



# iSupplier Portal – Switch Users

December 28, 2023

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## *GE Aerospace*



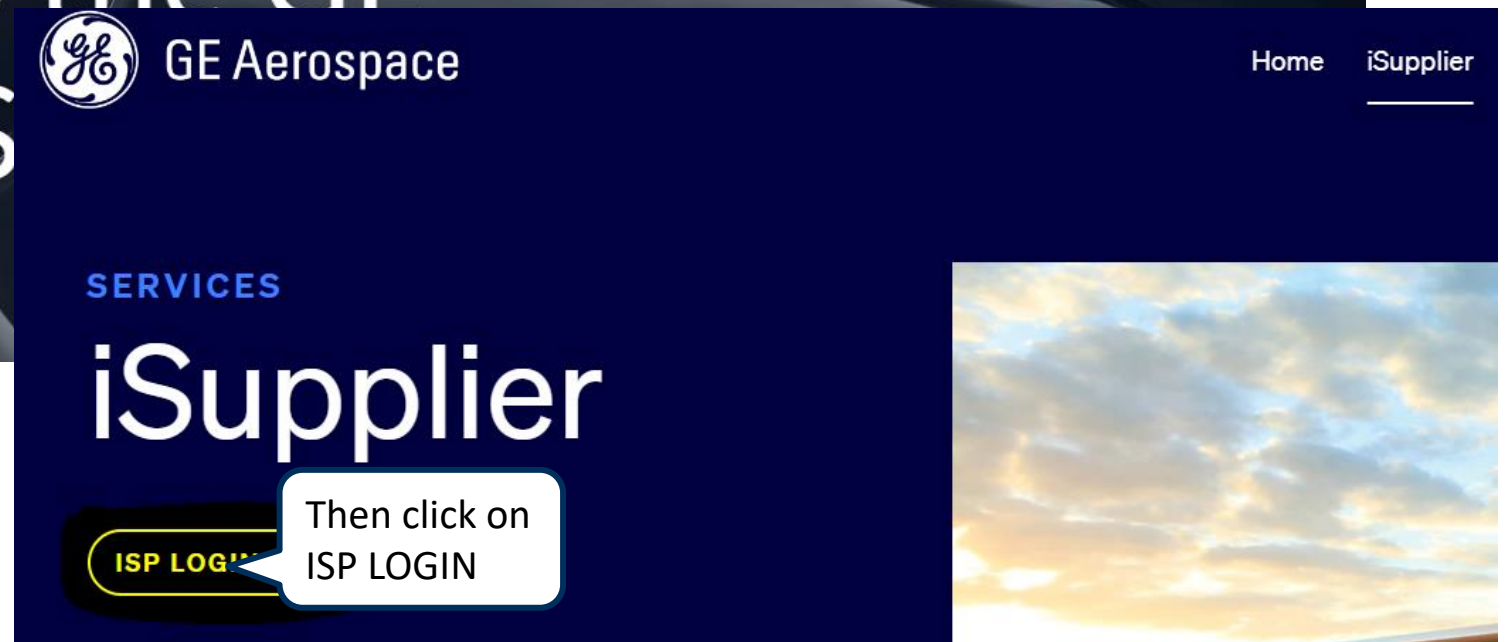
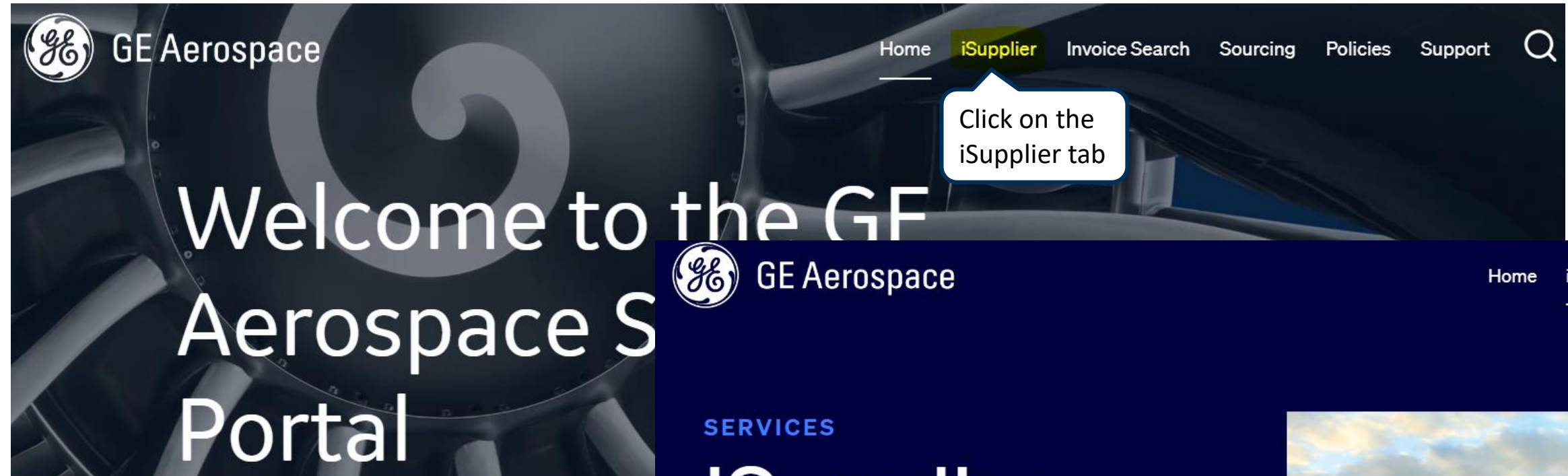
# How to switch users on the iSupplier Portal

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# Log in ISP

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



# Log in iSupplier Portal

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](mailto: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 with the GE logo and the text "Building a world that works iSupplier Portal". On the right side of this bar, there are several icons: a home icon (highlighted with a yellow circle and a callout box), a star icon for "Favorites", a gear icon for "Settings", a bell icon for "Worklist", and a power icon for "Logout". The text "Logged In As TEST\_XEROX01" is displayed next to the "Help" icon. Below the navigation bar, there is a breadcrumb trail: "Supplier Home" > "Orders" > "Shipments" > "Finance" > "Assessments". A search bar is located below the breadcrumb trail, with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" (with a "Full List" button), "Orders At A Glance", and a right-hand sidebar with sections for "Orders", "Shipments", "Receipts", and "Invoices". A callout box with a blue border and a white background points to the home icon, containing the text "Click on the [Home Icon](#)".



# How to Switch Users



## 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

GE 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

Supplier Home Orders Shipments Finance Assessments

Click **Home**

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

Worklist Return to Self | Logged In As **TEST\_XEROX01** Help Logout

Proxy For TEST\_XEROX01\_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



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# Questions?

ISP account/registration or invoicing process send email to:  
[support@gesupplier.com](mailto: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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