



iSupplier Portal – Switch Users

GE Aerospace

October 4, 2023

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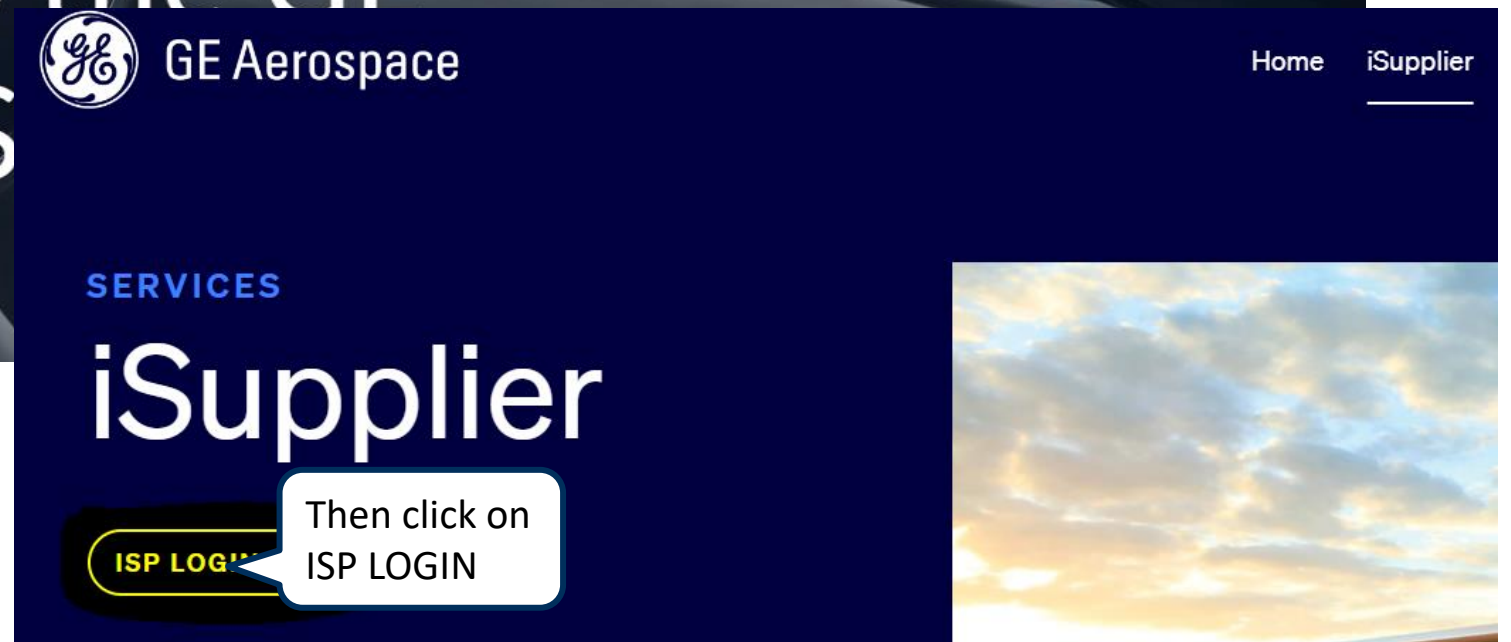
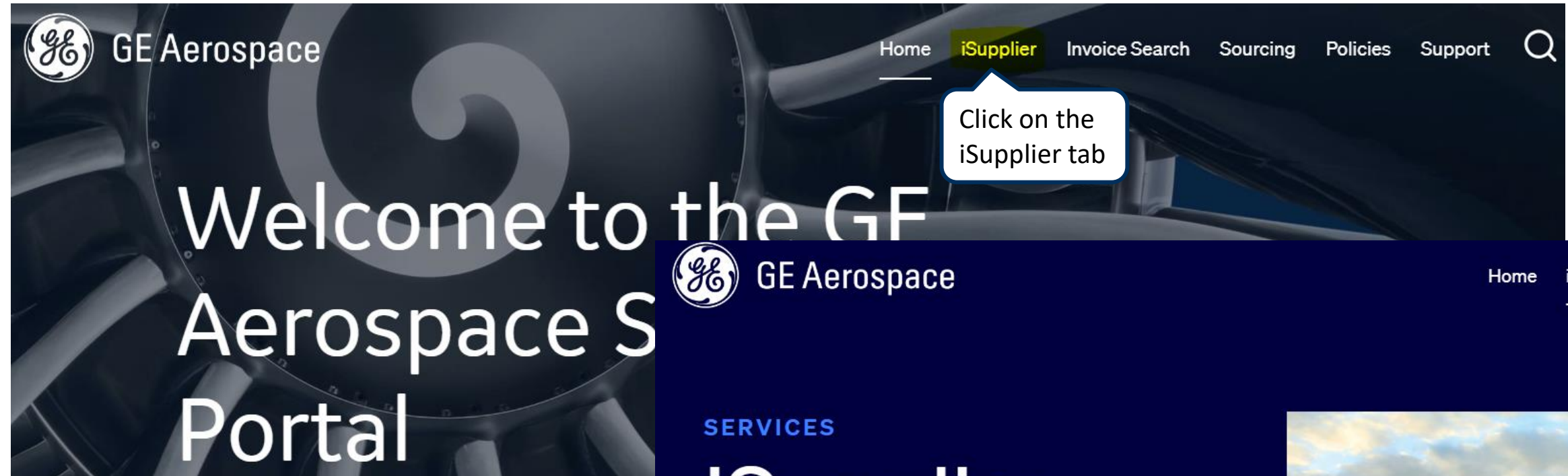
How to switch users on the iSupplier Portal

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Log in ISP

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



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.



How to Switch Users

On the top of the screen click on Home Icon.

The screenshot shows the GE iSupplier Portal interface. At the top, there is a dark blue navigation bar containing the GE logo, the text "Building a world that works iSupplier Portal", and several icons: Home (a house icon), Favorites (a star icon), Settings (a gear icon), Worklist (a bell icon with a notification count), Help (a question mark icon), and Logout (a power icon). The user is logged in as "TEST_XEROX01". Below the navigation bar, there is a breadcrumb trail: "Supplier Home" > "Orders" > "Shipments" > "Finance" > "Assessments". A search bar is present with a dropdown menu set to "PO Number" and a "Go" button. A callout box with a blue border and white background points to the Home icon, containing the text "Click on the [Home Icon](#)". Below the search bar, there is a "Notifications" section with a "Full List" button. A table with columns "Subject" and "Date" shows "No results found." Below that is an "Orders At A Glance" section. On the right side, there is a sidebar with sections for "Orders" (containing "Purchase Orders"), "Shipments" (containing "Overdue Receipts"), "Receipts" (containing "Receipts" and "Returns"), and "Invoices".



How to Switch Users



Favorites



Settings



Worklist



Switch User



Help



Logout

Home

Navigator

Personalize

GE iSupplier Portal Full Access

Home Page

Worklist

Full List



From	Type	Subject	Sent	Due
There are no notifications in this view.				


Click on the [Switch User](#) icon



How to Switch Users

Switch User

Select a user and act as their proxy

Switch ?	Last Name ▲	First Name ▲	User Name ▲	Phone	Email ▲
	User01	Test01	TEST_XERO01_AVI		

Click on the [Switch](#) icon

Building a world that works **iSupplier Portal** Home Worklist | Logged In As TEST_XEROX01 Help Logout

Proxy For TEST_XERO01_AVI

Supplier Home Orders Shipments Finance Assessments

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Orders At A Glance

- Orders
 - Purchase Orders
- Shipments
 - Overdue Receipts
- Receipts
 - Receipts
 - Returns
- Invoices

Here you can see your switch users



To Switch back to main user

Building a world that works **iSupplier Portal**

Home Worklist | Logged In As **TEST_XEROX01** Help Logout

Proxy For TEST_XEROX01_AVI

Click **Home**

Supplier Home Orders Shipments Finance Assessments

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

Worklist Return to Self | Logged In As **TEST_XEROX01** Help Logout

Proxy For TEST_XEROX01_AVI

And then **Return to Self**

Home



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!



