

# Welcome to the supplier training session



imagination at work

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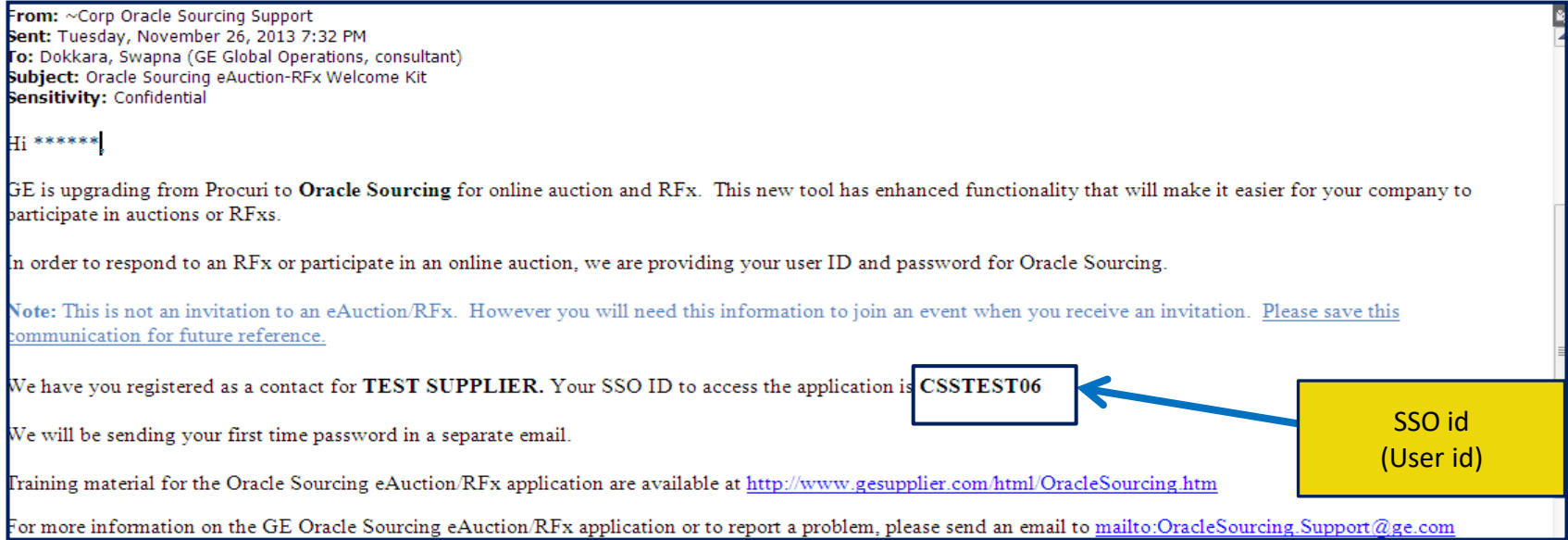
# How to log into the tool



## Locate the welcome kit email

When a supplier contact is registered to Oracle Sourcing, a “Welcome Kit” is sent to the supplier contact email address in series of 2 emails by oracle sourcing team. This welcome kit includes your SSO ID (User Id) and temporary password

The first email includes the SSO ID(User Id) as shown below.



# The second email includes the link and the temporary password

**From:** ~Corp Oracle Sourcing Support...  
**Sent:** Tuesday, November 26, 2013 7:32 PM  
**To:** Dokkara, Swapna (GE Global Operations, consultant)  
**Subject:** Oracle Sourcing Welcome Kit-Follow-up email  
**Sensitivity:** Confidential

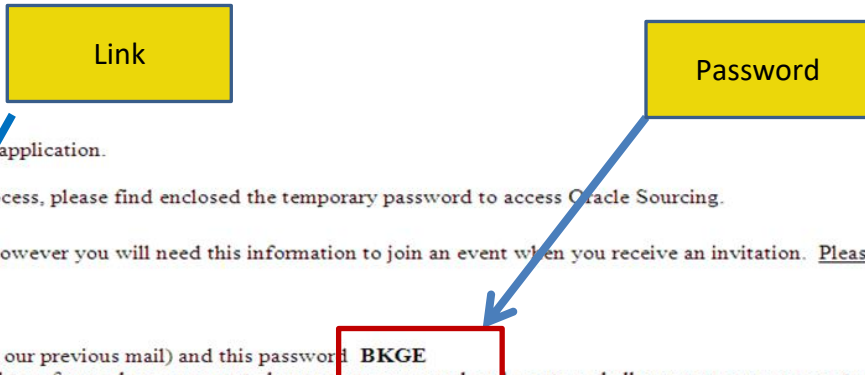
Hi \*\*\*\*\*|

Welcome to the **GE Oracle Sourcing eAuction/RFx** application.

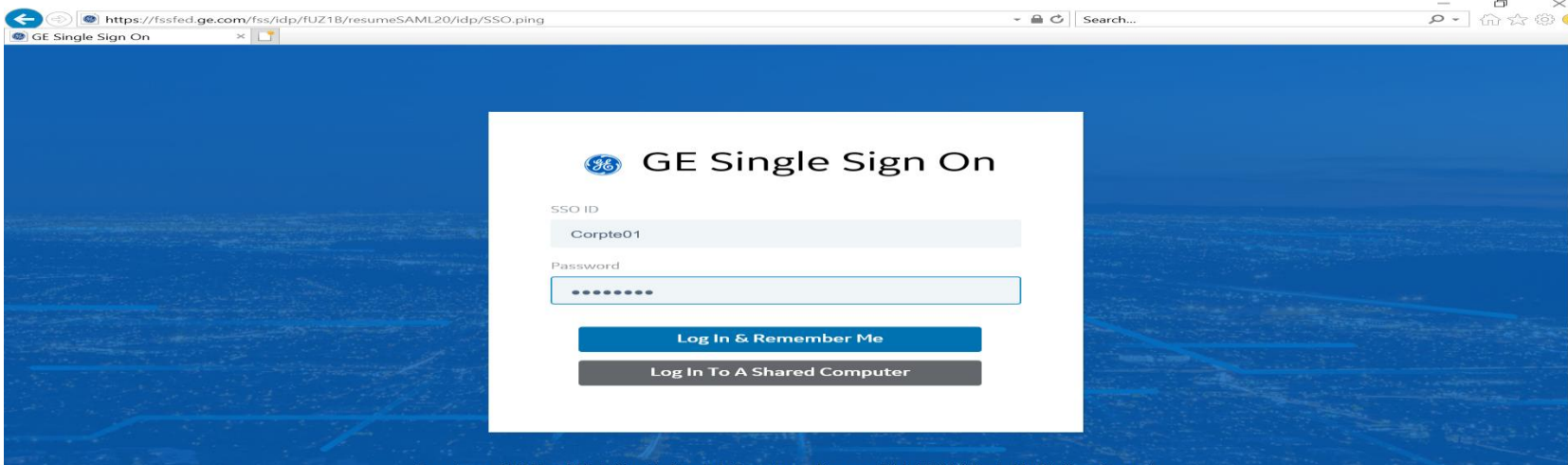
In continuation to the Oracle Sourcing registration process, please find enclosed the temporary password to access Oracle Sourcing.

**Note:** This is not an invitation to an eAuction/RFx. However you will need this information to join an event when you receive an invitation. Please save this communication for future reference.

1. Go to <http://css.gesupplier.com>
2. Login with the SSO ID (already provided in our previous mail) and this password **BKGE**
3. Upon successful login, you will be redirected to a form where you must change your password and create a challenge response answer to help you reset your password if you forget it.
4. Once you complete the password setup form, you will be redirected to the Oracle Sourcing login screen where you will need to enter your SSO ID and the new password that you established on the password setup form.
5. After you've successfully entered your SSO credentials you will have immediate access to the Oracle Sourcing tool.



Click the above link which would show the page as below wherein enter your user id and password




Please login with your NEW password (If Changed) and click on log in.

**Note:** Please make a Note of SSO/ User id and password, it will same for Live Auction as well as for future auction to which you are invited.

https://fssfed.ge.com/fss/idp/fUZ1B/resumeSAML20/idp/SSO.ping

GE Single Sign On

 GE Single Sign On

SSO ID

Corpte01

Password

.....

Log In & Remember Me

Log In To A Shared Computer

[Forgot your SSO User ID?](#) | [Sign Up Now!](#) | [Forgot your Password?](#) | [SSO FAQs](#) | [Modify Your Account](#)

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# Navigate the tool

- Setting Preferences

After logging into the home page click on **Settings** seen on the right hand side corner select preferences from dropdown to update the columns followed, click on **Apply**.

The screenshot shows the GE E-Business Suite home page. The top navigation bar includes 'Favorites', 'Settings', and 'Worklist'. The 'Settings' dropdown menu is open, showing 'Preferences', 'Manage Proxies', and 'Access Requests'. The main content area is divided into a 'Navigator' on the left and a 'Worklist' on the right. The 'Worklist' table contains 149 rows of auction data.

From	Type	Subject	Sent	Due
P, Latha	Sourcing Publish	You are invited: Auction 4138872 (Forward Eauction-IT assets &HPC Servers for Disposal *Test Auction* Jan 21)	07-Jan-2021	08-Jan-2021
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4137872 (E- Auction for the Demolition work at WGE X-ray *Test Auction* Jan 2021)	06-Jan-2021	07-Jan-2021
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4131878 (TEST- E-Auction for Outbound Transportation for Adani Lakadia Project)	22-Dec-2020	24-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4119873 (Test Auction: Reverse eAuction for Solar Group Captive)	10-Dec-2020	14-Dec-2020
Begum, Tasleem	Sourcing Publish	You are Invited: Auction 4119872 (China LM-BAO general waste disposal service project *Test * Dec 20 Round 2)	10-Dec-2020	14-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4118872 (TEST AUCTION--Reverse eAuction for GEHZ SMF Parts Project_2021)	09-Dec-2020	16-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4116872 (TEST AUCTION--Reverse Auction for GE Power Shoulder mill tender 2020)	08-Dec-2020	10-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4111873 (Test Auction- GEHZ EHS Tempering Furnace Renovation Project_2021)	03-Dec-2020	04-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4108872 (Test Auction - Reverse eAuction for Waste Disposal)	27-Nov-2020	02-Dec-2020
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4106874 (E-Auction for New Toilet Construction Work at GEBE *Test Auction* Dec 2020)	25-Nov-2020	01-Dec-2020
	Sourcing	You are invited: Auction 4098877 (E-Auction for Catering Service for the GE HC *Test		



# Update the details which are highlighted in screen and Click **Apply** then **Home** Icon

The screenshot shows the Oracle E-Business Suite General Preferences page. The page is titled "General Preferences" and includes a navigation bar with "Home", "Favorites", "Settings", "Worklist", "Logged In As CORPTE01", "Help", and "Logout". The "Home" icon is highlighted with a red box. The "Apply" button is also highlighted with a red box. The "Languages" section has "Current Session Language" and "Default Application Language" both set to "American English", with a red box around these dropdowns. The "Regional" section has "Territory" set to "India", "Date Format" set to "dd-MMM-yyyy (08-Jan-2021)", "Timezone" set to "(GMT +05:30) Calcutta", "Number Format" set to "10,000.00", and "Currency" set to "Indian Rupee", with a red box around these dropdowns. The "Delivery Manager" section has "e-Mail username" and "e-Mail password" fields, with a red box around the password field. The "Notifications" section has "Email Style" set to "HTML mail with attachments", with a red box around this dropdown. A yellow box with the text "Update the column with your local settings" is positioned on the right side of the page, with red arrows pointing to the highlighted language and regional settings. At the bottom of the page, there are "Cancel", "Reset to Default", and "Apply" buttons.

- Access the auction : Click on Sourcing Supplier → Sourcing → Sourcing Home Page; In case you find Sourcing undefined please change the browser and use Google chrome or Mozilla Fire fox

**Home**

imagination at work E-Business Suite

Logged In As CORPTE01

**Navigator**

Personalize

- Sourcing Supplier
  - Sourcing
    - Sourcing Home Page
    - Worklist

Click on each tab to expand for options

**Worklist**

Full List (149)

Rows 1 to 75

From	Type	Subject	Sent	Due
P, Latha	Sourcing Publish	You are invited: Auction 4138872 (Forward Eauction-IT assets &HPC Servers for Disposal *Test Auction* Jan 21)	07-Jan-2021	08-Jan-2021
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4137872 (E- Auction for the Demolition work at WGE X-ray *Test Auction* Jan 2021)	06-Jan-2021	07-Jan-2021
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4131878 (TEST- E-Auction for Outbound Transportation for Adani Lakadia Project)	22-Dec-2020	24-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4119873 (Test Auction: Reverse eAuction for Solar Group Captive)	10-Dec-2020	14-Dec-2020
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4119872 (China LM-BAO general waste disposal service project *Test * Dec 20 Round 2)	10-Dec-2020	14-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4118872 (TEST AUCTION--Reverse eAuction for GEHZ SMF Parts Project_2021)	09-Dec-2020	16-Dec-2020
Apuri, Akshay	Sourcing	You are invited: Auction 4116872 /TEST AUCTION--Reverse Auction for GE Power		



View list of auction # participated(Your active and draft response) and invited one (Your company's open invitation)

**Negotiations**

Search Open Negotiations  Title

Welcome, Iasleem Begum.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Auction Type	Time Left	Monitor	Unread Messages
<a href="#">2961602</a>	Active		<a href="#">3811865</a>	Mock Call for supplier Training *Test Auction Nov 2019*	Auction	1	0 seconds		0
<a href="#">2962495</a>	Active		<a href="#">3810867</a>	TEST	Auction	1	0 seconds		0
<a href="#">2971496</a>	Active		<a href="#">3822864</a>	Abrasive Belt E auction *Test Auction* Dec 2019	Auction	1	0 seconds		0
<a href="#">2977495</a>	Active		<a href="#">3827864</a>	e-Auction for PMC * TSET AUCTION* Dec 2019	Auction	1	0 seconds		0
<a href="#">2978495</a>	Active		<a href="#">3830864</a>	Mark Vie Packing Boxes Dec 2019 *TEST AUCTION * Dec 2019	Auction	1	0 seconds		0

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Auction Type	Time Left
	<a href="#">4101872</a>	E-Auction for HAL-X Ductings *...	Auction	1	6 days 23 hours

To access the auction click on the negotiation number

- Review the Auction : Header, Lines, Control

**Header** | Lines | Controls

**Auction: 4101872**

Amendment Number 4101872  
Effective Date  
\* Amendment Description  
Title E-Auction for HAL-X Ductings \*Nov 2020\*  
Status Active  
Time Left 6 days 23 hours

Open Date 08-Jan-2021 18:57:13  
Close Date 15-Jan-2021 18:55:08  
Creation Date 19-Nov-2020 15:35:26

Buyer Begum, Tasleem  
Bid Style Blind  
Operating Unit GE Global Operations Sourcing  
Outcome Standard Purchase Order Event

Description This is a test auction, please do not submit the original bid price, you can play with the tool by submitting imaginary numbers. Nothing goes on record. The Objective of the test auction is to make the suppliers familiar with the auction tool.

Bill-To Address Rond Point Schuman  
Ship-To Address Rond Point Schuman  
Payment Terms  
Carrier  
Freight Terms  
FOB

Auction Currency EUR  
Price Precision 2

Details Section  
Terms and Conditions

**Header:** Check the title, time lines ,bid currency, price precision( No. of digits after the decimal places), Prerequisites

# Lines: Click on lines tab and Check the line items

**Auction: 4101872**

Amendment Number: 4101872

Title: E-Auction for HAL-X Ductings "Nov 2020"

Status: Active

Time Left: 6 days 23 hours

Open Date: 08-Jan-2021 18:57:13

Close Date: 15-Jan-2021 18:55:08

Creation Date: 19-Nov-2020 15:35:26

Header: **Lines** Controls

Description	Item	Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (EUR)	Active Responses	Time Left
Frames and Hangers	1		40.14.20.19.00	Pack	60			Blind	Blind	6 days 23 hours

# Controls: Click on controls and find the Information about auction details

**Auction: 4101872**

Amendment Number: 4101872

Title: E-Auction for HAL-X Ductings "Nov 2020"

Status: Active

Time Left: 6 days 23 hours

Open Date: 08-Jan-2021 18:57:13

Close Date: 15-Jan-2021 18:55:08

Creation Date: 19-Nov-2020 15:35:26

Header: Lines **Controls**

Preview Date: 08-Jan-2021 18:57:13

Open Date: 08-Jan-2021 18:57:13

**Response Rules**

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may create multiple rounds of negotiations
- Suppliers are required to lower the line price when submitting a revised response: 0.25%
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Negotiation is allowed to AutoExtend based on the following settings

**AutoExtend Settings**

Lowest Triggering Response Rank: Any response

Start Time of Extensions: 3

Number of Extensions: 3

Lines to AutoExtend: All lines

AutoExtend Period: 5 Minutes

- Acknowledge Participation :



**Auction: 4101872**

**Actions** **Acknowledge Participation** **Go**

**Select "Acknowledge Participation" & click "Go"**

**Title** E-Auction for HAL-X Ductings "Nov 2020"  
**Status** Active  
**Time Left** 6 days 23 hours

**Open Date** 08-Jan-2021 18:57:13  
**Close Date** 15-Jan-2021 18:55:08  
**Creation Date** 19-Nov-2020 15:35:26

**Buyer** Begum, Tasleem  
**Bid Style** Blind  
**Operating Unit** GE Global Operations Sourcing

**Outcome** Standard Purchase Order  
**Event**

**Description** This is a test auction, please do not submit the original bid price, you can play with the tool by submitting imaginary numbers. Nothing goes on record. The Objective of the test auction is to make the suppliers familiar with the auction tool.

**Bill-To Address** Rond Point Schuman  
**Ship-To Address** Rond Point Schuman

**Payment Terms**  
**Carrier**  
**Freight Terms**

**Auction Currency** EUR  
**Price Precision** 2

**Acknowledge Participation (Auction 4101872)**

Will your company participate?  Yes  No

Note to Buyer

**Select "Yes" Add note to buyer as required & click "Apply"**

**Apply**

# Concepts to place the bid

**Bid Decrement** – Decrease in bid by a specific minimum price (amount/percentage) with every bid followed after placing the initial bid

**Example :-**

**Starting Value: 100 USD**

- GE will add the supplier starting amount as per quoted on the RFP.

**Bid Decrement(PERCENT): 2 %**

- Every time suppliers bid, the minimum amount to decrease from the starting price is 98.00 USD

**Next Bid to be submitted and accepted by the system:**

**100 – 2 % =98.00 (Minimum) and less than that...**



**Example 1:–**

**E-Bid duration: 30 Minutes**

**Quiet time: 5 minutes**

**Extension Period: 5 minutes.**

**Auto- extensions: 3.**

The e-Bid will only finish if there are no bids between last 5 minutes. If a bid happens in the 5 minutes before the expected end, the E-Bid will be extended and will then last for 5 Minutes with 3 Auto extensions each...

**NOTE: As the auto extension is dynamic in nature, in case no bid is placed during the quiet time , no auto extension would get triggered rather the Auction would get closed after the bid duration**





# How to Create the bid

**Select "Create bid"& click "Go"**

**Actions**  
Acknowledge Participation  
**Create Bid**  
Online Discussions  
View Bid History  
Monitor Auction  
Printable View  
Export to Spreadsheet

**Go**

**Amendment Number** 4101872  
**Effective Date**  
**Amendment Description**  
**Title** E-Auction for HAL-X Ductings \*Nov 2020\*  
**Status** Active  
**Time Left** 4 days 4 hours  
**Open Date** 08-Jan-2021 18:57:13  
**Close Date** 15-Jan-2021 18:55:08  
**Creation Date** 19-Nov-2020 15:35:26

**Buyer** Begum, Tasleem  
**Bid Style** Blind  
**Operating Unit** GE Global Operations Sourcing  
**Outcome** Standard Purchase Order  
**Event**

**Description** This is a test auction, please do not submit the original bid price, you can play with the tool by submitting imaginary numbers. Nothing goes on record. The Objective of the test auction is to make the suppliers familiar with the auction tool.

**Terms**  
**Bill-To Address** Rond Point Schuman  
**Ship-To Address** Rond Point Schuman  
**Payment Terms**  
**Carrier**  
**Freight Terms**

## To Submit Bid for 1st time

**Header** **Lines**

**Supplier** CORP TEST SUPPLIER  
**Auction Currency** EUR  
**Bid Currency** EUR  
**Price Precision** 2 decimals maximum  
**Bid Valid Until** (27-Dec-2020 19:45:00)  
**Reference Number**  
**Note to Buyer**

**Attachments**  
Add Attachment...  

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**  
Expand All | Collapse All  
**Focus Title**  
Requirements  
Terms and Conditions  
All participating suppliers need to accept the "Terms and Conditions & Rules of engagement" document are available in attachment  
In order to access pre-requisites, select "Create Bid" from actions menu on the top and click "Go"  
Scroll down to expand requirements, and now scroll towards right to look for option in the dropdown.  
To signify your agreement with the attached terms, please select "Yes" and then click the "Lines" tab and enter bids accordingly in the "bid price" column and click "continue" followed by "submit".  
Note: The acceptance to pre requisites is a onetime activity during the auction time.  
If you do not accept the terms, you will not be permitted to access the event information and you will not be allowed to submit a bid in the Auction.

**Target Value** **Bid Value**

**Yes**

Click on the lines tab, then place the bid under bid price and click on continue

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Home Favorites Settings Worklist Logged In As CORPTE01 Help Logout

Negotiations > Auction: 4101872 >  
Create Bid: 3233902 (Auction 4101872)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft **Continue**

Title E-Auction for HAL-X Ductings \*Nov 2020\* Time Left 4 days 3 hours  
Close Date 15-Jan-2021 18:55:08

Header

Auction Currency EUR Bid Currency EUR  
Price Precision 2 decimals maximum  
Proxy Bid Decrement 0.25 %

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Update
1	Frames and Hanger...	One Time Address	No Bid	100.00			Pack	60	60		No	

Check the bid price and the bid total

GE imagination at work Sourcing

Home Favorites Settings Worklist Logged In As CORPTE01 Help Logout

Negotiations > Auction: 4101872 >  
Create Bid 3233902: Review and Submit (Auction 4101872)

Cancel **Back** Validate Save Draft Printable View **Submit**

Header

Title E-Auction for HAL-X Ductings \*Nov 2020\*  
Supplier CORP TEST SUPPLIER  
Auction Currency EUR Bid Currency EUR  
Price Precision 2 decimals maximum

Attachments

No results found.

Requirements

Details Section

Terms and Conditions

Lines

Bid Total (EUR) 6,000.00

Select Line	Line	Ship-To	Start Price	Target Price Bid Price (EUR)	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Line Total	Need-By Date	Promised Date
1	Frames and Hanger...	One Time Address	100.00	100.00		Pack	60	60	6,000.00		

Line 1: Frames and Hangers

Notes

Note to Buyer

Attachments

No results found.

After submitting your first bid you will receive confirmation that it has been placed successfully.

**Confirmation**  
Bid 3233902 for Auction 4101872 (E-Auction for HAL-X Ductings \*Nov 2020\*) has been submitted.  
[Monitor Auction](#)  
Return to Sourcing Home Page

**Click on Monitor Auction to check rank**

The Monitor Auction screen summarizes the bids you have placed so far and constantly updates to show your rank against other suppliers. Remain on this screen between bids to monitor the progress of the auction

**Set your screen time to refresh**

**AutoRefresh Interval** 30 seconds **Create Bid**

**View the bid ranking as and when the screen gets refreshed**

**Rank** 1

**Click Create bid to submit your next bid and continue the same procedure**

# How to use Online Discussion tool

**Action → select online discussion → Click on Go**

**Click on New Message**

**Type in the message and click on Send**

The screenshots show the following steps:

- Step 1:** In the 'Auction: 4101872' page, the 'Action' menu is open, and 'Online Discussions' is selected. A yellow callout box points to this menu item.
- Step 2:** In the 'Online Discussions (Auction 4101872)' page, the 'New Message' button is highlighted with a red box. A yellow callout box points to this button.
- Step 3:** In the 'Create New Message (Auction 4101872)' page, the message body is filled with text: 'Hello, Please mentioned your query....'. The 'Send' button is highlighted with a red box. A yellow callout box points to the message body and the 'Send' button.



*Wish you  
Good luck!*

