

# iSupplier portal supplier manual—external user

User manual

March 2020

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# Supplier portal Oracle integrated solution

Baker Hughes iSupplier Portal (iSP) is a collaborative application that links Baker Hughes suppliers with Baker Hughes buyers and SPA.

iSP allows suppliers to participate to

- Request For Quotation/Request for Information/eAuctions
- Download technical documents and BOM related to your orders and RFQ
- Upload VDR technical documentation and MDR certificates
- Manage dates related to orders
- View your invoices and payments

## Main features

### Negotiation

WL management

RFQ

eAuctions

Tech Docs/BOM

Tech alignment

ITO RFI

### Fulfillment

Dates management

Tech Docs/BOM

Milestones

Docs upload\*

Barcodes

MDR Certificates / VDR Eng Tech Docs / Regulatory / Country of Origin / LISL / Barcode / SPIR

# iSupplier portal UserID creation process



## B2B UserID creation process

Kindly follow the instructions as per screenshot on the right. We remind you to use your personal company email address. Generic email addresses like @yahoo or @gmail are not allowed.



<https://www.ge-registrar.com/gecentral/register.jsp?ditbranch=200>

### Applicazione Registrazione SSO

#### Fornire le seguenti informazioni

Nome:

Iniziale Intermedia:

Cognome:

Indirizzo e-mail:

Confermare il proprio indirizzo e-mail:

#### Scegliere un ID utente e una password

ID utente:  [Verifica che](#)

L'ID utente è già in uso. Di seguito, sono riportati alcuni suggerimenti:  
[MARCO0139](#)  
[MARCO0111](#)  
[MARCO0195](#)

Password:

La tua password distingue tra maiuscole e minuscole, deve essere lunga almeno 8 caratteri, deve iniziare e terminare con una lettera, e deve contenere almeno un numero. Non sono ammessi caratteri speciali ad eccezione di ., @, -, \_.

Confermare la password:

Resistenza di parola d'accesso:  Forte

Cliccando "Invia", si accettano le Condizioni in basso

Le informazioni per la registrazione Single Sign On ("SSO") di cui sopra saranno conservate dalla società General Electric ("GE"), 3135 Easton Turnpike, Fairfield, CT 06431 negli Stati Uniti. Le informazioni saranno utilizzate per autorizzare il tuo accesso a questo ed ad altri siti attivati SSO e potranno essere condivise con altre entità GE per autorizzare il tuo accesso a siti attivati SSO (ovunque si trovino in tutto il mondo) che tali entità gestiscono e che puoi decidere di visitare. Le informazioni potranno altresì essere utilizzate da questo e da altri siti abilitati per SSO per consentire agli utenti di personalizzare alcuni aspetti del sito, sia mediante la collocazione facoltativa di un cookie sul disco rigido o tramite mezzi analoghi. L'impiego delle informazioni per qualsiasi altro scopo ti sarà comunicato ed è soggetto alle Condizioni di Uso o ad altri avvisi legali stabiliti. Sebbene le leggi in materia di protezione dei dati negli Stati Uniti e nei paesi in cui si trovano altri siti GE possono non fornire un livello di protezione dati e privacy equivalente a quello contemplato dalla normativa nel proprio paese, GE adotterà le misure necessarie al fine di assicurare che le informazioni fornite con la registrazione SSO vengano protette da qualsiasi divulgazione o accesso illecito o non autorizzato. Cliccando su "Invia" in basso, dichiaro di aver compreso e di dare il tuo consenso a quanto sopra riportato.

## B2B UserID creation process

Kindly select and fill out the remaining fields. The security answer will be required if you need to reset the password of the UserID.

Once you click on **Submit**, the system will send you a notification with message related to your successfully created UserID.

Your UserID has been created. Kindly forward the email containing your userID to [ogisp.support@ge.com](mailto:ogisp.support@ge.com); the team will open an internal ticket in order to configure your account to use iSupplier portal.

Selezionare e rispondere alla password di controllo

Controllo password: Città di nascita ▼

Risposta di controllo: Firenze x

Questo viene utilizzato per verificare la tua identità se ti sei dimenticato la password.

Completare di seguito la procedura di controllo della sicurezza

A scopo di protezione dell'identità, trascinare la matita nel cerchio.

✂ 📄 ⌚ ❤

✎

Invia Annulla

 Single Sign On

ISCRIVITI ORA! BISOGNO DI AIUTO? MODIFICA IL TUO ACCOUNT DIMENTICATO IL PROPRIO ID UTENTE?

DIMENTICATA LA PASSWORD?

La registrazione per Single Sign On (SSO) è stata eseguita correttamente. Riceverà una e-mail di conferma della modifica.

Please close your browser window.

Copyright General Electric Company 2000-2016

# iSupplier portal log in



## Supplier log in

1. If you don't have a SSO id, do not use this link, but ask your buyer to open an External Account Registration WF to register you.
2. **SSO Login:** to access the Baker Hughes extranet use the following link, <https://oscar.geoilandgas.com>. Enter your SSO, SSO password and click on **Login**.
3. **Oracle Login:** to access Oracle iSP enter your SSO, your SSO password and then click on **Login**.

GE Infrastructure

Single Sign On

1 Sign Up For SSO

2 Enter User ID and Password

User ID: 501XXXXXX

Password: ••••••••

☐ Save my GE Single Sign On User ID

Log In

Request Portal / Application Access  
If you don't have access to this portal or application, sign up now.

Learn More About SSO Accounts  
It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how Single Sign On can simplify your accounts now.

THIS SITE CONTAINS

**WARNING:** YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPANET FOR AUTHORIZED PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED. THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTERING YOUR USERNAME AND PASSWORD, YOU AGREE TO BE MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES FOR ANY VIOLATION OF THESE TERMS.

GE Oil & Gas

Login

Enter your user name and password.

3 User Name

501XXXXXX

Password

••••••••

Login Cancel

Login Assistance

Accessibility

None

Select a Language:

Français Italiano English

## Supplier home page

1. Click on the **Home** tab to go to the home page.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) by entering the number in the free text box and click **Go**.
3. To view a complete list of your notifications or POs, click **Full List**.
4. Click on the link to view the document details.

The screenshot shows the GE Oil & Gas iSupplier Portal interface. The top navigation bar includes tabs for Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: Notifications, Orders At A Glance, and a sidebar on the right with links to Orders, Shipments, Receipts, Invoices, and Payments. The Notifications section contains a table with columns for Subject and Date. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date. The sidebar on the right contains links to various document types.

1. Click on the **Home** tab to go to the home page.

2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) by entering the number in the free text box and click **Go**.

3. To view a complete list of your notifications or POs, click **Full List**.

4. Click on the link to view the document details.

Subject	Date
Reminder: Please acknowledge intent to participate in RFI 443460 (SMO1646760)	10-Jul-2016 18:45:03
Reminder: Please acknowledge intent to participate in RFI 443460 (SMO1646760)	10-Jul-2016 18:45:02
You are invited: RFI 50492.1 (1501723031) - Contrace Condenser - Opus-133005539	28-May-2015 07:49:08
You are invited: RFI 269352 (TENP FR3 - Hot/Cold Piping)	15-Jul-2014 17:07:39
You are invited: RFI 130583.1 (5000000013 -SARAS SPARE PARTS FOR HYDROCRACKER REACTOR -ID: 87732896)	02-Apr-2013 17:19:39

PO Number	Description	Order Date
No results found.		

## Simple search form

1. This icon helps the user to search one query parameter when he doesn't know the right or complete value.
2. When at least the mandatory search criteria are filled in click on **Go** to run the query.
3. This function, present in many iSP form, allows to **Export** to Excel the content of the list.

**Note:** When entering search values, you can use the percent sign to search for generic items.

**Simple Search**

Advanced Search

Invoice Number

PO Number  (example : 1234)

Release Number  (example : 1234-2)

Payment Number

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From  To  (example: 21-Jun-2016)

Payment Method

Currency

Business Unit

Branch Name

Payable

Payment Date From  To

Payment Date To

**Go** **Clear**

Invoice	Business Unit	Invoice Date	PO Number	PO Details	Currency	Amount	Due	Attachments	Type	Document Status	Due Date	Site Hold	Inv Hold	Sc. Hold	Payment Status	Bank Ref. Available	Payment Method	Company Name	Branch Name
No search conducted.																			

**Export**



### Tips and tricks

The search parameter can be quickly entered by filling out the first characters in the search field and then click on **Tab** key.

## Advanced search form

The other way to search and view an object in iSP is to select the **Advanced Search** option.

1. In case of multiple filters it is necessary to choose whether to search using all conditions or any condition (and/or).
2. Several search operators are available in order to specify the matching conditions for each search.
3. When at least the mandatory search criteria are filled in click on **Go** to run the query.
4. It is possible to apply additional search fields according to the options present in the list of values.
5. Click on this button to go back to Simple Search and vice versa.

The screenshot shows the 'Advanced Search' interface. At the top right, there is a 'Simple Search' button (callout 5). Below it, two radio buttons allow selecting search criteria: 'Show table data when all conditions are met.' (callout 1) and 'Show table data when any condition is met.' Below these are four search fields: 'Invoice Number', 'Invoice Date', 'PO Number', and 'Payment Number', each with a dropdown menu for operators (callout 2). The 'Go' button (callout 3) is next to the 'Payment Number' field. Below the fields are 'Clear', 'Add Another', and 'Add' buttons (callout 4). At the bottom right is an 'Export' button. The main area is a table with various columns.

Invoice	Business Unit	Invoice Date	PO Number	PO Details	Currency	Amount	Due	Attachments	Type	Document Status	Due Date	Site Hold	Inv Hold	Sc. Hold	Payment Status	Bank Ref. Available	Payment Method	Company Name	Branch Name
No search conducted.																			



### Tips and tricks

To search and display more than one object together (i.e. PO) with the Advanced Search, select "any condition" option and use **Add** command to add the field (i.e. PO number) on which to perform the multiple search.

# Negotiation: RFQ/RFI/eAuction



# Negotiations

1. Click on the **Negotiation** tab to go to the Negotiation home page.
2. This section shows your responses to negotiations in which you are participating by either having placed an active response, or by having a draft response that is in progress.
3. This field shows whether you have an active response or whether you are in the process of drafting a response.
4. This section shows new negotiation invitation without quote.
5. To see the complete list of invitations, click **Full List**.
6. Search and select the negotiation to post your quote.

[Home](#)
[Negotiation](#)
[Finance](#)
[Shipments](#)
[Admin](#)
[Contact Us](#)
[PO Acceptance](#)
[Metrics](#)
[Orders](#)

Search Open Negotiations

Title

Go

Welcome, Gaetano Chiarelli.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
35480	Active	IP01	37781-2	Rumaila Filter Houses (for Gas Engine Air Inlet)	Auction	0 seconds		0
36084	Active	IP01	53322	RFQ43845 (Condenser Job. 3501044)	Auction	0 seconds		0
47566	Active	IP01	74581	job.1003131 % 38 Volume bottles	RFQ	0 seconds		0
48846	Active	IP01	76670	RFQ 62321 job.1003131 % 35 Volume bottles PIGAP3	Auction	0 seconds		0
49991	Active	IP01	78846	RFQ 217 00 00016 - JOB. 3541090-91	Auction	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage

View Responses

- Drafts
- Personal Information

- Active
- Disqualified and Withdrawn
- Awarded

## Invitation to RFQ/RFI/Auction

Supplier will receive the following invitation into his/her mailbox when negotiation is published by the buyer in iSP and supplier is invited to participate. This information is also available in **Negotiation** tab in iSP.

1. By clicking in the Negotiation Number you will reach the specific page.
2. Here you will find the types of the invitation, RFQ/RFI/eAuction.

**GE Oil & Gas Request for Quotation - GE Oil & Gas Richiesta di offerta - GE Oil & Gas Appel d'offre**

Business: GE Oil & Gas  
Title/Titre: test per RFQ  
Number/Numero: 95648  
Event Type/Type: Auction  
From/De:

Negotiation Preview/Previsualisation negotiation: June 28, 2012 01:59 pm CET  
Negotiation Open / Ouverture negotiation: June 28, 2012 01:59 pm CET  
Negotiation Close / Cloture negotiation: June 29, 2012 01:51 pm CET  
Supplier / Fournisseur:  
Supplier Site / Site Fournisseur: IP01  
Item Pos.1 // Item Description: NO DESCRIPTION // Material Code: F  
Click [here](#) to participate/Cliquer [ici](#) pour participer.

If you are not registered on iSupplier Portal, please contact your Buyer / Si vous n'etes pas enregistre dans le portail Fournisseurs, merci contactez votre Acheteur

GE Oil Supplier Portal:  
Click [here](#) to access Application link, training, Support and below documents :  
Cliquer [ici](#) pour acceder au link, training, Support et aux documents ci-dessous :

- General Terms and Conditions / Condizioni Generali di Acquisto Conditions generale d'achats :
- Bid Qualification Form with instructions / Bid Qualification Form con istruzioni / Formulaire pour qualification offre avec instructions
- Supplier Onboarding

### Your Company's Open Invitations

Full List				
Supplier Site	Negotiation Number	Title	Type	Time Left
IP01	443448	TEST DEFECT 6588	RFQ	23 hours 4 minutes
IP01	441457	R12 - SIT2 - test id # 67005	RFQ	4 days 23 hours
IP01	443455	edsqdfsdfdsfd	RFQ	40 days 3 hours

⏸ Negotiation has been paused. Only draft responses can be created.

## Supplier quote creation

1. From here you can print RFQ document and QRL.
2. Click on **Go** to Acknowledge Participation to RFQ.
3. From **Lines** tab download item BOM and Tech Docs.
4. Push **Export** to download the BOM into csv file.
5. Select docs to download or click on **Download All Document(s)**.

RFQ: 443455

Actions

Acknowledge Participation

Go

Print Document

Print Quality Document

Title

Status

Time Left

edsqdfdsfdsf

Active

40 days 1 hour

Open Date

Close Date

30-Jun-2016 15:12:09

15-Aug-2016 15:12:00

Header

Lines

Controls

Display Rank As

No indicator displayed

Ranking

Price Only

Cost Factors


Price Tiers

None

None

Lines

Line	Item, Rev	Category	Unit	Quantity	Requested Contractual Date	Best Price (EUR)	Active Responses	Time Left	BOM	Tech Docs
1	NUT*M20(Int.Ref.1476623...	FFE490200550D	C-PARTS.C-PARTS.G0200.COMMERCIAL SCREWS	EACH	6	21-Mar-2018 23:59:00	Blind	Blind	40 days 1 hour	<div></div> <div></div>



[Negotiations](#)
[Catalogue](#)
[Administration](#)
[Statistics](#)
[Knowledge](#)
[Buyer Workbench](#)
[SUPPORT](#)

[Help](#)
[Logout](#)

[Negotiations](#) > [Simple Search](#) > [RFQ 447710](#) >

BOM Details

Export

### Tech Doc Summary

Parameter Description

Item Code: FFE4802005500
Project: 1PP0055

Click to Refresh Data Document(s)

Download Selected Document(s)

Download All Document(s)

Select	Document Code	Level	Revision	State	Availability Date	Description
<input checked="" type="checkbox"/>	IT1340505	0	044	AVAILABLE	19-Feb-2016	DADI ESAGONALI
<input checked="" type="checkbox"/>	IT107760	1	008	AVAILABLE	15-Oct-2015	BULL/MINUTIERA ALT/TEMPTUGAS NORM FORM
<input checked="" type="checkbox"/>	IT107800	1	023	AVAILABLE	22-Jun-2015	PROTEZIONE SUPERFICIALE COMPONENTI BULL
<input checked="" type="checkbox"/>	1LC00010CFA10	1	001	AVAILABLE	19-Aug-2013	Boulonnage - BOLLING
<input checked="" type="checkbox"/>	IT107774	1	005	AVAILABLE	25-Sep-2013	NORME IMBALLAGGIO CONSERVAZ BULLONIERIA
<input checked="" type="checkbox"/>	1LC00010CFA510	1	003	AVAILABLE	19-Aug-2013	Boulonnage NACE - NACE BOLLING
<input checked="" type="checkbox"/>	IT107813	2	006	AVAILABLE	15-Mar-2016	FLUORCARBON COATING FOR THREADED PARTS
<input checked="" type="checkbox"/>	IT102192	2	027	AVAILABLE	02-Mar-2016	LIQUIDI MAGNETICI FLUOR COLOR LAV CON ACQUA
<input checked="" type="checkbox"/>	IT102119	2	012	AVAILABLE	25-Nov-2014	CONTR MAGNETOSC FORG STAMPABARRE SALDAT
<input checked="" type="checkbox"/>	IT107806	2	006	AVAILABLE	24-Mar-2016	ELECTRODEPOSITED SILVER COATING - GENERAL STANDARD
<input checked="" type="checkbox"/>	IT121200	2	010	AVAILABLE	02-Apr-2015	BULLONERIA
<input checked="" type="checkbox"/>	IT107951	3	011	AVAILABLE	25-Nov-2014	PROC VERIFIC PER PROD APPAR PER CONTR MAG
<input checked="" type="checkbox"/>	IT107950	3	010	AVAILABLE	25-Nov-2014	PROCD VERIFICA PER PROD APPAR CONTR L R

## Supplier quote creation

1. Select **Create Quote** option from Actions menu and then click on **Go**.
2. You are asked to read and accept Terms & Conditions and then click **Accept**.

The screenshot displays the RFQ 443455 interface. At the top right, the 'Actions' menu is open, showing the 'Create Quote' option with a dropdown arrow and a 'Go' button. A red circle with the number '1' highlights this area. Below the 'Actions' menu, there are buttons for 'Print Document' and 'Print Quality Document'. The main content area shows details for the RFQ: Title 'edsqdfsd fdsfd', Status 'Active', Time Left '39 days 23 hours', Open Date '30-Jun-2016 15:12:09', and Close Date '15-Aug-2016 15:12:00'. Below this, there are tabs for 'Header', 'Lines', and 'Controls'. The 'Header' tab is selected, showing Buyer 'Lallaizon, Mr. Frederic', Quote Style 'Blind', Outcome 'Standard Purchase Order', and Event. A 'Description' section is also visible. Overlaid on the bottom right is a 'Terms and Conditions' dialog box. It contains the text: 'The following terms and conditions must be accepted before a quote is placed in this RFQ.' and 'Dear Supplier, before proceeding on this sourcing event, please accept by acknowledgement GE Oil & Gas General Terms of Purchase available on below link.' followed by the URL 'http://www.geoilandgas.com/businesses/ge\_oilandgas/en/about/supplier\_portal.htm'. The dialog box has 'Cancel' and 'Accept' buttons. A red circle with the number '2' highlights the 'Accept' button.

**RFQ: 443455**

Actions **Create Quote** **Go**

**Print Document**

**Print Quality Document**

Title **edsqdfsd fdsfd**  
Status **Active**  
Time Left **39 days 23 hours**

Open Date **30-Jun-2016 15:12:09**  
Close Date **15-Aug-2016 15:12:00**

**Header** **Lines** **Controls**

Buyer **Lallaizon, Mr. Frederic**  
Quote Style **Blind**  
Outcome **Standard Purchase Order**  
Event

Description

**Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

**Cancel** **Accept**

Dear Supplier,  
before proceeding on this sourcing event, please accept by acknowledgement GE Oil & Gas General Terms of Purchase available on below link.

[http://www.geoilandgas.com/businesses/ge\\_oilandgas/en/about/supplier\\_portal.htm](http://www.geoilandgas.com/businesses/ge_oilandgas/en/about/supplier_portal.htm)

# Supplier quote creation

In the **Header** section:

1. Enter the date on which your bid or quote expires.
2. You can assign a reference number for your own internal tracking.
3. You can enter a note to the buyer.
4. Click **Add Attachments** to supply the buyer with any additional information (file, URL, short text note). Attach BQF (Bid qualification form) if deviations are present.

In the **Lines** section:

5. Enter your quote.
6. If Start Price column is filled you must offer a lower price.
7. Number of units on which you are Quoting/Bidding.
8. Confirm or change Proposed Contractual Date.

**Create Quote: 270473 (RFQ 443455)**

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [edsqdfsdfdsfd](#) Time Left **39 days 23 hours**  
Close Date **15-Aug-2016 15:12:00**

**Header** **Lines**

Supplier **ALTAIR (UK) LTD**  
Supplier Site **IP01 - OMEGA PARK, UNIT 3, WILSON ROAD, ALTON, GU34 2QGB**  
RFQ Currency **EUR**  
Quote Currency **EUR**  
Price Precision **Any**

1 Quote Valid Until **31-Aug-2016**

2 Reference Number **RFQ 117**

3 Note to Buyer **Response dto RFQ 117**

**Attachments**

4 Add Attachment...

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
attività di engineering	Short Text		From Supplier	502375339	06-Jul-2016	One-Time		

**Header** **Lines**

RFQ Currency **EUR**  
Price Precision **Any**  
Quote Currency **EUR**

Line	Item,Rev	Update	Ship-To	6 Start Price	Target Price	5 Quote Price	Unit	Target Quantity	7 Quote Quantity	Requested Contractual Date	8 Proposed Contractual Date
1	NUT*M20(Int.Ref.1...	FFE490200550D,	TDFR05			50	EACH	6	21-Mar-2018 23:59:00	21-Mar-2018 23:59:00	
2	AN*\$e450/130x115(...	EEK450130115,	TDFR05			50	EACH	3	22-Dec-2017 23:59:00	22-Dec-2017 23:59:00	

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

# Supplier quote creation

- 1. You can import your responses using a spreadsheet: it is helpful if there are many lines in a large negotiation.
- 2. Click **Save Draft** to save your response information for a later session. You can access your draft responses by clicking the **Manage Draft** quick link from the Negotiations home page.
- 3. Click on **Continue** to confirm your response.

Create Quote: 270473 (RFQ 443455)

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Title

edsqdfdsfd

Time Left

39 days 23 hours

Close Date

15-Aug-2016 15:12:00

Header

Lines

RFQ Currency

EUR

Price Precision

Any

Quote Currency

EUR

Line	Item,Rev	Update	Ship-To	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Requested Contractual Date	Proposed Contractual Date
1 NUT*M20(IntRef.1...	FFE490200550D,	<div></div>	TDFR057			<div>50</div>	EACH	6	6	21-Mar-2018 23:59:00	21-Mar-2018 23:59:00
2 AN*\$e450/130x115(...	EEK450130115,	<div></div>	TDFR057			<div>50</div>	EACH	3	3	22-Dec-2017 23:59:00	22-Dec-2017 23:59:00

Indicates more information requested. Click the Update icon.

1

2

3

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

# Supplier quote creation

- 1. Click **Submit** to submit your quote.
- 2. Result quote created and submitted to Negotiation successfully.

Create Quote 270474: Review and Submit (RFQ 443458)

Cancel

Back

Validate

Save Draft

Submit

Header

Titletest rfq

SupplierGAM OIL & GAS SPA

Supplier SiteIP01

RFQ CurrencyEUR

Quote CurrencyEUR

Price PrecisionAny

Time Left6 days 21 hours

Close Date14-Jul-2016 12:16:27

Quote Valid Until17-Jul-2016

Reference Number

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Lines

Quote Total (EUR)3,000.00

Select	Line	Line	Item,Rev	Ship-To	Start Price	Target Price	Quote Price (EUR)	Unit	Target Quantity	Quote Quantity	Line Total	Requested Contractual Date	Proposed Contractual Date
<div></div>	test	1test		ABENGOA SA			1500	Bi-Weekly	2	2	3,000.00	23-Jul-2016 12:19:44	23-Jul-2016 12:19:44

2

Confirmation

Quote 270474 for RFQ 443458 (test rfq) has been submitted.

Return to Sourcing Home Page

# Supplier quote creation

Once quote is submitted, it moves from **Your Company's Open Invitations** to **Your Active and Draft Responses**.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Full List



Response Number	Response Status	Supplier Site	Negotiation Number	Type	Time Left	Monitor	Unread Messages
270474	Active	IP01	443458	RFQ	6 days 21 hours		0
35480	Active	IP01	37781-2	Auction	0 seconds		0
36084	Active	IP01	53322	Auction	0 seconds		0
47566	Active	IP01	74581	RFQ	0 seconds		0
48846	Active	IP01	76670	Auction	0 seconds		0

## **RFQ vs. eAuction**

### **RFQ**

- Time limit is in days (start date and end date)
- Suppliers have time to download BOM, Tech Docs and post their bid
- Suppliers usually are able to post only one quote
- Power Bid feature

### **eAuction**

- Time limit is in hours or minutes
- Suppliers can post multiple bids
- Every time supplier post a bid price, he will be able to view his rank, comparing his bid price with the competing bid price of the other invited suppliers in eAuction
- eAuction automatic extension when supplier post the best bid price
- Power Bid feature and Proxy Bid feature

## Supplier quote creation: Proxy Bid and Proxy Bid Decrement

### eAuction only—Lines Tab

- If proxy bidding option is active, the system automatically can rebid on your behalf whenever a competing bid price beats your bid price
- If proxy bidding option is allowed, enter Proxy Bid Decrement and the Proxy Minimum in create bid page:
  - **Proxy Bid Decrement:** amount that will automatically reduce your Bid Price if it is not the Best Bid in the eAuction
  - **Proxy Minum:** your bid price will be reduced until you will reach the first ranking in the eAuction, but your bid will never could be lower than the Proxy Minimum. Therefore, if one of your competitor has entered a lower price than your Proxy Minimum, you will not reach the first position. On the other hand it is possible to insert a lower Proxy Minimum
- You can proxy bid on some lines and bid manually on others
- You can disable Proxy Bid whenever you want and insert your bid manually

## Supplier quote creation: eAuction

Once you have opened the eAuction page, you can create a bid.

1. Select **Create Bid** to attend the auction and send your offer.
2. In the **Header** section, enter here your Bid Valid Until date.
3. In the **Lines** section, enter here your Bid Price.
4. Click on **Continue** to review the bid and to submit it.
5. After you have created your bid, clicking on **Monitor eAuction** you will be able to set refreshing time in order to see the ranking for each line as often as possible.
6. Here you will find your rank position achieved after your bid creation. Being first in some lines does not automatically let the supplier being the first in the eAuction and win it.

Actions: Acknowledge Participation  **1**

Acknowledge Participation

Create Bid

Online Discussions

View Bid History

Monitor Auction

Open Date

Close Date

**Header** **Lines**

Supplier: GAM OIL & GAS SPA  
Auction Site: IP01 - ZONA INDUSTRIALE, ROMBILOLO, 89841IT  
Auction Currency: EUR  
Bid Currency: EUR  
Price Precision: Any

**2** \* Bid Valid Until   
Reference Number   
Note to Buyer

**Header** **Lines**

Auction Currency: EUR  
Price Precision: Any  
Proxy Bid Decrement: EUR

**3**

Line	Item/Rev	Update	Ship-To	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST	SMO1646760	ABENGOA SA			1500		EACH	2	2	14-Jul-2016 15:10:42	14-Jul-2016
2	test item		ABENGOA SA			1500		Bi-Weekly	5	5	14-Jul-2016 15:12:12	14-Jul-2016

Indicates more information requested. Click the Update icon.

**4**

**5** Monitor Auction: 443466

AutoRefresh Interval: 30 seconds

Title: Test 2 Auction  
Status: Active  
Time Left: 2 days 23 hours

Open Date: 08-Jul-2016 10:51:17  
Close Date: 11-Jul-2016 10:49:36

**Lines**

Bid Total (EUR): 7,500.00

Display only the lines on which I have bid

Update Bid	Line	Category	Time Left	Best Price (EUR)	Bid Price (EUR)	Target Price (EUR)	Bid Quantity	Quantity	Your Total Amount (EUR)	Need By Date	Promised Date
<input type="button" value="Update"/>	1 INTEGRATION TEST	DEFAULT 9999900000	2 days 23 hours	1,500	1,500		5	5	7,500.00	12-Jul-2016 10:50:43 to 13-Jul-2016 10:50:43	13-Jul-2016 10:53:45

**6**

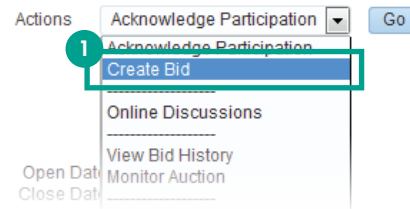
Show All Details | Hide All Details

Details	Line	Item/Rev	Ship-To	Rank	Start Price	Target Price	Bid Price	Unit	Target Quantity	Bid Quantity	Requested Contract Date	Proposed Contractual Date	Line Active
	1 PACCHETTO SOFT ITEMS RFQ 66541		FIIT00	1			18,700	EACH	1	1	09-Apr-2012 10:59:37	09-Apr-2012 10:59:37	Blind

## Supplier quote creation: Proxy Bid for eAuction

Once you have opened the eAuction page, you can create a Bid. Here you will find instructions to bid a specific line.

1. Select **Create Bid** to attend the auction and send your offer.
2. In the **Lines** section, enter here your Bid Price.
3. Enter here your Proxy Bid Decrement.
4. By entering the Proxy Minimum you fix the lowest price your bid will reach.
5. Click on **Continue** to review the bid and to submit it.



A screenshot of the 'Lines' section of the eAuction system. The interface shows a table with columns for Line, Item, Rev, Update, Ship-To, Start Price, Best Price, Target Price, Bid Price, Proxy Minimum, Unit, Target Quantity, Bid Quantity, Requested Contractual Date, and Proposed Contractual Date. The first row is highlighted. Numbered callouts (2-5) indicate the steps for creating a bid: 2 points to the 'Bid Price' field, 3 points to the 'Proxy Bid Decrement' field, 4 points to the 'Proxy Minimum' field, and 5 points to the 'Continue' button at the bottom right. The 'Continue' button is highlighted with a green box.

Line	Item,Rev	Update	Ship-To	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST	SMO1646760	ABENGOA SA		1,500		1500	1200	EACH	5		05-Jul-2016 10:50:49	13-Jul-201

# Supplier quote creation: Power Bid

## Power Bid

- Power Bid can be used only on eAuction or RFQ (only with multiple quotes allowed)
- Power Bid feature allows you to reduce your Bid Prices of the lines (or some) according to the % entered
- In order to use this feature, you must have already posted one quote
- Unlike the Proxy Bid, the Power Bid is a manual tool

1. Enter the Power Bid: it is the % that will reduce your bid price.
2. By clicking on the **Recalculate** to display new price: you will manually reduce the bid price according to the percentage entered.

Header Lines

Auction Currency EUR Bid Currency EUR

Power Bid 5 % Recalculate Proxy Bid Decrement 150 EUR

Line	Item,Rev	Update	Ship-To	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST	SMO1646760	ABENGOA SA		1,500		1500	1200	EACH	5	5	05-Jul-2016 10:50:49	13-Jul-201

Indicates more information requested. Click the Update icon.

Cancel Revert to Active Bid View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

**Orders: read only feature to access order info**

## Order search

The **Orders** tab helps user searching PO by using predefined searches and **Advanced Search** options.

1. Click on the **Orders** tab to go to the Orders home page.
2. Select one of these two sub-tab respectively if you want to search for PO or Release (**Purchase Orders**) or one Blanket Agreement (**Agreements**).
3. Select PO search parameter.

The screenshot shows the 'Orders' tab selected in the top navigation bar (callout 1). Below it, the 'Purchase Orders' sub-tab is active (callout 2). A dropdown menu for 'View' is open, showing options: 'All Purchase Orders', 'Purchase Orders to Acknowledge', and 'Purchase Orders Pending Supplier Change' (callout 3). The main content area displays a table of purchase orders.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge B
<input type="radio"/>	439767503	12	OU_NP_IT	Standard PO	Service Air Receiver & Instrument Air Receiver Compressa 500448 Pigap3	08-Feb-2016 16:13:36	Brogi, Mr. Marco	EUR	0.00	Closed	12-Feb-2016 00
<input type="radio"/>	439928701	8	OU_NP_IT	Standard PO	GAS SEPARATOR JOB. 0500444 / 0500447	08-Feb-2016 16:12:49	Brogi, Mr. Marco	EUR	0.00	Closed	13-Feb-2015 00

## Orders list

1. In all iSP form, once you have your search results displayed, you can sort them by clicking any of the embossed column headings.
2. Clicking on Rev. number the user can see all the changes made to the PO.
3. Once you've located the PO you want to view, click on the PO number to view all the PO details.
4. Clicking on attachment icon the system shows the list of notes, clauses, and attachments present in the Oracle PO.

**Note:** Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

**Purchase Orders** Export

Views

View: All Purchase Orders Go Advanced Search

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	439902058	1	OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	27-Oct-2013 06:37:23	Al Mekhalafi, Mohammed	EUR	459.00	Closed	08-Oct-2013 00:00:00	
<input type="radio"/>	439902053	1	OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	27-Oct-2013 06:35:26	Al Mekhalafi, Mohammed	EUR	69.00	Closed	08-Oct-2013 00:00:00	
<input type="radio"/>	439866237	2	OU_NP_IT	Standard PO	Ritubaggio No.2 Coolers RE1090 a disegno SVO9770498	22-Oct-2013 18:15:34	Brogi, Mr. Marco	EUR	410,600.00	Requires Acknowledgment	24-Oct-2013 00:00:00	
<input type="radio"/>	439894896	1	OU_NP_IT	Standard PO	AIR FILTER GROUP*FPJ-001	15-Oct-2013 11:44:17	Ajay, Mr. Bahuguna Kumar	EUR	3,450.00	Requires Acknowledgment	06-Sep-2013 00:00:00	
<input type="radio"/>	439894984	1	OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	02-Oct-2013 11:41:22	Pasquini, Edoardo	EUR	7,900.00	Open	06-Sep-2013 00:00:00	
<input type="radio"/>	439900576	1	OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	01-Oct-2013 09:27:00	Almekhlafi, Mr. Mohammed Gamal	EUR	956.00	Requires Acknowledgment	02-Oct-2013 00:00:00	
<input type="radio"/>	439896755	1	OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	13-Sep-2013 15:17:12	Furieri, Francesca	EUR	18,200.00	Closed	16-Sep-2013 00:00:00	

# View purchase order details

In the PO details page most header and lines information related to the selected PO are displayed. The user can also access all other related information to this PO by clicking on **Receipts**, **Invoices**, or **Payments**.

1. In the upper part of the page there are PO header information.
2. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.
3. In the **PO Details** section, the lines information are displayed (code, qty, tech docs, etc).
4. Click to view line shipment details. Here the most important information are related to the dates.
5. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.
6. Click on this icon to view and download the list of Tech Docs associated to each PO line.

Standard Purchase Order: 439866237, 2 (Total EUR 410,600.00)

Currency=EUR

Actions

View Receipts

Go

Export

Order Information

1

General

2

Attachments

View

Terms and Conditions

Payment Terms

TPS 60 DAYS

Carrier

GLS-GROUND SERVICE

FOB

FCA-PTO RESA/DELIV POINT/LIEU CONVENU

Freight Terms

NOSTRO

Shipping Control

Summary

Total	410,600.00
Received	410,600.00
Invoiced	0.00
Payment Status	Not Paid

Ship-To Address

Address

NP FIRENZE - FIR\_SAPO Dept.  
Via dei Perfetti Ricasoli, 11  
Firenze, 50127

Bill-To Address

Address

Nuovo Pignone S.r.l.

3

PO Details

4

Details

5

Attachments

Details	Line	Type	Item/Job	Description	UOM	Qty	Price	Amount	Status	Reason	Global Agreement	Price Differentials
		Expense		Ritubaggio Ns. Cooler RE1090 a disegno SVO9770498	EACH	1	175800	175,800.00	Closed			

Shipments

Shipment	Ordered	Qty	Received	Invoiced	Ordered	Amount	Received	Invoiced	Promised Date	Need-By Date	Payment Status	Supplier	Ship-To Location	Status	Reason	Split	Attachments	Contractual Date	Tech Docs
1		1	1		1	175,800.00	175,800.00	175,800.00	16-Sep-2013 00:00:00	30-Aug-2013 00:00:00			FIIT012	Closed				2013/09/09 00:00:00	<div>6</div>
>	2	Expense										EACH	1	175800	175,800.00	Closed			
>	3	Expense										EACH	1	6000	6,000.00	Closed			

# Purchase order history

Through **Purchase History** sub-tab, search for the PO and view the PO revision history as shown here.

- 1. Click on the **Orders** tab to go to the Orders home page.
- 2. The **Purchase History** section allows to search and visualize the PO changes made.
- 3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.
- 4. These three options allow respectively to compare the last revision with the original version, to the previous one, and to view all PO changes.

**Note:** The user can reach the same result clicking on the **Rev. number** link in the **Orders** list.

GE Oil & Gas

iSupplier Portal

Home

⌚

★

⚙️

🔔99+

🔍

📱

Logged In As 501904871

Home

Negotiation

Finance

Shipments

Admin

Contact Us

PO Acceptance

Metrics

Orders

Purchase Orders

Agreements

View Requests

Purchase History

Work Confirmations

Deliverables

Purchase Order Revision History

Export

Simple Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Operating Unit

Go

Clear

Advanced Search

🔍

🔄

📄

⚙️

PO Number

Rev

Operating Unit

Description

Buyer

Creation Date

Revised Date

Currency

Total

Ship-To Location

Compare to Original PO

Compare to Previous PO

Show all PO Changes

No search conducted.

## Shipments: RTS date management milestone—docs upload



## Supplier workload search

1. Click on the **Shipments** tab to go to the Shipments home page.
2. The **Supplier Workload** sub-tab contains all information related with shipment dates management and is key for the fulfillment process.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

The screenshot displays the 'Supplier Workload' search interface. At the top, a navigation bar includes tabs for Home, Negotiation, Finance, **Shipments** (highlighted with a red box and callout 1), Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below this, a sub-tab bar shows 'Supplier Workload' (highlighted with a red box and callout 2), Receipts, Returns, Override Receipts, On-Time Performance, and Quality. The main content area is titled 'Simple Search' (callout 3) and contains a note: 'Note that the search is case insensitive'. The search form is organized into two columns of input fields. The left column includes: Organization, Order, Item Code, Ship to Org, Shipment Status (set to 'Open'), Proposed RTS Dates Monitor, Proposed RTS Dates Last Update From, and Proposed RTS Dates Last Update To. The right column includes: SPA, Release, Project Number, Action Required, Issue Flag, Proposed RTS Dates Status, Justification, Justification Status, and Free Note Status. At the bottom of the form are 'Go' and 'Clear' buttons.

## Supplier workLoad list

1. Click on **More** to view all fields available (BOM link).
2. Clicking on **Item Code** hyperlink the system shows some information related to the item for example (Planner name, COA12 flag, Req#, etc).
3. Proposed Ready to Ship is populated when the supplier ask for a new RTS. Set **Actual Flag** is Y supplier can not propose a new RTS.
4. The system sets **Issue** flag to Y when the SPA rejects the Proposal RTS Date.
5. If the shipment has quality docs associated they can be viewed/uploaded clicking on this hyperlink. The same information can be accessed through the **Quality** sub-tab present in the menu.
6. If the shipment has Milestones associated they can be viewed/uploaded clicking on this hyperlink.
7. Click here to view and export BOM.

**1 Supplier Workload**


More Action List

Massive Update


**Simple Search**

Note that the search is case insensitive

Organization	<input type="text"/>	<input type="button" value="🔍"/>	SPA	<input type="text"/>	<input type="button" value="🔍"/>
Order	<input type="text"/>	<input type="button" value="🔍"/>	Release	<input type="text"/>	<input type="button" value="🔍"/>
Item Code	<input type="text"/>	<input type="button" value="🔍"/>	Project Number	<input type="text"/>	<input type="button" value="🔍"/>
Ship to Org	<input type="text"/>	<input type="button" value="🔍"/>	Action Required	<input type="text"/>	<input type="button" value="🔍"/>
Shipment Status	Open <input type="button" value="▼"/>		Issue Flag	<input type="button" value="▼"/>	
Proposed RTS Dates Monitor	<input type="button" value="▼"/>		Proposed RTS Dates Status	<input type="button" value="▼"/>	
Proposed RTS Dates Last Update From	<input type="text"/>	<input type="button" value="🔍"/>	Justification	<input type="text"/>	
Proposed RTS Dates Last Update To	<input type="text"/>	<input type="button" value="🔍"/>	Justification Status	<input type="button" value="▼"/>	
	<input type="button" value="Go"/> <input type="button" value="Clear"/>		Free Note Status	<input type="button" value="▼"/>	

Select	Order	Org	Line	Ship	Item	Description	Shipment	Revision	Current Contractual Revision	PO Acceptance	List	FOB	Action required	Contractual Date	Promise Date	Need Date
	440014723	OU_NP_IT 1	1		2	REKU: Extra per la modifica del trattamento superficiale e l'assemblaggio e modifica di mensola per JOB# 3700160 - PO# 439730177	Open	0	0			FCA-PTO RESA/DELIV POINT		2015-02-13		

Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	Proposed RTS Dates Monitor
			3	<input type="text"/> N

Free Note	Quantity Due	SPA	Project	Issue	Quality Plans	MileStone	Tech Docs	Ship to Org	Destination Code △	Updated Destination Code △	End Item Project Code △	WIP Job Number △	PEI TT Plan Date △	BOM
	1	Masini,Cristiano Jain,Radhika	3700160		Available	MileStone		IO NP Massa						BOM

## Dates definition

Date types	Description	Meaning
<b>Need by Date</b>	Coming from Mfg on PO Requisition.	Is the date by which a material/service is requested at NP Dock site by the ASCP module.
<b>Promised Date</b>	Is the expected arrival date at NP Dock site advised by the supplier.	Time by which the material has to be delivered at the NP Dock site independently from the contractual delivery point.
<b>Contractual Date</b>	Is the contractual delivery date printed on the PO.	Time by which the material has to be contractually delivered at the agreed delivery point. Contractual Date = Promised Date – Transportation LT
<b>Transportation Lead Time</b>	Transportation Lead Time also called LT3.	Is the time necessary for transport from the contractual delivery point to the requested site.
<b>RTS Date</b>	Ready To Ship Date.	It is the supplier actual date of supply ready to ship at contractual delivery point.

# Receipt search

Entering the specific tab and sub-tab it is possible to search for receipts using the standard iSP search form. The **Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipments.

- 1. Click on the **Shipments** tab to go to the Shipments home page.
- 2. This section allows to search and visualize the receipt information related to the different POs.
- 3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

HomeNegotiaFinanceShipmentsAdminContact UsPO AcceptanceMetricsOrders

Supplier WorkloadReceiptsReturnsOverdue ReceiptsOn-Time PerformanceQuality

View ReceiptsExport

Simple SearchAdvanced Search

Receipt NumberPO NumberRelease NumberShipment NumberShipped Date

OrganizationItem NumberSupplier ItemItem Description

GoClear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Export

## Receipt information

In the **Receipt transaction form** the system shows line by line the detailed information related to the POs received and the receipt.

1. Clicking on the receipt number, as shown in the next page, the system opens another form with the detailed information about the transport and receipt of the specific PO line.
2. Using this link the user can enter directly in the PO detail form in order to analyze the detailed information related to the PO.

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
<a href="#">993825</a>	27-Apr-2011 11:50:24	IO NP Firenze			218/229		218/229			<a href="#">439674596</a>		
<a href="#">991168</a>	19-Apr-2011 16:20:14	IO NP Firenze			145		145			<a href="#">439708922</a>		
<a href="#">985709</a>	22-Oct-2014 17:35:30	IO NP Service			299/14_X451487		299/14_X451487			439892371		
<a href="#">983520</a>	30-Mar-2011 11:47:29	IO NP Firenze			125		125			439708928		
<a href="#">979740</a>	10-Oct-2014 5:19:15	IO NP Service			293/14_X445204		293/14_X445204			439892371		
<a href="#">977715</a>	07-Oct-2014 14:09:51	IO NP Service			286/14_X440285		286/14_X440285			439963885		
<a href="#">97042</a>	08-Feb-2012 20:32:26	IO NP Livorno NU								439731852		
<a href="#">962395</a>	11-Feb-2011 11:29:38	IO NP Firenze			07350-		07350-			439702424		
<a href="#">958242</a>	28-Aug-2014 10:48:45	IO NP Service					190/2014			439892371		
<a href="#">957954</a>	27-Aug-2014 13:52:33	IO NP Service					190/2014			439892371		

## Viewing overdue receipts

The **Overdue Receipts** results page enables users to view the details of past due purchase order shipments.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **Overdue Receipts** sub-tab to go to the overdue receipts page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

**Overdue Receipts**

Export

**Simple Search**

Note that the search is case insensitive

Advanced Search

Organization

PO Number

Item

Supplier Item

Due Date  (example: 28-Jun-2016)

Go Clear

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
OU_NP_IT	440014723			HOT/COLD PIPING: Extra per la fornitura di crociere da utilizzare per il trasporto per le linee per JOB#	13-Feb-2015 00:00:00	EACH	1	0	MCIT001	GLS-GROUND SERVICE	Brogi, Mr. Marco	

## Viewing on-time delivery performance

The **On-Time Performance** page provides the delivery status of shipments the supplier made against purchase orders. The supplier can view his/her performance for timeliness of deliveries.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **On-Time Performance** sub-tab to go to the on-time performance page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

**On-Time Performance**

Export

**Simple Search**

Note that the search is case insensitive

Advanced Search

Organization  PO Number

Due Date  (example: 26-Jun-2016) Shipment Number

Receipt Number  Item

Supplier Item  Waybill/Airbill Number

Delivery Status

Go Clear

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier	Description	UOM	Quantity
OU_NP_IT	439916499	13-Feb-2015 00:00:00		428804	20-Feb-2015 10:06:54	EX-ANNULL.ORDINE.POSIZIONE		Riconoscimento costo annullamento ordine o posizione d'ordine	EACH	1

Previous 1-25 Next 25

# Quality requirements

Entering the specific tab and sub-tab users can see all the open shipments having quality plans associated. Quality plans are created in Oracle Quality module and linked to supplier/PO information.

- 1. Click on the **Shipments** tab to go to the Shipments home page.
- 2. This section allows to search and visualize the quality information related to the different POs.
- 3. Use predefined or **Advanced Search** options. Enter the search criteria and then click on **Go** to run a query.
- 4. By clicking on **Available** hyperlink, users can enter quality results and view quality results already registered.

HomeNegotiationFinance**Shipments**AdminContact UsPO AcceptanceMetricsOrders

Supplier WorkloadReceiptsReturnsOverdue ReceiptsOn-Time Performance**Quality**

### Quality Shipments

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number

Shipment Number

Supplier Item

Item

GoClear

Previous1-10Next 10

PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
439447099	2	1				materiale di fondazione	EACH	1	Available
439447099	1	1				materiale di fondazione	EACH	1	Available
000310822	1000	1		EX-EXTRAPREZZO		Assistenza all'imballo	EACH	1	Available
000310822	13	1		SNO5954087Z		SEPARAT. ASP. 2A FASE A DIS. SNO5954087	EACH	1	Available

39

# RTS date management

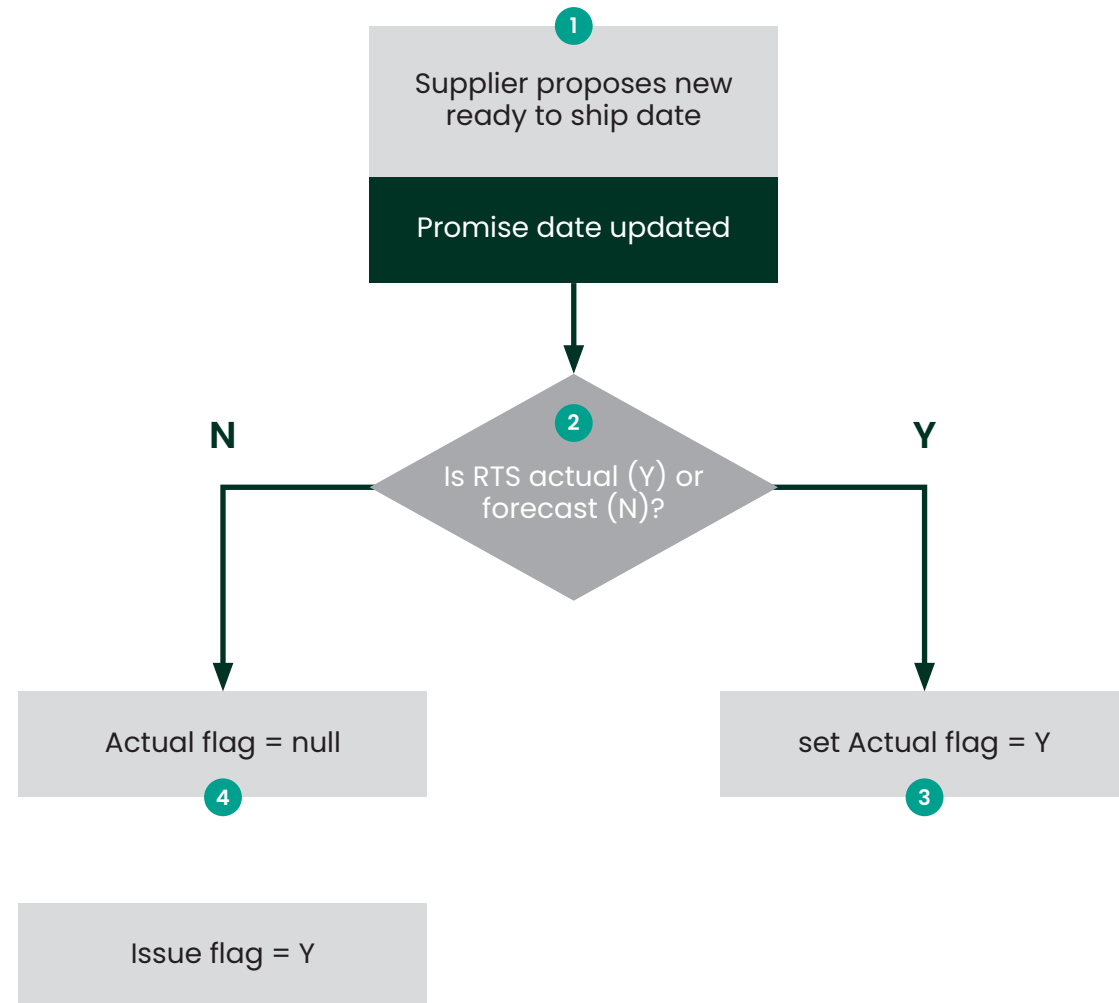


## iSupplier portal: RTS management by supplier

1. When supplier proposes a new RTS, Promise Date is updated automatically in Nuovo Pignone systems. It is used to plan production activities.
2. RTS is actual when you are sure that you can respect proposed RTS date.
3. **Set Actual flag = Y** if RTS proposed is actual. If you need to modify it again, only your SPA can allow you to propose a new RTS again.  
If RTS that you proposed is final, RTS is automatically updated (you will see new RTS and promise date updates the day after).
4. **Actual flag = null** means that RTS proposed is a forecast. RTS is not updated, but SPA views RTS proposed and can decide to update RTS with RTS proposed.

### Issue flag = Y

- If Issue flag = Y, RTS proposed has an impact on Need Date. SPA can decide to update RTS with your proposal. In this case issue flag returns null.
- If Issue flag = Y and you received a notification, SPA rejected RTS that you proposed. In this case you can modify again RTS.



## Supplier changes RTS date

Supplier can propose a new RTS Date. The SPA can accept or reject it.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.
3. Select the line(s) in which to perform the change or select all lines.
4. Enter **Proposed RTS** and **Set Actual Flag Y** if RTS proposed is actual.  
It is mandatory to indicate the reason using the list of value present in the field **Justification**.
5. Select **Proposed RTS** and click on **Go**.

1. Click on the **Shipments** tab to go to the Shipments home page.

2. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

3. Select the line(s) in which to perform the change or select all lines.

4. Enter **Proposed RTS** and **Set Actual Flag Y** if RTS proposed is actual.  
It is mandatory to indicate the reason using the list of value present in the field **Justification**.

5. Select **Proposed RTS** and click on **Go**.

Select	Order	Org	Line	Ship	Item Code	Item Description	Shipment	Revision	Current Contractual Revision	PO Acceptance	List	FOB	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship
<input checked="" type="checkbox"/>	440014723	OU_NP_IT	1	1	439730177	REKU: Extra per la modifica del trattamento superficiale di scale e passerelle e modifica di mensola per JOB# 3700160 - PO# 439730177	Open	0	0			FCA-PTO RESADELIV		2015-02-13 00:00:00.0	13-Feb-2015	06-Feb-2015	0	
<input type="checkbox"/>	440014723	OU_NP_IT	2	1	439730177	REKU: Extra per la modifica del trattamento superficiale di scale e passerelle e modifica di mensola per JOB# 3700162 - PO# 439730177	Open											

Justification list:

- CH038-Customer drawings approval late
- CH042-Customer Test Date Delay
- CO009-Customer additional request
- NN004-Waiting for NP technical clarification
- NN005-Waiting scope of supply definition
- NN006-PO not received
- NN008-Update premise date, waiting for final commercial agreement
- NN013-Drop Shipment (c lav) waiting
- NN026-Update due to Manual Error
- NN029-Po update - Buyer error
- NN030-Modification(s) Engineering
- NN033-Receiving Issue
- NN034-Material Lost
- NN039-Quality Approval Waiting

## Supplier changes RTS date: Massive Update (selected lines)

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Search the desired PO entering at least the mandatory search criteria and then click on **Go** to run a query. In the result list select the line(s) in which you want to perform the change.
3. Select multiple line for which you want propose a new RTS date.
4. In order to propose a new RTS Date, the supplier has to use the **Massive Update** function when he has to enter more than one value on the line (at least RTS date and Justification).
5. Clicking on **Apply Massive Update** the system saves and applies the information.

**Supplier Workload**

Massive Update

Proposed RTS Date:

Justification:

Free Note:

RTS Actual Flag:

RTS ID:

**Simple Search**

Note that the search is case insensitive

Organization:  SPA:

Order:  Release:

Item Code:  Project Number:

Ship to Org:  Action Required:

Shipment Status:  Issue Flag:

Proposed RTS Dates Monitor:  Proposed RTS Dates Status:

Proposed RTS Dates Last Update From:  Justification:

Proposed RTS Dates Last Update To:  Justification Status:

Free Note Status:

Select	Order	Org	Line	Ship	Item Code	Item Description	Shipment	Revision	Current Revision	PO	Acceptance	List	FOB	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready
<input checked="" type="checkbox"/>	440014723	OU_NP_IT_1	1	1	REKU	Extra per la modifica del trattamento superficiale di scale e passerelle e modifica di mensole per JOBB 3700160 - POW 439730177	Open	0	0				FCA-PTD RESADELIV PORT		2015-02-13 00:00:00.0	13-Feb-2015	06-Feb-2015	0	
<input checked="" type="checkbox"/>	440014723	OU_NP_IT_2	1	1	REKU	Extra per la modifica del trattamento superficiale di scale e passerelle e modifica di mensole per JOBB 3700162 - POW 439730177	Open	0	0				FCA-PTD RESADELIV PORT		2015-02-13 00:00:00.0	13-Feb-2015	06-Feb-2015	0	
<input checked="" type="checkbox"/>	440014723	OU_NP_IT_3	1	1	REKU	Extra per la fornitura di Template (dime fondazioni) per JOBB	Open	0	0				FCA-PTD RESADELIV PORT		2015-02-13 00:00:00.0	13-Feb-2015	06-Feb-2015	0	

## iSP massive upload by csv



# iSP massive upload management

The **Massive Upload** feature allows to update dates information massively.

- Promised Date (DD,MM,YYYY)
- Transportation Lead Time
- RTS Date (DD,MM,YYYY)
- Confirmed RTS
- Justification
- Free Note

If there are not such information the whole file will be rejected.

It's mandatory to fill "Justification" field, with the justification code visible from the Supplier Workload, when any other field is updated, on the contrary he will receive an error message and the whole file will be rejected.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Order Number	Release	Line	Shipment	Contractual Date DD	Contractual Date MM	Contractual Date YYYY	Promised Date DD	Promised Date MM	Promised Date YYYY	Transportation Lead	RTS Date DD	RTS Date MM	RTS Date YYYY	Confirmed Rts	Justification	Free Note	RFT Id
2	439542143		1001	1	29	12	2008	29	12	2008	7	22	12	2008	N	OO015		
3	439542143		1000	1	29	12	2008	29	12	2008	7	22	12	2008	N	OO015		
4																		
5																		

◀ ▶ 🔍 export\_template

RTS Actual

Ready To Ship Date Proposed RTS Date Flag RFT ID Justification

N

CH018-Customer drawings approval late  
CH042-Customer Test Date Delay  
CO009-Customer additional request  
NW004-Waiting for NP technical clarification  
NW005-Waiting scope of supply definition  
NW006-PO not received  
NW008-Update promise date, waiting for final commercial agreement  
NW013-Drop Shipment (c lev) waiting  
NW026-Update due to Manual Error  
NW029-Po update - Buyer error  
NW030-Modification(s) Engineering  
NW033-Receiving Issue  
NW034-Material Lost  
NW039-Quality Approval Waiting  
NW040-NP Drawing Approval Late  
NW043-NP Inspection Delay  
NW001-Cancelled Job  
NW002-Suspended Job  
NW007-Need To Cancel PO action Buyer

Supplier

# Massive upload template

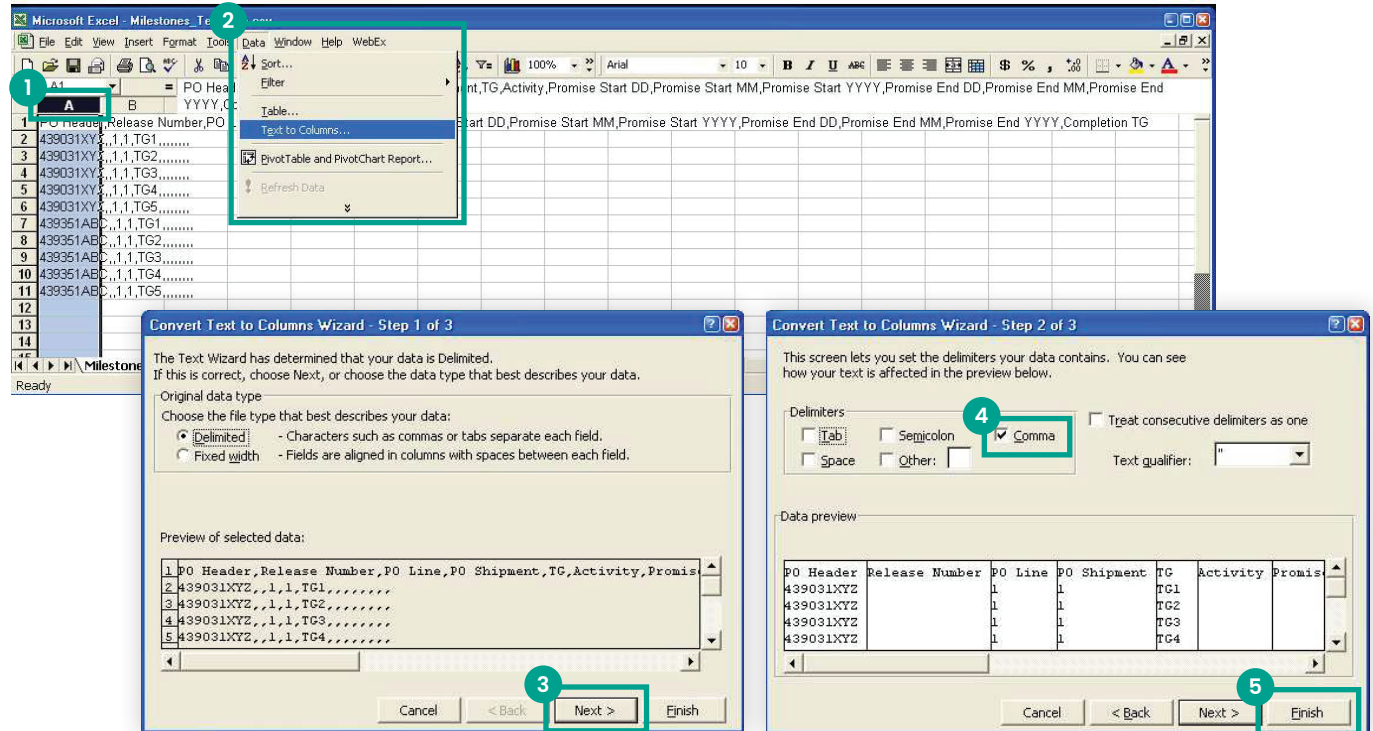
1. Click on the **Shipments** tab to go to the Shipments home page.
2. Enter the desired query parameters and then click on **Go**.
3. The system will show the query results, select the desired one.
4. Select **Massive Upload Template** option.
5. Click on **Go**.
6. Click on **Export Button**.
7. Click on **Save**.
8. Click on **Save**.

The screenshot shows the 'Shipments' tab selected in the top navigation bar. On the left, the 'Supplier Workload' section has a 'More' dropdown menu open, with 'Massive Upload Template' highlighted. A 'Go' button is next to the dropdown. In the center, there are search filters for 'Proposed RTS Date', 'Add Free Note', 'Update RFT', and 'Document Request'. On the right, there are filters for 'SPA', 'Release', 'Project Number', 'Action Required', 'Issue Flag', 'Proposed RTS Dates Status', 'Justification', 'Justification Status', and 'Free Note Status'. At the bottom, a table header is visible with columns like 'Select', 'Order', 'Org', 'Line', 'Ship', 'Item', 'Item', 'Revision', 'Action', 'Contractual', 'Promise', 'Need', 'Transp', 'Ready To', 'Proposed', 'RTS', 'RTS', 'RFT', 'Free', 'Quantity', 'Quality', 'Milestone', and 'Tech'.

This screenshot shows the same page as the previous one, but with the 'Export Button' highlighted in the top right. Below the table, a 'File Download' dialog box is open, asking 'Do you want to open or save this file?' for 'export.csv'. The 'Save' button is highlighted. To the right, a 'Save As' dialog box is open, showing the file being saved to 'My Computer' with the name 'export.csv'. The 'Save' button in this dialog is also highlighted.

# Massive upload template

1. In order to modify the .csv file, it is needed to modify its layout. Select the first column and then set the column separator.
2. Select **Text to Columns** from the **Data** menu.
3. Click on **Next** to go to step 2 of the Convert Text to Columns Wizard.
4. Choose **Comma** as delimiter.
5. Click on **Finish**.



## Massive upload template

Supplier can delete from “Massive upload Template” some exported lines, but supplier cannot change key information (Order, Line, Shipment, Release Number).

- Supplier cannot delete the first line
- Supplier cannot add new lines
- Supplier cannot add or delete columns
- Supplier cannot change the columns position

# Massive upload

Select **Massive Upload** from Action menu to upload export file saved and filled with dates information.

1. Select **Massive Upload** from **Action List** menu.
2. Click on **Browse**.
3. Click on **Upload**.
4. The system shows the following message when the csv file has been uploaded.
5. The system shows the following error message when user tries to upload an old csv file, without downloading the Massive Upload Template before.

**Supplier Workload**

More Action List Massive Upload Template Go Export Advance Search

Simple Search

Note that the search is

Update RFT

Document Request

Massive Upload

Massive Upload Template

Milestones Upload

Milestones Upload Template

Shipment Status Open

Proposed RTS Dates Monitor

Proposed RTS Dates Last Update From

SPA

Release

Project Number

Action Required

Issue Flag

Proposed RTS Dates Status

Justification

Home Negotiation Finance Shipments Admin Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

**Massive File Upload**

File

Browse...

Please enter CSV file only.

Upload

Home Negotiation Finance Shipments Admin Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

**Massive File Upload**

File

Browse...

Please enter CSV file only.

Upload

Home Negotiation Finance Shipments Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

**Status of Uploaded File**

Export Upload

Error Code	Error Description	PO Number	Release	Line	Shipment
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439608639		1	1
NPPOS_MTS_SUCCESS	Uploaded file has been successfully processed	439608639		2	1

Home Negotiation Finance Shipments Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

**Status of Uploaded File**

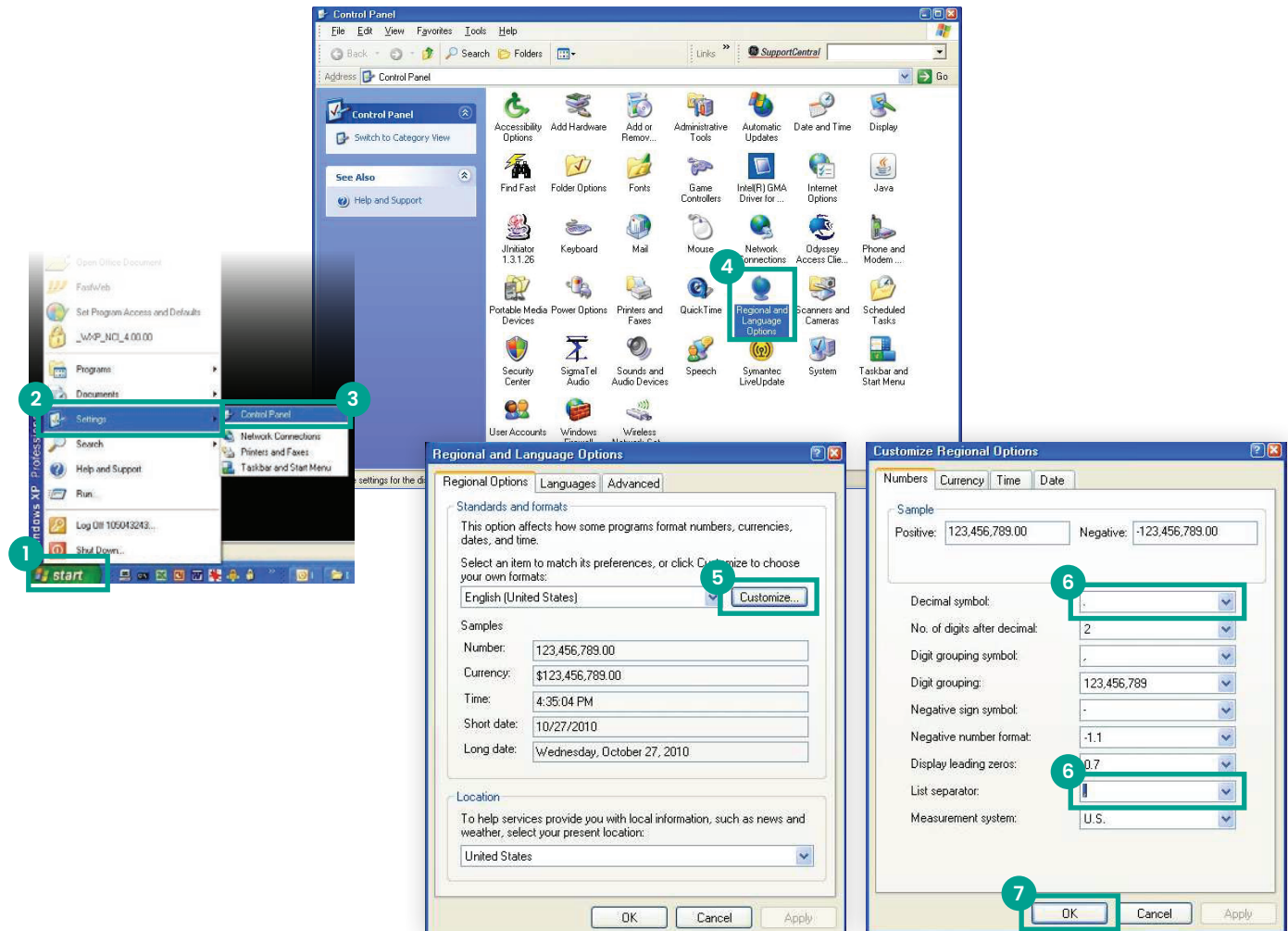
Export Upload

Error Code	Error Description	PO Number	Release	Line	Shipment
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439608639		1	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439608639		2	1

# CSV uploading problem resolution

Loading CSV file, there might be a loading problem caused by the Italian Windows version. In order to prevent this uploading error the user can perform the following actions. These are required only when in **Regional and Language Options**, the Limit Separator is ";" (semicolon) instead of "," (comma)".

1. Click on **Start** menu.
2. Scroll to **Settings**.
3. Choose **Control Panel**.
4. Open **Regional and Language Options**.
5. Click on **Customize**.
6. In order to set the right setting, the following characters need to be changed:
  - ";" has to be changed with "."
  - "," has to be changed with ";"
7. Click **OK**.



# iSP milestone management



## iSupplier portal milestones management

iSP allows suppliers to also upload main production milestones of item during the manufacturing process.

Each PO line requires 5 milestones to be updated, which are related to a relevant step of production process.

As reference guideline:

- Engineering design
- Long lead time/main item procurement
- Manufacturing process start
- Intermediate check
- Ready for shipment
- Or any other significant milestone

Item with Tollgate process: use agreed Tollgate Milestones.

## iSupplier portal milestones management

From **Supplier Workload** view page, supplier has first to search Order to upload milestone.

1. Use simple search or **Advanced Search** to look for orders for which you want upload milestones.

The screenshot shows the 'Supplier Workload' page in the iSupplier portal. The 'Simple Search' section is highlighted with a red box. A red circle with the number 1 is next to the 'Simple Search' heading. The search fields include:

- Organization
- Order
- Item Code
- Ship to Org
- Shipment Status (Open)
- Proposed RTS Dates Monitor
- Proposed RTS Dates Last Update From
- Proposed RTS Dates Last Update To
- SPA
- Release
- Project Number
- Action Required
- Issue Flag
- Proposed RTS Dates Status
- Justification
- Justification Status
- Free Note Status

Buttons: Go, Clear, Go, Export, Advance Search.

Select	Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Issue	Quality Plans	MileStone	Tech Docs
	No search conducted.																						

# Template

Select **Milestones Upload Template** in the **Action List** menu.

- 1. Select a line.
- 2. Select **Milestones Upload Template** from the drop down menu.
- 3. Click on **Go**.

Supplier Workload

More

Action List

Go

Export

Advance Search

Massive Update

Simple Search

Note that the search is

Proposed RTS Date

Add Free Note

Update RFT

Document Request

Massive Upload

Massive Upload Template

Milestones Upload

Milestones Upload Template

Shipment Status

Open

Proposed RTS Dates Monitor

Proposed RTS Dates Last Update From

Proposed RTS Dates Last Update To

Go

Clear

SPA

Release

Project Number

Action Required

Issue Flag

Proposed RTS Dates Status

Justification

Justification Status

Free Note Status

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Propos
<input checked="" type="checkbox"/>	40014723	OU_NP_IT	1	1		REKU: Extra per la modifica del trattamento superficiale di scale e passerelle	0		2015-02-13 00:00:00.0	13-Feb-2015	06-Feb-2015	0		

# Template

The system opens the template page. Click on **Export** to download the template excel file version.

1. Click on **Export** to download the template excel file version.
2. Click on **Apri** to open the Excel file.

The screenshot shows the 'Milestone' page in a web application. The top navigation bar includes links for Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below this, there are sub-navigation links for Supplier Workload, Receipts, Returns, Overdue Receipts, On-Time Performance, and Quality. The main content area is titled 'Milestone' and contains a table with columns: PO Header, Release Number, PO Line, PO Shipment, TG, Activity, Promise Start DD, Promise Start MM, Promise Start YYYY, Promise End DD, Promise End MM, Promise End YYYY, and Completion TG. The table lists several milestones for PO 440014723. The 'Export' button is located at the bottom left of the table and is highlighted with a red circle and the number 1.

The screenshot shows the same 'Milestone' page, but with a file dialog box open over it. The dialog box is titled 'Apertura di export.csv' and contains the following text: 'È stato scelto di aprire: export.csv', 'tipo: Microsoft Excel Comma Separated Values File', 'da: https://oscaroltipsit2.og.ge.com', and 'Che cosa deve fare Firefox con questo file?'. There are two radio buttons: 'Apri con' (selected) and 'Salva file'. The 'Apri con' option has a dropdown menu showing 'Microsoft Excel (predefinita)'. There is also a checkbox for 'Da ora in avanti esegui questa azione per tutti i file di questo tipo.' The 'OK' button is highlighted with a red circle and the number 2.

## Excel file creation

The system will open the template Excel file. Here the user has to populate some columns by entering the **Promise Start Date** (day, month, year), the **Promise End Date** (day, month year) and the **Completion TG** of the milestones.

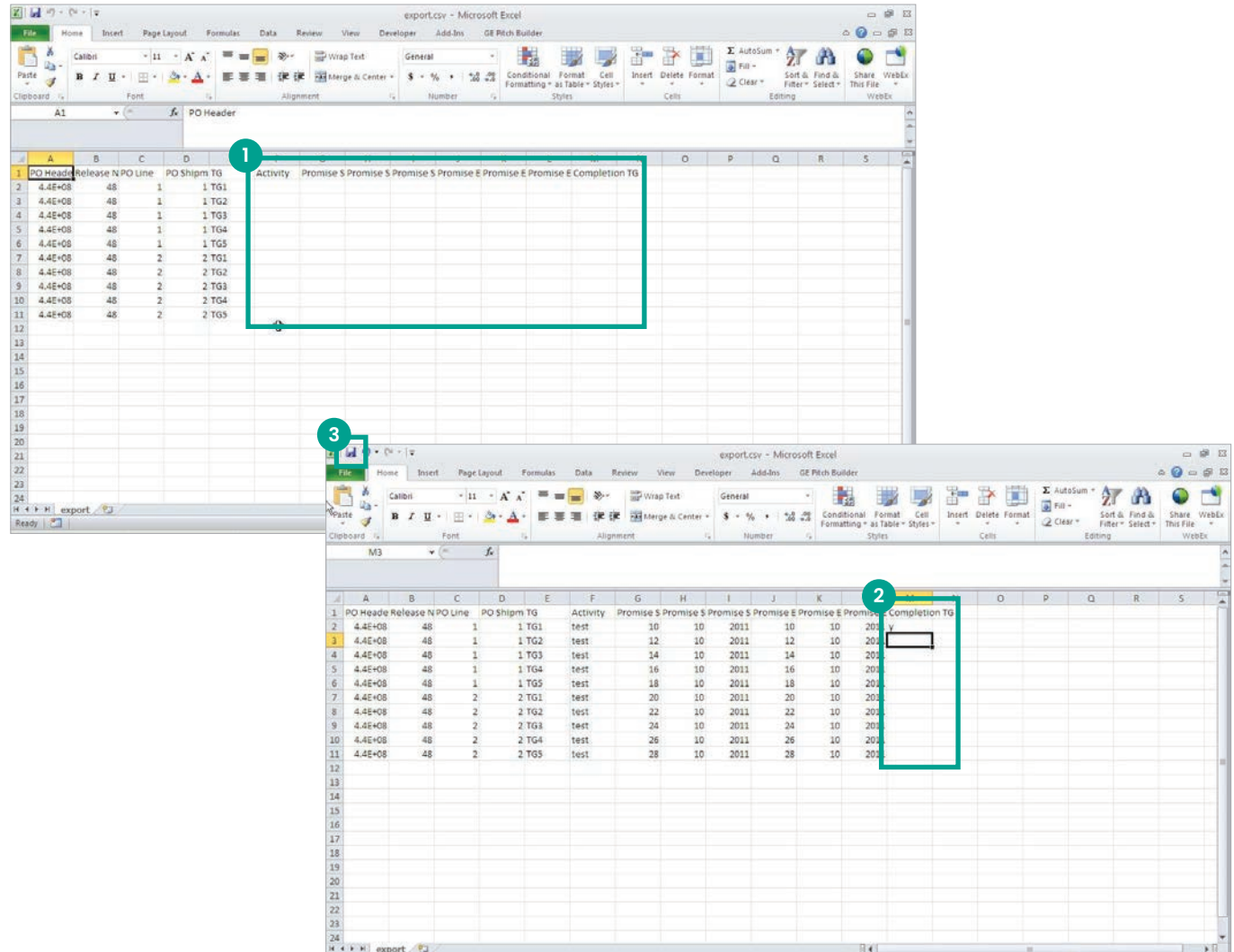
1. Here the user has to enter the supplier milestones data.

**Note:** If there are duplicated record for same PO-PO Lines-PO Shipment delete it. Delete all rows for which you don't upload milestone.

After having entered all the desired info, save csv file in your PC.

2. The field **Completion TG** has to be flagged only when the Activity will be completed.
3. Save the Excel file containing the supplier milestones data in your PC.

**Note:** Milestones is the supplier planning to start and finish tollgate activities. Start Date cannot be set after the End Date. Start Date cannot be past date.



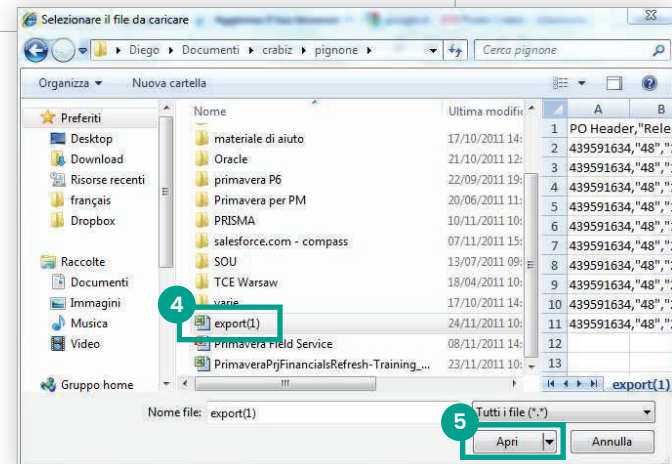
## Milestones upload

In order to upload the data inserted in the csv file to iSupplier portal, select **Milestones Upload** in the **Action List** menu.

1. Select **Milestones Upload** from the drop down menu.
2. Click on **Go**.

Click on **Browse** and select the csv file, then click on **Submit** to upload the milestones data.

3. Click on **Browse**.
4. Select the csv file.
5. Click on **Open** to open the csv file.
6. Click on **Submit** to upload the milestones data.



# Milestones upload

The system will open a new page where all milestones data uploaded are visible.

- 1. The field **Completion TG** will be flagged only when the Activity is completed. During the milestone upload this flag allows to change the Date from Promise to Actual.

HomeNegotiationFinanceShipmentsAdminContact UsPO AcceptanceMetricsOrders

Supplier WorkloadReceiptsReturnsOverdue ReceiptsOn-Time PerformanceQuality

Shipments: Supplier Workload >

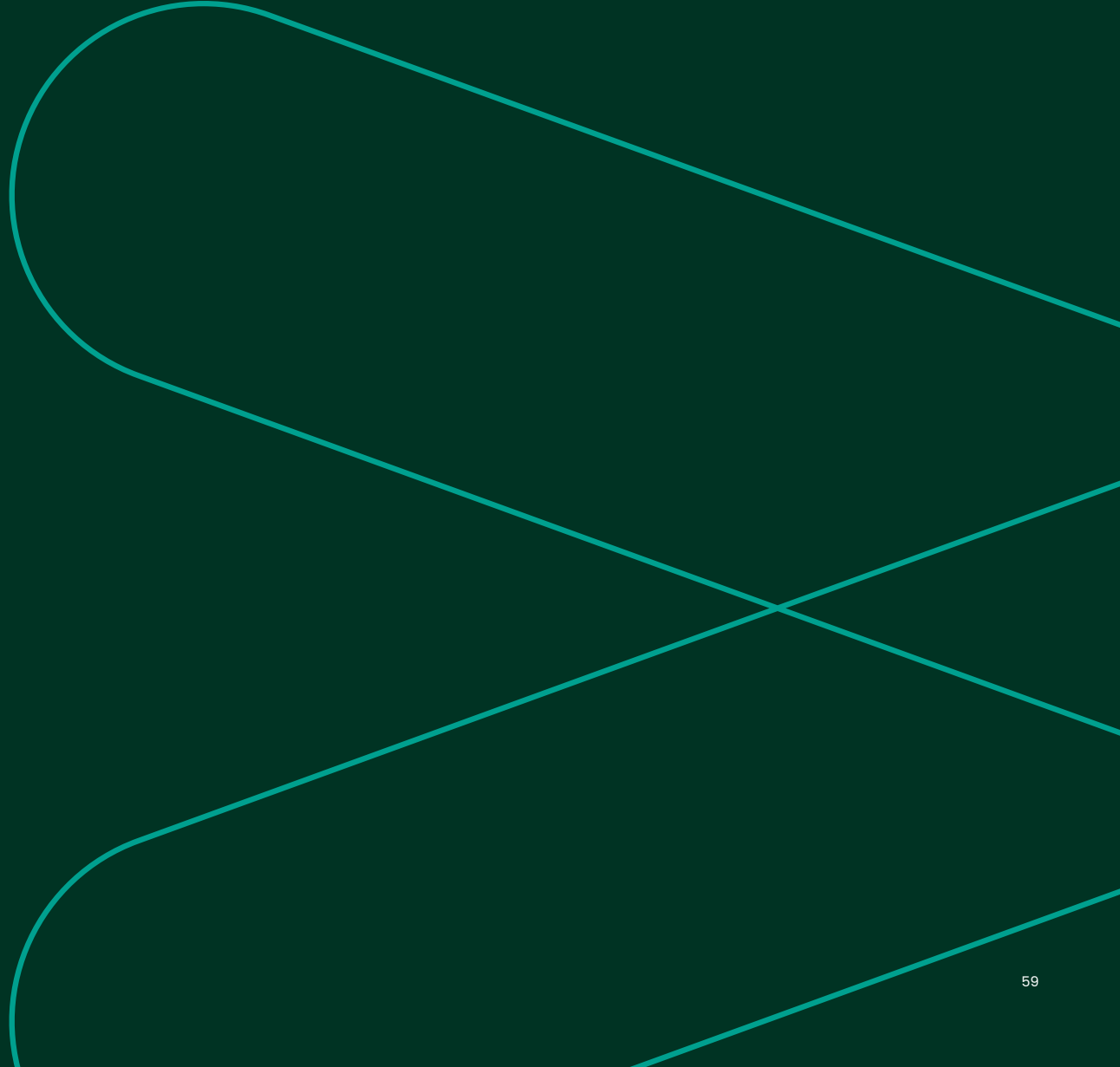
Milestone

Export

PO Header	Release Number	PO Line	PO Shipment	TG	Activity	Promise Start DD	Promise Start MM	Promise Start YYYY	Promise End DD	Promise End MM	Promise End YYYY	Completion TG
439976583		1	1		TG1 test	10	10	2016	11	11	2016	Y
439976583		1	1		TG2 test	13	10	2016	14	11	2016	Y
439976583		1	1		TG3 test	15	10	2016	16	11	2016	Y
439976583		1	1		TG4 test	17	10	2016	18	11	2016	Y
439976583		1	1		TG5 test	19	10	2016	20	11	2016	Y
439976583		2	1		TG1 test	10	10	2016	11	11	2016	Y
439976583		2	1		TG2 test	13	10	2016	14	11	2016	Y
439976583		2	1		TG3 test	15	10	2016	16	11	2016	Y
439976583		2	1		TG4 test	17	10	2016	18	11	2016	Y
439976583		2	1		TG5 test	19	10	2016	20	11	2016	Y

Export

# Supplier document upload



## Supplier document

iSP allows to view all the requirement (test) linked to a specific order/item/etc.

Collection plan name	Required format	Description	Approval check
ISP_CERTIFICATES_WITH_REQ	Pdf/Tif	MDR certificates	No
ISP_CERTIFICATES_NO_REQ	Pdf/Tif	All certificates with no requirement—upload certificates in this category only if requirement is not on list of certificates with requirements category.	No
ISP_SUPPLIER_TECH_DOC	Pdf/Tif	Technical documentation, describing the item purchased. 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.	No
ISP_FORM_LISL	Xls/xlsx/zip	LISL (ex-COA12): Loose item shipping list. Standard document requested in the PO clause 58A that declares the complete list of parts or loose items that compose the main item recalled in the PO. It is applicable for all those shipments that for transport purposes or due to the intrinsic nature of the material, are shipped in several parts to final destination.	Yes
ISP_LISD	Pdf/Tif	LISD: Loose item shipping drawing. Special document requested in a subset of items when specified in the Functional Specification (as per PO clause 58A). It consists in a visual representation of the shipping configuration of the main item, with clear references to each single mark (as per LISL) and its assembly on the overall item.	Yes
ISP_SPIR	Xls/xlsx/zip	SPIR is a standard form that contains technical and commercial information related to spare items (assembly and sub-items) and it needs to respect ITN01303/A details level. Each SPIR need to include: 1. Part list including Part Numbers and Installed Quantity 2. Sectional Drawing cross reference, describing the scope of supply (sectional, assembly, outline) and Equipment and instrumentation Data Sheet are requested as well to facilitate parts identification and respond to customer's specific request (as specified in ITN01303 par 2) 3. Special document requested to allow the Supplier for Suggest the right Maintenance Plan and Criticity for the items quoted (completed in each field)	Yes
ISP_COUNTRY_OF_ORIGIN	Pdf/Tif	International trade regulatory requires to issue the Certificate of Origin of the goods in case of material shipment to specific countries. This certificate is released from Italian Chamber of Commerce that requires support back up documentation if the exporter is not the producer of the materials.	No
ISP_TRS_WITHOUT_REQ	Pdf/Tif	TRS—Technical Regulations & Standards Documentation and certificates required to fulfill technical regulations and standard mandated by law in the installation country. Supplier is responsible for evaluation and fulfillment of all the requirements of the applicable laws and technical regulations of the installation country. The documentation and certificates must be supplied in original language, English, and one of the official languages of the country of installation, according to ITN01305.	Yes

# Supplier document

1. Click on the **Shipments** tab to go to the Shipments home page.
2. When at least the mandatory search criteria are filled in click on **Go** to run the query.
3. a) In the query result form the user has to select the desired lines (one, more, or all the lines of the current page).  
b) This function allows to select all the lines in one click.
4. Select from the list of values the option **Document Request**.
5. Select category.
6. 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
7. Click on **Search**.

Supplier Workload

More Action List

Massive Update

Simple Search

Note that the search is case insensitive

Organization:  SPA:

Order:  Release:

Item Code:  Project Number:

Ship to Org:  Action Required:

Shipment Status: Open  Issue Flag:

Proposed RTS Dates Monitor:  Proposed RTS Dates Status:

Proposed RTS Dates Last Update From:  Justification:

Proposed RTS Dates Last Update To:  Justification Status:

Free Note Status:

Go Clear

Select	Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification	Free Note	Quantity Due	Quality Plans	MileStone	Docs
No search conducted																						

Supplier Workload

More Action List

Document Request  Go Export Advance Search

Massive Update

Simple Search

Note that the search is case insensitive

Organization:  SPA:

Order:  Release:

Item Code:  Project Number:

Ship to Org:  Action Required:

Shipment Status: Open  Issue Flag:

Proposed RTS Dates Monitor:  Proposed RTS Dates Status:

Proposed RTS Dates Last Update From:  Justification:

Proposed RTS Dates Last Update To:  Justification Status:

Free Note Status:

Go Clear

Select	Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date
<input type="checkbox"/>	440014723	OU_NP_IT	1	1	REKU: Extra per la modifica del trattamento superficiale di scale e passerelle e modifica	0			2015-02-13 00:00:00	13-Feb-2015	06-Feb-2015

Quality Plans

Close

Plans Available

Please Select the Category: OG\_ISP\_INVOICES

Completed ☐ Yes ☐ No ☒ All

Approval Status ☐ Approved ☐ Rejected ☐ Not Reviewed ☒ All

Search

## Supplier document upload

Supplier has to enter at least all mandatory fields and then uploads only one document for each line (<20 MB).

1. In order to upload the document it is necessary to use the button **Browse** present in the **Attachment** column at line level.
2. Search and select the desired document in format pdf or tif.
3. Click on **Open** to upload the file.
4. Choose either **Save** or **Close**:
  - **Save**: click here to save the information entered and the upload
  - **Close**: to come back on the main page
5. **Quality Result Details** contains permitted format file.
6. After the document uploading, the system allows to view the uploaded document.

The screenshots illustrate the following steps:

- Choose File to Upload:** A file explorer window showing the selection of a file named "screen" from the "Test" directory. The "File name" field is set to "screen" and "Files of type" is set to "All Files (\*.\*)". The "Open" button is highlighted.
- Quality Plans:** A form with "Attachment", "Save", and "Close" buttons. The "Attachment" button is highlighted.
- Quality Result Details:** A section showing "Showing Result(s) For OG\_ISP\_INVOICES" and "Permitted Upload File Type : \*.pdf, \*.tif, \*.tiff".
- Invoice Line Table:** A table with columns: PO Number, Release, Line, Shipment, InvoiceID, Supplier, Payment status, Sc. Hold, Organization, Destination Organization, Due Date, Invoice Number. The first line (440014723) is selected.
- Attachment Upload:** A detailed view of the selected invoice line showing the "Attachment" column with a file named "19 - PO Print without Prices.pdf". The "Sfoglia..." button is highlighted.

## Certificates feedback fields

If you have issues uploading docs please write to [ogisp.support@ge.com](mailto:ogisp.support@ge.com) and provide us with the following information:

- Used browser (required: Explorer)
- Used SSO
- PO/Line/shipment/item: ex. 439740974 pos. 1, shipment 1, item: inlet duct structure
- File number to upload
- Requirements (test) number per file
- File size (MB)
- File format (required: pdf/tiff)

Field name	Description
Approval status	<b>In Approval</b> means no one verify the file content
	<b>Approved</b> means the content of the file and the filled information are right
	<b>Rejected</b> means the file or the filled information are not compliant with its requirement
Attachment	Name of last uploaded file

## Supplier technical document

1. Select category.
2. 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
3. Click on **Search**.

The screenshot shows a web interface titled "Quality Plans". At the top right is a "Close" button. Below the title is a section labeled "Plans Available" with a green circle "1" next to it. Inside this section, there is a label "Please Select The Category" followed by a dropdown menu showing "OG\_ISP\_INVOICES" with a green circle "1" next to it. Below the dropdown, there are two filter sections, both enclosed in a green box with a green circle "2" next to it. The first filter is "Completed" with radio buttons for "Yes", "No", and "All" (selected). The second filter is "Approval Status" with radio buttons for "Approved", "Rejected", "Not Reviewed", and "All" (selected). At the bottom right of the interface is a "Search" button, highlighted with a green box and a green circle "3" next to it.

## Supplier technical document: upload

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

1. In order to upload the document it is necessary to use the button **Browse** present in the **Attachment** column at line level.
2. Search and select the desired document.
3. Click on **Open** to upload the file.
4. Choose either **Save** or **Close**:
  - **Save**: click here to save the information entered and the upload
  - **Close**: to come back on the main page

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

The screenshot illustrates the document upload process in the Quality Plans system. It shows a 'Choose File to Upload' dialog box with a file list containing various Primavera training materials. The file 'screen' is selected, and the 'Open' button is highlighted with a green circle and the number 3. The 'Quality Plans' window has a 'Save' button highlighted with a green circle and the number 4. The 'Quality Result Details' table at the bottom shows a list of items with columns for PO Number, Release, Line, Shipment, Job, Item, Item Description, Requirement, Supplier Comments, Due Date, Complete Upload, Approval Status, Promise Date, Attachment Upload, and Attachment. The first row shows item 440110061 with a description 'SMO8504336 ASSY MATERIAL - SHAFT SUPPORT CASE & BEARING HOUSING #4 LOWER HALF'. The 'Attachment' column for this row has a 'Browse...' button highlighted with a green circle and the number 1.

# Supplier technical document: feedback

Supplier will receive DE feedback by email. DE feedback will be visible in iSP.

- 1. DE feedback by email.
- 2. Approval status possible values:
  - **In Approval:** the document is under analysis
  - **Approved:** the document is approved by design engineer
  - **Approved with comments:** the document is approved with comments by design engineer (column ENG comments). If it is required, you might have the possibility to upload again the document
  - **Rejected:** design engineer has rejected the document (reason contained in the email). Supplier must upload revised document

1

Extra line breaks in this message were removed.

From: [SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge.com](#)

To: [\[REDACTED\]](#)

Cc: [\[REDACTED\]](#)

Subject: Oil&Gas PO Document Review Completed

Dear [\[REDACTED\]](#)

The document below has been: **Rejected**

Costing Project : 1607367

Purchase Order : [\[REDACTED\]](#)

Document Title : test1\_27\_07\_2012\_6MB.pdf

Completed Date : 7/27/2012 11:48:54 AM EST

Workflow Revision Comments : documento commentato

Approval and/or compliance with comments doesn't relieve vendor/subcontractor of warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message.

Extra line breaks in this message were removed.

From: [SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge.com](#)

To: [\[REDACTED\]](#)

Cc: [\[REDACTED\]](#)

Subject: Oil&Gas PO Document Review Completed

Dear [\[REDACTED\]](#)

The document below has been: **Approved**

Costing Project : 1908185

Purchase Order : [\[REDACTED\]](#)

Document Title : test4\_27\_07\_2012\_15MB.zip

Completed Date : 7/27/2012 2:58:49 PM EST

Workflow Revision Comments : No Additional Comments

Approval and/or compliance with comments doesn't relieve vendor/subcontractor of warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message.

Extra line breaks in this message were removed.

From: [SUPPLIER-DOCUMENT-COLLABORATION@tnsq08228.tsg.ge.com](#)

To: [\[REDACTED\]](#)

Cc: [\[REDACTED\]](#)

Subject: Oil&Gas PO Document Review Completed

Dear [\[REDACTED\]](#)

The document below has been: **Approved w/comments**

Costing Project : 1704034

Purchase Order : [\[REDACTED\]](#)

Document Title : test6\_27\_07\_2012\_20MB.pdf

Completed Date : 7/27/2012 2:43:29 PM EST

Workflow Revision Comments : vedi allegato. approvato con commenti

Approval and/or compliance with comments doesn't relieve vendor/subcontractor of warranties or guarantees stated or implied in relevant purchase order.

Thank you.

Note : This is an unmonitored mailbox, please do not reply to this message. If you have any questions, please contact your account manager.

Quantity Result Details											
Showing Results For: COI_SF_REVENUE_PURPOSE											
Permitted Upload File Type: pdf, xls, xlsx											
PO Number	Release	Line	Shipment	Job	Item	Item Description	Requirement	Supplier Comments	Due Date	Complete Upload	Approval Status
442110261		4	1		SMC90436	ASBY MATERIAL - SHAFT SUPPORT CASE & BEARING HOUSING IN LOWER HALF	test		19-Dec-2016	Y	In Approval
											Promise Date: 12-Jul-2016
											Attachment Upload Date: 19 - PO Print without Prices.pdf
											Clear

## All documents and certificates info fields

Field name—standard info	Field name—specifics	Description	Doc type
PO Number	Serialized	Available values are “Y” or “N”	CERT_WITH_REQ/NO_REQ
Line	Serial #	When “Serialized” = Y, this field must contain serial number, separated by comma “,” When “Serialized” = N, this file is not editable	ISP_CERTIFICATES_WITH_REQ/ ISP_CERTIFICATES_NO_REQ
Shipment	OG Heat Number	Additional information for castings and forgings	CERT_WITH_REQ
Rel	OG Model	Additional information for castings and forgings	CERT_WITH_REQ
Job	OG Sample	Additional information for castings and forgings	CERT_WITH_REQ
Item	Requirement Description	The Supplier must write the certificate requirement mane	ISP_CERTIFICATES_NO_REQ
Item Description	Doc Name	Engineering Dummydoc Code	ISP_SUPPLIER_TECH_DOC
Due Date	Doc Desc	Engineering Dummydoc Description	ISP_SUPPLIER_TECH_DOC
Promise Date	LISL Version	The number of uploaded version. It could be a string of character as: “1”, “2” ....“N” or “Last”	ISP_FORM_LISL
Supplier Comments	Default Country of Origin	Default values is the country of supplier site	ISP_COUNTRY_OF_ORIGIN
	Country of Origin	It must contain the country of origin real value	ISP_COUNTRY_OF_ORIGIN
	LISD Version	The number of uploaded version. It could be a string of character as: “1”, “2” ....“N” or “Last”	ISP_LISD
	TRS	Select the Country where the certificates is applicable from the list of values	ISP_TRS_WITHOUT_REQ
	Supplier Contact	The supplier contact information as e-mail or phone number	ISP_TRS_WITHOUT_REQ
	Rejection Reason	Explain why the file or filled information are not compliant	ISP_TRS_WITHOUT_REQ
	ENG Comments	Contains DE Comments	ISP_SUPPLIER_TECH_DOC
	ENG Contact	Design Engineer	ISP_SUPPLIER_TECH_DOC
	Feedback Date	DE posted feedback date	ISP_SUPPLIER_TECH_DOC
	Upload Date	Supplier upload doc date	ISP_SUPPLIER_TECH_DOC

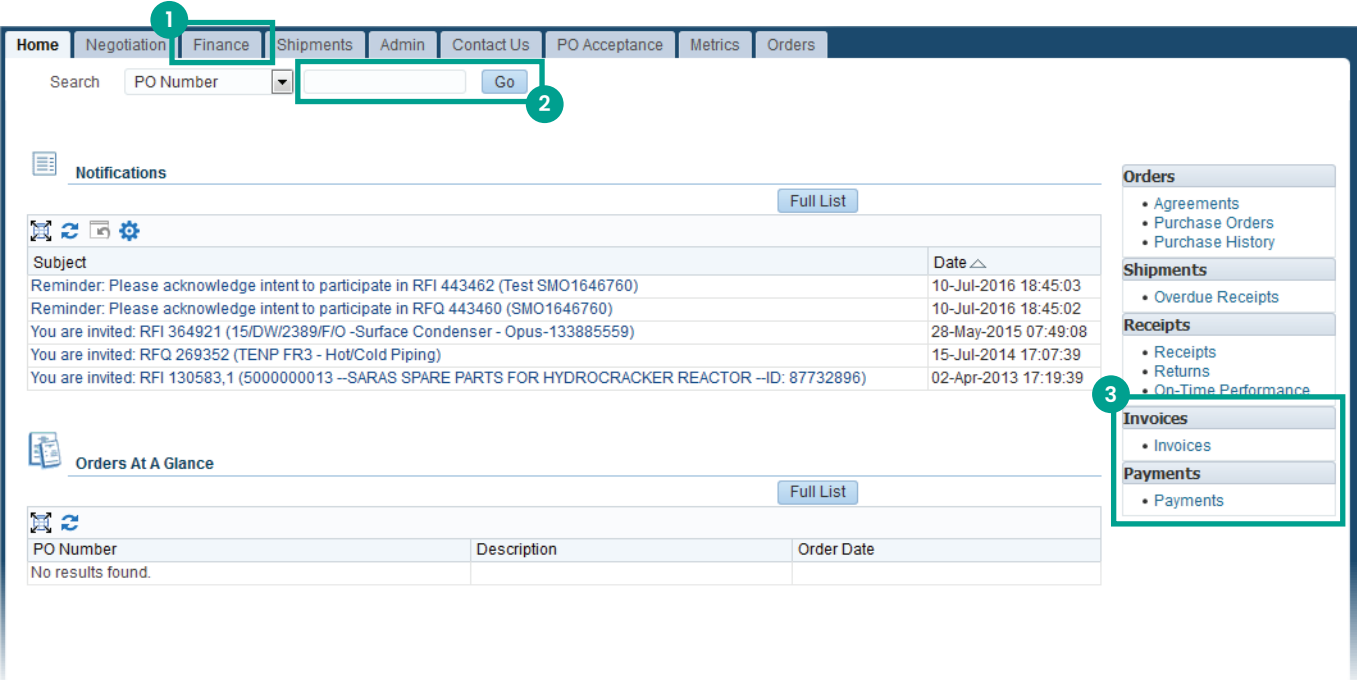
# Invoices and payments



# Invoice and payment search

The ISP home page provides different options to locate invoice and payment.

- 1. This button allows to open the **Finance** tab in which are presents the function to view the invoices and the payments details.
- 2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) entering the number in the free text box.
- 3. Using these links the system automatically moves to the specific option **View Invoices** or **View Payments** present inside the **Account** tab.



## Invoice search

To view submitted invoices in iSP you need to follow the steps as shown below.

1. Click on the **Finance** tab to go to the Finance home page.
2. The **View Invoices** sub-tab allows to search and visualize the invoice information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter any search criteria and then click on **Go** to run a query.

The screenshot displays the iSP Finance page. The top navigation bar includes tabs for Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. The Finance tab is selected. Below the navigation bar, there are sub-tabs for View Invoices and View Payments. The View Invoices sub-tab is active. The page title is 'View Invoices'. There is an 'Export' button on the right. Below the title bar, there is a 'Simple Search' section. It contains various search criteria fields: Invoice Number, PO Number (with example: 1234), Release Number (with example: 1234-2), Payment Number, Payment Status (dropdown), Invoice Amount From, Amount Due From, Invoice Date From, Due Date From, Payment Method (dropdown), Currency (dropdown), Business Unit (dropdown), Branch Name (dropdown), Payable (dropdown), Payment Date From, and Payment Date To. There are 'Go' and 'Clear' buttons at the bottom. An 'Advanced Search' button is located on the right side of the search section.

# Invoices list

As query results the system returns the list of invoices that correspond with the query parameters.

1. Business unit which has issued the PO.
2. This field shows and allows download of TPS debit note (if present).
3. Document status can be **Invoice Fully/Partially Payable** or **Not Payable** according to the hold reasons.
4. The possible hold reasons are the following:
  - **Site Hold**: refers to the global Supplier situation for the site; **Document Status** becomes **Invoice Fully Not Payable**
  - **Schedule Hold**: temporary hold, mainly due to missing documentation; **Document Status** becomes **Invoice Fully Not Payable**
  - **Invoice Hold**: refers to a single invoice, i.e. no match between PO and invoice on price or quantity. This hold could be put only on a part of an invoice, **Document Status** becomes **Invoice Partially Not Payable**
5. The different payment methods are: **Standard**, **TPS**, **IBS**, and **Factor**.
6. Through this link it is possible to see the detailed information related to the PO.
7. This link directly opens the related payment page. This value can be **Paid**, **Not Paid** or **Partially Paid**.
8. Click to open and view invoice details.

Invoice	Business Unit	Invoice Date	PO Number	PO Details	Currency	Amount	Due	Attachments	Type	Document Status	Due Date	Site Hold	Inv Hold	Sc. Hold	Payment Status	Bank Ref. Available	Payment Method	Company Name	Branch Name
[NDTFC15]2366	OU_NP_IT	19-Feb-2015			EUR	-2,510.88	0.00	<a href="#">Download</a>	Credit Memo	No Holds	10-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]23726	OU_NP_IT	19-Feb-2015			EUR	-232.06	0.00	<a href="#">Download</a>	Credit Memo	No Holds	20-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
012/15	OU_NP_IT	16-Feb-2015	440014723	<a href="#">PO Details</a>	EUR	61,702.00	0.00	<a href="#">Download</a>	Standard	No Holds	17-Apr-2015	N	N	N	Paid	A/c # 808570350992	Standard	O&G Nuovo Pignone S.r.l.	
009/15	OU_NP_IT	16-Feb-2015	43991649	<a href="#">PO Details</a>	EUR	8,002.00	0.00	<a href="#">Download</a>	Standard	No Holds	17-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
007/15	OU_NP_IT	16-Feb-2015	440007238	<a href="#">PO Details</a>	EUR	86,582.00	0.00	<a href="#">Download</a>	Standard	No Holds	17-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]22259	OU_NP_IT	10-Feb-2015			EUR	-7,760.09	0.00	<a href="#">Download</a>	Credit Memo	No Holds	11-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]21576	OU_NP_IT	09-Feb-2015			EUR	-5,451.43	0.00	<a href="#">Download</a>	Credit Memo	No Holds	10-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
005/15	OU_NP_IT	07-Feb-2015	439730177	<a href="#">PO Details</a>	EUR	267,589.48	0.00	<a href="#">Download</a>	Standard	No Holds	08-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
004/15	OU_NP_IT	03-Feb-2015	439747639	<a href="#">PO Details</a>	EUR	194,694.00	0.00	<a href="#">Download</a>	Standard	No Holds	04-Apr-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]16602	OU_NP_IT	19-Jan-2015			EUR	-377.73	0.00	<a href="#">Download</a>	Credit Memo	No Holds	20-Mar-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
111/15	OU_NP_IT	14-Jan-2015	439976582	<a href="#">PO Details</a>	EUR	13,161.15	0.00	<a href="#">Download</a>	Standard	No Holds	16-Mar-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]15727	OU_NP_IT	09-Jan-2015			EUR	-2,367.05	0.00	<a href="#">Download</a>	Credit Memo	No Holds	10-Mar-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC15]15640	OU_NP_IT	09-Jan-2015			EUR	-7,144.64	0.00	<a href="#">Download</a>	Credit Memo	No Holds	09-Mar-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
110/14	OU_NP_IT	29-Dec-2014	440007238	<a href="#">PO Details</a>	EUR	90,002.00	0.00	<a href="#">Download</a>	Standard	No Holds	27-Feb-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
109/14	OU_NP_IT	29-Dec-2014	439730177	<a href="#">PO Details</a>	EUR	267,589.48	0.00	<a href="#">Download</a>	Standard	No Holds	27-Feb-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC14]76838	OU_NP_IT	10-Dec-2014			EUR	-30.05	0.00	<a href="#">Download</a>	Credit Memo	No Holds	08-Feb-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC14]76832	OU_NP_IT	10-Dec-2014			EUR	-3.05	0.00	<a href="#">Download</a>	Credit Memo	No Holds	08-Feb-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	
[NDTFC14]76837	OU_NP_IT	10-Dec-2014			EUR	-43.25	0.00	<a href="#">Download</a>	Credit Memo	No Holds	08-Feb-2015	N	N	N	Paid	A/c # 000000101306	TPS	O&G Nuovo Pignone S.r.l.	

## The different payment methods:

- **Standard**
- **TPS**: Trade Payables System
- **IBS**: Internal Billing System: for intercompany invoices
- **Factor**: invoices paid through GE Capital factor

## The business units are:

- **OU\_NP\_IT**: Organization Unit Nuovo Pignone Italia
- **OU\_TD\_FR**: Organization Unit Thermodyn Francia
- **OU\_NA\_DZ**: Organization Unit Algesco
- **OU\_FND\_IT**: Organization Unit Foundation Italia
- **OU\_NP\_IT\_HLD**: Organization Unit Nuovo Pignone Holding Italia

# View invoice details

In this form iSP shows line by line all the useful information related with the PO and the invoice.

**Note:** Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

Standard Invoice: 004/15 (Total EUR 194,694.00)  
Currency=EUR

Export

General

Invoice Date03-Feb-2015  
SupplierGAM OIL & GAS SPA  
Supplier SiteIP01  
AddressZONA INDUSTRIALE  
ROMBIOLO, 89841

Amount Summary

Item194,694.00  
Freight0.00  
Miscellaneous0.00  
Tax0.00  
Prepayment0.00  
Retainage0.00  
Withholding Tax0.00  
Total194,694.00

Payment Information

Paid189,242.57  
Discount Taken5,451.43  
Due0.00  
StatusPaid  
Payment Date10-FEB-2015  
Payment1416441  
TermTPS 60 DAYS

Invoice Lines

Scheduled Payments

Hold Reasons

Line▲

Type▲

Description

Qty

UOM

Price

Tax Included

Amount▲

Retainage

Status▲

PO Number

PO Line

PO Shipment

Buyer

Receipt

1

Item

EX-MSD\_BOXNPACKING+EACH+Riconoscimento costo per Imballo per materiali BOP/MSD

1

EACH

6,020.00

6,020.00

0.00

Approved

439747639

1003

1

Brogi, Mr. Marco

2

Item

EX-MSD\_BOXNPACKING+EACH+Riconoscimento costo per Imballo per materiali BOP/MSD

1

EACH

6,020.00

6,020.00

0.00

Approved

439747639

1005

1

Brogi, Mr. Marco

3

Item

SV09520012+EACH+COLLAR (HOT LINE)

1

EACH

800.00

800.00

0.00

Approved

439747639

13

1

Brogi, Mr. Marco

4

Item

SV09519981+EACH+COLD PIPING

1

EACH

37,713.00

37,713.00

0.00

Approved

439747639

14

1

Brogi, Mr. Marco

5

Item

SV09520013+EACH+COLLAR (HOT LINE)

1

EACH

800.00

800.00

0.00

Approved

439747639

15

1

Brogi, Mr. Marco

6

Item

SV09519975+EACH+HOT PIPING

1

EACH

52,813.00

52,813.00

0.00

Approved

439747639

16

1

Brogi, Mr. Marco

7

Item

SV09519976+EACH+COLD PIPING

1

EACH

37,713.00

37,713.00

0.00

Approved

439747639

17

1

Brogi, Mr. Marco

8

Item

SV09519980+EACH+HOT PIPING

1

EACH

52,813.00

52,813.00

0.00

Approved

439747639

18

1

Brogi, Mr. Marco

9

Item

N

2.00

0.00

Approved

10

Tax

N.I. Art. 8/C

0.00

0.00

Approved

11

Tax

Escl. Art.15

0.00

0.00

Approved

## Payment search

To view payments in ISP you need to follow the steps as mentioned below.

1. Click on the **Finance** tab to go to the Finance home page.
2. The **View Payments** sub-tab allows to search and visualize the payment information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.
4. By clicking on the payment number the details of the payment are displayed.

																	◀ Previous		1-25	Next 25 ▶
Business Unit	Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Supplier Address	Supplier Site	Value Date	Payment Type	Supplier Bank Name	Supplier Bank BIC/Swift Code	Supplier Bank Account Number	Company Name				
OU_NP_IT	31102	25-Jun-2015	EUR	354,786.05	Wire	Negotiable	25-Jun-2015	Unicredit BDI - Euro - SRL	ROMBIOLO	IP01	26-Jun-2015	Standard	ABI/CAB 05132/42830	BPVIT31	808570350992	O&G Nuovo Pignone S.r.l				
OU_NP_IT	193325	25-Jun-2015	EUR	79,164.00	Wire	Negotiable	25-Jun-2015	Unicredit BDI - Euro	ROMBIOLO	IP01	26-Jun-2015	Standard	ABI/CAB 05132/42830	BPVIT31	808570350992	O&G Nuovo Pignone SPA				
OU_NP_IT	1416849	20-Feb-2015	EUR	91,841.06	Wire	Negotiable	20-Feb-2015	Unicredit BDI - Euro - SRL	ROMBIOLO	IP01	21-Feb-2015	TPS	ABI 07010 CAB 63570	ICRAITRRS20	000000101306	O&G Nuovo Pignone S.r.l				
OU_NP_IT	1	20-Feb-2015	EUR	-2,742.94	Wire	Negotiable	20-Feb-2015	TPS Transitory account	ROMBIOLO	IP01	20-Feb-2015	TPS	Internal Settlement			O&G Nuovo Pignone S.r.l				
OU_NP_IT	1	12-Feb-2015	EUR	-7,760.09	Wire	Negotiable	12-Feb-2015	TPS Transitory account	ROMBIOLO	IP01	12-Feb-2015	TPS	Internal Settlement			O&G Nuovo Pignone S.r.l				

## Payment details

1. In the upper part of the page there are the general information about the payment and the supplier account information.
2. In this section the system shows the list of invoices that are related to the payment and by clicking on the invoice number it is also possible to see further detailed information.
3. This value represents the net amount paid including TPS discount.
4. This field is empty only in case of TPS Payment Method and contains the number of days on which the TPS discount is calculated.

**Note:** Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

1

Payment: 1416531 (Total EUR 259,829.39)

Payment Number

1416531

Payment Date

11-Feb-2015

Payment Value Date

14-Feb-2015

Currency

EUR

Amount

259,829.39

Supplier Bank Name

BCC DI MAIERANO

Supplier Bank Address

IT

Supplier Bank BIC/Swift Code

ICRAITRRS20

Supplier Bank Account Number

000000101306

Supplier IBAN Code

IT43H0701063570000000101306

Supplier

GAM OIL & GAS SPA

Supplier Site

IP01

Address

ZONA INDUSTRIALE

ROMBIOLO 89841

Export

Included Invoices

2

Invoice Date ▴

005/15

Type

Standard

Currency

EUR

PO Number

439730177

3

Invoice Paid Amount

259,829.39

4

Float Days

57

TPS Payment Date

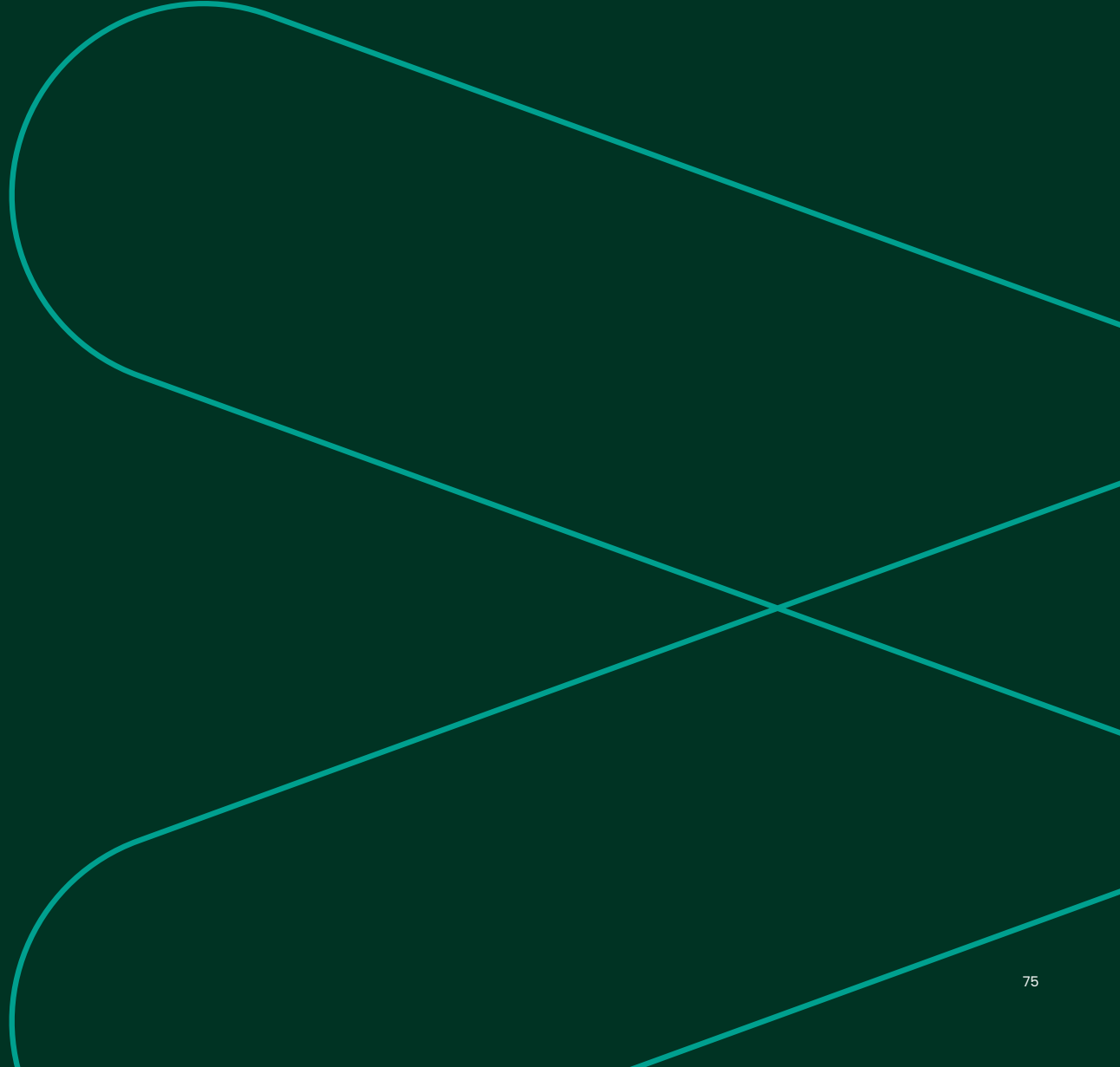
10-Feb-2015

Payment Method

TPS

Branch Name ▴

# Notification



## Notification search

1. Click on the **Home** tab.
2. Click on **Full List** in the **Notifications** section.

On this page you can view all your notifications. You can use the **View** menu to select the desired ones.

3. The **View** menu allows to search the notifications by category. The categories that user can use are:
  - All your notifications
  - Information only (FYI) notifications
  - Notifications you have sent
  - Open notifications
  - Notifications requiring action by you (To Do Notifications)

4. After the category selection, click on **Go** to run a query.

The screenshot displays the GE Oil & Gas iSupplier Portal interface. The top navigation bar includes tabs for Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. The Notifications section is highlighted, showing a list of notifications with columns for Subject, Date, and a 'Full List' button. A sidebar on the right contains links for Orders, Shipments, Receipts, Invoices, and Payments. A bottom section shows a 'View' dropdown menu with options like 'All Notifications', 'Open', 'Reassign', and 'Close', and a 'Go' button to run the query.

Subject	Date
Reminder: Please acknowledge intent to participate in RFQ 433401-3 (PACK. ELETTRICA - COMM. 110.5135-38-44-46 190.0835-41 DANGOTE)	03-Jul-2016 10:46:37
Standard PO 439705278.2 requires your acceptance	14-Jun-2011 18:12:46
Standard PO 439724377.0 requires your acceptance	27-May-2011 16:45:30
Standard PO 439723103.0 requires your acceptance	18-May-2011 13:00:20
GE Oil&Gas Uploaded Documents Approval Status - FORGIATURA MAME' SPA 101928	20-Jun-2016 11:41:00

PO Number	Description	Order Date
440110061		16-Jun-2016 17:19:53

Select From	Type	Subject	Sent	Due
Nicaso, Carla	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 433401-3 (PACK. ELETTRICA - COMM. 110.5135-38-44-46 190.0835-41 DANGOTE)	03-Jul-2016	13-Jul-2016
	NPOA Upload Documents	GE Oil&Gas Uploaded Documents Approval Status - FORGIATURA MAME' SPA 101928	20-Jun-2016	
	NPOA Upload Documents	GE Oil&Gas Uploaded Documents Approval Status - FORGIATURA MAME' SPA 101928	17-Jun-2016	

## Notifications summary

Name	Description
Need by Date reschedule notification	Notification sent to supplier user. New suggested RTS Date, Promised Date and Contractual Date as result of Need by Date reschedule to be included in the notification.
RFQ notification	Notification sent to supplier when he is invited to a RFQ.
SPA Accepted/Rejected proposed RTS Date	Notification to be sent to supplier informing the action.
Drawing, BOM, PRA, Revision notifications	Every time a new drawing revision or a BOM modification is created by engineering office, and also when the revision is completed and the drawing is available, a notification will be sent to the related supplier in addition to the email that are currently receiving.

# External collaboration workflow



## External collaboration WF

External collaboration WF is used in UCP/UCS technical alignment.

1. Click on this link to open the WF.

If you have received a notification by email like this, it means that the design engineer is asking you to access this WF, review BQF (Bid Qualification Form), and send it back to DE.

If you are not able to view WF, please contact ISP support, specifying your SSO.

Open external collaboration WF, download BQF commented by DE, and upload Revised BQF, Technical Offer and Commercial Offer, and then return it to DE.

2. Supplier views BQF commented by DE.
3. Supplier inserts revised offer attachments.
4. Supplier returns WF to DE.

### SupportCentral Form Request Submitted

Form Name: **External Collaboration Technical Alignment WF**  
Request ID: **68821182**

1 [\[redacted\]](#) has submitted a request based on the form "External Collaboration Technical Alignment WF" **for your action.**  
[Please click here to view the request.](#)

Logged By: [\[redacted\]](#)  
Community: [Oil & Gas UCP Suppliers Portal](#)  
Logged On: **21 MARCH, 2012** at 12:19:38 PM US Eastern Time

[SupportCentral](#) - Innovation Starts Here  
Please provide us your [feedback](#)

PORS:

Select Job Number:  
JOB NUMBER: 0504034

Supplier Contacts:  
Technical Approver Name:-

First BQF :- [\[redacted\]](#)  
First Tech Off :- [\[redacted\]](#)  
First Comm Off :- [\[redacted\]](#)

**ENGINEERING - TECHNICAL ALIGNMENT**

BQF commented: [\[redacted\]](#)

**3 **UPPLIER - TECHNICAL ALIGNMENT****

Revised BQF: [Browse...](#)  
Revised Tech Offer: [Browse...](#)  
Revised Commercial Offer: [Browse...](#)

(fields marked as "\*" are mandatory)

**2** [\[redacted\]](#) - Copy (2) docx

**4** [\[redacted\]](#)

In order to speed up the process we kindly ask you to respond and send External Collaboration WF back to DE within 4 days you receive it

[Save](#) [Return to Engineering](#) [Comment](#) [Copy Request](#) [PrintOthers](#) [Help](#)

# FAQ—English



# FAQ

## Access

**I cannot access, a message says my user ID or password are incorrect.**

- Make sure you are using Internet Explorer
- Please remember that on first log in (Single Sign On) you have to enter your SSO (user ID) and the password chosen at registration time
- If you are not able to access the system, you can call this number to reset your SSO password: 0039 055 4233400, press 9 for English

- When you access Oracle page you have to enter your SSO (user ID) and the Oracle Password

**Is it possible access in ODRS Portal?**

- No, it is no longer active

**Is it possible to change the email address associated with the supplier?**

- Yes, you have to contact the Support Team

**Why generic email addresses are not acceptable when creating an account?**

- The SSO is personal, the information you have access to are confidential and should be read by the person managing PO's. Moreover, passwords are sent to this email address and should be treated as confidential

**I am an internal supplier, can I have access to iSupplier portal?**

- Sure you can, but first you need to open an IDM request at this link <http://idm.infra.ge.com/idm/user/main.jsp?lang=en&cntry=US>
- When the request is completed, you will receive an email with username and password, please ignore it and write an email to [ogisp.support@ge.com](mailto:ogisp.support@ge.com)

## Portal function

**How do I manage drafts?**

- Choose "Manage drafts" from "Negotiations"

**Where do I find attachments for RFI?**

- In "Header"

**Why is it impossible to download certificates from iSupplier portal?**

The absence of a document may depend on:

- A higher level of confidentiality
- In critical review
- It doesn't have to be linked to the Iman during the process of release

The DE and the buyer will help for problems listed above.

**Can I download QRL?**

- No, it is not possible to download QRL from iSP, but the supplier can view it selecting PO lines > "Document Request" from action menu > select Certificates With Requirements category

**How can I change my banking information?**

- Contact 'Account Payment' team:
  - Cecchini: [Carlo.Cecchini@ge.com](mailto:Carlo.Cecchini@ge.com)
  - Chiarini: [cristina.chiarini@ge.com](mailto:cristina.chiarini@ge.com)

**What should a supplier do if he can access the portal but there are no invoices on his account?**

- Supplier must contact [energy.SWSSup@ge.com](mailto:energy.SWSSup@ge.com), [cristina.chiarini@ge.com](mailto:cristina.chiarini@ge.com), [Carlo.Cecchini@ge.com](mailto:Carlo.Cecchini@ge.com)

# FAQ

## Documents upload

### What is a MDR certificate?

- A Manufacturing Drawing Report that suppliers can see on QCP of the order

### What is a SPIR?

- List of the codes of the spare parts that supplier has to send together with the item. In PO there's a clause requiring it

### How to upload a certificate?

- From the tab "Shipments" search and select the PO
- Select "All" as shipment status
- Select "Document Request" for action list
- Then click "Go"
- Choose the category

### How to upload a Certification Book to the new Oracle system without any errors?

- Make sure you are using Internet Explorer
- Only pdf or tiff can be uploaded
- If the file is bigger than 20 MB, try to make it smaller
- If it is not possible, split it in several files to upload for the same shipment in different requirements, in the folder CERTIFICATES\_WITH\_REQ

### Can I upload certificates for OSP orders?

- Yes (destination type = shop floor)

### How many serial numbers can be entered under "Serial Numbers" to upload MDR certificates?

- 19, separated by a comma

### Can we enter one ore more serial numbers in the upload bar?

- Yes but separated by a comma or the system reads them as 1 number

### What is the field "Requirement Description" when uploading certificates to the iSP and how to proceed in the case of a single certificate for the chemical analysis and mechanical properties?

OG\_ISP\_CERTIFICATES\_WITH\_REQ

- Serialized: select "Y" or "N" depending on whether the material has a serial number or not
- Fill consequently with the serial number of the field "Serial number" (if serial numbers have more than one, can be separated by a comma)

OG\_ISP\_CERTIFICATES\_NO\_REQ

- Requirement Description: enter a description of the certificate loaded (for example, "MDR complete")
- Serialized: select "Y" or "N" depending on whether the material has a serial number or not
- Fill consequently with the serial number of the field "Serial number" (if the serial numbers have more than one, can be separated by a comma)

In the presence of folder OG\_ISP\_CERTIFICATES\_WITH\_REQ, you do not need to upload any certificate in the folder OG\_ISP\_CERTIFICATES\_NO\_REQ

## Ready to ship date

### Is it possible to insert a RTS with a date prior to today?

- No, we can't enter a date that happens in the past, the system doesn't allow that

### Why is it not updating the PO although the RTS date has been updated inserting the date as of today?

- If the vendor inserts the Proposed RTS Dates today, as the program that aligns the Promise Date runs overnight, the updated schedule will be made available the following day
- If the RTS Actual flag = Yes, the RTS to Proposed Date have been frozen, only the SPA can unblock it "A confirm RTS"
- If the Proposed RTS does not conflict with the need dates, i.e. New Promise Date < Need Date, the RTS Date will be updated

## FAQ—Italiano



# FAQ

## Accesso

**Non riesco ad accedere, un messaggio mi informa che le mie credenziali non sono corrette.**

- Verifichi che non sta usando browser diversi da Internet Explorer
- Verifichi di aver inserito nel primo log in (Single Sign On) il Suo SSO come username e la password scelta durante la registrazione del Suo SSO. Se non riesce ad accedere chiami questo numero 055 4233400 e chiedi di resettare la password del Suo SSO

- Nella pagina di Oracle deve inserire il Suo SSO e la password ricevuta per Oracle

**E' possibile accedere a ODRS Portal?**

- No, è stato dismesso, utilizzare iSupplier Portal

**Un fornitore può cambiare la propria e-mail associata al SSO?**

- Rivolgersi al servizio di supporto – [ogisp.support@ge.com](mailto:ogisp.support@ge.com)

**Perché gli indirizzi generici non possono essere accettati?**

- L'SSO è personale, le informazioni a cui dà accesso sono personali e dovrebbero essere lette dalla persona che segue gli ordini. Inoltre a quell'indirizzo vengono inviate le password per la registrazione

**Sono un fornitore interno, posso registrarmi a ISP?**

- Sì, ma prima deve aprire una richiesta IDM a questo link: <http://idm.infra.ge.com/idm/user/main.jsp?lang=en&cntry=US>
- Quando la richiesta sarà completata riceverà una mail con username e password, La prego di ignorarla e di aprire un WF di External Account Registration al link: [http://supportcentral.ge.com/reports/sup\\_rep\\_obj.asp?prod\\_id=16456&trng\\_doc\\_id=3557384](http://supportcentral.ge.com/reports/sup_rep_obj.asp?prod_id=16456&trng_doc_id=3557384)

## Funzioni portale

**Dove posso rivedere le bozze?**

- Dal tab "Negotiations" selezionare "Manage Drafts"

**Dove si trovano gli allegati delle RFI?**

- Si trovano sempre sotto "Header"

**Perché non riesco a scaricare documenti dall'iSupplier Portal?**

L'assenza di un documento può dipendere da:

- Alta confidenzialità
- Il documento si trova in revisione critica
- Non è stato collegato all'Iman durante il processo di release
- Il proprio DE e Buyer possono aiutare a risolvere i problemi sopraelencati

**Posso scaricare la QRL?**

- No, non è possibile scaricare il QRL da ISP, ma è possibile visualizzarlo dal tab Shipment, selezionando le linee dell'ordine ricercato e "Document Request" dal action menu. Dopo aver cliccato su Go selezionare la categoria Certificates With Requirements

**Come cambio i miei dati bancari?**

- Contattare il team 'Account Payment':
  - Cecchini : [Carlo.Cecchini@ge.com](mailto:Carlo.Cecchini@ge.com)
  - Chiarini : [cristina.chiarini@ge.com](mailto:cristina.chiarini@ge.com)

**Che cosa fare se il fornitore riferisce l'assenza di fatture su ISP?**

- Il fornitore deve contattare [energy.SWSSup@ge.com](mailto:energy.SWSSup@ge.com), [cristina.chiarini@ge.com](mailto:cristina.chiarini@ge.com), [Carlo.Cecchini@ge.com](mailto:Carlo.Cecchini@ge.com)

## FAQ

### Caricamento fattura

#### Perchè non trovo Quality Plan Category = OG\_ISP\_INVOICES?

- Non faccio parte dei fornitori invitati ad usufruire di questa funzionalità, non ho ricevuto email ufficiale da parte dell'Ufficio Acquisti
- Il PO non si riferisce ad un sito italiano di GE Oil & Gas Nuovo Pignone (ORG =OU\_NP\_IT ). Le fatture relative a ordini delle Branch devono essere inviate via email a [apbranches.invoices@ge.com](mailto:apbranches.invoices@ge.com)
- Lo shipment della linea d'ordine è chiuso, quindi già fatturato (fattura visibile nella sezione Account)
- La linea su cui voglio caricare la fattura è del tipo extracosto (linee maggiori di 1000). In questo caso carico la fattura su una qualsiasi delle linee non extracosto (1, 2, 3...N), non è importante il numero della linea, ma quello che conta è il numero d'ordine
- Sto cercando un ordine aperto e non ho inserito il campo di ricerca «release» (Esempio PO=12345-56 -> I criteri di ricerca sono Order=12345, Release=56)
- Problema tecnico da segnalare a [ogisp.support@ge.com](mailto:ogisp.support@ge.com)

#### Come posso inviare le fatture che non riesco a caricare su Supplier Portal?

- Fatture relative ad ordini con termine di pagamento TPS devono essere inviate via email a [oilandgas.tps@ge.com](mailto:oilandgas.tps@ge.com)
- Fatture relative ad ordini di acquisto con termini di pagamento NO TPS devono essere inviate via email a [oilandgas.scan@ge.com](mailto:oilandgas.scan@ge.com)

#### Posso caricare la fattura in un Quality Plan Category diverso da OG\_ISP\_INVOICES?

- No, perchè seguirebbe un processo sbagliato e di conseguenza non verrebbe registrata e pagata

#### Devo inviare via posta ordinaria la copia cartacea della fattura con la marca da bollo applicata?

- No, devo caricare su Supplier Portal la scansione della fattura originale con la marca da bollo applicata e non devo inviare la copia cartacea

#### Come salvare il nome del documento?

- Il nome del documento deve contenere solo ed esclusivamente un punto.
  - Esempio corretto: nome\_fattura\_2016.pdf
  - Esempio sbagliato: nome.fattura.2016.pdf

#### Ho caricato una fattura sbagliata, come correggere l'errore?

- Le fatture caricate non possono essere cancellate.
- Nel caso in cui si sia caricata una fattura sbagliata, è necessario caricare un nuovo documento con un nome diverso (Esempio fattura\_1.pdf è errata, il nuovo file si chiamerà fattura\_1\_Rev1.pdf) per favorire le operazioni di correzione inserire una nota all'interno del nuovo documento o in una pagina a parte
  - Cliccare sul tasto "Attach" in alto a destra
  - Una nuova riga è creata automaticamente in fondo alla pagina
  - Inserire tutte le informazioni della fattura (nome fattura, data fattura, importo netto etc.)
  - Selezionare il documento dal vostro PC, cliccare su «SAVE» per caricare la fattura a sistema

#### Perchè non vedo la fattura registrata nella sezione Account?

- La registrazione della fattura è un processo manuale, non automatico, devono essere verificati Ragione Sociale, Partita IVA, Numero d'ordine, quantità ordinata, quantità ricevuta, quantità fatturata, importo fattura. L'attivazione del nuovo processo di invio fatture potrebbe aver introdotto un ritardo che verrà assorbito man mano che si andrà a regime

#### Perchè non vedo la fattura pagata nella sezione Account?

- Per domande relative alla registrazione/pagamento delle fatture, prego fare riferimento all'indirizzo mail: [energy.swssup@ge.com](mailto:energy.swssup@ge.com)

#### Perchè dopo aver caricato una fattura non ricevo la notifica via email?

- Il sistema invia l'alert di notifica contenente tutte i dettagli ogni due ore

#### Perchè dopo aver caricato una fattura ricevo la notifica via email?

- Il sistema mi informa che la fattura caricata è stata ricevuta e per il momento non sono necessarie altre azioni da parte mia: non caricare altre volte la stessa fattura

## FAQ

### Caricamento fattura

#### Perchè ricevo una notifica che mi dice che la fattura caricata è stata rigettata?

- Ho caricato lo stesso file più volte su diverse posizioni dello stesso ordine o più volte sulla stessa posizione. Ogni file deve essere caricato una volta sola. File identici caricati più volte creano ritardo nelle registrazione/pagamenti

#### Perchè quando vado a salvare la fattura ricevo un messaggio di timeout e non la vedo salvata?

- La dimensione massima supportata dal sistema dei file da caricare è di 10Mb

#### Perchè quando vado a salvare la fattura ricevo un messaggio di errore e non la vedo sul sistema?

- I Formati di File consentiti sono solo pdf
- Il nome del file non deve essere più lungo di 30 caratteri
- Il nome non deve contenere caratteri speciali come: ., %, /, etc (punto, virgola, percentuali, etc)
- Il nome del file non deve contenere .pdf. (punto pdf punto)

### Caricamento documenti

#### Cos'è un certificato MDR?

- Manufacturing Drawing Report, certificati o test di collaudo che i fornitori vedono sul QCP della commessa

#### Cos'è uno SPIR?

- Lista dei codici delle parti di ricambio che il fornitore deve inviare insieme all'item, il PO contiene una clausola che lo richiede

#### Come si carica un certificato?

- Dal tab "Shipments", ricercare e selezionare l'ordine
- Selezionare "All" per shipment status
- Seleziona "Document Request" dal menu action list
- Cliccare "Go"
- Selezionare la categoria dei documenti da caricare

#### Come si carica un Certification Book su Oracle senza errori?

- Verificare di usare Internet Explorer come browser
- Verificare il formato dei file da caricare (richiesto: pdf/tiff)
- Controllare la dimensione del file, se è maggiore di 20MB diminuirla
- Se non è possibile, dividerla in più file da caricare per lo stesso shipment in requirements diversi, nella cartella 'Certificate\_With\_req'
- Cliccare su "Save".

#### Si possono caricare certificati per gli ordini OSP?

- Sì (destination type = shop floor)

#### Quanti numeri seriali si possono inserire su "Serial Numbers" per il caricamento dei certificati MDR?

- 19 separati da virgola

#### Si possono inserire due o più numeri di serie nella barra per gli inserimenti?

- Sì, ma usando la virgola altrimenti il sistema li riconosce come un numero solo

#### Che cosa significa il campo REQUIREMENT DESCRIPTION quando carico certificati sull'ISP e come si procede se si deve inserire un solo certificato per l'analisi chimica o le proprietà meccaniche?

OG\_ISP\_CERTIFICATES\_WITH\_REQ

- Serialized: selezionare "Y" o "N" a seconda del fatto che il materiale abbia un numero di serie o no
- Compilare il campo "Serial number" (numeri separati da virgola se sono più di uno)

OG\_ISP\_CERTIFICATES\_NO\_REQ

- Requirement Description: inserire una descrizione del certificate (es. "MDR complete")
- Serialized: selezionare "Y" o "N" a seconda del fatto che il materiale abbia un numero di serie o no
- Serialized: compilare il campo "Serial number" (numeri separate da virgola se sono più di uno)

Se è presente la cartella OG\_ISP\_CERTIFICATES\_WITH\_REQ, non è necessario inserire questo certificate nella cartella OG\_ISP\_CERTIFICATES\_NO\_REQ.

## FAQ

### Ready to ship date

**Si può inserire una proposed RTS date anteriore alla data odierna?**

- No, il sistema non lo permette

**Perché il PO non è aggiornato nonostante la data del RTS porti la data odierna?**

- Inserita la Proposed RTS Dates, la promise date aggiornata sarà visibile il giorno successivo
- Se durante il caricamento della proposed RTS selezionate Actual flag = YES, non potrete più proporre una nuova RTS date, a meno che l'SPA non ve lo permetta
- Se la Proposed RTS non ha nessun impatto sulla Need Date e il fornitore ha impostato Actual Flag = YES, la data di RTS sarà aggiornata automaticamente

# Baker Hughes iSupplier portal support

## Login/Training

[http://site.ge-energy.com/businesses/ge\\_oilandgas/en/about/supplier\\_portal.htm](http://site.ge-energy.com/businesses/ge_oilandgas/en/about/supplier_portal.htm)

**Per problemi di log-in SSO chiamare  
if you cannot log in SSO page please call**

+39 055 4233400

**Prenota la tua sessione di training a questo link  
Book your training session at this link**

<http://supportcentral.ge.com/esurvey/takesurvey.asp?p=140791&d=3587531>

