



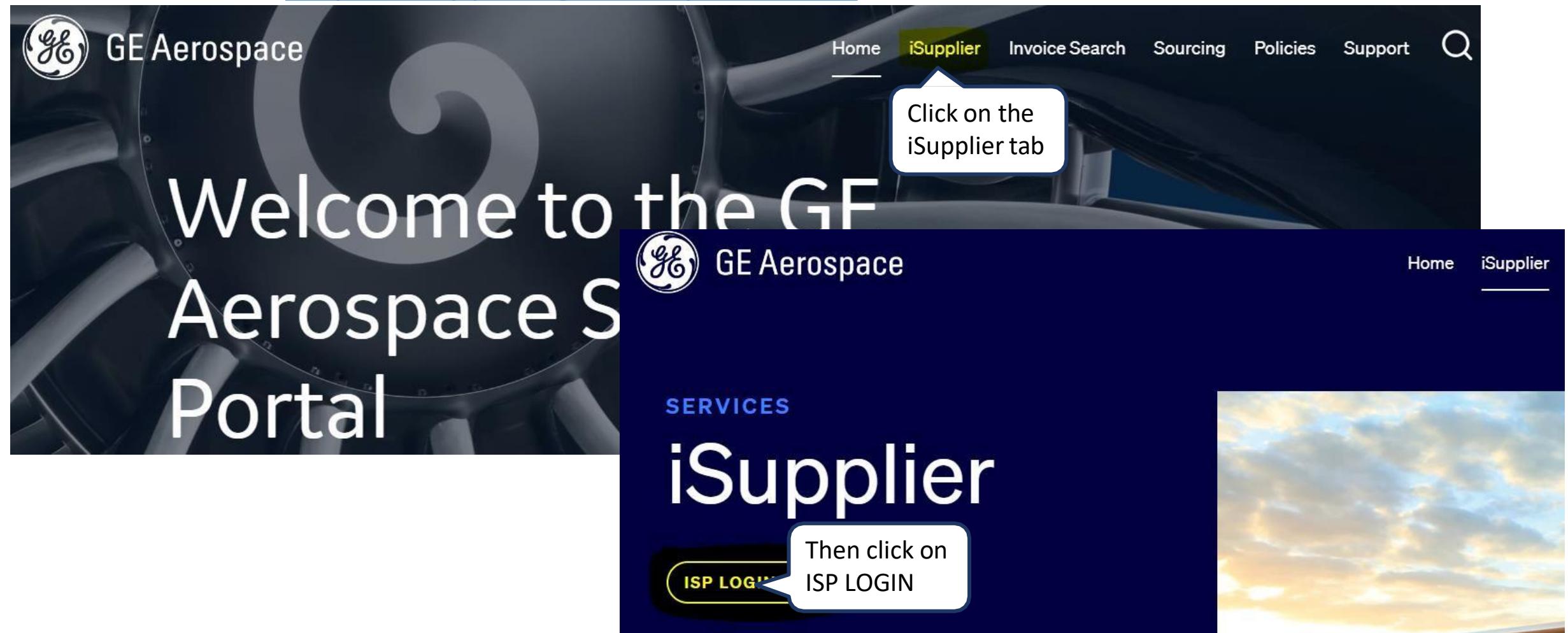
GE Aerospace

iSupplier Portal Training – ISP

How to Submit a Standard Invoice

Log in ISP

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



Log in iSupplier Portal



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 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



If you are under the incorrect username, please click [Switch User](#)



If you are under the incorrect account click [Home](#)

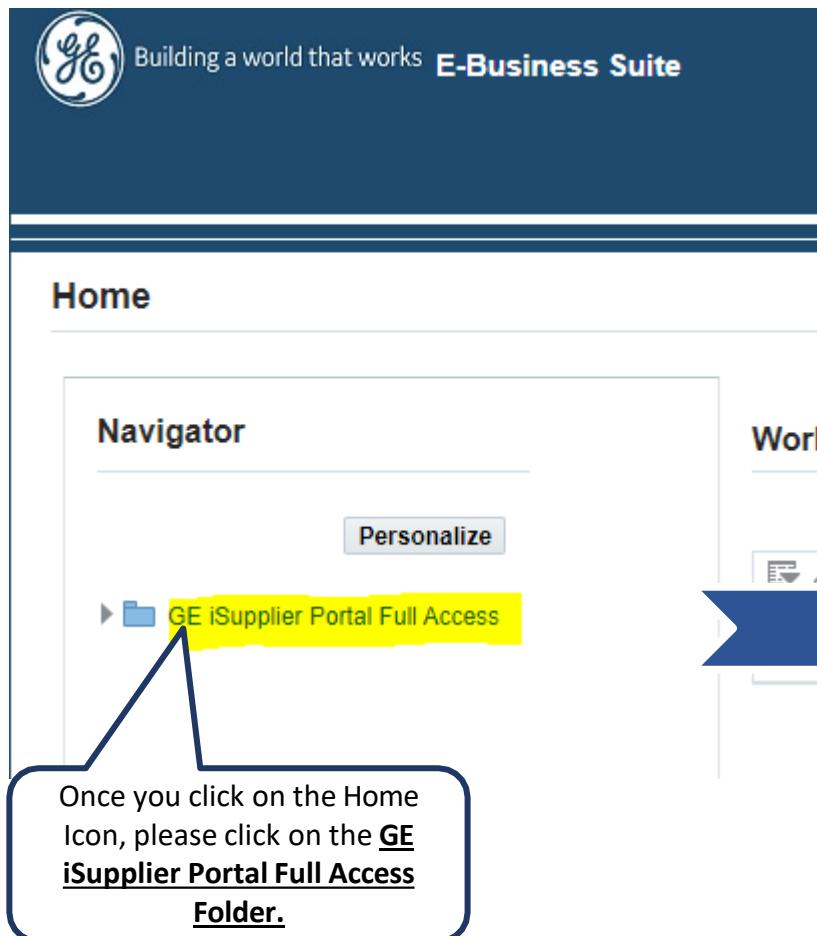
Switch User					
Select a user and act as their proxy					
Switch	Last Name	First Name	User Name	Phone	Email
	User01	Test01	TEST_XERO01_AVI		

For Aerospace users please select the Account ending in _AVI

Select the proxy user and click the icon

For GE Aerospace users please select account ending in _AVI

Go to ISP Home Screen



Building a world that works **E-Business Suite**

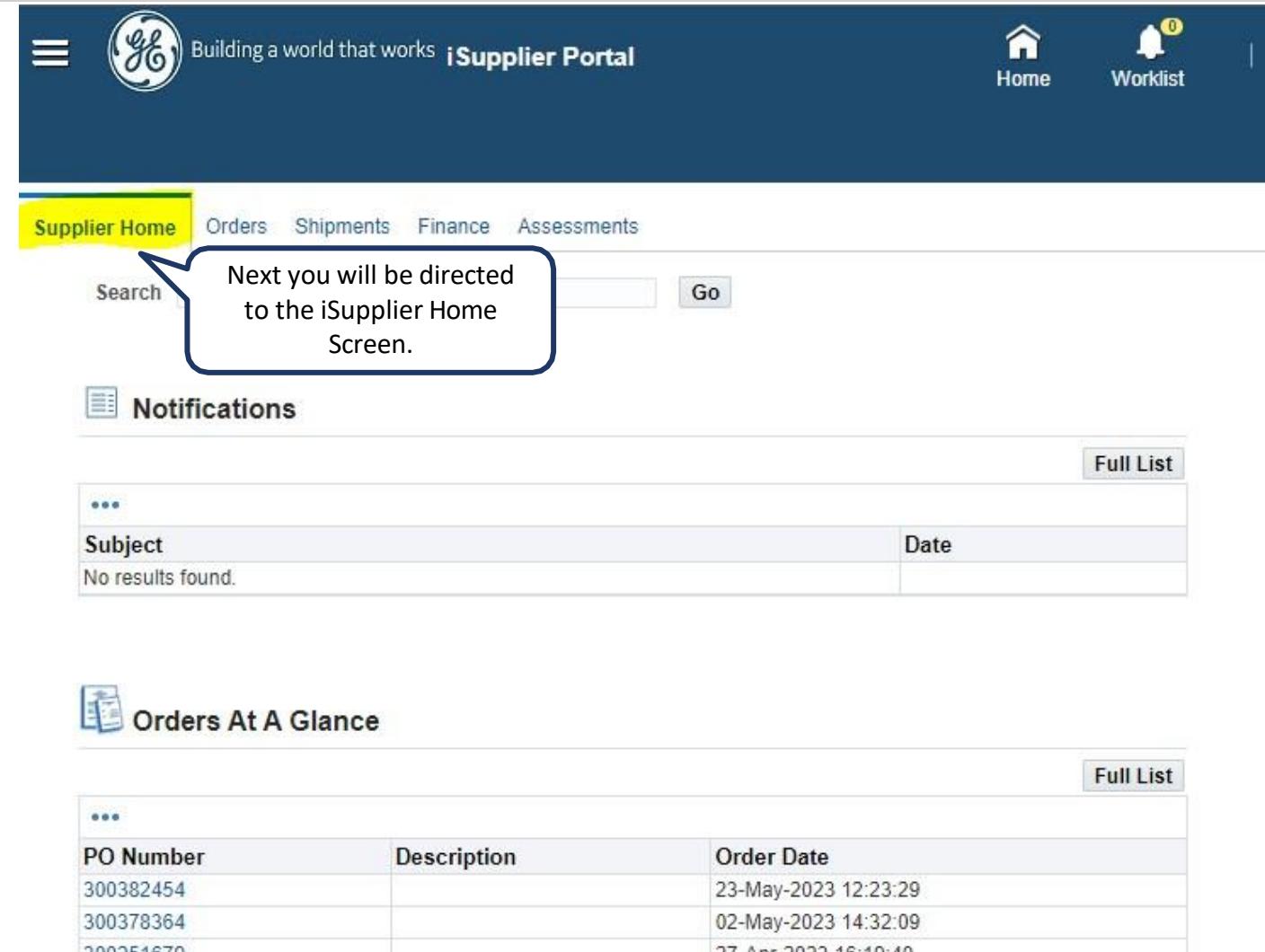
Home

Navigator

Personalize

► **GE iSupplier Portal Full Access**

Once you click on the Home Icon, please click on the **GE iSupplier Portal Full Access** Folder.



Building a world that works **iSupplier Portal**

Supplier Home Orders Shipments Finance Assessments

Search Go

Notifications

Full List

Subject Date

No results found.

Orders At A Glance

Full List

PO Number	Description	Order Date
300382454		23-May-2023 12:23:29
300378364		02-May-2023 14:32:09
300354570		02-May-2023 14:32:09

How to create a Standard Invoice?

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the GE logo, the tagline "imagination at work", and the "iSupplier Portal" title. The navigation bar includes links for "Home", "Favorites", "Settings", "Worklist", and user information "Logged In As HOYAOPTICAL04". There are also "Help" and "Logout" buttons. Below the navigation bar, the main menu has tabs for "Supplier Home", "Orders", "Shipments", "Finance" (which is highlighted in yellow), and "Assessments". Under the "Finance" tab, there are links for "Create Invoices", "View Invoices", and "View Payments". On the right side of the screen, there is a "Invoice Actions" section with a "Search" field. The search field has a placeholder "Supplier" and several filters: "Invoice Number", "Invoice Date From" (set to "22-Jul-2020"), "Invoice Status" (a dropdown menu), and buttons for "Go" and "Clear". To the right of the search field is a large red box containing fields for "Purchase Order Number", "Invoice Amount", "Invoice Date To", and "Currency". A callout bubble points to the "Supplier" field in the search section with the text "Supplier name will be auto populated." Another callout bubble points to the "Go" button in the search section with the text "Click on GO.". A third callout bubble points to the "Finance" tab with the text "Click on the Finance Tab." A fourth callout bubble points to the "Go" button in the search section with the text "Click on GO." A red box also surrounds the "Purchase Order Number", "Invoice Amount", "Invoice Date To", and "Currency" fields.

Click on the Finance Tab.

Click on GO.

Supplier name will be auto populated.

**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

Search

Note that the search is case insensitive

Purchase Order Number 390149247 **Enter your PO number**

Purchase Order Date (22-Jul-2020)

Buyer

Organization

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

Click GO **Go** **Clear**

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

Select Items: **Add to Invoice**

Select the PO line you want to invoice

PO Number	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
390149247				5000	0	0	Each	1	USD	GEA_JAX_ES	GEA_I_NA_US_USD_ES		

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: Details

* Indicates required field

Supplier

* Supplier: LEWISVILLE101

* Remit To: LEWISVILLE101

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

Address: 651 E CORPORATE DRIVE LEWISVILLE TX 75057-6

Remit To Bank Account

Invoice

* Invoice Number: TEST

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

* Invoice Date: 22-Jul-2020

Invoice Type: Invoice

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.)

Enter your Invoice number

Attach your PDF invoice copy

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	UOM	Amount
390149247	1	1			GEA_JAX_ES	5000	5000	5000	10	0	0	1	Each	1

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

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

Summary Tax Lines

This information will be autopopulated

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**

Click 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

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

Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	1.00

Confirm invoice amount is correct

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.

The screenshot shows the 'Invoice Confirmation' page. At the top, there is a navigation bar with four steps: 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. The 'Review and Submit' step is highlighted with a blue circle. Below the navigation bar, there is a 'Confirmation' section with a green header. The confirmation message states: '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.' A blue arrow points from this message to the 'Invoice Confirmation' link in the 'Confirmation' section. The 'Confirmation' section also contains a 'Printable Page' button. The main content area shows an 'Invoice' for 'TEST'. The invoice details are: * Invoice Number: TEST, * Invoice Date: 22-Jul-2020, Invoice Type: Standard. The 'Invoice Description' field is empty. The 'Attachment' field shows 'None'. To the right of the invoice details, there is a 'Printable page option' button, which is also highlighted with a blue arrow. Below the invoice details, there is a table titled 'Items' with columns: 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, and Amount. The table contains one row of data: PO Number 390149247, Line 1, Shipment 1, Item Description '-----', Supplier Item Number 'GEA_JAX_ES', Ship To '5000', Quantity Ordered '5000', Available Quantity '5000', Quantity To Invoice '1', Quantity Received '0', Quantity Invoiced '0', UOM 'Each', Unit Price '1', and Amount '1.00'.

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

Supplier

Invoice Confirmation

Remit To Address

Remit To Bank Account

Invoice

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

Invoice Description

Attachment None

Printable Page **Create Another**

Printable page option

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	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
Credit Memo
Credit Memo
Invoice

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

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!

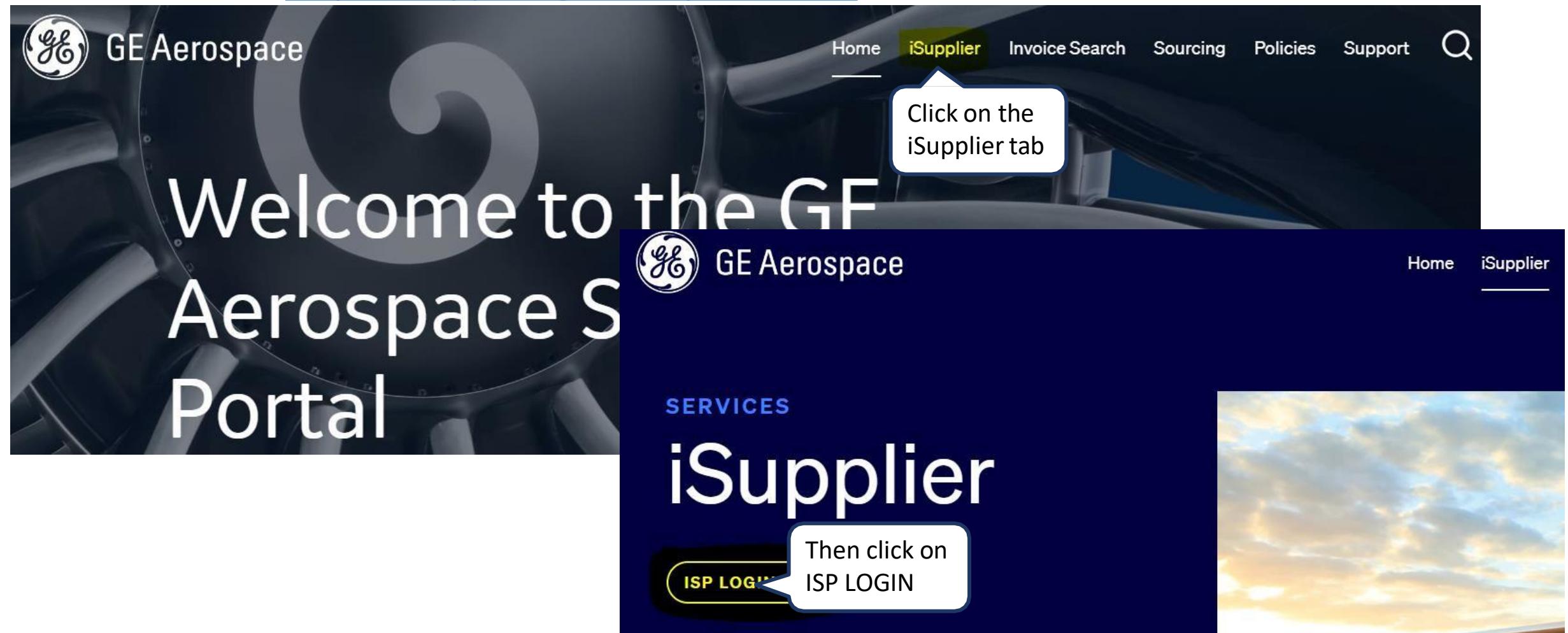


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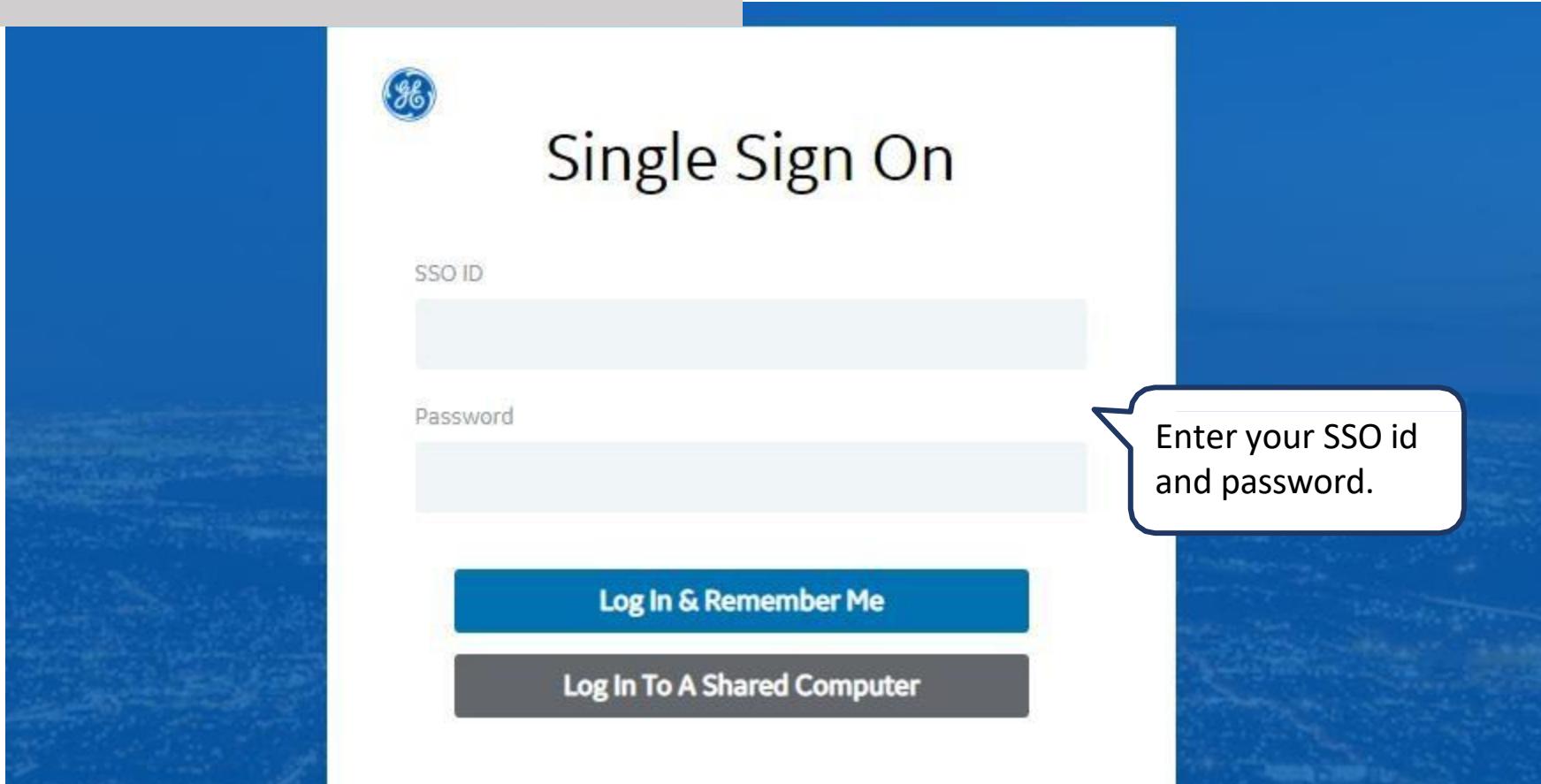
How to search PO's, Invoices and Payment Information on ISP

Log in ISP

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



Log in iSupplier Portal



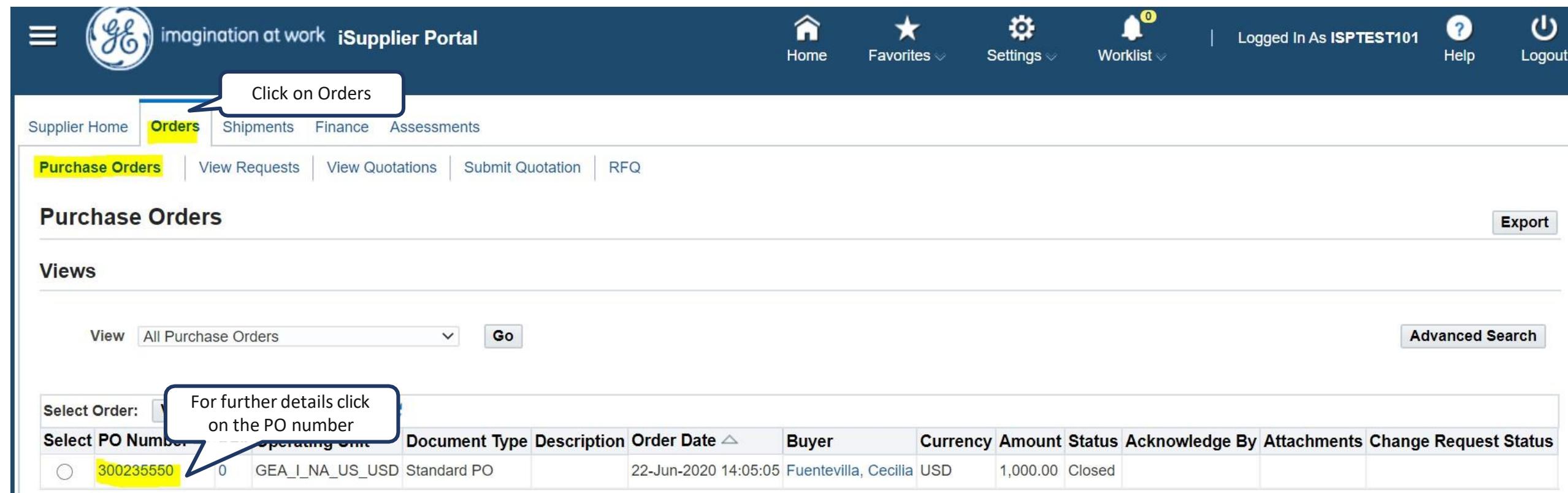
REMEMBER: If you do not have an SSO Id and password provided by GE - but already have a purchase order from GE, please **STOP HERE** and send an email to GEAS.APCC@geaerospace.com and provide your PO number.

Glance of the ISP Home Page

The screenshot shows the iSupplier Portal home page with the following elements:

- Header:** GE imagination at work iSupplier Portal, Home, Favorites, Settings, Worklist, Logged In As ISPTEST101, Help, Logout.
- Navigation:** Supplier Home (highlighted), Orders, Shipments, Finance, Assessments.
- Search:** Search PO Number, Go button.
- Notifications:** Subject (No results found), Date.
- Orders At A Glance:** PO Number (300235550), Order Date (22-Jun-2020 14:05:05), Full List button.
- Right Sidebar:** Orders (Purchase Orders), Shipments (Overdue Receipts), Receipts (Receipts, Returns), Invoices (Invoices), Payments (Payments).
- Annotations:**
 - A callout points to the Purchase Orders link in the Orders section with the text: "To view all of your POs click on Purchase Orders".
 - A callout points to the Invoices link in the Invoices section with the text: "Invoices and Payments details on following hyperlinks".
 - A callout points to the PO Number in the Orders At A Glance section with the text: "On your home screen you can take a glance at some of your POs."

Purchase Orders details



imagination at work iSupplier Portal

Home Favorites Settings Worklist

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	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

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

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 Am
	▶ 1	GESSS Amt Rcpt Not Reqd			TEST	Each	1000	1	1,000.00	Closed				

Order details will show up

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).

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 shows the iSupplier Portal interface. At the top, there is a navigation bar with the GE logo, the text "imagination at work iSupplier Portal", and links for Home, Favorites, Settings, Worklist, and Logout. The user is logged in as "ISPTEST101". Below the navigation bar, there is a main menu with tabs: Supplier Home, Orders, Shipments, Finance (which is highlighted in yellow), and Assessments. Under the Finance tab, there are links for Create Invoices, View Invoices (which is highlighted in yellow), and View Payments. The "View Invoices" link is further highlighted with a yellow box and a callout bubble that says "Select view invoices". Below this, there is a "Simple Search" section with fields for Invoice Number, PO Number, Release Number, Payment Number, and Invoice Status. There are also dropdowns for Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. At the bottom of the search section, there are "Go" and "Clear" buttons. A callout bubble points to the "Go" button with the text "Click GO.". A large 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." The entire screenshot is overlaid with yellow highlights and callout bubbles to guide the user through the process.

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 iSupplier Portal interface. At the top, there is a navigation bar with the GE logo, the text "imagination at work iSupplier Portal", and links for "Home", "Favorites", "Settings", "Worklist", and "Logged In As ISPTEST101". Below the navigation bar, there is a main menu with tabs for "Supplier Home", "Orders", "Shipments", "Finance" (which is highlighted in yellow), "Create Invoices", "View Invoices", and "View Payments". A callout box with a yellow border and a blue arrow points to the "View Payments" tab, with the text "Click on View Payments". Below the menu, there is a section titled "View Payments" with a "Simple Search" and "Advanced Search" button. The "Simple Search" section contains fields for "Payment Number", "Invoice Number", "PO Number" (with a note "(example : 1234)", "Release Number" (with a note "(example : 1234-2)", and buttons for "Go" and "Clear". A callout box with a yellow border and a blue arrow points to the "Go" button, with the text "Click GO.". To the right of the search fields, there are filters for "Status", "Amount From", "Amount To", "Ent Date From" (set to "13-Aug-2020"), and "Ent Date To". A callout box with a yellow border and a blue arrow points to the "PO 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." and an orange star icon.

Click on the Finance tab

View Payments

Click on View Payments

Simple Search

Advanced Search

Payment Number

Invoice Number

PO Number

(example : 1234)

Release Number

(example : 1234-2)

Go

Clear

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

Click GO.



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

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