

Oracle Sourcing Supplier Login Guide

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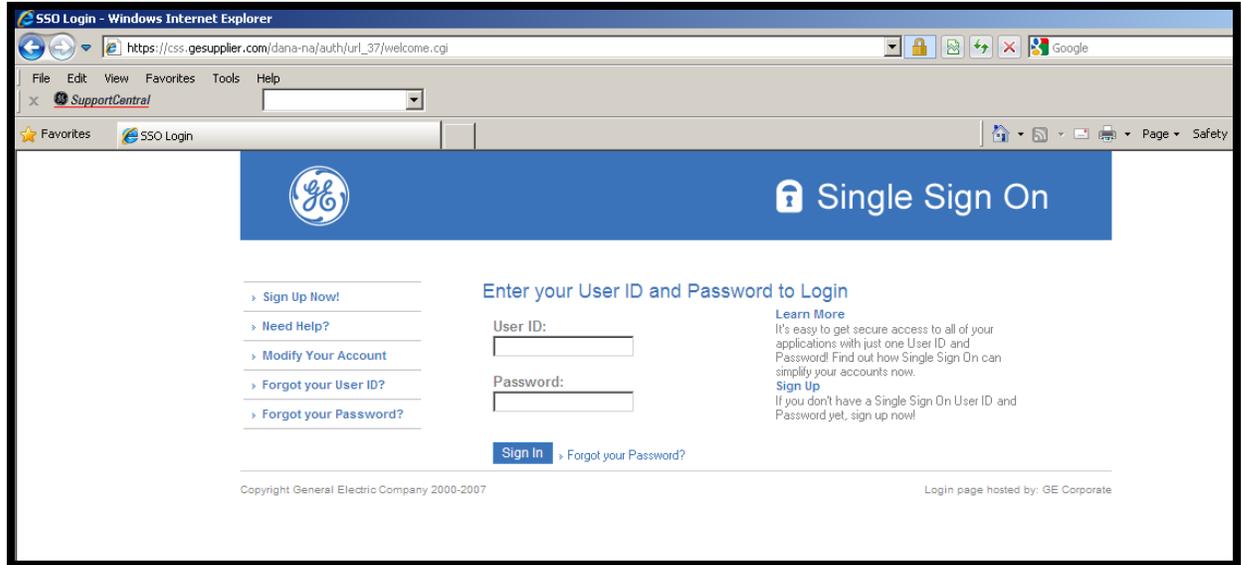
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1.1 SUPPLIER LINK FOR ORACLE SOURCING

<https://css.gesupplier.com>



1.2 LOGIN ID / PASSWORD

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Step 1: Locate the welcome kit email

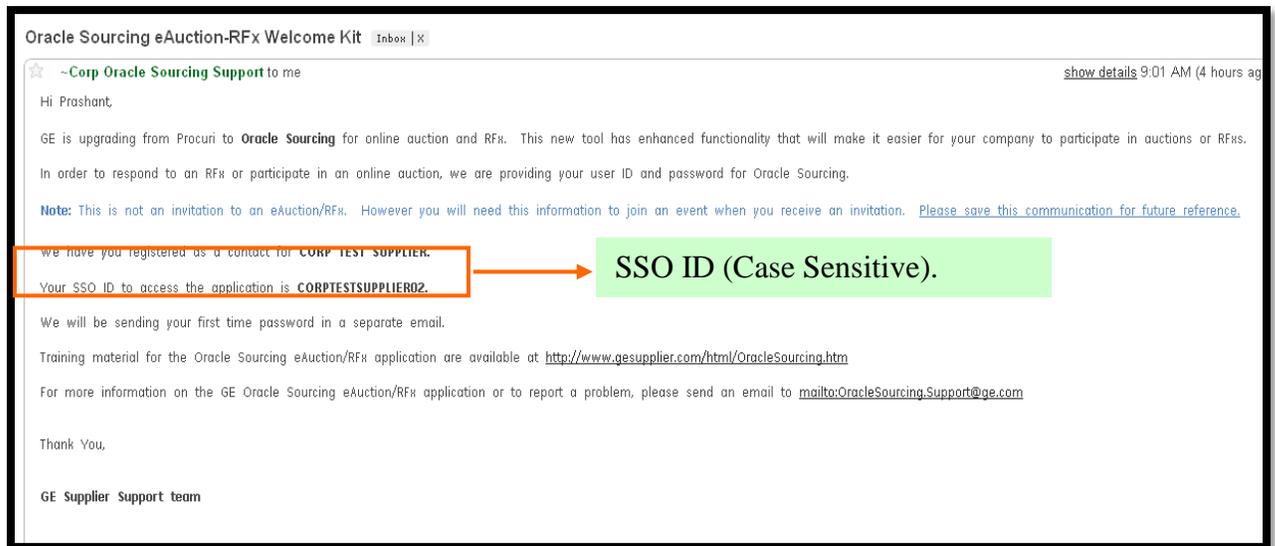
When a supplier contact is registered to Oracle Sourcing, a “Welcome Kit” is sent to the supplier contact email address. The welcome kit includes your SSO ID and Default password

The welcome kit is sent from support@gesupplier.com and in a series of 2 emails. The first email includes the **SSO ID**. The second email has the **Default password**.

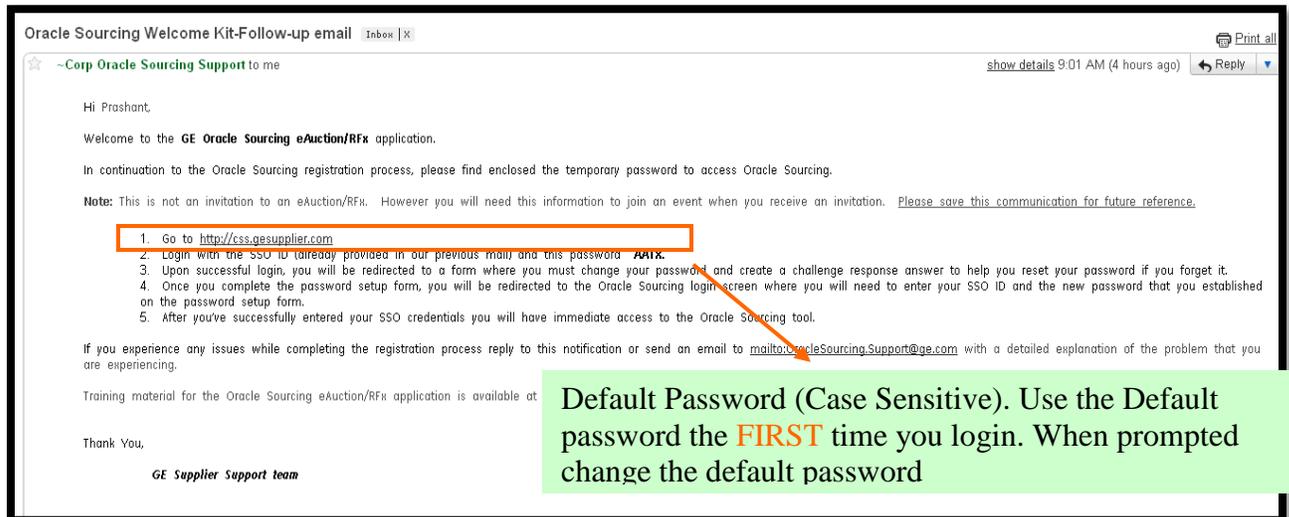
Please follow the guidelines on the welcome kit precisely.
[Click here if you cannot locate the welcome kit](#)

Sample Welcome kit:

First email, includes SSO ID



Second email, includes temporary password



Step 2: Enter your User ID and password (<https://css.gesupplier.com>)

- User ID is your **SSO ID sent with the welcome kit**
- User ID is **Case Sensitive**. All Oracle Sourcing IDs are ALL CAPS
- You can **NOT** use any other SSO ID that you may have for other GE systems (eg SupplierNet, ClearOrbitz, etc). You must use the SSO ID provided as part of the welcome kit

Single Sign On

Enter your User ID and Password to Login

User ID:
CORPTTESTSUPPLIER02

Password:
.....

Sign In > Forgot your Password?

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

~~Sign Up~~
If you don't have a Single Sign On User ID and Password yet, sign up now!

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Login page hosted by: GE Corporate

Do **NOT** create a new ID, it will not work for Oracle Sourcing

- Password is **Case Sensitive**
- For first time login, you will need to use the **Default password** provided as part of the welcome kit. Temporary password is typically 4 letter all caps (eg. ABCD)
- First time login will prompt you to **change your Default password**

Step 3: Change your temporary password (FIRST time login only)

The screenshot shows a web browser window with the URL https://css.gesupplier.com/gecentral/,DanaInfo=www.ge-registrar.com,SSL+expiration_Reset.jsp?18n=en_us&uid=CORPTESTSUPPLIER02&rel. The page features the GE logo and a "Single Sign-On" header. A green callout box in the top right corner says "Do NOT change this section". A red message states: "Your SSO password has expired. Please confirm your current password, and create a new password. For assistance, click the '?' links below." The form is divided into several sections, each highlighted with a red box:

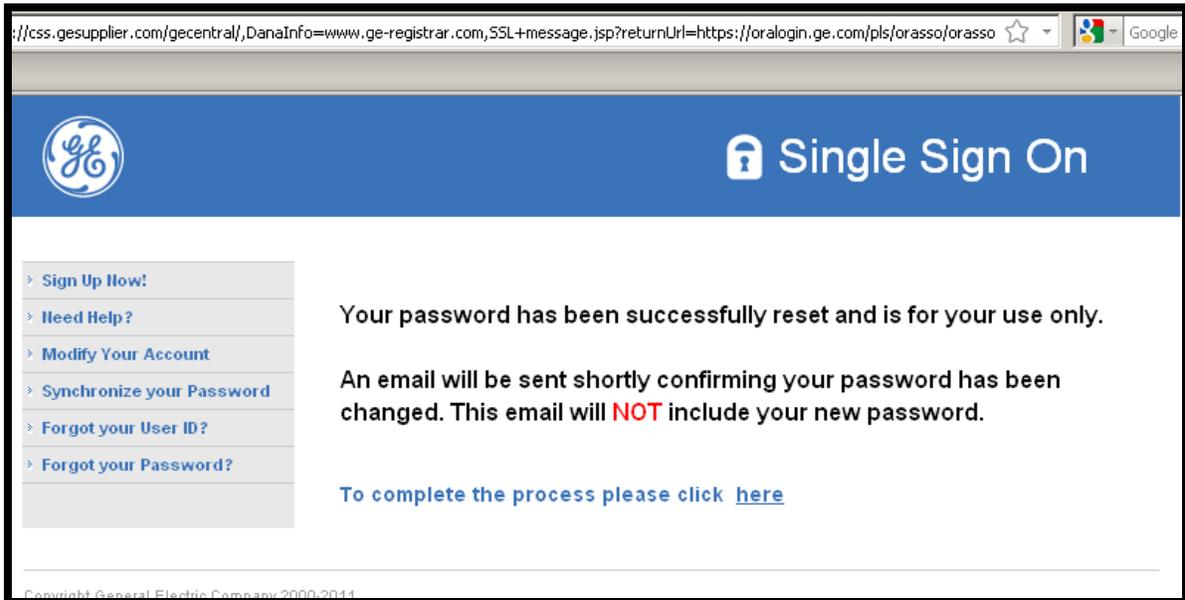
- Please provide the following information.** Fields include "User ID" (CORPTESTSUPPLIER02) and "Current Email Address" (prashant.sinha@gmail.com). An example "user@domain.com" is provided.
- Please confirm your Old Password.** Field: "Please confirm old Password:" with masked input (dots).
- Please enter a new Password and Confirm that Password below.** Fields include "Password:" and "Please confirm Password:". A password strength indicator is present. A note specifies: "Your password is case sensitive, must be at least 8 characters long, must start and end with a letter, and must contain at least one number. No special characters except ., @, -, _".
- Please select and answer your Password Challenge** Field: "Password Challenge:" with a dropdown menu set to "Please Choose A Challenge Question" and a "Challenge Response:" field.

Below the form, a blue box contains the following text: "By clicking 'Submit', you indicate that you agree to the Terms below. The Single Sign On ('SSO') registration information provided above will be held by the General Electric Company ('GE'), 3135 Easton Turnpike, Fairfield, CT 06828 in the United States. The information will be used to authorize your access to this and other SSO-enabled sites and may be shared with other GE entities to authorize your access to enabled sites (wherever located, worldwide) that they may operate and that you choose to visit. The information may also be used by this and other SSO-enabled sites to allow you to customize certain aspects of the user experience through the optional placement of a 'cookie' on your hard drive or through similar means. The use of the information for any other purposes will be disclosed to you through, and is subject to, Terms of Use or other legal provisions provided. Although the data protection laws of the United States and the countries where other GE sites are located may not provide a level of data protection and privacy equivalent to that provided for in your country, GE will take appropriate measures to ensure that the SSO registration information you provide is protected against unauthorized or unlawful access or disclosure. By clicking 'Submit' below, you acknowledge that you understand and consent to the above." A "Submit" button is located at the bottom right.

Annotations on the page include:

- A green callout box on the left: "Enter your **Default password** provided in the welcome kit" with an arrow pointing to the "Please confirm your Old Password" field.
- A green callout box at the bottom left: "Enter new password, Challenge Response and hit **Submit**." with an arrow pointing to the "Submit" button.

You will receive a confirmation message and email confirmation.



The screenshot shows a web browser window with the address bar containing the URL: `://css.gesupplier.com/gecentral/,DanaInfo=www.ge-registrar.com,SSL+message.jsp?returnUrl=https://orlogin.ge.com/pls/orasso/orasso`. The page features the GE logo on the left and the text "Single Sign On" on the right, both within a blue header bar. Below the header, on the left, is a vertical menu with the following items: "> Sign Up How!", "> Need Help?", "> Modify Your Account", "> Synchronize your Password", "> Forgot your User ID?", and "> Forgot your Password?". The main content area contains the following text: "Your password has been successfully reset and is for your use only." followed by "An email will be sent shortly confirming your password has been changed. This email will **NOT** include your new password." At the bottom of the main content area, it says "To complete the process please click [here](#)". A copyright notice "Copyright General Electric Company 2000-2011" is visible at the very bottom of the page.

Step 4: Login with your NEW password

https://css.gesupplier.com/eclogin/,DanaInfo=orassologin.corporate.ge.com,SSL+ssoLogin.jsp?TYPE=33554432&REALMOID=06-00053dd7-821

Single Sign On

Enter your User ID and Password to Login

- > Sign Up How!
- > Need Help?
- > Modify Your Account
- > Synchronize your Password
- > Forgot your User ID?
- > Forgot your Password?

User ID: CORPTTESTSUPPLIER02

Password:

Remember my SSO User ID

[Log In](#) > [Forgot your Password?](#)

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

> **Sign Up**
If you don't have a Single Sign On User ID and Password yet, sign up now!

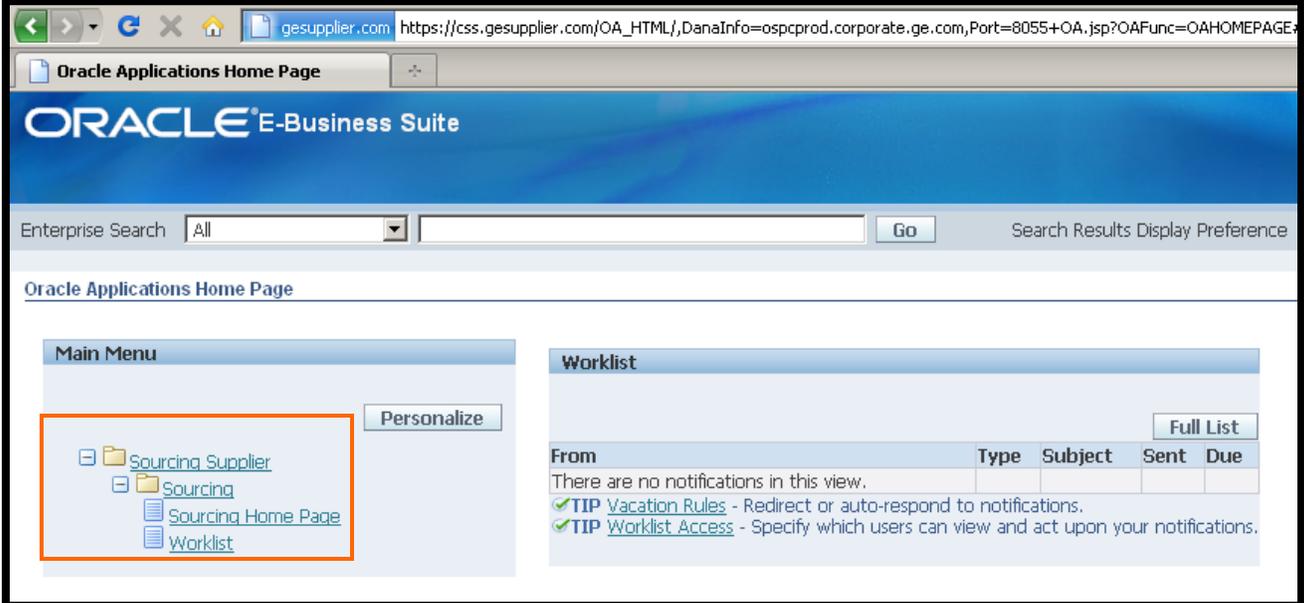
> **Security Is Your Responsibility**
Report all security concerns and incidents to security.ge.com

Enter your **NEW** password

Copyright General Electric Company 2000-2011 CertBased SSSO Login page hosted by: GE Infra

Step 5: Navigate to Oracle Sourcing Homepage

Click on Sourcing Supplier → Sourcing → Sourcing Home Page

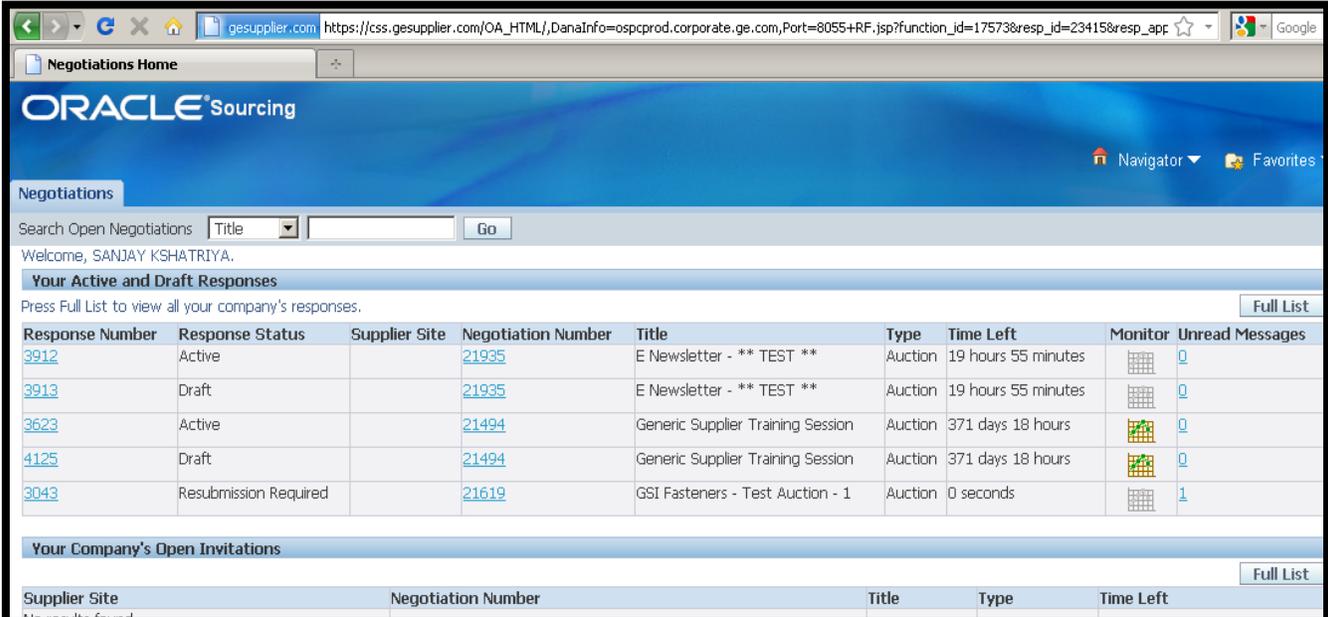


The screenshot shows the Oracle Applications Home Page. The browser address bar displays the URL: https://css.gesupplier.com/OA_HTML/,DanaInfo=ospccprod.corporate.ge.com,Port=8055+OA.jsp?OAFunc=OAHOMEPAGE. The page title is "Oracle Applications Home Page". The Oracle logo and "E-Business Suite" are visible. Below the logo is an "Enterprise Search" field with a dropdown menu set to "All" and a "Go" button. To the right of the search field is a link for "Search Results Display Preference".

The main content area is divided into two sections:

- Main Menu:** A tree view showing a folder "Sourcing Supplier" which contains a folder "Sourcing" and two links: "Sourcing Home Page" and "Worklist". The "Sourcing Supplier" folder is highlighted with an orange box. A "Personalize" button is located to the right of the menu.
- Worklist:** A section with a "Full List" button. Below it is a table with columns: "From", "Type", "Subject", "Sent", and "Due". The table content indicates there are no notifications in this view, with two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

Oracle Sourcing Homepage



The screenshot shows the Oracle Sourcing Negotiations Home page. The browser address bar displays the URL: https://css.gesupplier.com/OA_HTML/,DanaInfo=ospccprod.corporate.ge.com,Port=8055+RF.jsp?function_id=17573&resp_id=23415&resp_app. The page title is "Negotiations Home". The Oracle logo and "Sourcing" are visible. Below the logo is a "Navigator" dropdown and a "Favorites" icon.

The main content area is titled "Negotiations" and includes a search field for "Search Open Negotiations" with a dropdown menu set to "Title" and a "Go" button. Below the search field is a welcome message: "Welcome, SANJAY KSHATRIYA."

The primary section is "Your Active and Draft Responses", which includes a "Full List" button and a table of responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
3912	Active		21935	E Newsletter - ** TEST **	Auction	19 hours 55 minutes		0
3913	Draft		21935	E Newsletter - ** TEST **	Auction	19 hours 55 minutes		0
3623	Active		21494	Generic Supplier Training Session	Auction	371 days 18 hours		0
4125	Draft		21494	Generic Supplier Training Session	Auction	371 days 18 hours		0
3043	Resubmission Required		21619	GSI Fasteners - Test Auction - 1	Auction	0 seconds		1

Below this table is the section "Your Company's Open Invitations", which includes a "Full List" button and a table with columns: "Supplier Site", "Negotiation Number", "Title", "Type", and "Time Left".

If you cannot locate the welcome kit email, please check your spam / junk folders.

If unable to locate the welcome kit, please contact support@gesupplier.com and provide the following details

- **Full Name**
- **Your company name and address**
- **Email address**
- **Contact phone number**

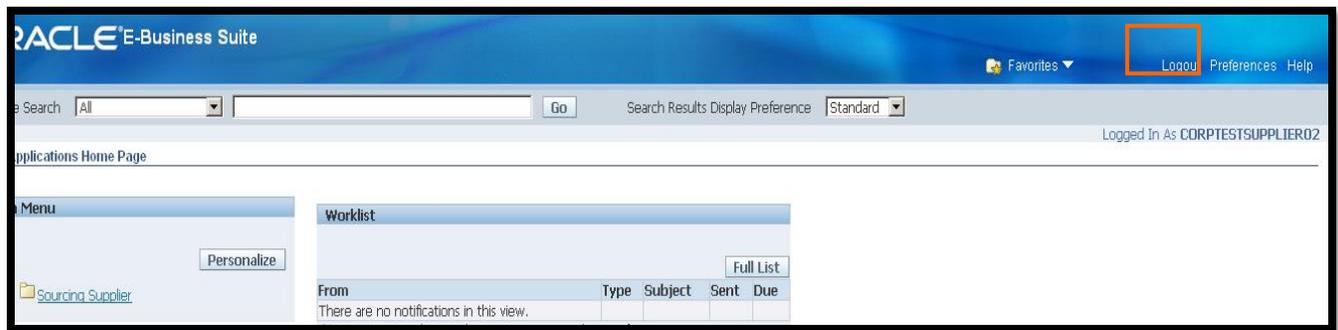
1.3 HOW TO REGISTER

Supplier contact registration can only be initiated by the GE Buyer/eauction.coe@ge.com. Upon successful registration, the welcome kit package is sent at the registered email address. Please contact your GE Buyer/ eauction.coe@ge.com if you have not been registered to Oracle Sourcing.

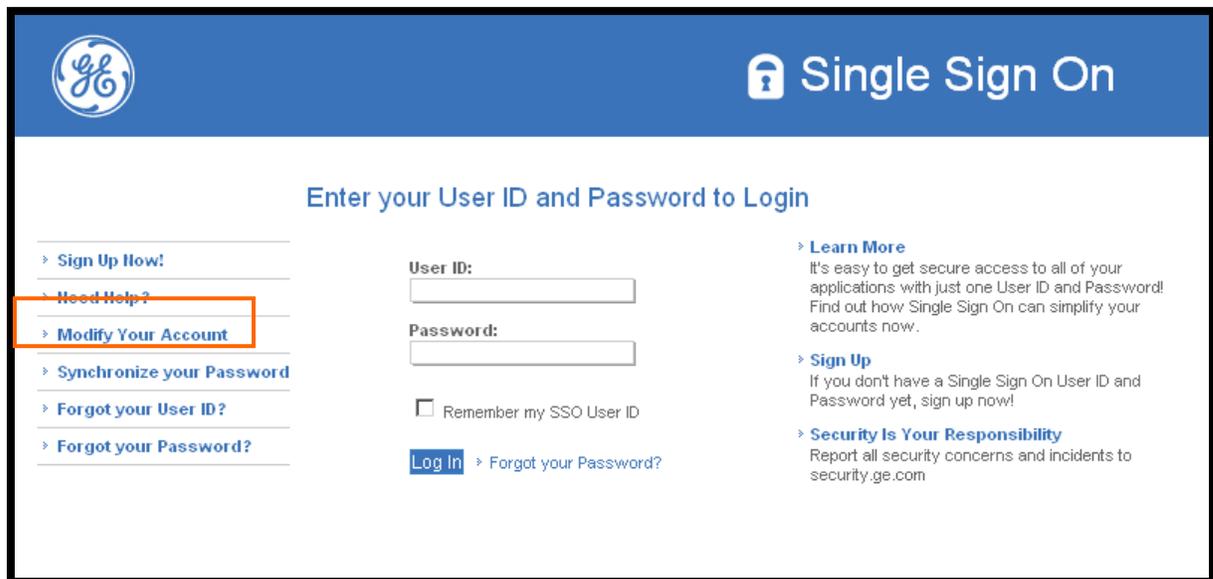
1.4 HOW TO RESET PASSWORD

NOTE: After first successful login and after you have updated the temporary password. These steps are to change your current password.

Step 1: Login to Oracle Sourcing and then click on Logout



Step 2: Click on “Modify Your Account”



Step 3: Enter current password and new password

Single Sign On
SSO Central Modify Application

Welcome, Test Supplier

To safeguard your account information you will be required to supply your current password if you change any information on this form. Fields marked with > are required.

Current Password: >

Please verify/modify the following information
Fields marked with > are required

First Name: > Test
Middle Initial: >
Last Name: > Supplier
Email Address: > prashant.sinha@gmail.com
Please confirm your email address: >

Please choose a User ID and Password:

User ID: > CORPTESTSUPPLIER02
Password: > *****
Please confirm Password: > *****
Password strength: >

Please select and answer your Password Challenge:

Password Challenge: > Mother's Maiden Name
Challenge Response: > *****

By clicking "Submit", you indicate that you agree to the Terms below:
The Single Sign On ("SSO") registration information provided above will be held by the General Electric Company ("GE"), 3135 Easton Turnpike, Fairfield, CT 06828 in the United States. The information will be used to authorize your access to this and other SSO-enabled sites and may be shared with other GE entities to authorize your access to SSO-enabled sites (wherever located, worldwide) that they may operate and that you choose to visit. The information may also be used by this and other SSO-enabled sites to allow you to customize certain aspects of the site, either through the optional placement of a "cookie" on your hard drive or through similar means. The use of the

Do **NOT** update this section. Updating this section will **NOT** update your details in Oracle Sourcing

After clicking "Submit" you will get a confirmation screen and confirmation email

Single Sign On

Your account has been successfully modified.

[Continue](#)

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1.5 FAQs / Troubleshooting

1.5.1 I cannot login to Oracle Sourcing. What do I do?

1.5.2 In order to login to Oracle Sourcing, you must have received a **welcome kit**. The welcome kit is sent via email from support@gesupplier.com at your registered email address.

Please follow the following steps if you are facing issues with login:

A) Did you receive the welcome kit? If not, check your **spam/junk folders**. It also advised that you search your inbox for sender “support@gesupplier.com”. If you still cannot locate the welcome kit, please send an email to support@gesupplier.com with your full name, company name & addresses, email address and phone number.

B) If you able to locate the welcome kit, confirm you are using the correct website address. GE Oracle Sourcing is located at <https://css.gesupplier.com>

C) Confirm that you are using the login ID included in the welcome kit. Any other GE login ID that you may have will **NOT** work for Oracle Sourcing. For example, GE Appliances SupplierNet login ID / password will not work for Oracle Sourcing. **Login ID is case sensitive**.

D) Confirm the password. When you login to Oracle Sourcing for the first time, you must use the **temporary password** provided in the welcome kit. **Password is case sensitive**. The temporary password is typically a 4 letter work in all caps (eg. ABCD). If you are unable to locate your temporary password, please contact support@gesupplier.com with your login ID and email address.

The first time you have successfully logged in using your temporary password, you will be prompted to change your temporary password.

E) If you continue to have issues with login after trying the steps above, please contact support@gesupplier.com for helpdesk support. Please provide **detailed description** of the steps you have taken along with your login ID, company name, email address and contact number.

1.5.3 I have not received the welcome kit. Who do I contact?

Please check your **spam/junk folders**. It also advised that you search your inbox for sender “support@gesupplier.com”. If you still cannot locate the welcome kit, please send an email to support@gesupplier.com with your full name, company name & addresses, email address and phone number.

1.5.4 I can login successfully however I cannot find the auction / RFQ / RFI.

Only negotiations that are published and the preview or open date has passed are visible. The supplier contact who is invited to the auction/RFQ/RFI will get an invitation email when the negotiation is published.

Please make sure that upon successful login, you select Sourcing Supplier → Sourcing → Sourcing Home page to get to the Oracle Sourcing Homepage.

1.5.5 Will my user ID / password from Procuri work?

No, your Procuri user Id / password will not work. You must use the login ID provided on the welcome kit.

1.5.6 I already have an SSO ID for SupplierNet, will I use the same SSO ID / password?

No, your SSO ID / password for other GE applications (such as SupplierNet, Clear Orbit, etc) will not work. You must use the login ID provided on the welcome kit.

1.5.7 Can I ‘Sign Up’ for my own SSO ID and password?

No, if you create a new SSO ID / pwd by signing up online, it will not work for Oracle Sourcing. You must use the login ID provided on the welcome kit.

1.5.8 Who do I contact for support?

Please send email to support@gesupplier.com and very detailed information on the type of issue you are facing and steps you have taken to remedy it.

1.5.9 How do I register to Oracle Sourcing?

Supplier contact registration can only be initiated by the GE Buyer/ eauction.coe@ge.com. Upon successful registration, the welcome kit package is sent at the registered email address. Please contact your GE buyer/ eauction.coe@ge.com if you have not been registered to Oracle Sourcing.