



GE Aerospace

# iSupplier Portal Training –ISP

## How to Submit a Standard Invoice

Log in ISP

Go to <https://supplier.geaerospace.com/>

The image shows a two-step process for logging into the GE Aerospace iSupplier portal. The top screenshot shows the main GE Aerospace website with a navigation bar containing 'Home', 'iSupplier', 'Invoice Search', 'Sourcing', 'Policies', and 'Support'. A callout bubble points to the 'iSupplier' tab with the text 'Click on the iSupplier tab'. The bottom screenshot shows the iSupplier portal interface with a dark blue header containing the GE Aerospace logo and 'Home' and 'iSupplier' links. Below the header, the word 'SERVICES' is in blue, followed by 'iSupplier' in large white text. A yellow 'ISP LOGIN' button is visible, with a callout bubble pointing to it that says 'Then click on ISP LOGIN'. To the right of the text is a large image of a cloudy sky at sunset.

# Log in iSupplier Portal



The screenshot shows the GE Single Sign On login interface. At the top left is the GE logo. The title "Single Sign On" is centered. Below the title are two input fields: "SSO ID" and "Password". Below these fields are two buttons: "Log In & Remember Me" (blue) and "Log In To A Shared Computer" (grey). A speech bubble on the right side of the form contains the text: "Enter your SSO id and password."

**REMEMBER:** If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to [GEAS.APCC@geaerospace.com](mailto:GEAS.APCC@geaerospace.com) and provide your PO number.

# ISP Switch User

If your username is mapped with another account, you will be directed to this screen:

To verify under what username you are logged in check here

The screenshot shows the GE E-Business Suite interface. The top navigation bar includes the GE logo, the text 'Building a world that works E-Business Suite', and several icons: Favorites, Settings, Worklist, Switch User, and a status bar showing 'Logged In As TEST\_XEROX01' with Help and Logout links. A callout points to the 'Switch User' icon, stating: 'If you are under the incorrect username, please click [Switch User](#)'. Below the navigation bar, the 'Switch User' section is active, displaying the instruction 'Select a user and act as their proxy'. A table lists available users:

Switch ?	Last Name ▲	First Name ▲	User Name ▲	Phone	Email ▲
	User01	Test01	TEST_XERO01_AVI		

A callout points to the 'Switch User' icon in the table, stating: 'For Aerospace users please select the Account ending in **\_AVI**. Select the proxy user and click the icon'. Another callout points to the 'Home' icon in the top navigation bar, stating: 'If you are under the incorrect account click **Home**'.

**For GE Aerospace users please select account ending in **\_AVI****

# Go to ISP Home Screen

PO Number	Description	Order Date
300382454		23-May-2023 12:23:29
300378364		02-May-2023 14:32:09
300351870		27-Apr-2023 18:40:40

# How to create a Standard Invoice?

The screenshot shows the GE iSupplier Portal interface. At the top, there is a dark blue header with the GE logo, the text "imagination at work iSupplier Portal", and navigation links: Home, Favorites, Settings, Worklist, and a user profile section showing "Logged In As HOYAOPTICAL04" with Help and Logout options. Below the header, a secondary navigation bar contains tabs for Supplier Home, Orders, Shipments, Finance (highlighted in yellow), and Assessments. A callout bubble points to the Finance tab with the text "Click on the Finance Tab." Below this, there are links for "Create Invoices", "View Invoices", and "View Payments". The "Invoice Actions" section on the right includes a "Create Invoice" button, a dropdown menu set to "With a PO", and a yellow "Go" button. A callout bubble points to the "Go" button with the text "Click on GO." The "Search" section is highlighted with a red border and contains a note: "Note that the search is case insensitive." Below the note, there are input fields for "Supplier" (highlighted in yellow), "Invoice Number", "Invoice Date From" (with a date picker showing "22-Jul-2020"), "Invoice Status" (a dropdown menu), "Purchase Order Number", "Invoice Amount", "Invoice Date To" (with a date picker), and "Currency". There are "Go" and "Clear" buttons at the bottom of the search section. A callout bubble points to the "Supplier" field with the text "Supplier name will be auto populated."

Supplier

Invoice Number

Invoice Date From (22-Jul-2020)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**\*\*DO NOT ADD ANY INFORMATION ON THESE FIELDS \*\***

# Creating the Invoice

[Supplier Home](#) [Orders](#) [Shipments](#) **[Finance](#)** [Assessments](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Purchase Orders

Details

Manage Tax

Review and Submit

Click Next

Create Invoice: Purchase Orders

Cancel Step 1 of 4Next

Search

Advanced Search

Note that the search is case insensitive

Purchase Order Number390149247

Purchase Order Date(22-Jul-2020)

Buyer

Organization

Enter your PO number

Note: if your PO includes letters and numbers (**IMPACT PO's**) use a % sign at the end

Click GO

TIP GE Policy: Use only One Purchase Order to create an Invoice. Invoices that are created from Multiple POs will Error.

GoClear

Select Items: Add to Invoice

	PO Number	Item	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	390149247	1	1			5000	0	0	Each	1	USD	GEA_JAX_ES	GEA_I_NA_US_USD_ES		

Select the PO line you want to invoice



# Creating the Invoice

Supplier HomeOrdersShipments**Finance**Assessments

Create InvoicesView InvoicesView Payments

Purchase Orders

**Details**

Manage Tax

Review and Submit

Create Invoice: Details

CancelBackStep 2 of 4Next

\* Indicates required field

Supplier

\* Supplier

\* Remit ToLEWISVILLE101

TIP

In order to Change the Remittance Address below, please click the magnifying glass icon to change to a different address.

Address651 E CORPORATE DRIVE LEWISVILLE TX 75057-6000

Remit To Bank Account

Invoice

\* Invoice NumberTEST

No special characters are allowed in the Invoice Number other than a hyphen (-) or a forward (/) or backward (\) slash

\* Invoice Date22-Jul-2020

Invoice TypeInvoice

Invoice Description

Attachment

Note: While creating the invoices on iSupplier Portal, please **do NOT** include any information under the invoice description field that identifies a government end customer or a government program (for example do not include any information that identifies a government engine line number or name.)

Items

PO NumberLineShipmentItem NumberItem DescriptionSupplier Item NumberShip ToQuantity OrderedAvailable QuantityQuantity to InvoiceQuantity ReceivedQuantity InvoicedUnit PriceUOMAmount

39014924711500050000001Each1

Click Next

Enter your Invoice number

**Note:** While creating the invoices on iSupplier Portal, please **do NOT** include any information under the invoice description field that identifies a government end customer or a government program (for example do not include any information that identifies a government engine line number or name.)

Attach your PDF invoice copy

Enter the qty to invoice

Amount must match your invoice amount

**Important note:** While creating the invoices on iSupplier Portal, please **do NOT** include any information under the invoice description field that identifies a government end customer or a government program (for example do not include any information that identifies a government engine line number or name)



# Creating the Invoice

Supplier Home

Orders

Shipments

Finance

Assessments

Create Invoices

View Invoices

View Payments

Purchase Orders

Details

Manage Tax

Review and Submit

Click Next

Create Invoice: Manage Tax

Cancel

Save

Back

Step 3 of 4

Next

Submit

Supplier

Invoice

\* Supplier

\* Remit To Address

Remit To Bank Account

This information will be autopopulated

\* Invoice Number

TEST

\* Invoice Date

22-Jul-2020

Invoice Type

Standard

Invoice Description

Attachment

None

Summary Tax Lines

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9019	FL - STATE SALES/USE TAX	USFL_P2P_9019	0	0	Active
2	SBX_REGIME_US	USFL_P2P_90...	USFL_P2P_9020	FL - DUVAL, COUNTY DISCRETIONA	USFL_P2P_9020	0	0	Active

Enter taxes if necessary

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
390149247	1	1	Jacksonville Prescription Safety Glass Program. this order replaces 390031641. please start using it until funds of 390031641 are depleted		GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

# Review and Submit

Purchase Orders

Details

Manage Tax

Review and Submit

Create Invoice: **Review and Submit**

Cancel

Save

Back

Step 4 of 4

**Submit**

## Supplier

\* Supplier  
\* Remit To  
Address  
Remit To Bank Account

## Invoice

\* Invoice Number TEST  
\* Invoice Date 22-Jul-2020  
Invoice Type Standard  
Invoice Description

Attachment None

Click Submit

## Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
390149247	1	1			GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

## Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
SBX_REGIME_US	USFL_P2P_9019	USFL_P2P_9019	FL - STATE SALES/USE TAX	USFL_P2P_9019	0	0
SBX_REGIME_US	USFL_P2P_9020	USFL_P2P_9020	FL - DUVAL, COUNTY DISCRETIONA	USFL_P2P_9020	0	0

## Invoice Summary

Confirm invoice amount is correct

Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Total (USD)</b>	<b>1.00</b>

# Invoice Confirmation

You will be directed to a [confirmation page](#) once the invoice is created and submitted successfully. You also have an option to view and [print](#) the invoice.

Purchase Orders   Details   Manage Tax   Review and Submit

**Confirmation**  
Invoice TEST was submitted to our Accounts Payable department on 22-Jul-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: TEST**   [Printable Page](#)   [Create Another](#)

**Supplier**   **Invoice**

**Invoice Confirmation**

Remit To Address  
Remit To Bank Account

\* Invoice Number TEST  
\* Invoice Date 22-Jul-2020  
Invoice Type Standard  
Invoice Description  
Attachment None

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity To Invoice	Quantity Received	Quantity Invoiced	UOM	Unit Price	Amount
390149247	1	1			GEA_JAX_ES	5000	5000	1	0	0	Each	1	1.00

# How to submit a Credit Invoice



Same steps as a Standard Invoice just [change Invoice Type to Credit Memo](#).

Supplier Home Orders Shipments **Finance** Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Click Next

Create Invoice: Details

\* Indicates required field

Supplier

\* Supplier

\* Remit To

Address

Remit To Bank Account

Invoice

\* Invoice Number TEST2

No special characters are allowed in the Invoice Number other than a hyphen (-) or a forward (/) or backward (\) slash

\* Invoice Date 23-Jul-2020

Invoice Type Credit Memo

Invoice Description

Attachment +

Change Invoice Type to: Credit Memo

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Quantity Ordered	Available Quantity	Quantity to Invoice	Quantity Received	Quantity Invoiced	Unit Price
390149247	1	1		Jacksonville Prescription Safety Glass Program. this order replaces 390031641. please start using it until funds of 390031641 are depleted		GEA_JAX_ES	5000	4999	4999	0	1	1

# Questions?

ISP account/registration or invoicing process send email to:  
[GEAS.APCC@geaerospace.com](mailto:GEAS.APCC@geaerospace.com)

If you have further questions about successfully submitted invoices, please submit a ticket through GE Pays.

<https://supplier.geaerospace.com/support-contact/>

**Tips to successfully log your ticket:** in case you have an error message copy and paste the link on your browser, try to delete your browsing history and cookies or use a different browser (ex, Firefox, Chrome, Explorer, Edge).

**We will be glad to help you!**



GE Aerospace

# How to search PO's, Invoices and Payment Information on ISP



Log in ISP

Go to <https://supplier.geaerospace.com/>

The image shows a two-step process for logging into the GE Aerospace iSupplier portal. The top screenshot shows the main portal page with a navigation bar containing 'Home', 'iSupplier', 'Invoice Search', 'Sourcing', 'Policies', and 'Support'. A callout bubble points to the 'iSupplier' tab with the text 'Click on the iSupplier tab'. The main content area says 'Welcome to the GE Aerospace Sourcing Portal'. The bottom screenshot shows the 'iSupplier' page after clicking the tab. It features a 'SERVICES' section with a large 'iSupplier' title and an 'ISP LOGIN' button. A callout bubble points to the button with the text 'Then click on ISP LOGIN'. The right side of the page has a large image of a cloudy sky.

GE Aerospace

Home **iSupplier** Invoice Search Sourcing Policies Support

Click on the iSupplier tab

Welcome to the GE Aerospace Sourcing Portal

GE Aerospace

Home **iSupplier**

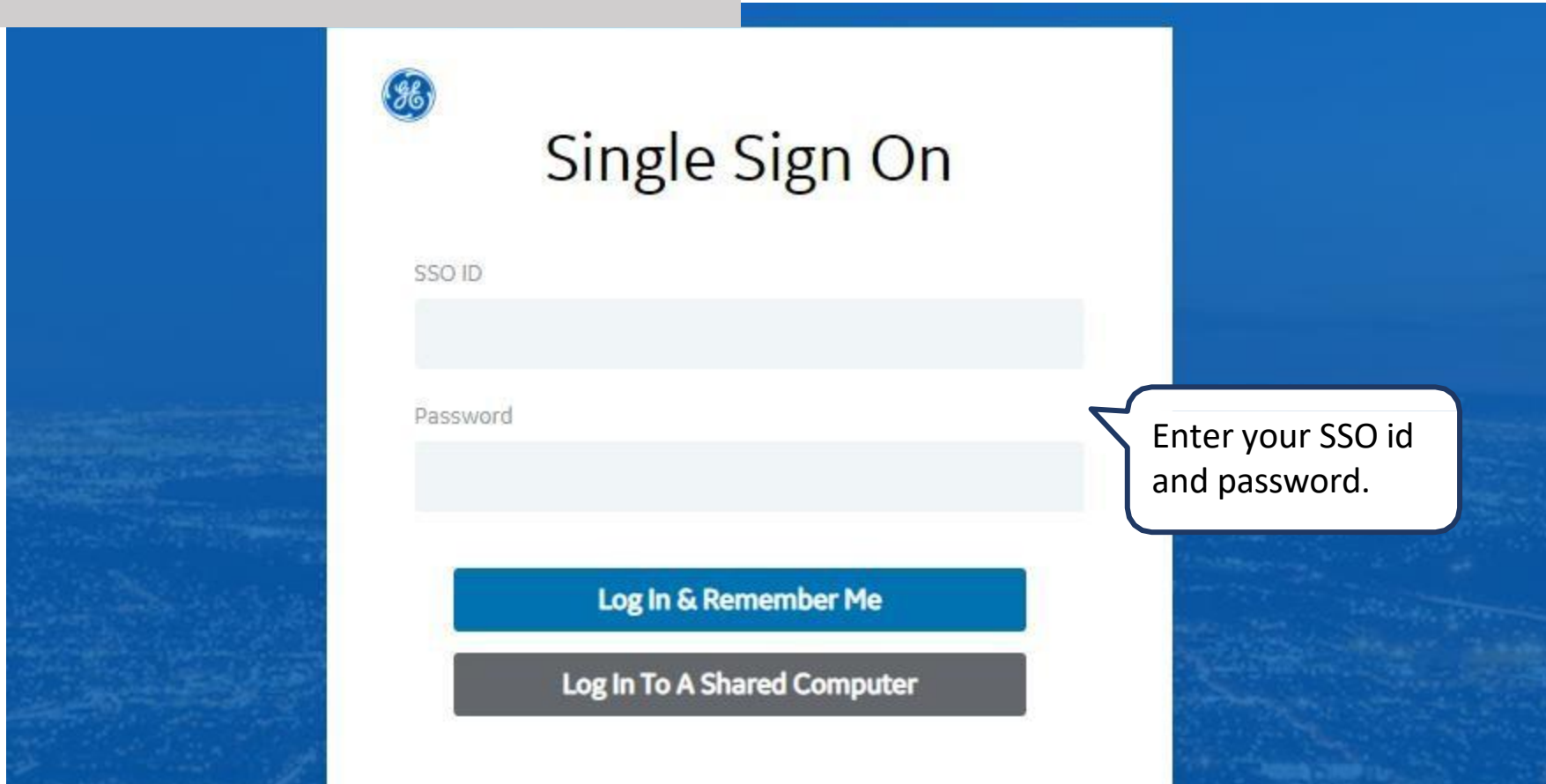
SERVICES

**iSupplier**

ISP LOGIN

Then click on ISP LOGIN

# Log in iSupplier Portal



The screenshot shows the GE Single Sign On login interface. At the top left is the GE logo. The title "Single Sign On" is centered. Below the title are two input fields: "SSO ID" and "Password". Below these fields are two buttons: "Log In & Remember Me" (blue) and "Log In To A Shared Computer" (gray). A speech bubble points to the input fields with the text "Enter your SSO id and password."

GE

## Single Sign On

SSO ID

Password

Log In & Remember Me

Log In To A Shared Computer

Enter your SSO id and password.

**REMEMBER:** If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to [GEAS.APCC@geaerospace.com](mailto:GEAS.APCC@geaerospace.com) and provide your PO number.

# Glance of the ISP Home Page

The screenshot shows the GE iSupplier Portal home page. The top navigation bar includes the GE logo, the text "imagination at work iSupplier Portal", and links for Home, Favorites, Settings, Worklist, and user information (Logged In As ISPTEST101). Below the navigation bar, there are tabs for Supplier Home, Orders, Shipments, Finance, and Assessments. A search bar is present with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two sections: "Notifications" and "Orders At A Glance". The "Notifications" section shows a table with columns "Subject" and "Date", and a message "No results found." The "Orders At A Glance" section shows a table with columns "PO Number" and "Order Date", and a single row with the PO number "300235550" and the order date "22-Jun-2020 14:05:05". On the right side, there is a sidebar with links for Orders, Shipments, Receipts, Invoices, and Payments. Annotations with speech bubbles provide additional context: one points to the "Purchase Orders" link in the Orders section, another points to the "Invoices and Payments" link in the Invoices section, and a third points to the "PO Number" in the Orders At A Glance table.

**Supplier Home** Orders Shipments Finance Assessments

Search PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Order Date
300235550	22-Jun-2020 14:05:05

**Orders**

- Purchase Orders

**Shipments**

- Overdue Receipts

**Receipts**

- Receipts
- Returns

**Invoices**

- Invoices

**Payments**


- Payments







To view all of your POs click on **Purchase Orders**

On your home screen you can take a glance at some of your POs.

**Invoices and Payments** details on following hyperlinks

# Purchase Orders details

imagination at work **iSupplier Portal**

 Home  Favorites  Settings  Worklist 0 | Logged In As **ISPTEST101**  Help  Logout

Supplier Home **Orders** Shipments Finance Assessments

**Purchase Orders** | View Requests | View Quotations | Submit Quotation | RFQ

## Purchase Orders

Export

### Views

View All Purchase Orders Go Advanced Search

Select Order:

For further details click on the PO number

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments	Change Request Status
<input type="radio"/>	300235550	0	GEA_I_NA_US_USD	Standard PO	22-Jun-2020 14:05:05	Fuentevilla, Cecilia	USD	1,000.00	Closed			

# Purchase Orders details

## Order Information

### General

Order 300235550  
Total 1,000.00  
Supplier  
Supplier Site  
Address  
Buyer  
Order Date  
Description  
Status  
Note to Supplier  
Operating Unit GEA\_I\_NA\_US\_USD  
Sourcing Document  
Supplier Order Number  
Attachments None  
Amount Agreed 1,000.00  
Supplier Contact

Order details will show up

To locate your requestor click on **Show all details**

### Terms and Conditions

Payment Terms Fixed, No Discount, Net 120 Quarterly  
Carrier  
FOB  
Freight Terms  
Shipping Control

### Ship-To Address

Ship-To Address 1 Neumann Way - 800 Dock  
Bldg 100 Flr 1 Col F 2  
Cincinnati, OH 45215  
US

### Bill-To Address

Legal Entity Name General Electric Company  
Bill-To Address General Electric Company - GEA\_I\_NA\_US\_USD 9758  
C/o ACS of Ft. Myers  
PO Box 60279  
Ft. Myers, FL 33906

### Summary

Total 1,000.00  
Funded

For Bill-To details please refer to the actual PDF copy of the Purchase Order (page 1).

## PO Details



Show All Details Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Linked Attributes	Funded Amount
▶	1	GESSS Amt Rcpt Not Req'd			TEST	Each	1000	1	1,000.00	Closed				

# What is ERS?

ERS means invoices are created automatically by GE whenever items are received in the system.

To create the invoices, GE uses the packing slip of the shipment.  
Invoices are created as:

**ERS-packing slip-%**



# How to search for Invoices

The screenshot displays the iSupplier Portal interface. At the top, the GE logo and 'imagination at work' tagline are visible, along with the 'iSupplier Portal' title. The navigation bar includes links for Home, Favorites, Settings, Worklist, and a user profile section showing 'Logged In As ISPTEST101' with Help and Logout options. Below the navigation bar, a secondary menu contains 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Assessments'. The 'Finance' tab is highlighted, and a callout bubble points to it with the text 'Click on the Finance tab'. Under the 'Finance' tab, there are three sub-links: 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Invoices' link is highlighted, and a callout bubble points to it with the text 'Select view invoices'. Below this, the 'View Invoices' section is active, featuring a 'Simple Search' form and an 'Advanced Search' button. The 'Simple Search' form includes fields for 'Invoice Number', 'PO Number' (with an example '1234'), 'Release Number' (with an example '1234-2'), 'Payment Number', and 'Invoice Status'. A 'Go' button is highlighted, and a callout bubble points to it with the text 'Click GO.'. To the right of the 'Simple Search' form, there are additional search criteria: 'Payment Status' (a dropdown menu), 'Invoice Amount From' and 'To', 'Amount Due From' and 'To', 'Invoice Date From' and 'To' (with calendar icons), and 'Due Date From' and 'To' (with a date example '(13-Aug-2020)' and a calendar icon). A callout bubble points to the 'Invoice Number' field with the text 'If you don't remember your invoice number you can enter a % sign and all the invoices Will be displayed.'

Click on the Finance tab

Select view invoices

If you don't remember your invoice number you can enter a % sign and all the invoices Will be displayed.

Click GO.

# How to search for Payments

The screenshot shows the GE iSupplier Portal interface. At the top, the GE logo and 'imagination at work iSupplier Portal' are on the left, and navigation icons for Home, Favorites, Settings, and Worklist are on the right. The user is logged in as 'ISPTEST101'. Below the header, a secondary navigation bar contains 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. The 'Finance' tab is highlighted, with a callout box stating 'Click on the Finance tab'. Under 'Finance', there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Payments' link is highlighted, with a callout box stating 'Click on View Payments'. The main section is titled 'View Payments' and includes an 'Export' button. Below this is the 'Simple Search' section, which has a note: 'Note that the search is case insensitive'. The search form includes fields for 'Payment Number', 'Invoice Number', 'PO Number', and 'Release Number', each with an example (e.g., '1234' for PO Number, '1234-2' for Release Number). There are also fields for 'Status', 'Amount From', 'Amount To', 'Invoice Date From', and 'Invoice Date To'. A callout box with an orange star points to the search fields, stating: 'If you don't remember your invoice number you can enter a % sign and all the invoices Will be displayed.' At the bottom of the search form are 'Go' and 'Clear' buttons. A callout box points to the 'Go' button, stating 'Click GO.'.

Supplier Home Orders Shipments **Finance** Click on the Finance tab

Create Invoices View Invoices **View Payments** Click on View Payments

**View Payments** Export

**Simple Search** Advanced Search

Note that the search is case insensitive

**Payment Number**

**Invoice Number**

**PO Number**  (example : 1234)

**Release Number**  (example : 1234-2)

**Go** **Clear**

Click GO.

**Status**

**Amount From**  **To**

**Invoice Date From** (13-Aug-2020)

**To**

If you don't remember your invoice number you can enter a % sign and all the invoices Will be displayed.



# ACCOUNTS PAYABLE CUSTOMER CARE



**Contact us**

**+1 833-798-9277**

**Working hours**

**9:00am to 5:00pm EST**



- Invoices on hold
- Remittance details
- How to submit invoices
- Payment status
- Invoice rejections/cancellations
- Statement reconciliation
- Any other AP queries



- PO / Req creation
- Supplier set up
- Receipts creation



**GE Aerospace**

# Questions?

ISP account/registration or invoicing process send email to:  
[GEAS.APCC@geaerospace.com](mailto:GEAS.APCC@geaerospace.com)

If you have further questions about successfully submitted invoices, please submit a ticket through GE Pays.

<https://supplier.geaerospace.com/support-contact/>

**Tips to successfully log your ticket:** in case you have an error message copy and paste the link on your browser, try to delete your browsing history and cookies or use a different browser (ex, Firefox, Chrome, Explorer, Edge).

**We will be glad to help you!**



**GE Aerospace**