

ClearOrbit WebEx Training

General Information

- The Onboarding Team provides two separate training sessions.
 - PO Training (Purchase Order) – for all ClearOrbit users
 - SDR Training (Supplier Deviation Request/ 'Quality') – for Suppliers using the Quality Module
- Each class will last approximately 60 minutes
- Conference call phone number for all classes (toll free) from US and Canada: 866-546-4138, passcode 9763143. For outside US and Canada, see page 6 for phone number.
- Password for all the WebEx meetings: 123456
- Meeting number (if required): 826 128 301
- Copy the 'Link' field on the next page into your browser and enter the following: name, email address, and password then click Join
- If you have never used WebEx before on your computer, please click the link below (one-time setup for WebEx Meeting Manager)
<https://emeetings.webex.com/emeetings/meetingcenter/mcsetup.php>

ClearOrbit Training WebEx Link

| Date | Time | Link for all Training Sessions (PO and SDR) |
|--------------|----------------------------|---|
| PO Training | Wednesdays at 11:00 am EST | https://emeetings.webex.com/emeetings/j.php?ED=177435067&UID=490776408&PW=NYzkzNmI0NTJh&RT=MiMxMQ%3D%3D |
| SDR Training | Tuesdays at 9:00 am EST | |

Please ensure that the WebEx link works prior to the call. Out of courtesy to the other suppliers that will be attending the training, the trainer for that session will not be able to assist suppliers with access issues once the training is scheduled to start.

ClearOrbit PO Training Overview

- Getting to ClearOrbit (<https://suppliercollaboration.ge-energy.com/scp/endeavour/>)
- Finding PO's
- Taking Action on PO's
 - Accept/Reject/Promise Dates
- Creating Shipping Notifications
- Submitting Invoices
- Adjusting Preferences
 - Language and email notifications
- Finding help in the future
 - Support Central, FAQ's, and Contact Information

ClearOrbit SDR Training Overview

- Getting to ClearOrbit
(<https://suppliercollaboration.geenergy.com/scp/endeavour/>)
- ClearOrbit Interface
- Quality Dashboard
- Creating A Deviation Request (SDR)
 - Manually
 - From a Purchase Order
- Creating A Request For Information (RFI)
- Process Supplier-Driven Corrective Actions
- Searching For SDRs & RFIs
- Viewing Closed SDR 's with Dispositions
- RFI's that have been responded to
- Customize Search Forms/Results
- Reading Auto-Generated Email Notifications
- Help Desk Information for Technical Issues
- Questions about SDR training? ENERGY.SOT@ge.com

Supplier Training Resources

To access the ClearOrbit application (requires SSO ID), click here:

<https://suppliercollaboration.ge-energy.com/scp/endeavour/>

To download ClearOrbit user tutorials, training schedule, how to documents and more (requires SSO ID), click here:

http://supportcentral.ge.com/products/sup_products.asp?prod_id=87891

If you are unable to download the tutorials, please click here to be re-directed to the Supplier Learning Center:

<http://www.supplierlearningcenter.com/lms/>

Help Desk Contact Information

If you have additional questions or need Help Desk support, please contact the GE Sourcing Help Desk: Phone US Toll-free: 866 770 5248 (option 2)
Email: psesorps@ps.ge.com

| Country | Toll Free | Toll | Country | Toll Free | Toll |
|--------------------|--|--|-----------------------|----------------------------|----------------------------|
| Argentina | 08004442012 | | Kazakhstan | 88003333763 | |
| Australia | 1800657362 | 0289852558 0382569896 | South Korea | 00744123 00798148007885 | 0234837419 |
| Austria | 0800005828 | 012530085438 | Latvia | 80003926 | 67782521 |
| Bahamas | 18003890410 | | Lithuania | 880031059 | |
| Belgium | 080078092 | 027892111 | Luxembourg | 80027986 | |
| Brazil | 08008921654 08000474840 08008916319 | 1147003758 4147003759 2139562172 3147003760 | Malaysia | 1800814809 | |
| | | | Mexico | 018009269873 | 015547386271 |
| Chile | 12300200685 | | Monaco | 80093649 | |
| China | | 8008706882 4006700319 | Netherlands | 08000235053 | 0207948598 |
| Columbia | 018005182199 | | Norway | 80019772 | 21563293 |
| Costa Rica | 08000111271 | | Panama | 18002024403 | |
| Croatia | 0800777950 | 017776613 | Peru | 080054398 | |
| Cyprus | 80096350 | | Phillippines | 180016120038 | |
| Czech Republic | 800700915 | 239014972 | Poland | 008001213316 | 223073593 |
| Denmark | 80886115 | 32710953 | Portugal | 800781071 | 0308803666 |
| Dominican Republic | 18887514690 | | Russian Federation | 81080023972044 | 4992713558 |
| Ecuador | | | Saint Kitts and Nevis | 18002060658 | |
| El Salvador | 8006697 | | Saudi Arabia | 8008447602 8008110257 | |
| Finland | 0800914540 | 0923193907 | Singapore | | 65974606 |
| France | 0800946804 | 0170371619 | Slovakia | 0800001859 | 0233215469 |
| Germany | 08001014941 | 06966777515 | South Africa | 0800982857 | 0214273006 |
| Greece | 00800128128 | 02111983040 | Spain | 900803334 | 934923287 |
| Hong Kong | 800968484 | 85225372572 | Sweden | 0200125466 | 0850514955 |
| Hungary | 0680018837 | 017789029 | Switzerland | 0800740018 | 0225954603 |
| Iceland | 8009504 | | Taiwan | 00801232441 | |
| India | 0008006103125 180030104610 0008001005880 | 01139417360 02230985377 08039417370 | Thailand | 001800658104 | |
| Ireland | 1800936156 | 015530170 | United Arab Emirates | 800035702519 8000440592 | |
| Israel | 1809431448 | 48847127 | United Kingdom | 08082381597 | 08448719228 02081184397 |
| Italy | 800136704 | 02303548543 | Uruguay | 00040190126 | |
| Japan | 0120994921 | 0345036077 | Venezuela | 08001029379 | |

* Toll-free numbers may not be available in all areas of countries indicated.