invoice Type to: Credit Memo

Invoice Description

Attachment +

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
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	4999	4999	0	1	1



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!





How to search PO's, Invoices and Payment Information on ISP

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

October 4, 2023

Log in ISP

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

The image shows a two-step process for logging into the GE Aerospace iSupplier portal. The top screenshot shows the main website with a navigation bar containing 'Home', 'iSupplier', 'Invoice Search', 'Sourcing', 'Policies', and 'Support'. A callout bubble points to the 'iSupplier' tab with the text 'Click on the iSupplier tab'. The bottom screenshot shows the iSupplier portal interface with a dark blue header containing the GE Aerospace logo and 'Home' and 'iSupplier' links. Below the header, the word 'SERVICES' is in blue, followed by 'iSupplier' in large white text. A yellow 'ISP LOGIN' button is highlighted with a callout bubble that says 'Then click on ISP LOGIN'. To the right of the text is a large image of a cloudy sky at sunset.



Log in iSupplier Portal

Single Sign On

SSO ID

Password

Log In & Remember Me


Log In To A Shared Computer







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 and provide your PO number.




Glance of the ISP Home Page

 **imagination at work iSupplier Portal**


 Home  Favorites  Settings  Worklist | Logged In As **ISPTEST101**  Help  Logout

Supplier Home Orders Shipments Finance Assessments

Search

 **Notifications**

Subject	Date
No results found.	

 **Orders At A Glance**

PO Number	Order Date
300235550	22-Jun-2020 14:05:05

Orders

- Purchase Orders

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments


To view all of your POs click on **Purchase Orders**







On your home screen you can take a glance at some of your POs.

Invoices and Payments details on following hyperlinks



Purchase Orders details

imagination at work **iSupplier Portal**

 Home  Favorites  Settings  Worklist 0 | Logged In As **ISPTEST101**  Help  Logout

Supplier Home **Orders** Shipments Finance Assessments

Purchase Orders | View Requests | View Quotations | Submit Quotation | RFQ

Purchase Orders

Export

Views

View All Purchase Orders Go Advanced Search

Select Order:

For further details click on the PO number

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments	Change Request Status
<input type="radio"/>	300235550	0	GEA_I_NA_US_USD	Standard PO	22-Jun-2020 14:05:05	Fuentevilla, Cecilia	USD	1,000.00	Closed			



Purchase Orders details

Order Information

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

Order details will show up

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

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).

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 Amount
	1	GESSS Amt Rcpt Not Req'd			TEST	Each	1000	1	1,000.00	Closed				



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

GE imagination at work **iSupplier Portal**

Home Favorites Settings Worklist | Logged In As **ISPTEST101** Help Logout

Supplier Home Orders Shipments **Finance** Assessments

Create Invoices **View Invoices** View Payments

View Invoices Select **view invoices** Export

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 (13-Aug-2020) **To**

Go Clear

Click **GO**.

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



How to search for Payments

The screenshot shows the GE iSupplier Portal interface. At the top, the GE logo and 'imagination at work iSupplier Portal' are on the left, and navigation links for Home, Favorites, Settings, Worklist, and a user profile (Logged In As ISPTTEST101) are on the right. Below the header, a secondary navigation bar contains 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'App'. The 'Finance' tab is highlighted with a yellow box and a callout bubble that says 'Click on the Finance tab'. Under 'Finance', there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. 'View Payments' is highlighted with a yellow box and a callout bubble that says 'Click on View Payments'. The main section is titled 'View Payments' and includes an 'Export' button. Below this is a 'Simple Search' section with a note: 'Note that the search is case insensitive'. On the right of 'Simple Search' is an 'Advanced Search' button. The search form includes fields for 'Payment Number', 'Invoice Number', 'PO Number', and 'Release Number', each with a yellow highlight. Below these are 'Go' and 'Clear' buttons. A callout bubble points to the 'Go' button with the text 'Click GO.'. To the right of these fields are search filters for 'Status', 'Amount From', 'Amount To', 'Invoice Date From', and 'Invoice Date To'. A callout bubble with an orange star icon points to the search area with the text: 'If you don't remember your invoice number you can enter a % sign and all the invoices will be displayed.'

Supplier Home Orders Shipments **Finance** App

Create Invoices View Invoices **View Payments**

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Go **Clear**

Click **GO**.

Status

Amount From **To**

Invoice Date From (13-Aug-2020)

Invoice Date To

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



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!



