Baker Hughes

# iSupplier portal supplier manual—external user

## User manual

March 2020

Oracle Primavera Project Suite Sou Docs Management Training Material

# Index

# 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

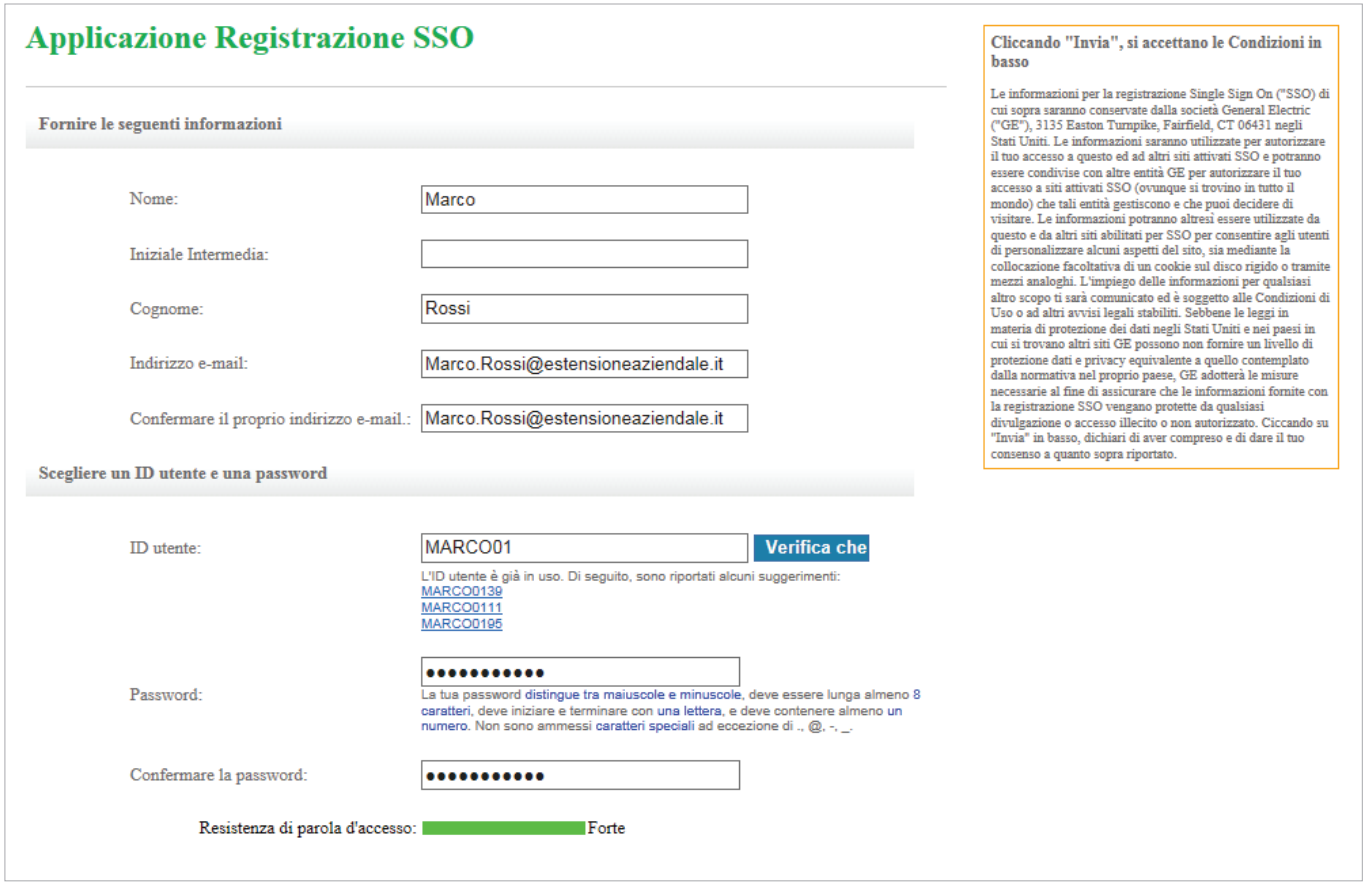
MDR Certificates / VDR Eng Tech Docs / Regulatory / Country of Origin / LISL / Barcode / SPIR

# 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: Marco

Iniziale Intermedia:

Cognome: Rossi

Indirizzo e-mail: Marco.Rossi@estensioneaziendale.it

Confermare il proprio indirizzo e-mail.: Marco.Rossi@estensioneaziendale.it

**Scegliere un ID utente e una password**

ID utente: MARCO01 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. Ciccando su "Invia" in basso, dichiari 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.

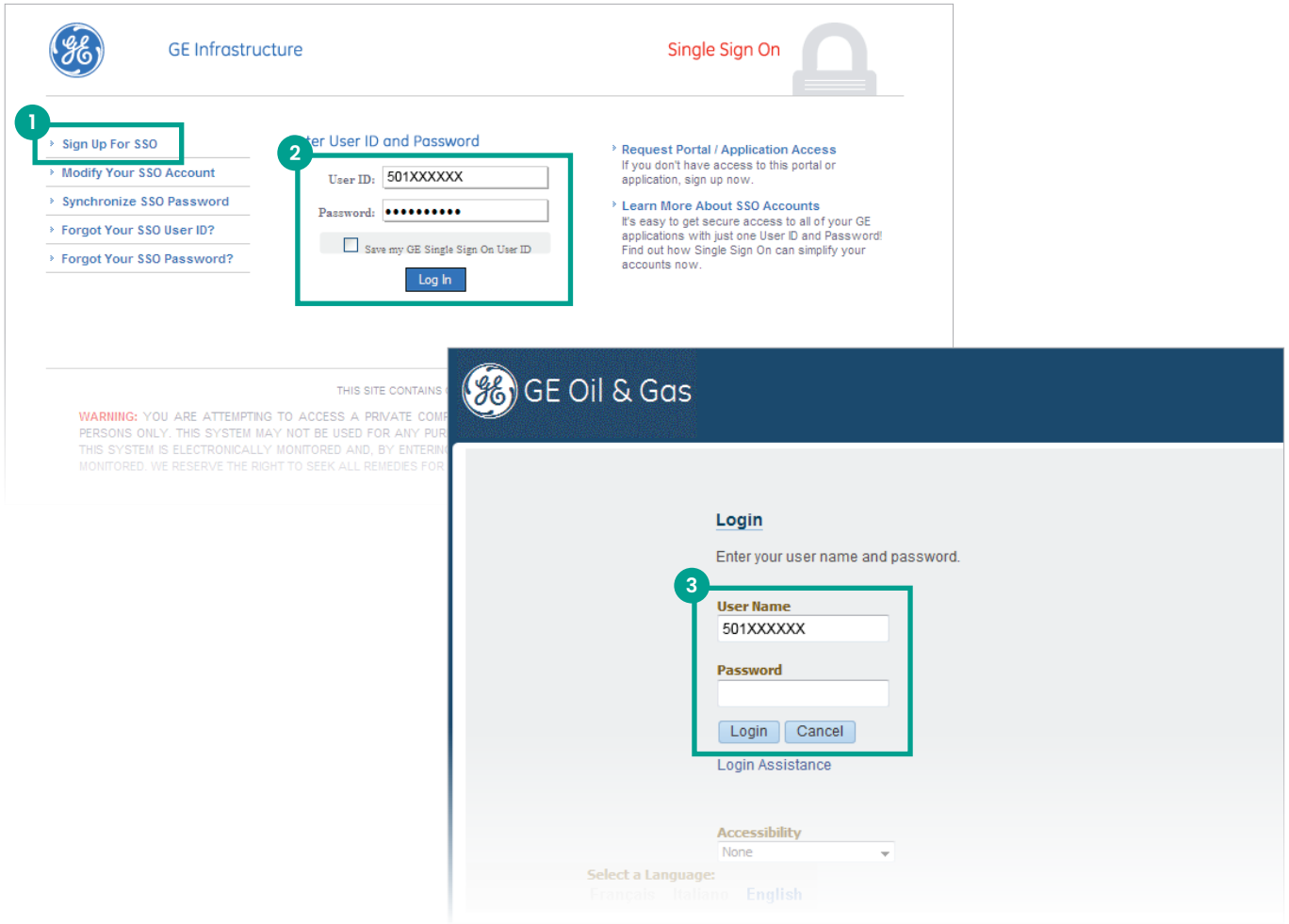
Once you click on **Submit**, the system will send you a notification with message related to your successfully created UserID.

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


# iSupplier portal log in

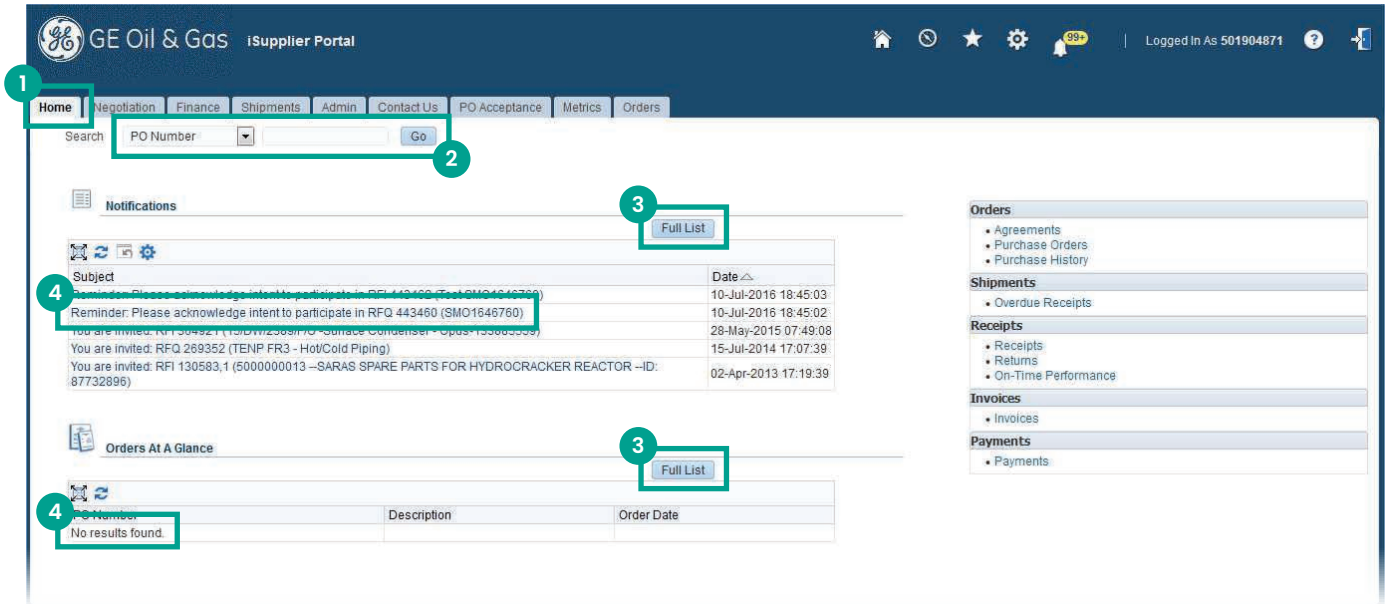
# Supplier log in

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**.



# Supplier home page

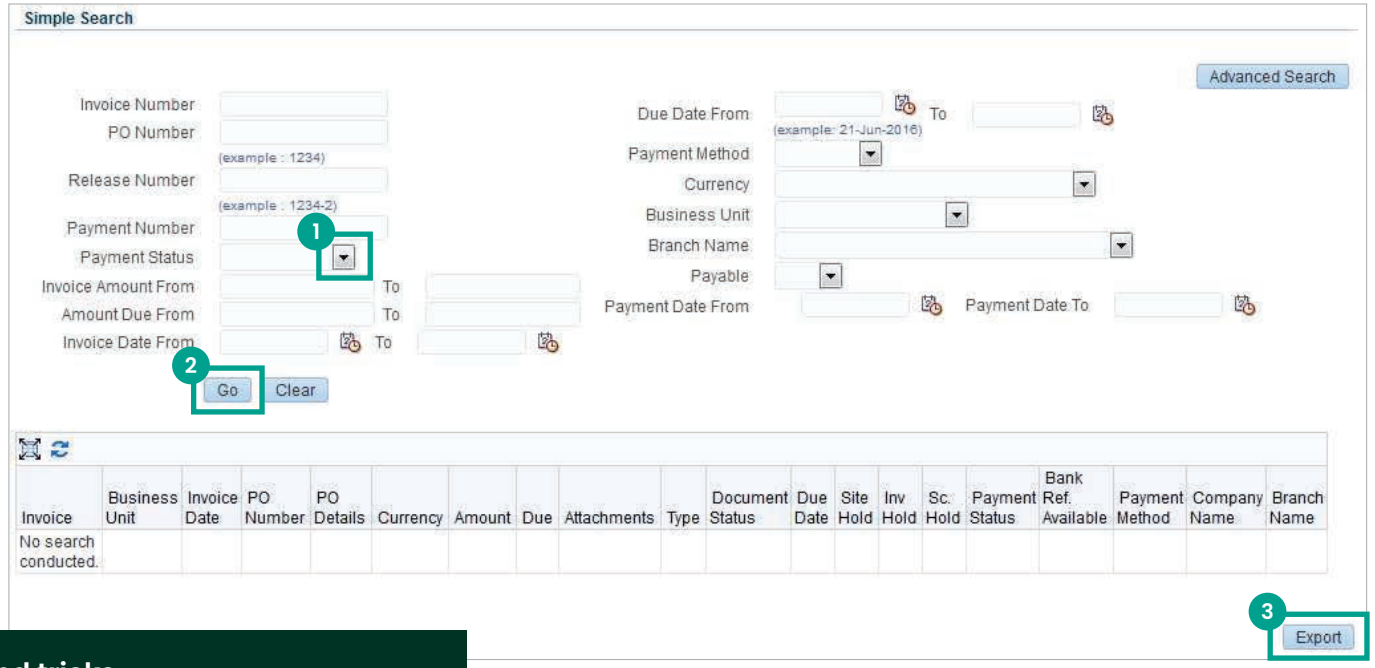
1. Click on the **Home** tab to go to the home page.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) by entering the number in the free text box and click **Go**.
3. To view a complete list of your notifications or POs, click **Full List**.
4. Click on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



# Simple search form

1. This icon helps the user to search one query parameter when he doesn't knows 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.



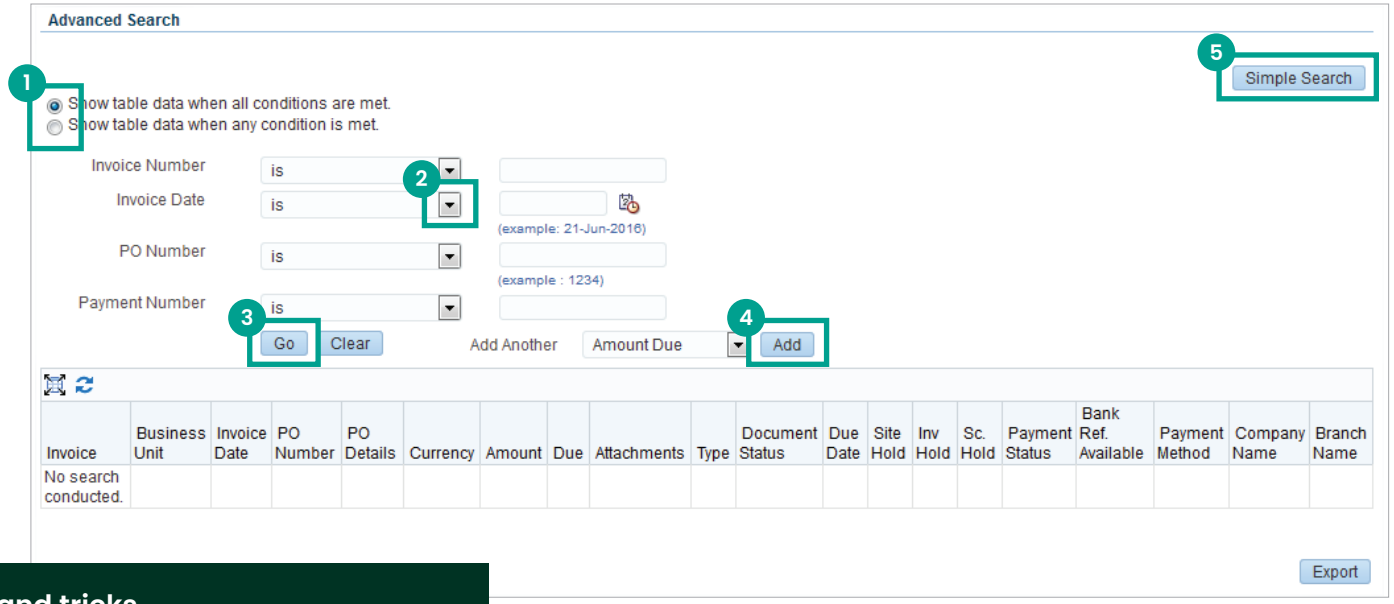

## Tips and tricks

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.



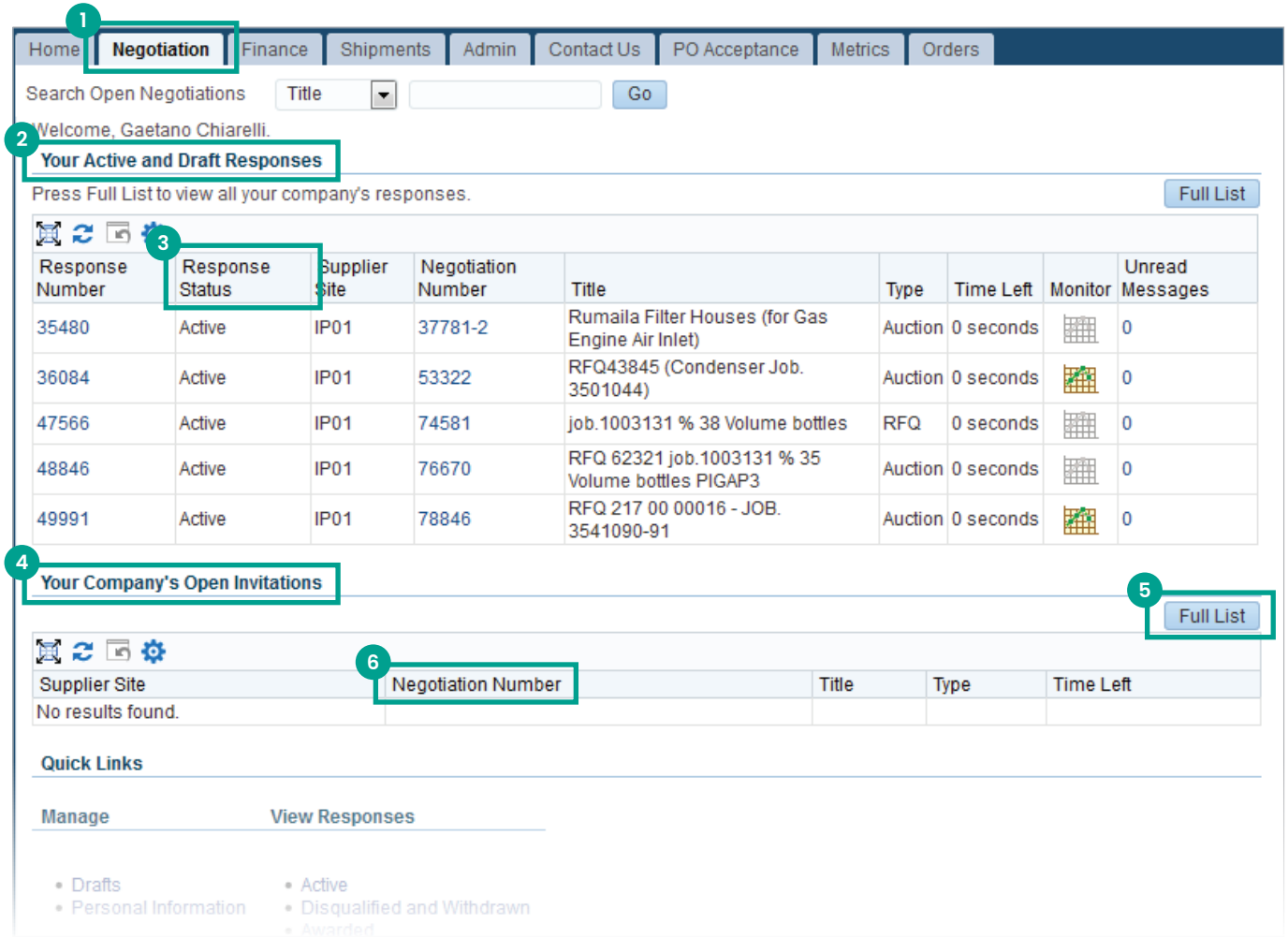

## Tips and tricks

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

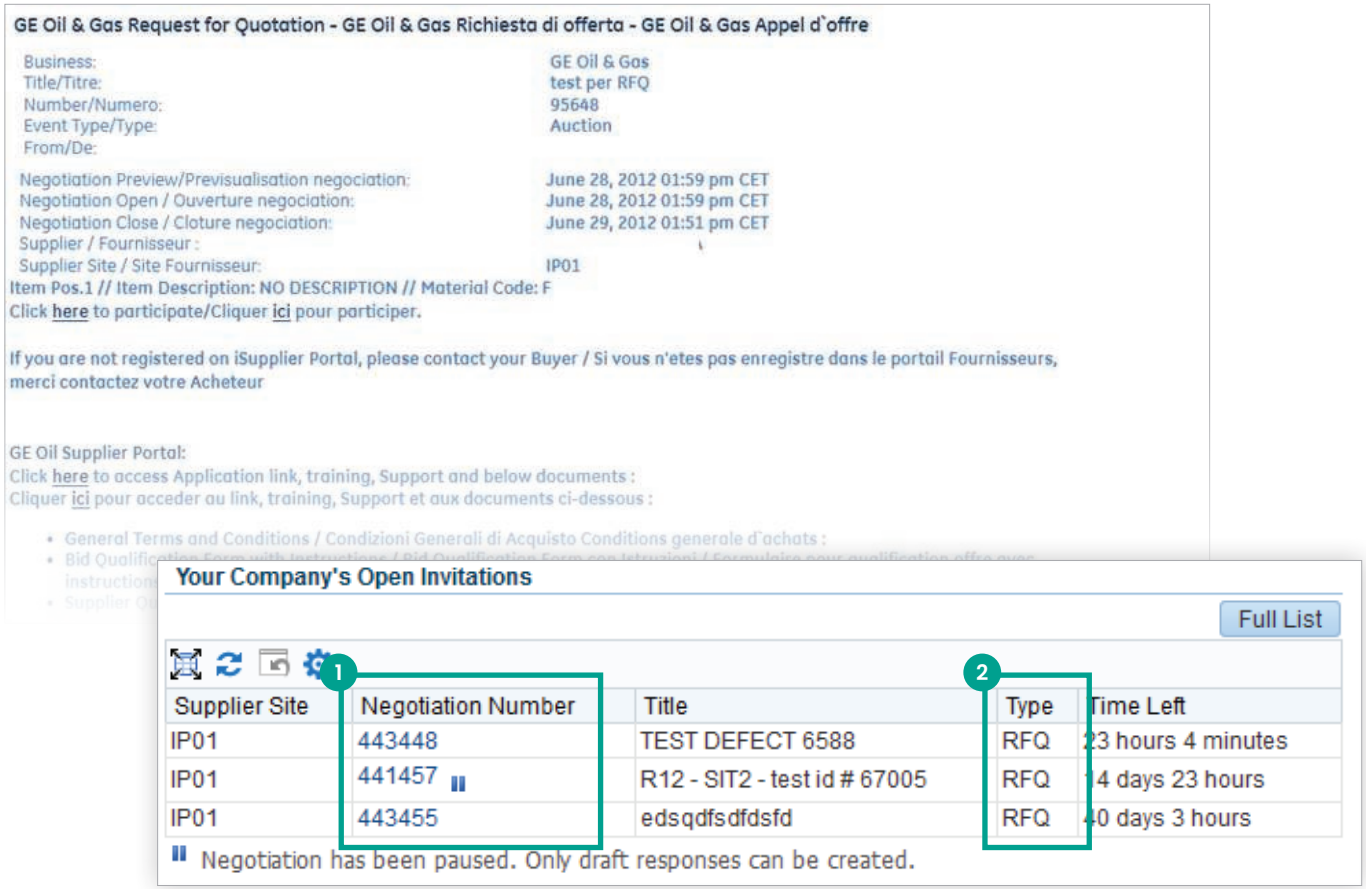
1. Click on the **Negotiation** tab to go to the Negotiation home page.
2. This section shows your responses to negotiations in which you are participating by either having placed an active response, or by having a draft response that is in progress.
3. This field shows whether you have an active response 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.



# 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 negociation: | June 28, 2012 01:59 pm CET |
| Negotiation Open / Ouverture negociation: | June 28, 2012 01:59 pm CET |
| Negotiation Close / Cloture negociation: | 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 :

Your Company's Open Invitations

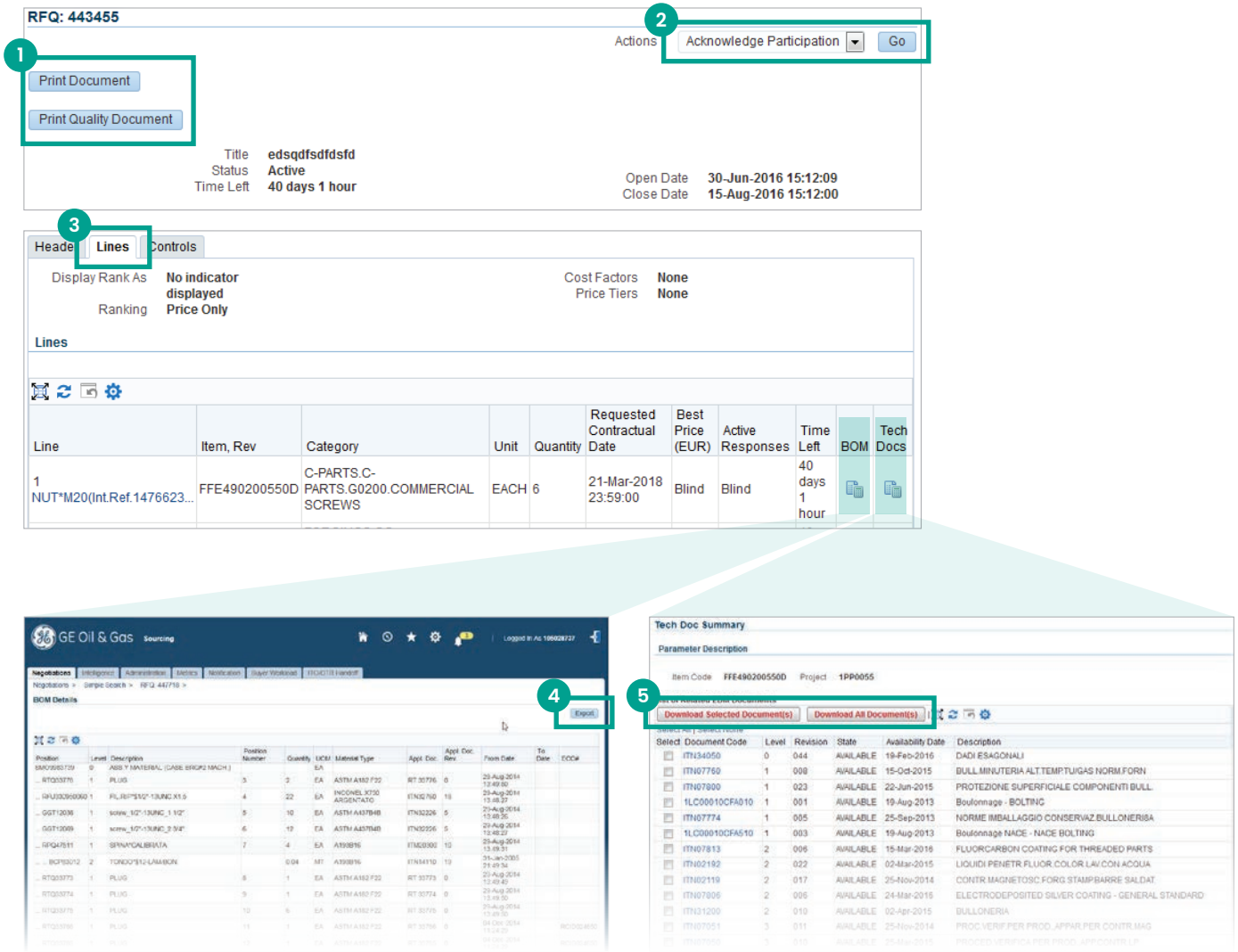
Full List

| 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 | 14 days 23 hours |
| IP01 | 443455 | edsqdfsdfdsfd | RFQ | 40 days 3 hours |

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

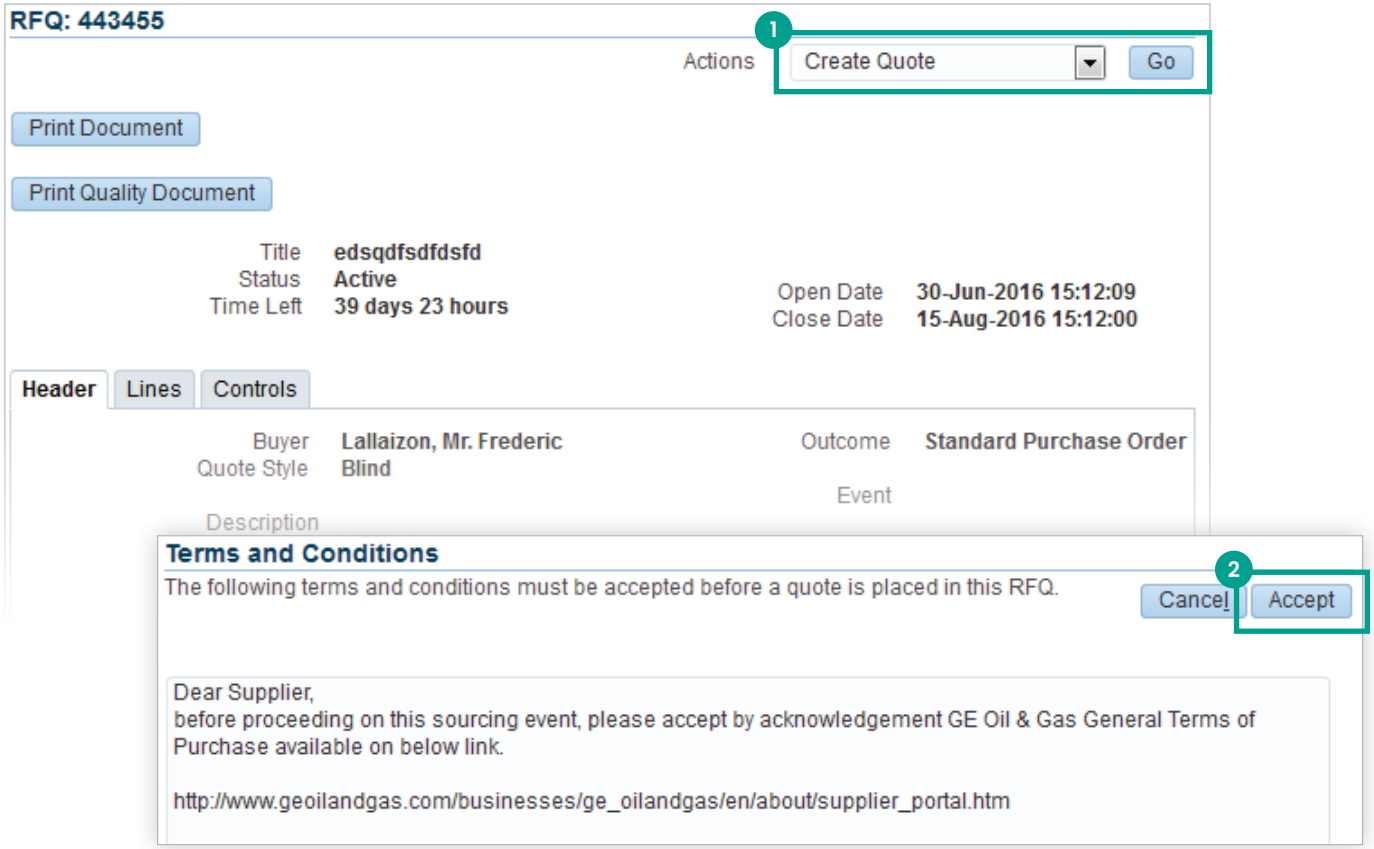
# Supplier quote creation

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)**.



# 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**.



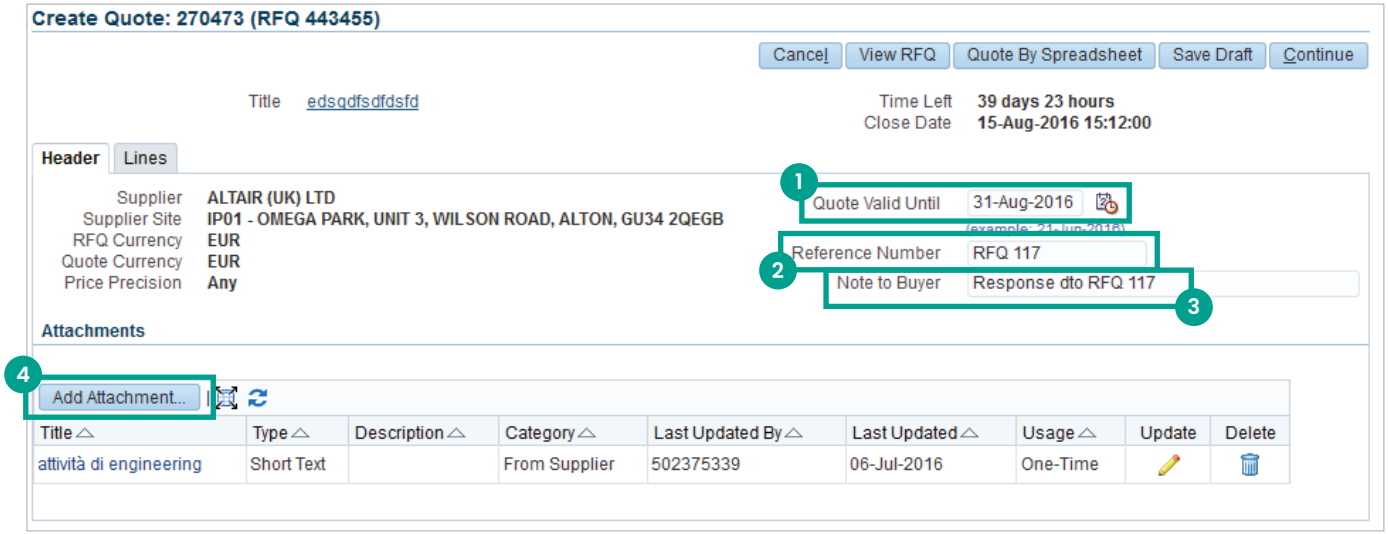
# Supplier quote creation

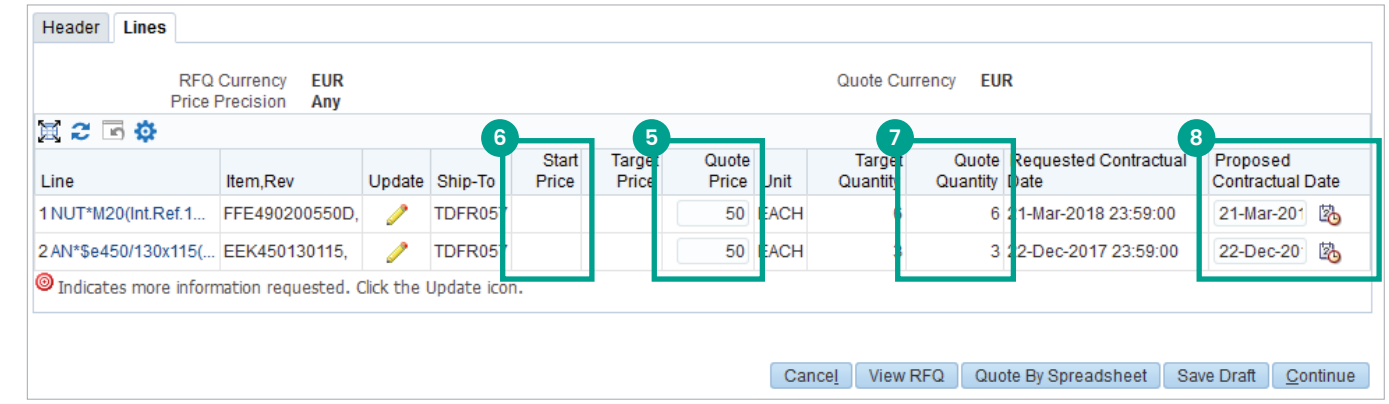
In the **Header** section:

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:

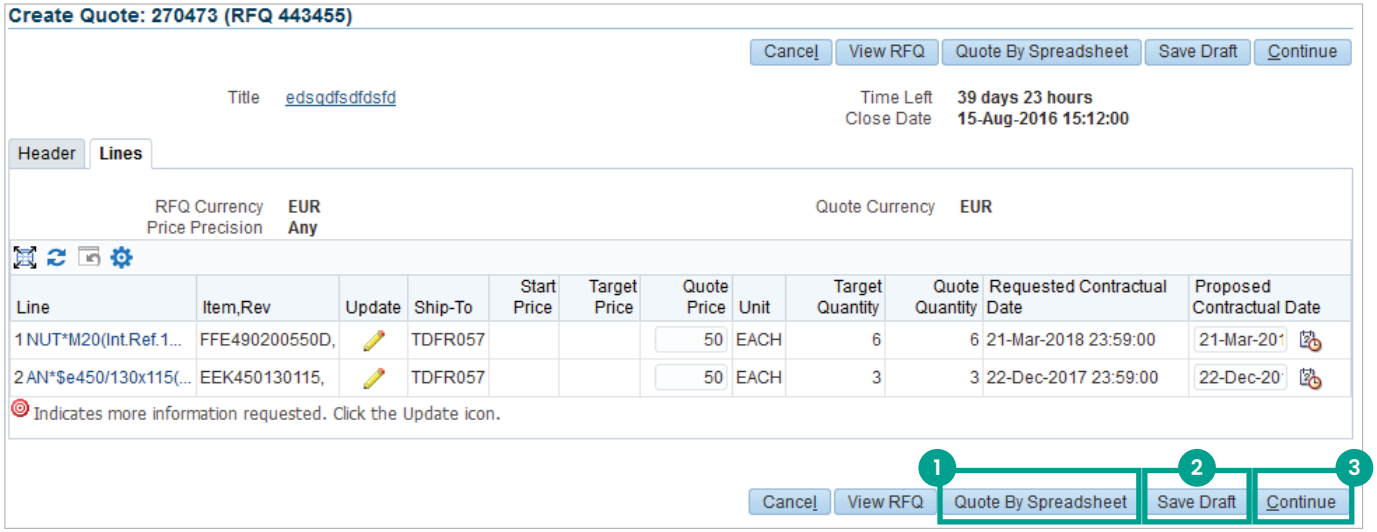
5. Enter your quote.
6. If Start Price column is filled you must offer a lower price.
7. Number of units on which you are Quoting/Bidding.
8. Confirm or change Proposed Contractual Date.



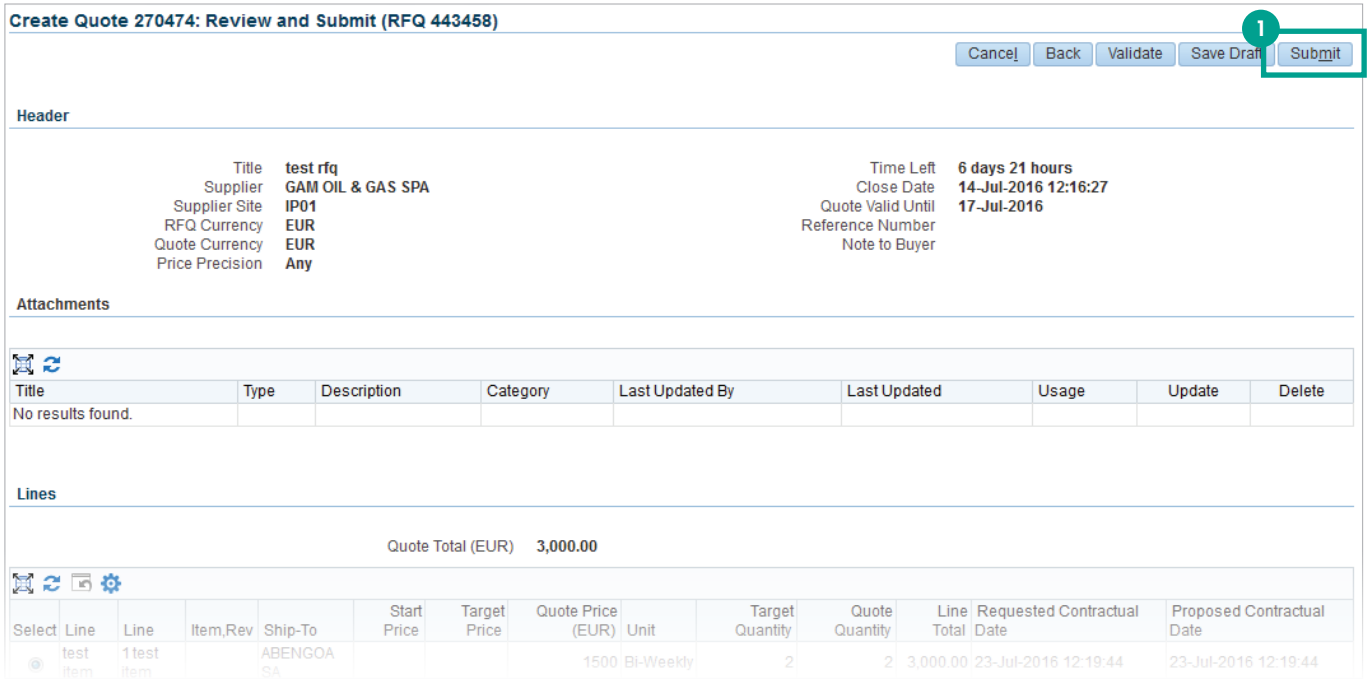
# Supplier quote creation

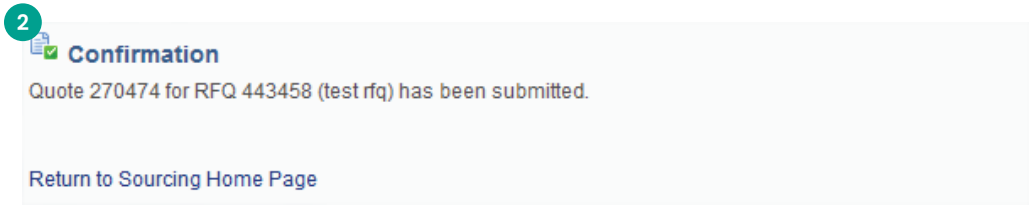
1. You can import your responses using a spreadsheet: it is helpful if there are many lines in a large negotiation.
2. Click **Save Draft** to save your response information for a later session. You can access your draft responses by clicking the **Manage Draft** quick link from the Negotiations home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



# Supplier quote creation

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



# 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

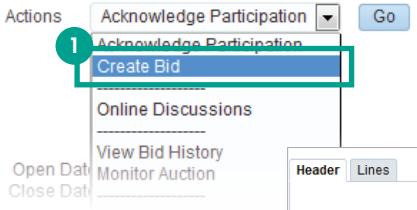
## eAuction only—Lines Tab

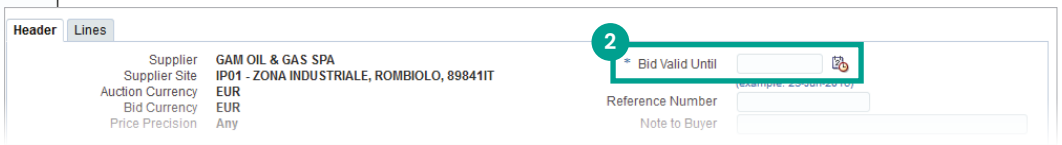
- If proxy bidding option is active, the system automatically can rebid on your behalf whenever a competing bid price beats your bid price
- If proxy bidding option is allowed, enter Proxy Bid Decrement and the Proxy Minimum in create bid page:
  - **Proxy Bid Decrement:** amount that will automatically 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

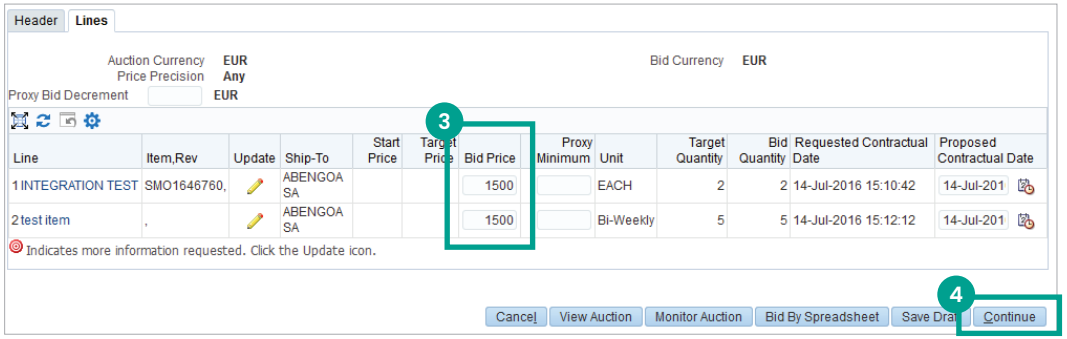
# Supplier quote creation: eAuction

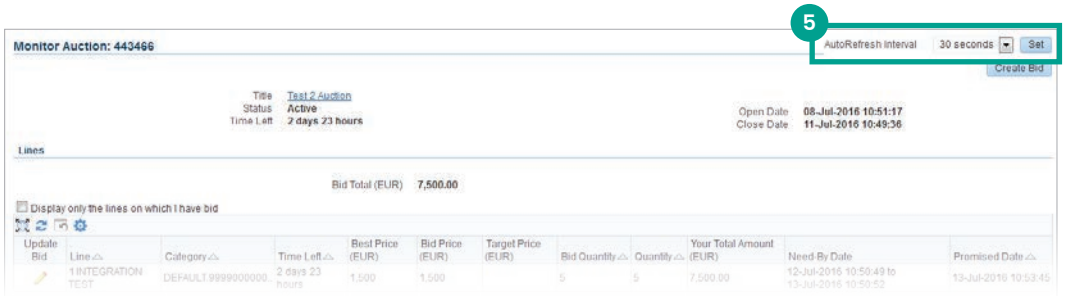
Once you have opened the eAuction page, you can create a bid.

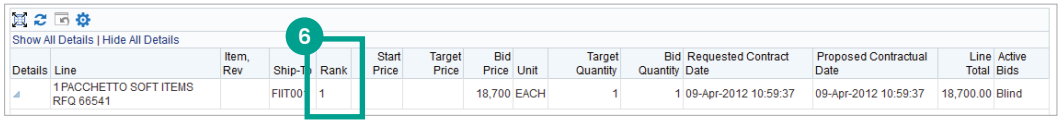
1. Select **Create Bid** to attend the auction and send your offer.
2. In the **Header** section, enter here your Bid Valid Until date.
3. In the **Lines** section, enter here your Bid Price.
4. Click on **Continue** to review the bid and to submit it.
5. After you have created your bid, clicking on **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.



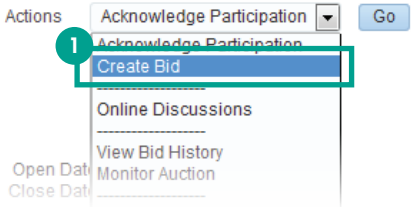



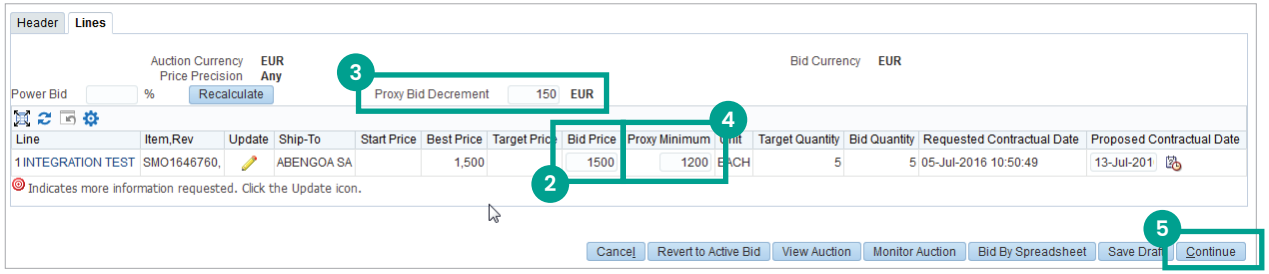



# Supplier quote creation: Proxy Bid for eAuction

Once you have opened the eAuction page, you can create a Bid. Here you will find instructions to b id 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.



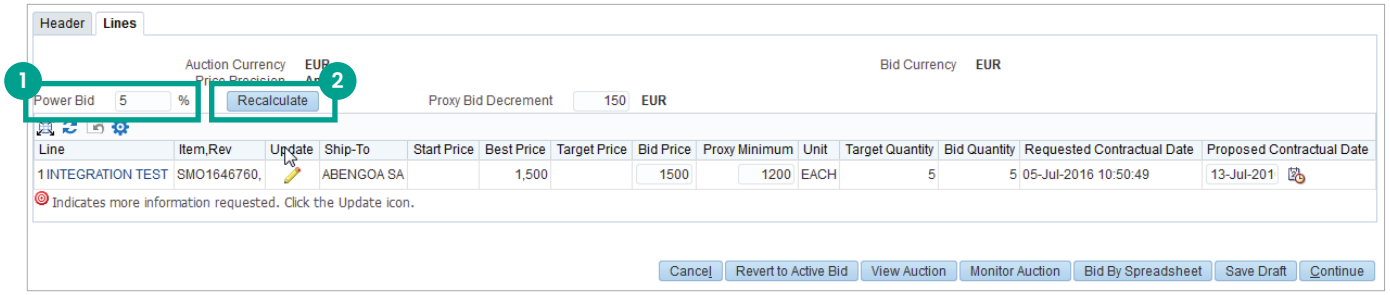



# Supplier quote creation: Power Bid

## 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.

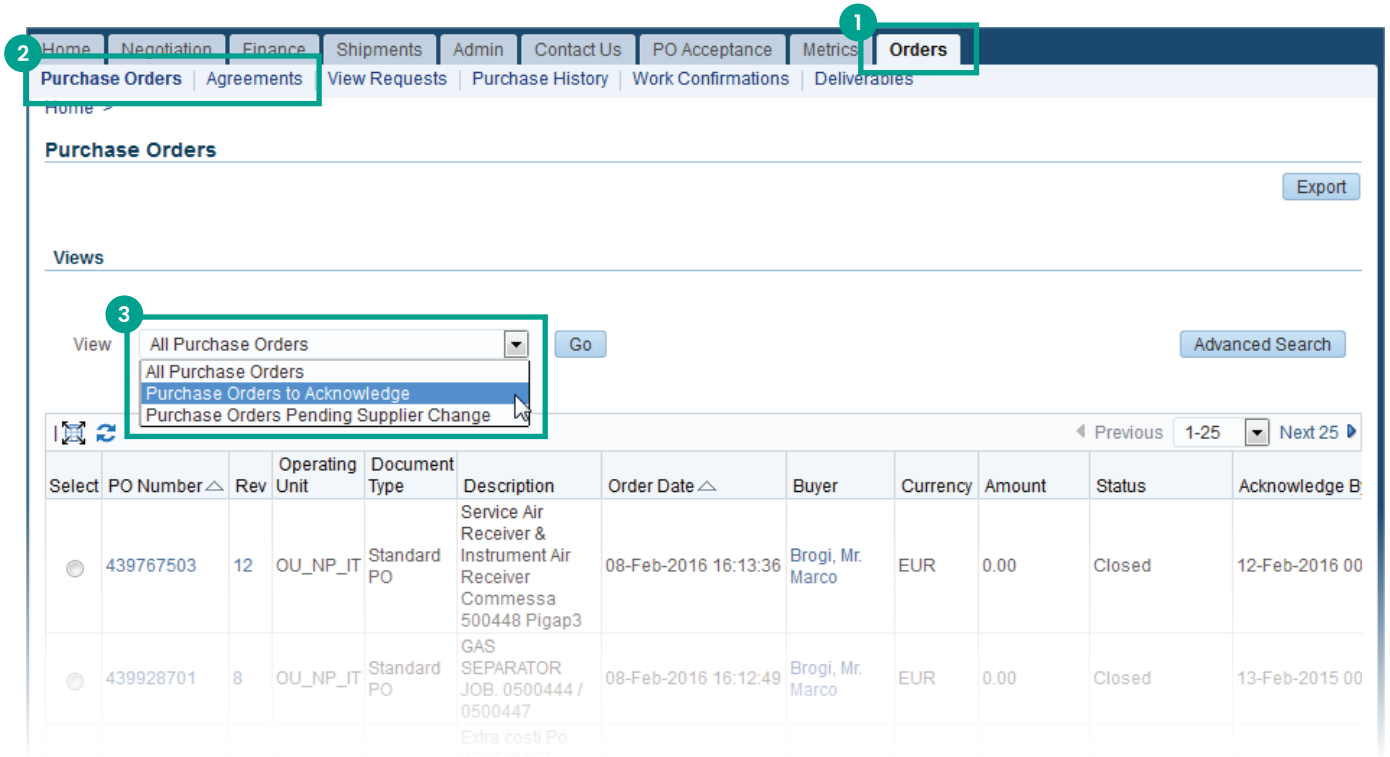


# Orders: read only feature to access order info

# Order search

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

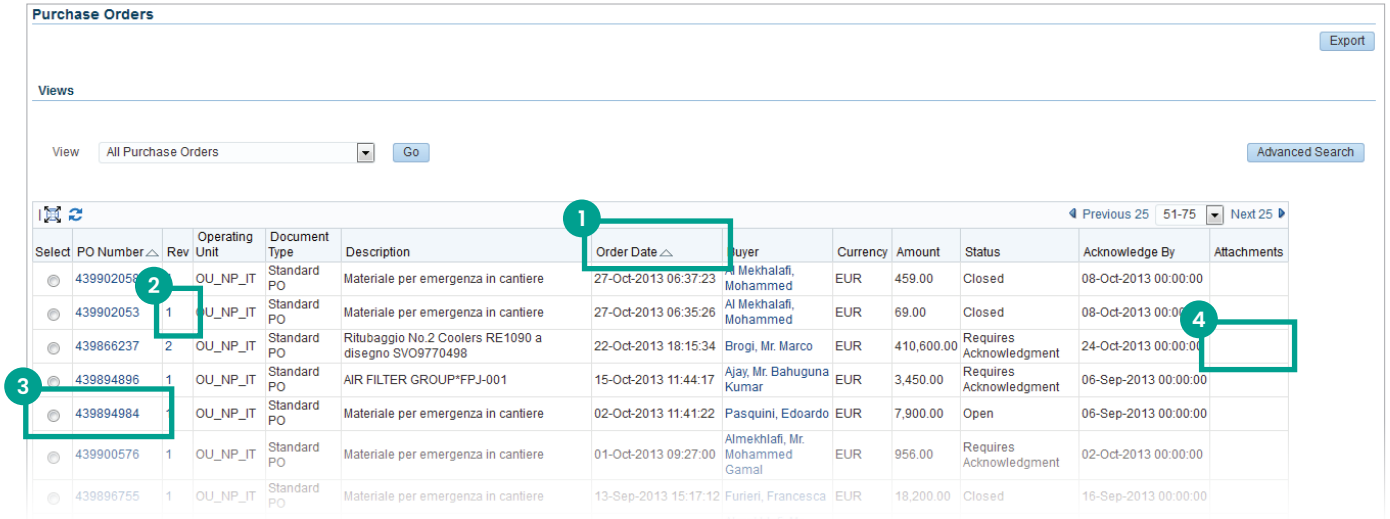
1. Click on the **Orders** tab to go to the Orders home page.
2. Select one of these two sub-tab respectively if you want to search for PO or Release (**Purchase Orders**) or one Blanket Agreement (**Agreements**).
3. Select PO search parameter.



# 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.

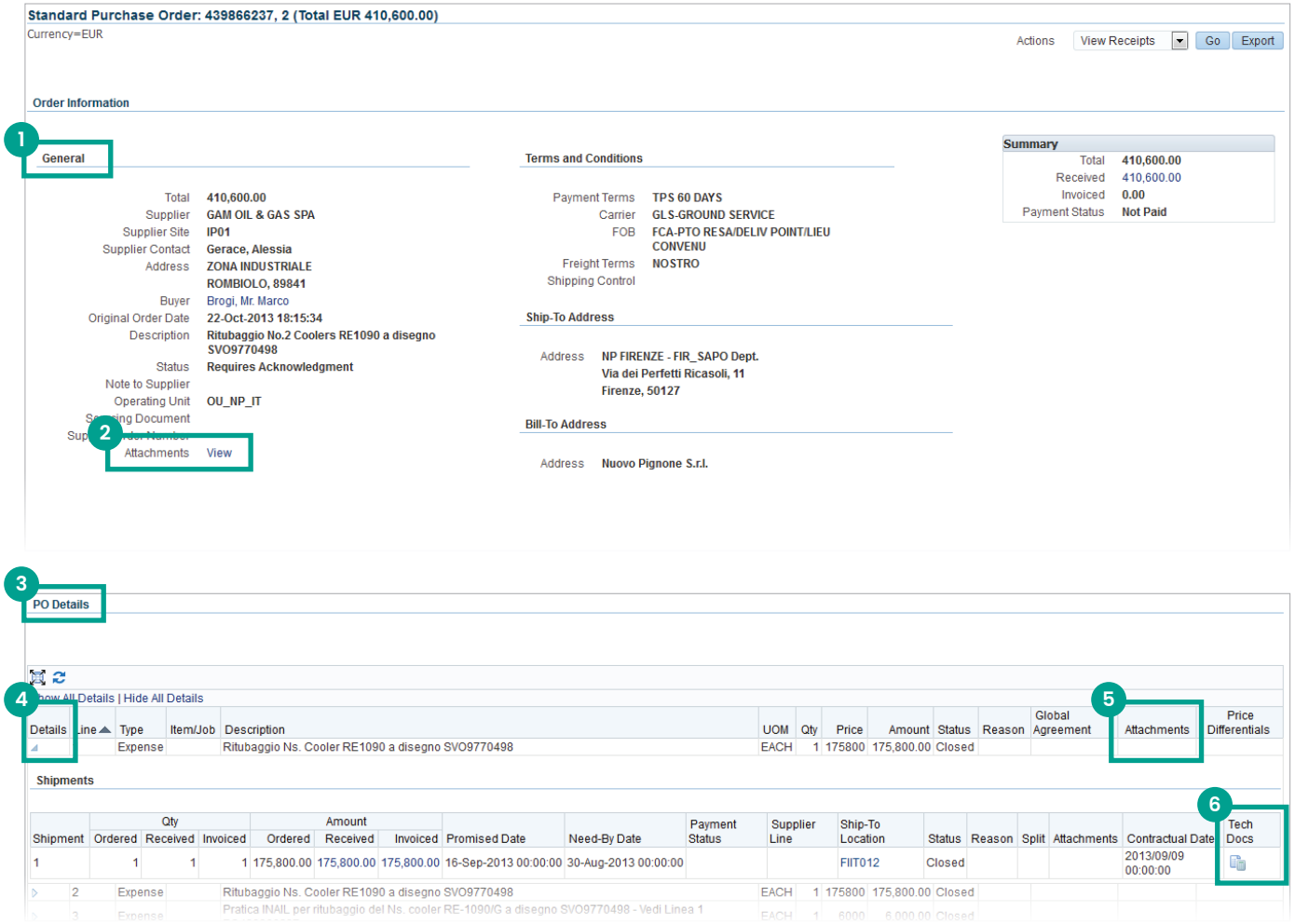
**Note:** Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.



# 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, q.ty, 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.

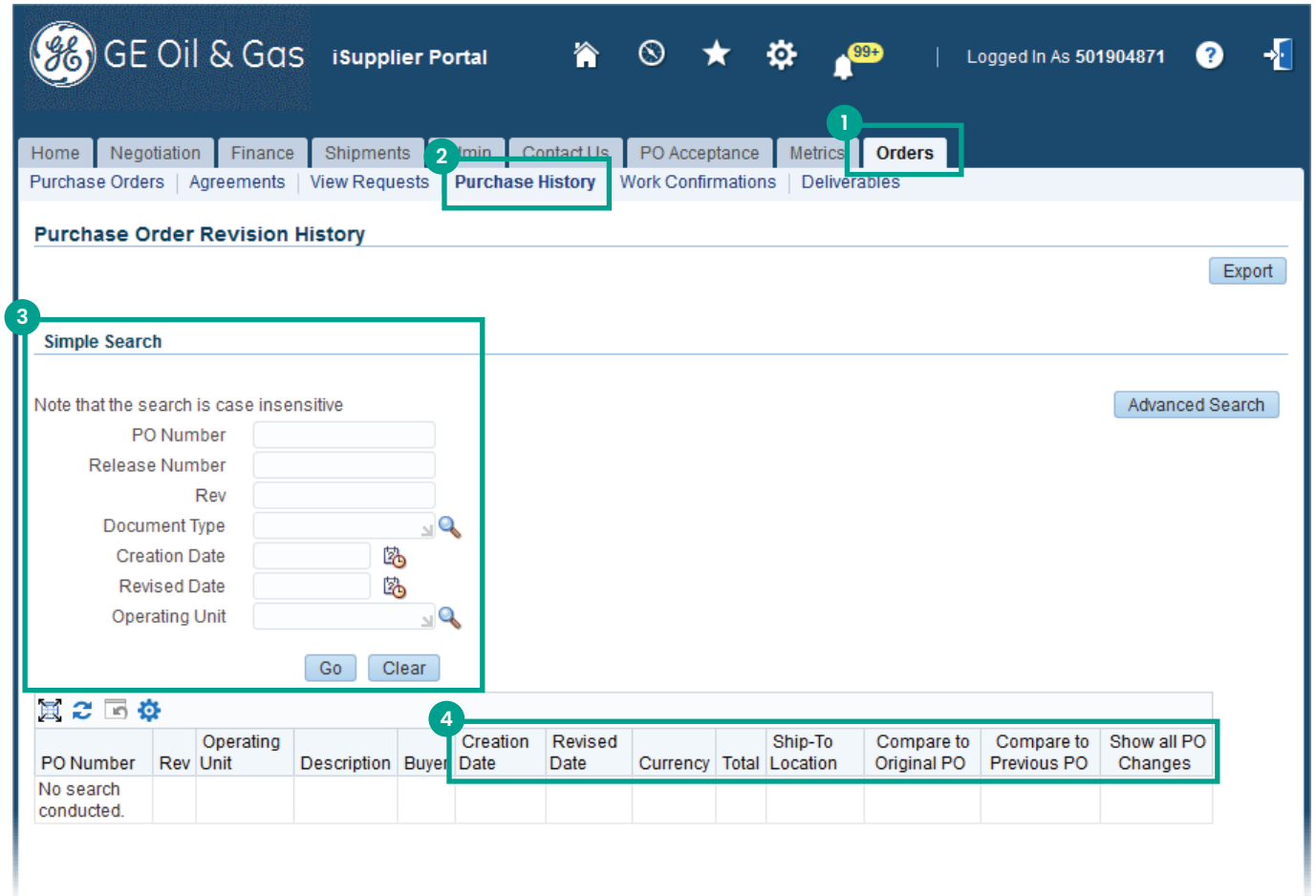


# Purchase order history

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.

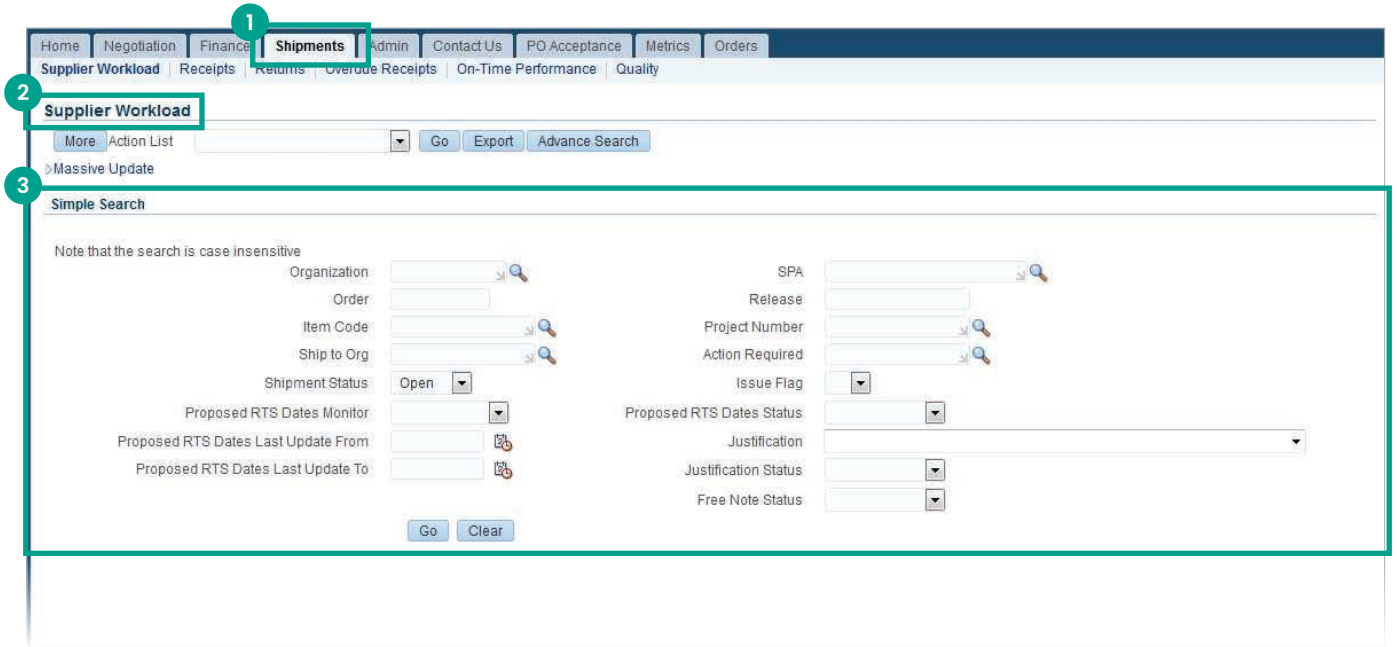
**Note:** The user can reach the same result clicking on the Rev. number link in the Orders list.



# Shipments: RTS date management milestone—docs upload

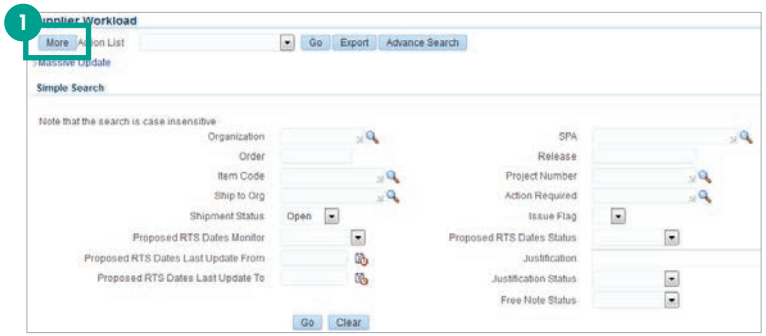
# Supplier workload search

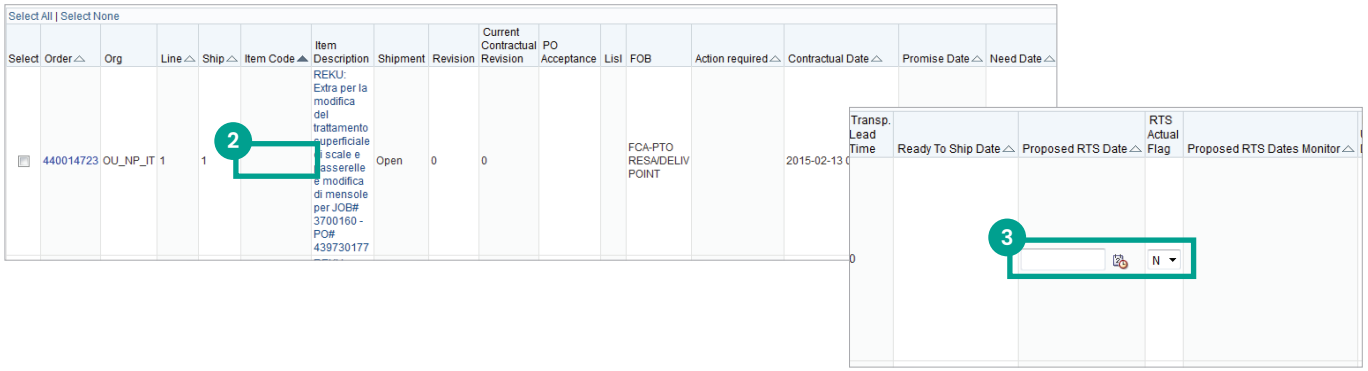
1. Click on the **Shipments** tab to go to the Shipments home page.
2. The **Supplier Workload** sub-tab contains all information related with shipment dates management and is key for the fulfillment process.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria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

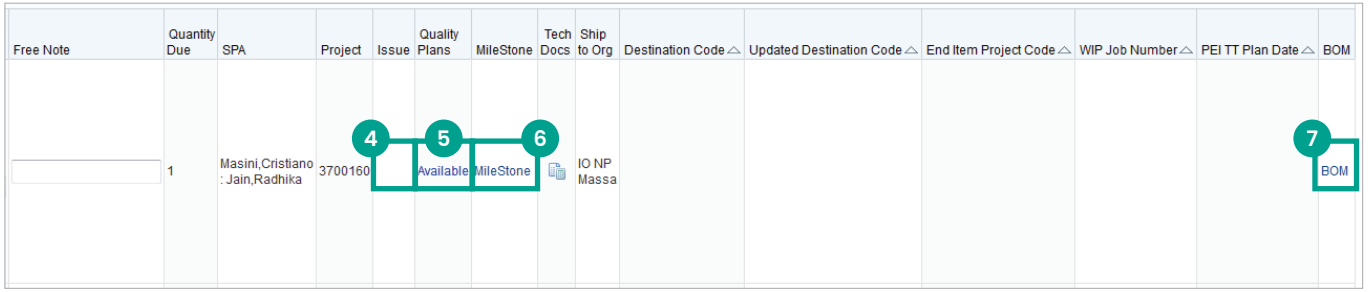


# Supplier workLoad list

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.



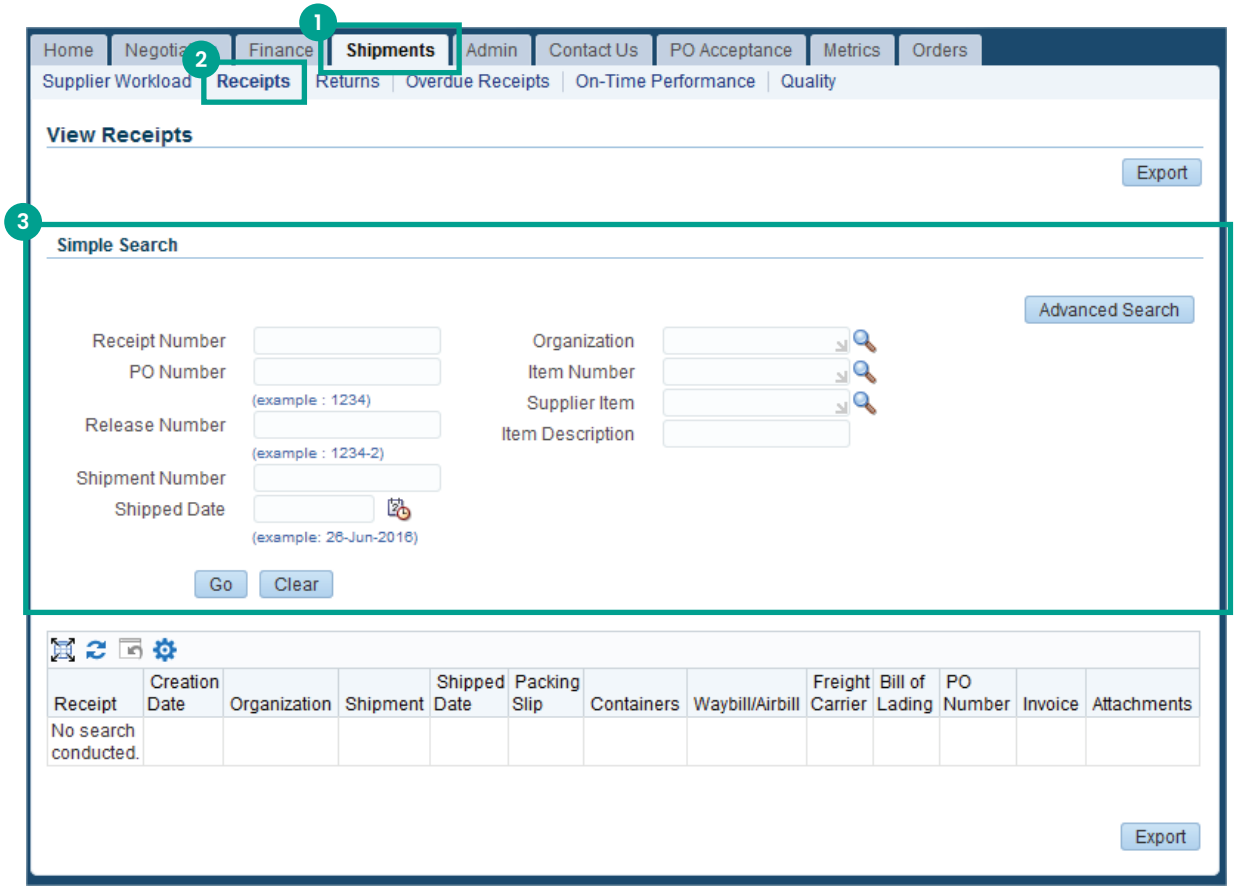
# Dates definition

| Date types | Description | Meaning |
|---|---|---|
| **Need by Date** | Coming from Mfg on PO Requisition. | Is the date by which a material/service is requested at NP Dock site by the ASCP module. |
| **Promised Date** | 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. |
| **Contractual Date** | Is the contractual delivery date printed on the PO. | Time by which the material has to be contractually delivered at the agreed delivery point.<br>Contractual Date = Promised Date – Transportation LT |
| **Transportation Lead Time** | Transportation Lead Time also called LT3. | Is the time necessary for transport from the contractual delivery point to the requested site. |
| **RTS Date** | 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.



# 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.

Previous 1-10 Next 10

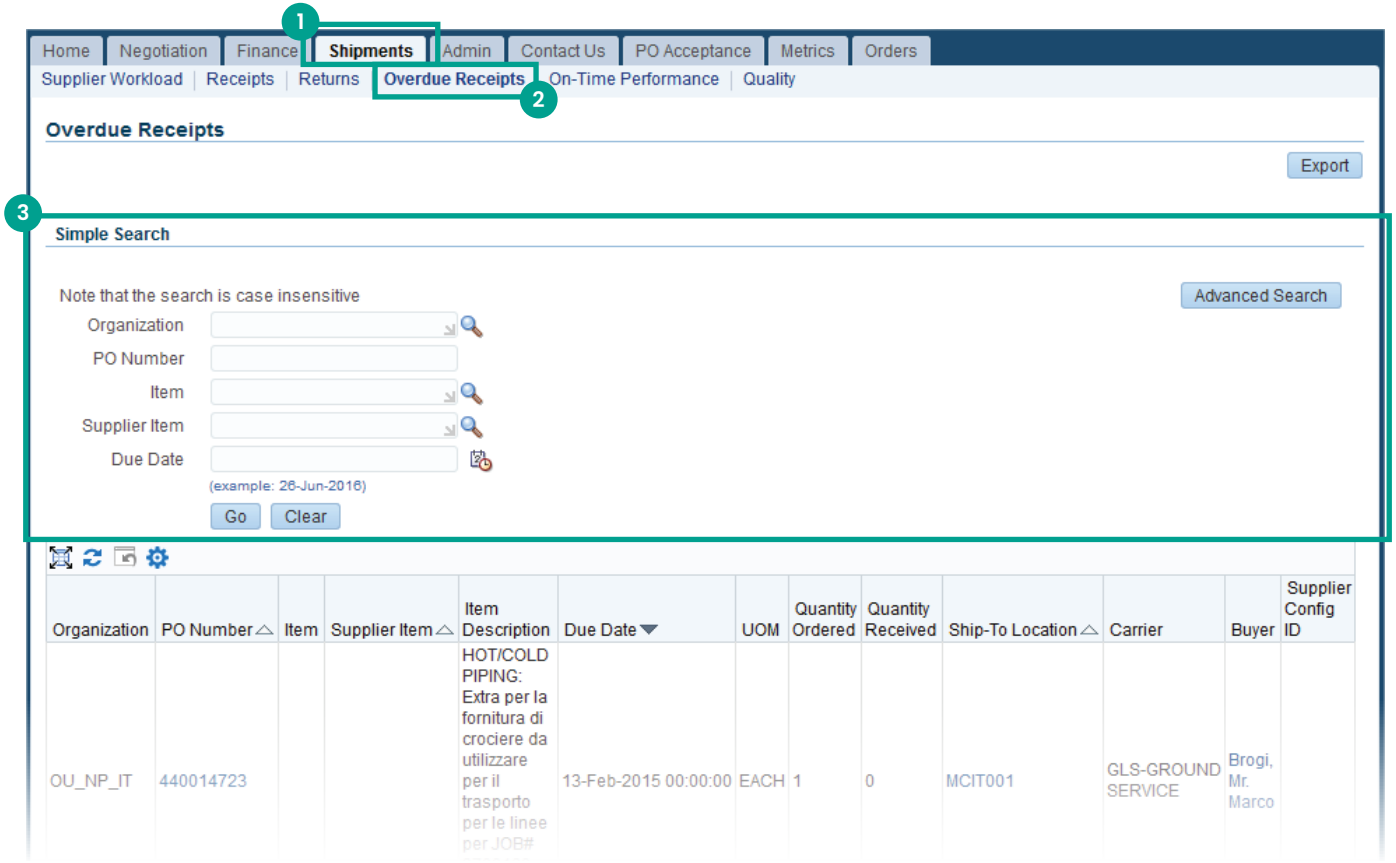
| Receipt | Creation Date | Organization | Shipment | Shipped Date | Packing Slip | Containers | Waybill/Airbill | Freight Carrier | Bill of Lading | PO Number | Invoice | Attachments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 993825 | 27-Apr-2011 11:50:24 | IO NP Firenze | | | 218/229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

Previous 1-10 Next 10

# Viewing overdue receipts

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

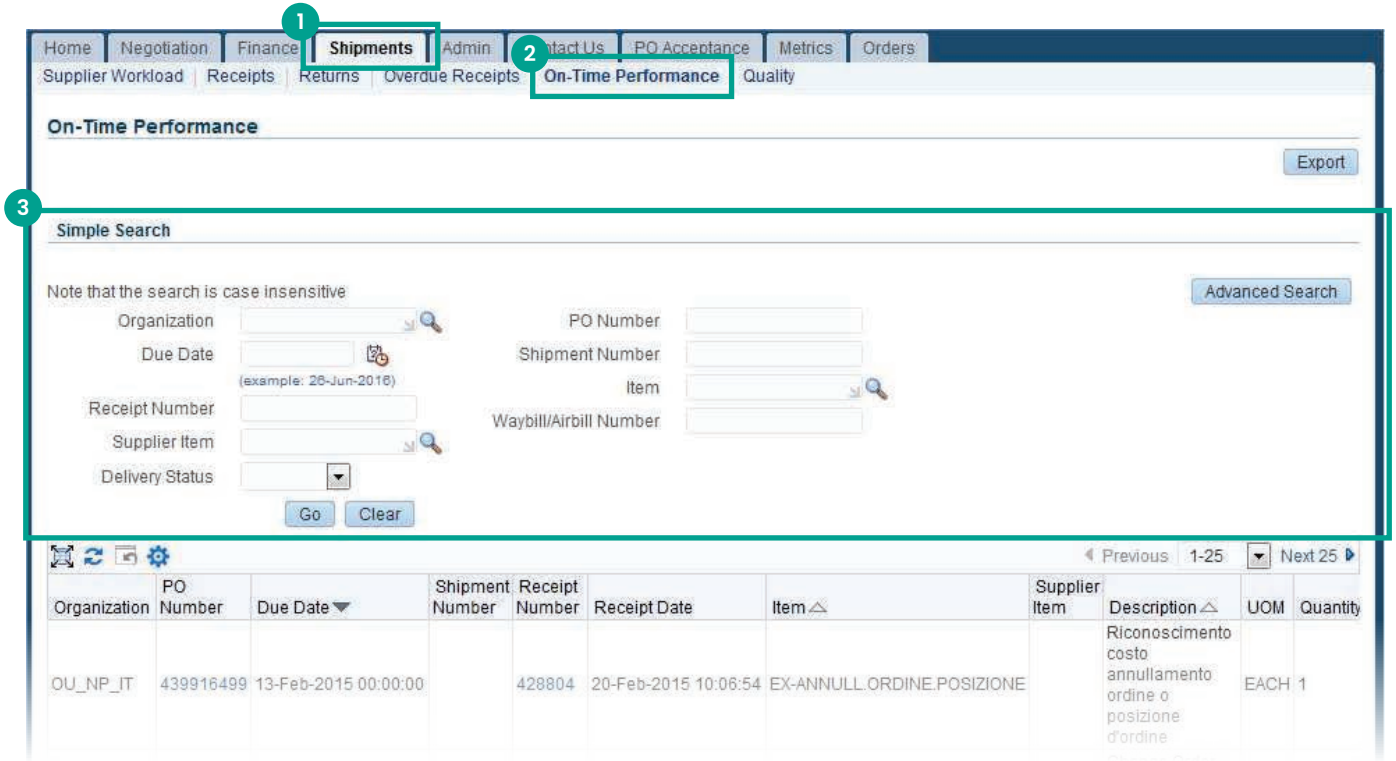
1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **Overdue Receipts** sub-tab to go to the overdue receipts page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



# 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.

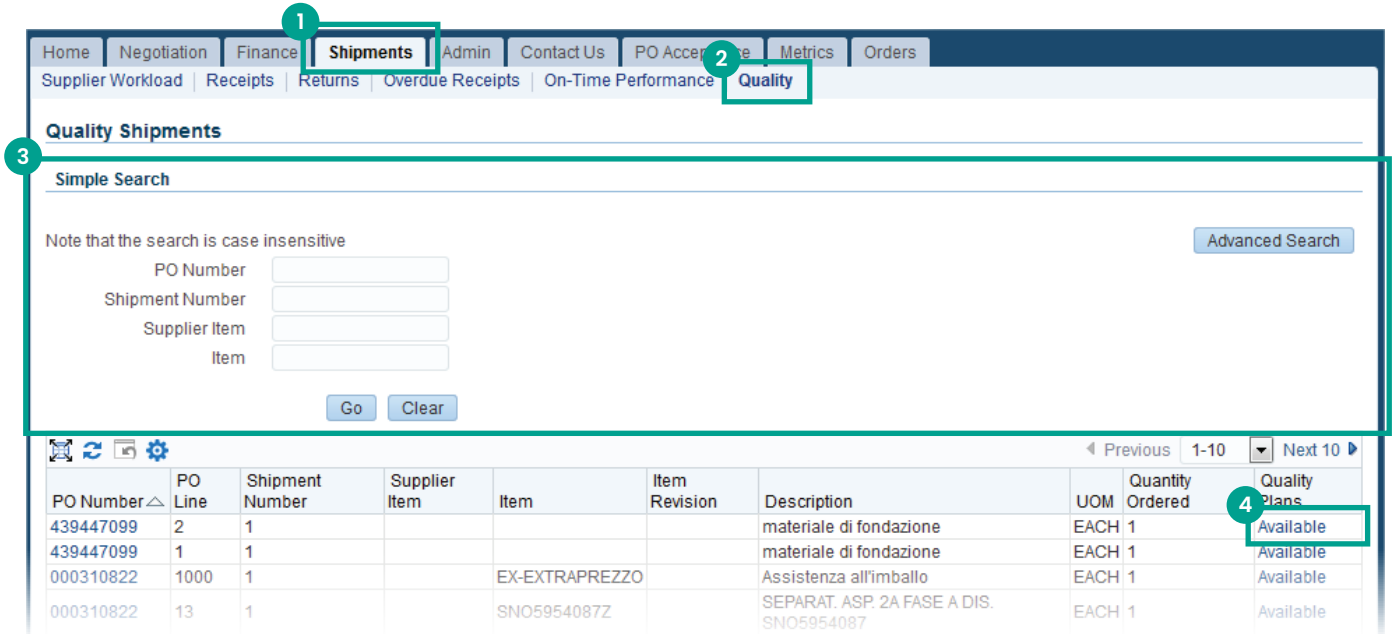
1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **On-Time Performance** sub-tab to go to the on-time performance page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



# 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.



# RTS date management

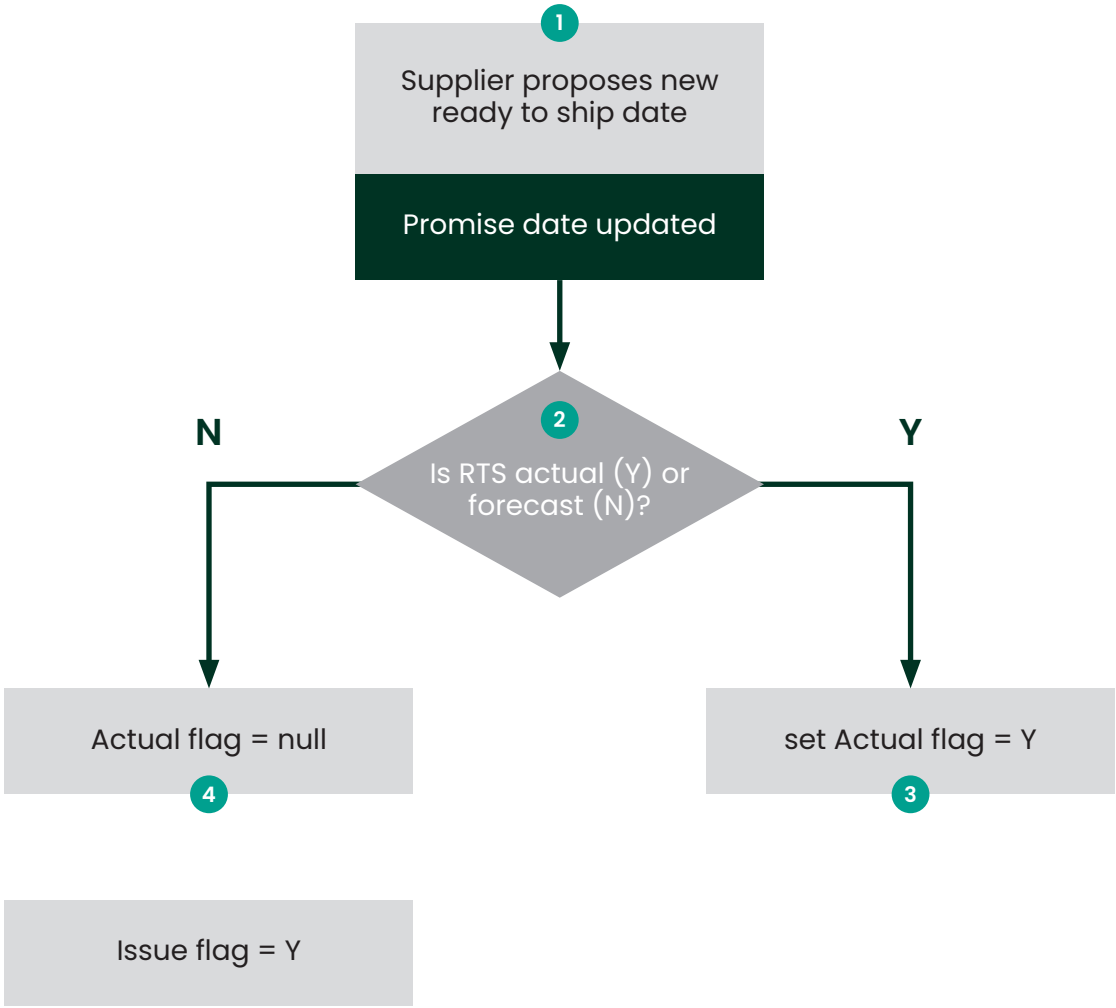
# iSupplier portal: RTS management by supplier

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.

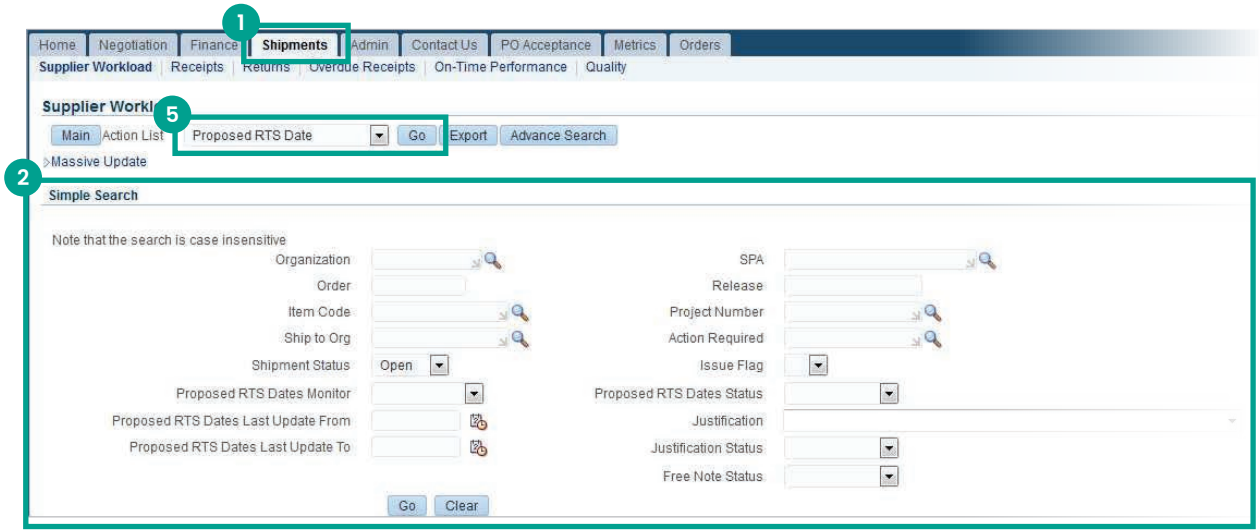


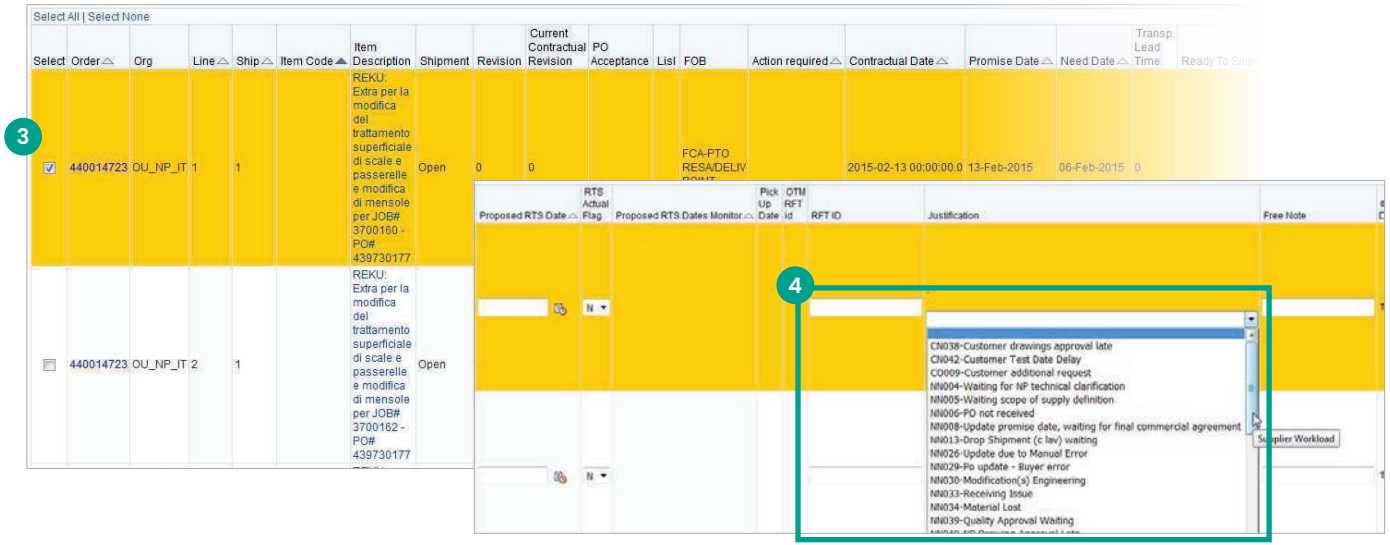
# Supplier changes RTS date

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.

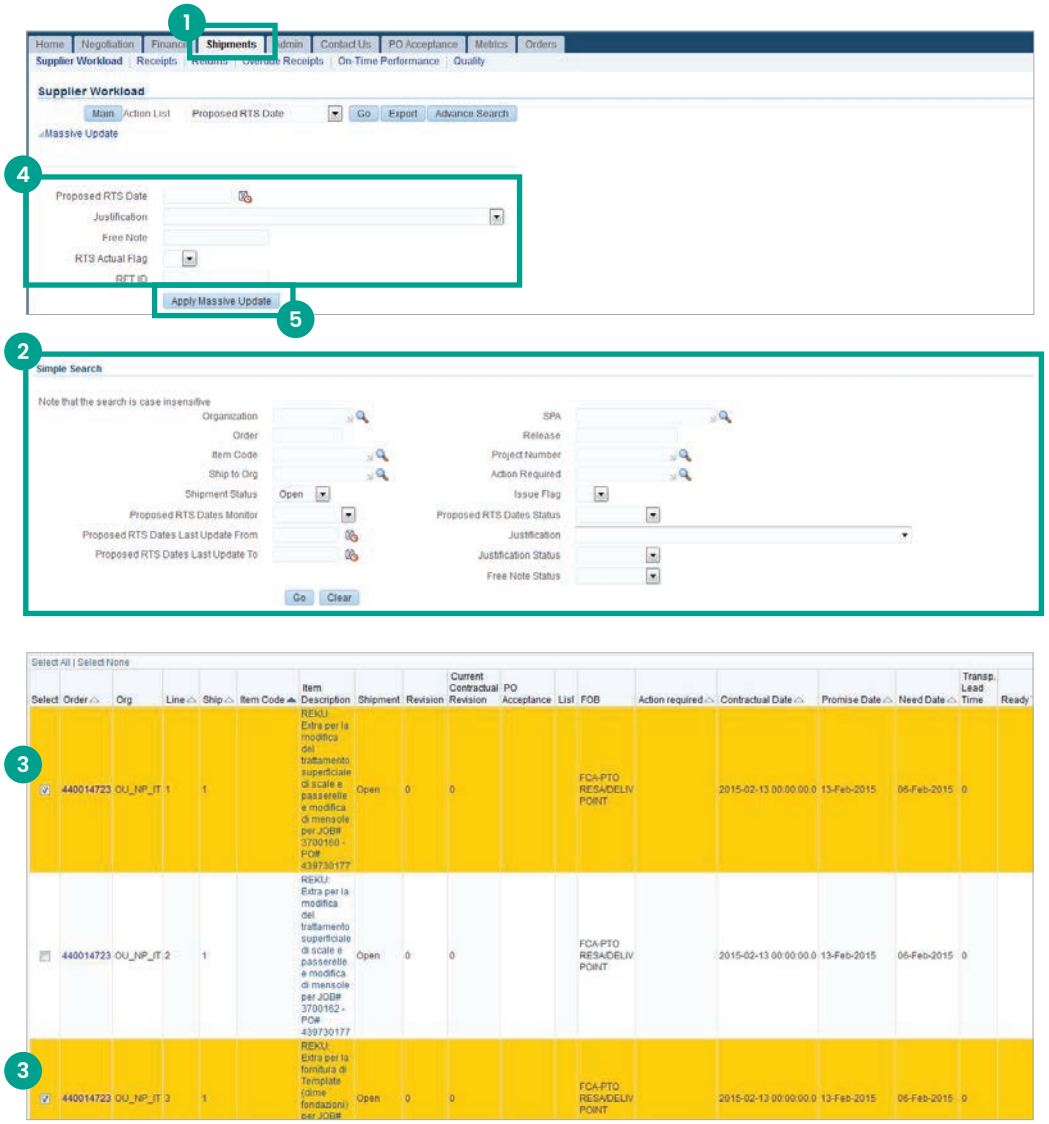
   It is mandatory to indicate the reason using the list of value present in the field **Justification**.
5. Select **Proposed RTS** and click on **Go**.



# 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.



# iSP massive upload by csv

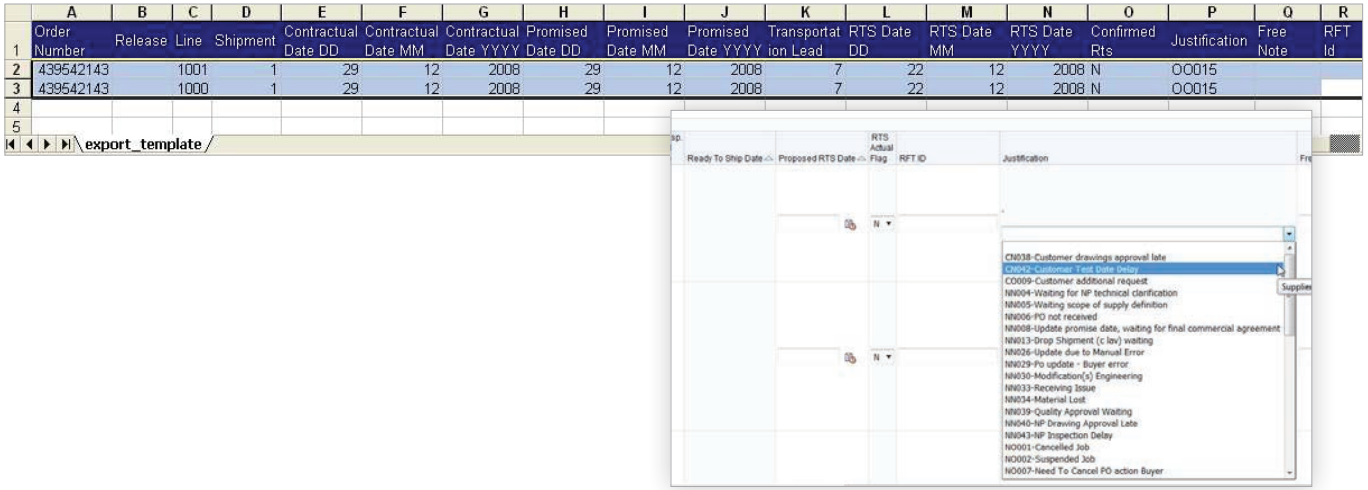
# iSP massive upload management

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.

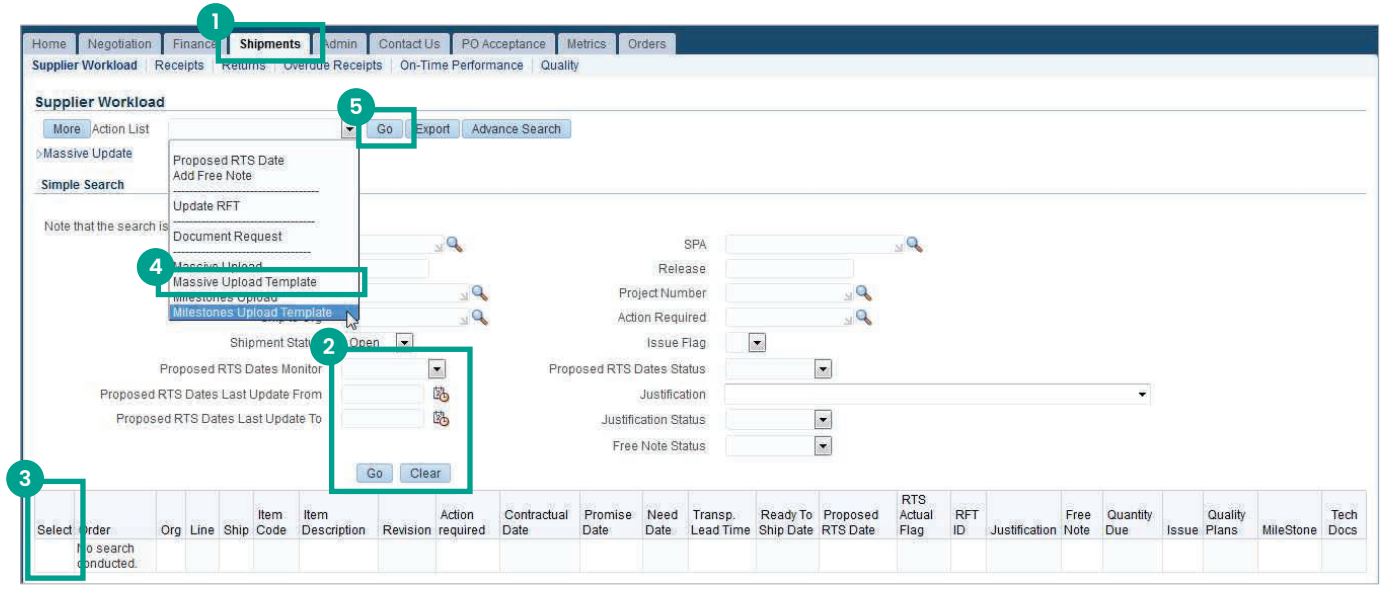
It's mandatory to fill "Justification" field, with the justification code visible from the Supplier Workload, when any other field is updated, on the contrary he will receive an error message and the whole file will be rejected.

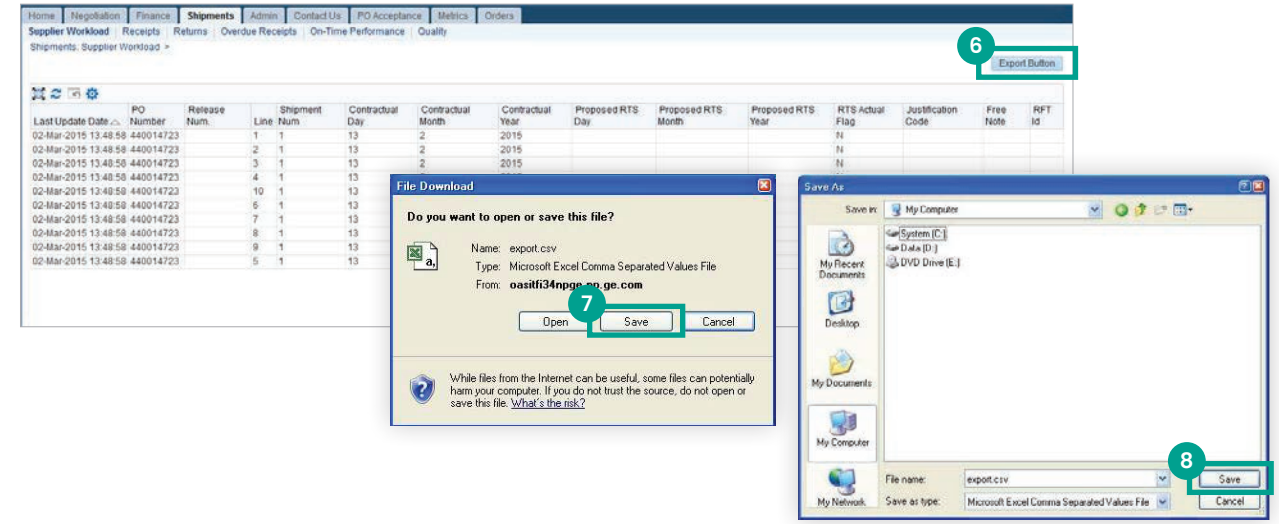


| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Order Number | Release | Line | Shipment | Contractual Date DD | Contractual Date MM | Contractual Date YYYY | Promised Date DD | Promised Date 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 | | | | | | | | | | | | | | | | | | |

# Massive upload template

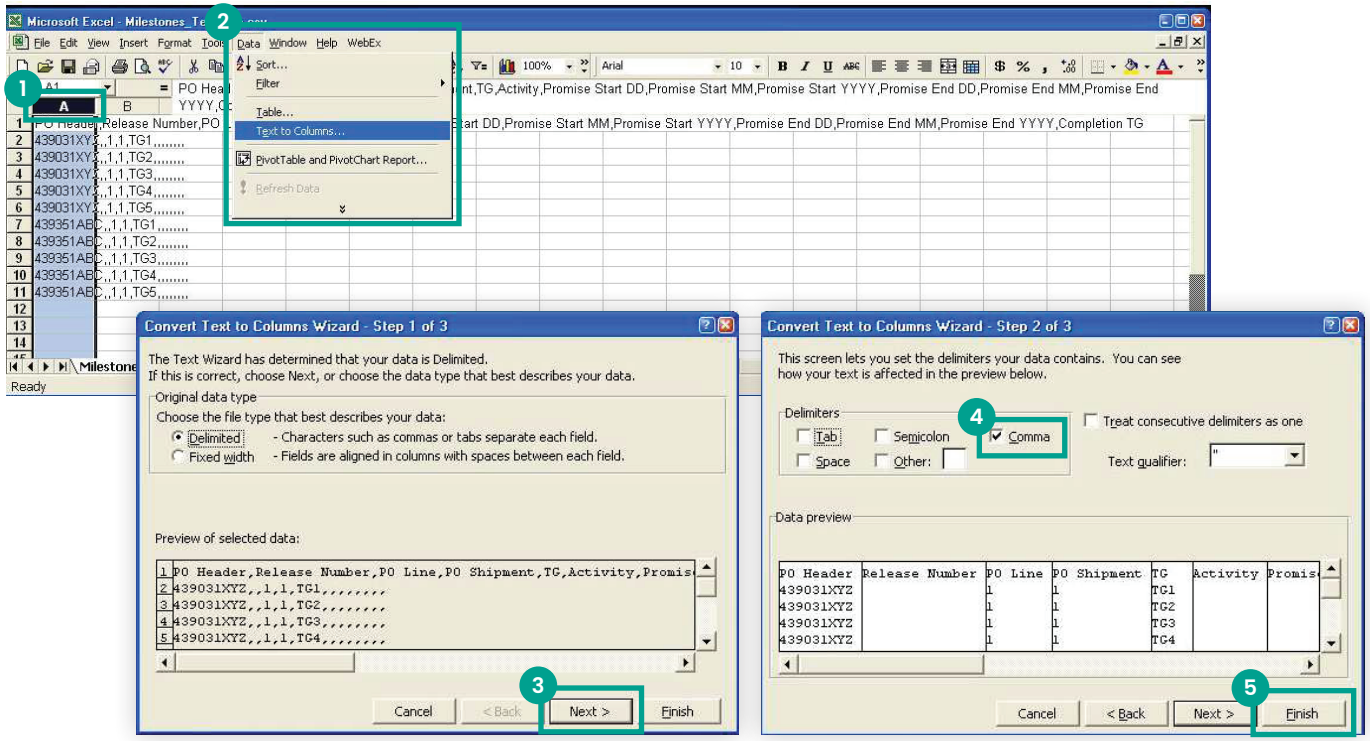
1. Click on the **Shipments** tab to go to the Shipments home page.
2. Enter the desired query parameters and then click on **Go**.
3. The system will show the query results, select the desired one.
4. Select **Massive Upload Template** option.
5. Click on **Go**.
6. Click on **Export Button**.
7. Click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



# 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

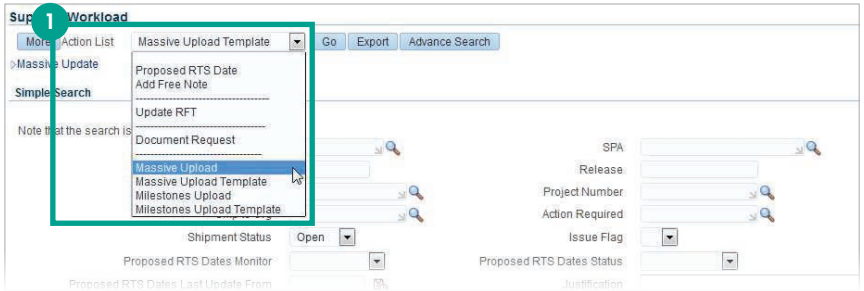
Supplier can delete from “Massive upload Template” some exported lines, but supplier cannot change key information (Order, Line, Shipment, Release Number).

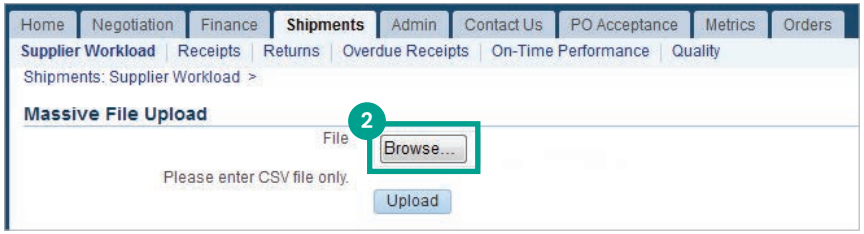
- Supplier cannot delete the first line
- Supplier cannot add new lines
- Supplier cannot add or delete columns
- Supplier cannot change the columns position

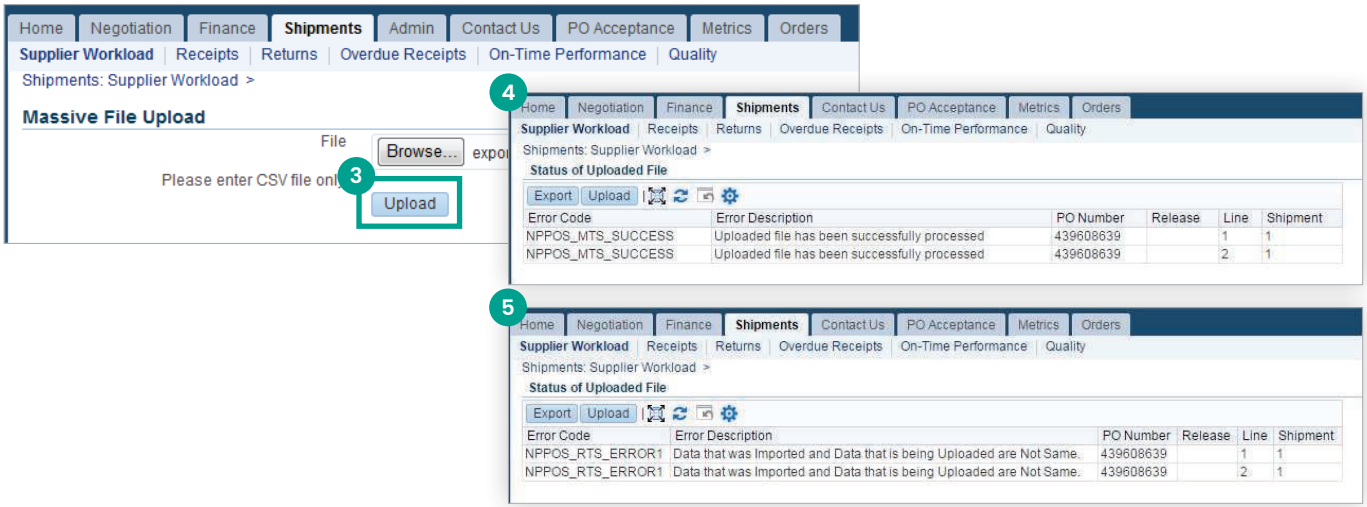
# Massive upload

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.



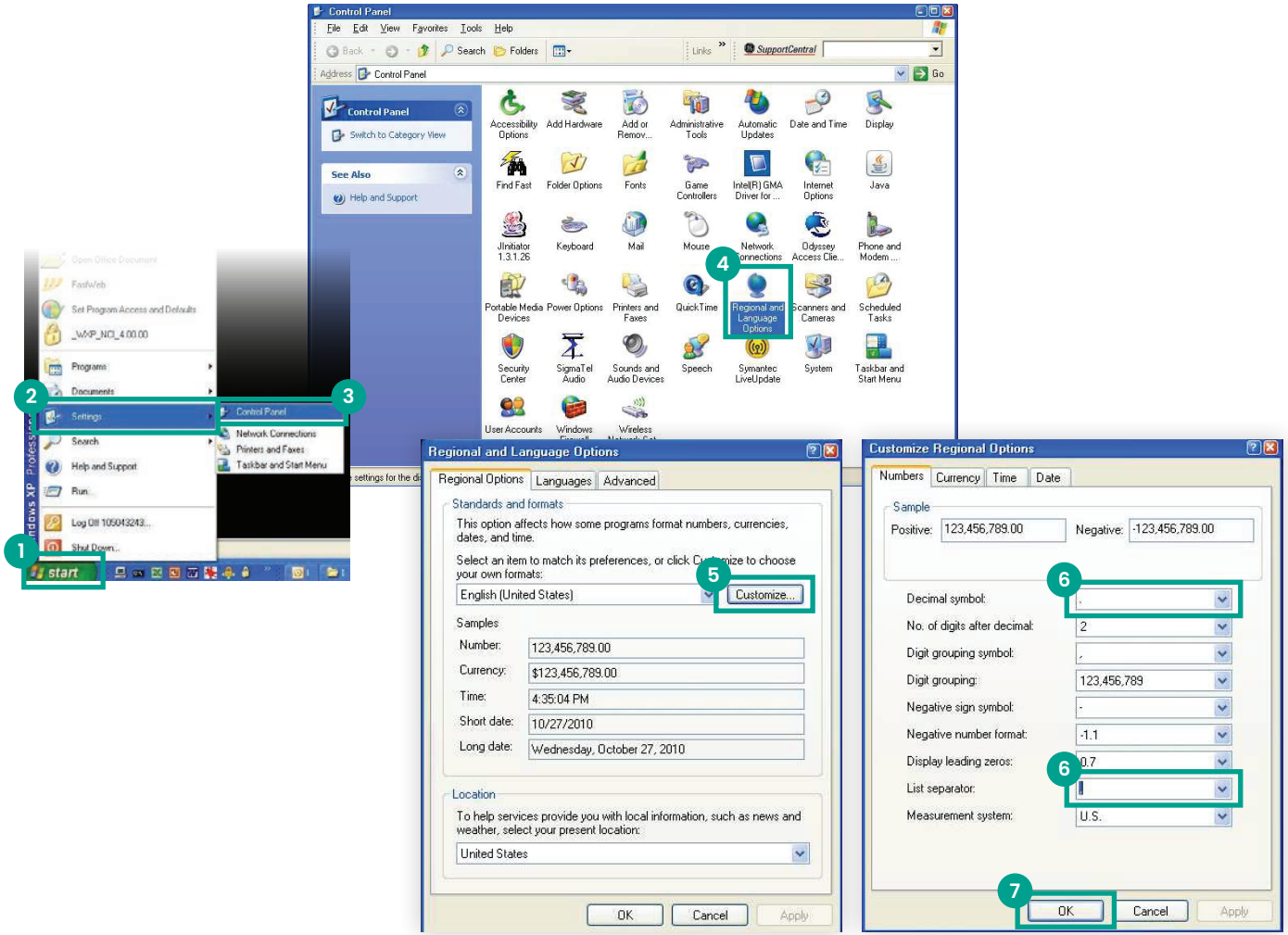



# CSV uploading problem resolution

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:

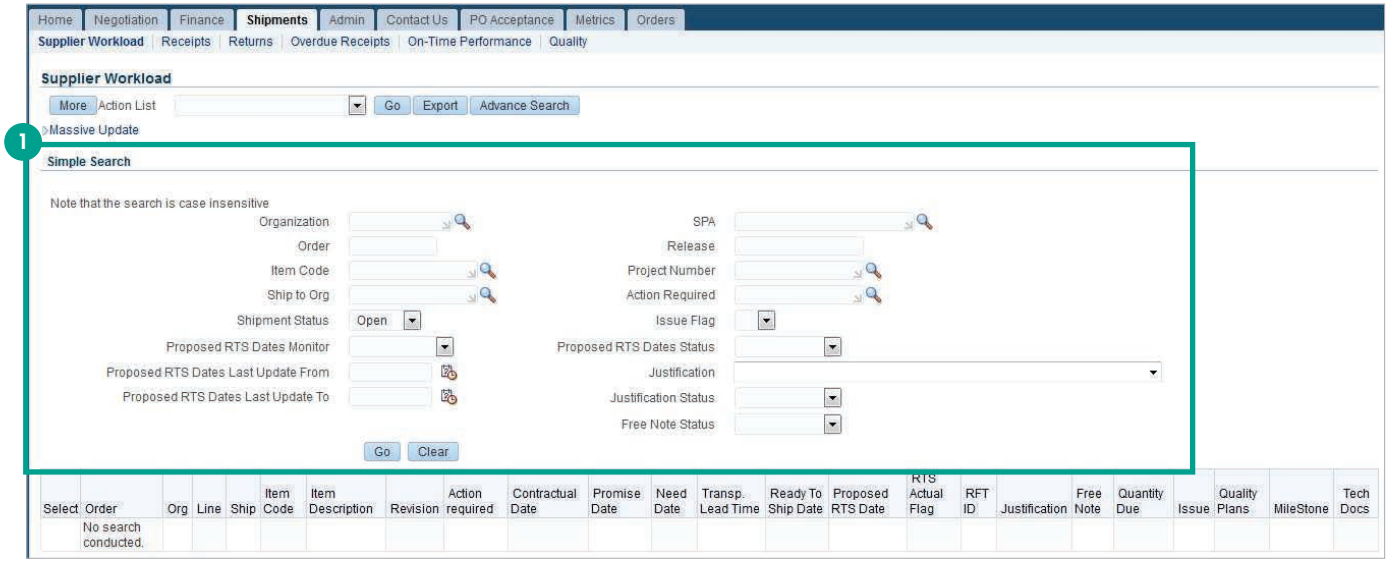
- Engineering design
- Long lead time/main item procurement
- Manufacturing process start
- Intermediate check
- Ready for shipment
- Or any other significant milestone

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.

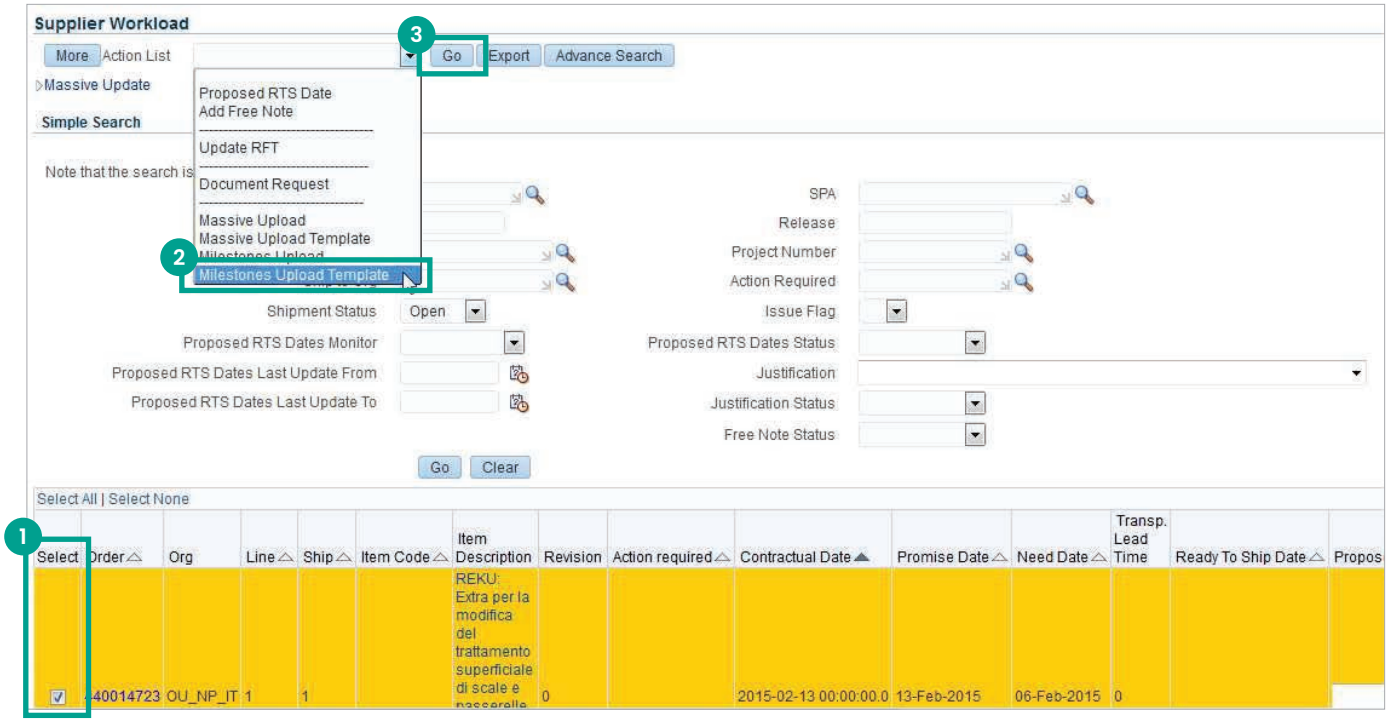
1. Use simple search or **Advanced Search** to look for orders for which you want upload milestones.



# Template

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

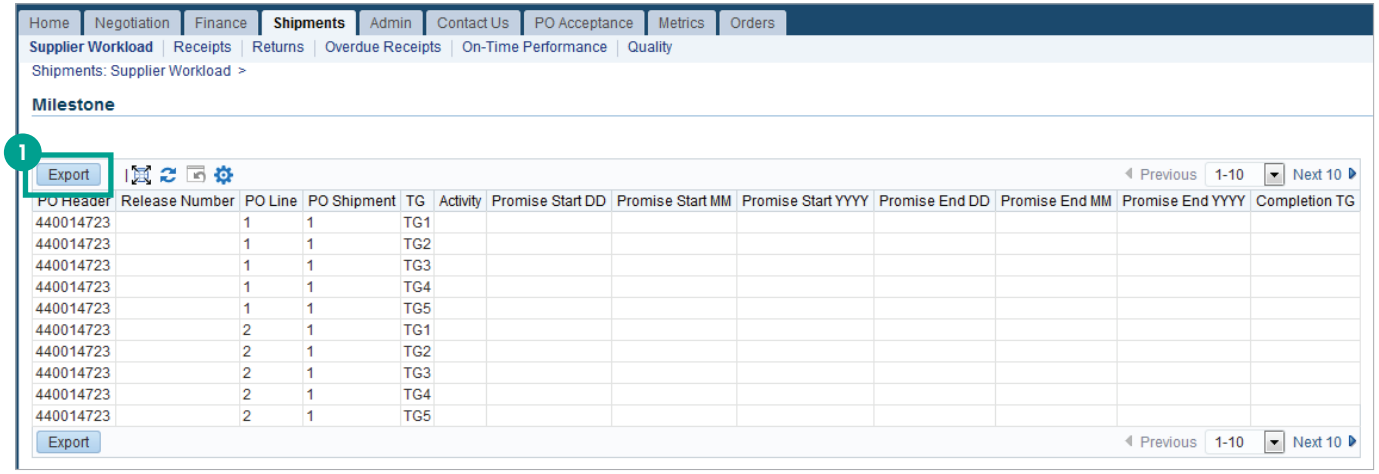
1. Select a line.
2. Select **Milestones Upload Template** from the drop down menu.
3. Click on **Go**.

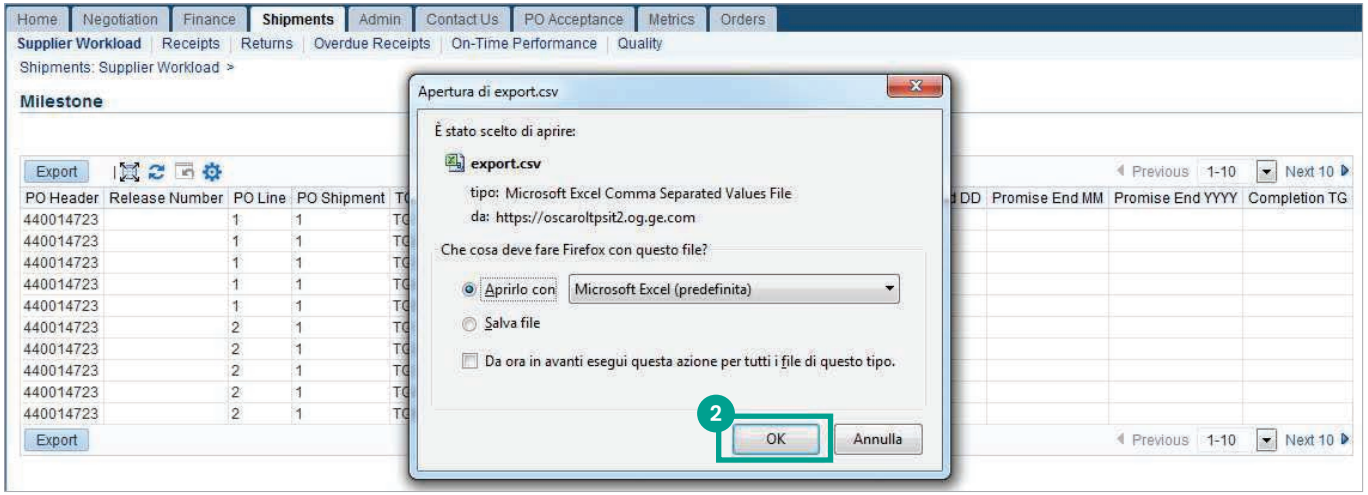


# Template

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.



# 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.

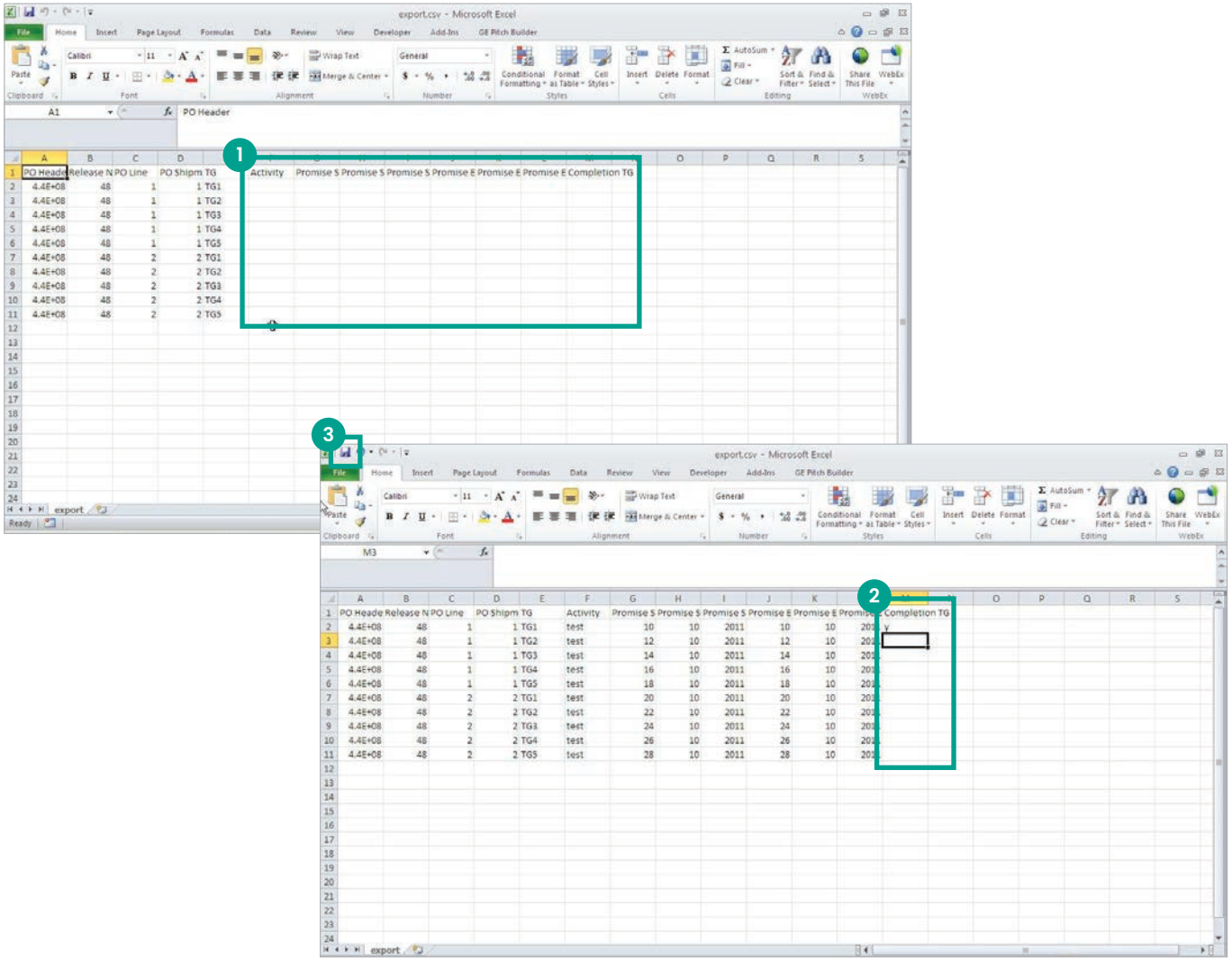
1. Here the user has to enter the supplier milestones data.

   **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.



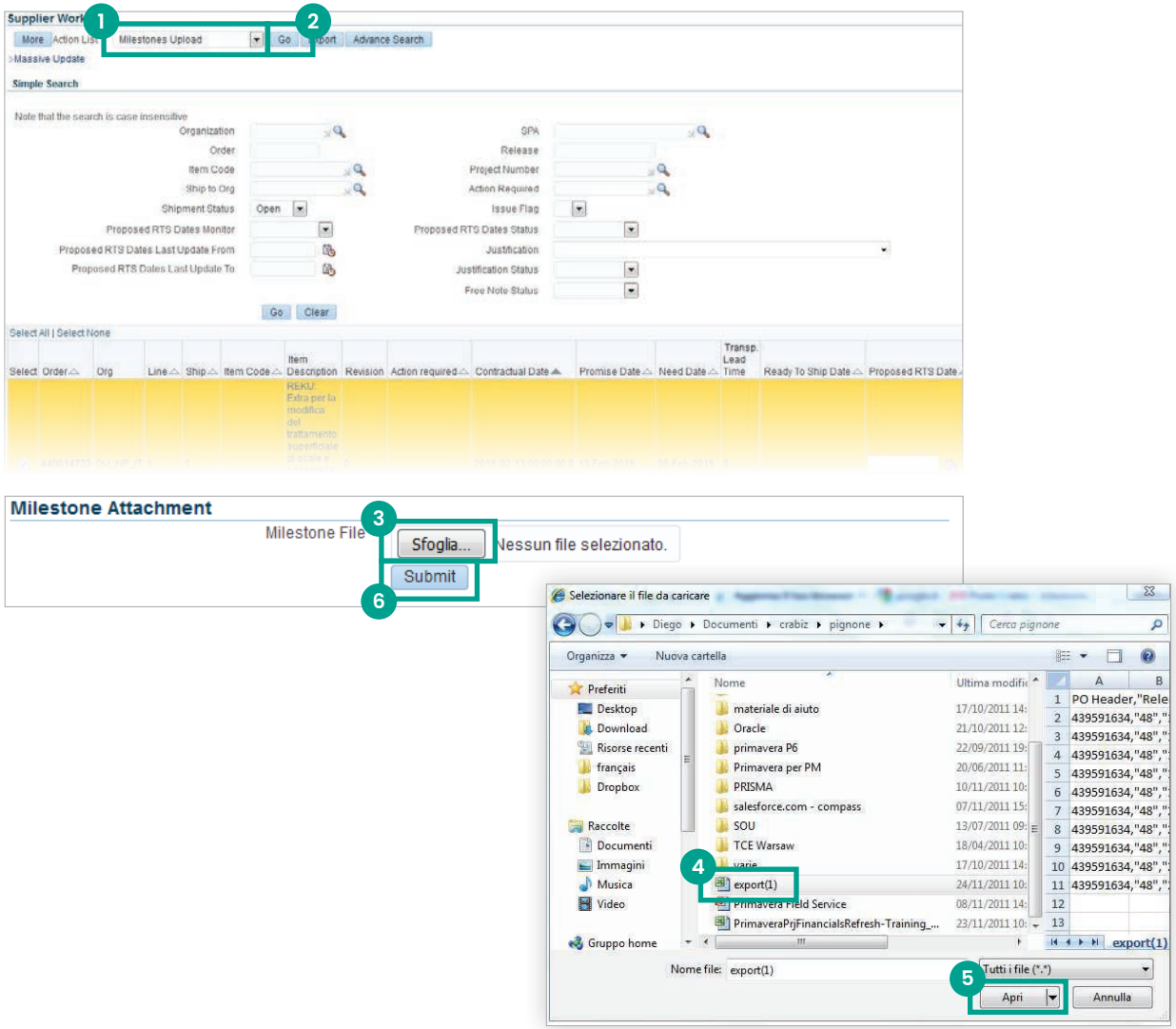
# Milestones upload

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.

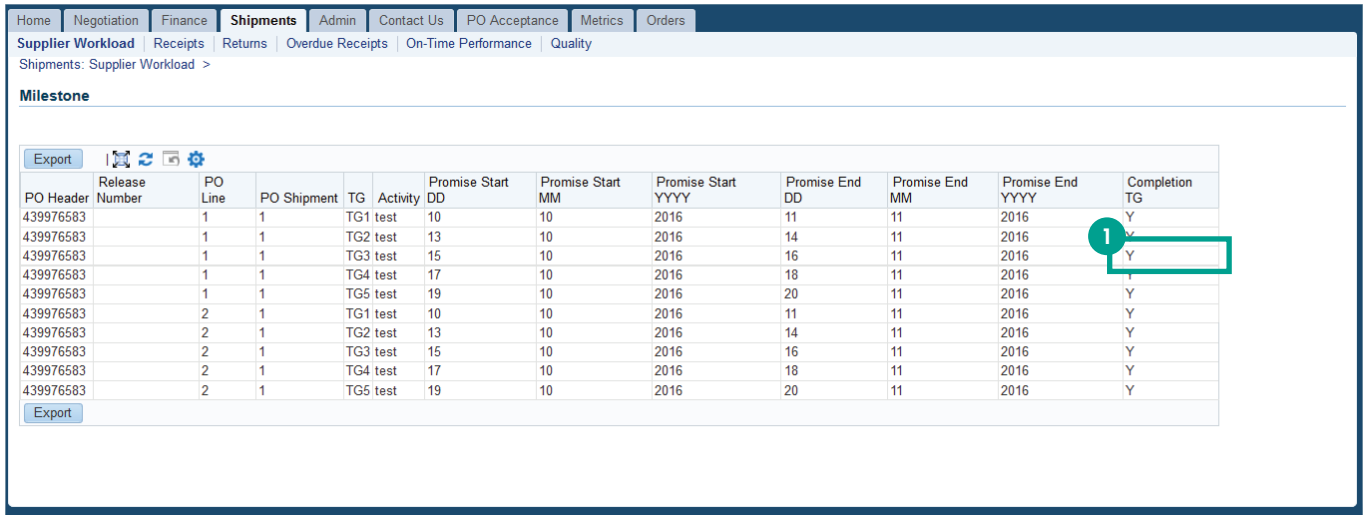
3. Click on **Browse**.
4. Select the csv file.
5. Click on **Open** to open the csv file.
6. Click on **Submit** to upload the milestones data.



# 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.




| 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 |

# Supplier document upload

# Supplier document

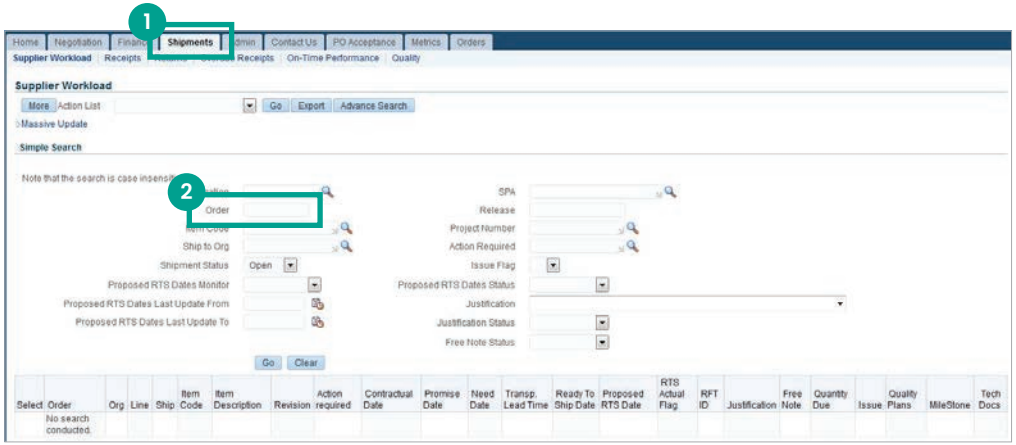
iSP allows to view all the requirement (test) linked to a specific order/item/etc.

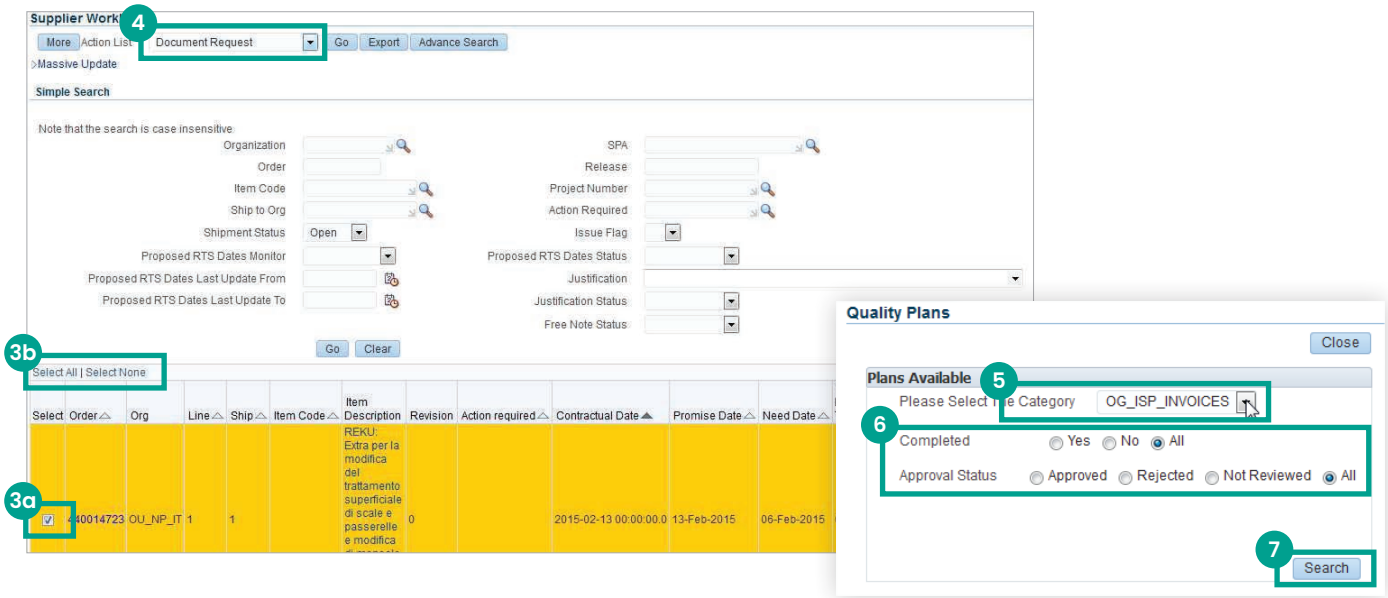
| Collection plan name | Required format | Description | Approval check |
|---|---|---|---|
| ISP_CERTIFICATES_WITH_REQ | Pdf/Tif | MDR certificates | No |
| ISP_CERTIFICATES_NO_REQ | Pdf/Tif | All certificates with no requirement—upload certificates in this category only if requirement is not on list of certificates with requirements category. | No |
| ISP_SUPPLIER_TECH_DOC | Pdf/Tif | Technical documentation, describing the item purchased.<br>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.<br>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.<br>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.<br>Each SPIR need to include:<br>1. Part list including Part Numbers and Installed Quantity<br>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)<br>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<br>Dcumentation 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**.

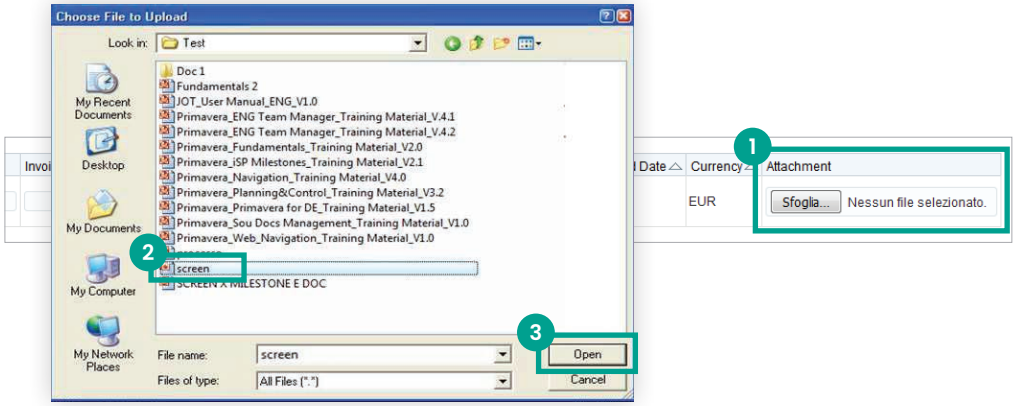


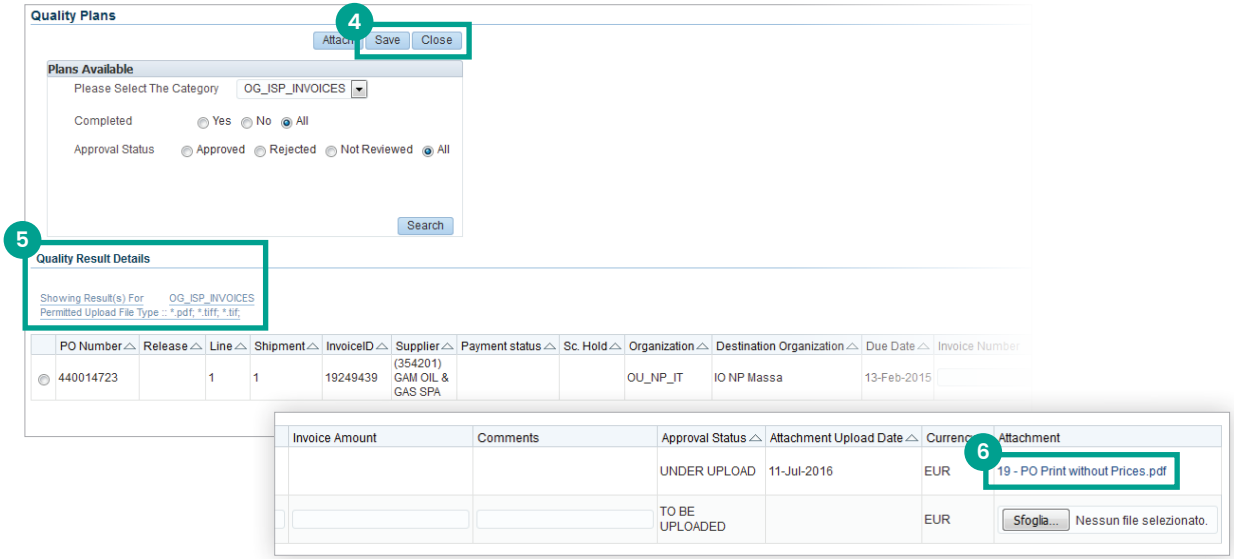



# Supplier document upload

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.



# Certificates feedback fields

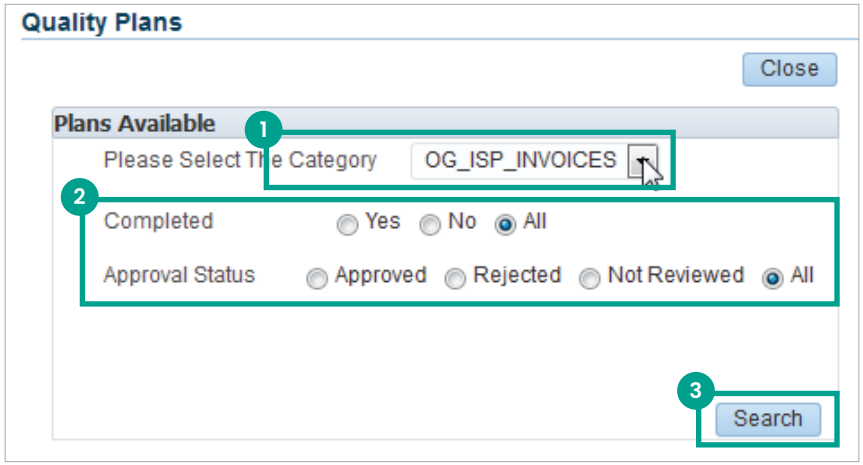
If you have issues uploading docs please write to ogisp.support@ge.com and provide us with the following information:

- 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 | **In Approval** means no one verify the file content<br>**Approved** means the content of the file and the filled information are right<br>**Rejected** 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**.

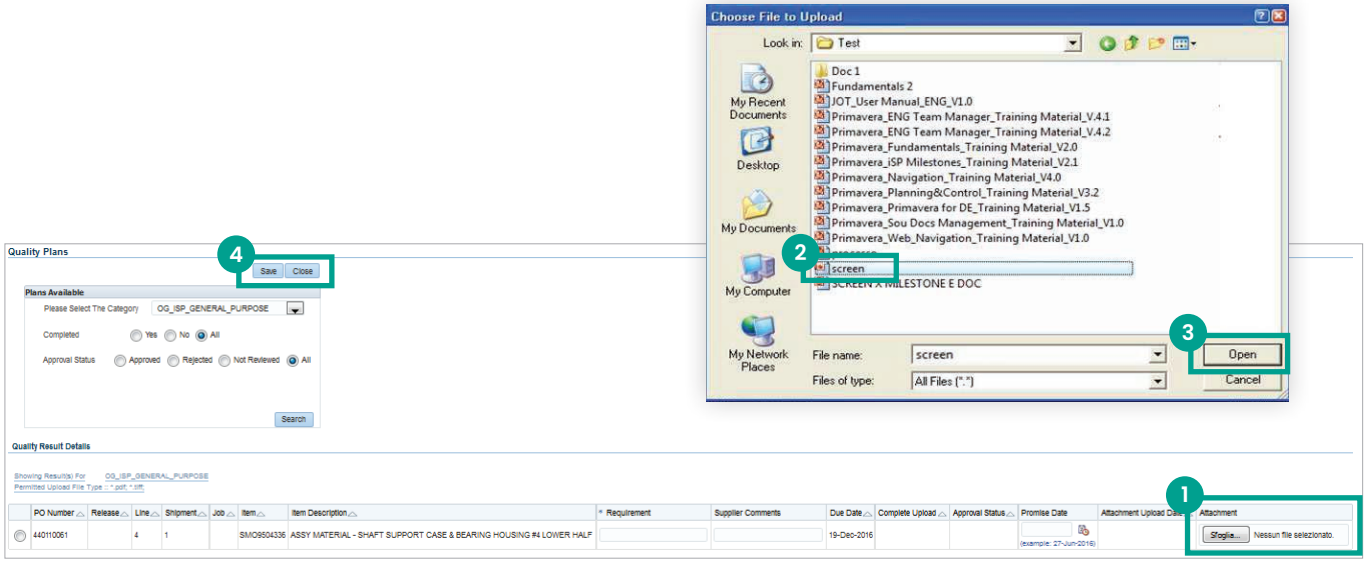


# Supplier technical document: upload

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

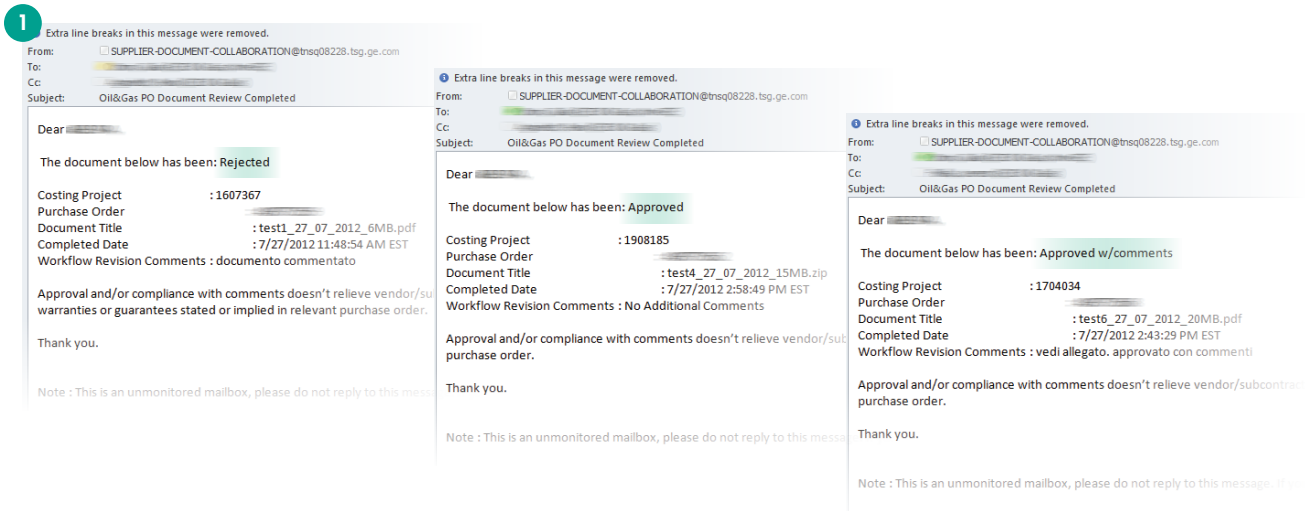
After the document uploading the system allows to view the uploaded Document.

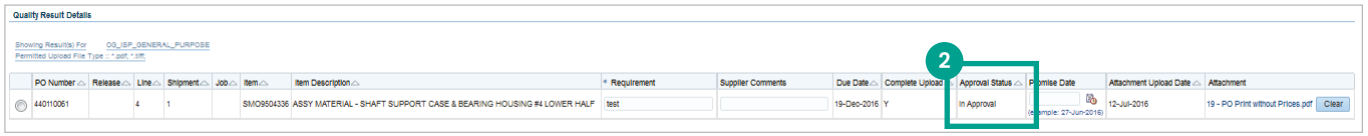


# Supplier technical document: feedback

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



# All documents and certificates info fields

| Field name—standard info |
|---|
| PO Number |
| Line |
| Shipment |
| Rel |
| Job |
| Item |
| Item Description |
| Due Date |
| Promise Date |
| Supplier Comments |

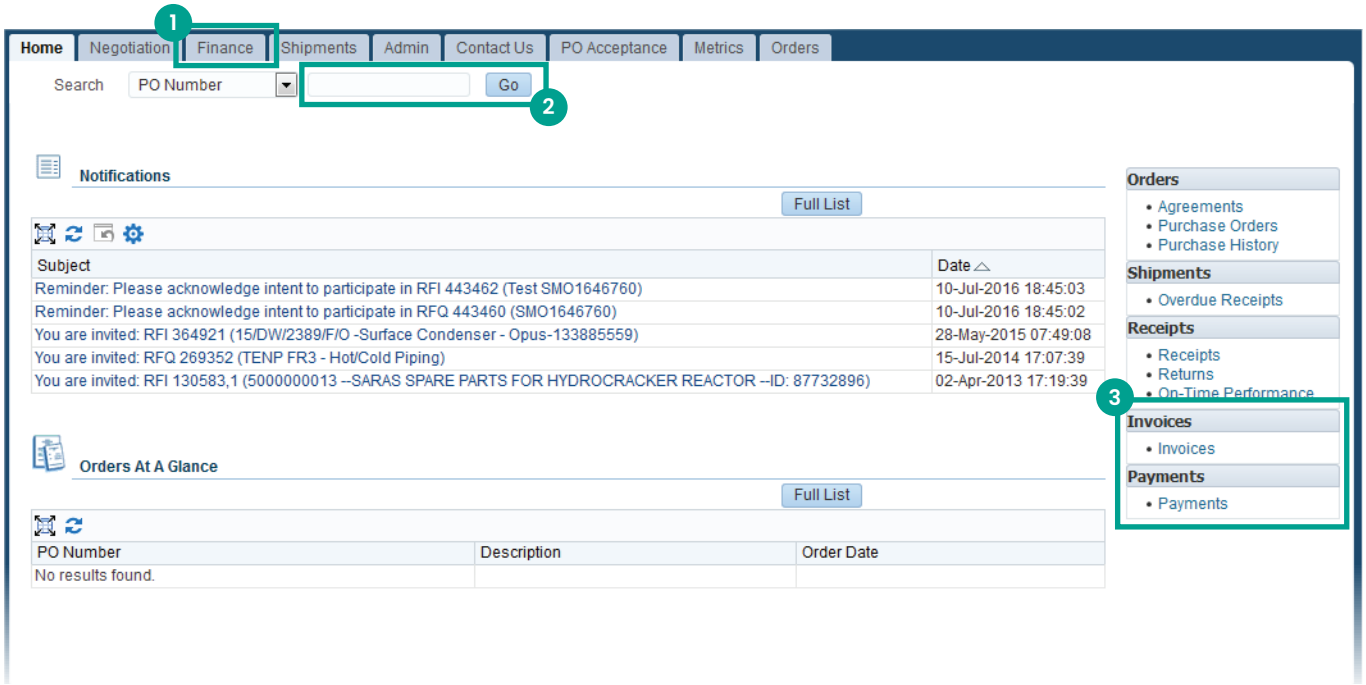
| Field name—specifics | Description | Doc type |
|---|---|---|
| Serialized | Available values are “Y” or “N” | CERT_WITH_REQ/NO_REQ |
| Serial # | When “Serialized” = Y, this field must contain serial number, separated by comma “,”<br>When “Serialized” = N, this file is not editable | ISP_CERTIFICATES_WITH_REQ/<br>ISP_CERTIFICATES_NO_REQ |
| OG Heat Number | Additional information for castings and forgings | CERT_WITH_REQ |
| OG Model | Additional information for castings and forgings | CERT_WITH_REQ |
| OG Sample | Additional information for castings and forgings | CERT_WITH_REQ |
| Requirement Description | The Supplier must write the certificate requirement mane | ISP_CERTIFICATES_NO_REQ |
| Doc Name | Engineering Dummydoc Code | ISP_SUPPLIER_TECH_DOC |
| Doc Desc | Engineering Dummydoc Description | ISP_SUPPLIER_TECH_DOC |
| LISL Version | The number of uploaded version. It could be a string of character as: “1”, “2”….”N” or “Last” | ISP_FORM_LISL |
| 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.

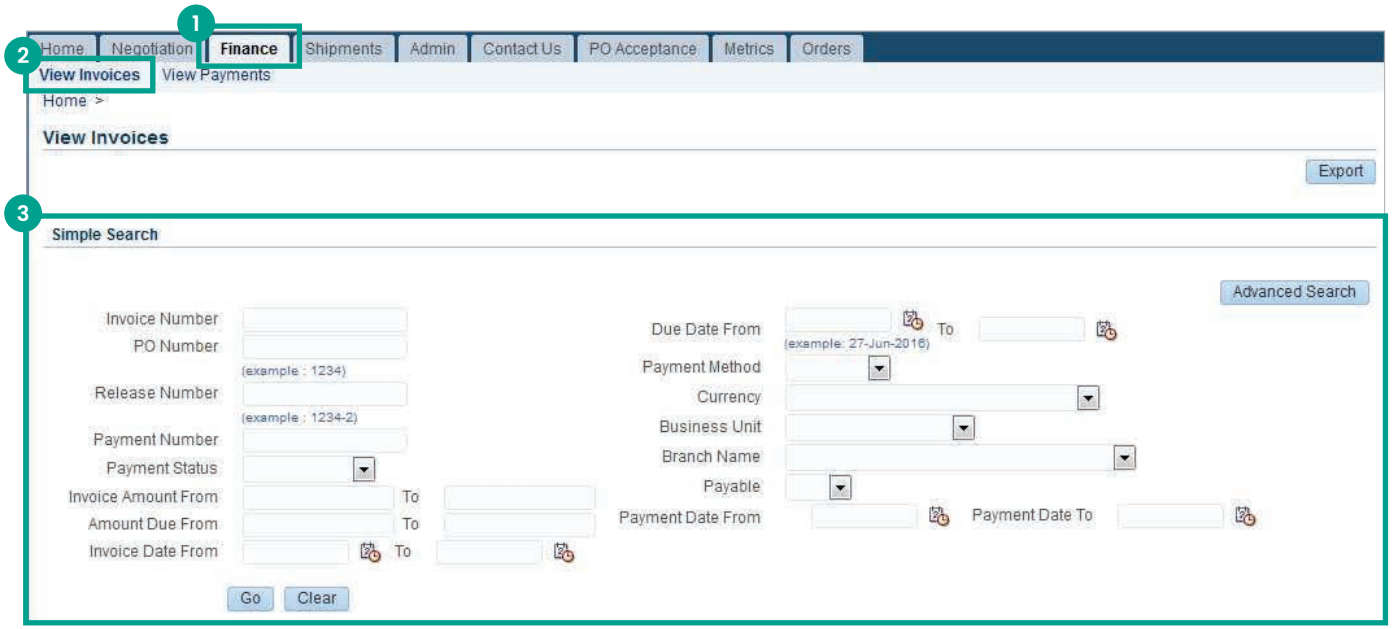
1. This button allows to open the **Finance** tab in which are presents the function to view the invoices and the payments details.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) entering the number in the free text box.
3. Using these links the system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

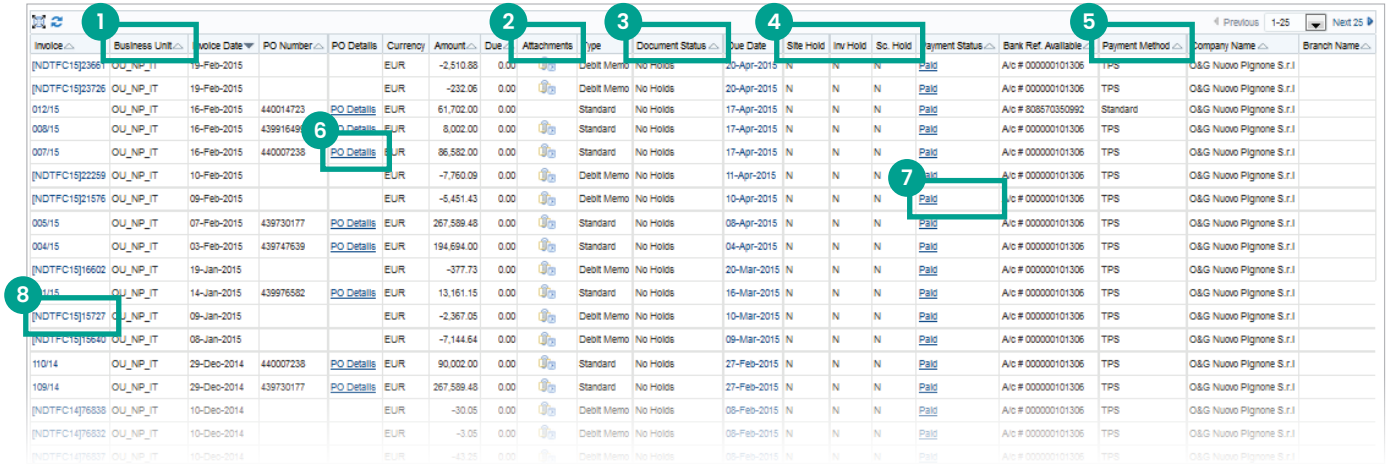
1. Click on the **Finance** tab to go to the Finance home page.
2. The **View Invoices** sub-tab allows to search and visualize the invoice information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter any search criteria and then click on **Go** to run a query.



# 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]23661 | OU_NP_IT | 19-Feb-2015 | | | EUR | -2,510.88 | 0.00 | | Debit Memo | No Holds | 20-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 | | Debit 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 | PO Details | EUR | 61,702.00 | 0.00 | | Standard | No Holds | 17-Apr-2015 | N | N | N | Paid | A/c # 808570350992 | Standard | O&G Nuovo Pignone S.r.l | |
| 008/15 | OU_NP_IT | 16-Feb-2015 | 439916499 | PO Details | EUR | 8,002.00 | 0.00 | | 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 | PO Details | EUR | 86,582.00 | 0.00 | | 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 | | Debit 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 | | Debit 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 | PO Details | EUR | 267,589.48 | 0.00 | | 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 | PO Details | EUR | 194,694.00 | 0.00 | | 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 | | Debit Memo | No Holds | 20-Mar-2015 | N | N | N | Paid | A/c # 000000101306 | TPS | O&G Nuovo Pignone S.r.l | |
| [illegible]/15 | OU_NP_IT | 14-Jan-2015 | 439976582 | PO Details | EUR | 13,161.15 | 0.00 | | 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 | | Debit 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 | 08-Jan-2015 | | | EUR | -7,144.64 | 0.00 | | Debit 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 | PO Details | EUR | 90,002.00 | 0.00 | | 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 | PO Details | EUR | 267,589.48 | 0.00 | | 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 | | Debit 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 | | Debit Memo | No Holds | 08-Feb-2015 | N | N | N | Paid | A/c # 000000101306 | TPS | O&G Nuovo Pignone S.r.l | |
| [illegible] | OU_NP_IT | 10-Dec-2014 | | | EUR | -43.25 | 0.00 | | Debit 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 Date | 03-Feb-2015 |
| Supplier | GAM OIL & GAS SPA |
| Supplier Site | IP01 |
| Address | ZONA INDUSTRIALE<br>ROMBIOLO, 89841 |

**Amount Summary**

| | |
|---|---|
| Item | 194,694.00 |
| Freight | 0.00 |
| Miscellaneous | 0.00 |
| Tax | 0.00 |
| Prepayment | 0.00 |
| Retainage | 0.00 |
| Withholding Tax | 0.00 |
| Total | 194,694.00 |

**Payment Information**

| | |
|---|---|
| Paid | 189,242.57 |
| Discount Taken | 5,451.43 |
| Due | 0.00 |
| Status | Paid |
| Payment Date | 10-FEB-2015 |
| Payment | 1416441 |
| Term | TPS 60 DAYS |

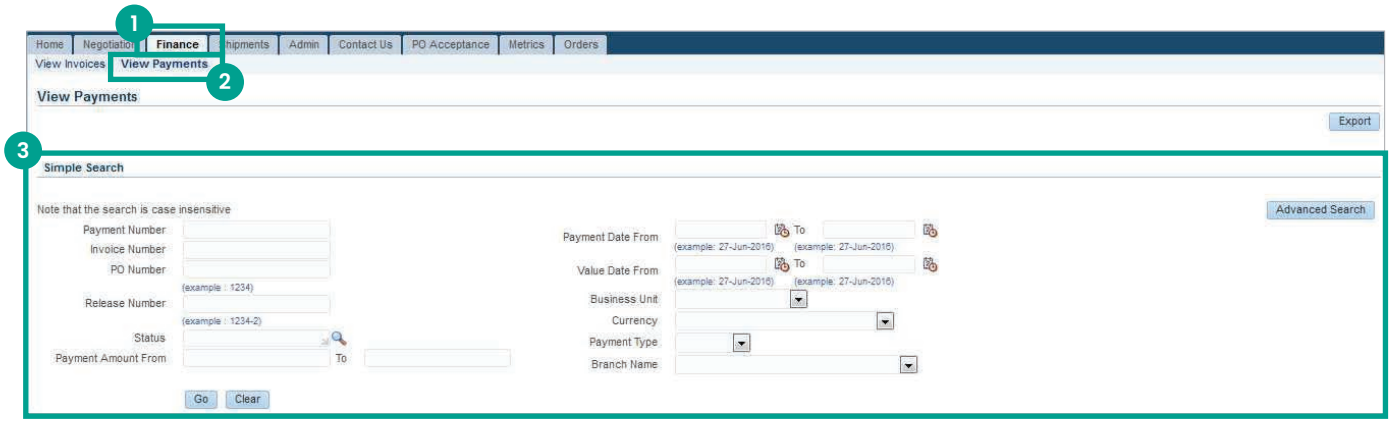
Invoice Lines | Scheduled Payments | Hold Reasons

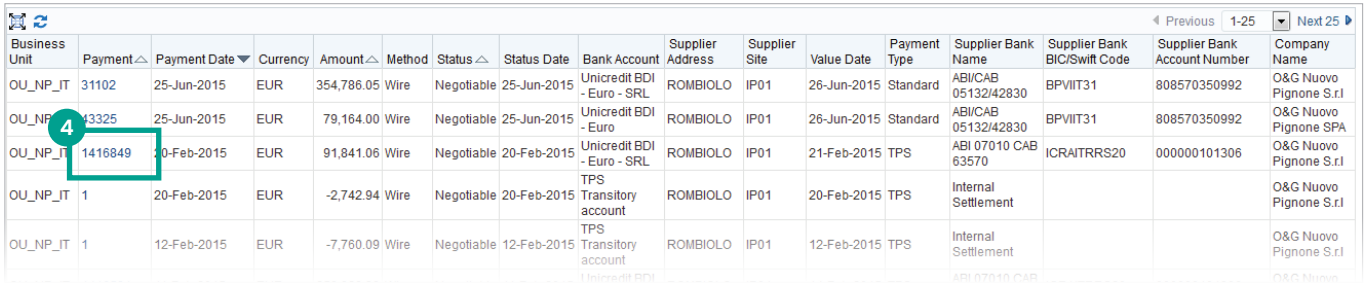
| Line | Type | Description | Qty | UOM | Price | Tax Included | Amount | Retainage | Status | PO Number | PO Line | PO Shipment | Buyer | Receipt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Item | EX-MSD_BOXNPACKING+EACH+Riconoscimento costo per Imballo per materiali BOP/MSD | 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 | SVO9520012+EACH+COLLAR (HOT LINE) | 1 | EACH | 800.00 | | 800.00 | 0.00 | Approved | 439747639 | 13 | 1 | Brogi, Mr. Marco | |
| 4 | Item | SVO9519981+EACH+COLD PIPING | 1 | EACH | 37,713.00 | | 37,713.00 | 0.00 | Approved | 439747639 | 14 | 1 | Brogi, Mr. Marco | |
| 5 | Item | SVO9520013+EACH+COLLAR (HOT LINE) | 1 | EACH | 800.00 | | 800.00 | 0.00 | Approved | 439747639 | 15 | 1 | Brogi, Mr. Marco | |
| 6 | Item | SVO9519975+EACH+HOT PIPING | 1 | EACH | 52,813.00 | | 52,813.00 | 0.00 | Approved | 439747639 | 16 | 1 | Brogi, Mr. Marco | |
| 7 | Item | SVO9519976+EACH+COLD PIPING | 1 | EACH | 37,713.00 | | 37,713.00 | 0.00 | Approved | 439747639 | 17 | 1 | Brogi, Mr. Marco | |
| 8 | Item | SVO9519980+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.

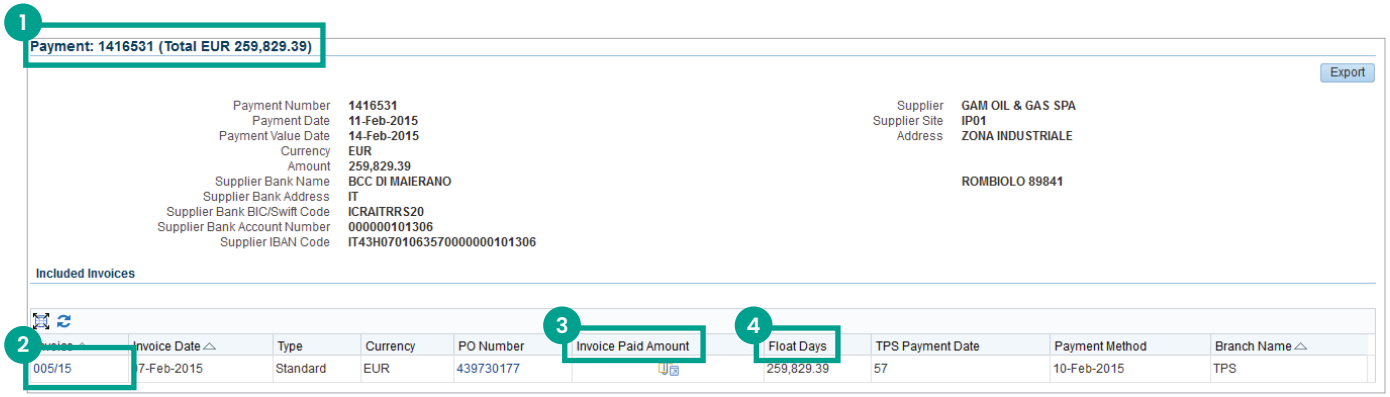



| Business Unit | Payment | Payment Date | Currency | Amount | Method | Status | Status Date | Bank Account | Supplier Address | Supplier Site | Value Date | Payment Type | Supplier Bank Name | Supplier Bank BIC/Swift Code | Supplier Bank Account Number | Company Name |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | BPVIIT31 | 808570350992 | O&G Nuovo Pignone S.r.l |
| OU_NP | 43325 | 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 | BPVIIT31 | 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.

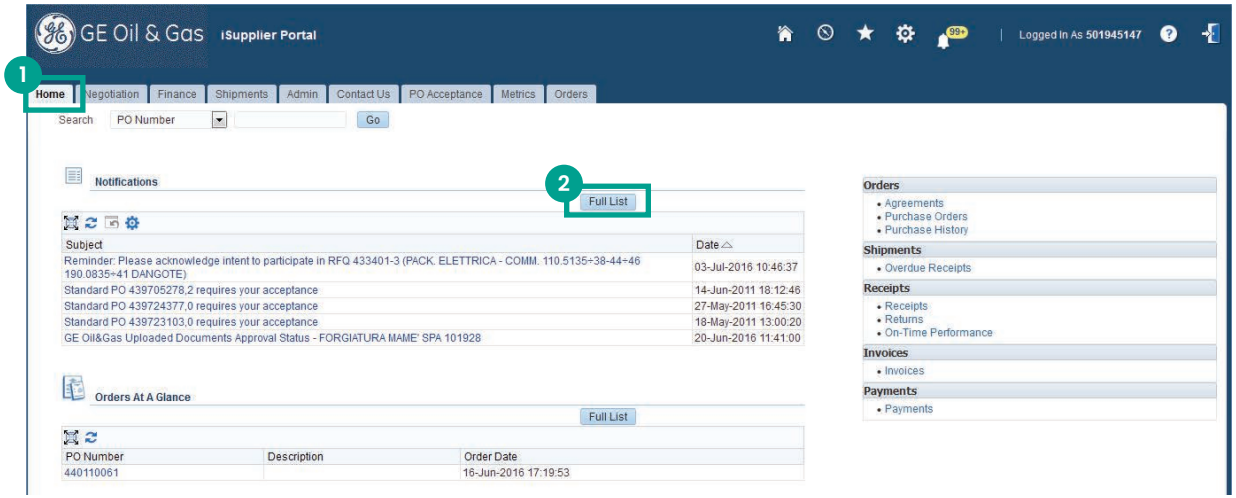
# Notification

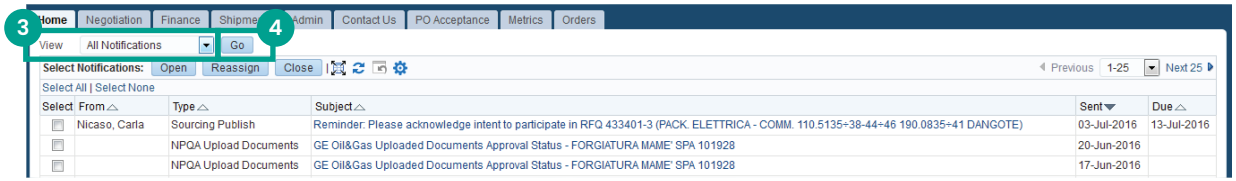
# Notification search

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.



# 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

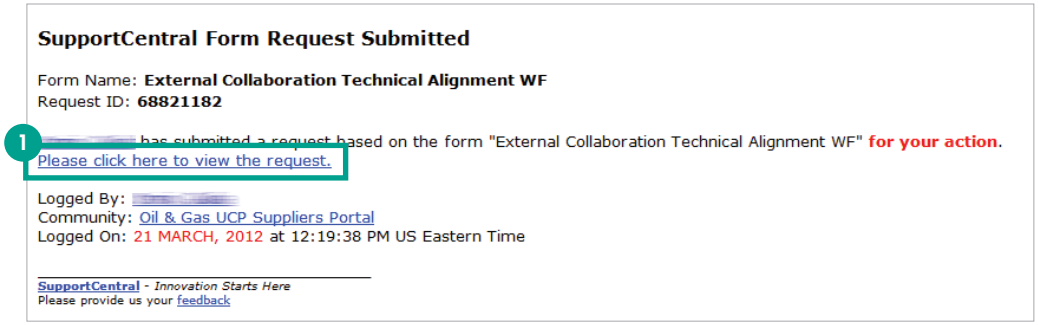
# External collaboration WF

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

1. Click on this link to open the WF.

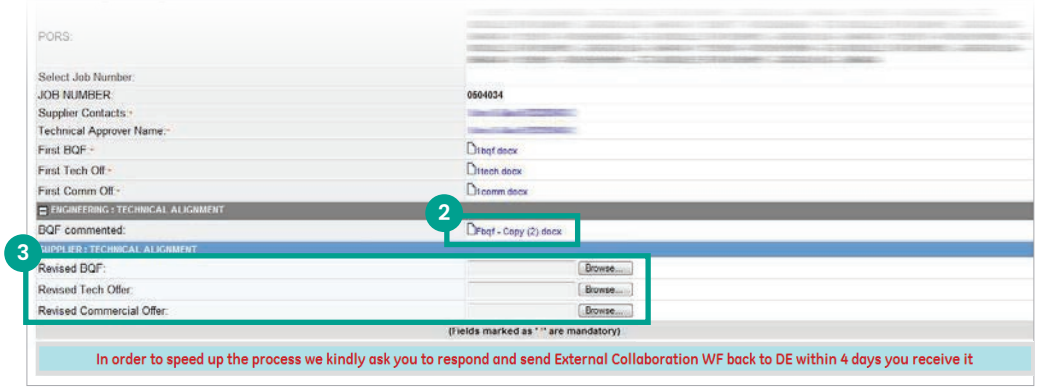
   If you have received a notification by email like this, it means that the design engineer is asking you to access this WF, review BQF (Bid Qualification Form), and send it back to DE.

   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.



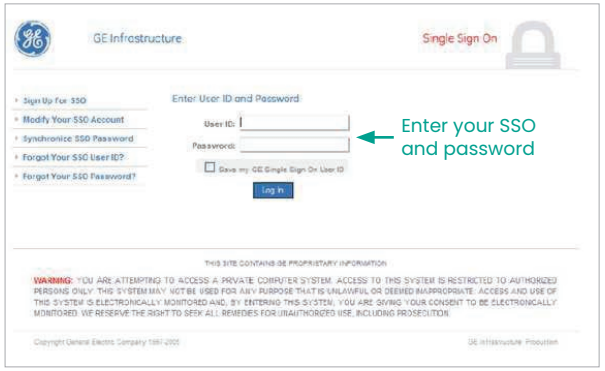

# FAQ—English

# 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

## 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
  - Chiarini: 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, cristina.chiarini@ge.com, 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

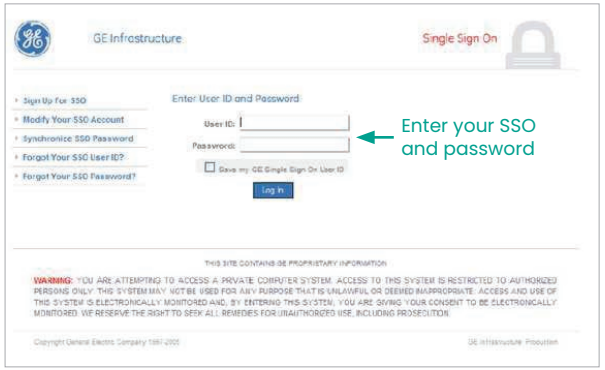
# FAQ—Italiano

# FAQ

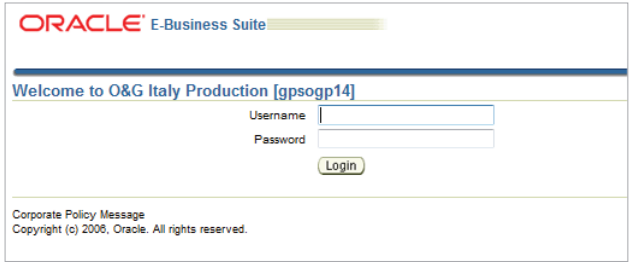
## Accesso

**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 chieda 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

**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?**

- Si, 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

## 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
  - Chiarini : 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, cristina.chiarini@ge.com, 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
- 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

**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
- Fatture relative ad ordini di acquaisto con termini di pagamento NO TPS devono essere inviate via email a 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

**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 contentere .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 piu 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?**

- Si (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?**

- Si, 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

**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

Baker Hughes





bakerhughes.com