

GEtServices

Purchasing Units & Materials

Training For Suppliers

Direct Order



imagination at work

Overall GEtServices Process

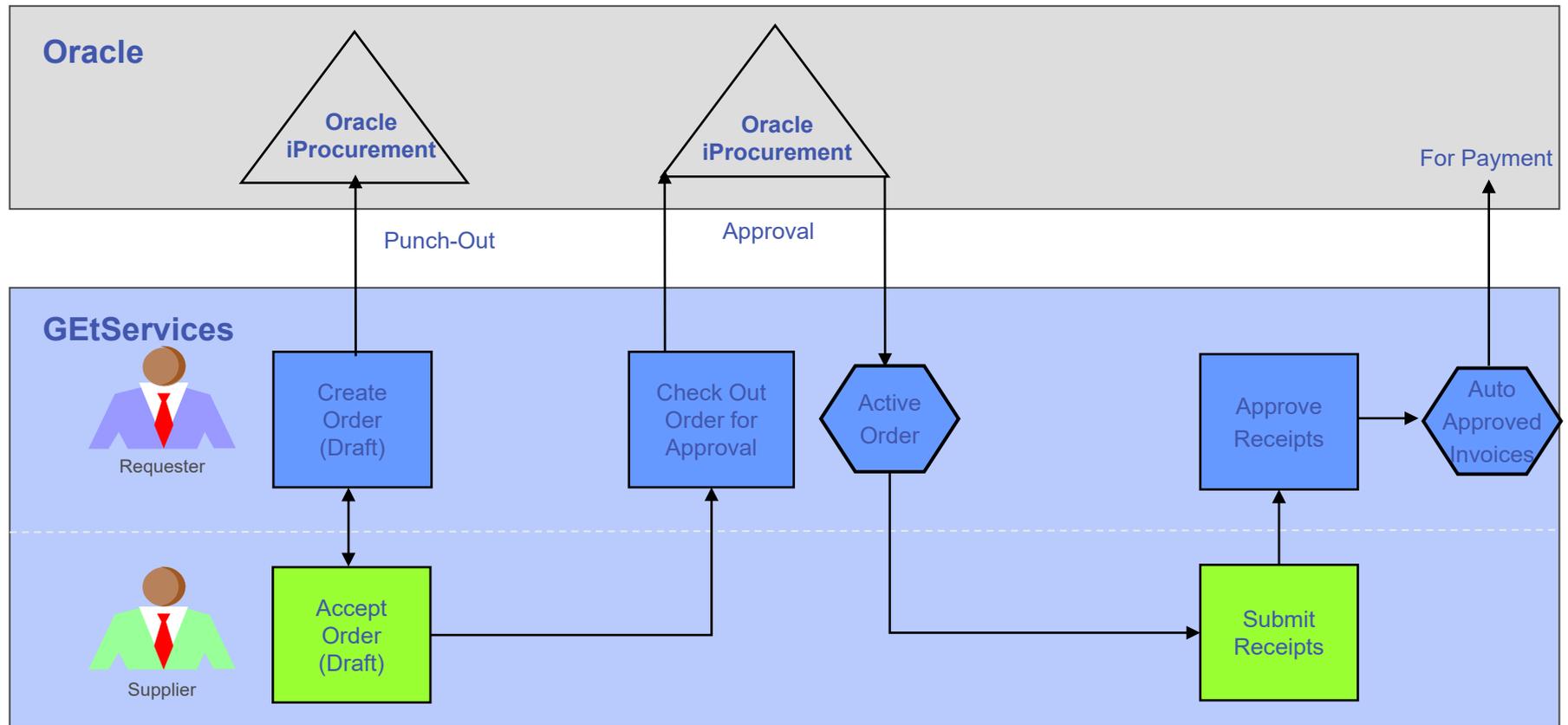


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1. Review and Accept Draft Order
2. Submit Receipts
3. Audit Trail and Conferencing
4. Add Supplier User (Admin Only)
5. Modify Supplier User (Admin Only)
6. Consolidate Email Notifications

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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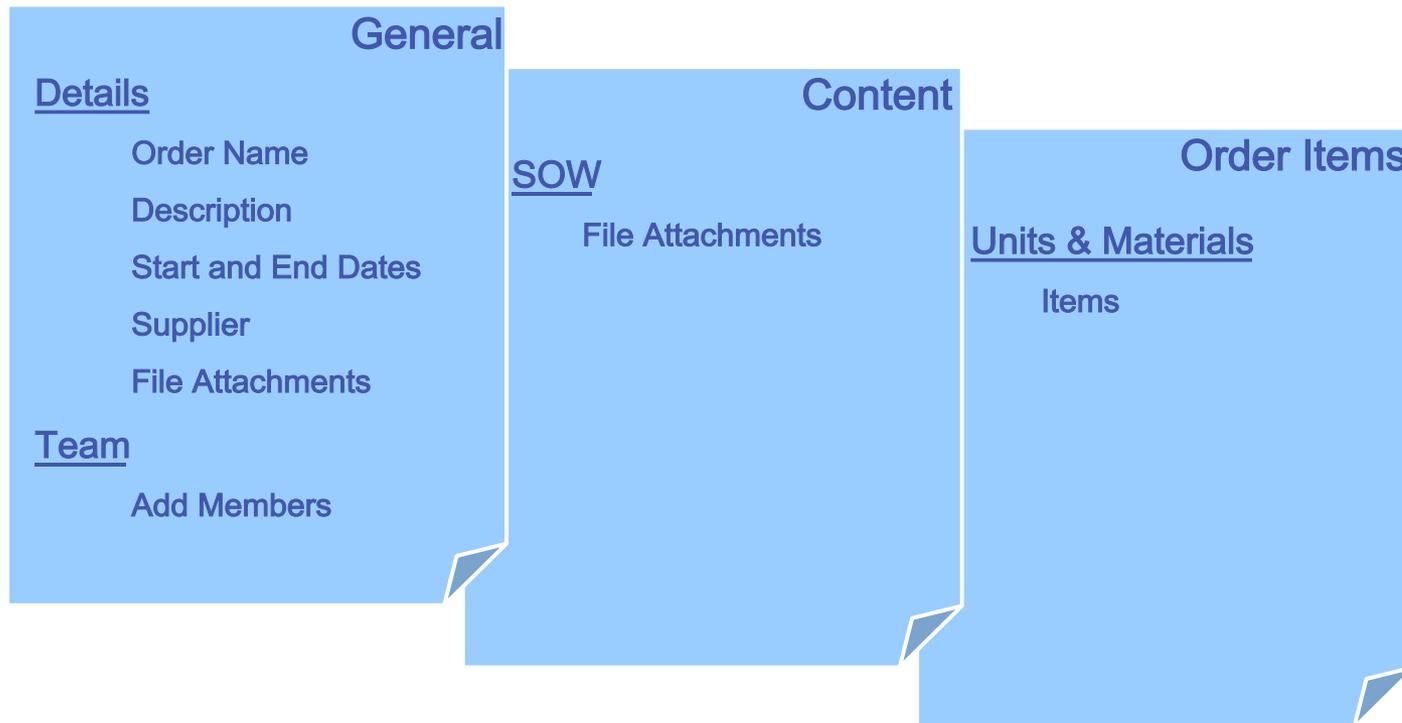
<http://getservices.gesupplier.com>

Supplier Units & Materials 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.



Accept Draft Order

Services Procurement and Management Clance

Home Master Agreements Requests Orders Time and Expense Invoices Reports

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 IT - GDC Order Survey, 7685 for your review.	12 Oct 2004
! Contingent Staff Thomas Tessnear, 528 assignment on Order 5467-T0224-00002-30, 525 has expired.	12 Oct 2004
! Invoices were auto-created	11 Oct 2004
! Woods, Debora has approved Service Receipts8980, submitted by DAN CZECH.	11 Oct 2004
! Order IT - GDC Pilot, 7681 expires in 9 days.	11 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"

Accept Draft Order

Services Procurement and Management Clance

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

Log Out | Help | Log Out

Order: IT - GDC Order Survey

Forward Order | **Accept Draft Order**

NOTE: Order can be forwarded to a different registered contact

Click "Accept Draft Order"

Order ID:	7685	Status:	Pending Supplier Review (Editable by Supplier)	Start Date:	12 Oct 2004	Organization:	GEPS America
Owner:	Woods, Debora	End Date:	23 Oct 2004	Request ID:	N/A	Total Amount:	76,500.00 USD
Supplier Contact:							

Details | Edit

Order ID:	7685	Owner:	Woods, Debora
Order Name:	IT - GDC Order Survey	Sponsor:	
Category:	Global Development Center (GDC)	Created By:	Woods, Debora
Order Type(s):	Units and Materials Fixed Deliverables	Created On:	12 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	12 Oct 2004
Operating Company:	GEPS	End Date:	23 Oct 2004
Organization:	GEPS America	Total Amount:	76,500.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 USD
		Billable Amount:	0.00 USD

Statement of Work
Order Items
Accounting

Review items. If changes are necessary, "Send to Buyer for Review" will be the only option

Accept Draft Order

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: IT - GDC Order Survey Print | Conferencing | Audit Trail | ?

Order ID: 7685	Start Date: 12 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 23 Oct 2004	Request ID: N/A
Owner: Woods, Debora		Total Amount: 76,500.00 USD

Details

- Statement of Work
- Order Items
- Accounting

Details

Order ID:	7685	Owner:	Woods, Debora
Order Name:	IT - GDC Order Survey	Supplier:	Woods, Debora
Category:	IT	Created By:	Woods, Debora
Order Type(s):	Yes	Created On:	12 Oct 2004
Enforce Payment Limit?	GEPS	Start Date:	12 Oct 2004
Operating Company:	GEPS America	End Date:	23 Oct 2004
Organization:	AL-ATHENS	Total Amount:	76,500.00 USD
Location:	KELLY SERVICES (GCO)*TROY107	Receipt Amount:	0.00 USD
Supplier:	5432	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 USD
		Billable Amount:	0.00 USD

Microsoft Internet Explorer

?

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

Click OK to accept.

Click "OK"

Draft Order Accepted

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: IT - GDC Order Survey Print | Conferencing | Audit Trail | ?

Order ID:	7685	Start Date:	12 Oct 2004	Organization:	GEPS America
Status:	<u>Supplier Accepted Draft</u>	End Date:	23 Oct 2004	Request ID:	N/A
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	76,500.00 USD

Status updates to
 "Supplier Accepted
 Draft"

Details ▶

Statement of Work

Order Items

Accounting

Details			
Order ID:	7685	Owner:	Woods, Debora
Order Name:	IT - GDC Order Survey	Sponsor:	
Category:	Global Development Center (GDC)	Created By:	Woods, Debora
Order Type(s):	Units and Materials Fixed Deliverables	Created On:	12 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	12 Oct 2004
Operating Company:	GEPS	End Date:	23 Oct 2004
Organization:	GEPS America	Total Amount:	76,500.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD

Supplier Units & Materials Tasks: Step 2



Submit Receipts

The screenshot displays the Elance Services Procurement and Management web application. The top navigation bar includes links for Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reporting. A yellow callout bubble points to the 'Orders' link, containing the text: "Access 'Active Order' from Message Center and select 'Orders' from top menu and then 'Order Name'".

The main content area is divided into three sections:

- Quick Links:** A sidebar on the left with "Access shortcuts" (View new requests, View requests with proposals, View proposals I've submitted, View My Orders, View All Active Orders, View/run reports) and "Create new documents" (Master Agreement).
- Message Center:** A central panel titled "Message Center [manage]" with a "Review message alerts" section. It contains a table of alerts:

Message	Date
Order IT - GDC Order Survey, 7685 is now active.	12 Oct 2004
! Order IT - GDC Order Survey, 685 expires in 10 days.	12 Oct 2004
! Contingent Staff Thomas Tessnear, 528 assignment on Order 5467-T0224-00002-30, 525 has expired.	12 Oct 2004
! Invoices were auto-created	11 Oct 2004
! Woods, Debora has approved Service Receipts8980, submitted by DAN CZECH.	11 Oct 2004

- Assistance:** A sidebar on the right with "Find help and support" (Support Contact Information, Online Help, Support and Training) and "View training information" (Online Training Tool, Quick Reference Guide).
- System Set Up:** A sidebar at the bottom right with "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: IT - GDC Order Survey Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID:	7685	Start Date:	12 Oct 2004	Organization:	GEPS America
Status:	Active	End Date:	23 Oct 2004	Request ID:	N/A
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	76,500.00 USD

Details ▶

Statement of Work

Order Items

Accounting

Receipts

Details

Order ID:	7685	Owner:	Woods, Debora
Order Name:	IT - GDC Order Survey	Sponsor:	
Category:	Global Development Center (GDC)	Created By:	Woods, Debora
Order Type(s):	Units and Materials Fixed Deliverables	Created On:	12 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	12 Oct 2004
Operating Company:	GEPS	End Date:	23 Oct 2004
Organization:	GEPS America	Total Amount:	76,500.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 USD
		Billable Amount:	0.00 USD



Click "Receipts"

Submit Receipts

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: IT - GDC Order Survey Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7685	Start Date: 12 Oct 2004	Organization: GEPS America
Status: Active	End Date: 23 Oct 2004	Request ID: N/A
Owner: Woods, Debora	Supplier Contact:	Total Amount: 76,500.00 USD

Details

Statement of Work

Order Items

Accounting

Receipts ▶

All Receipt Types ▼ All Receipt Items ▼ All Receipt Status ▼ Click "Enter Receipts" [\[+\] More options](#)

[Select All](#) | [Clear All](#) + Enter Receipts

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

Submit Receipts

Services Procurement and Management Elance

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

Order: IT - GDC Order Survey
Terminate
Order ID: 7685
Status: Active
Owner: Woods, Debora

Details
Statement of Work
Order Items
Accounting
Receipts

Enter New Receipt Worksheet ID:

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**.

Engineering Survey Enter Receipt Details

Repeat this process until you are finished entering receipts.

Entered Receipts

ID	Type	Item Name	Completion On	Qty	Rate	Amount	Status
No receipts have been entered..							

[+] More options
View Import History
Account Status

Log Out

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

https://gemini2.elance.com/elance/proserv/project/milestone/preCreateReceipt?contract

Submit Receipts

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

Services Procurement and Management Elance

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

Order: IT - GDC Order Surve
Terminate
Order ID: 7685
Status: Active
Owner: Woods, Debora

Details
Statement of Work
Order Items
Accounting
Receipts

Enter New Receipt Worksheet ID: 115 Close Window

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 Enter Receipt Details →
Select an order line item and click **Enter Receipt Details**.
Repeat this process until you are finished entering receipts.

Entered Receipts

ID	Type	Item Name	Completion On	Qty	Rate	Amount	Status
8981	Units and Materials	Engineering Survey	12 Oct 2004	8.0	4500.0 USD	36000.0 USD	Draft

Finish Submit for Approval

javascript:doSubmit() Internet

Audit Trail | ?
[+] More options
New Import History
Account Status

Log Out

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: IT - GDC Order Survey Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID:	7685	Start Date:	12 Oct 2004	Organization:	GEPS America
Status:	Active	End Date:	23 Oct 2004	Request ID:	N/A
Owner:	Woods, Debora	Supplier Contact:		Total Amount:	76,500.00 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
8981	115	Units and Materials	Engineering Survey	12 Oct 2004	8.0	4500.0 USD	36000.0 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

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:	

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

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:
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

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 ! = 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
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

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, Title, 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

- 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 ! = 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
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

User 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 "User Management" from System Set Up

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
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

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

Location Contact:

WA-TUKWILA WI-APPLETON WI-MILWAUKEE WV-EASTPARKERSBURG WV-PARKERSBURG	WV-EASTPARKERSBURG WV-PARKERSBURG
---	--------------------------------------

Add Selected >> | Remove Selected

Click "Save"

Consolidate Email Notifications

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](#)

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 ! = 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
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

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 Profile" from System Set Up

Consolidate Email Notifications

Services Procurement and Management eClance

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@eclance.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

The screenshot shows the 'User Profile' page for DAN CZECH. The page is divided into three main sections: Change Password Information, Change Email Information, and Change User Information. The 'Change Email Information' section is highlighted with a yellow callout bubble that says 'Click "Consolidated"'. The 'Change User Information' section is also highlighted with a yellow callout bubble that says 'Enter Required Information\'. At the bottom of the page, a red box highlights the 'Save' button, with a yellow callout bubble that says 'Click "Save"'. The 'Email Notifications' section shows three radio buttons: 'OFF', 'ON', and 'CONSOLIDATED'. The 'CONSOLIDATED' option is selected, indicated by a red circle around the radio button. The 'First Name' field contains 'DAN', 'Last Name' contains 'CZECH', and 'Title' contains 'eCenter Supervisor'. The 'Locations' dropdown menu is open, showing a list of locations: CO-DENVER, CO-ENGLEWOOD, CO-FORTCOLLINS, CO-GOLDEN, and CO-LAKEWOOD. The 'Save' button is highlighted with a red box.

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 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

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