

# GE Oil&Gas

## iSupplier Portal

### User Manual

# Barcode

Creation Date : February 09<sup>th</sup> 2011

Last Update : February 11<sup>th</sup> 2011

Version : 2.0



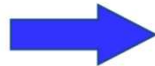
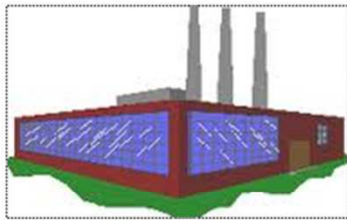
# APPLICABILITY AND PURPOSE

This manual describes all the activities that shall be carried out by Supplier's operator in order to dispose the item identification labels from material purchased by Nuovo Pignone Spa. It includes not only the label procurement but also the printing, preservation and sticking of each label on the item.

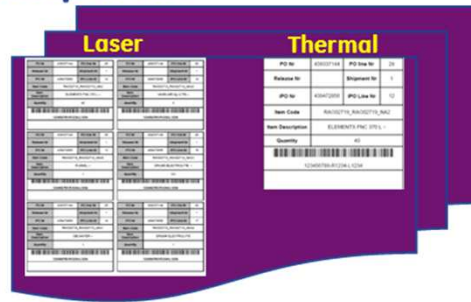
Purpose of the label is to speed up logistic operations and reduce receiving defects

# GENERAL PROCESS FLOW

GE O&G (Nuovo Pignone)  
purchase order creation or  
revision



Automatic delivery of item  
identification labels towards  
supplier's mailbox supported  
in a .pdf file



Supplier



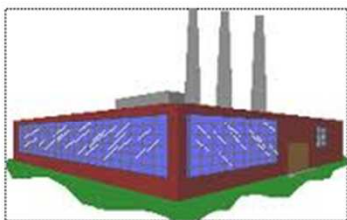
Labels  
printing



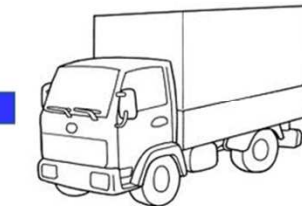
ITN 54780.00 in-scope



Labels stuck on each single  
item towards Nuovo Pignone



Receiving at Nuovo  
Pignone warehouse /  
installation site



Transportation

# LABEL PROCUREMENT

Anytime a new purchase order or revision of an existing one is issued by Nuovo Pignone Spa. for direct and indirect materials, Supplier will receive in the **contact email address**, within one day, a message containing two attachments reporting the same information with all the labels to be disposed on each single item.

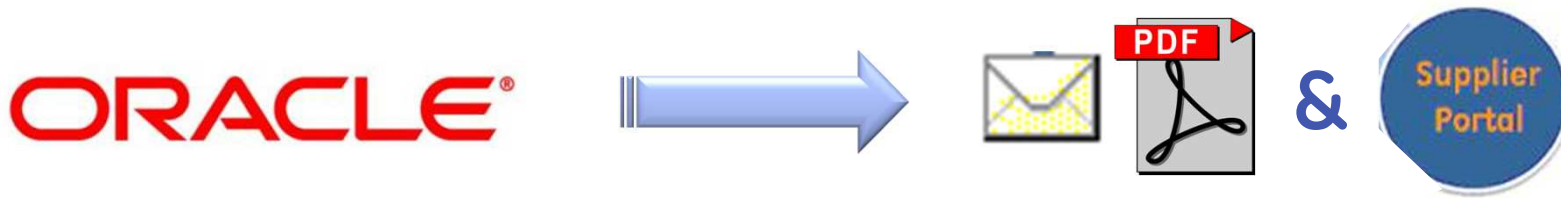
- Both attachments will be supported in an open source .PDF file type (Adobe Reader registered).
- Supplier will be responsible to procure this freeware software.
- One of the attachments will be applicable to thermal printers while the other one to laser printers (Supplier's choice)

In addition, for those Suppliers included in **iSupplier Portal**, there will be a notification in the suitable module of the label delivery to the Supplier's email contact point.

# Bar code Receiving

Anytime a **new purchase order or revision** of an existing one is issued by Nuovo Pignone Spa for direct and indirect materials

**Supplier** will receive an **email** containing **all the labels** to be disposed on each single item and a **Supplier Portal notification**



Supplier will be responsible to stick to each item the label of the last PO revision

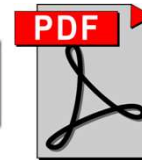
# LISL Bar code Receiving

Anytime a **Supplier** submits **LISL Form** for **loose items**

A screenshot of a LISL form spreadsheet. The spreadsheet has multiple columns and rows, with a yellow header section. The columns are labeled with various codes and descriptions. The rows contain data for each item, including item numbers, descriptions, and quantities.

**Supplier** will receive an **email** containing **all the labels** to be disposed on each single **loose** item and a **Supplier Portal** notification

**ORACLE**



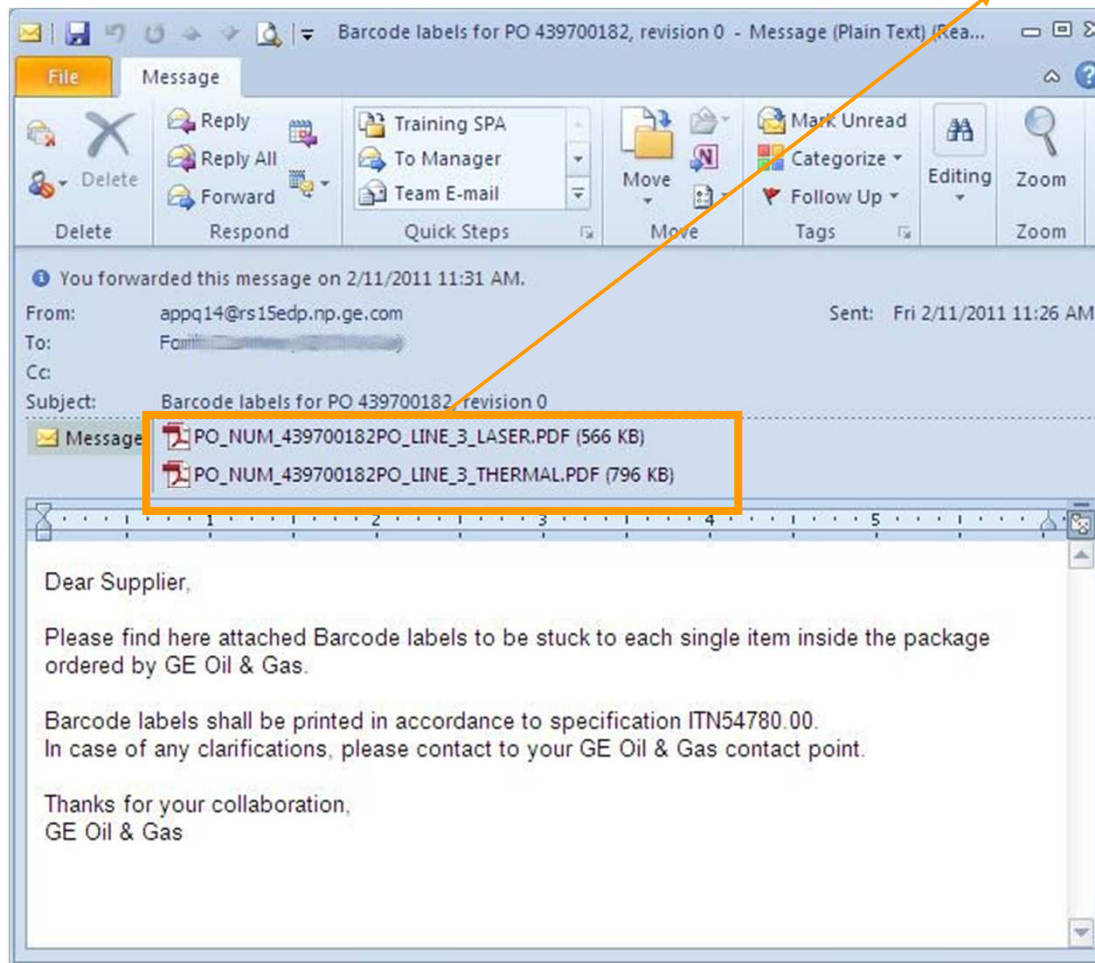
&



- Supplier will be responsible to stick to each item the label of the last uploaded LISL version
- PO father label will not be sticked

# Example of email

One of the attachments will be applicable to thermal printers while the other one to laser printers (Supplier's choice)



# Supplier Portal Notification



GE imagination at work

# Supplier Log in

The **log in** process for **Supplier** is made of **two steps**: access the **GE extranet** first and log in **Oracle iSP** after .

**Step 1:** On the GE Infrastructure Single Sign On page, enter the User ID (105034430) and Password (\*\*\*\*\*). Click the **Log In** button.

**Step 2:** On the Oracle E-Business Suite page, enter the Username (105043243) and Password (\*\*\*\*\*). Click the **Login** button.

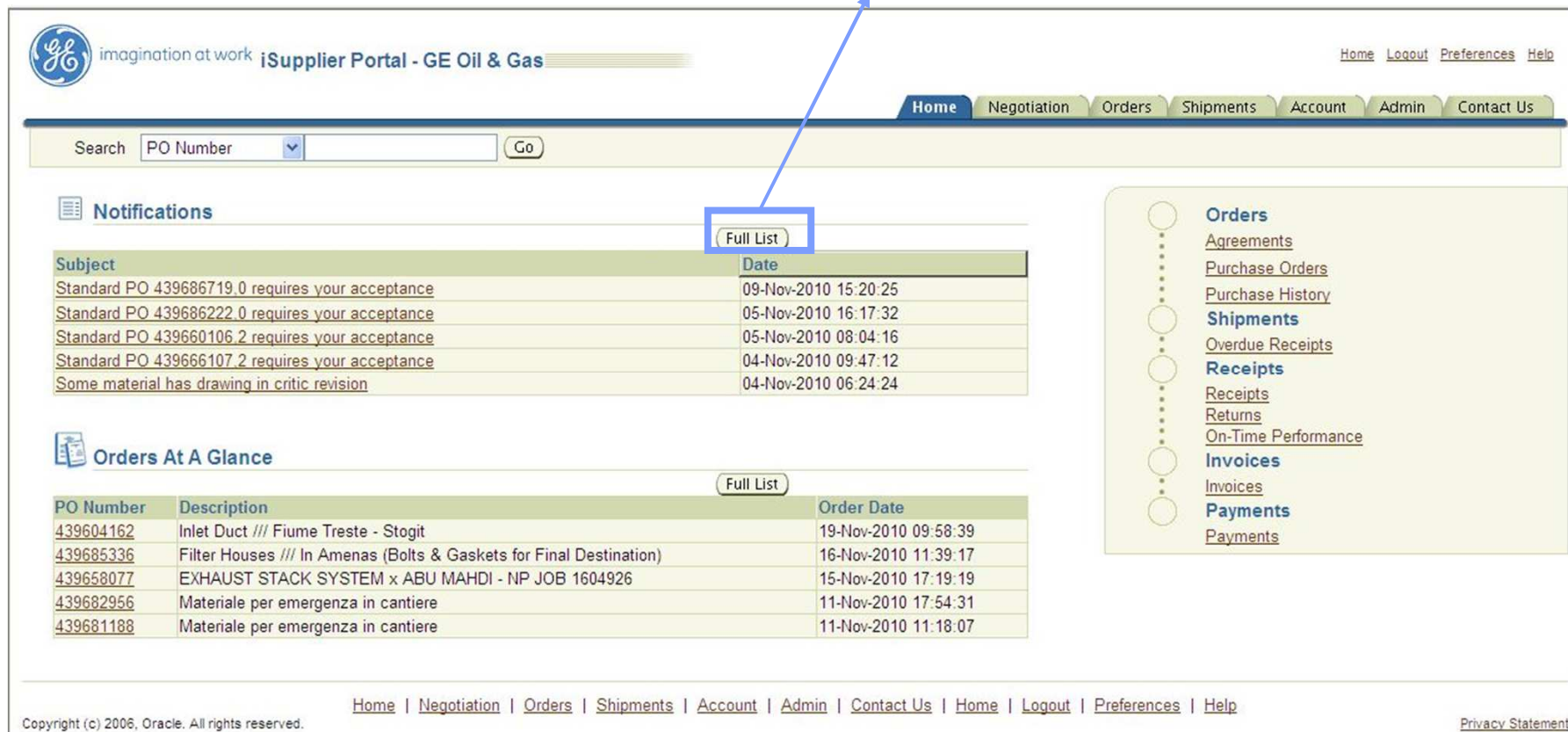
**Text Box 1:** To enter in GE extranet use the following link [http://www5.gepower.com/OA\\_HTML/AppsLocalLogin.jsp](http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp), enter your SSO and password and then click on **Log In**.

**Text Box 2:** To access Oracle iSP enter your SSO and password and then click on **Submit / Connessione**.

**Text Box 3:** For all Supplier users is present only one responsibility and for this reason the system automatically opens the iSP home page. The **OG Supplier Portal Full Access** responsibility allows the Supplier users to see and manage all the RFQs, POs and Notifications related with his company. Moreover this responsibility / supplier bank accounts, attachment uploaded by suppliers, dated by suppliers.

# Notification management on iSP

Push "Full List" to view all received notification.



**Notifications**

[Full List](#)

Subject	Date
<a href="#">Standard PO 439686719.0 requires your acceptance</a>	09-Nov-2010 15:20:25
<a href="#">Standard PO 439686222.0 requires your acceptance</a>	05-Nov-2010 16:17:32
<a href="#">Standard PO 439660106.2 requires your acceptance</a>	05-Nov-2010 08:04:16
<a href="#">Standard PO 439666107.2 requires your acceptance</a>	04-Nov-2010 09:47:12
<a href="#">Some material has drawing in critic revision</a>	04-Nov-2010 06:24:24

**Orders At A Glance**

[Full List](#)

PO Number	Description	Order Date
<a href="#">439604162</a>	Inlet Duct /// Fiume Treste - Stogit	19-Nov-2010 09:58:39
<a href="#">439685336</a>	Filter Houses /// In Amenas (Bolts & Gaskets for Final Destination)	16-Nov-2010 11:39:17
<a href="#">439658077</a>	EXHAUST STACK SYSTEM x ABU MAHDI - NP JOB 1604926	15-Nov-2010 17:19:19
<a href="#">439682956</a>	Materiale per emergenza in cantiere	11-Nov-2010 17:54:31
<a href="#">439681188</a>	Materiale per emergenza in cantiere	11-Nov-2010 11:18:07

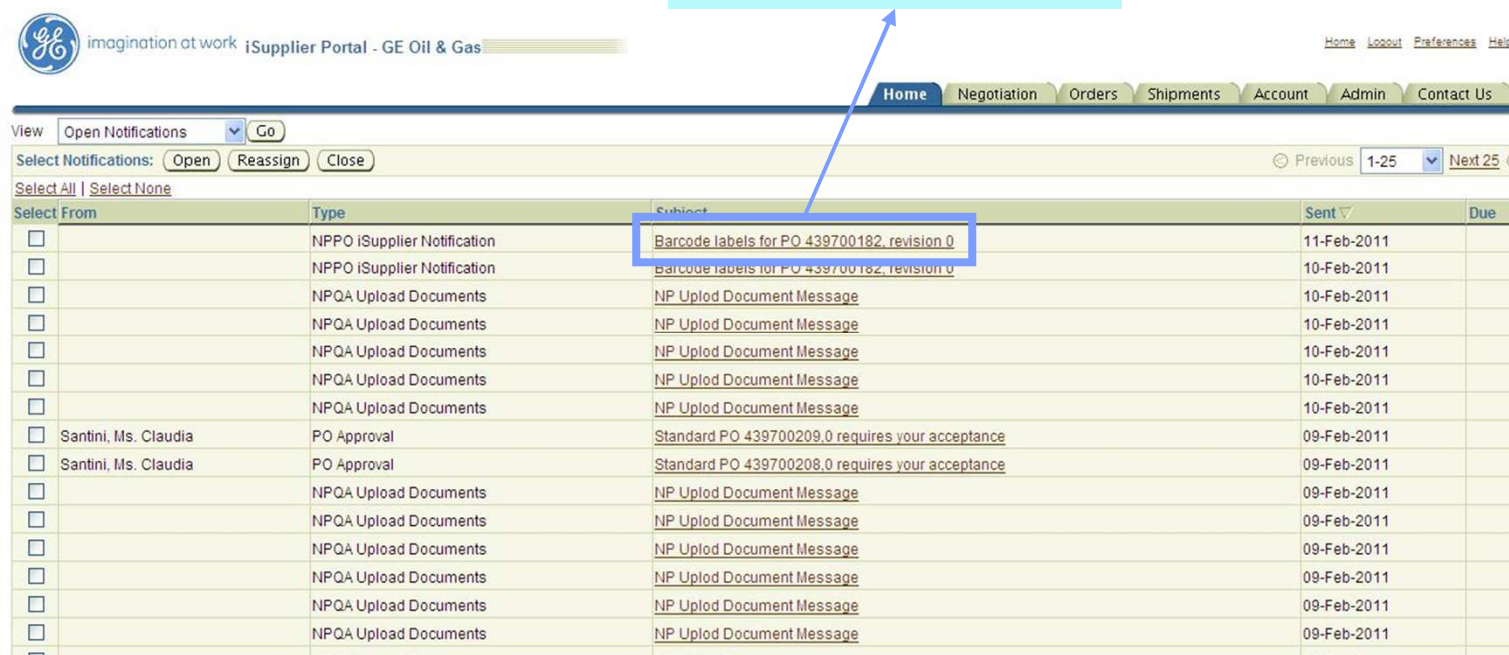
**Orders**

- Agreements
- Purchase Orders
- Purchase History
- Shipments**
- Overdue Receipts
- Receipts**
- Receipts
- Returns
- On-Time Performance
- Invoices**
- Invoices
- Payments**
- Payments

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# Notification management on iSP

Select the hyperlink showed as Notification Subject



View: Open Notifications [Go]

Select Notifications: [Open] [Reassign] [Close] Previous 1-25 Next 25

Select All | Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	NPPO iSupplier Notification	<a href="#">Barcode labels for PO 439700182, revision 0</a>	11-Feb-2011	
<input type="checkbox"/>	NPPO iSupplier Notification	<a href="#">Barcode labels for PO 439700182, revision 0</a>	10-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	10-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	10-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	10-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	10-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	10-Feb-2011	
<input type="checkbox"/> Santini, Ms. Claudia	PO Approval	<a href="#">Standard PO 439700209.0 requires your acceptance</a>	09-Feb-2011	
<input type="checkbox"/> Santini, Ms. Claudia	PO Approval	<a href="#">Standard PO 439700208.0 requires your acceptance</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	
<input type="checkbox"/>	NPQA Upload Documents	<a href="#">NP Upload Document Message</a>	09-Feb-2011	

# Notification management on iSP

This is only a notification, Supplier will receive bar code label attached in an e-mail. If the Supplier receives only the notification, he must refer to his Nuovo Pignone SPA contact to receive the e-mail with the attachments.



The screenshot displays the iSupplier Portal interface. At the top left is the GE logo with the tagline "imagination at work" and the text "iSupplier Portal - GE Oil & Gas". On the top right are links for "Home", "Logout", "Preferences", and "Help". Below this is a navigation bar with buttons for "Home", "Negotiation", "Orders", "Shipments", "Account", "Admin", and "Contact Us". The main content area features an "Information" section with a message: "This notification does not require a response." Below this is the subject line "Barcode labels for PO 439700182, revision 0" and three buttons: "OK", "Reassign", and "Request Information". The email body text includes: "To: [redacted]", "Sent: 11-Feb-2011 11:26:22", "ID: 20173726", "Dear Supplier,", "You may have received on date 02-11-2011 the attachment containing barcode labels for the PO on subject. Please check your mailbox in order to download the item identification labels to be stuck to each single item inside the package ordered by GE Oil & Gas.", "Barcode labels shall be printed in accordance to specification ITN54780.00. In case of any clarifications, please contact to your GE Oil & Gas contact point.", "Thanks for your collaboration.", "GE Oil & Gas". At the bottom of the email content are links for "Return to Worklist" and "Display next notification after my response" (checked), along with another set of "OK", "Reassign", and "Request Information" buttons. The footer contains "Copyright (c) 2008, Oracle. All rights reserved.", a repeat of the navigation links, and a "Privacy Statement" link.

# LABEL PRINTING



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# GENERAL SPECIFICATIONS

The Supplier will be responsible to choose the most suitable way to print the identification labels (thermal printers recommended). In any case, preservation and legibility of the label content (including barcode) will be under its scope till the receiving of such item in Nuovo Pignone SpA receiving areas or Installation site.

Depending on the printer type, the Supplier shall use only **one** of the attachments enclosed on the **last** notification received (either the one for thermal purposes or the other one for laser purposes). In case of Purchase order revision, the Supplier shall ensure the printing of the attachment included in the last notification.

The ink-jet printers are not accepted because they do not guarantee minimal requirements.

## LABEL PRINTING WITH THERMAL PRINTERS (RECOMMENDED)

*Label format:* 100mm x 100mm

*Paper:* Weather resistant paper to outdoor conditions.

*Paper color:* White

*Ribbon:* The ribbon chosen has to ensure legibility of the label content and shall be complement with the paper employed (i.e. labels made of polypropylene require ribbon made of resin).

*Ribbon colour:* Black

### Note

Nuovo Pignone's Suppliers will benefit special purchase conditions to acquire new thermal printers in case of need. In case of further information please contact your GE Oil & Gas contact point

February 16, 2011

## LABEL PRINTING WITH THERMAL PRINTERS (RECOMMENDED)

*Connectivity:* Compatibility to print labels directly from PC through suitable driver. Thermal printer often requires an additional connection between the local PC and the thermal printer through parallel ports using a specific connection cable (see picture 3) plus the relative software drivers.



Parallel LPT cable DB25 M/F

# Set up (\*test case: Zebra thermal printer, model ZM400)

## 1. Selecting the label printer:

**Printer**

Name: Zebra ZM400 (203 dpi) - ZPL  
Status: Ready  
Type: Zebra ZM400 (203 dpi) - ZPL

Properties  
Comments and Forms: Document and Markups

**Print Range**

All  
 Current view  
 Current page  
 Pages: 1 - 25  
Subset: All pages in range  
 Reverse pages

**Page Handling**

Copies: 1  Collate  
Page Scaling: Fit to Printable Area  
 Auto-Rotate and Center  
 Choose Paper Source by PDF page size

Print to file

**Preview: Composite**

4  
4.1

PO Nr	439337144	PO line Nr	28
Release Nr		Shipment Nr	1
IPO Nr	439472856	IPO Line Nr	14
Item Code	RA002719_RA002719_NA21		
Item Description	DECANTER ~		
Quantity	1		

123456789-R1234-L1234

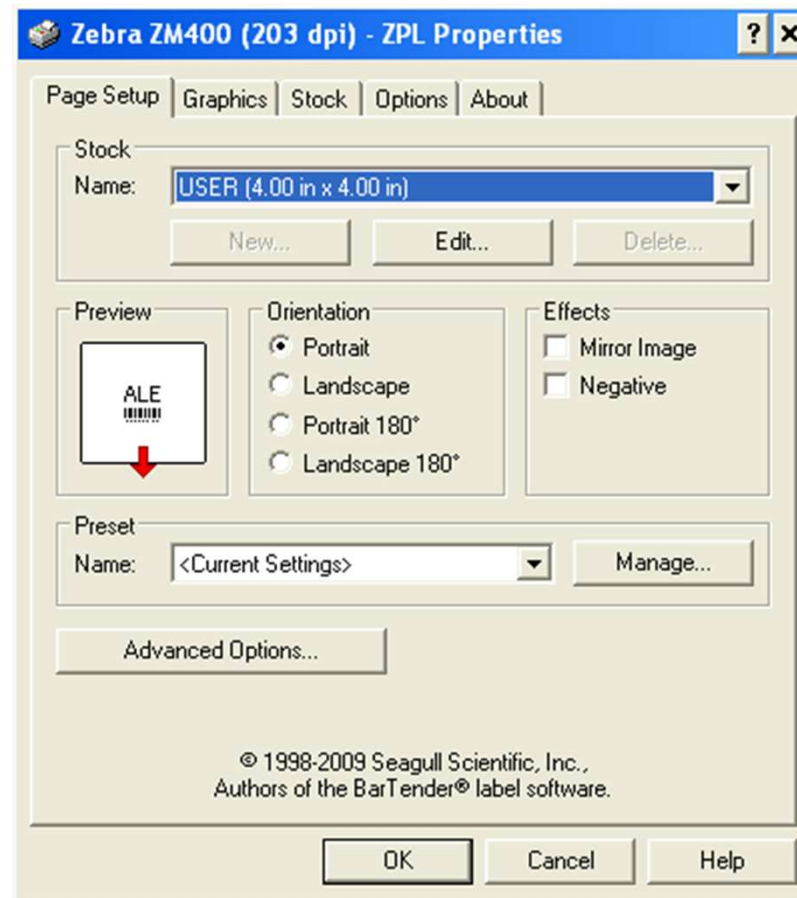
Units: Inches      Zoom: 100%

1/25 (25)

Printing Tips    Advanced    OK    Cancel

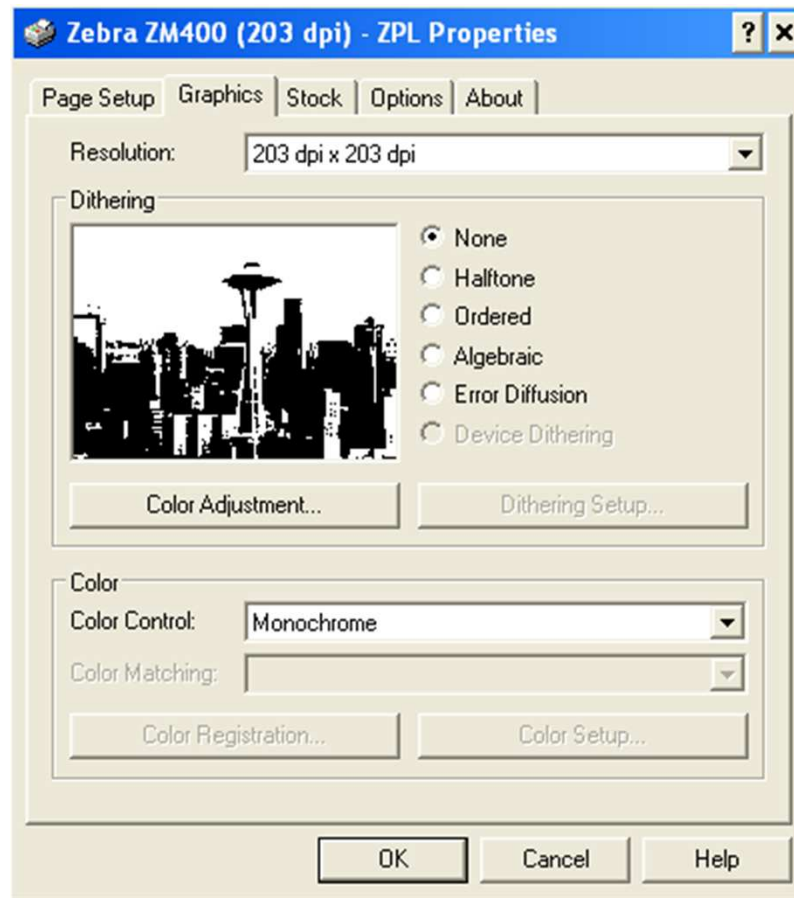
# Set up (\*test case: Zebra thermal printer, model ZM400)

## 2. Configuring the paper:



## Set up (\*test case: Zebra thermal printer, model ZM400)

### 3. *Selecting the printer resolution, dithering:*



# LABEL PRINTING WITH LASER PRINTERS

*Sheet format:* A4

*Paper:* Structured in six adhesive labels.

*Paper color:* White

*Ribbon:* There are not special ribbon requirements for laser printers.

*Ribbon color:* Black

*Connectivity:* Compatibility to print labels directly from PC through suitable driver.

*Set up:* There are not special instructions/setups to print labels in laser printers.

# LABEL STICKING



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## GENERAL SPECIFICATIONS

The Supplier will be responsible to dispose the correspondent label to each single item, ensuring persistence and legibility of the label. Particularly, the barcode content shall be positioned in a visible area without any ripples on the paper.

In case the Supplier has already attached item identification label of previous releases for the same Purchase order and line, Supplier will be responsible for removed them and stick the last ones received from Nuovo Pignone Spa.

# LABEL STICKING PRINTED WITH THERMAL PRINTERS (RECOMMENDED)

No particular instructions are necessary

# LABEL STICKING PRINTED WITH LASER PRINTERS

In case the Supplier use a not adhesive paper for printing the labels, he will be responsible to cut each label and dispose to the correspondent item with an adequate fixable support protected (such as plastic sachet).

# LABEL SAMPLE



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# LASER PRINTER LASER SAMPLE

PO Nr	439641639	PO line Nr	15	PO Nr	439641639	PO line Nr	24
Release Nr		Shipment Nr	1	Release Nr		Shipment Nr	1
IPO Nr		IPO Line Nr		IPO Nr		IPO Line Nr	
Item Code	SMO975482010			Item Code	SMO975500000		
Item Description	KIT-SOM5457844 ENCLOSURE FRAME SOM5457844			Item Description	KIT-SOM5457844 CASE FOR JUNCTION BOX & CABLES GANGWAY SOM5457844		
 439641639-L15				 439641639-L24			
PO Nr	439641639	PO line Nr	18	PO Nr	439641639	PO line Nr	25
Release Nr		Shipment Nr	1	Release Nr		Shipment Nr	1
IPO Nr		IPO Line Nr		IPO Nr		IPO Line Nr	
Item Code	SMO975474104			Item Code	SMO975482010		
Item Description	KIT-SOM5457844 ENCLOSURE PANELS SOM5457844			Item Description	KIT-SOM5457844 ENCLOSURE FRAME SOM5457844		
 439641639-L18				 439641639-L25			
PO Nr	439641639	PO line Nr	21	PO Nr	439641639	PO line Nr	26
Release Nr		Shipment Nr	1	Release Nr		Shipment Nr	1
IPO Nr		IPO Line Nr		IPO Nr		IPO Line Nr	
Item Code	SMO975490000			Item Code	SMO975482010		
Item Description	KIT-SOM5457844 VENTILATION EXHAUST DAMPERS SOM5457844			Item Description	KIT-SOM5457844 ENCLOSURE FRAME SOM5457844		
 439641639-L21				 439641639-L26			

A4 Sheet Format