

GEtServices

Services Training For Suppliers

Direct Orders



imagination at work

Overall GEtServices Process

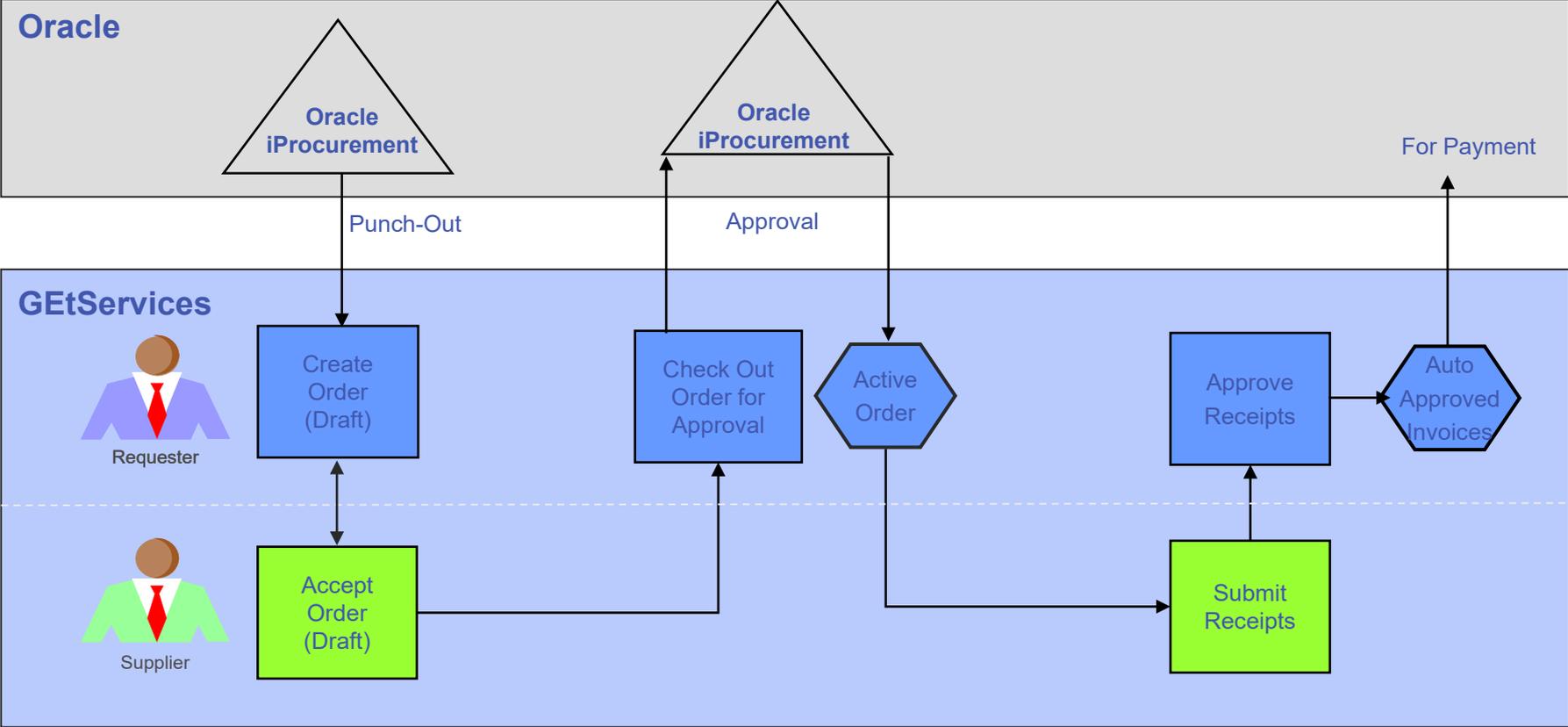


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2. Review and Accept Draft Order
3. Submit Receipts
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5. Add Supplier User (Admin Only)
6. Modify Supplier User (Admin Only)
7. Consolidate Email Notifications

Login to GEtServices



[SSO LOGIN](#) |

[GE SINGLE SIGN ON LINKS](#) | [MODIFY ACCOUNT](#) | [PASSWORD RESET](#) | [SSO REGISTRATION](#) | [SSO FAQs](#) |

Enter your User ID and Password below to Login to SSO

Learn More »

It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how GE Single Sign On can simplify your accounts now.

Sign Up »

If you don't have a GE Single Sign On User ID and Password yet, sign up now!

SSO User ID

SSO Password

Remember my SSO User ID

Forgotten your SSO Password?
[Click here to reset it.](#)

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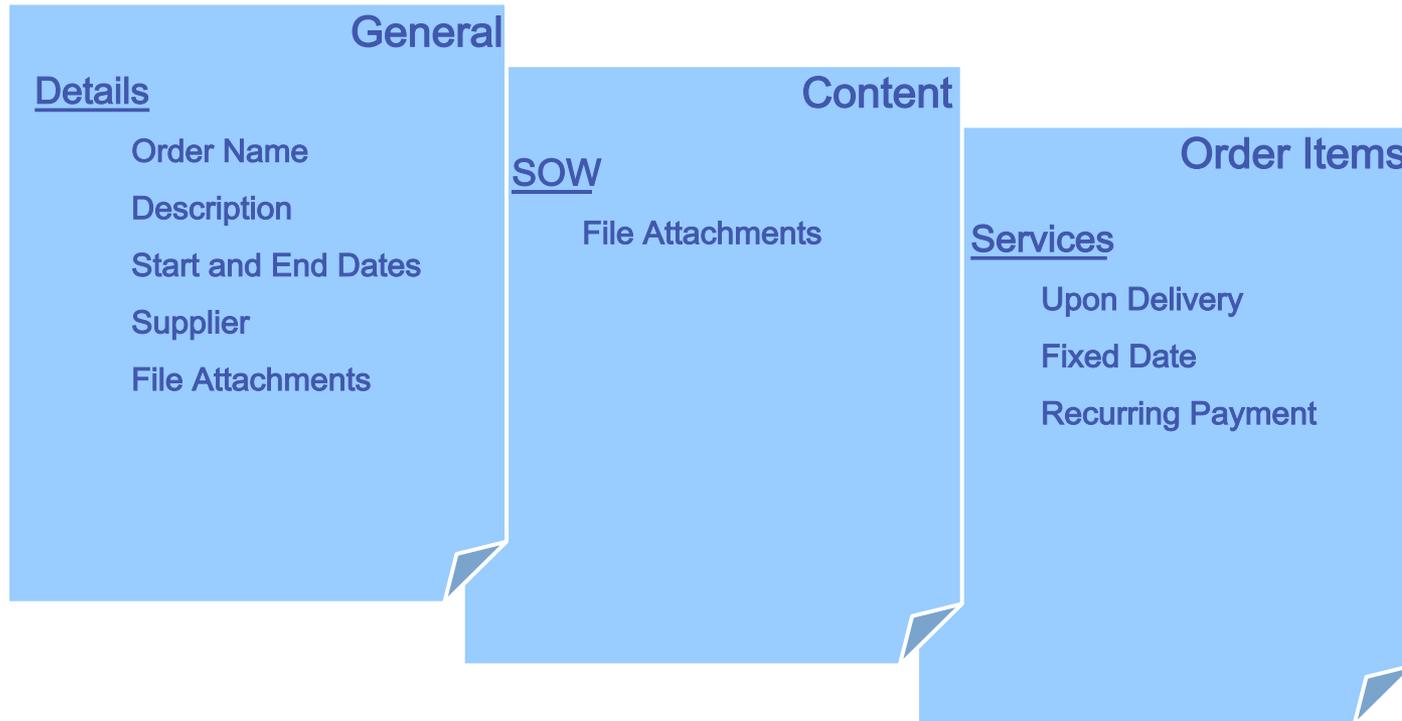
<http://getservices.gesupplier.com>

Supplier Services Tasks: Step 1



What is a Direct Order?

A Direct Order is sent by a GE user to a single supplier for their review and acceptance.



Adding Consultants

* A consultant needs to be added to the order if he/she has been issued a SSO ID and GE badge

* If a supplier does not need to add a consultant, please proceed to slide 16

Adding Consultants

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices

Help Log Out

Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

Message Center [manage]

Review message alerts

- ! Woods, Debora has submitted the Draft Order Marketing Campaign and 01 Oct 2004 Services, 7643 for your review.
- ! You have received a new Request 2135, Electrical Upgrade and Services 01 Oct 2004 for review
- ! Import file ReceiptsImportSample.csv with Id 1277 contains invalid data 01 Oct 2004
- ! Import file ReceiptsImportSample.csv with Id 1276 contains invalid data 01 Oct 2004
- ! Request 2105, 19 issue was closed 01 Oct 2004

Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

Access "Submitted Draft Order" from Message Center or select "Order" from top menu and then "Order Name"

Adding Consultants

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

Forward Order Accept Draft Order

Order ID: 7643	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 20,000.00 USD

Details ▾

- Statement of Work
- Order Items**
- Accounting

Click "Order Items"

Order ID:	7643	Owner:	Woods, Debora
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD

Adding Consultants

Services Procurement and Management Clance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

[Forward Order](#) [Accept Draft Order](#)

Order ID: 7643	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 20,000.00 USD

Click "Contingent Staff"

Details

Statement of Work

Order Items ▶

Accounting

Contingent Staff | **Order Items**

Display: Add Items

Name	Qty	Rate	UOM	Payment	Duration	Amount
Project ABC	N/A	N/A	Ea	Upon Delivery	09 Nov 2004 – 20 Nov 2004 (12.0 days)	20,000.00 USD  

Adding Consultants

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

Forward Order Accept Draft Order

Order ID: 7643	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 20,000.00 USD

Details

Statement of Work

Order Items ▶

Accounting

Contingent Staff | Order

+ Add Ad Hoc Candidate

Click the **Add Ad Hoc Candidate** button to add candidate.

Click "Add Ad Hoc Candidate"

Icon Key: M View MA Rate C Consultant ✔ Approve Override ✘ Decline Override

Adding Consultants

Services Procurement and Management Elance

Home Master Agreement **Add Ad Hoc Candidate** Log Out

Order: Marketing Campaign

Order ID: 7643
Status: Pending
Owner: Woods, D

Details
Statement of Work
Order Items
Accounting

Candidate Details

* indicates required field

Candidate Name: * Consultant * One

Candidate ID: * 345544552
(9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: * UNITED STATES OF AMERICA

Personal Email Address:

Home Phone:

Mobile Phone:

Years of Experience:

Ex-Retiree of Buyer? Yes

Referred By Hiring Manager? Yes

Third Party Supplier? Yes No

Notes:

Candidate Type Information

Specify if the candidate is a Contractor or Consultant.

- A *Contractor* enters time and expense; hourly rates and placement rules apply.
- A *Consultant* **does not** enter time and expense; hourly rates and placement rules **do not** apply.

Contractor
 Consultant

Enter Required Information

To track consultants, the supplier user must select "Consultant" in the "Candidate Type Information" section

Click "Next"

Help **Next** Cancel

Audit Trail | ?
Draft Order
S America
000.00 USD
Decline Override

Adding Consultants

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Order: Marketing C

Order ID: 7643
Status: Pendi
Owner: Wood

Details
Statement of Work
Order Items
Accounting

Add Ad Hoc Candidate

Position Details

* indicates required field

Position Group: * Engineering

Position Class: * Analysis Engineer SP

Hiring Manager: Woods, Debora

Start Date: * 09 Nov 2004

End Date: * 20 Nov 2004

Location: * AL-ATHENS

Location Address: * 234 North Avenue, #305
Enter the exact street address, building number etc.

Contractor Classification: * Not Specified

Shift Information:
Specify the shifts the contractor will need to work.

Additional Information:
Please specify any special requirements, whether the order is for a referred candidate, etc.

Attach Resume/CV: Add/Edit Attachments

Enter Required Information

Click "Next"

Help Back **Next** Cancel

Decline Override

Internet

Adding Consultants

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting

Log Out

Order: Marketing

Order ID: 7643
Status: Pending
Owner: Woods, Debora

Details
Statement of Work
Order Items
Accounting

Add Ad Hoc Candidate

Preview Ad Hoc Candidate

Candidate Name:	Consultant One
Candidate ID:	345544552
Candidate Type:	Consultant
Position Class:	Analysis Engineer SP
Hiring Manager:	Woods, Debora
Start Date:	09 Nov 2004
End Date:	20 Nov 2004
Location:	AL-ATHENS
Location Address:	234 North Avenue, #305
Shift Information:	

Audit Trail | ?
Draft Order
S America
000.00 USD

Decline Override

Help Back **Finish** Cancel

Review and click "Finish"

Adding Consultants

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Order: Marketing Campaign and Services Conferring | Audit Trail | ?

Order ID: 7643 **Start Date:** 01 Oct 2004 **Organization:** GEPS America
Status: Pending Supplier Review (Editable by Supplier) **End Date:** 12 Oct 2004 **Request ID:** N/A
Owner: Woods, Debora **Supplier Contact:** **Total Amount:** 20,000.00 USD

Order Items

Contingent Staff | **Order Items**

[+ Add Ad Hoc Candidate](#)

Consultant One Remove

Position:	Analysis Engineer SP	Start Date:	01 Oct 2004	Rate:	0.00 USD/hour
Location:	AL-ATHENS	End Date:	12 Oct 2004	Amount:	0.00 USD

Icon Key: View MA Rate Consultant Approve Override Decline Override

Annotations:

- "Send to Buyer for Review" (points to **Send to Buyer for Review** button)
- Consultant can be deleted from the order by clicking "Remove" (points to **Remove** button)
- Review items and make changes where necessary (points to **Order Items** menu)
- Information updated. Repeat process to add additional consultants (points to **Contingent Staff** tab)

Review and Accept Draft Order

Review and Accept Draft Order

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices

Help Log Out

Quick Links

Access shortcuts

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Create new documents

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Message Center [manage]

Review message alerts

- ! Woods, Debora has submitted the Draft Order Marketing Campaign and 01 Oct 2004 Services, 7643 for your review.
- ! You have received a new Request 2135, Electrical Upgrade and Services 01 Oct 2004 for review
- ! Import file ReceiptsImportSample.csv with Id 1277 contains invalid data 01 Oct 2004
- ! Import file ReceiptsImportSample.csv with Id 1276 contains invalid data 01 Oct 2004
- ! Request 2105, 19 issue was closed 01 Oct 2004

Assistance

Find help and support

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- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

Access "Submitted Draft Order" from Message Center or select "Order" from top menu and then "Order Name"

Review and Accept Draft Order

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Click "Accept Draft Order"

NOTE: Order can be forwarded to a different registered contact

Forward Order | **Accept Draft Order**

Order: Marketing Campaign and Services

Order ID: 7643 Status: Pending Supplier Review (Editable by Supplier) End Date: 12 Oct 2004 Organization: GEPS America
Owner: Woods, Debora Supplier Contact: Request ID: N/A Total Amount: 20,000.00 USD

Details | Statement of Work | Order Items | Accounting

Review items and make changes where necessary

Details		Edit	
Order ID:	7643	Owner:	Woods, Debora
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD

Review and Accept Draft Order

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

Order: Marketing Campaign and Services I Print | Conferencing | Audit Trail | ?

Order ID: 7643	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 12 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 20,000.00 USD

Details ▾

- Statement of Work
- Order Items
- Accounting

Details

Order ID:		Woods, Debora
Order Name:		
Category:		By: Woods, Debora
Order Type(s):		On: 01 Oct 2004
Enforce Payment Limit?	Yes	Start Date: 01 Oct 2004
Operating Company:	GEPS	End Date: 12 Oct 2004
Organization:	GEPS Ame	Total Amount: 20,000.00 USD
Location:	AL-ATHENS	Receipt Amount: 0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount: 0.00 USD
Master Agreement:	5432	Accrued Amount: 0.00 USD
Request ID:	N/A	Billable Amount: 0.00 USD
		Currency: USD
		External Reference ID:
		Annotations: Annotations

Microsoft Internet Explorer [X]

? You will be unable to modify this draft order once you accept it.

Click OK to accept.

Click "OK"

Review and Accept Draft Order

Services Procurement and Management
Elance

Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

Order: Marketing Campaign and Print | Conferencing | Audit Trail | ?

Order ID:	7643	Date:	01 Oct 2004	Organization:	GE CORP
Status:	<u>Supplier Accepted Draft</u>	End Date:	12 Oct 2004	Request ID:	N/A GEPS America
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	20,000.00 USD

Details ▶

Statement of Work

Order Items

Accounting

Details

Order ID:	9981	Owner:	Woods, Debora
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	Annotations

Status updates to "Supplier Accepted Draft"

Supplier Services Tasks: Step 2



Submit Receipts

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting Help Log Out

Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

Message Center [manage]

Review message alerts

! Order Marketing Campaign and Services, 7643 is now active.	01 Oct 2004
! Order Marketing Campaign and Services, 7643 expires in 10 days.	01 Oct 2004
! New topic has been created in conferencing section for order, 7643	01 Oct 2004
! You have received a new Request 2135, Electrical Upgrade and Services for review	01 Oct 2004
! Import file ReceiptsImportSample.csv with Id 1277 contains invalid data	01 Oct 2004

Access "Active Order" from Message Center or select "Orders" from top menu and then "Order Name"

System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

Submit Receipts

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID:	7643	Start Date:	01 Oct 2004	Organization:	GEPS America
Status:	Active	End Date:	12 Oct 2004	Request ID:	N/A
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	21,500.00 USD

Details ▶
Statement of Work
Order Items
Accounting
Receipts

Click "Receipts"

Details			
Order ID:	7643	Owner:	Woods, Debora
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	21,500.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD

Submit Receipts

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7643	Start Date: 01 Oct 2004	Organization: GEPS America
Status: Active	End Date: 12 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 21,500.00 USD

Details
Statement of Work
Order Items
Accounting
Receipts

All Receipt Types All Receipt Items All Receipt Status [+] [More options](#)

[Select All](#) | [Clear All](#) |

ID	WS ID	Type	Item	Completed On	Qty	Rate	Amount	Status
No receipts found..								

Click "Enter Receipts"

Submit Receipts

The screenshot shows the 'Enter New Receipt' page in the Elance system. The page title is 'Enter New Receipt' and it includes a 'Worksheet ID' field. A text box explains: 'A receipt worksheet is automatically created when you enter receipts. Receipt worksheets can be accessed from the Receipt List and from individual receipts that belong to the worksheet.'

Under the 'Enter Receipts' section, there is a list of order line items:

- Strategy Roundtable Report
- Preferred Customer Feedback

The 'Enter Receipt Details' button is highlighted with a red box. A yellow callout bubble points to it with the text: 'Click "Enter Receipt Details"'. Another yellow callout bubble points to the list of items with the text: 'Select the order line item that you wish to submit a receipt for'.

Below the list is an 'Entered Receipts' table with columns: ID, Type, Item Name, Completion On, Qty, Rate, Amount, Status. The table is currently empty, with the text 'No receipts have been entered..' displayed below it.

The browser address bar shows: <https://gemini2.elance.com> - CreateReceipt - Microsoft Internet Explorer

Submit Receipts

Services Procurement and Management

Home Master Agreements

Order: Marketing Campaign

Terminate

Order ID: 7643
Status: Active
Owner: Woods, Deborah

Details
Statement of Work
Order Items
Accounting
Receipts

https://gemini2.elance.com - CreateReceiptForm - Microsoft Internet Explorer

Create Receipt

Enter Required Information

* indicates required field

Completion Date: * 01 Oct 2004

Actual Schedule Start Date: 01 Oct 2004

Actual Schedule End Date: 02 Oct 2004

Requested Amount: * 850 USD

Percent Complete: 100.0%

Comments:

Supplier Ref Id 1:

Supplier Ref Id 2:

Reason Code: * --Click to Select--

* ONLY if receipt is late

if Other, please specify

File Attachments: Add/Edit Attachments

When entering the receipt amount, DO NOT include tax

Click "Save"

Help Save Cancel

[+] More options
View Import History
Amount Status

It is the supplier's responsibility to ensure that the appropriate detailed comments and necessary attachments (i.e. scanned documents, images, Word documents, etc.) are provided to fully support the receipt being approved. If the documentation is not sufficient, the GE Approver will decline the receipt.

Submit Receipts

The screenshot displays the Elance 'Services Procurement and Management' interface. The main navigation bar includes 'Home', 'Master Agreements', 'Requests', 'Orders', 'Time and Expense', 'Invoices', and 'Reporting'. The user is logged in as 'DAN CZECH (Supplier)'. The current page is 'CreateReceipt' in Microsoft Internet Explorer.

The 'Order: Marketing Campaign ar' details are shown on the left, including 'Order ID: 7643', 'Status: Active', and 'Owner: Woods, Debora'. The 'Receipts' section is expanded, showing a table of 'Entered Receipts'.

The 'Enter New Receipt' window is open, showing a list of items to select from: 'Strategy Roundtable Report' and 'Preferred Customer Feedback'. The 'Enter Receipt Details' button is highlighted with a red box. A yellow callout bubble points to this button with the text: 'Repeat the process and add as many receipts as needed'.

The 'Entered Receipts' table contains the following data:

ID	Type	Item Name	Unit Rate	Amount	Status
8963	Fixed Deliverables	Strategy Roundtable Report	N/A	850.0 USD	Draft

At the bottom of the window, there are 'Finish' and 'Submit for Approval' buttons.

Submit Receipts

Services Procurement and Management

Home Master Agreement

Order: Marketing Campaign

Terminate

Order ID: 7643
Status: Active
Owner: Woods, D

Details

Statement of Work

Order Items

Accounting

Receipts

Enter New Receipt Worksheet ID: 106

A receipt worksheet is automatically created when you enter receipts. Receipt worksheets can be accessed from the Receipt List and from individual receipts that belong to the worksheet.

Enter Receipts

Select an order line item and click **Enter Receipt Details**.

Strategy Roundtable Report
Preferred Customer Feedback

Enter Receipt Details

Repeat this process until you are finished entering receipts.

Entered Receipts

ID	Type	Item Name	Completion On	Qty	Rate	Amount	Status
8963	Fixed Deliverables	Strategy Roundtable Report	01 Oct 2004	N/A	N/A	850.0 USD	Draft
8964	Fixed Deliverables	Preferred Customer Feedback	01 Oct 2004	N/A	N/A	5000.0 USD	Draft

Finish Submit for Approval

Review and click "Submit for Approval"

Receipts will stay in "Draft" status until submitted for approval

javascript:doSubmit()

Internet

Receipts Submitted

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Order: Marketing Campaign and Services Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID:	7643	Start Date:	01 Oct 2004	Organization:	GEPS America
Status:	Active	End Date:	12 Oct 2004	Request ID:	N/A
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	21,500.00 USD

Details
Statement of Work
Order Items
Accounting
Receipts

All Receipt Types All Receipt Items All Receipt Status [\[+\] More options](#)

[Select All](#) | [Clear All](#)

ID	WS ID	Type	Item	Completed On	Qty	Rate	Amount	Status
8963	106	Fixed Deliverables	Strategy Roundtable Report	01 Oct 2004	N/A	N/A	850.0 USD	<u>Pending Approval</u>
8964	106	Fixed Deliverables	Preferred Customer Feedback	01 Oct 2004	N/A	N/A	5000.0 USD	<u>Pending Approval</u>

Note: Receipt status updates to "Pending Approval"

Audit Trail

View changes / actions performed on the order.

Conferencing

Centralized messaging forum for team members and/or suppliers.

Audit Trail

Services Procurement and Management Clance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help | Log Out

Order: Add Consultant Testing Print | Conferencing | **Audit Trail** | ?

[Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	N/A
Owner: Woods, Debora	Supplier Contact:	20,000.00 USD

User can click "Audit Trail" to see changes / actions performed on the order

Details ▶

Statement of Work

Order Items

Accounting

Details [Edit](#)

Order ID:	7738	Owner:	Woods, Debora
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Conferencing

Services Procurement and Management Clance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Order: Add Consultant Testing Print **Conferencing** Audit Trail | ?

[Forward Order](#) [Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	Organization:
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	Request ID:
Owner: Woods, Debora	Supplier Contact:	Total:

Details [Edit](#)

Order ID:	7738	Owner:	
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Details

- Statement of Work
- Order Items
- Accounting

A user can click "Conferencing" to centralize a messaging forum with team members and/or suppliers for all to view

Add Supplier User

Add Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Quick Links

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- Master Agreement

Message Center

 [manage]

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004
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User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management**
- Candidate Management

Access "User Management" from System Set Up

Add Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting (Supplier) Help Log Out

User Management Create Supplier User ?

Search by --Click to Select-- using keyword(s) GO

36 records found

Employee Name	Title	E-Mail	Phone Number	Status
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
Brett Benadum	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
Cindy Guss	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Diane Farrell	Special Handling	notification_gemini2@elance.com	(248) 273-4449	Not Registered

36 records found

Note: A yellow callout bubble points to the 'Create Supplier User' button with the text: 'Click "Create Supplier User"'

Add Supplier User

Services Procurement and Management Elance

Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

Supplier Users: Create Supplier User

Create Supplier User | User Management List | ?

User Information

List this user as a contact in your profile.

* indicates required field

Employee Name: *

Title:

Email Address: *

Phone Number:

Primary Contact?:

Display contact in list?:

Administrative Permissions? Yes

Financial Permissions? Yes

Administrator Users: Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations).

Financial Users: Users with financial permissions have full access to invoice functionality.

Annotations:

- Enter Required Information (points to Employee Name and Email Address)
- Note: Administrative Permission gives users access to "User Management" and "Candidate Management" (points to Administrative Permissions)
- Click "Save" (points to Save button)

Supplier User Added

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Supplier User: David Jones ?

Click "Edit" to modify

Supplier User Information Edit

Listed as contact in profile?	N
Employee Name:	David Jones
Title:	Processing Administrator
Email Address:	djones@abc.com
Phone Number:	(555) 123-4567
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	Y
Financial Permissions?	N

Location contact for Locations: (0)

Selected Locations:

All locations

Note: Locations assigned will determine access to Requests and Orders

Modify Supplier User Change Primary Contact

Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Quick Links

Access shortcuts

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Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

User Management Create Supplier User

Search by --Click to Select-- using keyword(s) GO

36 records found

Click "Employee Name"

Employee Name		E-Mail	Phone Number	Status
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
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Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
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36 records found

Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Supplier User: Anagela Baker [Reset Password](#) | [Expire User](#) | [?](#)

Supplier User Information [Edit](#)

Click "Edit"

Listed as contact in profile?	N
Employee Name:	Anagela Baker
Title:	Accounts Receivable Analyst
Email Address:	notification_gemini2@elance.com
Phone Number:	248-273-8069
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	N
Financial Permissions?	Y

Location contact for Locations: (0)

Selected Locations:

- AK-ANCHORAGE
- AL-ATHENS
- AL-BIRMINGHAM
- AL-BURKEVILLE
- AL-COLUMBIA
- AL-MOBILE

Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Supplier User: Anagela Baker Expire User

Supplier User Information

List this user as a contact in your profile.

* indicates required field

Employee Name:	* Anagela Baker	Modify information as needed
Title:	Accounts Receivable Analyst	
Email Address:	* notification_gemini2@elance.com	
Phone Number:	248-273-8069	e.g. (800) 800 8000 x1000
Primary Contact:	<input type="checkbox"/> Yes	Place a check in the "Primary Contact" box to make this user the Primary Contact
Show as Location Contact:	<input checked="" type="checkbox"/> Yes	
Administrative Permissions?	<input type="checkbox"/> Yes	Administrator Users: Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations). Financial Users: Have full access to invoice functionality.
Financial Permissions?	<input checked="" type="checkbox"/> Yes	Financial Users: Users with financial permissions have full access to invoice functionality.
Location Contact:	<div style="display: flex; justify-content: space-between;"><div><ul style="list-style-type: none">WA-TUKWILAWI-APPLETONWI-MILWAUKEEWV-EASTPARKERSBURGWV-PARKERSBURG</div><div><ul style="list-style-type: none">WV-EASTPARKERSBURGWV-PARKERSBURG</div></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">Add Selected >>Remove Selected</div>	

Click "Save"

Note: Administrative Permission gives users access to "User Management" and "Candidate Management"

Consolidate Email Notifications

Consolidate Email Notifications

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

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Consolidate Email Notifications

Services Procurement and Management Clance

Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting

Logged In as DAN CZECH (Supplier) Help | Log Out

User Profile: DAN CZECH ?

User Profile ▶

Change Email Information Edit Click "Edit"

Email Address: notification_gemin2@clance.com

Email Notifications: ON
(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: DAN

Last Name: CZECH

Title: eCenter Supervisor

Locations:
CO-DENVER
CO-ENGLEWOOD
CO-FORTCOLLINS
CO-GOLDEN
CO-LAKEWOOD
CO-LOVELAND
CT-AVON
CT-DANBURY
CT-ENFIELD
CT-ERRIS
CT-GREENWICH
CT-HARTFORD
CT-NORWALK
CT-SHELTON
CT-SOUTHWINDSOR
CT-STAMFORD
CT-WATERFORD
CT-WINDSOR

Consolidate Email Notifications

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

User Profile: DAN CZECH

User Profile

Change your password, email and user profile information. * indicates required field

Change Password Information

Enter Current Password:

Enter New Password: minimum 6 characters

Confirm New Password:

Change Email Information

Email Address: * notification_gemini2@e

Email Notifications: OFF ON CONSOLIDATED

(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: * DAN

Last Name: * CZECH

Title: * eCenter Supervisor

Locations: *
CO-DENVER
CO-ENGLEWOOD
CO-FORTCOLLINS
CO-GOLDEN
CO-LAKEWOOD

Remove Selected Add Locations

Address Line 1:

Address Line 2:

City:

State/Province:

Postal code:

Country: --Click to Select--

Telephone: (248) 244-4443 e.g. (000) 000-0000

Fax Number: e.g. (000) 000-0000

Save Cancel

Click "Consolidated"

Enter Required Information\

Click "Save"

Consolidate Email Notifications

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

User Profile: DAN CZECH ?

User Profile ▶

Change Email Information Edit

Email Address: notification_gemini2@elance.com

Email Notifications: CONSOLIDATED

(Notifications are sent when items are submitted, approved, etc.)

Change User Information

First Name: DAN

Last Name: CZECH

Title: eCenter Supervisor

Locations:

- CO-DENVER
- CO-ENGLEWOOD
- CO-FORTCOLLINS
- CO-GOLDEN
- CO-LAKEWOOD
- CO-LOVELAND
- CT-AVON
- CT-DANBURY
- CT-ENFIELD
- CT-ESSEX
- CT-GREENWICH
- CT-HARTFORD
- CT-NORWALK
- CT-SHELTON
- CT-SOUTHWINDSOR
- CT-STAMFORD
- CT-WATERFORD

Information Updated