

GE Appliances

Standard Operating Procedure for Onboarding Supplier Users

Supplier Registration

As a supplier with GE Appliances, you will need approved access to our system to see your financial information, remittance advice, status, and orders.

Things you will need to complete the Registration process:

Your company's W9/W8.

Your company's GEA Supplier ID. If you don't know it, please contact sourcinghelp@geappliances.com. Or you can find it on a PDF copy of a PO you've received from GEA.

Part 1 of the registration will establish your credentials and security questions.

Part 2 of the registration will prompt you to log into the system with the new credentials and complete the Registration Request form.

Note: You must finish part 1 and part 2 to complete the registration of your login account.

Part 1

Please review the Registration Instructions in full before you begin.

Go to GEA Landing Page: <http://supplier.geappliances.com>: After you've reviewed the instructions, click on "REQUEST ACCESS"

GE APPLIANCES
a Haier company

Existing Supplier User?
CLICK TO LOGIN

Forgot Your User ID?
FIND USER ID

Forgot Your Password?
RESET PASSWORD

Modify Your Account?
MODIFY ACCOUNT

First Time User?
REQUEST ACCESS

Need Registration Instructions?
REGISTRATION INSTRUCTIONS

LEGAL DOCUMENTS
GEA Direct Conditions of Purchase
GEA Indirect Conditions of Purchase
GEA Integrity Guide for Suppliers
GEA Data Protection Attachment

UPCOMING SOON
How to become a GE Appliances Supplier

SUPPLIER DIVERSITY

Complete the "New User Registration" (PWM):

REGISTRATION FORM

GEA does NOT support shared login accounts. Each user is required to create and register their own login account. You must enter your own First and Last name and individual email address.

Once complete, click "CONTINUE".

NEW USER REGISTRATION

Email Address is required

Email Address

First Name

Middle Initial

Last Name

User ID

Password is case sensitive.
Must be at least 8 characters long.
Must include at least 2 numbers.
Must have at least 2 uppercase letters.
Must not include any of the following values:
administrator password pa55word Password
Pa55word Administrator

Password

Confirm Password

CONTINUE



CONFIRMATION EMAIL

Check your email for the required code. Selecting "Click here" in the email will automatically enter the code in the box shown below.



NEW USER REGISTRATION

ENTER CODE FROM REGISTERED MAILBOX ABOVE AND CLICK HERE

CANCEL

ONLY if the link does not work, copy the code block text in the email and paste it into the box.



SSO TERMS AND CONDITIONS

Read through the agreement regarding the information used to create your Single Sign On ID (SSOID) and the terms of use.

Check the box next to "I agree", and click "CONTINUE".



NEW USER REGISTRATION

I understand my SSO ID is confidential and sharing of my SSO ID is prohibited

Your new user account has been successfully created.

Click "Continue" to create your Security questions used to safeguard the privacy of your account access.

PLEASE NOTE: It may take up to 24 hours for your new user account to be added to the system. You will receive an email notification when that is completed.

The Single Sign On ("SSO") registration information provided above will be held by Haier US Appliance Solutions DBA GE Appliances ("GEA"), Appliance Park, Louisville, Kentucky 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 GEA 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 information for any other purposes will be disclosed to you through, and is subject to, Terms of Use or other legal notices provided. Although the data protection laws of the United States and the countries where other GEA sites are located may not provide a level of data protection and privacy equivalent to that provided for in your country, GEA will take appropriate measures to ensure that the SSO registration information you provide is protected against unauthorized or unlawful access or disclosure.

By clicking "Continue" below, you acknowledge that you understand and consent to the above.

I Agree

CONTINUE

ACCOUNT CREATION

Wait for the account creation success message, then click "CONTINUE"



PLEASE WAIT

SUCCESS

Your new user account has been created successfully.

CONTINUE

SECURITY QUESTIONS

Select a Security question and type an answer for each of the fields.

Security answers cannot include part of the question, and must be unique for each question.

Click "SAVE ANSWERS" when complete.



Click "CONTINUE". Your User ID has been created successfully. Proceed to register your User ID for approval.

A screenshot of the "SETUP SECURITY QUESTIONS" form. The title "SETUP SECURITY QUESTIONS" is at the top in blue. Below it, the instruction "Please type your security answers" is shown. The form contains five rows, each with a dropdown menu labeled "Please select a question item from the list" and a text input field labeled "Type your answer here". At the bottom right of the form is a red button labeled "SAVE ANSWERS".

Click "ISUPPLIER REGISTRATION"



PLEASE SELECT THE LINK BELOW TO CONTINUE YOUR REGISTRATION



Part 2:

You will be prompted to log in with new username and password you just created.



SSOGEN




Enter your User ID



Enter your Password

LOG IN >

Your user information will automatically populate with contact information. You must complete all other required fields including attaching a copy your company's W8/W9:

**GE APPLIANCES**
a Haier company

[Logout](#)

Welcome _____

REGISTRATION REQUEST

*** Indicates a required field**

User ID
[Your User ID]

First Name [Your First Name] Last Name [Your Last Name]

Email [Your Email Address] Phone Number *

Job Title * Your Role at Company

Shipping to *

Your Company's Name * Your Company's Address (facility you are located) *

Your Company's GEA Supplier ID * Goods Or Services Provided *

(tip: If unknown, please contact SourcingHelp@geappliances.com)

Country * Taxpayer ID * W9/W8 Attachment: * **Choose File** W9 Document.pdf **x**
(pdf and jpg are the only supported formats)

TERMS OF USE

PLEASE READ THESE TERMS BEFORE USING THIS SITE

This Supplier Portal Web site ("Portal") is provided by Haier US Appliance Solutions, Inc., dba GE Appliances, a Delaware corporation, ("Owner"). BY USING PORTAL, YOU AS SUPPLIER AND USER OF THIS SITE AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS AS WELL AS ALL OTHER POLICIES DESCRIBED IN THE SITE. These terms may be changed from time to time and without further notice. Continued use of Portal after any such changes constitutes acceptance of the new terms. If you as Supplier do not agree to abide by these or any future terms, you must not use Portal or download materials from it. Owner may terminate, change, suspend or discontinue any aspect of Portal, including the availability of any features, at any time. Owner may remove, modify or otherwise change any content, including that of third parties, on or from Portal. Owner may impose limits on certain features and services or restrict access to parts or all of the Portal without notice or liability. Owner may terminate Your use of Portal at any time in its sole discretion.

I Accept Terms of Use

SUBMIT **CLEAR**

If you don't know your Company's GEA Supplier ID, contact sourcinghelp@geappliances.com and provide your Company's Tax ID number to request it. OR if you've received a PO, your supplier ID can be found on the PDF copy of a PO as the "Supplier Number":

Standard Purchase Order

Std PO Number :
Revision : 0
Creation Date :
Revision Date :

Buyer : Supplier :
Bill To : Order From :

Ship To :

Ship Via : Please email us at
RoutingCenter@geappliances.com
or call 1-800-864-7292 for Service Instructions.

Requester :	Supplier Number :
EMAIL :	Payment Terms :

Review the Terms of Use and select "I Accept Terms of Use" to proceed.

Select "Submit"

TERMS OF USE

PLEASE READ THESE TERMS BEFORE USING THIS SITE

This Supplier Portal Web site ("Portal") is provided by Haier US Appliance Solutions, Inc., dba GE Appliances, a Delaware corporation, ("Owner"). BY USING PORTAL, YOU AS SUPPLIER AND USER OF THIS SITE AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS AS WELL AS ALL OTHER POLICIES DESCRIBED IN THE SITE. These terms may be changed from time to time and without further notice. Continued use of Portal after any such changes constitutes acceptance of the new terms. If you as Supplier do not agree to abide by these or any future terms, you must not use Portal or download materials from it. Owner may terminate, change, suspend or discontinue any aspect of Portal, including the availability of any features, at any time. Owner may remove, modify or otherwise change any content, including that of third parties, on or from Portal. Owner may impose limits on certain features and services or restrict access to parts or all of the Portal without notice or liability. Owner may terminate Your use of Portal at any time in its sole discretion.

I Accept Terms of Use

 SUBMIT

 CLEAR

You will receive the following prompt:



REGISTRATION REQUEST

Registration Request Submitted Successfully

Your registration is being approved by GE Appliances. Please keep in mind that it can take up to 24 business hours for approval. If you need expedited access to our portals or if you have been instructed to register for SupplierNet access, please contact the Sourcing Services Helpdesk at 1-800-782-8099 or sourcinghelp@geappliances.com.

