

GE Oil&Gas

iSupplier Portal User Manual

MDR Certificates Upload

Creation Date : February 22th 2011

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Version : 1.0



Supplier Documents management

1. Certificates with Requirements
2. Certificates without Requirements

iSP Supplier Docs functionalities

iSP allows to perform two different activities related to the Supplier Docs Management process:

- ✓ Analyze and export the required list of documents;
- ✓ Enter the required info related to the document and upload the document.

The SPA can perform both these actions while the Supplier can perform only the second one.

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 .



GE Infrastructure

Single Sign On

- > Sign Up For SSO
- > Modify Your SSO Account
- > Synchronize SSO Password
- > Forgot Your SSO User ID?
- > Forgot Your SSO Password?

Enter User ID and Password

User ID: 105034430

Password:

Save my GE Single Sign On User ID

Log In

- > Request Portal / A If you don't have ac application, sign up.
- > Learn More About It's easy to get secu applications with jus Find out how Single accounts now.

To enter in GE extranet use the following link http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp , enter your SSO and password and then click on Log In.

THIS SITE CONTAINS GE PROPRIETARY INFORMATION

WARNING: YOU ARE ATTEMPTING TO ACCESS A PRIVATE CO PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY P THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTER MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES F

ORACLE E-Business Suite

Welcome to OnG IT gpsogq49 [GPSOGQ49]@

Username 105043243

Password

Login

To access Oracle iSP enter your SSO and password and then click on Submit / Connessione.

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 v supplier bank accounts, attachment uploaded by suppliers, dated by suppliers.



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Supplier Docs management on iSP

Enter in the Shipment tab in which there are all the functionalities useful to manage the Supplier Docs.

The screenshot shows the iSupplier Portal interface for GE Oil & Gas. The navigation menu at the top includes Home, Negotiation, Orders, **Shipments**, Account, Admin, and Contact Us. The 'Shipments' tab is highlighted with a blue box. A search bar is located below the navigation menu, with 'PO Number' selected in the dropdown and a 'Go' button. The main content area is divided into three sections: Notifications, Orders At A Glance, and a sidebar menu. The Notifications section contains a table of recent notifications. The Orders At A Glance section contains a table of active orders. The sidebar menu lists various functional areas: Orders (Agreements, Purchase Orders, Purchase History), Shipments (Overdue Receipts), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments).

Notifications

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

Orders At A Glance

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

Navigation Menu: Home | Negotiation | Orders | **Shipments** | Account | Admin | Contact Us

Footer: Copyright (c) 2006, Oracle. All rights reserved. | Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help | Privacy Statement

Document Requests

Document Requests allows to view all the requirement linked with a specific Supplier/order/item/etc. This function is available on both SPA and Supplier iSP responsibility.

imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload

More Export Propose RTS Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA
 Order 43968
 Item Code
 Ship to Org

Release
 Project Number
 Action Required
 Issue Flag

Go Clear

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Descr	Action	Promise	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID	Justification
<input type="checkbox"/>	43968	OU_NP_IT	1	1	ISM998157657	BOM of Droplet			08-Nov-2010	7	01-Nov-2010		N		

Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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Document Requests: Internal View

The screenshot shows the 'Supplier Workload Internal' interface. At the top, there are navigation tabs for 'Home', 'Orders', 'Shipments', and 'Account'. Below this is a search section with various filters like Organization, SPA Name, and Issue Flag. A 'More' button is next to an 'Action List' dropdown. The table below has columns for Order, Supplier Name, Organization, Line, Shipment, Item Code, Item Description, Action Required, Contractual Date, Proposed Contractual, Promise Date, Need Date, Time, Ready To Ship Date, Proposed RTS Date, Confirmed RTS, and RFT ID. Two callouts, '1a' and '1b', point to the 'Select All' checkbox and the search filters respectively. Callout '2' points to the 'Document Requests' option in the 'Action List' dropdown.

This function allows to select all the lines in one click.

Select from the list of values the option Document Requests.

In the query result form the User has to select the desired lines (one, more or all the lines of the current page).

Document Requests: Supplier View

GE imagination at work iSupplier Portal - GE Oil & Gas Home Logout Preferences

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload More Export Propose RTS Date Last RTS Add Free Note Update RFT **Document Requests** Advance Search

Massive Update

Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA

Item Release

Ship to Org Number

Action Required

Issue Flag

1b This function allows to select all the lines in one click.

Select All Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID	Justification
<input checked="" type="checkbox"/>	4398	OU_NP_IT	1		ISM998157857	BOM ISM998157857 Droplet catchers T2		30-NOV-2010	07-Dec-2010	08-Nov-2010	7	01-Nov-2010		N		

1a In the query result form the User has to select the desired lines (one, more or all the lines of the current page).

More Export Propose RTS Date Last RTS Add Free Note Update RFT **Document Requests** Advance Search

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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2 Select from the list of values the option Document Requests.

Document Requests



imagination at work iSupplier Portal - GE Oil & Gas

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: [Supplier WorkLoad Internal](#) >

Upload Documents

Plans

Please Select The Category

1

Completed Yes No All

Approval Status Approved Rejected Not Reviewed All

PoNumber

No results found.

These filters are:

- **Completed:** one document is completed when has all the mandatory information entered and the document is uploaded;
- **Approved:** the document is approved when the Approval checker give his ok;
- **Rejected:** the document is rejected from the Approval checker;



Documents Categories

Select the available and desired document Category.

Plans Available

Please Select The Category: **OG_ISP_CERTIFICATES_NO_REQ**

- OG_ISP_CERTIFICATES_NO_REQ
- OG_ISP_CERTIFICATES_WITH_REQ
- OG_ISP_COUNTRY_OF_ORIGIN
- OG_ISP_FORM_LISL
- OG_ISP_GENERAL_PURPOSE
- OG_ISP_LISD
- OG_ISP_SPIR
- OG_ISP_SUPPLIER_TECH_DOC
- OG_ISP_TRS_NO_REQ

Completed: Yes

Approval Status: App

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[About this Page](#)

Collection Plan Name	Required Format	Approval Check
ISP_CERTIFICATES_WITH_REQ	Pdf or Tif	No
ISP_CERTIFICATES_NO_REQ	Pdf or Tif	No

Document Requests

In this form the Supplier has to enter at least all mandatory fields and then uploads one document for each line.

PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD NSTD	Requirement Description	Reference Docs
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING(RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING(RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING(ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX

Procedure Docs	Acceptance	CU	GE	TP	EU	Certificate Type	Notification days	*Serialized Serial num	Heat Number	Model
MAT STD	MAT STD	R	R			2	17	<input type="text"/>		
MAT STD	MAT STD	R	R			2	17	<input type="text"/>		
ASME IX	ASME IX	R	A			2	17	Y <input type="text" value="1234-5678"/>		

The fields with the asterisk are mandatory.

Sample	Supplier Comments	Due Date	Status File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011				<input type="text"/>	<input type="text"/> Browse...
		22-Jun-2011					
	1 invio	22-Jun-2011 Tra					

Note

In iSP the Due Date of each Document is calculated as effective PO Placement date + Doc Lead Time for Suppl Tech Doc and as Contractual Date for the other kind of documents and certificates

Document Requests

In this form the Supplier has to enter at least all mandatory fields and then uploads one document for each line.

Key Info are sortable clicking the Label

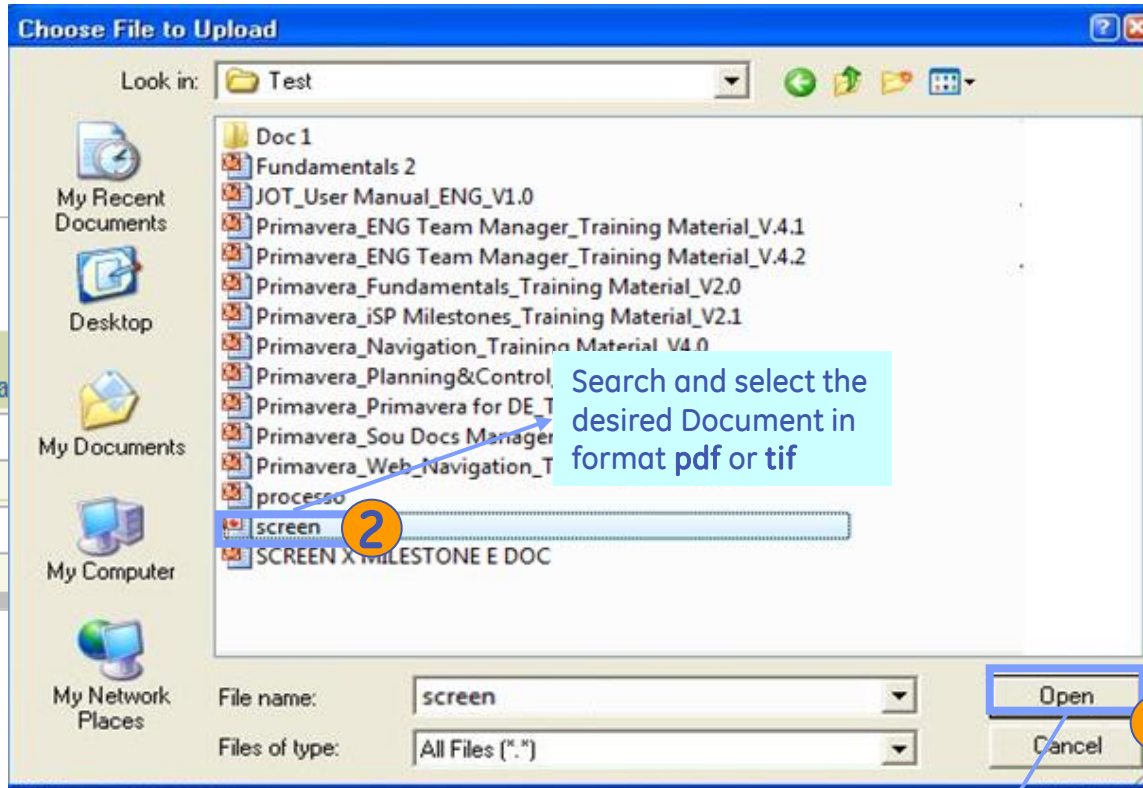
PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD	Requirement Description	Material
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX

Procedure Docs	Acceptance	CU	GE	TP	EU	Certificate Type	Notification days	*Serialized	Serial num	Heat Number	Model
MAT STD	MAT STD	R	R			2	17	<input type="button" value="v"/>			
MAT STD	MAT STD	R	R			2	17	<input type="button" value="v"/>			
ASME IX	ASME IX	R	A			2	17	<input type="button" value="Y v"/>	1234-5678		

The fields without the asterisk are not mandatory

Sample	Supplier Comments	Due Date	Status	File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011					<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
		22-Jun-2011					<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
	1 invio	22-Jun-2011	Transferred	APPROVED	User Approve		<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text" value="Privacy violata.pdf"/> <input type="button" value="Clear"/>

Document Requests



In order to upload the document it is necessary to use the button **Browse** present in the Attachment column at line level.

Status	Approval Status	Rejection Reason	File Name	Attachment
				<input type="button" value="Browse..."/>
				<input type="button" value="Browse..."/>

Search and select the desired Document in format pdf or tif

Click on **Open** to upload the file.

Document Requests

GE imagination at work

Home Logout Preferences Diagnostics

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Supplier WorkLoad Internal >

Quality Plans

Plans Available

Please Select The Category: OG_ISP_CERTIFICATES_WITH_REQ

Completed: Yes No All

Approval Status: Approved Rejected Not Reviewed

Save Close

Quality Result Details

Showing Result(s) For: OG_ISP_CERTIFICATES_WITH_REQ

Permitted Upload File Type :: *.tif; *.pdf;

PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD	Requirement Description	Reference Docs	Procedure Docs	Acceptance	CU	GE	TP	EU	Certificate Type
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD	MAT STD	MAT STD	R	R			2
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD	MAT STD	MAT STD	R	R			2
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX	ASME IX	ASME IX	R	A			2

In this section there are two buttons:
 - Save: click here to save the information entered and the upload;
 - Close: to come back on the Main page.

Quality Result Details contains Permitted format file

Document Requests

After the Document uploading the system allows to **view** the uploaded Document.

Buttons of navigation between pages

Sample	Supplier Comments	Due Date	Status File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011				<small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
		22-Jun-2011				<small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
	1 invio	22-Jun-2011	Transferred	APPROVED	User Approve	<small>(example: 23-Jan-2011)</small>	<input type="text" value="Privacy violata.pdf"/> <input type="button" value="Clear"/>

After the Document uploading the system allows to **replace** the Document.

All Documents and Certificates Key info fields

Field Name
Po Number
Line
Shipment
Rel
Job
Item
Item Description
Due Date

PO Number	Release	Line	Shipment	Job	Item	Item Description
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER

All Documents and Certificates Free fields

Field Name	Description
Promise Date	Certificates Promise Date
Supplier Comments	Free Note or Justification

Promise Date

22-Feb-2011

(example : 23-Jan-2011)

Pick a Date - Windows Internet E...

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

Cancel

Supplier Comments

Last version

All Documents and Certificates Feedback fields

Field Name	Description
Status File	Null means the file is not upload and sent to Ge O&G
	"In Transfer" means the file is uploaded, the requested information are filled and sent to Ge O&G
	"Trasferred" means the file and filled info are archived by Ge O&G
Approval Status	Null means noone verify the file content
	Accepeted means the content of the file and the filled information are right
	Rejected means the file or the filled information are not compliant with its requirement
Attachment	Name of last uploaded file

Status File	Approval Status	Rejection Reason
Transferred	APPROVED	User Approve

Attachment

Certificates With Requirements

Certificates are released by supplier to declare that tests and inspections has been performed with successful.

In the QRL (Quality Requirement List), attached with PO, are defined the complete list of certificates to supply according to Quality Control Plan.

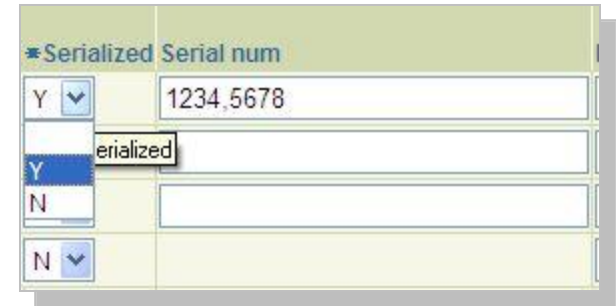
Certificates need to respect ITN07771 and EN10204 Norm. It shall be supported in an Adobe portable document format (.pdf or .tif)

ISP_CERTIFICATES_WITH_REQ Key info fields

Field Name	Description
QR set id	Quality Requirement ID of Quality Requirements List (QRL)
QR Code	Quality Requirement Code of Quality Requirements List (QRL)
STD/NSTD	To indicate if the Test/Inspection is Standard or Non Standard. Non-Std means that test is outside GE
Requirement Description	It' the description of Test/Inspection to be performed
Reference Doc	Reference documents related to item
Procedure Doc	Reference documents to perform test and inspection
Acceptance	Reference documents for the acceptance criteria
CU	Customer Inspector Activity
GE	General Electric Inspector Activity
TP	Third Part Inspector is the notify body of the job in charged by GE
EU	End User Inspector Activity
Certificate Type	According to ITN07771, each test/Inspection will be associated with a type of type of certificates
Notification Days	it' s the days to notify in advance the observed or witness tests

ISP_CERTIFICATES_WITH_REQ Mandatory fields

Field Name	Description
Serialized	It's a LOV (Y,N) field to indicate if the item supply is serialized
Serial #	When "Serialized"=Y, this field must contain serial number, separated by comma "," If the Q.ty ordered are more 1 the s.n. (es. 1234, 7456, 8456) When "Serialized"=N. this file is not editable



*Serialized	Serial num
Y	1234,5678
Y	Serialized
N	
N	

ISP_CERTIFICATES_WITH_REQ Feedback

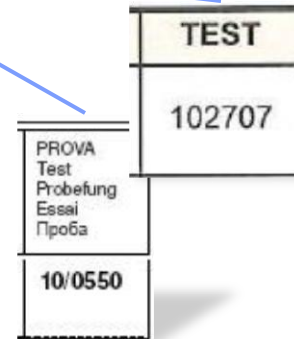
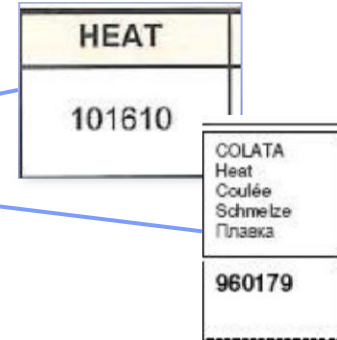
Field Name	Description
Rejection Reason	Explain why the file or filled information are not compliant



Status File	Approval Status	Rejection Reason
Transferred	REJECTED	Poor Quality

ISP_CERTIFICATES_WITH_REQ Free fields

Field Name	Description
OG Heat Number	Heat is the number of casting the melted material in the form to get the item.
OG Model	
OG Sample	The sample is the test to examine the microstructure of the metal



Additional information for Castings and Forgings

Certificates Without Requirements

Certificates are released by supplier to declare that tests and inspections has been performed with successful.

When the QRL (Quality Requirement List), attached with PO, doesn't contain a complete list of requirements, for example coming from other kind of specification, the Supplier can upload certificates using this placeholder.

Certificates need to respect ITN07771 and EN10204 Norm.
It shall be supported in an Adobe portable document format (.pdf or .tif)

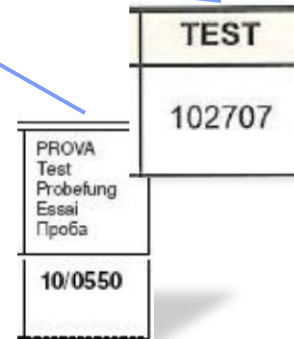
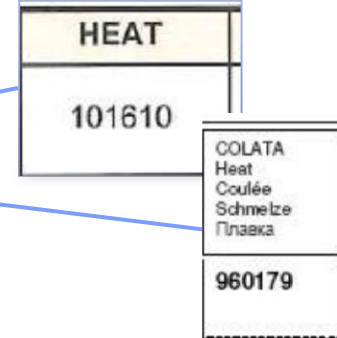
OG_ISP_CERTIFICATES_NO_REQ Mandatory fields

Field Name	Description
Requirement Description	The Supplier must write the certificate requirement man
Serialized	t's a LOV (Y,N) field to indicate if the item supply is serialized
Serial #	When "Serialized"=Y, this field must contain serial number, separated by comma "," If the Q.ty ordered are more 1 the s.n. (es. 1234, 7456, 8456) When "Serialized"=N. this file is not editable

*Requirement Description	*Serialized	Serial num
LADLE ANALYSIS	Y <input type="button" value="v"/>	123456

OG_ISP_CERTIFICATES_NO_REQ Free fields

Field Name	Description
OG Heat Number	Heat is the number of casting the melted material in the form to get the item.
OG Model	
OG Sample	The sample is the test to examine the microstructure of the metal



Additional information for Castings and Forgings