



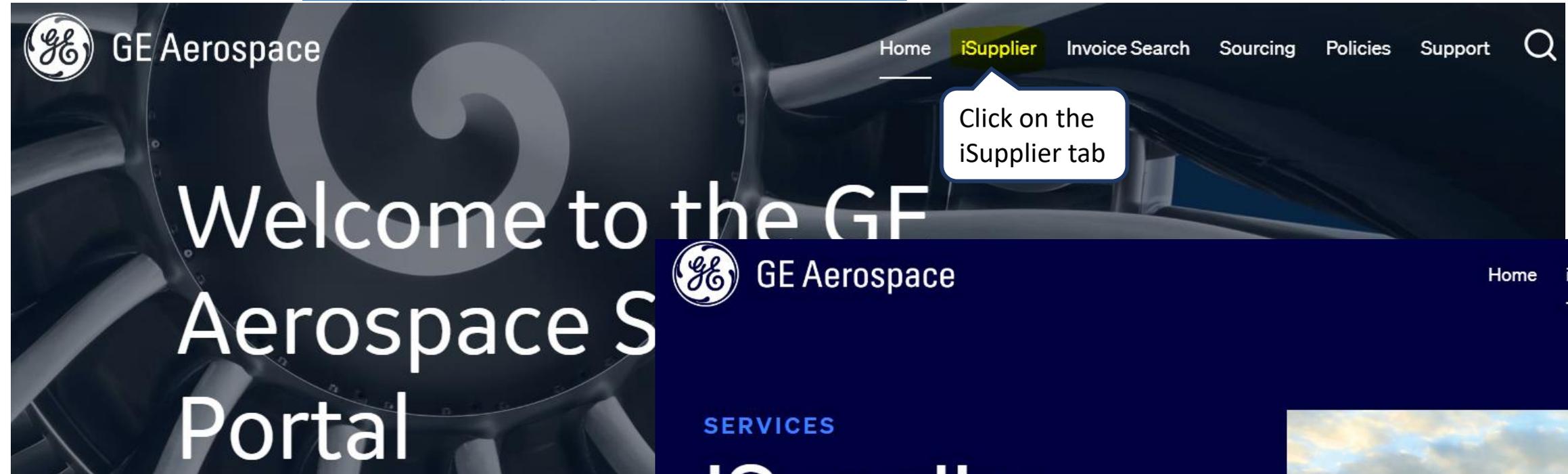
GE Aerospace

iSupplier Portal – Switch Users

How to switch users on the iSupplier Portal

Log in ISP

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



Log in iSupplier Portal

GE

Single Sign On

SSO ID

Password

Log In & Remember Me

Log In To A Shared Computer

Enter your SSO id and password.

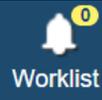
REMEMBER: If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to support@gesupplier.com and provide your PO number.

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 navigation icons: Home (a house icon), Favorites (a star icon), Settings (a gear icon), Worklist (a bell icon with a notification badge), 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 secondary navigation bar with tabs for "Supplier Home", "Orders", "Shipments", "Finance", and "Assessments". A search bar is located below the tabs, with a dropdown menu set to "PO Number" and a "Go" button. A callout box with a white background and a dark blue border points to the Home icon in the navigation bar, containing the text "Click on the [Home Icon](#)". The main content area is divided into several sections: "Notifications" (with a "Full List" button), "Orders At A Glance" (with a document icon), and a right-hand sidebar with sections for "Orders" (containing "Purchase Orders"), "Shipments" (containing "Overdue Receipts"), "Receipts" (containing "Receipts" and "Returns"), and "Invoices".

How to Switch Users



Home

Click on the [Switch User](#) icon

Navigator

Personalize

- GE iSupplier Portal Full Access
 - Home Page

Worklist

Full List

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

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

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

Notifications

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

The screenshot shows the top navigation bar of the iSupplier Portal. On the left is the GE logo and the text "Building a world that works iSupplier Portal". On the right, there are icons for Home, Worklist, Help, and Logout. The user is logged in as "TEST_XEROX01". Below the navigation bar is a horizontal menu with "Supplier Home" selected, followed by "Orders", "Shipments", "Finance", and "Assessments". A callout box points to the Home icon with the text "Click Home".

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

Click Home

The screenshot shows the top navigation bar of the E-Business Suite. On the left is the GE logo and the text "Building a world that works E-Business Suite". On the right, there are icons for Worklist, Return to Self, Help, and Logout. The user is logged in as "TEST_XEROX01". Below the navigation bar is a horizontal menu with "Home" selected. A callout box points to the Return to Self icon with the text "And then Return to Self".

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

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

Proxy For TEST_XERO01_AVI

Home

And then Return to Self

ACCOUNTS PAYABLE CUSTOMER CARE



Contact us

+1 833-798-9277

Working hours

9:00am to 5:00pm EST



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



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



GE Aerospace

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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