GE Gas Power

Agenda

- Register Single Sign on with GE
- Requesting clear orbit access
- Forgot User ID?
- Forgot Password?
- How to view all the lines of a Purchase order in a Single Page
- Acknowledge Purchase Order(s) in Clear Orbit Application
- Steps to submit the invoice against the Purchase Order
- Sourcing Contact Details

Register Single Sign on with GE

Step 1

✓ Open URL https://registration.gepower.com/registration/

Step 2

✓ Click on the **Register**

Step 3

- ✓ Update the Basic and Mandatory Information
- ✓ Ensure to find I mandatory fields rather than 🕴
- \checkmark If \bigcirc recheck the fields and update

Step 3.1

- ✓ Answer country information for security reasons
- ✓ Check
 - I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.
 - ✓ I agree to GE's Terms and Conditions
 - ✓ Click or touch the image mentioned
- ✓ Click Submit
- ✓ Once you hit submit you see the confirmation as below in GREEN
- ✓ You have now successfully registered with GE
- Preserve your SSO ID and credentials for further use

 1
 Register for a B2B account
 2
 Sign in with your B2B account
 3
 Select app from catalog & submit request

 1
 Register for a B2B account
 2
 Sign in with your B2B account
 3
 Select app from catalog & submit request

 Sign In
 To browse the Application Catalog & request access
 Don't nave a B2B account?
 Click here to register

 •
 Need Help?
 •
 Need Help?

Get secure access to GE applications in 3 easy steps

Please answer the following questions to request access to your selected applications.

There are no questions to answer, please click 'Submit' to continue.

Your application(s) were requested successfully! → Click here to close this window

Requesting clear orbit access

Step 1

Open URL: <u>https://registration.gepower.com/registration/</u>

Step 2

- ✓ Click on Sign In
- ✓ Sign in with your SSO ID & Credentials

Step 3

- ✓ Once you Sign In
- ✓ You will be redirected to the **Application Catalog**
- ✓ Click on **Supplier Apps**
- ✓ Key-In "clear orbit" in search field
- ✓ Select Application Name by business aligned to
- ✓ Clear Orbit (Supplier Collaboration)
- ✓ Click on "+ Add"
- ✓ Once "Added" a pop-up with note "Request Access" will be visible
- ✓ Click on Request Access

Step 4

- ✓ Fill in the Questions for **Clear Orbit (Supplier Collaboration)**
- ✓ Provide purchase order number
- ✓ Enter Job Title
- Update telephone number and company name
- ✓ And Click Submit

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Classification: Your request will be moved based on the workflow approval and once approved by clear orbit On boarding team and GE contact person/Buyer, An automated email notification will reach to your registered email ID and you will be able to access clear orbit Application with your SSO and Credentials

Forgot User ID?

Purpose: Use this feature to retrieve your user id

Step 1: From the home page, click the "Forgot ID?" link –this will open a new page.

Step 2: Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

Step 3: If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account / id will be Sent.

An e-mail message with your USER ID(s) has been sent

Please close your browser window.

If no information is available for the entered email address, you will see this message:

No USER ID(s) were found for your specified e-mail address <u>Continue</u>

Forgot Password?

Purpose: Use this feature to reset your password

Step 1: From the home page, click the "Forgot Password?" link –this will open a new page.

Step 2: Follow the instructions on screen: enter your user id and complete the security check. Click "**Submit**" to continue.



Forget User ID? Enter Email Address		
Enter Email Address		
Confirm Email Address		
Confirm Email Address		
	Submit	Cancel



Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

If there is no existing account **OR** the username you entered is locked / inactive, you will receive a message similar to those at right. If you feel you are getting these messages in error, use the "Need help?" feature to contact our team.

Step 4: An email is sent to your account on file. Click the "Reset your password" link. Note this link is temporary and will expire as indicated.

Step 5: You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click "Submit"



*	Cianal Planat	ia enter a new password.	
Dear, Test User			Ø Must have 8 to 15 characters
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GE Power User Registration Team			No. of Concession, Name
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Email message and secure temporary link for password reset	171	HPI HPI	STEPHERE ST

Confirmation message for successful password reset

Step 6: Once updated, you'll receive a "Success" message and be allowed to signin with your new password.



How to view all the lines of a Purchase order in a Single Page

- Clear-Orbit Application Log-in URL: <u>https://suppliercollaboration.gepower.com/scp/endeavour/</u>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase Order
- ✓ Search orders
- ✓ Click on Options Icon
- ✓ Update Maximum Results per page
- ✓ And Hit "Save"

GE Power, Supplier Co	Oil & Gas, Ener Ilaboration	gy Connections	& Renewables	
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Acknowledge Purchase Order(s) in Clear Orbit Application

- Clear-Orbit Application Log-in URL: <u>https://suppliercollaboration.gepower.com/scp/endeavour/</u>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase order
- ✓ Search orders
- ✓ Provide Purchase Order Number
- ✓ Hit "Search"
- ✓ Only ONE PURCHASE ORDER AT A TIME
- \checkmark Click on the check box
- From Choose an action
- ✓ Select Accept
- ✓ Hit GO
- \checkmark If there are no errors thrown we are good and PO is accepted
- ✓ In case you receive any error (Refer next slides)
- In case you receive a notification "Promise date must be after today's
- ✓ Update Promise date as tomorrow's date
- ✓ Select Promised date change reason as other

In case you do not find Calendar Icon available to change "Promise date"

✓ Contact your PO buyer to setup the need by date of the Purchase Order to be after today's date

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Steps to submit the invoice against the Purchase Order

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- Clear-Orbit Application Log-in URL: <u>https://suppliercollaboration.ge-energy.com/scp/endeavour</u>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase Orders
- Click on search orders
- ✓ Key-In Purchase Order Number
- ✓ Hit Search
- ✓ You can see the PO available for invoice as YES

From the choose an action select create invoice and hit GO as shown

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- ✓ You will be directed to a new page as shown
- Please fill the mandatory fields like Invoice number, Invoice pay site, Invoice quantity
- ✓ Check the payment terms if everything is correct click "submit"

		Display Invoi	ce Information					
Enter Invoice Inform								
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eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ T: (866)-770-5248 Option 2
- ✓ Email: psesourps@ps.ge.com
- ✓ Visit us @ <u>https://app.sc.ge.com/sites/1564108/portal/1043018</u>

Escalation Point of Contact

- ✓ Kennedy, Andrew <u>-andrew.kennedy@ge.com</u>
- ✓ G, Karthikeyan <u>-Karthikeyan2.G@ge.com</u>

Required (Mandatory) Information for us to assist you further while sharing information

- ✓ User ID/SSO ID
- ✓ Purchase Order Number
- ✓ Contact Phone Number#
- ✓ Available time of Contact
- ✓ Screen Shot of Error