



Supplier Portal

CORA Training for Supplier Portal

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This session gives an overview on...

What's New

- Supplier Portal

Daily Work

- Accessing the tool
- Basic navigation
- How to find the status of your invoices, purchase orders and payments?
- How to get a report about the status of your invoices, purchase orders and payments?



What can you do in CORA Supplier portal?



- Check invoice status
- Track payment status
- Create Inquiry (general, related to: PO status, invoice status, payment status)
- Check the status of your inquiries
- Download report about invoices, purchase orders, payments and inquiries status



- Invoices can't be submitted there
- PO copies can't be downloaded
- Remittance advice can't be downloaded
- Fields / Data can't be modified



Introduction



Overview

Cora tool is an end-to-end Accounts Payable automation solution that eliminates non-standard manual processes & high cost of operations through its automated workflow. It provides higher visibility into key operations parameters and drives transparency, compliance, and governance.

The Cora Supplier Portal provides an excellent opportunity to work and communicate with suppliers in an efficient, safe, and most importantly secure online environment. It keeps all information about Purchase Orders, invoices, payments etc. It makes the tracking of invoices easier.



Login to Cora Supplier Portal

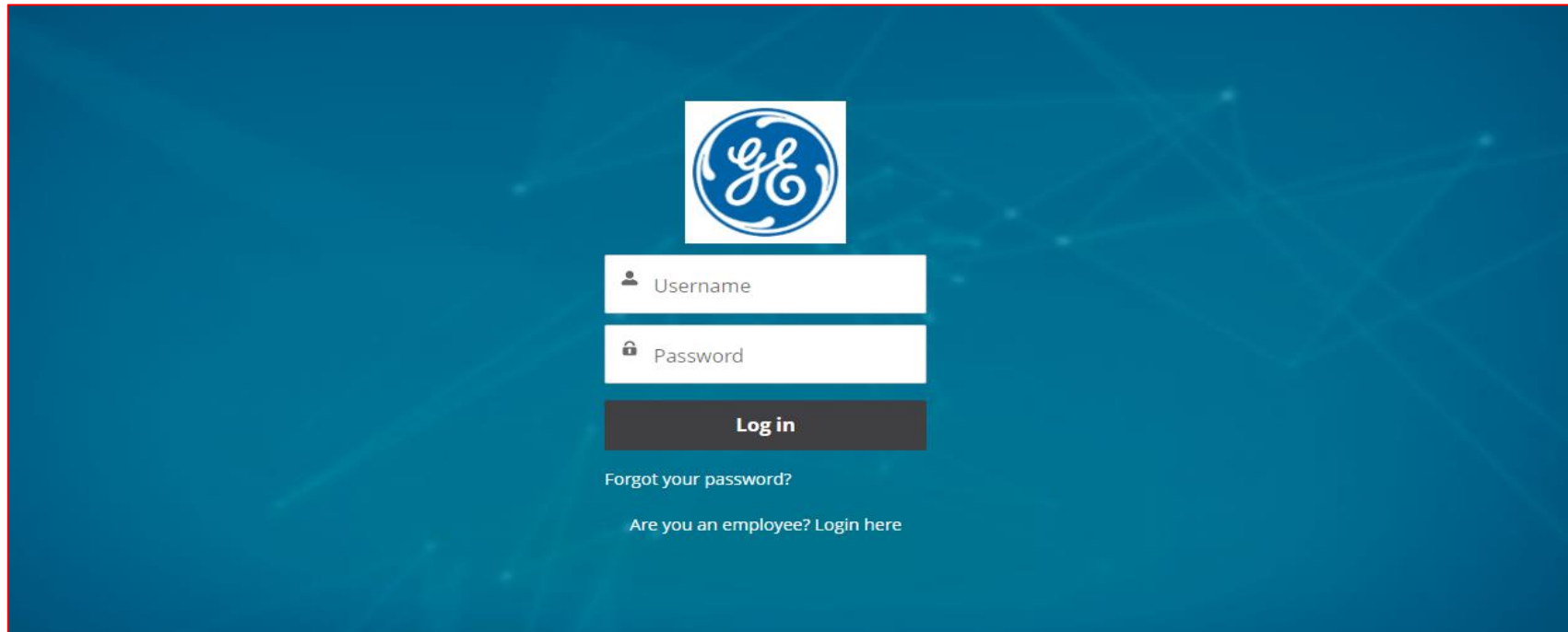



Login Page

Reach the production URL in Google Chrome Browser address bar:

<https://gegaspower-coraapflow.my.site.com/supplierportal/login>

The following screen will appear:

A screenshot of the GE login page. The background is a dark teal color with a subtle pattern of white dots and lines. At the top center is the GE logo, a white circle containing the letters 'GE' in a stylized font. Below the logo are two white input fields. The first field has a person icon on the left and the text 'Username'. The second field has a lock icon on the left and the text 'Password'. Below these fields is a dark grey button with the text 'Log in' in white. Underneath the button are two lines of text: 'Forgot your password?' and 'Are you an employee? Login here'.



Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)



How to get access to the Supplier Portal?




Step 1

✓ Open URL <https://registration.gepower.com/registration/>

Step 2

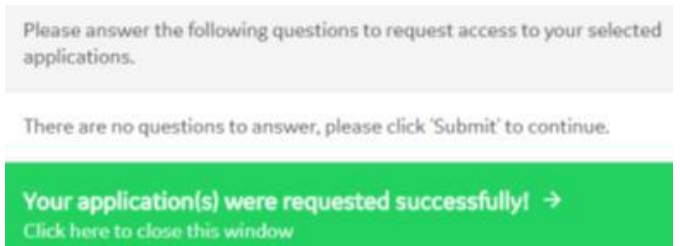
✓ Click on the **Register**

Step 3

- ✓ Update the Basic and Mandatory Information
- ✓ Ensure to find  on all mandatory fields rather than 
- ✓ If  recheck the fields and update

Step 3.1

- ✓ Answer country information for security reasons
- ✓ Check
- ✓ 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 image mentioned
- ✓ Click **Submit**
- ✓ 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**



Home Screen

After login, user will land on “**Home Screen**”. Home Screen will show basic information about the Supplier Portal.

Welcome to Cora AP Supplier Portal !!

Extend self-service capabilities to your Supplier through a web-based portal and improve relationships thereby taking your invoice processing automation to the next level. Cora AP Flow provides real-time access to invoice status and payment information to Suppliers, resulting in fewer calls and email inquiries to the AP Helpdesk.

Go to Ariba/Clear Orbit portal to submit the Invoice to GE Gas Power
For any questions, please use self guide & FAQ. If still query, submit an inquiry.

To submit an invoice use applicable portal
- [Ariba Invoice Submission](#)
- [Clear Orbit Invoice Submission](#)

For [FAQ](#)

Dashboard **Supplier Status** Refresh

As of Oct 18, 2022, 11:57 AM-Viewing as AEG POWER SOLUTIONS PTE. LTD. Contact

Supplier Invoice Status

Status	Record Count
Awaiting Ap...	3
Rejected	1
In Processing	4
ERP Hold	1

[View Report \(Supplier Invoice Status\)](#)

Supplier Inquiry Status

Inquiry Status	Record Count
Pending Resolution	3

[View Report \(Supplier Inquiry Status\)](#)



Basic Navigation



Invoice Tab

Home **Invoice** Purchase Order Payment Inquiry



Non PO Invoices PO Invoices Parked Invoices QC Invoices Reassign Approvers Reassign Invoices Reassign Work Items

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Create Inquiry Upload Invoice

Invoices can be filtered based on search criteria and sort by required field name.

You can view Invoice details by clicking on the “View” icon.

<input type="checkbox"/>	Cora ID: INV-00001339 Vendor Name: - Invoice No: - Document Type: -	Bill To Name: - Country: - PO Numbers: - Invoice Date:	Supplier Address: - Payment Terms: - Estimated Due Date: Invoice Type: -	Currency: USD Bid Code: - Status: Received ERP Due Date:	Sub Total Amount: Tax Amount 1: ERP Discount Amount: Vendor Email: -	
<input type="checkbox"/>	Cora ID: INV-00000920 Vendor Name: - Invoice No: 234 Document Type: Non PO Invoice	Bill To Name: - Country: - PO Numbers: - Invoice Date: 2022-01-21	Supplier Address: A Payment Terms: - Estimated Due Date: Invoice Type: -	Currency: USD Bid Code: - Status: In Processing ERP Due Date:	Sub Total Amount: 10,000 Tax Amount 1: 1 ERP Discount Amount: Vendor Email: -	

Note: All the fields are read only, you cannot edit any fields.



Invoice Tab

There is an option to filter the invoices based on any “Filter Criteria”. After selecting the required search parameters, user need to click on “Apply” button.

The screenshot shows the GE Invoice Tab interface. At the top, there are navigation tabs: Home, Invoice, Purchase Order, Payment, and Inquiry. Below the tabs, there is a search bar and a notification icon. The main content area displays a table of invoices with columns for Case Number, Invoice Number, Supplier Email, and Status. A 'Filter Criteria' dialog box is open, allowing users to filter invoices based on various criteria. The 'Apply' button is highlighted with a red box.

Case Number	Invoice Number	Supplier Email	Status
000016	-	-	Awaiting AP Helpdesk R...
000015	-	abc	Awaiting AP Helpdesk R...
000013	-	-	Awaiting AP Helpdesk R...
000010	-	-	Awaiting AP Helpdesk R...

There is an option to sort the invoices based on any “Sort Criteria”. For sorting, you should click on “Sort” icon and then select the sorting parameter.

The screenshot shows the GE Invoice Tab interface. At the top, there are navigation tabs: Home, Invoice, Purchase Order, Payment, and Inquiry. Below the tabs, there is a search bar and a notification icon. The main content area displays a table of invoices with columns for Case Number, Invoice Number, Supplier Email, and Status. A 'Sort Criteria' dropdown menu is open, allowing users to sort invoices based on various criteria. The 'Sort' icon is highlighted with a red box.

Case Number	Invoice Number	Supplier Email	Status
000016	-	-	Awaiting AP Helpdesk R...
000015	-	abc	Awaiting AP Helpdesk R...
000013	-	-	Awaiting AP Helpdesk R...
000010	-	-	Awaiting AP Helpdesk R...



Invoice Tab

Queries can be raised for a particular Invoice using Create Inquiry option:

The screenshot shows the GE Supplier Portal interface. The top navigation bar includes 'Home', 'Invoice' (highlighted), 'Purchase Order', 'Payment', and 'Inquiry'. Below the navigation bar, there is a search bar and a list of actions: 'Create Inquiry' (highlighted), 'Upload Invoice', and a filter icon. A table below shows invoice details for Cora ID INV-00001339, with a 'Create Inquiry' button highlighted in red.

<input checked="" type="checkbox"/>	Cora ID: INV-00001339	Bill To Name: -	Supplier Address: -	Currency: USD	Sub Total Amount:
	Vendor Name: -	Country: -	Payment Terms: -	Bid Code: -	Tax Amount 1:
	Invoice No: -	PO Numbers: -	Estimated Due Date:	Status: Received	ERP Discount Amount:
	Document Type: -	Invoice Date:	Invoice Type: -	ERP Due Date:	Vendor Email: -

You should see Invoice’s status where supplier action is needed. E.g.: Payment failed due to not valid bank information etc.

Note: Actions will not be done on Supplier Portal, but on the respective platform or by contacting your GE Gas Power Contact.



Invoice Tab

Once you select “**Create inquiry**” icon, the following dialog box will appear. Please fill all the required fields (denoted by a red line on the left side of the field).

Invoice related fields will be auto-populated.

Mandatory fields:

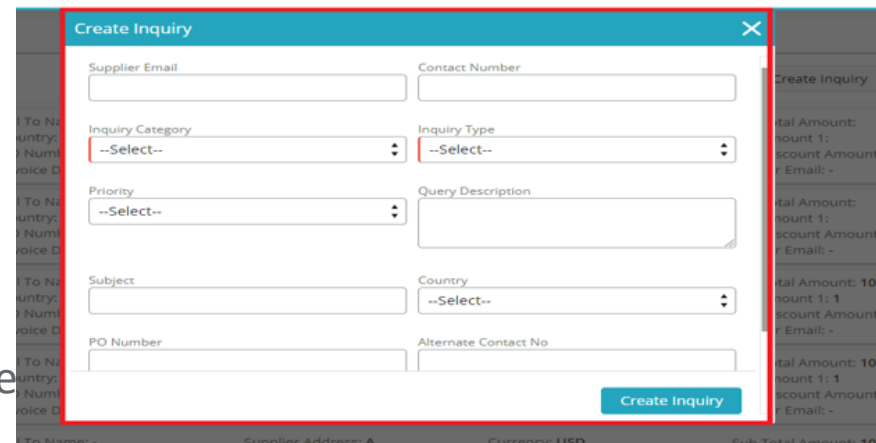
- **Inquiry category**

Please select the appropriate Category from the drop-down menu

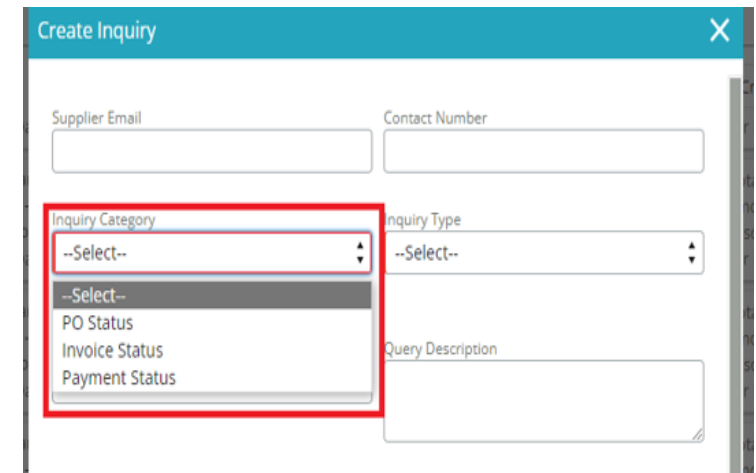
- **Inquiry type**

It is an “**Inquiry Category**” dependent field. As per the inquiry category system will show the inquiry type.

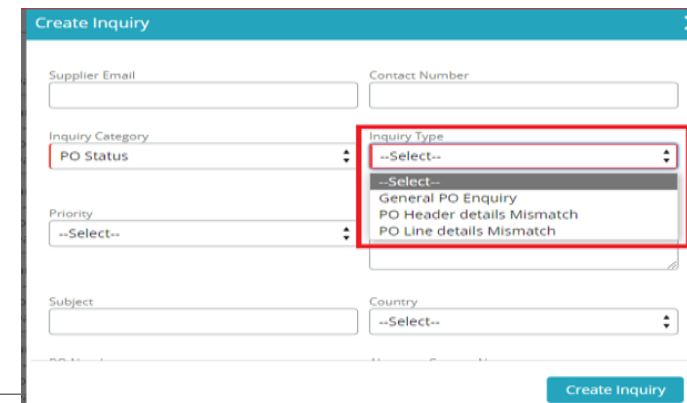
Please select the appropriate inquiry type from the dropdown list.



The screenshot shows the 'Create Inquiry' dialog box with a red border highlighting the left side of the form fields. The fields include: Supplier Email, Contact Number, Inquiry Category (dropdown), Inquiry Type (dropdown), Priority (dropdown), Query Description (text area), Subject, Country (dropdown), PO Number, and Alternate Contact No. A 'Create Inquiry' button is at the bottom right.



The screenshot shows the 'Create Inquiry' dialog box with the 'Inquiry Category' dropdown menu open. The menu options are: --Select--, --Select--, PO Status, Invoice Status, and Payment Status. The 'Inquiry Type' dropdown is also visible, showing --Select--.



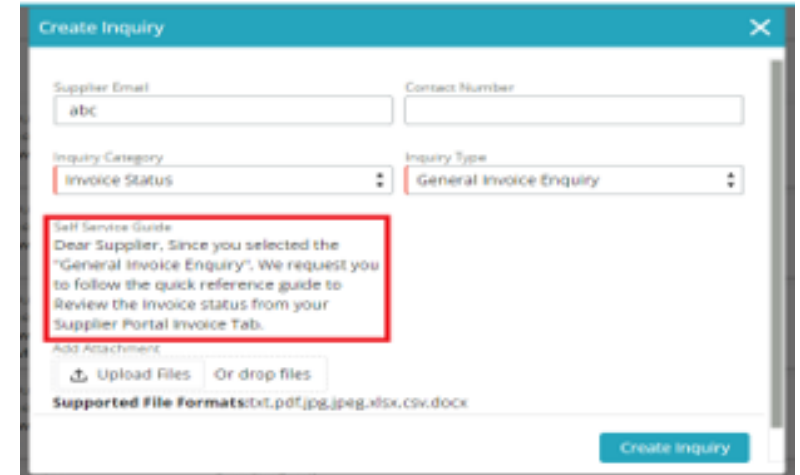
The screenshot shows the 'Create Inquiry' dialog box with the 'Inquiry Type' dropdown menu open. The menu options are: --Select--, --Select--, General PO Enquiry, PO Header details Mismatch, and PO Line details Mismatch. The 'Inquiry Category' dropdown is also visible, showing PO Status.



Invoice Tab

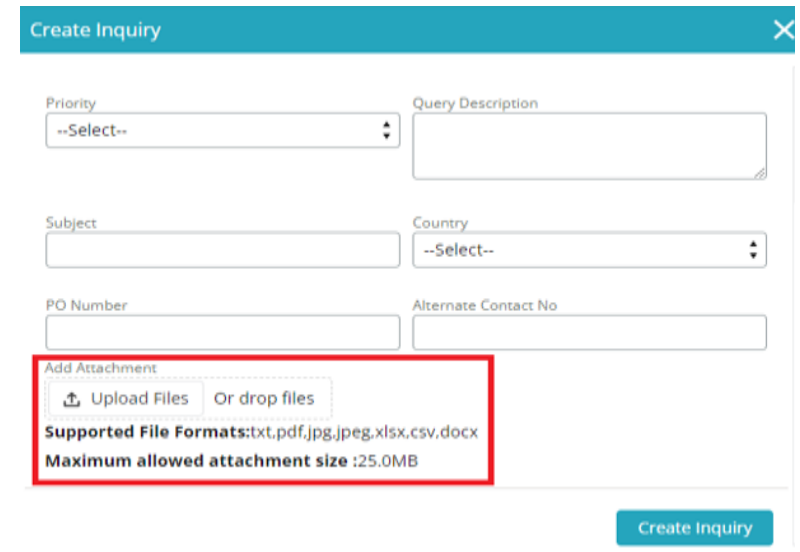
Please note:

- Self-resolution/guide details will be available for defined query types and for those query types, you will not be able to raise query
- Where self-resolution/guide is not available, you can raise query by selecting the appropriate query type
- It is best practice to provide as many details as possible when submitting an inquiry to ensure a timely and accurate response
- You can add any supporting documents by clicking on the **“Upload Files”** icon.
- After filling all the details user will click on **“Create Inquiry”** button and inquiry case will get created.



The screenshot shows the 'Create Inquiry' form with the following fields and options:

- Supplier Email: abc
- Contact Number: [Empty]
- Inquiry Category: Invoice Status
- Inquiry Type: General Invoice Enquiry
- Self Service Guide: Dear Supplier, Since you selected the "General Invoice Enquiry", We request you to follow the quick reference guide to Review the Invoice status from your Supplier Portal Invoice Tab.
- Add Attachment: Upload Files Or drop files
- Supported File Formats:txt.pdf.jpg.jpeg.xlsx.csv.docx
- Create Inquiry button



The screenshot shows the 'Create Inquiry' form with the following fields and options:

- Priority: --Select--
- Query Description: [Empty]
- Subject: [Empty]
- Country: --Select--
- PO Number: [Empty]
- Alternate Contact No: [Empty]
- Add Attachment: Upload Files Or drop files
- Supported File Formats:txt.pdf.jpg.jpeg.xlsx.csv.docx
- Maximum allowed attachment size :25.0MB
- Create Inquiry button



Purchase Order Tab



- Display list of Purchase Orders
- You can filter Purchase Orders based on search criteria and sort by required field name.
- View Purchase details by selecting a particular Purchase Order.
- Supplier Portal should show the status PO as Ready for Invoicing (where PO is approved and GR is available, but no invoice sent by you against that PO)

Note: You cannot raise a query in Purchase Order screen. Create Inquiry option will not be available.



Payment Tab

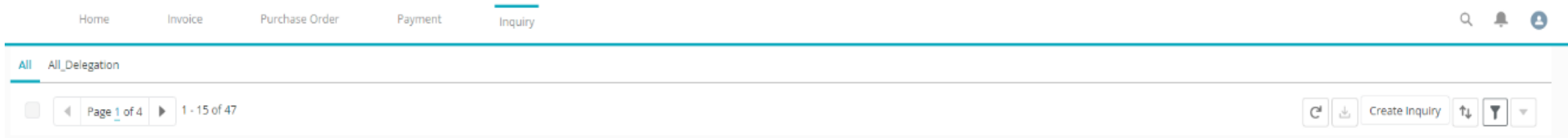
The screenshot displays the 'Payment' tab in a software application. The navigation bar includes 'Home', 'Invoice', 'Purchase Order', 'Payment' (selected), and 'Inquiry'. The main content area shows 'All' and 'All' filters, and a 'No Record Found' message. A 'Filter Criteria' dialog box is open, containing the following fields:

- AP Ref No:
- Cora_AP_Ref_Number (header):
- Clearing Date: Range
- Payment Status:
- Currency: Select (AUD, CAD)
- Vendor Name:
- Payment Method: Select
- Payment Date: Range

- Display list of all Payments
- You can filter using different parameters based on search criteria and sort by required field name. Detailed fields list mentioned in the Supplier portal workbook sections.
- View payment details by selecting a particular Payment entry.
- Search the payment details using various criteria (Invoice amount, Paid amount against that invoice and consolidated payment amount under single payment id)



Inquiry Tab



- Display list of all Inquiries where you can filter Inquiry based on search criteria and sort by required field name
- You can view Inquiry details by selecting a particular Inquiry case
- You can raise general query through this screen, click to the „Create inquiry” button



Supplier Portal Queries



Create Inquiry

You can either create a query against an invoice or a general inquiry.

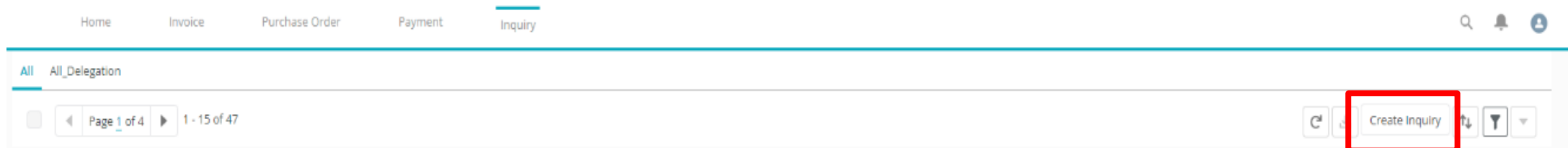
Steps to be followed for creating an inquiry-

1. Click on the **“Create inquiry”** option

Under the **„Inquiry”** tab, you can create a general inquiry.

Topic-scpecific inquiries may be created under the **„Invoice”** / **„Payment”** tabs.

➤ For **General query**, user can directly click on **“Create inquiry”** button under inquiry queue.



Create Inquiry

- For an **Invoice query**, you must first select the invoice from the invoice queue against which they want to create an inquiry. After selecting, the invoice **“Create inquiry”** icon gets enabled.

The screenshot displays the GE Genpact Invoice Queue interface. The 'Invoice' tab is selected in the top navigation bar. The main content area shows a table of invoices. The first invoice, with Cora ID INV-00001346, is selected, indicated by a checked checkbox in the first column. The 'Create Inquiry' button in the top right of the table is highlighted with a red box, indicating it is enabled for the selected invoice. The second invoice, with Cora ID INV-00001339, is not selected. The table columns include Cora ID, Vendor Name, Invoice No, Document Type, Bill To Name, Country, PO Numbers, Invoice Date, Supplier Address, Payment Terms, Estimated Due Date, Invoice Type, Currency, Bid Code, Status, ERP Due Date, Sub Total Amount, Tax Amount 1, ERP Discount Amount, and Vendor Email.

Selection	Cora ID	Vendor Name	Invoice No	Document Type	Bill To Name	Country	PO Numbers	Invoice Date	Supplier Address	Payment Terms	Estimated Due Date	Invoice Type	Currency	Bid Code	Status	ERP Due Date	Sub Total Amount	Tax Amount 1	ERP Discount Amount	Vendor Email
<input checked="" type="checkbox"/>	INV-00001346	-	-	-	-	-	-	-	-	-	-	-	-	-	Received	-	-	-	-	-
<input type="checkbox"/>	INV-00001339	-	-	-	-	-	-	-	-	-	-	-	USD	-	Received	-	-	-	-	-

Note: You can raise a single query for several invoices by selecting multiple invoices at the same time



Create Inquiry

2. Once you select “**Create inquiry**” icon, the following dialog box will appear, and you shall fill all the required fields.

The screenshot shows a 'Create Inquiry' dialog box with the following fields:

- Inquiry Category**: Dropdown menu with "--Select--" and a red border.
- Inquiry Type**: Dropdown menu with "--Select--" and a red border.
- Priority**: Dropdown menu with "--Select--" and a red border.
- Subject**: Text input field with a red border.
- Supplier Email Id**: Text input field with a red border.
- Contact Number**: Text input field with a red border.
- Alternate Contact No**: Text input field with a red border.
- Query Description**: Text area with a red border.
- Country**: Text input field with a red border.
- PO Number**: Text input field with a red border.

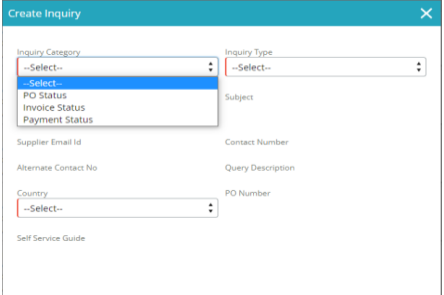
A teal button labeled "Create Inquiry" is located at the bottom right of the dialog.

Note: Mandatory fields are denoted by a red line on the left side of the field.

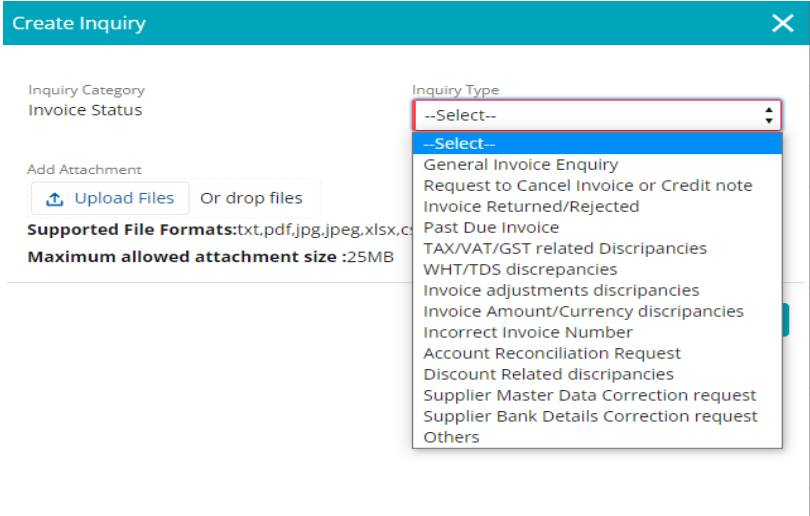


Create Inquiry

- **Inquiry category-** You must select the appropriate Category from the drop-down menu for which you want to create the request.

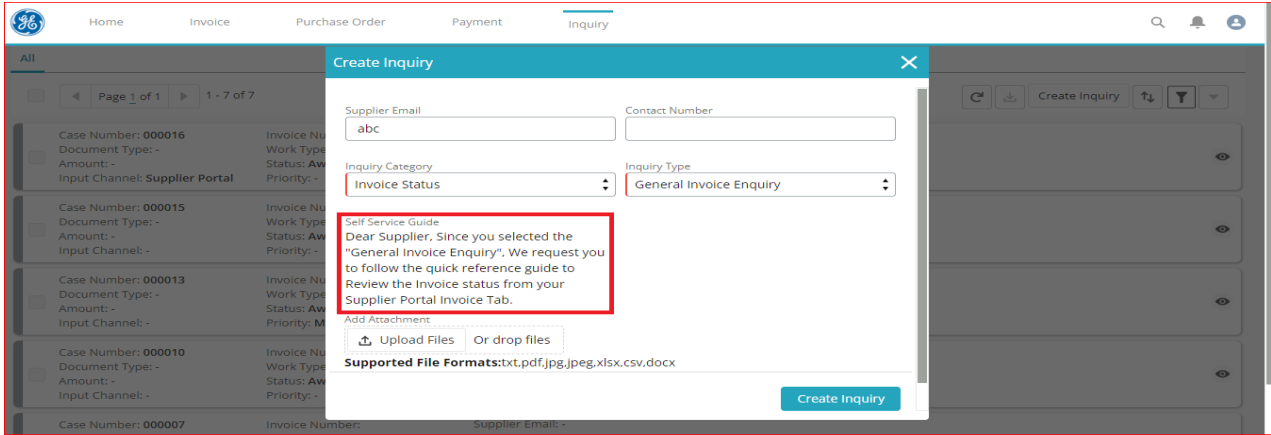


- **Inquiry Type-** It is a “**Inquiry Category**” dependent field. As per the inquiry category system will show the inquiry type. You should select the appropriate inquiry type from the dropdown list.

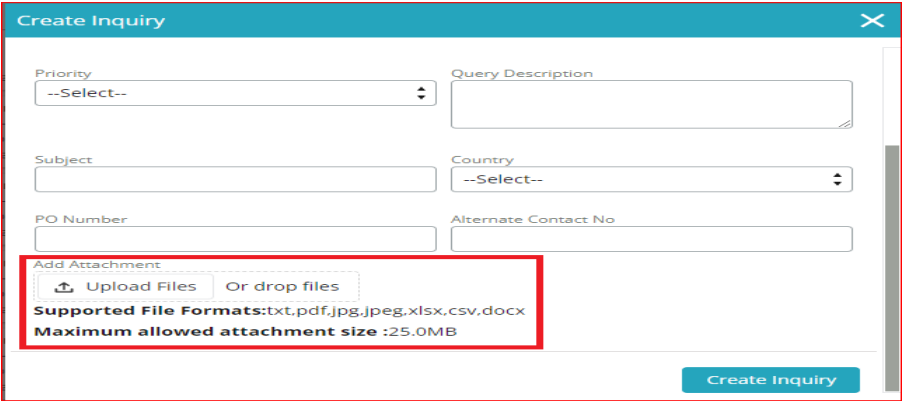


Create Inquiry

Note: Self-resolution/guide details will be available for defined query types, and you will not be able to raise query for those



- 4. It is best practice to provide as many details as possible when submitting an inquiry to ensure a timely and accurate response.
- 5. You can add any supporting documents by clicking on the **“Upload Files”** icon.



Create Inquiry

6. Once you click on the **“Upload Files”** icon a dialog box will appear to locate the file in local system. You should select the file which that you would like to upload and click on **“OK”** button.

7. After filling all the details you shall click on **“Create Inquiry”** button and inquiry case will get created.

Create Inquiry

Priority: --Select--

Query Description

Subject

Country: --Select--

PO Number

Alternate Contact No

Add Attachment

Upload Files Or drop files

Supported File Formats:txt,pdf,jpg,jpeg,xlsx,csv,docx

Maximum allowed attachment size :25.0MB

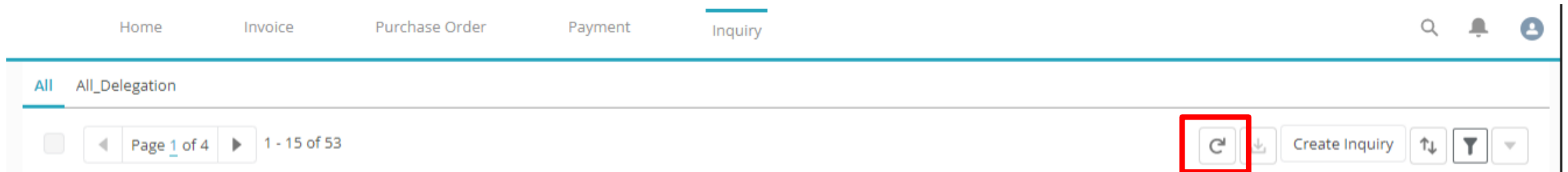
Create Inquiry

Bill To Name: - Supplier Address: A Currency: xyz Sub Total Amount: 10,000



Refresh

You can click on this icon to check the new cases created or to check the updated case status.



Note: Closed queries can be Re-opened within 7 Calendar days of closure. Fully Closed queries will be in the archived query list, but you cannot re-open these cases. If you would like to reopen a fully closed query, please open a new one.



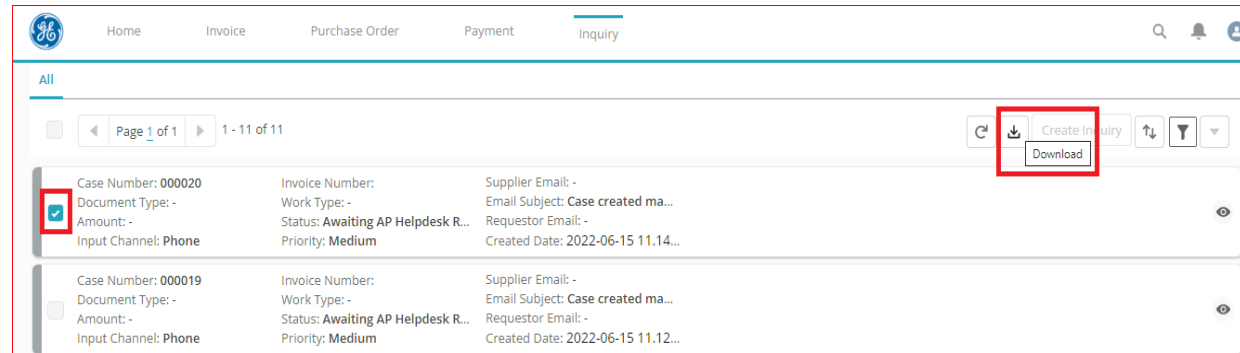
Reporting



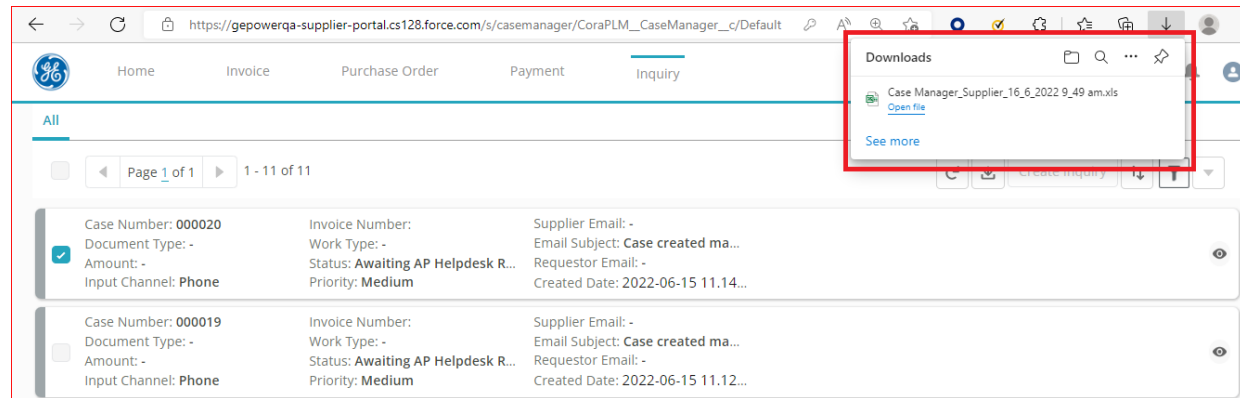
You can download the current list of Invoices, Purchase Orders, Payments, and Inquiries and save it in the local folder.

Steps for downloading

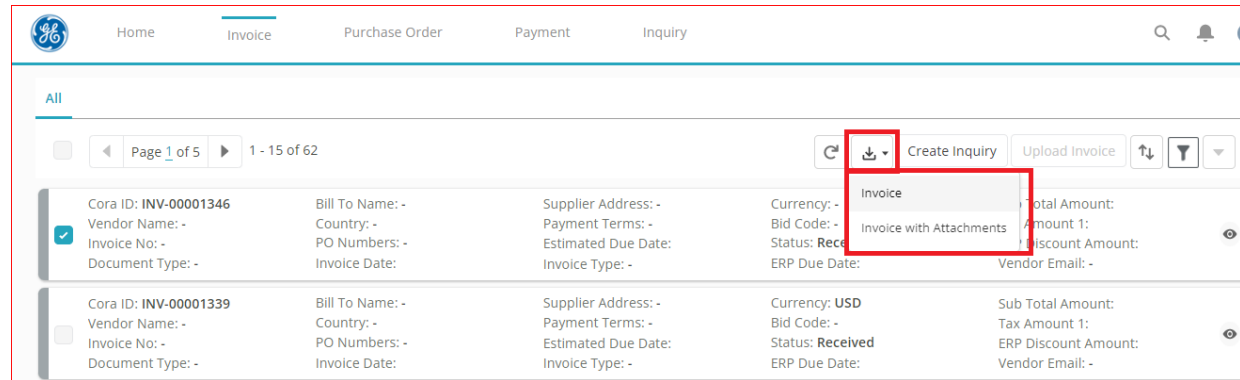
1. You must select the cases which they want to download. After selecting the cases the **“Download”** icon will get enabled.



2. Once you click on the **“Download”** icon auto download will get started. The files will be downloaded in the .xls format.



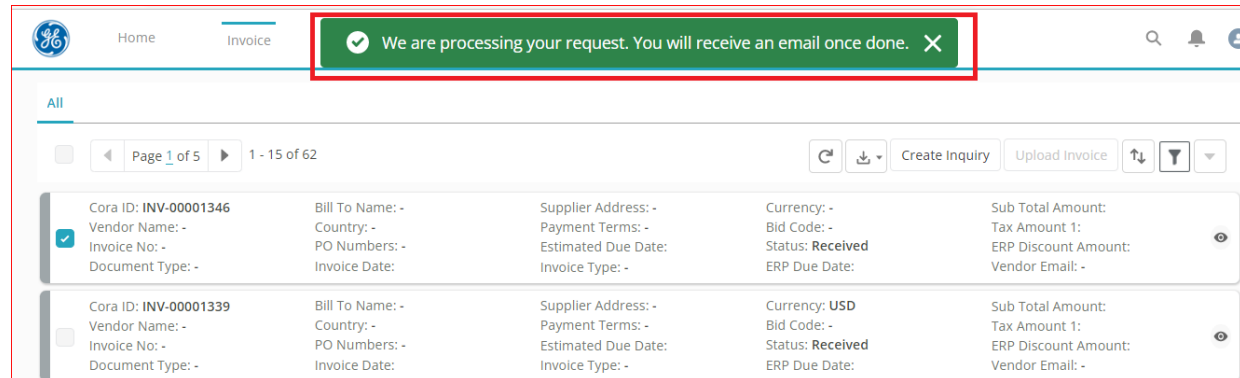
3. You can either download with or without attachment (Invoice Image copy).



The screenshot shows the GE invoice management interface. At the top, there are navigation tabs: Home, Invoice, Purchase Order, Payment, and Inquiry. Below the navigation, there is a search bar and a notification icon. The main content area displays a list of invoices. The first invoice is selected, and a dropdown menu is open over the download icon, showing options: "Invoice" and "Invoice with Attachments".

Invoice ID	Vendor Name	Invoice No.	Document Type	Bill To Name	Country	PO Numbers	Invoice Date	Supplier Address	Payment Terms	Estimated Due Date	Invoice Type	Currency	Bid Code	Status	ERP Due Date	Sub Total Amount	Tax Amount 1	ERP Discount Amount	Vendor Email
INV-00001346	-	-	-	-	-	-	-	-	-	-	-	-	-	Received	-	-	-	-	-
INV-00001339	-	-	-	-	-	-	-	-	-	-	-	USD	-	Received	-	-	-	-	-

4. When you download the invoices with attachment, the system will send the download files on the user e-mail address and will show an acknowledgment for successful execution.



The screenshot shows the GE invoice management interface with a green confirmation message at the top: "We are processing your request. You will receive an email once done." Below the message, the invoice list is visible, showing the same two invoices as in the previous screenshot.

Invoice ID	Vendor Name	Invoice No.	Document Type	Bill To Name	Country	PO Numbers	Invoice Date	Supplier Address	Payment Terms	Estimated Due Date	Invoice Type	Currency	Bid Code	Status	ERP Due Date	Sub Total Amount	Tax Amount 1	ERP Discount Amount	Vendor Email
INV-00001346	-	-	-	-	-	-	-	-	-	-	-	-	-	Received	-	-	-	-	-
INV-00001339	-	-	-	-	-	-	-	-	-	-	-	USD	-	Received	-	-	-	-	-



Appendix



Important Links

[Global No PO No Pay Policy](#)

[Supplier Invoicing Instructions – 1 Page Guide](#)

[S2P Global Mailroom](#)

[Supplier Connect ^{beta} – Global Invoice Lookup](#)

[Tungsten Network](#)

