



GE VERNOVA |

# Supplier Portal - CORA

## Training Document

**Please note:** Any sourcing related issues please call Toll Free: 866 770 5248 or email [pssourps@ps.ge.com](mailto:pssourps@ps.ge.com) with your details to create ticket on your behalf.

### Escalation Point of Contact

- Kennedy, Andrew - [Andrew.kennedy@ge.com](mailto:Andrew.kennedy@ge.com)
- Karthikeyan, G – [Karthikeyan2.g@ge.com](mailto:Karthikeyan2.g@ge.com)

## Agenda

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# Register Single Sign on with GE

**Step 1 :** Open URL <https://registration.gepower.com/registration/>

**Step 2 :** Click on the **Register**

**Step 3 :** Update the Basic and Mandatory Information

**Step 3.1 :** Ensure to find  on all mandatory fields rather than 

**Step 3.2 :** If  recheck the fields and update

**Step 4.1 :** Answer country information for security reasons

**Step 4.2 :** Check

**Step 4.3 :** I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.

**Step 4.4 :** I agree to GE's Terms and Conditions

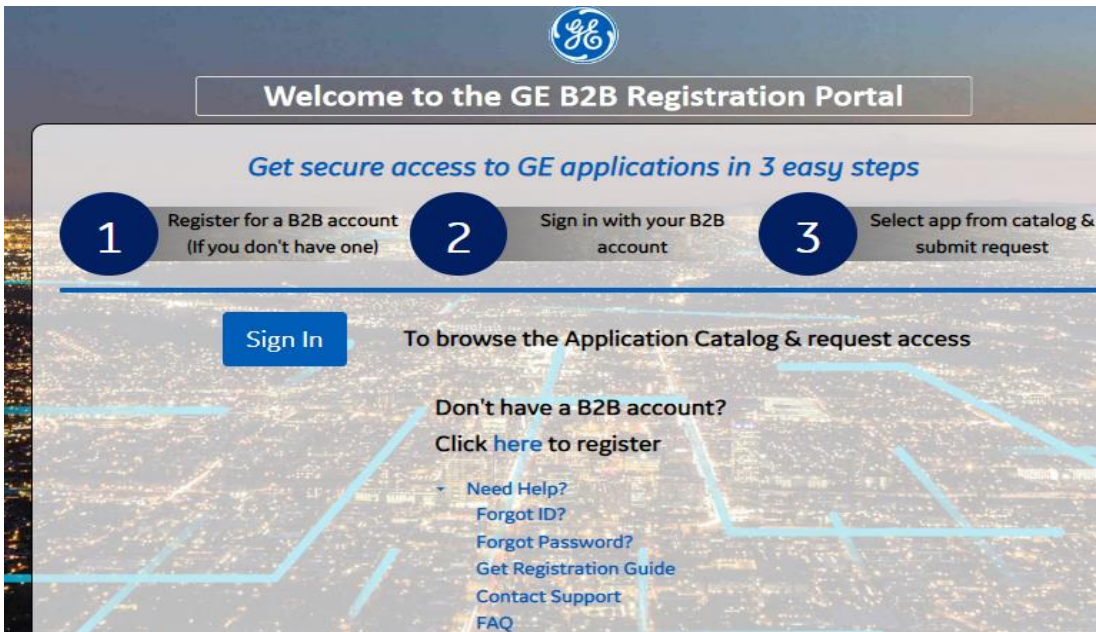
**Step 4.5 :** Click or touch the image mentioned

**Step 4.6 :** Click **Submit**

**Step 4.7 :** Once you hit submit you see the confirmation as below in **GREEN**

**You have now successfully registered with GE**

**Preserve your SSO ID and credentials for further use**



### Registration

1 Register for a B2B account (If you don't have one) 2 Sign in with your B2B account 3 Select app from catalog & submit request

GE requires all of the following information to register new users.

#### Create your User

No special characters allowed except for: . - @ \_

First Name \*  Last Name \*

Company Name \*

Company Email Address \*  User Name (SSO) \*

#### Create a Password

Create your password \*   Must have 8 to 15 characters  
 Must contain lowercase letters  
 Must contain at least 2 embedded numbers  
 Must begin and end with a letter

Verify your password \*   No special characters except for ". : ; ' @ ' ' .

#### Set a Security Question \*

#### Create a challenge answer \*

Please answer the following three questions referencing the countries listed. This information is needed to comply with applicable laws.

Cuba / Iran / North Korea / Syrian Arab Republic / Sudan / Russia / Ukraine / Belarus

Do you reside in any of the listed countries? \*  Yes  No

Does any of your work-related activity take place in any of these countries? \*  Yes  No

Is your company incorporated in any of these countries? \*  Yes  No

I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above. \*

I agree to GE's Terms and Conditions  \*

Click or touch the Chair



Submit Cancel

Please answer the following questions to request access to your selected applications.

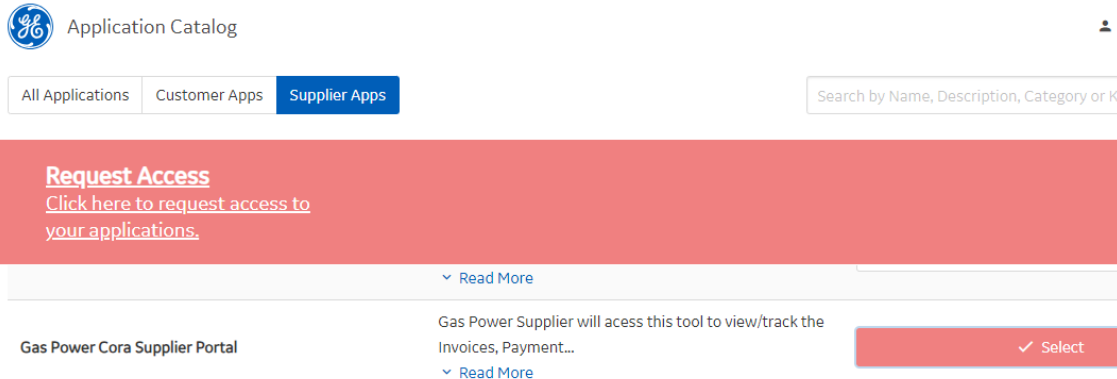
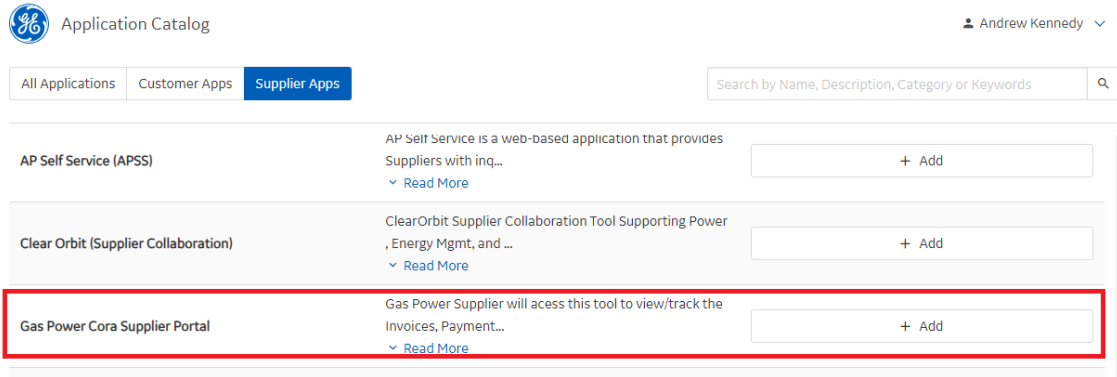
There are no questions to answer, please click 'Submit' to continue.

**Your application(s) were requested successfully! →**  
Click here to close this window

## Requesting for CORA access Request

**Step 1 :** Open URL <https://registration.gepower.com/registration/>

**Step 2 :** Select Gas Power Cora supplier Portal



**Step 3 :** Click on **ADD** button and Click here to request access to your applications

**Step 4 :** Fill the required information and click on **submit** button

Please answer the following questions to request access to your selected applications.

Questions for:  
**Gas Power Cora Supplier Portal**

Supplier GSL Number \*

Supplier Name

PO Number

GE Contact \*

## Forgot User ID?

**Purpose:** Use this feature to retrieve your user id

**Step 1:** From the home page, click the “Forgot ID?” link – <https://registration.gepower.com/registration/> this will open a new page.

**Step 2:** Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

**Step 3:** If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account id will be Sent.

If no information is available for the entered email address, you will see this message:

## Forgot Password?

**Purpose:** Use this feature to reset your password

**Step 1:** From the home page, click the “Forgot Password?” link –this will open a new page.

**Step 2:** Follow the instructions on screen: enter your user id and complete the security check. Click “Submit” to continue.

**Step 3:** If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file. If there is no existing account **OR** the username you entered is locked inactive, you will receive a message like those at right. If you feel you are getting these messages in error, use the “Need help?” feature to contact our team.

**Step 4:** An email is sent to your account on file. Click the “Reset your password” link. Note this link is temporary and will expire as indicated.

**Step 5:** You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click “Submit”

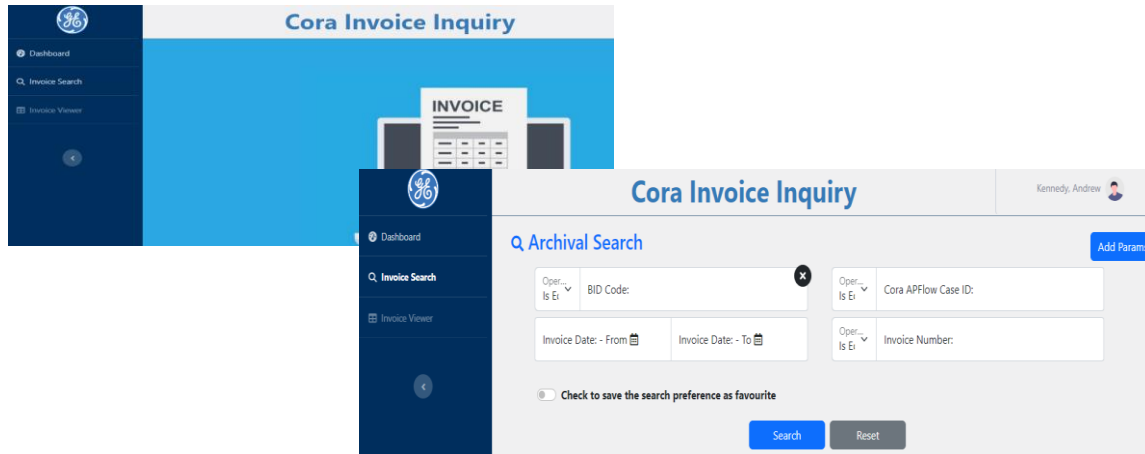
**Step 6:** Once updated, you’ll receive a “Success” message and be allowed to sign-in with your new password.

## How to find invoice?

**Step 1 :** Open URL : <https://corainvoice.gepower.com/home>

**Step 2 :** Click on **Invoice Search**

**Step 3 :** Enter the invoice number and **Search**



## What is the status of invoice?

**Step 1 :** Go to the Invoice Tab

**Step 2 :** Check the Status of the invoice

**Step 2.1:** Once the invoice is received it will be visible on the supplier portal after 24 hrs.

**Step 2.2 :** After the invoice gets Paid off, after 90 days it will be moved to the Archival

Inquiry Tool Link: <https://corainvoice.gepower.com/>

The screenshot shows the 'All Invoices' list in the GE VERNOVA system. It displays a table of invoices with columns for Cora ID, Status, Supplier Name, PO Number, Invoice No, Bid Code, Scan/Invoice Received Date, Invoice Date, Estimated Due Date, Invoice Due Date, Payment Terms, Currency, Invoice Total Amount, Payment date, Return Date, Return Reasons, Reject Reason, and Hold Reason. Three invoices are highlighted with red boxes: one with 'Status: Paid', one with 'Status: Processing Payment', and one with 'Status: ERP Hold'.

## Why invoice has been rejected?

**Step 1 :** Go to the Invoice Tab

**Step 2 :** Check the Status of the invoice & check the reason for the rejection.

The screenshot shows the details of an invoice with Cora ID: INV-02768222. The status is 'Processing Payment'. The rejection reason is indicated by a blue arrow pointing to 'Reject Reason: -' in the 'Return Reasons' field.

Invoice Status	Description
Received	Invoice is received by GE Gas Power AP Team in CORA Application
In Processing	Invoice is being processed by GE Gas Power AP Team in CORA Application, not posted to ERP yet
Awaiting Approval	Invoice is being processed by GE Gas Power AP Team in CORA Application and waiting for Approval, not posted to ERP yet
ERP Hold	Invoice is processed by GE Gas Power AP Team in CORA Application and posted to ERP, but ERP applied Hold on it
Processing Payment	Invoice is processed by GE Gas Power AP Team in CORA Application and posted to ERP, ERP will release Payment on Payment Due date
Paid	Invoice is processed by GE Gas Power AP Team in CORA Application and posted to ERP, ERP released the Payment
Returned	Invoice is Returned to Supplier by GE Gas Power AP Team in CORA Application and email notification sent with Return Reason
Reversed	Invoice is processed by GE Gas Power AP Team in CORA Application and posted to ERP, but Cancelled in ERP

## How to find Invoice Payment Status

**Step 1 :** Go to the Invoice Tab

**Step 2 :** Check the Status of the invoice

**Step 3 :** Invoice Due Date is same as Payment due date, which can be used to check Payment Date.

**Step 3.1 :** Invoice Due Date is calculated once Invoice is posted in ERP, ERP calculate the payment date when we post the invoice from Cora.

For Invoices which are not posted in ERP, Invoice due date would be empty, Estimated due date can be used as Tentative Payment Date for such Invoices.

The screenshot shows the 'All Invoices' list. Blue arrows point to the 'Invoice Date: 2023-06-05', 'Invoice Total Amount: 2,859', and 'Invoice Due Date: 2023-09-09' for the invoice with Cora ID: INV-02768220.



## How to find Remittance Details?

**Step 1 :** Go to the payment Tab

**Step 2 :** To view the specifics of the remittance, open the invoice for more details.

The screenshot shows the 'Payment' tab in the GE VERNOVA system. The 'All Payments' section displays a list of payments. The first payment is selected, and its details are shown below. The 'Remittance' field is highlighted with a blue arrow, indicating the specific details of the payment.

Reference Invoice:	Payment Amount:	Vendor Name:	Discount Amount:
INV-02768234	10,64,700	Supplier Portal T...	0
Invoice No: SPP1VNTes401	Batch Payment Amount: 2,63,30...	Payment/ Check Number: -	Invoice_Country: Vietnam
Invoice Date: 2023-06-01	Payment Document No: 015000...	Payment Method: -	Invoice Currency: PLN
Invoice Total Amount: 10,64,700	Clearing Date: 2023-07-17	Remittance: -	OU/LE Name: GEPSV - DUNG QU...

Payment > View > PAY-00000951

Reference Invoice:	Invoice No:	Invoice Date:	Invoice Total Amount:	Payment Amount:
INV-02768234	SPP1VNTes401	2023-06-01	10,64,700.000	10,64,700.000
Batch Payment Amount: 2,63,300.31	Payment Document No: 0150001734	Clearing Date: 2023-07-17	Vendor Name: Supplier Portal Training Demo Vendo	Payment/ Check Number:
Payment Method:	Remittance:	Discount Amount: 0.000		

## How to find payment bank details

**Step 1 :** Go to the Invoice Tab>View

**Step 2 :** In Invoice Information > check the Bank Information

The screenshot shows the 'Invoice' tab in the GE VERNOVA system. The 'All Invoices' section displays a list of invoices. The first invoice is selected, and its details are shown below. The 'Bank Information' section is expanded, showing the supplier bank details.

Cora ID:	Supplier Name:	Scan/Invoice Received Date:	Payment Terms:	Return Date:
INV-02768234	Supplier Portal ...	2023-06-01	000C, Payable d...	-
Status: Paid	Supplier Number: 0010787996	Invoice Date: 2023-06-01	Currency: PLN	Return Reasons: -
PO Number: 4900321211	OU/LE Name: GEPSV - DUNG Q...	Estimated Due Date: 2023-06-01	Invoice Total Amount: 10,64,700	Reject Reason: -
Invoice No: SPP1VNTes401	Bid Code: 227973	Invoice Due Date: 2023-06-01	Payment date: 2023-07-17	Hold Reason: -

Invoice Information

- INSTANCE INFORMATION
- SUPPLIER INFORMATION
- INVOICE INFORMATION
- INVOICE TAX INFORMATION
- BANK INFORMATION

Supplier Bank: Bank Account Number 321123DEF456

IBAN: Swift UBSWCHZH80A

Bank Account Name: testing bank Name

## How to find Proof of payment

**Step 1 :** Go to the payment Tab

**Step 2 :** Examine the payment information, including the payment amount, clearing date, and payment check number, by opening the invoice to verify the evidence of payment.

The screenshot shows the 'Payment' tab in the GE VERNOVA system. The 'All Payments' section displays a list of payments. The first payment is selected, and its details are shown below. The 'Payment Amount', 'Clearing Date', and 'Payment/ Check Number' fields are highlighted with blue arrows, indicating the specific details of the payment.

Reference Invoice:	Invoice No:	Invoice Date:	Invoice Total Amount:	Payment Amount:
INV-02768234	SPP1VNTes401	2023-06-01	10,64,700.000	10,64,700.000
Batch Payment Amount: 2,63,300.31	Payment Document No: 0150001734	Clearing Date: 2023-07-17	Vendor Name: Supplier Portal Training Demo Vendo	Payment/ Check Number:
Payment Method:	Remittance:	Discount Amount: 0.000		

Payment > View > PAY-00000951

Reference Invoice:	Invoice No:	Invoice Date:	Invoice Total Amount:	Payment Amount:
INV-02768234	SPP1VNTes401	2023-06-01	10,64,700.000	10,64,700.000
Batch Payment Amount: 2,63,300.31	Payment Document No: 0150001734	Clearing Date: 2023-07-17	Vendor Name: Supplier Portal Training Demo Vendo	Payment/ Check Number:
Payment Method:	Remittance:	Discount Amount: 0.000		

## How to generate report

**Step 1 :** Go to the Report Tab

**Step 2 :** Click on All Reports

**Step 3 :** From Report name > Payment issued in last 90 days

The screenshot shows the 'Report' tab in the GE VERNOVA system. The 'All Reports' section displays a list of reports. The 'Payment issued in last 90 days' report is highlighted with a blue arrow, indicating the specific report selected.

Reports	Report Name	Description	Folder	Created By	Created On
Recent	All Inquiry Status	This report displays all the inquiry with its corresponding status	Supplier Portal	System Admin	30/5/2023, 1:47 pm
Created by Me	Inquiry Pending with AP Helpdesk Tea	This report shows the Inquiry that are pending with the AP Helpdesk Team	Supplier Portal	System Admin	24/5/2023, 12:06 pm
Private Reports	Invoice By Status	This report displays the invoices with their statuses	Supplier Portal	System Admin	2/6/2023, 12:22 pm
Folders	Invoices submitted in Last 90 days	This report displays the invoices created in last 90 days.	Supplier Portal	System Admin	2/6/2023, 2:40 pm
All Folders	Open Invoices With Status	This report displays the invoices which are open along with their respective status	Supplier Portal	System Admin	5/6/2023, 8:53 am
Created by Me	Payment issued in last 90 days	This report displays the Payment issued in last 90 days	Supplier Portal	System Admin	2/6/2023, 3:04 pm
Shared with Me	Payment Status	This report displays the Payment with Status	Supplier Portal	System Admin	30/5/2023, 1:47 pm
Favorites					
All Favorites					

**Step 4 :** Go to the Payment issued in last 90 days to view the report.

**Step 5 :** Click on Filter button & apply filter as per the requirement .

The screenshot shows a report titled "Report: Payments with Reference Invoice" and "Payment Issued in last 90 days". It displays a table with columns: Vendor Name, Payment Document No, Reference Invoice Cora\_AP\_Ref\_Number, Invoice No, Invoice Date, Invoice Total Amount, and Pay. The table contains two rows of data. To the right, there is a "Filters" sidebar with a "Filter by Payment issued (number of days) ago" section. The operator is set to "less than" and the value is "\$". There is also a "Payment issued (number of days) ago" filter set to "less than 90".

### How to raise inquiry in Cora

**Step 1 :** Go to the Inquiry Tab

**Step 2 :** Select Inquiry Category & Type

**Step 3 :** Click on Create inquiry

**Step 4 :** Select Inquiry Type from the drop down

**Step 5 :** Fill the mandate details such as: Subject & query description

**Step 6 :** Upload the supportive document

**Step 7 :** Click on create inquiry

The screenshot shows the "Inquiry" tab in the GE VERNOVA application. A "Create Inquiry" modal window is open, showing a list of cases on the left and a form on the right. The form includes fields for "Inquiry Category" (set to "Invoice Status"), "Inquiry Type" (set to "General Invoice Enquiry"), "Priority" (set to "Medium"), "Subject", "Supplier/Requestor Email Id", "Requestor Email ID" (set to "parikshit.chawda@genpact.com"), "Query Description", and "PO Number". There is also an "Add Attachment" section with "Upload Files" and "Or drop files" options.

## eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

**Telephone:** (866)-770-5248 Option 2

**Email:** [psesorps@ps.ge.com](mailto:psesorps@ps.ge.com)

**Visit us** <https://app.sc.ge.com/sites/1564108/portal/1043018>

### **Escalation Point of Contact**

Kennedy, Andrew -[andrew.kennedy@ge.com](mailto:andrew.kennedy@ge.com)

G, Karthikeyan -[Karthikeyan2.G@ge.com](mailto:Karthikeyan2.G@ge.com)

This is a detailed view of the "Create Inquiry" form. It includes the following fields and annotations:

- Inquiry Category:** "Invoice Status" (dropdown)
- Inquiry Type:** "General Invoice Enquiry" (dropdown)
- Priority:** "Medium" (dropdown)
- Subject:** (text input)
- Supplier/Requestor Email Id:** (text input)
- Requestor Email ID:** "parikshit.chawda@genpact.com" (text input)
- Query Description:** (text area)
- PO Number:** (text input)
- Add Attachment:** "Upload Files" and "Or drop files" (text)
- Create Inquiry:** (button)

Blue arrows point to the "Subject" field, the "Query Description" field, and the "Create Inquiry" button.



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**THANK YOU!**