



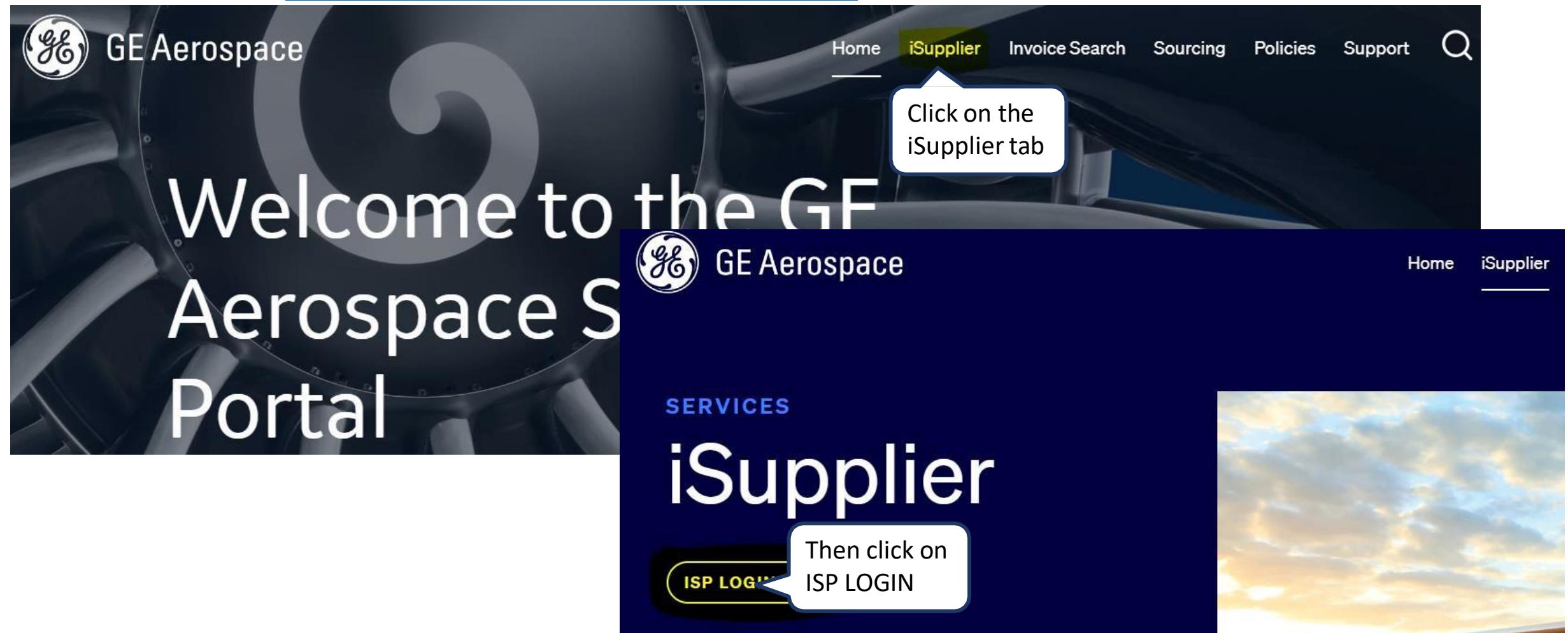
GE Aerospace

# iSupplier Portal – Switch Users

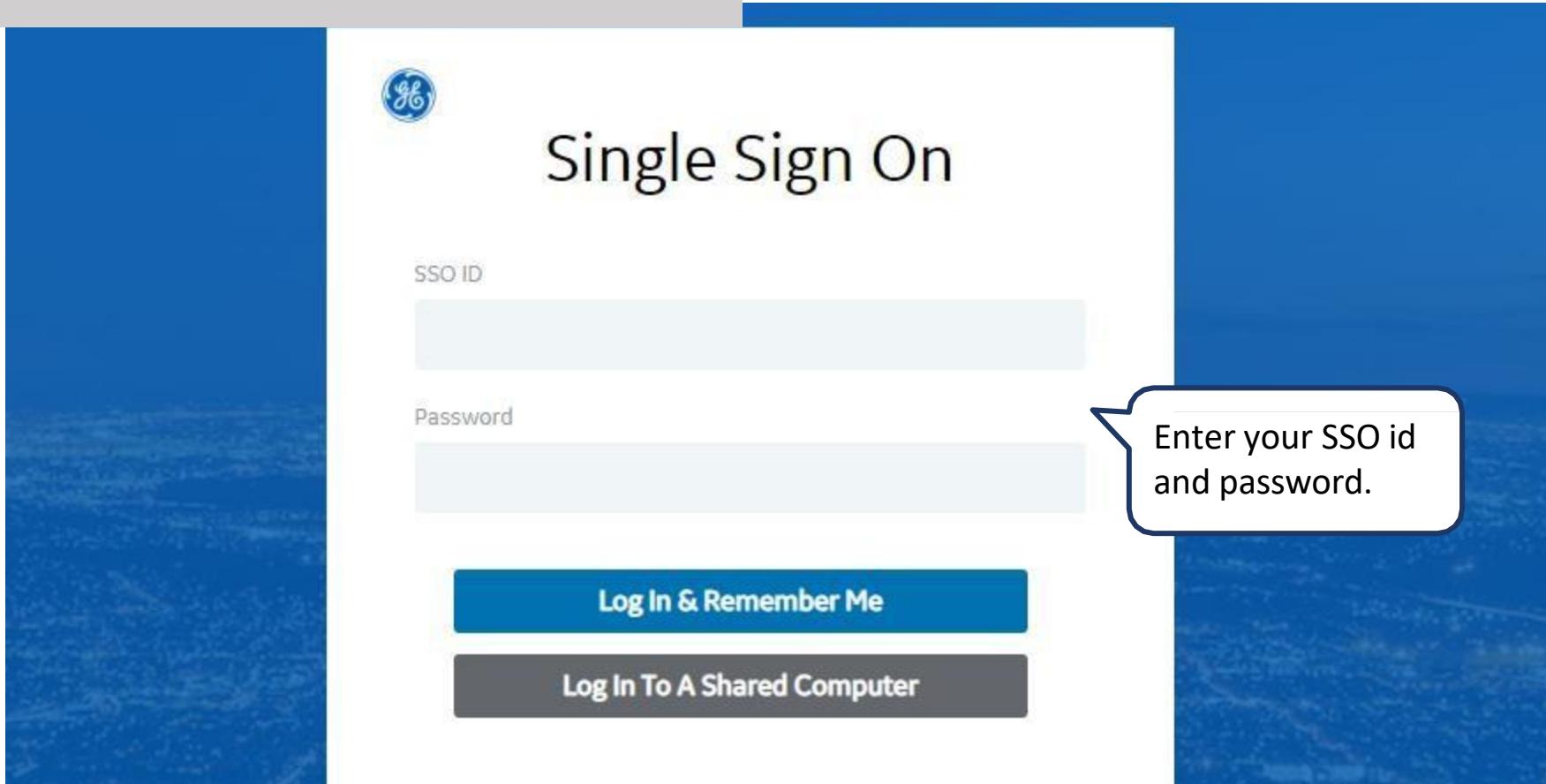
How to switch users on the iSupplier Portal

# Log in ISP

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



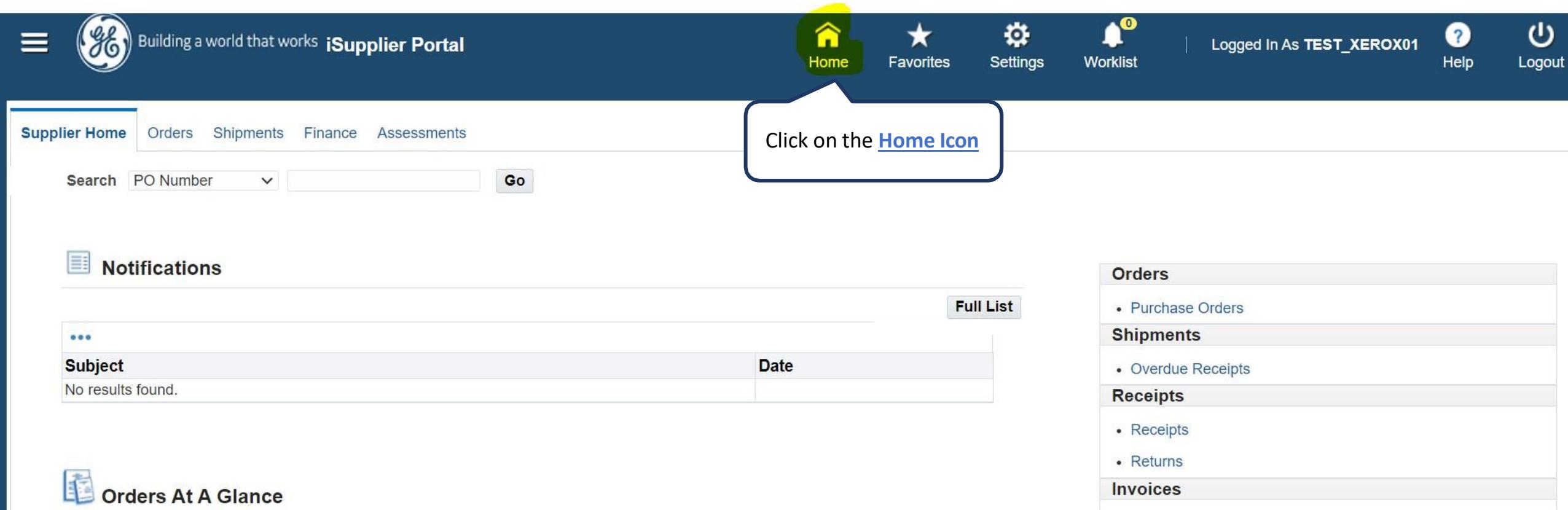
# Log in iSupplier Portal



**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](mailto:GEAS.APCC@geaerospace.com) and provide your PO number.

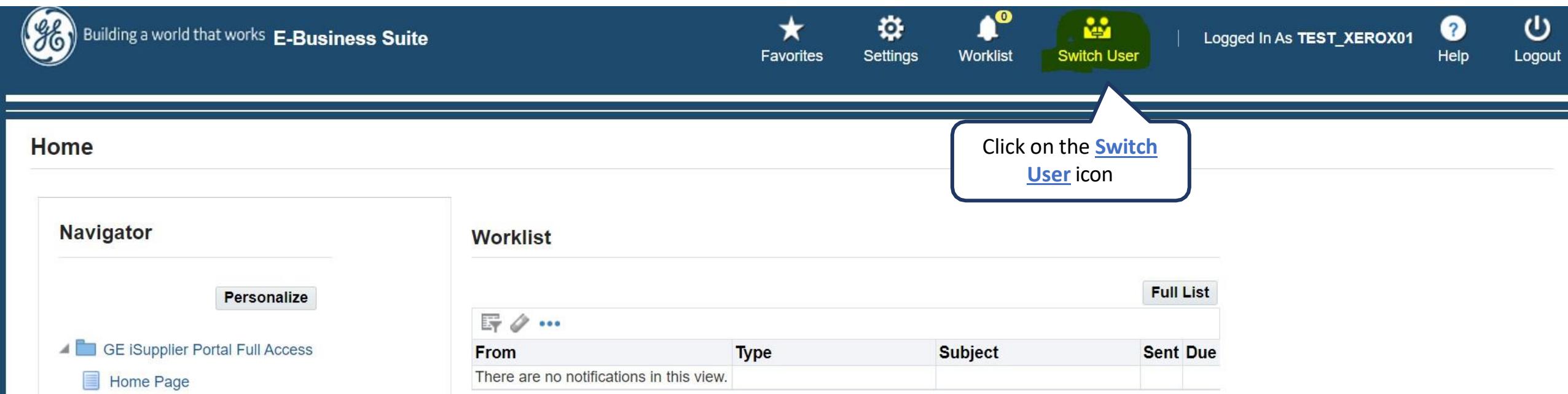
# How to Switch Users

On the top of the screen click on Home Icon.



The screenshot shows the iSupplier Portal homepage. At the top, there is a dark blue header with the GE logo, the text "Building a world that works iSupplier Portal", and navigation links for "Home", "Favorites", "Settings", "Worklist", "Logged In As TEST\_XEROX01", "Help", and "Logout". The "Home" link is highlighted with a yellow box and a callout bubble containing the text "Click on the [Home Icon](#)". Below the header, there is a "Supplier Home" menu with links to "Orders", "Shipments", "Finance", and "Assessments". A search bar with a dropdown menu set to "PO Number" and a "Go" button is also present. The main content area includes sections for "Notifications" (with a "Full List" button), "Orders At A Glance" (with a "Full List" button), and a sidebar with links for "Orders", "Shipments", "Receipts", and "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

The screenshot shows the E-Business Suite interface with a dark blue header. The header includes the GE monogram, the tagline "Building a world that works", the "E-Business Suite" logo, and navigation links for "Home", "Favorites", "Settings", "Worklist", "Logged In As TEST\_XEROX01", "Help", and "Logout".

The main content area is titled "Switch User" with the sub-instruction "Select a user and act as their proxy". Below this is a table with columns: "Switch", "Last Name", "First Name", "User Name", "Phone", and "Email". A row is shown for "User01" with "Test01" in the First Name column and "TEST\_XERO01\_AVI" in the User Name column. A yellow callout box points to the "Switch" icon (a person icon with a plus sign) in the first column of the table.

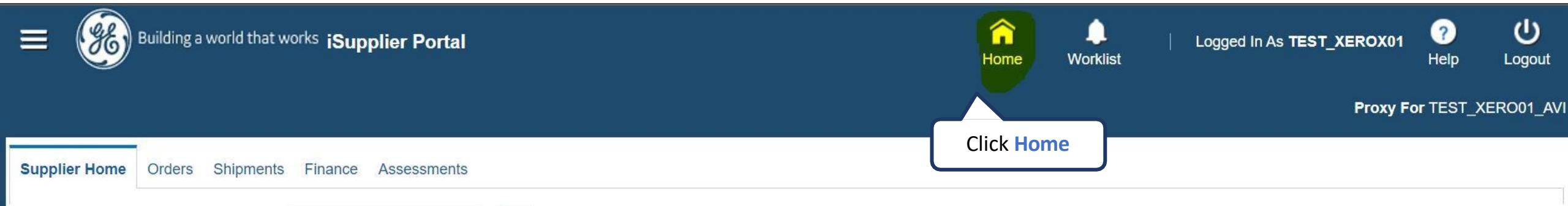
The interface then transitions to the iSupplier Portal. The header for the portal includes the tagline "a world that works", the "iSupplier Portal" logo, and the same navigation links as the main header.

The iSupplier Portal interface includes a navigation bar with "Supplier Home", "Orders", "Shipments", "Finance", and "Assessments". It features a search bar for "PO Number" and a "Go" button. Below this is a "Notifications" section with a "Full List" button, showing a table with columns "Subject" and "Date". The table is empty, displaying "No results found." A callout box points to the "Switch" icon in the table header.

On the right side of the iSupplier Portal, there is a sidebar with sections: "Orders" (with "Purchase Orders"), "Shipments" (with "Overdue Receipts"), "Receipts" (with "Receipts" and "Returns"), and "Invoices". A callout box points to the "Proxy For TEST\_XERO01\_AVI" message in the top right corner of the iSupplier Portal header.

At the bottom of the page, there is a footer with the date "January 8, 2024" and the text "How to switch users".

# To Switch back to main user



Building a world that works **iSupplier Portal**

Supplier Home Orders Shipments Finance Assessments

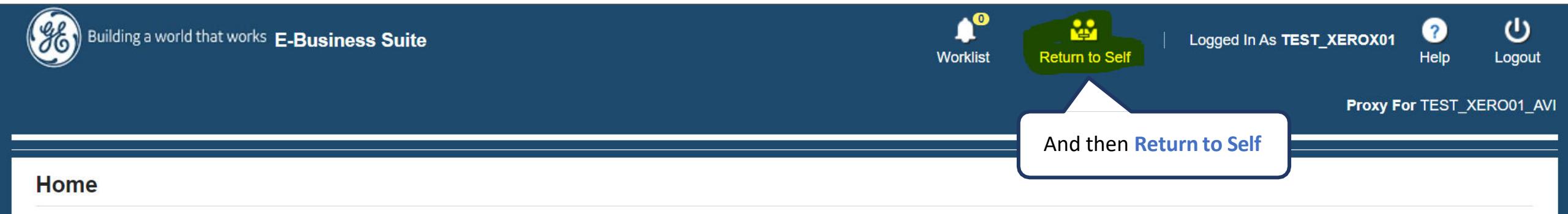
Logged In As **TEST\_XEROX01** | **Proxy For TEST\_XERO01\_AV1**

Help Logout

**Home** **Worklist**

**Click Home**

This screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the GE logo, the text "Building a world that works iSupplier Portal", and user information "Logged In As TEST\_XEROX01" and "Proxy For TEST\_XERO01\_AV1". Below the navigation bar is a main menu with "Supplier Home", "Orders", "Shipments", "Finance", and "Assessments". On the right side of the menu, there are links for "Home" (highlighted with a green box and a callout bubble containing "Click Home") and "Worklist". At the bottom, there is a footer with the GE logo, the text "Building a world that works E-Business Suite", and user information "Logged In As TEST\_XEROX01" and "Proxy For TEST\_XERO01\_AV1".



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

**Home**

Logged In As **TEST\_XEROX01** | **Proxy For TEST\_XERO01\_AV1**

Help Logout

**Worklist** **Return to Self**

**And then Return to Self**

This screenshot shows the E-Business Suite interface. At the top, there is a navigation bar with the GE logo, the text "Building a world that works E-Business Suite", and user information "Logged In As TEST\_XEROX01" and "Proxy For TEST\_XERO01\_AV1". Below the navigation bar is a main menu with "Home". On the right side of the menu, there are links for "Worklist" and "Return to Self" (highlighted with a green box and a callout bubble containing "And then Return to Self").



# 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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