

1. Review Request & Submit Proposal	
How to view GETServices	You will receive an email notification when a GE User submits a Request You can access the Request 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 Request	Select the Requests tab from the top menu bar Select the Request Name Review Details, Statement Of Work, Requirement Questions, and Request Items (Left Navigational Bar) Select Create Proposal Select OK
Editing Request	Edit and / or add Fixed Deliverables in Proposal Items on the left navigational bar as necessary To add fixed deliverables: Place cursor over Add Items and select Add Fixed Deliverables Check Type of Deliverable best suited and select Next Enter item information: Item Name, Description, Amount, Commodity Code. Select Finish <i>To add more Fixed Deliverables repeat the previous steps</i> To edit the existing fixed deliverable: Select the Pencil and Paper Icon behind the dollar amount Change the necessary information, usually the dollar amount for Services, and select Save
Submit Proposal	Select Submit Proposal Select OK Select OK

2. 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, Statement of Work, Order Items, and Accounting (Left Navigational Bar)
Accept Draft Order or Send to Buyer for Review	<i>No changes made:</i> Select the Accept Draft Order button <i>Changes are made:</i> Select the Send to Buyer for Review button Select OK Select OK

3. View Active Order and Submit Receipts	
How to view GETServices	You will receive an email notification when Order becomes Active You can access the Request 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 Orders tab from the top menu bar Select Order Name View Order Details . Note that the status of the Order as <i>Active</i> .
Create Receipt	Select Receipts Select Enter Receipts Highlight Receipt Name by clicking it and then select Enter Receipt Details Enter required information Select Save Select OK <i>To add more Receipts repeat the previous steps</i>
Submit Receipt for Approval	Select Submit For Approval Select OK

Accept Change Order	
How to view GETServices	You will receive an email notification when a GE User submits a Change Order You can access the Request 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 Change Order	Select Submitted Draft Change Order in Message Center Review Change Order: Details, SOW, Order Item, Accounting Select Edit within each section to make revisions
Accept Change Order	Select Accept Draft Order Select OK Select OK

Terminate an Active Order	
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.
Terminate Order	Select the Orders tab from the top menu bar Select the Order Name of the active order to be terminated Select the Terminate button to terminate the entire Order Enter required information Select Save Select OK

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

© 2000-2004 Elance, Inc. All rights reserved.

Elance, the Elance logo, Elance SPM 4, Elance Procurement Services, Elance Vendor Network, and Elance Online are trademarks or registered trademarks of Elance, Inc. in the United States and other countries.