

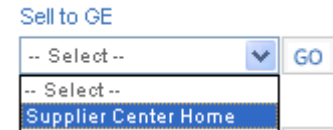
How To Register For Ap Self Service (APSS)

Updated 5/1/2009



Step 1- Register for a Single Sign-On account.

From www.gepower.com select Supplier Center Home from the Sell to GE Drop Down list.



Screenshot of a web form. The form has a label 'Sell to GE' above a dropdown menu. The dropdown menu is open, showing a list of options. The first two options are '-- Select --'. The third option, 'Supplier Center Home', is highlighted in blue. To the right of the dropdown menu is a 'GO' button.

On the next page click Single Sign-On Registration to create a new SSO Account.


Tools

These applications are available 24 hours a day. First-time users must register at the [Single Sign-On Registration](#) page. Returning users need only login with your username and password.

Follow the on screen instruction to complete the registration process.

Access The APSS Link

The application link is: <http://www2.gepower.com/apss/>

GE EnergyAP Self Service

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This application is hosted on a U.S.-based server and may not be used in connection with any transaction involving a "sanctioned" country. Use of a U.S.-based application for transactions involving sanctioned countries could be considered "facilitation" of trade with the sanctioned country, which is prohibited by U.S. law. Click on the following link for the most current listing of countries sanctioned (embargoed) by the U.S. Government (<http://www.treas.gov/offices/enforcement/ofac/>).

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- Contact assigned legal counsel; or
- Contact Gwen Cole (Administrator-Compliance, GEPS Legal Operation) - Email address: [Cole, Gwen (PS, Legal)] or gwendolyn.cole@ps.ge.com

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Click OK to accept to legal notice to be able to access the application.

Registration Process

The first time the application is accessed you will be directed to create a profile.



The screenshot shows the top navigation bar with the GE Energy logo on the left and "AP Self Service" in the center. Below the navigation bar is a grey horizontal bar. The main content area contains the following text:

Welcome to the AP Self Service Inquiry!

This application will allow users to:

- View Invoice/PO/Receiving Information
- Supplier Inquiry
- Payment Inquiry
- Terms Inquiry
- Submit Customer Service Inquiry to AP Center

Online tutorials are provided on SupportCentral.
If you have any questions, you can also use the SupportCentral Expert.

[Click here to proceed with registration.](#)

An orange arrow points from a large orange-bordered box at the bottom containing the text "To begin, click here" to the registration link above.

Registration Process



GE Energy

AP Self Service

Add Personal Profile

First Name:
Last Name:
E-Mail Address:

* Company: 

* Phone No:

Extension:

* Address Line 1:

* City:

* Country:

Fax No:

Address Line 2:

* State/Province:

Zip/Postal Code:

- First select the icon  to locate your company name.

- Next complete the required fields above identified by an asterisks *



imagination at work

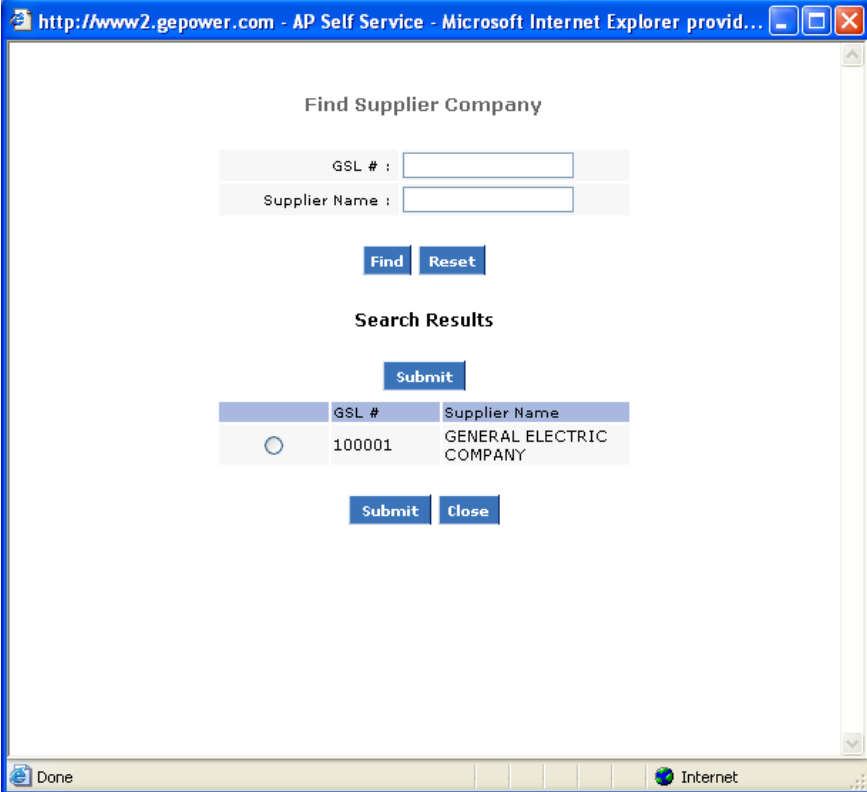
Company Lookup

Select the  icon to open the company lookup

- Search by GSL# which is your supplier number from the GE purchase order

Or

- Search by your company name
- Select your company
- Click Submit



Find Supplier Company

GSL # :

Supplier Name :

Search Results

	GSL #	Supplier Name
<input type="radio"/>	100001	GENERAL ELECTRIC COMPANY

Registration process

Add Personal Profile

First Name:
Last Name:
E-Mail Address:

* Company: 

* Phone No:

Extension:

Fax No:

* Address Line 1:

Address Line 2:

* City:

* State/Province:

* Country: 

Zip/Postal Code:

Click Save when all the required fields have been completed

GE Contact

Register Supplier Responsibility

GE Contact Information:

*First Name: *Last Name: *E-Mail Address: *Phone No:

The next screen displays a section to enter your GE Contact. Enter the contact details for the GE Energy employee who can verify your access request.

Responsibility Request

Access within the application is determined by the GSL and site #s. You will only be able to view data from the GSL + Sites you've been approved for.

The next page contains 3 sections to help you search for and select your GSL #s.

GSL and Site number is your Supplier number. This number will be present on the GE purchase order

Access Request Form

Lookup Tool

Lookup Tool

GSL #s:



Enter PO #'s Issued To Your Company

PO #s:



Enter Invoice #'s Submitted By Your Company



List of GSLs #

List of POs#

List of Invoices #

Add/Remove access

Responsibilities requested

Responsibility Form

Enter GE Supplier #'s To Add To Your Profile

GSL #s:



List of GSLs #



In the responsibility form you can choose to search for your supplier GSL and Site #s assigned to your company in three methods;

- Search by the actual GSL #
- Search by a GE Purchase order
- Search by an invoice number submitted by your company

The process is the same for each lookup for the rest of the manual we will focus on the GSL method.

Enter GE Supplier # 's To Add To Your Profile

GSL #s:



List of GSLs #

Click here to open the GSL Lookup

Enter the GSL number to locate the individual sites

Find GSL

GSL # :

Find Reset

Search Results

Submit

	GSL #	Site #
<input type="radio"/>	100001	192
<input type="radio"/>	100001	672
<input type="radio"/>	100001	397
<input type="radio"/>	100001	596
<input type="radio"/>	100001	624
<input type="radio"/>	100001	111
<input type="radio"/>	100001	258
<input type="radio"/>	100001	273
<input type="radio"/>	100001	206
<input type="radio"/>	100001	254
<input type="radio"/>	100001	469

Done Internet

Enter GE Supplier #'s To Add To Your Profile

GSL #s:



List of GSLs #

100001 , 192
100001 , 672

Select the >> button to add the GSL + Site. Repeat until all sites are added to the responsibility box

This process should be completed for either the GSL #, PO # or invoice # section on the responsibility form. The invoice, PO or GSL # will determine the data you can access in the application.

Click the preview request button on the bottom of the page to view the request.

Profile Change Confirmation

User Details	
First Name:	Last Name:
E-Mail Address:	Company: GENERAL ELECTRIC COMPANY
Phone No: 555-555-555	Extension:
Fax No:	
Address Line 1: 1 River Road	Address Line 2:
City: Schenectady	State/Province: NY
Country: UNITED STATES	Zip/Postal Code:

Approval Request		
GE Contact:	<input type="text" value="APSS Admin"/>	
List of GSLs #	List of POs#	List of Invoices #
<input type="text" value="100001 , 192"/>	<input type="text"/>	<input type="text"/>

Click Submit to request access

Payment Notification Setup

Update Payment Notification

GSL's	Receive Notification
1XXXXXX.01	<input type="checkbox"/>
1XXXXXX.05	<input type="checkbox"/>

Send it to profile e-mail.
 Send it to this e-mail list.

E-Mails:
Please write emails separated by ;

1. Click the check box next to each GSL + Site in order to enable daily payment notifications
2. Next choose to deliver the email to the email address assigned to your profile or to a list of emails you specify in the Email box.
3. Last click Save

Approval Process

The access request will reviewed and approved internally.

Via email you will be notified when your access request has been approved.

Approval Email

From: ENERGY APSS Admin (GE Energy)

Sent: Fri 5/16/2008 11:03 AM

To:

Cc:

Subject: Request For Access To AP Self Service Approved

Hello

Your request for access to AP Self Service has been approved!

AP Self Service can be accessed through the following link:

<http://www2.gepower.com/apss/>

Thank you,
APSS

As this is a system-generated message from an unmonitored sending box, please do not reply to this message.

Thank you for registering for the tool.
Use the documents posted at this
support site for additional training

http://supportcentral.ge.com/products/sup_products.asp?prod_id=60695