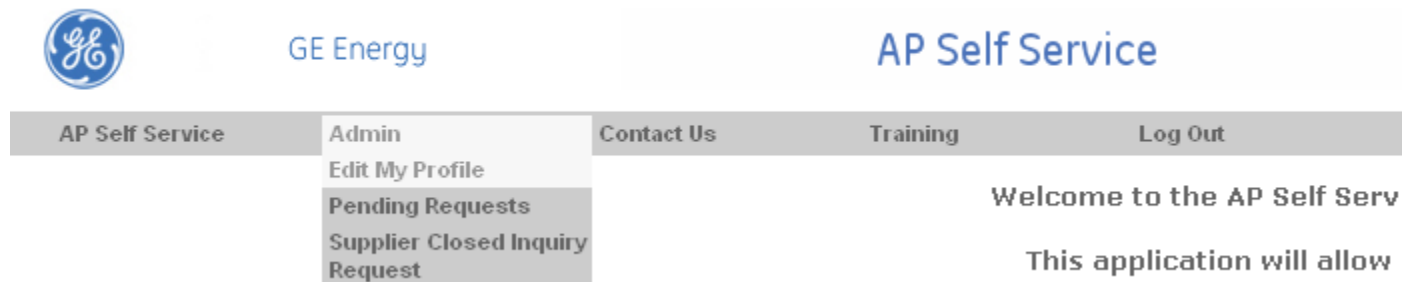


Edit Responsibilities

v1

Edit Responsibility

To add or remove a GSL # or Site # from your select Edit My Profile from the Admin menu.



Privileges

Click the privileges button on the next page to display the GSL #s + Sites you currently have access to.

Country:

Zip/Postal Code:

Remove a GSL + Site

- To remove a site, select it from the List of GSL # box and click the remove button and click Next
- To add a new GSL + Site click the Add New Button

GSL # entered by Supplier:

[Remove](#)

List of GSLs #

117023 , 101

[Back](#) [Add New](#) [Next](#)

Access Request Form

Lookup Tool

Lookup Tool

The screenshot shows a web interface for an Access Request Form. On the left side, there are three input sections: 1. 'GSL #s:' with a text input field and a search icon. 2. 'Enter PO #'s Issued To Your Company' with a 'PO #s:' label, a text input field, and a search icon. 3. 'Enter Invoice #'s Submitted By Your Company' with a text input field. In the center, there are three blue buttons with '>>' and '<<' symbols, used for navigating between the input and list sections. On the right side, there are three empty list boxes: 'List of GSLs #', 'List of POs #', and 'List of Invoices #'. Orange arrows point from the 'Lookup Tool' callout to the search icons, and from the 'Add/Remove access' callout to the navigation buttons. Another orange arrow points from the 'Responsibilities requested' callout to the 'List of Invoices #' box.

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

The screenshot shows a web browser window titled "http://www2.gpower.com - AP Self Service - Microsoft Internet Explorer provid...". The page content includes a "Find GSL" section with a text input field labeled "GSL # :". Below the input field are "Find" and "Reset" buttons. Underneath is a "Search Results" section with a "Submit" button. The results are displayed in a table with two columns: "GSL #" and "Site #".

	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

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