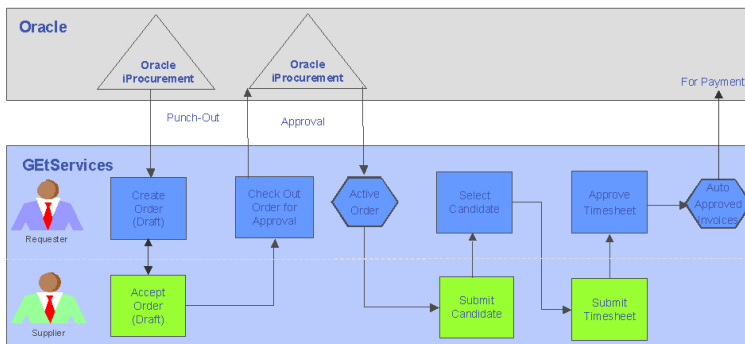### 1. Review and Accept Draft Order

How to view GEtServices	You will receive an email notification when a GE User submits a Draft Order
	You can access the Order as follows: Select the email link or go to **http://getservices.gesupplier.com** to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GEtServices homepage.
Review Draft Order	Select the **Orders** tab from the top menu bar
	Select the **Order Name**
	Review **Details, Order Items,** and **Accounting**
Accept Draft Order or Send to Buyer for Review	*No changes made:* Select the **Accept Draft Order** button
	Changes are made: Select the **Send to Buyer for Review** button
	Select **OK**
	Select **OK**

2. View Active Order and Submit Candidates

How to view GEtServices	You will receive an email notification when Order becomes Active
	You can access the Order as follows: Select the email link or go to **http://getservices.gesupplier.com** to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GEtServices homepage.
View Active Order	Select the **Orders** tab from the top menu bar
	Select the **Order Name**
	View the **Order Details**. Note that the status of the Order as *Active*.
Submit Candidates	Select **Order Items**
	Select **Add Ad Hoc Candidate**
	Enter required candidate details
	Select **Next**
	Enter required position details
	Select **Next**
	Enter required rate information
	Select **Next**
	Review and select **Finish**
	Repeat previous steps to add more candidates
	Select **Finish**
	To add more Candidates select Add Ad Hoc Candidate to add more candidates
	Check Candidate box
	Select **Submit**
	Select **OK**

3. On Boarding Contrators

How to view GEtServices	You will receive an email notification when Order becomes Active
	You can access the Order as follows: Select the email link or go to **http://getservices.gesupplier.com** to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GEtServices homepage.
On Boarding Contractors	Select **Orders** tab from the top menu bar
	Select **Order Name**
	Select **Contingent Staff** (Left Navigational Bar)
	Select Contingent Staff Name
	Select **Register Candidate**
	Enter the email address within **SELF REGISTRATION**. On-behalf registration is not allowed.
	Select **Register User**
	Select **Close Window**

Submitting Time Sheets

How to view GEtServices	You can access the Order as follows: Select the email link or go to **http://getservices.gesupplier.com** to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GEtServices homepage.
Submit Time Sheets	Select **Time and Expense**
	Find the Contingent Staff name that needs a time sheet entered and select the blue button (with an arrowing pointing down and a clock) on the right side under Actions.
	Enter number of hours worked for each day
	Select **Next**
	Select **Submit for Approval**

Status	Description
DRAFT	The Buyer has created the Order but has not sent it to the Supplier.
PENDING SUPPLIER REVIEW	The Buyer has sent the Order to the Supplier but it is awaiting a response.
PENDING BUYER REVIEW	Supplier has sent the Order back to the Buyer for review.
SUPPLIER ACCEPTED	Supplier has accepted the Order and is waiting for the Buyer to checkout the order for approval.
CANCELLED	The Buyer has cancelled the Order.
PENDING APPROVAL	The Order has been submitted for approval within the Oracle Purchasing System but is not yet approved.
AWARDED	The Order has been approved in the Oracle Purchasing System and will become active on the order start date.
ACTIVE	The Order has been approved in the Oracle Purchasing System and is available for the Supplier to submit receipts / timesheets against it.
TERMINATED	The Buyer has ended the Order before the end date.
REVISED	A change has been processed against the order.
COMPLETED	The Order has reached it's end date.

Process Flow – GEtServices