

GE Oil&Gas

iSupplier Portal

User Manual

Suppl Tech Doc Upload

Creation Date : March 20th 2010

Last Update : February 2th 2011

Version : 1.0



Supplier Documents management

1. Supplier Technical Doc

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.



imagination at work

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 and an arrow pointing to the callout text. Below the navigation menu is a search bar with 'PO Number' selected and a 'Go' button. The main content area is divided into three sections: Notifications, Orders At A Glance, and a right-hand sidebar menu.

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

Right-hand sidebar menu:

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

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	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		

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

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Document Requests: Internal View

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

Supplier Workload Internal

More Action List [Dropdown] Go Export 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 [Text] SPA Name [Text]

Pro. [Text] Number [Text]

Acti. [Text] m Code [Text]

Issue Flag [Text] Ship to Org [Text]

Justification Status [Dropdown] RTS Date Status [Dropdown]

Shipment Status: Open [Dropdown] Free Note Status [Dropdown]

Go Clear

Select All [Checkbox] None

Select	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	RFT ID
<input checked="" type="checkbox"/>	439700100	[Redacted]	OU_NP_IT	2	1	SKO2589867	LUBE/SEAL		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011		N	
<input type="checkbox"/>	439700100	[Redacted]	OU_NP_IT	1	1	SKO2589816	AUTOMATIC		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011		N	

(More) Action List [Dropdown] (Go) (Export) (Advance Search)

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

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

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

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: _____
Release: _____
Item: _____ Number: _____
Ship to Org: _____ Action Required: _____
Issue Flag: _____

Go Clear

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	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		

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

Select from the list of values the option Document Requests.

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Document Requests



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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_SUPPLIER_TECH_DOC	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	▼		
MAT STD	MAT STD	R	R			2	17	▼		
ASME IX	ASME IX	R	A			2	17	Y ▼	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="button" value="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

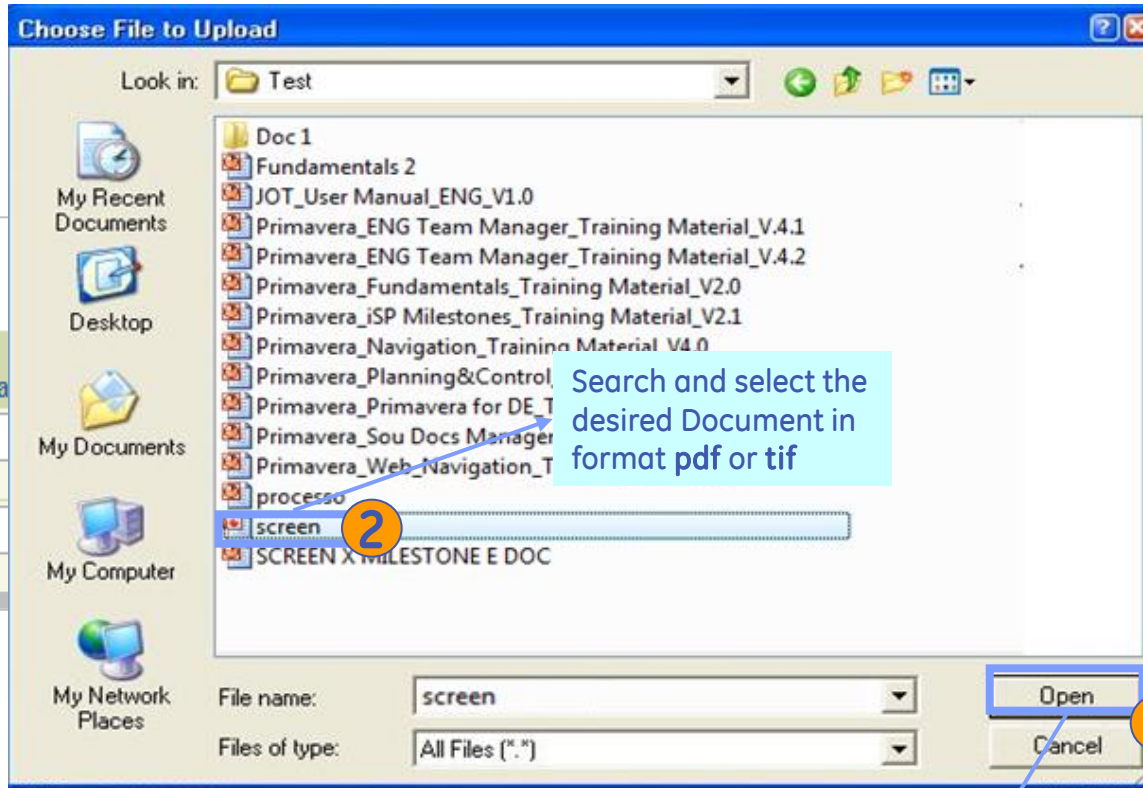
PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD NSTD	Requirement Desc.	
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD
439700185		1	1	1003109	SNO4008860	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..."/> 1
				<input type="button" value="Browse..."/>

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

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				<input type="text" value=""/> <small>(example: 23-Jan-2011)</small>	<input type="text" value=""/> <input type="button" value="Browse..."/>
		22-Jun-2011				<input type="text" value=""/> <small>(example: 23-Jan-2011)</small>	<input type="text" value=""/> <input type="button" value="Browse..."/>
	1 invio	22-Jun-2011	Transferred	APPROVED	User Approve	<input type="text" value=""/> <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

Supplier Tech Doc

Technical documentation, describing the item purchased, to be supplied by vendor.

Since the Supplier Tech doc can be required by GE for further engineering development, delivery date for documentation can be set earlier than material supply. One position will be open for each document (ENG dummy doc) to be supplied with specific delivery date for each document.

ISP_SUPPLIER_Tech_Doc Key info fields

