

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 <a href="http://getservices.gesupplier.com">http://getservices.gesupplier.com</a> to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Review Draft Order	Select <b>Orders</b> tab from the top menu bar Select <b>Order Name</b> Review <b>Details, Statement of Work, Order Items, and Accounting</b> (Left Navigational Bar)
Editing Draft Order	<b>Edit</b> and / or add <b>Units and Materials</b> in <b>Order Items</b> on the left navigational bar as necessary <b>To add units and materials:</b> Place cursor over <b>Add Items</b> and select <b>Add Units and Materials</b> Check Type of Deliverable best suited and select <b>Next</b> Enter Item Information: Item Name, Description, Amount, Commodity Code. Select <b>Finish</b> <b>To add more Units and materials</b> repeat the previous steps <b>To edit the existing units and materials:</b> Select the Pencil and Paper Icon behind the dollar amount Change the necessary information, usually the dollar amount for Services, and select <b>Save</b>
Accept Draft Order or Send to Buyer for Review	<b>No changes made:</b> Select the <b>Accept Draft Order</b> button <b>Changes are made:</b> Select the <b>Send to Buyer for Review</b> button Select <b>OK</b> Select <b>OK</b>

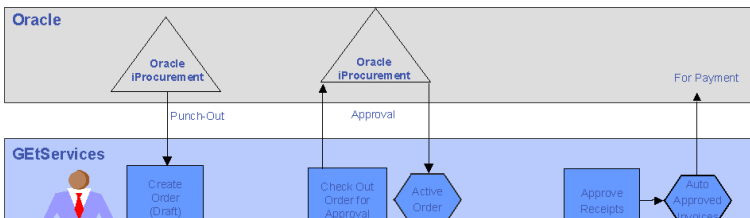
2. View Active Order and Submit Receipts	
How to view GETServices	You will receive an email notification when Order becomes Active You can access the Order as follows: Select the email link or go to <a href="http://getservices.gesupplier.com">http://getservices.gesupplier.com</a> to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
View Active Order	Select the <b>Orders</b> tab from the top menu bar Select the <b>Order Name</b> Note that the status of the Order must be <b>Active</b> .
Create Receipt	Select <b>Receipts</b> Select <b>Enter Receipts</b> Highlight <b>Receipt Name</b> by clicking it and then select <b>Enter Receipt Details</b> Enter required information Select <b>Save</b> Select <b>OK</b> <b>To add more Receipts</b> repeat the previous steps
Submit Receipt for Approval	Select <b>Submit For Approval</b> Select <b>OK</b>

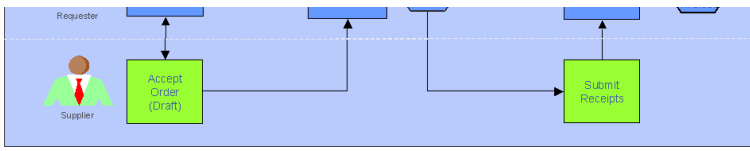
Accept Change Order	
How to view GETServices	You will receive an email notification when a GE User submits a Change Order You can access the Order as follows: Select the email link or go to <a href="http://getservices.gesupplier.com">http://getservices.gesupplier.com</a> to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Review Change Order	Select Submitted <b>Draft Change Order</b> in Message Center Review Change Order: Details, SOW, Order Item, Accounting Select <b>Edit</b> within each section to make revisions
Accept Change Order	Select <b>Accept Draft Order</b> to accept the Order Select <b>OK</b> Select <b>OK</b>

Terminate an Active Order	
How to view GETServices	You can access the Order as follows: Select the email link or go to <a href="http://getservices.gesupplier.com">http://getservices.gesupplier.com</a> to access the SSO page. Login using SSO ID and Password. You will be taken directly to the GETServices homepage.
Terminate Order	Select the <b>Orders</b> tab from the top menu bar Select the <b>Order Name</b> of the active order to be terminated Select the <b>Terminate</b> button to terminate the entire Order Enter required information Select <b>Save</b> Select <b>OK</b>

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 against.
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





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