

# GE Power

## Steps to Edit Accounts Payable Self Service Profile

APSS Application Log-in URL:

<http://insideweb.pw.ge.com/apss/faces/legalapss.faces>

Enter SSO Credentials

Click "Agree" to enter into APSS Application

- Click on Admin Tab
  - Edit My Profile

**LEGAL NOTICE**

This application is hosted on a U.S.-based server and may not be used in connection with any transaction involving a "sanctioned" country. Use of a U.S.-based application for transactions involving sanctioned countries could be considered "facilitation" of trade with the sanctioned country, which is prohibited by U.S. law. Click on the following link for the most current listing of countries sanctioned (embargoed) by the U.S. Government (<http://www.treas.gov/offices/enforcement/ofac/>).


"U.S. person" is defined to include:

- a) U.S. nationals, wherever located;
- b) foreign nationals employed by any U.S. incorporated company (such as GE and GEII) wherever located;
- c) other foreign nationals while present in the U.S. and holding a valid U.S. Green Card; and
- d) [for the Cuba sanctions only] foreign nationals employed by any controlled subsidiary of a U.S. incorporated company (such as GE and GEII) wherever located.

For businesses located in Canada, Mexico, or any European Union nation, anti-blocking statutes apply with respect to the U.S. embargoes. Advice on complying with any relevant anti-blocking statutes should be obtained from legal counsel. Accessing technical data or engineering tools hosted on a U.S.-based application or server from outside the U.S. is considered an export of that technical data or engineering tool. It is your obligation to comply with all relevant U.S. export laws. For guidance on compliance with U.S. export laws, contact your assigned legal counsel or ITC compliance leader.

If you have issues or concerns related to APSS functionality, or need assistance submitting a Registration Request for the tool, please contact the eSourcing Helpdesk at [ps.esourps@ps.ge.com](mailto:ps.esourps@ps.ge.com) or 866-770-5248, and for non-English speaking GE businesses, please log a ServiceNow ticket with the AP Team. <https://ge.service-now.com/OneGE/>

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 **GE Energy** **AP Self Service**

AP Self Service | **Admin** | Contact Us | Training | About Us | 0 Pending Approval | 0 Pending Requests | 0 Requests in Error | Log Out

**Edit My Profile**

Welcome to Ap Self Service

- **The December 2017 AP closing letter is posted on the APeX Support Central Community under Closing Information** [http://libraries.ge.com/download?fileId=889353393101&entity\\_id=7586623101&sid=101](http://libraries.ge.com/download?fileId=889353393101&entity_id=7586623101&sid=101)  
Please forward the link to all individuals in your business who are involved in the buy to pay process.
- **Global AP Support Central Library:** [http://libraries.ge.com/folders/index.do?entity\\_id=7513962101=101=1](http://libraries.ge.com/folders/index.do?entity_id=7513962101=101=1)
- **BACKUP DOCUMENTATION DISPLAYING THE AMOUNT TO BE PAID IS REQUIRED TO BE ATTACHED TO EVERY PAYMENT REQUEST. FAILURE TO DO SO WILL RESULT IN THE REQUEST BEING SENT BACK BY THE SOURCING FINANCE APPROVER.**
- Global AP Support Central Homepage: [http://supportcentral.ge.com/products/sup\\_products.asp?prod\\_id=105658](http://supportcentral.ge.com/products/sup_products.asp?prod_id=105658)
- For AP invoice and payment inquiries please open a case through the customer service portal: [https://gecorp.custhelp.com/app/utills/login\\_customredirect/S2P/SupplierSupport%2Fcustomer\\_inquiry](https://gecorp.custhelp.com/app/utills/login_customredirect/S2P/SupplierSupport%2Fcustomer_inquiry)
- **For APSS technical or IT issues please open an incident at this link:** <https://get.service-now.com>

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  - Fill mandatory information and click on Privileges
    - Scroll to the last of the page and Click on Add New

GE Energy AP Self Service

AP Self Service Admin Contact Us Training About Us 0 Pending Approval 0 Pending Requests

### My Personal Profile

\* Operating Unit:

\* Phone No:   
Dial Comm:

\* Address Line 1:   
\* City:   
\* Country:

Extension:   
Fax No:   
Address Line 2:   
\* State/Province:   
Zip/Postal Code:

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<input checked="" type="checkbox"/> Renewables	<input type="radio"/> Sourcing Approver <input type="radio"/> Inquirer <input checked="" type="radio"/> Super User <input type="radio"/> Finance Approver
<input checked="" type="checkbox"/> OU_GERE_DE_GMBH	
<input checked="" type="checkbox"/> Pascal	<input type="radio"/> Sourcing Approver <input type="radio"/> Inquirer <input checked="" type="radio"/> Super User <input type="radio"/> Finance Approver
<input checked="" type="checkbox"/> OU_PS0013_AE	

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  - Fill mandatory information and click on Privileges
    - Scroll to the last of the page and Click on Add New
      - Enable Pop-up
    - Select Appropriate Operating Unit to perform the action
      - Scroll to the last and hit submit
  - In the new window select the appropriate Operating Unit and select the type of Access/Role
    - In the drop down select the appropriate Approver

The screenshot displays the APSS application interface for editing a profile. It shows two sections: 'Zulu' and 'Pascal'. The 'Zulu' section has a list of operating units (OUs) with checkboxes, all of which are checked. Below this list is a section titled 'Add Supplier Related Roles' with two options: 'AP Support Team' and 'Supplier Admin Team', both with unchecked checkboxes. At the bottom of this section are 'Submit' and 'Cancel' buttons. The 'Pascal' section has a checked checkbox for 'OU\_PS0013\_AE'. To the right of this section are radio buttons for 'Sourcing Approver', 'Inquirer', 'Super User', and 'Finance Approver', with 'Inquirer' selected. Below the 'Pascal' section is an 'Approvers:' dropdown menu with a list of names: 'Derek Shackelford' and 'Timothy Dolan'.

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    - Scroll to the last of the page and Click on Add New
      - Enable Pop-up
    - Select Appropriate Operating Unit to perform the action
      - Scroll to the last and hit submit
  - In the new window select the appropriate Operating Unit and select the type of Access/Role
    - In the drop down select the appropriate Approver
    - Click on Next
  - Scroll to the last and hit Submit
  - Your request will be submitted for approval, Post approval you access/role will be assigned

Pascal

OU\_PS0013\_AE

Sourcing Approver  Inquirer  Super User  Finance Approver

Approvers: Timothy Dolan

Back Add New Delete **Next**

Pascal

OU\_PS0013\_AE

Finance Approver  Super User  Inquirer  Sourcing Approver

Approvers: Timothy Dolan

**Supplier Related Role(s)**

**Submit** Back

# Support Contact(s)

## Escalation/Expedite request

- If you still face any issues; Please contact L1 eSourcing Helpdesk
  - T: (866)-770-5248 Option 1
  - Email: [pssourps@ps.ge.com](mailto:pssourps@ps.ge.com)
  - Visit us @ [http://sc.ge.com/\\*eSourcingHelpDesk](http://sc.ge.com/*eSourcingHelpDesk)
  
- Escalation Point of Contact
  - Raj, Nirmal - [Anirmal.Raj@ge.com](mailto:Anirmal.Raj@ge.com) - 866 770 5248
  - G, Karthikeyan - [Karthikeyan2.G@ge.com](mailto:Karthikeyan2.G@ge.com) - 678 844 5111
  
- Required (Mandatory) Information for us to assist you further while sharing information
  - Invoice Number
  - Purchase Order Number
  - Contact Phone Number#
    - Available time of Contact
  - Screen Shot of Error (if any)