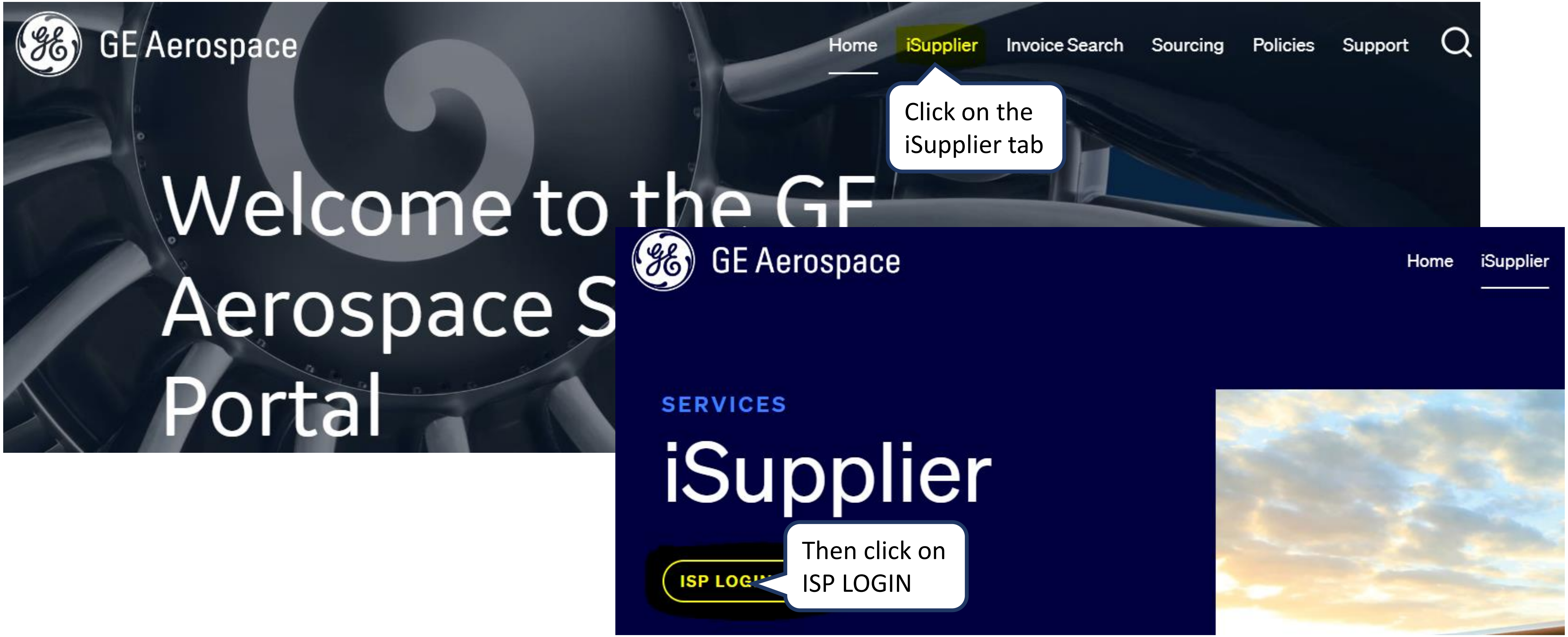
GE Aerospace

iSupplier Portal Training –ISP

How to Submit a Standard Invoice

Log in ISP

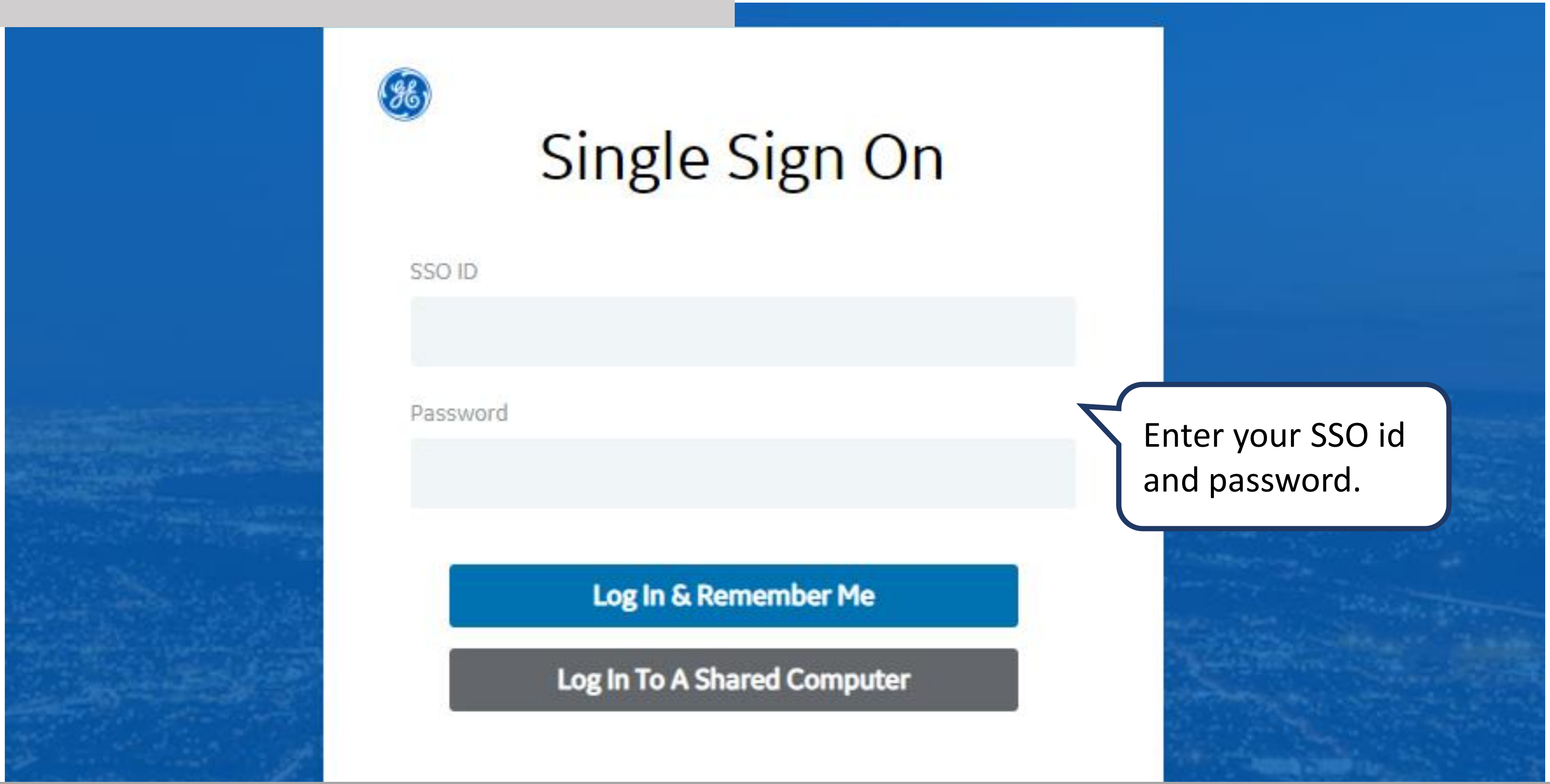
Go to https://supplier.geaerospace.com/


GE Aerospace
Home
iSupplier
Invoice Search
Sourcing
Policies
Support
Welcome to the GE
Aerospace S
Portal
GE Aerospace
Home
iSupplier
SERVICES
iSupplier
ISP LOG

Click on the iSupplier tab

Then click on ISP LOGIN

Log in iSupplier Portal



Single Sign On
SSO ID
Password
Log In & Remember Me
Log In To A Shared Computer

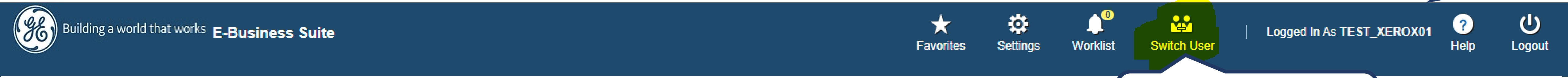
Enter your SSO id and password.

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.

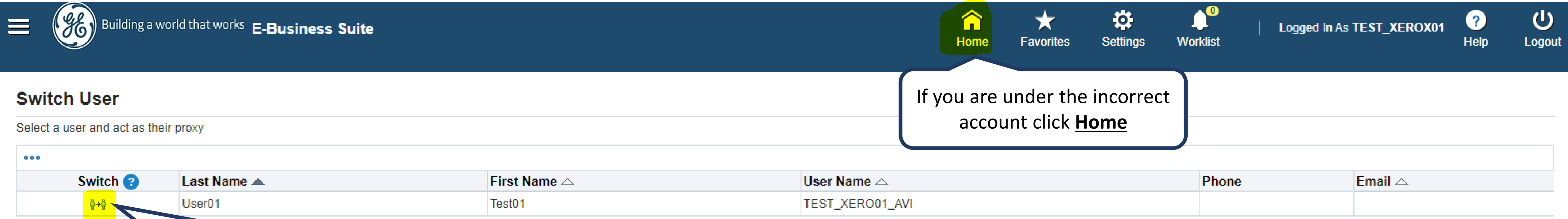
ISP Switch User

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


Building a world that works
E-Business Suite
Favorites
Settings
Worklist
0
Switch User
Logged In As TEST_XEROX01
Help
Logout

If you are under the incorrect username, please click Switch User


Building a world that works
E-Business Suite
Home
Favorites
Settings
Worklist
0
Logged In As TEST_XEROX01
Help
Logout

If you are under the incorrect account click **Home**

Switch User

Select a user and act as their proxy

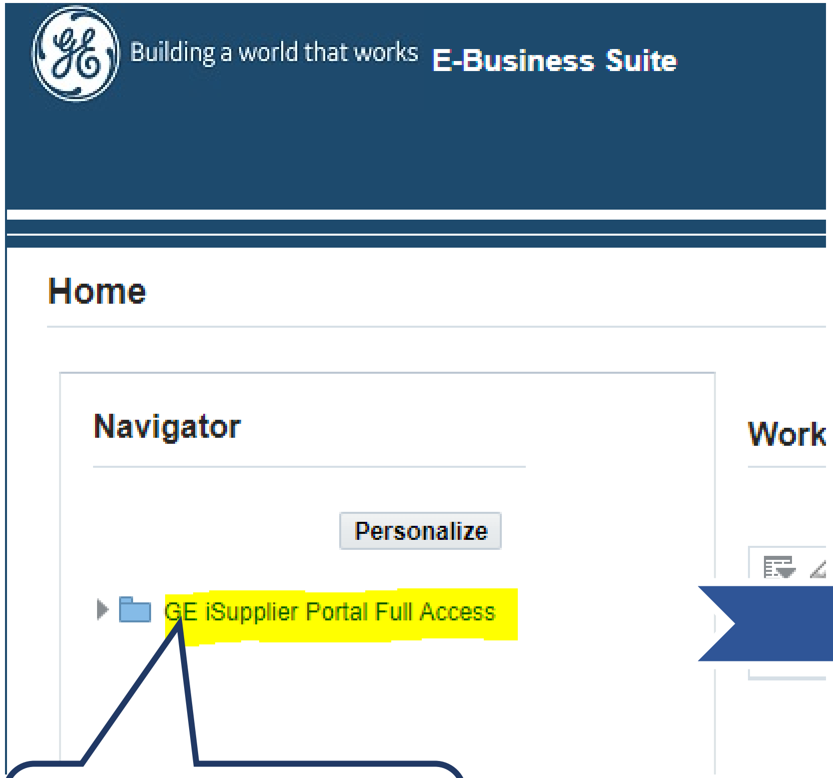
Switch	Last Name	First Name	User Name	Phone	Email
⇆	User01	Test01	TEST_XERO01_AVI		

For Aerospace users please select the Account ending in _AVI

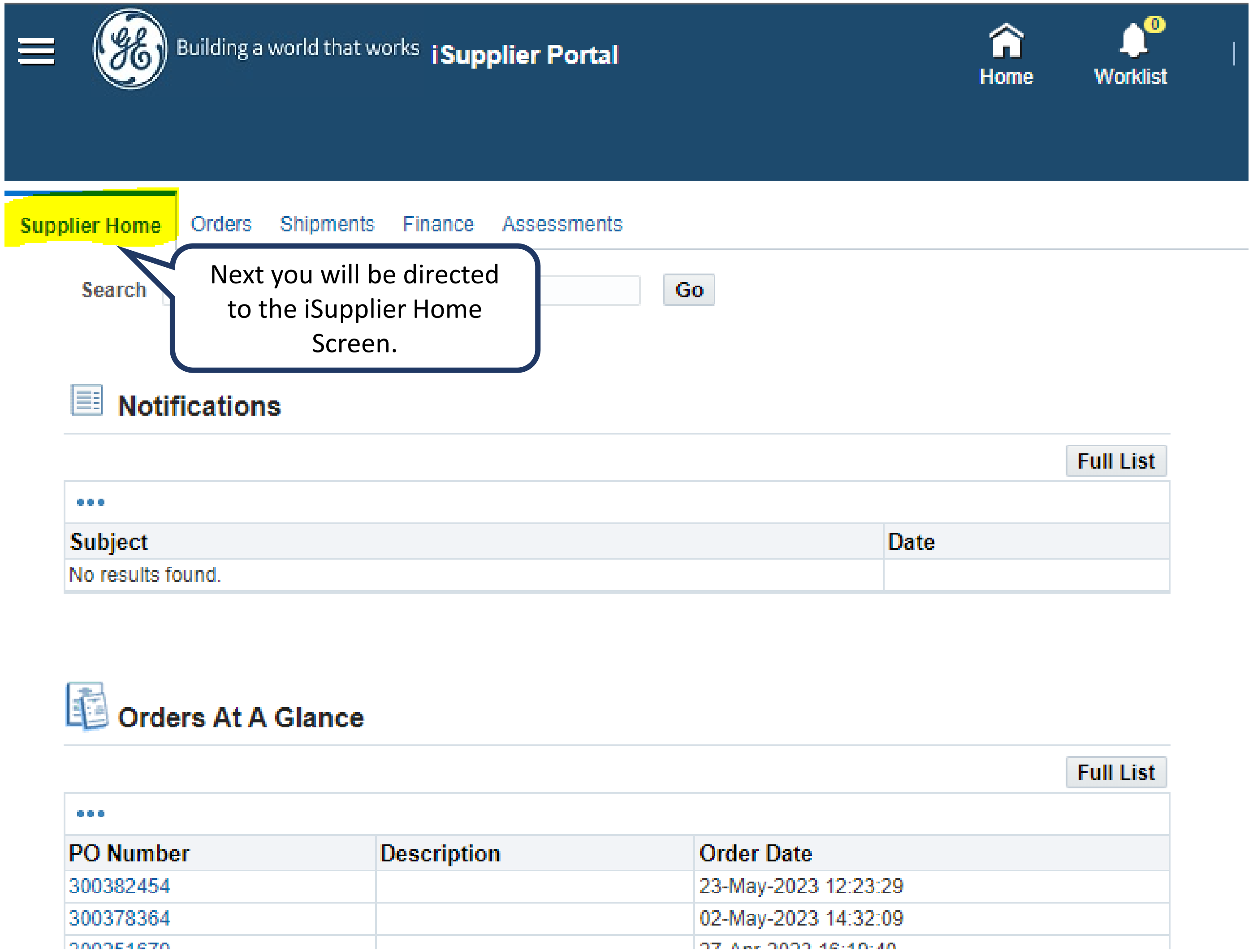
Select the proxy user and click the icon

For GE Aerospace users please select account ending in _AVI

Go to ISP Home Screen


Building a world that works
E-Business Suite
Home
Navigator
Personalize
GE iSupplier Portal Full Access
Work

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


Building a world that works
iSupplier Portal
Home
Worklist
0
Supplier Home
Orders
Shipments
Finance
Assessments
Search
Go
Full List
Full List

Notifications

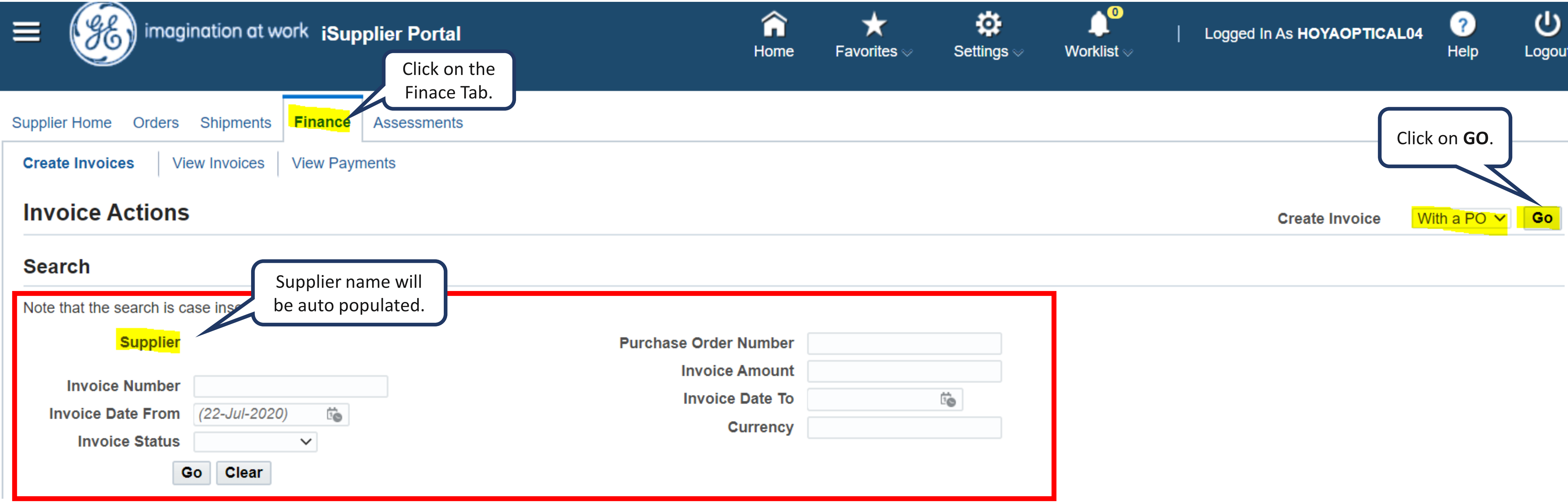
Subject	Date
No results found.	

Orders At A Glance

PO Number	Description	Order Date
300382454		23-May-2023 12:23:29
300378364		02-May-2023 14:32:09

Next you will be directed to the iSupplier Home Screen.

How to create a Standard Invoice?


imagination at work
iSupplier Portal
Home
Favorites
Settings
Worklist
0
Logged In As HOYAOPTICAL04
Help
Logou
Supplier Home
Orders
Shipments
Finance
Assessments
Create Invoices
View Invoices
View Payments

Click on the Finace Tab.

Click on **GO**.

Invoice Actions

Create Invoice: With a PO — Go

Search

Note that the search is case ins

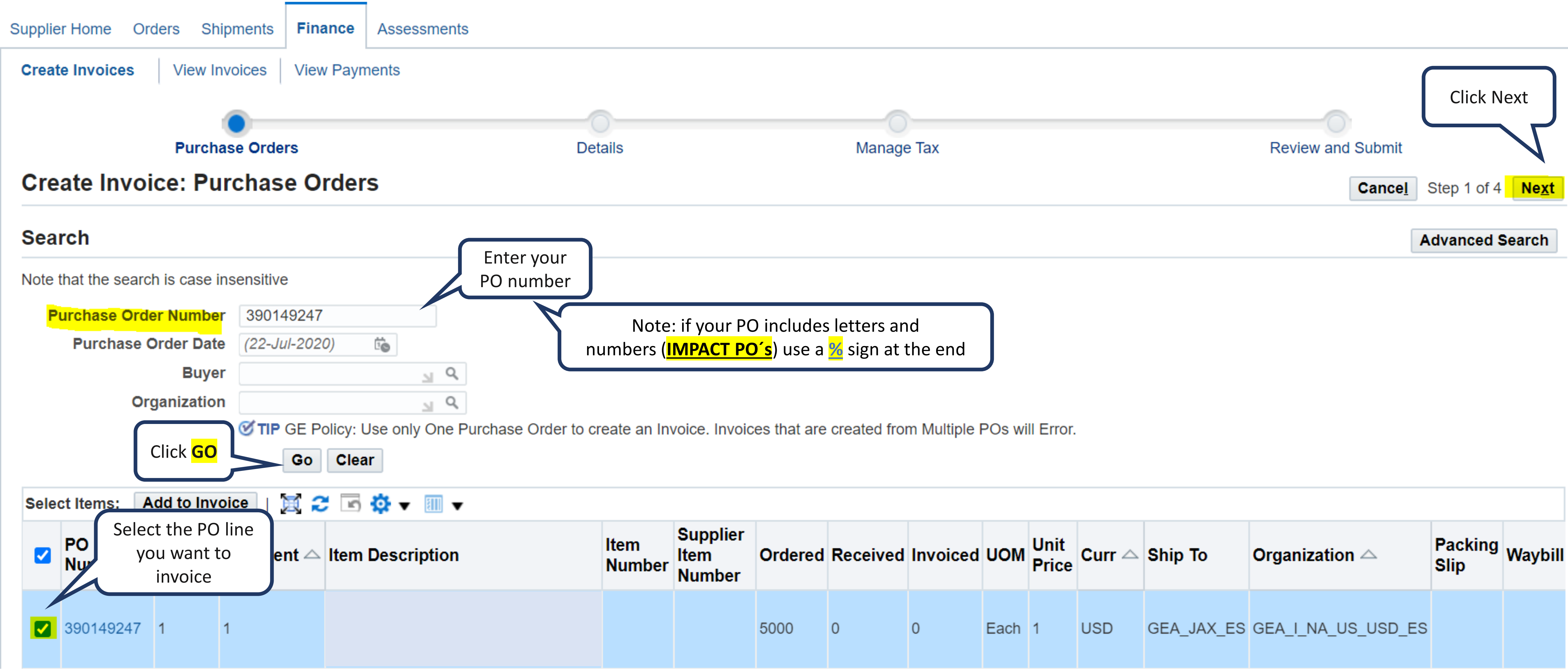
Supplier name will be auto populated.

Supplier		Purchase Order Number	
Invoice Number		Invoice Amount	
Invoice Date From	(22-Jul-2020)	Invoice Date To	
Invoice Status		Currency	

Go Clear

****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

Create Invoice: Purchase Orders

Cancel
Step 1 of 4
Next

Search

Advanced Search

Note that the search is case insensitive

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.

Go
Clear
Select Items: Add to Invoice

☑	PO Nu		ent	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☑	390149247	1	1				5000	0	0	Each	1	USD	GEA_JAX_ES	GEA_I_NA_US_USD_ES		

Click Next

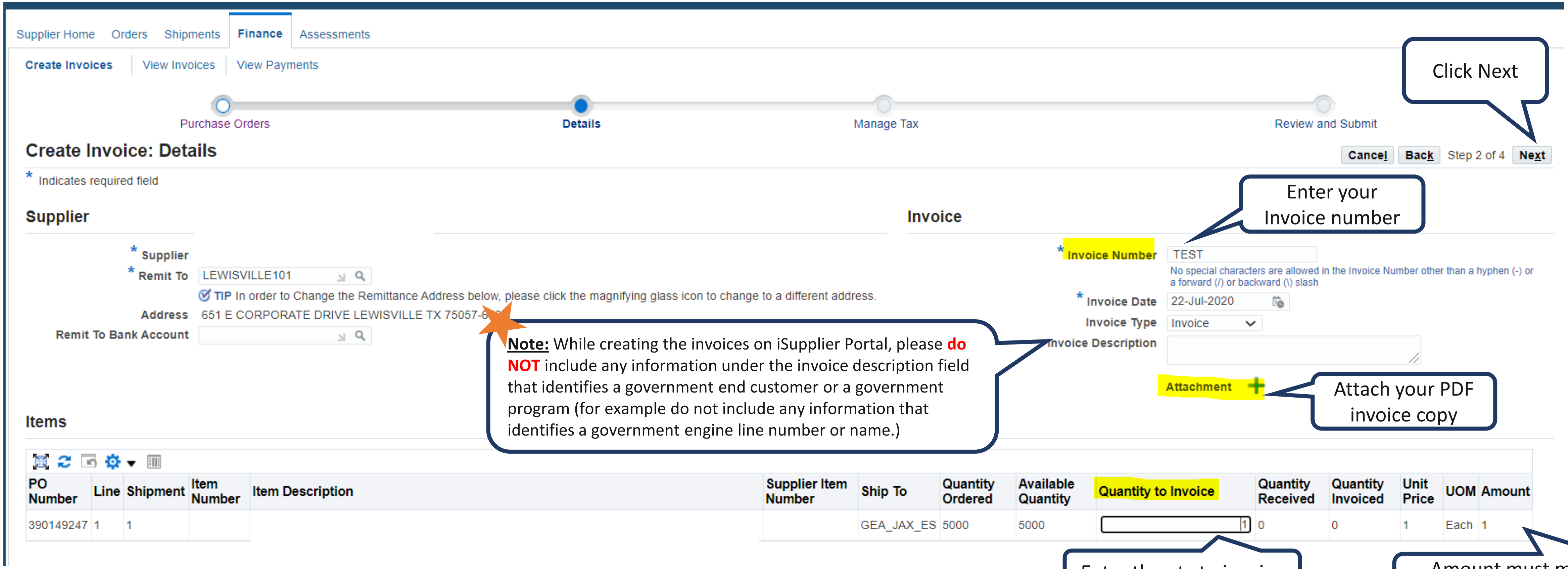
Enter your PO number

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

Click **GO**

Select the PO line you want to invoice

Creating the Invoice


Supplier Home
Orders
Shipments
Finance
Assessments
Create Invoices
View Invoices
View Payments
Purchase Orders
Details
Manage Tax
Review and Submit
Cancel
Back
Step 2 of 4
Next

Create Invoice: Details

* Indicates required field

Supplier

* 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

* 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

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	1	0	0	1	Each	1

Click Next

Enter your Invoice number

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.)

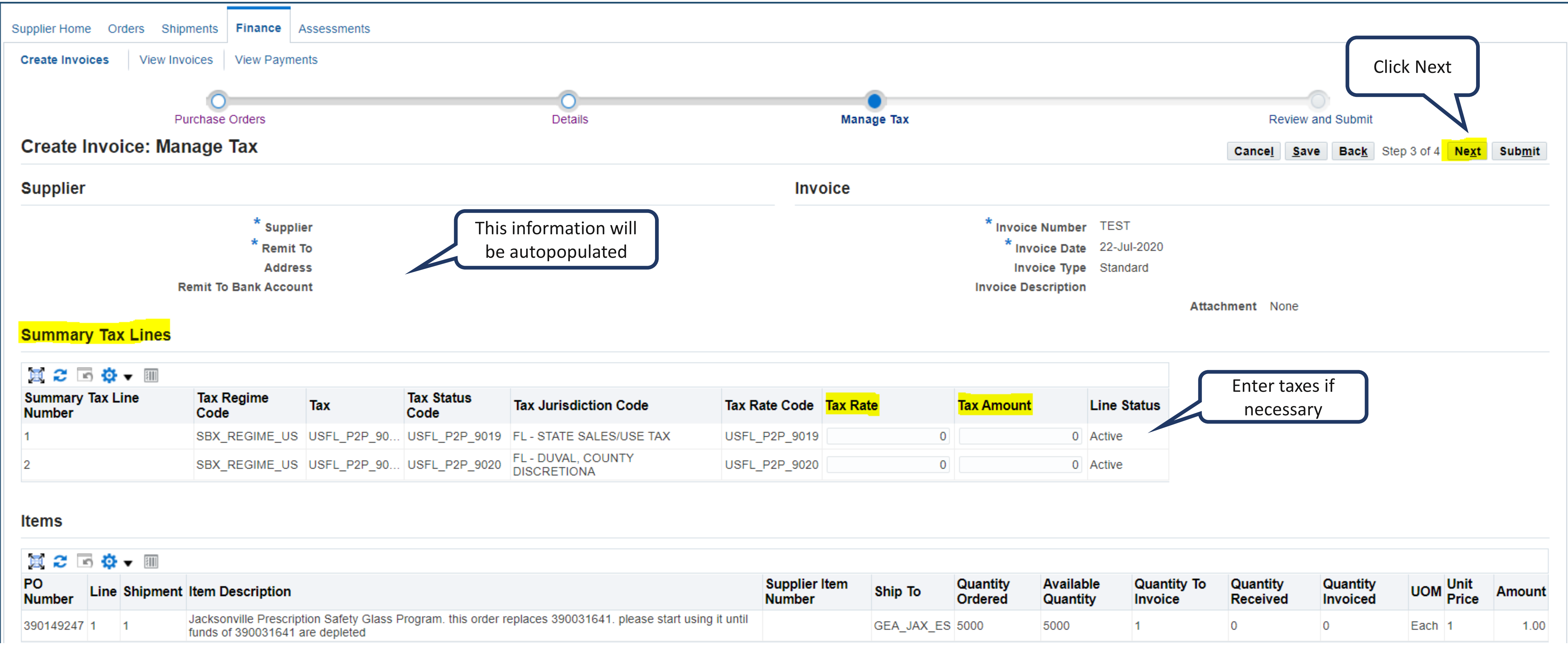
Attach your PDF invoice copy

Enter the qty to invoice

Amount must match your invoice amount

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
Cancel
Save
Back
Step 3 of 4
Next
Submit

Click Next

Create Invoice: Manage Tax

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

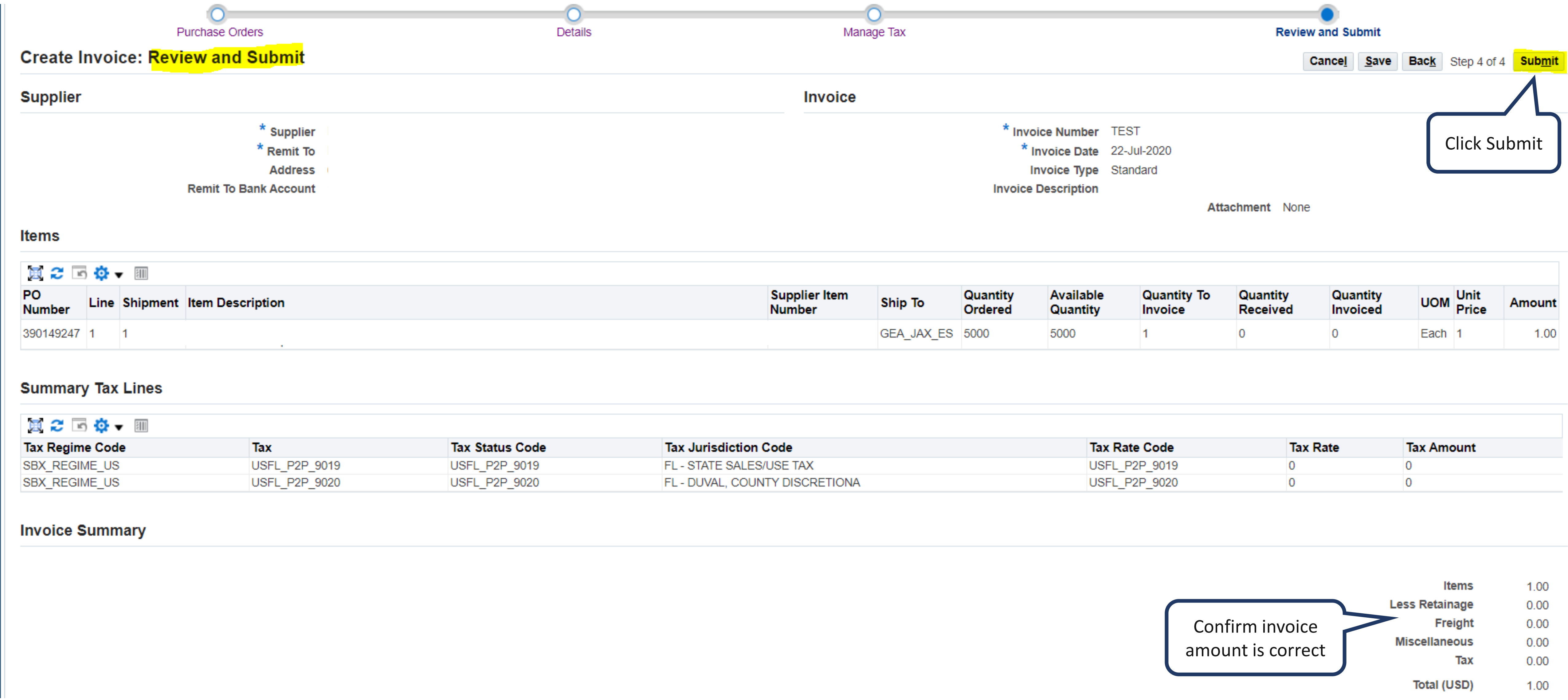
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9019	FL - STATE SALES/USE TAX	USFL_P2P_9019	0	0	Active
2	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9020	FL - DUVAL, COUNTY DISCRETIONA	USFL_P2P_9020	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

Review and Submit



Click Submit

Create Invoice: Review and 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

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

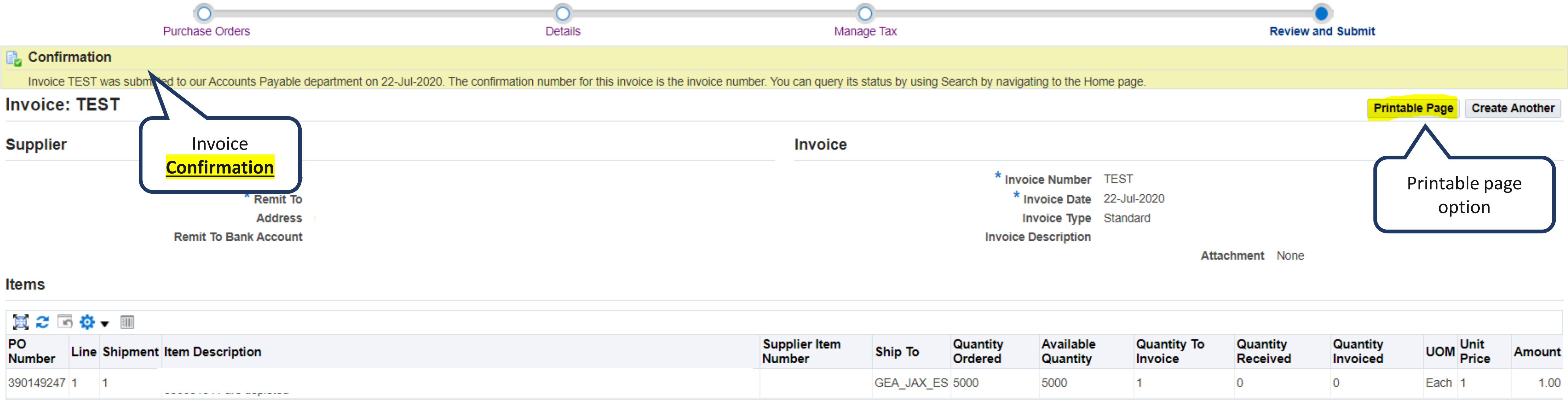
Invoice Summary

Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	1.00

Confirm invoice amount is correct

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

Invoice Confirmation

Printable page option

Supplier

* Remit To Address

Remit To Bank Account

Invoice

* Invoice Number TEST

* Invoice Date 22-Jul-2020

Invoice Type Standard

Invoice Description

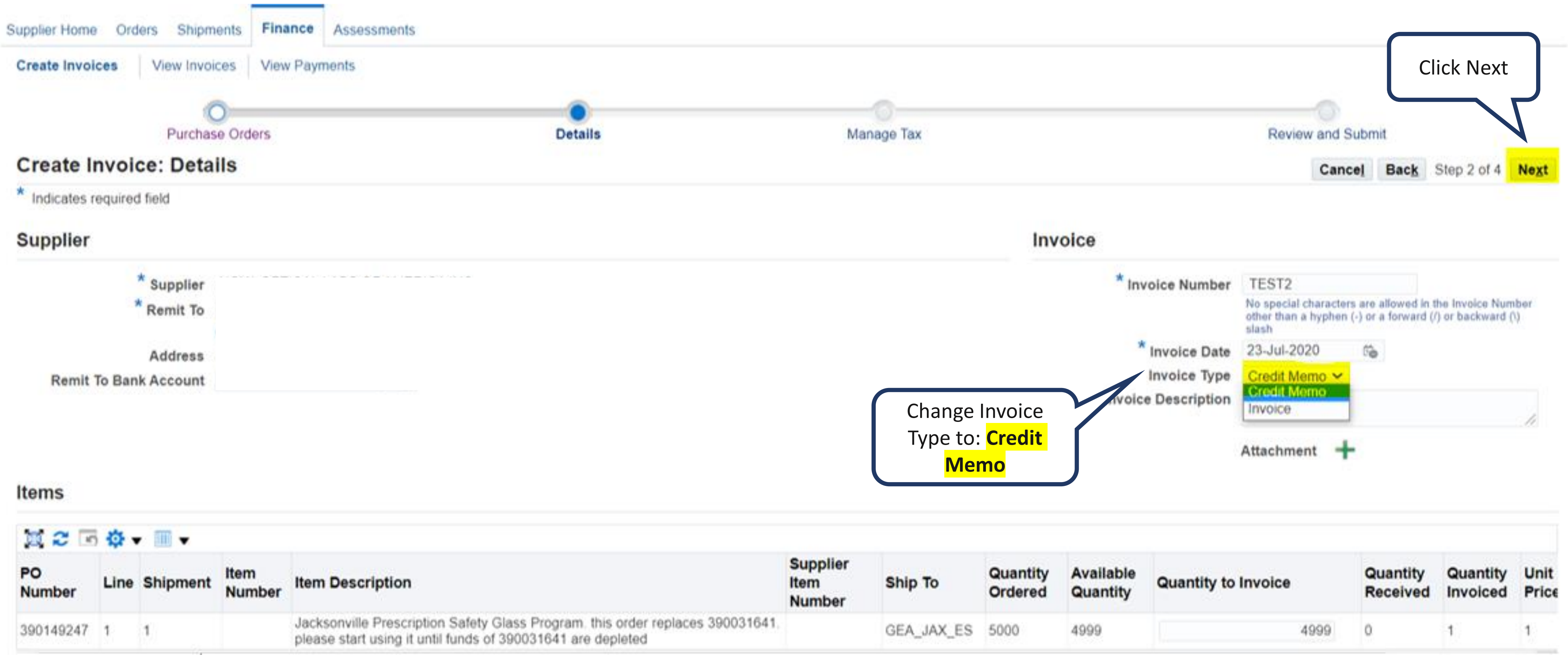
Attachment None

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	[redacted]		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
Cancel
Back
Step 2 of 4
Next

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
Invoice Description
Attachment

Credit Memo
Invoice

Change Invoice Type to: **Credit Memo**

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).

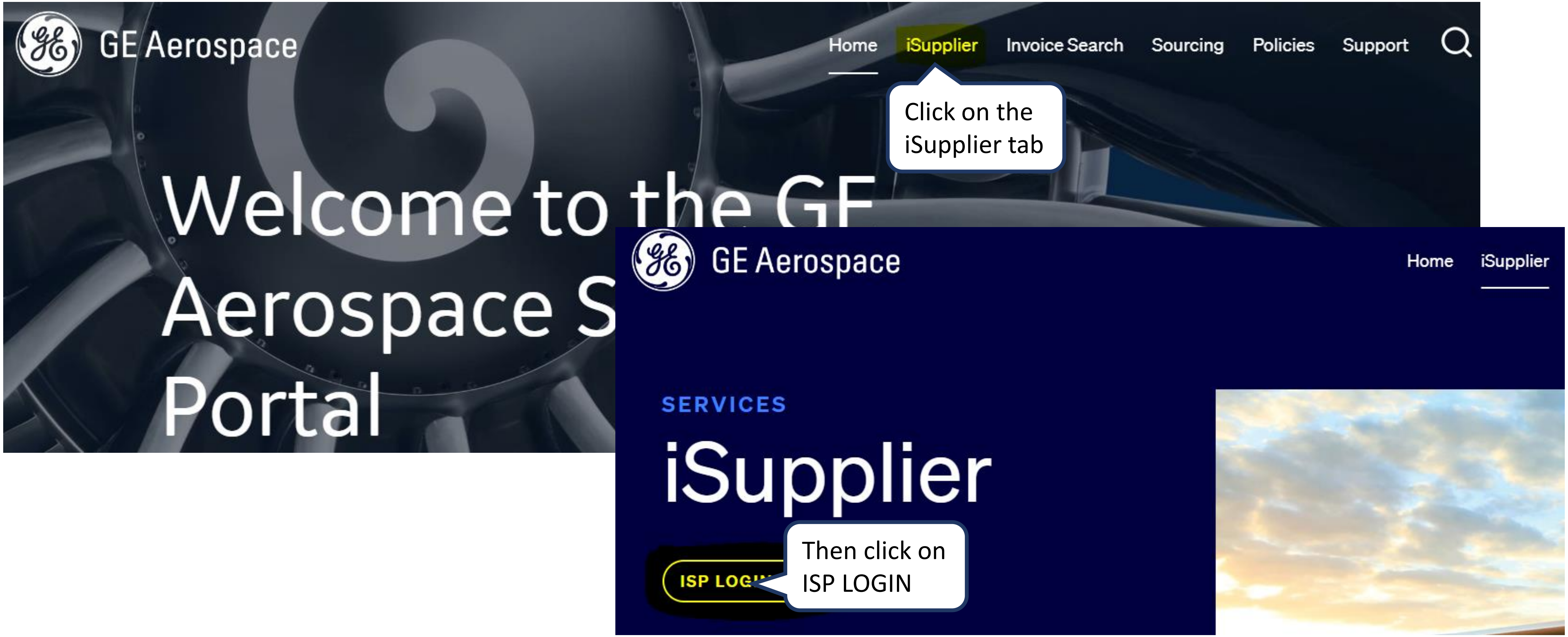
We will be glad to help you!

GE Aerospace

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

Log in ISP

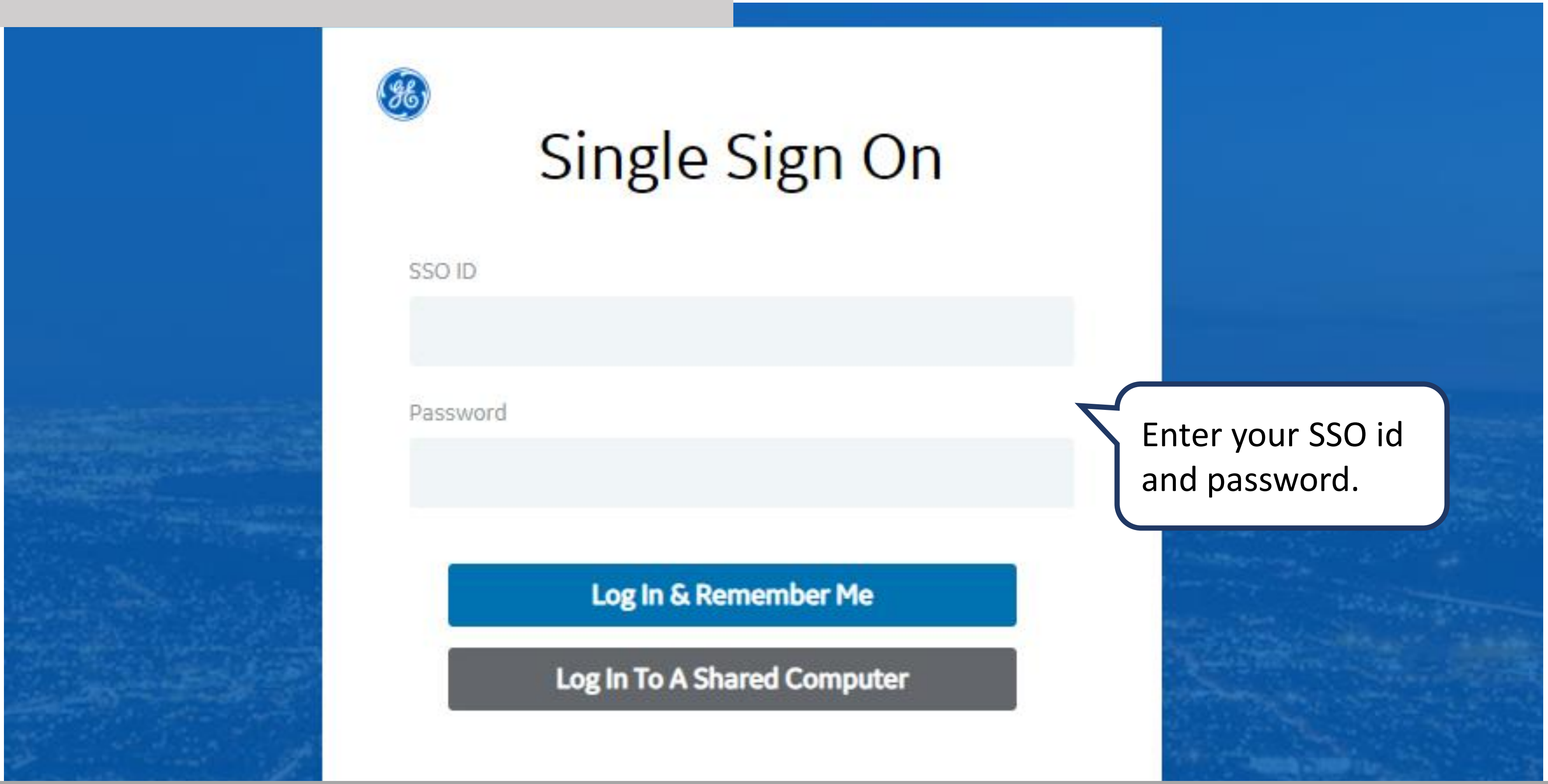
Go to https://supplier.geaerospace.com/


GE Aerospace
Home
iSupplier
Invoice Search
Sourcing
Policies
Support
Welcome to the GE Aerospace S
Portal
GE Aerospace
Home
iSupplier
SERVICES
iSupplier
ISP LOG

Click on the iSupplier tab

Then click on ISP LOGIN

Log in iSupplier Portal



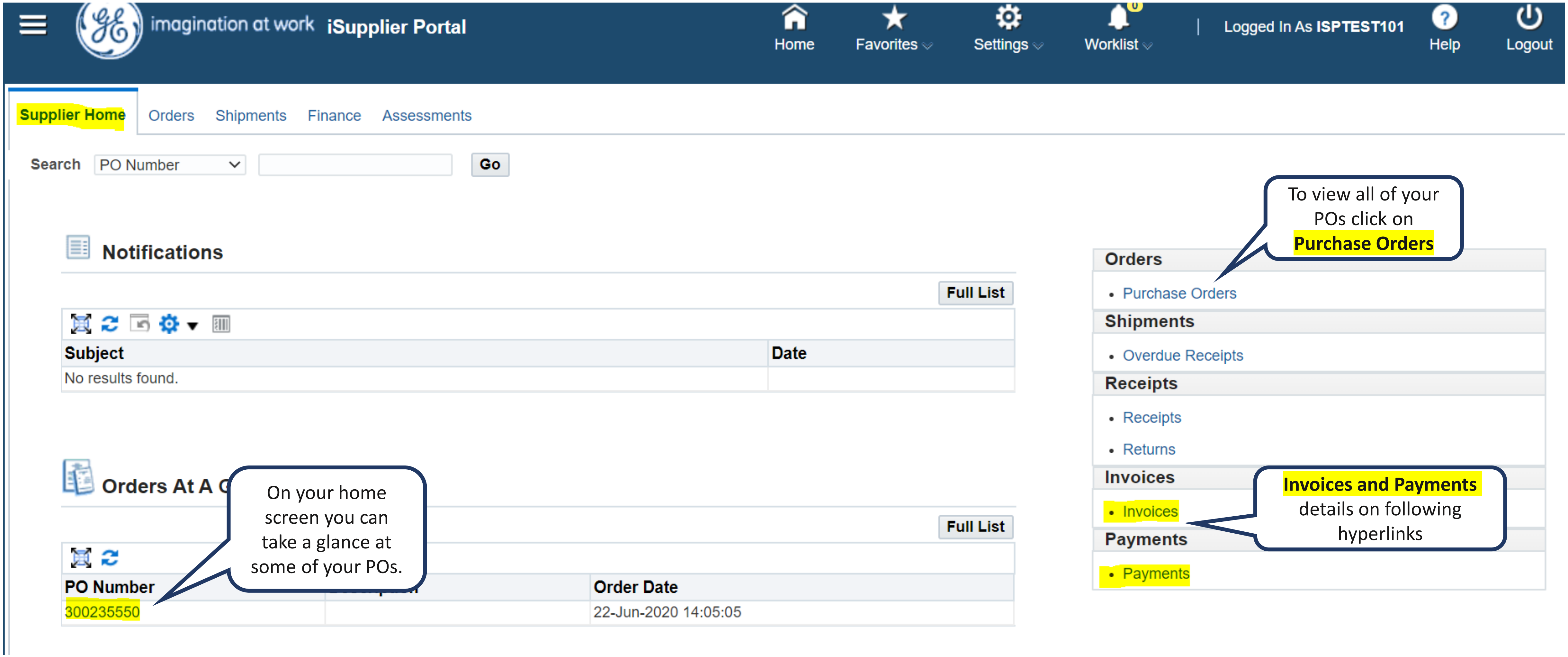
Single Sign On

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
PO Number
Go
Notifications
Full List
Orders At A G
Full List
Orders
Purchase Orders
Shipments
Overdue Receipts
Receipts
Receipts
Returns
Invoices
Invoices
Payments
Payments

Subject	Date
No results found.	

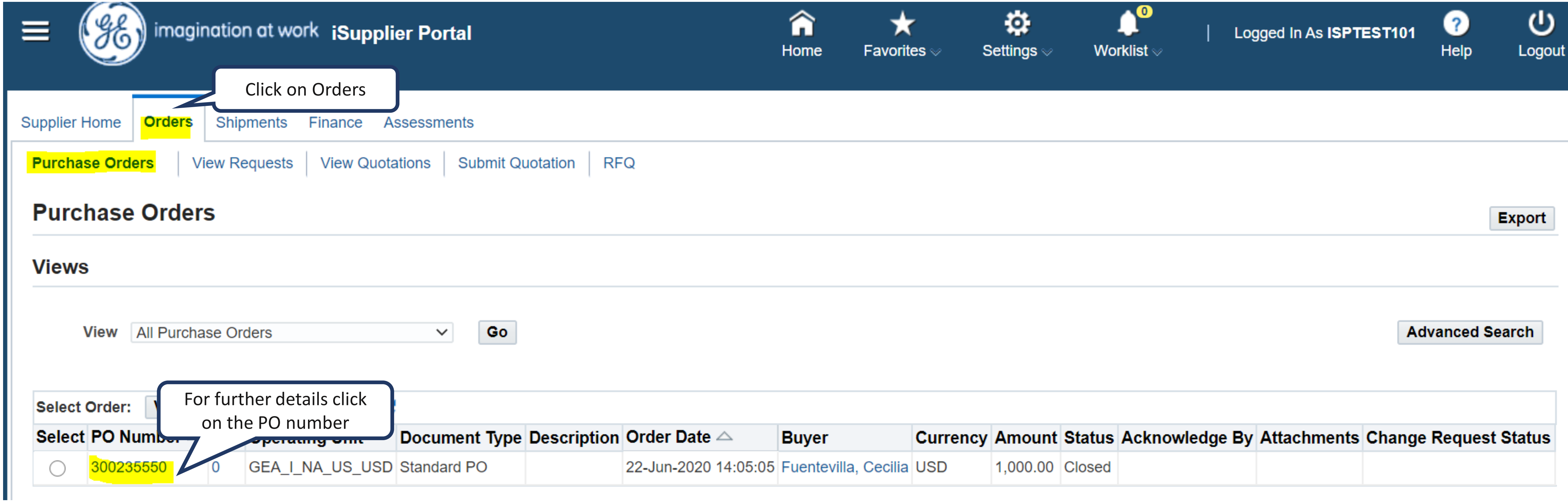
PO Number	Description	Order Date
300235550		22-Jun-2020 14:05:05

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

Click on Orders

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

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

Purchase Orders

Export

Views

View: All Purchase Orders | Go

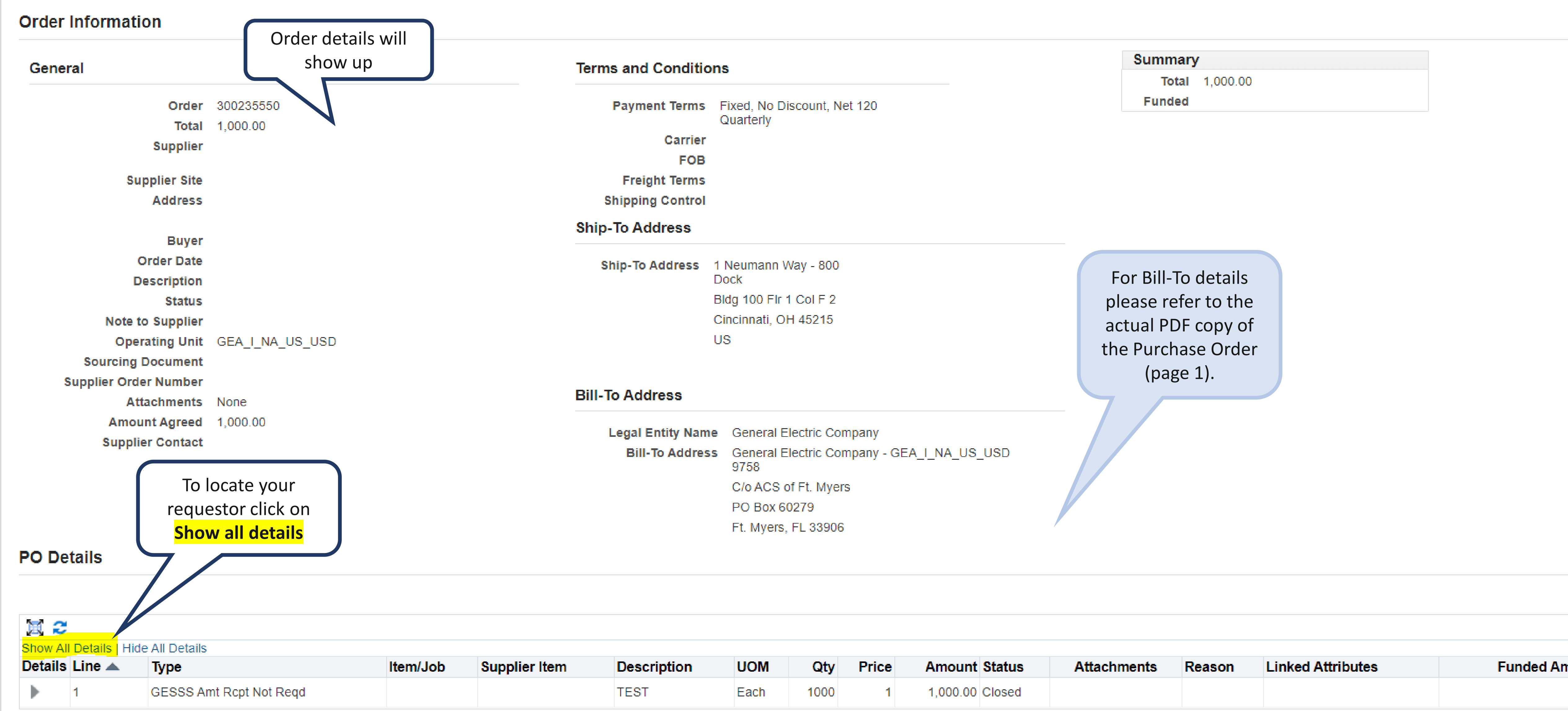
Advanced Search

Select Order:

For further details click on the PO number

Select	PO Numb		Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments	Change Request Status
○	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

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

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				

Order details will show up

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**

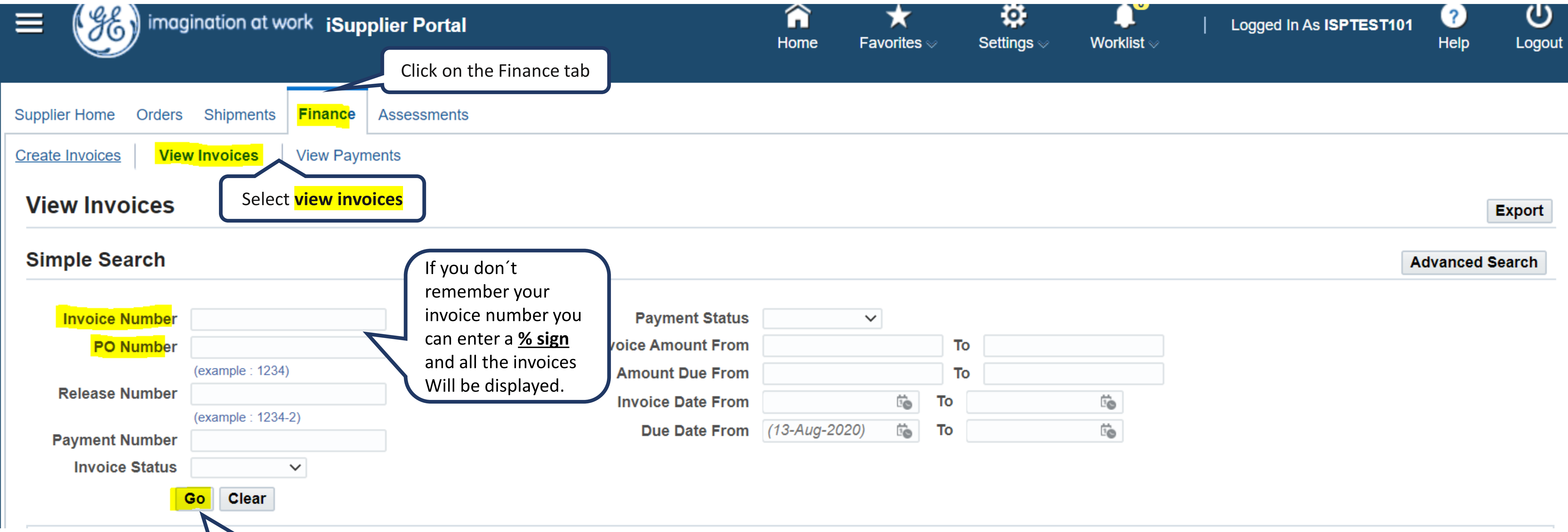
What is ERS?

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


imagination at work
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Logged In As ISPTEST101
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Logout
Supplier Home
Orders
Shipments
Finance
Assessments
Create Invoices
View Invoices
View Payments
View Invoices
Export
Simple Search
Advanced Search
Invoice Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status
Go
Clear
Payment Status
voice Amount From
To
Amount Due From
To
Invoice Date From
To
Due Date From
(13-Aug-2020)
To

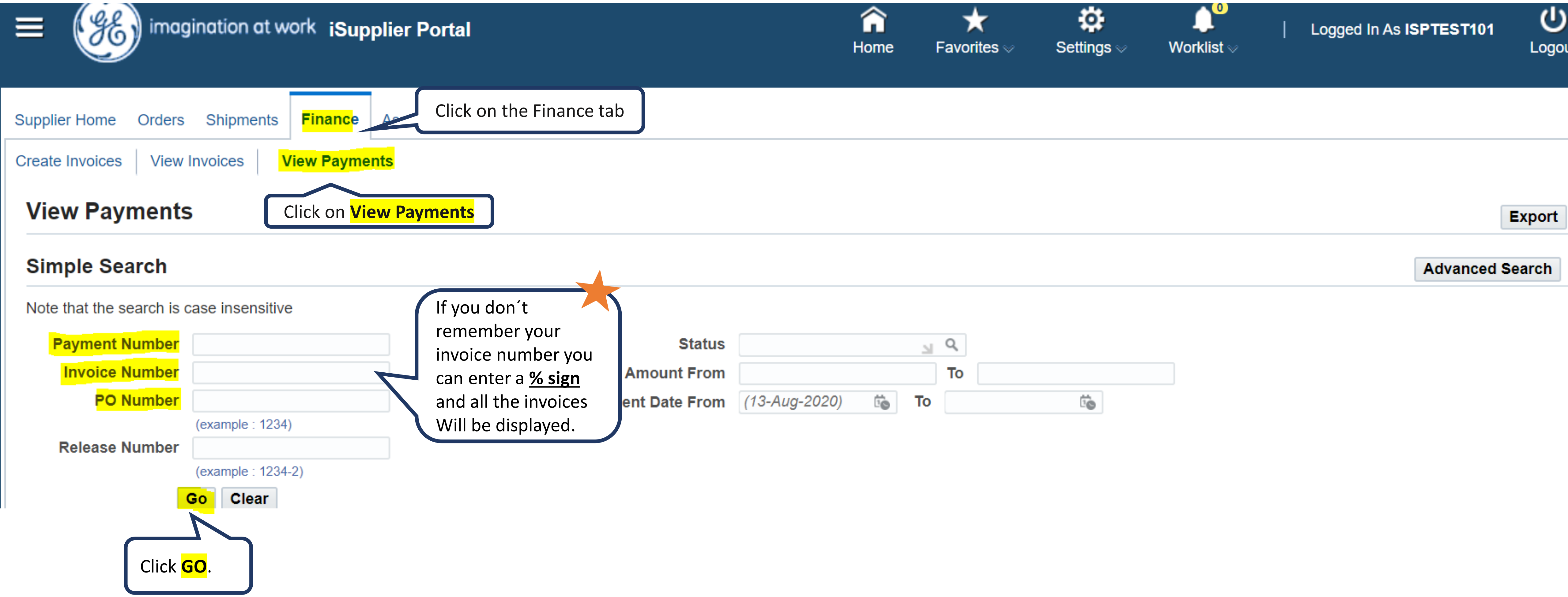
Click on the Finance tab

Select **view invoices**

If you don´t remember your invoice number you can enter a **% sign** and all the invoices Will be displayed.

Click **GO**.

How to search for Payments



imagination at work
iSupplier Portal
Home
Favorites
Settings
Worklist
0
Logged In As ISPTEST101
Logou
Supplier Home
Orders
Shipments
Finance
As
Create Invoices
View Invoices
View Payments
Export
Advanced Search
Go
Clear

Click on the Finance tab

Click on **View Payments**

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

(example : 1234)

Release Number

(example : 1234-2)

Status

Amount From **To**

ent Date From (13-Aug-2020) **To**

If you don´t remember your invoice number you can enter a **% sign** and all the invoices Will be displayed.

Click **GO**.

ACCOUNTS PAYABLE CUSTOMER CARE

Contact us

+1 833-798-9277

Working hours

9:00am to 5:00pm EST

DO'S

- Invoices on hold
- Remittance details
- How to submit invoices
- Payment status
- Invoice rejections/cancellations
- Statement reconciliation
- Any other AP queries

DON'TS

- PO / Req creation
- Supplier set up
- Receipts creation

GE Aerospace

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