

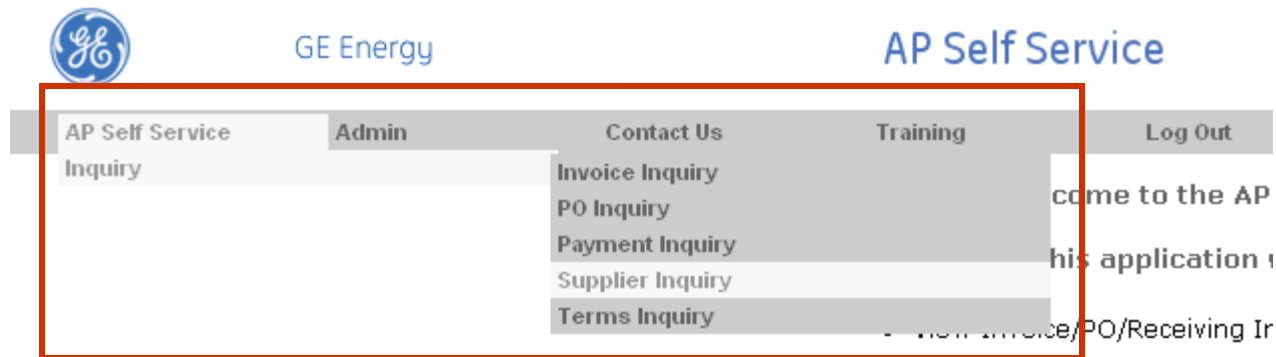
# Supplier Inquiry

V1.0 11/26/2007

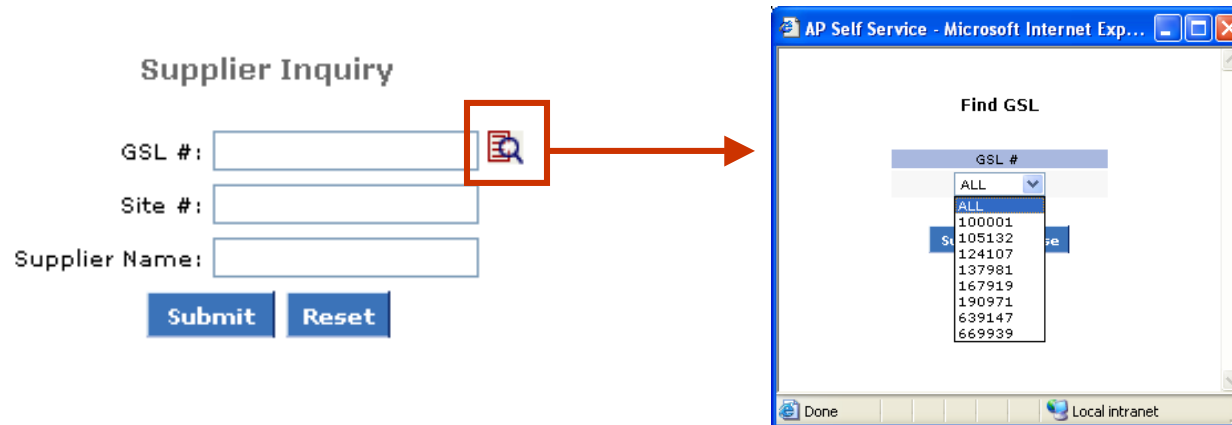
# Supplier Inquiry

Supplier inquiry allows users to search for supplier details which exist in the Vendor Master File.

Select AP Self Service Menu then Inquiry and Supplier Inquiry



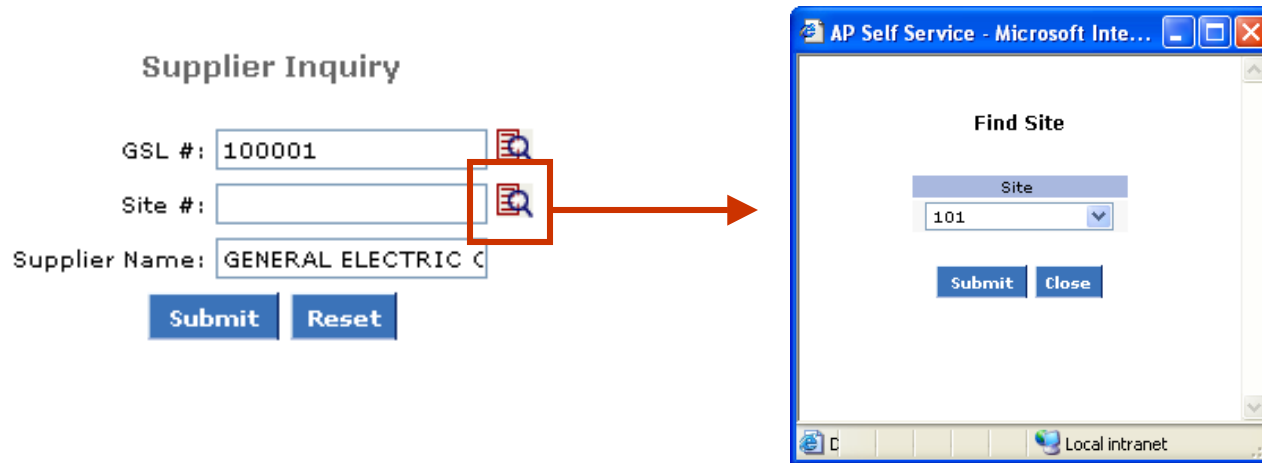
# Search Parameters



The search will only be able to access the supplier GSL #'s that a user is approved to access. Click the Lookup icon to access a list of approved GSL #'s.

- > Select All or a specific value.

# Search Parameters



If a specific value is selected the Supplier Name Field will populate and a lookup icon will display next to the Site # field. Click the lookup to display a list of available sites.

# Search Results

## Supplier Inquiry Results

Currently You Are Viewing Records: 1 to 1

Modify Search

New Search

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GSL #	Site #	Site Name	Supplier Name	Address	City	State	Postal Code	Country	Pay Site
<a href="#">100001</a>	101	FAIRFIELD101	GENERAL ELECTRIC COMPANY INC	3135 EASTON TPKE,,	FAIRFIELD	CT	064310001	US	

Modify Search

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The search results display basic supplier information site by site.

**GSL #:** GE Supplier Number.

**Site #:** Supplier site number. Internal number which corresponds to the site details listed.

**Site Name:** Supplier site name which corresponds to the site details listed.

**Supplier Name:** Name of supplier.

**Address, City, State, Postal Code, Country:** Address details which corresponds to the supplier site.

**Pay Site:** Field if checked indicates invoices can be paid to this site.

The **GSL #** field if clicked will display the GE operating units where this site is currently active.

# Supplier Site Details

The details screen displays the current GE Operating Units where this site is active.

GSL #	Site #	O.U. #	O.U. Name
100001	101	39	OU_AEP_US_HOU_CF
100001	101	38	OU_AEP_US_HOU_MFG
100001	101	354	OU_APS_NL_RHE
100001	101	234	OU_APS_NO_AGT
100001	101	192	OU_APS_US_HOU
100001	101	2069	OU_CS_US_ATL
100001	101	478	OU_GEC_CA_MIS
100001	101	110	OU_GEH_ES
100001	101	106	OU_GEH_GB
100001	101	103	OU_GEH_SE
100001	101	454	OU_GEII_US_HOU
100001	101	3	OU_HUN_HUF
100001	101	394	OU_IGE_GB_BRK
100001	101	88	OU_NRPS_AU
100001	101	459	OU_NRPS_DE
100001	101	872	OU_NRPS_ES
100001	101	685	OU_NRPS_NZ
100001	101	85	OU_NS_UK
100001	101	84	OU_NS_US
100001	101	2545	OU_OG_US_CSE
100001	101	2546	OU_OG_US_HBSE
100001	101	2003	OU_PARTS_US_ATL_PRI
100001	101	293	OU_SAS_CA
100001	101	87	OU_SAS_UK
100001	101	86	OU_SAS_US