

GEtServices

Purchasing Units & Materials

Training For Suppliers

Request



imagination at work

Overall GEtServices Process

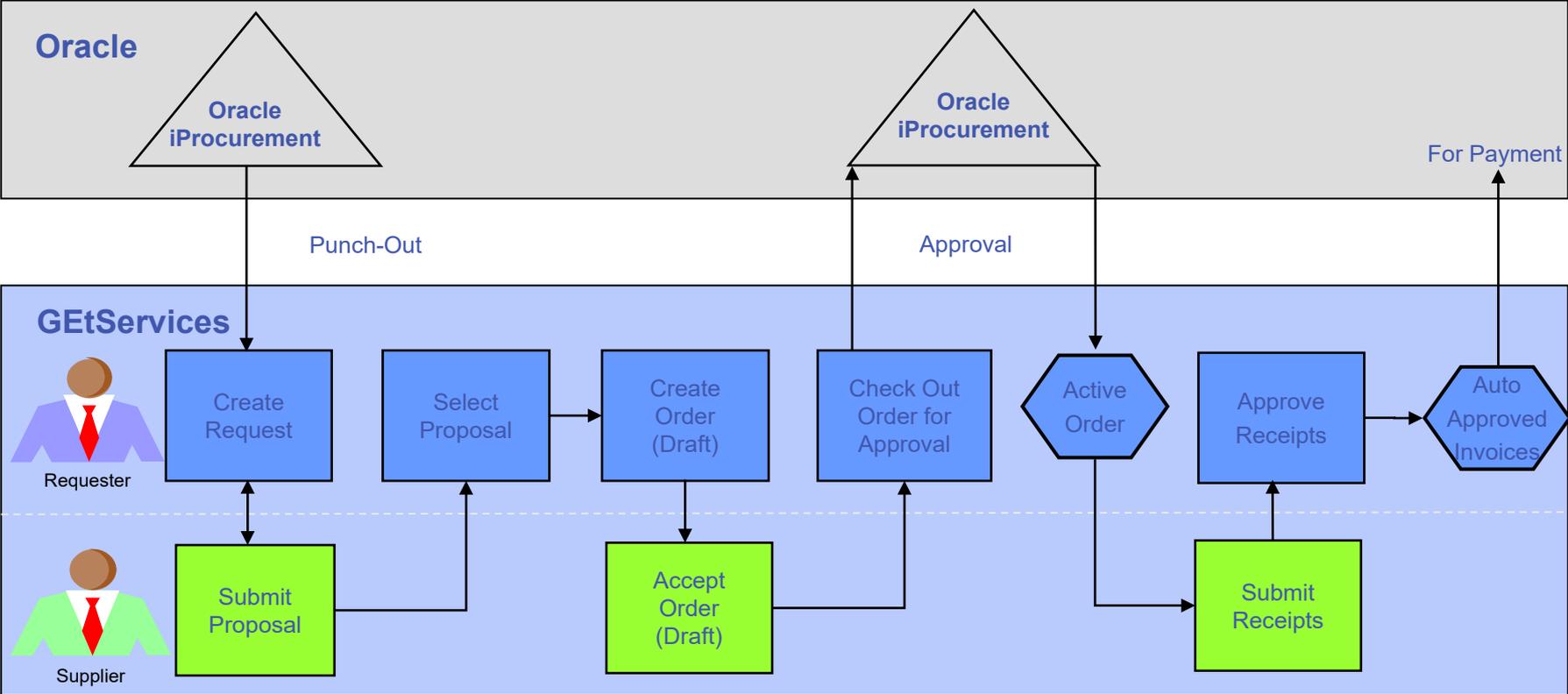


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2. Review and Accept Draft Order
3. Submit Receipts
4. Audit Trail and Conferencing
5. Add Supplier User (Admin Only)
6. Modify Supplier User (Admin Only)
7. Consolidate Email Notifications

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

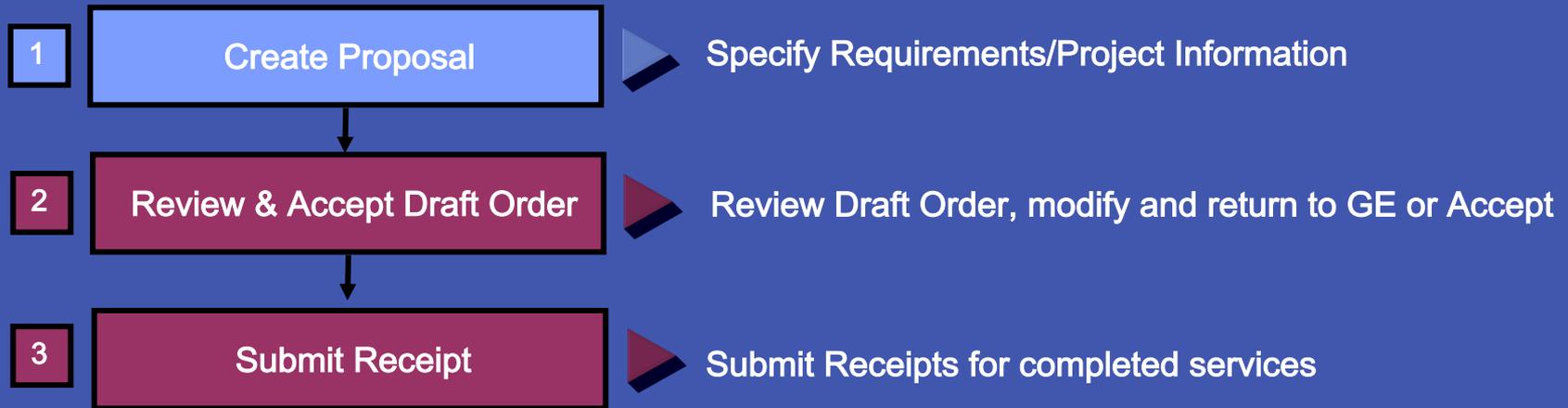
Remember my SSO User ID

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

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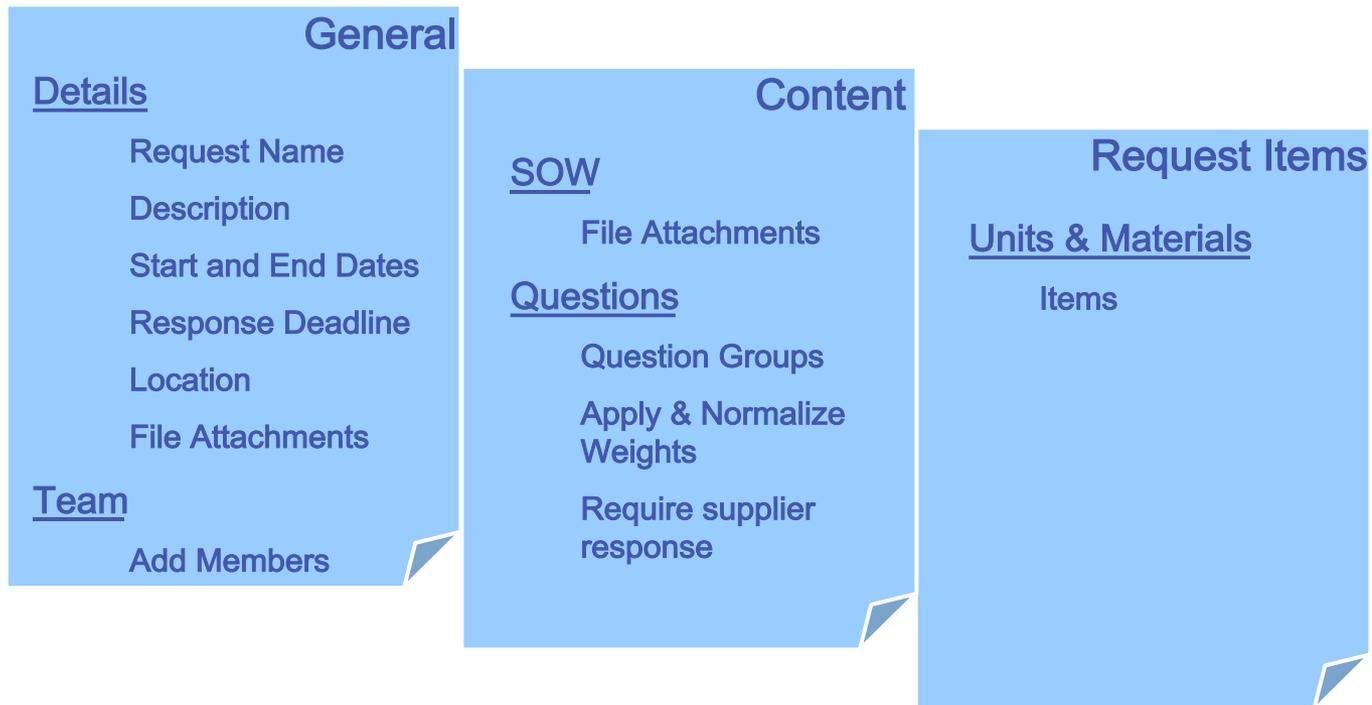
<http://getservices.gesupplier.com>

Supplier Units & Materials Tasks: Step 1



What is a Request?

A Request is a detailed explanation of the services to be provided. It is sent from the GE user to the supplier(s) to respond with a proposal.



Create Proposal

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

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

! = may require action

Request 2132, 121 was closed	11 Oct 2004
Request 2132, 121 was closed	11 Oct 2004
Request 2132, 121 was closed	11 Oct 2004
Request 2132, 121 was closed	11 Oct 2004
Request 2132, 121 was closed	11 Oct 2004

Create Proposal

Services Procurement and Management Elance

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

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

Request: IT - GDC Pilot Conferencing | ?

[Create Proposal](#) [Forward Request](#) [Decline Request](#)

ID: 2152 **Start Date:** 11 Oct 2004 **Owner:** Woods, Debora
Status: New **End Date:** 22 Oct 2004 **Organization:** GEPS America
Category: Global Development Center (GDC)

Details
Statement of Work
Requirement Questions
Request Items ▶

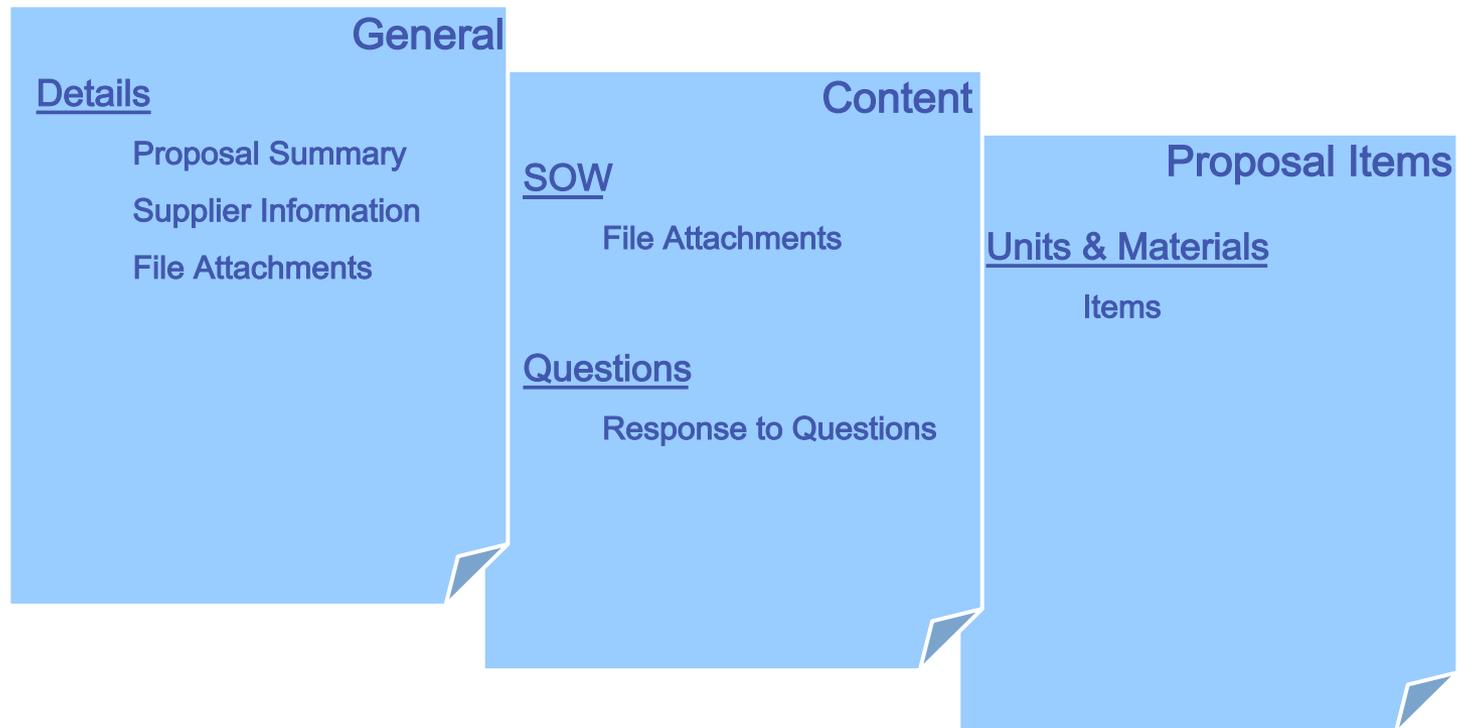
Display ▼

Name	Qty	Rate	UOM	Payment	Duration	Amount
Asset Management	300	250.0 USD	Per Hour	Upon Delivery	11 Oct 2004 – 22 Oct 2004 (12.0 days)	75,000.00 USD

Note: A yellow callout bubble labeled "Review items" points to the "Request Items" menu item and the table above.

What is a Proposal?

A proposal is a suppliers response to a request.



Create Proposal

Services Procurement and Management Elance

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

Logged in as DAN CZECH (Suppl)

Request: IT - GDC Pilot

Conferencing | ?

Create Proposal Forward Request Decline Request

ID:	2152	Start Date:	11 Oct 2004	Owner:	Woods, Debora
Status:	New	End Date:	22 Oct 2004	Organization:	GEPS America
Category:	Global Development Center (GDC)				

Details
Statement of Work
Requirement Questions ▶
Request Items

Questions Group

Create Proposal

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. The user is logged in as DAN CZECH (Supplier). The main content area shows details for a request titled "IT - GDC Pilot" with ID 2152, Status New, and Category Global Development. A modal dialog box is open, displaying the following text:

You have successfully created a draft Proposal. All line items in the Request are automatically copied to the Proposal. Please go to each of the Proposal sections, review the line items that have been copied and make any changes necessary.

Click **OK** to close this window and view your new Proposal.

The "OK" button in the dialog is highlighted with a red square, and a yellow callout bubble points to it with the text "Click 'OK'". The browser's address bar shows the URL: `https://gemini2.elance.com - ProjectProposalCreatedMessage - ...`. The status bar at the bottom of the browser window displays `javascript:window.close()` and "Internet".

Submit Proposal

The screenshot displays the Clance Services Procurement and Management interface. At the top, the navigation menu includes Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reporting. The user is logged in as DAN CZECH (Supplier). The main content area shows a proposal titled "IT - GDC Pilot" with a "Submit Proposal" button highlighted in red. A yellow callout bubble points to this button with the text "Click 'Submit Proposal'". Below the proposal header, a table lists key details:

Proposal ID:	2153	Start Date:	11 Oct 2004	
Status:	Draft	End Date:	22 Oct 2004	2152
Supplier:	KELLY SERVICES (GCO)*TROY107	Estimated Amount:	75,000.00 USD	

On the left side, a sidebar menu is visible with "Proposal Items" selected and highlighted in red. A yellow callout bubble points to this menu with the text "Review items and make changes where necessary before submitting to proposal". The main area below the sidebar shows the "Proposal Items" section with a table of items. The "Add Items" button is highlighted in red. A yellow callout bubble points to this button with the text "Before submitting proposal a user can add an item by highlighting 'Add Items' and then click 'Add Units and Materials'".

Name	Qty	Rate	UOM	Payment	Duration	Amount
Asset Management	300	250.0 USD	Per Hour	Upon Delivery	11 Oct 2004 - 22 Oct 2004 (12.0 days)	75,000.00 USD

Proposal Submitted

Services Procurement and Management Clance

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

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

Proposal: IT - GDC Pilot [View original Request](#) Print | ?

[Withdraw Proposal](#)

Proposal ID:	2153	Start Date:	11 Oct 2004	Submitted By:	DAN CZECH
Status:	<u>Submitted</u>	End Date:	22 Oct 2004	Request ID:	2152
Supplier:	KELLY SERVICES (GCO)	Estimated Amount:	75,000.00 USD		

Status update to "Submitted"

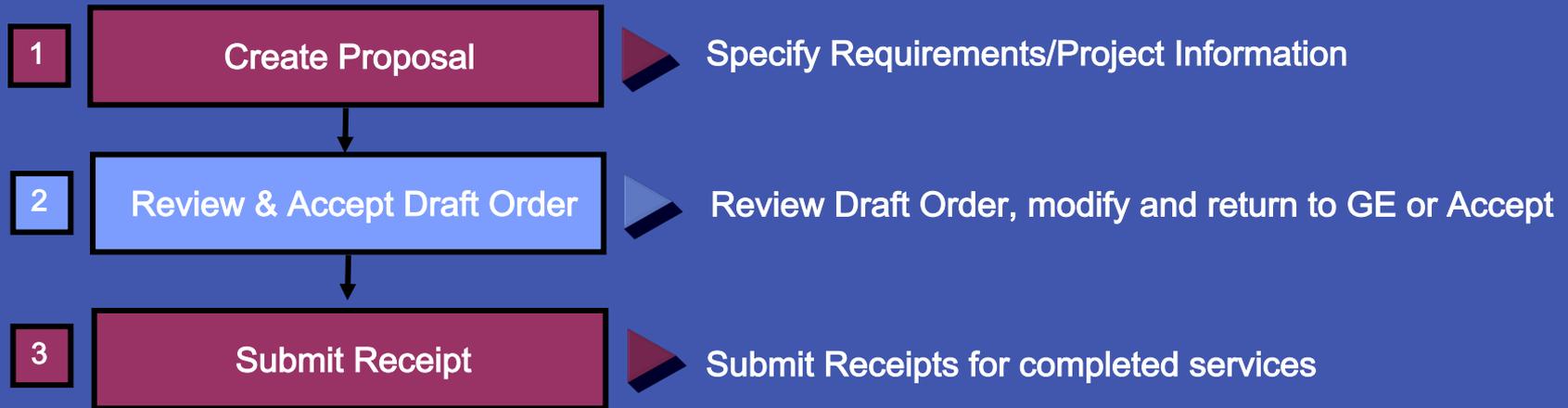
Details
Statement of Work
Requirement Questions
Proposal Items

Proposal Items

Display

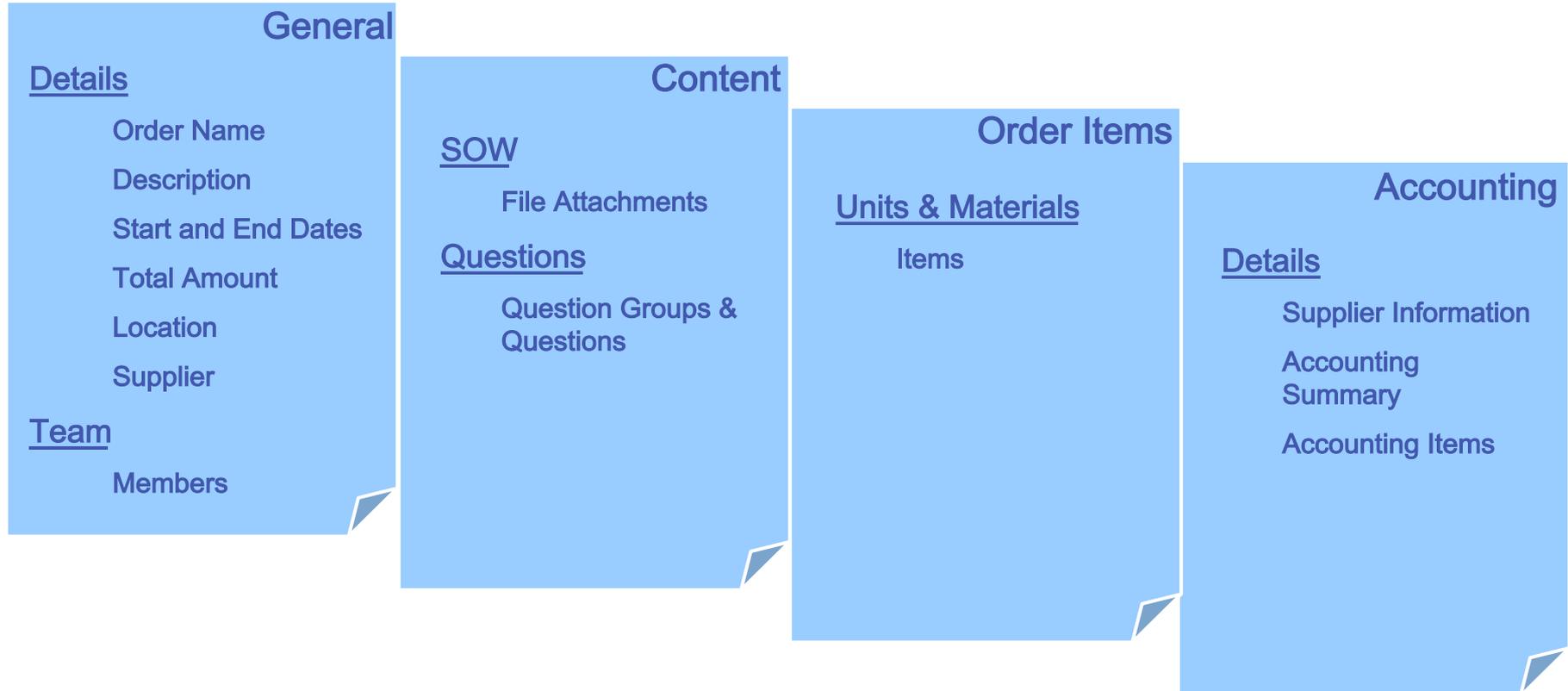
Name	Qty	Rate	UOM	Payment	Duration	Amount
Asset Management	300	250.0 USD	Per Hour	Upon Delivery	11 Oct 2004 – 22 Oct 2004 (12.0 days)	75,000.00 USD

Supplier Units & Materials Tasks: Step 2



What is an Order?

An Order is the agreement with the supplier to provide the requested services.



Accept Draft Order

Services Procurement and Management Elance

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 Pilot, 7681 for your review.	11 Oct 2004
! New topic has been created in conferencing section for order, 7681	11 Oct 2004
! Request 2135, Electrical Upgrade and Services was closed	11 Oct 2004
! Request 2132, 121 was closed	11 Oct 2004
! Request 2135, Electrical Upgrade and Services was closed	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

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

Logged in as [Name] | Help | Log Out

Order: IT - GDC Pilot Audit Trail | ?

NOTE: Order can be forwarded to a different registered contact

Click "Accept Draft Order"

Forward Order | **Accept Draft Order**

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 75,000.00 USD

Details ▶

Statement of Work

Order Items

Accounting

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

Details Edit			
Order ID:	7681	Owner:	Woods, Debora
Order Name:	IT - GDC Pilot	Sponsor:	Ackerman, Jason M
Category:	Global Development Center (GDC)	Created By:	Woods, Debora
Order Type(s):	Units and Materials Fixed Deliverables	Created On:	11 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	11 Oct 2004
Operating Company:	GEPS	End Date:	22 Oct 2004
Organization:	GEPS America	Total Amount:	75,000.00 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

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 Pilot Print | Conferencing | Audit Trail | ?

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora		Total Amount: 75,000.00 USD

Microsoft Internet Explorer X

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

Click OK to accept.

Click "OK"

Details ▶

- Statement of Work
- Order Items
- Accounting

Details E	
Order ID:	7681
Order Name:	IT - GDC Pilot
Category:	Information Technology
Order Type(s):	Units and Materials Fixed Delivery
Enforce Payment Limit?:	Yes
Operating Company:	GE
Organization:	GEPS America
Location:	AL-ATHENS
Supplier:	KELLY SERVICES (GCO)*TROY107
Master Agreement:	7490

Owner:	Woods, Debora
ponsor:	Ackerman, Jason M
Created By:	Woods, Debora
Created On:	11 Oct 2004
Start Date:	11 Oct 2004
End Date:	22 Oct 2004
Total Amount:	75,000.00 USD
Receipt Amount:	0.00 USD
Invoiced Amount:	0.00 USD
Accrued Amount:	0.00 USD

Owner:	Woods, Debora
ponsor:	Ackerman, Jason M
Created By:	Woods, Debora
Created On:	11 Oct 2004
Start Date:	11 Oct 2004
End Date:	22 Oct 2004
Total Amount:	75,000.00 USD
Receipt Amount:	0.00 USD
Invoiced Amount:	0.00 USD
Accrued Amount:	0.00 USD

Draft Order Accepted

Elance
Services Procurement and Management

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting
Logged in as DAN CZECH (Supplier) | Help | Log Out

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

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: <u>Supplier Accepted Draft</u>	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 75,000.00 USD

Details ▶
[Statement of Work](#)
[Order Items](#)
[Accounting](#)

Details	
Order ID:	7681
Order Name:	IT - GDC Pilot
Category:	Global Development Center (GDC)
Order Type(s):	Units and Materials Fixed Deliverables
Enforce Payment Limit?	Yes
Operating Company:	GEPS
Organization:	GEPS America
Location:	AL-ATHENS
Supplier:	KELLY SERVICES (GCO)*TROY107
Master Agreement:	7490
Request ID:	2152

Owner:	Woods, Debora
Sponsor:	Ackerman, Jason M
Created By:	Woods, Debora
Created On:	11 Oct 2004
Start Date:	11 Oct 2004
End Date:	22 Oct 2004
Total Amount:	75,000.00 USD
Receipt Amount:	0.00 USD
Invoiced Amount:	0.00 USD
Accrued Amount:	0.00 USD
Billable Amount:	0.00 USD

Supplier Units & Materials Tasks: Step 3



Submit Receipts

Services Procurement and Management Clance

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 IT - GDC Pilot, 7681 is now active.	11 Oct 2004
! Order IT - GDC Pilot, 7681 expires in 9 days.	11 Oct 2004
! New topic has been created in conferencing section for order, 7681	11 Oct 2004
! Request 2135, Electrical Upgrade and Services was closed	11 Oct 2004
! Request 2132, 121 was closed	11 Oct 2004

System Set Up

Change application settings

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

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

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 Pilot Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: Active	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 75,000.00 USD

Details				
Statement of Work	Order ID:	7681	Owner:	Woods, Debora
Order Items	Order Name:	IT - GDC Pilot	Sponsor:	Ackerman, Jason M
Accounting	Category:	Global Development Center (GDC)	Created By:	Woods, Debora
Receipts	Order Type(s):	Units and Materials Fixed Deliverables	Created On:	11 Oct 2004
	Enforce Payment Limit?	Yes	Start Date:	11 Oct 2004
	Operating Company:	GEPS	End Date:	22 Oct 2004
	Organization:	GEPS America	Total Amount:	75,000.00 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:	2152	Billable Amount:	0.00 USD
			Currency:	USD



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 Pilot Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: Active	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 75,000.00 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..								

Note: A yellow callout bubble points to the "+ Enter Receipts" button with the text "Click 'Enter Receipts'"

Submit Receipts

Services Procurement and Management Elance

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

Order: IT - GDC Pilot

Terminate

Order ID: 7681
Status: Active
Owner: Woods, Debo

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**.

Asset Management Enter Receipt Details ↗

Repeat this process until you are finished entering receipts.

Entered Receipts

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

Click "Enter Receipt Details"

Select the order line item that you wish to submit a receipt for

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

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

Submit Receipts

Services Procurement and Management Elance

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

Order: IT - GDC Pilot

Terminate

Order ID: 7681
Status: Active
Owner: Woods, Debora

Details
Statement of Work
Order Items
Accounting
Receipts

Help Log Out

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

Create Receipt

Receipt Details * indicates required field

Service: Asset Management

Completion Date: * 11 Oct 2004

Quantity Delivered: * 50

Rate: 250.0 USD

Comments: Progressing on Target

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

Help Save Cancel

Enter Required Information

Click "Save"

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

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

Order: IT - GDC Pilot

Terminate

Order ID: 7681
Status: Active
Owner: Woods, Debra

Details
Statement of Work
Order Items
Accounting
Receipts

Enter New Receipt Worksheet ID: 114

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
8980	Units and Materials	Asset Management	11 Oct 2004	50.0	250.0 USD	12500.0 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: IT - GDC Pilot Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7681	Start Date: 11 Oct 2004	Organization: GEPS America
Status: Active	End Date: 22 Oct 2004	Request ID: 2152
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 75,000.00 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
8980	114	Units and Materials	Asset Management	11 Oct 2004	50.0	250.0 USD	12500.0 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** | ?

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

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:	

Details

- Statement of Work
- Order Items
- Accounting

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

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:	* <input type="text" value="David Jones"/>
Title:	<input type="text" value="Processing Administrator"/>
Email Address:	* <input type="text" value="djones@abc.com"/>
Phone Number:	<input type="text" value="(555) 123-4567 x3452"/>
Primary Contact:?	<input type="checkbox"/>
Display contact in list:?	<input checked="" type="checkbox"/>

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.

Enter Required Information

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

Click "Save"

Supplier User Added

Services Procurement and Management Elance

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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

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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

Modify Supplier User

Services Procurement and Management Elance

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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](#) | [?](#)

Click "Edit"

Supplier User Information [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

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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:	<input type="text" value="Anagela Baker"/>	<i>Modify information as needed</i>
Title:	<input type="text" value="Accounts Receivable Analyst"/>	
Email Address:	<input type="text" value="notification_gemini2@elance.com"/>	
Phone Number:	<input type="text" value="248-273-8069"/>	<small>e.g. (800) 800-8000 x1000</small>
Primary Contact:	<input type="checkbox"/> Yes	<i>Place a check in the "Primary Contact" box to make this user the Primary Contact</i>
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:

<input type="text" value="WA-TUKWILA"/> <input type="text" value="WI-APPLETON"/> <input type="text" value="WI-MILWAUKEE"/> <input type="text" value="WV-EASTPARKERSBURG"/> <input type="text" value="WV-PARKERSBURG"/>	<input type="text" value="WV-EASTPARKERSBURG"/> <input type="text" value="WV-PARKERSBURG"/>
<input type="button" value="Add Selected >>"/>	<input type="button" value="Remove Selected"/>

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

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Change application settings

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- Supplier Profile
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Access "User Profile" from System Set Up

Consolidate Email Notifications

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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
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- 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