



GE Aerospace

iSupplier Portal – *Switch Users*


How to switch users on the iSupplier Portal

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 with a dark blue header. The navigation bar now has 'Home' and 'iSupplier' (which is underlined). Below the header, it says 'SERVICES' and 'iSupplier'. A callout bubble points to a yellow 'ISP LOGIN' button with the text '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 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 and provide your PO number.

How to Switch Users

On the top of the screen click on Home Icon.

The screenshot shows the GE iSupplier Portal interface. At the top, there is a dark blue navigation bar containing the GE logo, the text "Building a world that works iSupplier Portal", and several icons: a home icon (highlighted with a yellow circle and a callout box), a star icon for "Favorites", a gear icon for "Settings", a bell icon for "Worklist", and a power icon for "Logout". The callout box contains the text "Click on the [Home Icon](#)". Below the navigation bar, the main content area is divided into sections. On the left, there is a "Supplier Home" section with tabs for "Orders", "Shipments", "Finance", and "Assessments". Below these tabs is a search bar with a "Search" label, a dropdown menu set to "PO Number", an input field, and a "Go" button. To the right of the search bar is a "Notifications" section with a "Full List" button. Below the notifications is a table with columns "Subject" and "Date". The "Subject" column contains the text "No results found." and the "Date" column is empty. At the bottom left, there is an "Orders At A Glance" section. On the right side of the interface, there is a sidebar with a list of links: "Orders" (containing "Purchase Orders"), "Shipments" (containing "Overdue Receipts"), "Receipts" (containing "Receipts" and "Returns"), and "Invoices".

Supplier Home Orders Shipments Finance Assessments

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Orders At A Glance

Orders

- Purchase Orders

Shipments


- Overdue Receipts


Receipts


- Receipts
- Returns


Invoices


How to Switch Users

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


 Favorites


 Settings

 Worklist

 Switch User

Logged In As **TEST_XEROX01**

 Help

 Logout

Home

Navigator

Personalize

 GE iSupplier Portal Full Access

 Home Page

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

Click on the [Switch User](#) icon

How to Switch Users

Switch User

Select a user and act as their proxy

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

Click on the [Switch](#) icon

a world that works **iSupplier Portal**

 Home

 Worklist

Logged In As TEST_XEROX01

 Help

 Logout

Proxy For TEST_XERO01_AVI

Supplier Home Orders Shipments Finance Assessments

Search PO Number

Notifications

[Full List](#)

Subject	Date
No results found.	

Orders At A Glance

Orders

- [Purchase Orders](#)

Shipments

- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

Here you can see your switch users

To Switch back to main user

Building a world that works **iSupplier Portal**

Home Worklist | Logged In As **TEST_XEROX01** Help Logout

Supplier Home Orders Shipments Finance Assessments

Click **Home**

Proxy For TEST_XERO01_AVI

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

Worklist Return to Self | Logged In As **TEST_XEROX01** Help Logout

Home

And then **Return to Self**

Proxy For TEST_XERO01_AVI



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!



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