GE Appliances

Standard Operating Procedure for Onboarding Supplier Users

User Login Registration Approval Request

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

Required to complete the Login Registration process:

Your Company's W9/W8.

Your Company's GEA Supplier ID. If you don't know it, please email sourcinghelp@geappliances.com . You can also find it on a PDF copy of a Purchase Order (PO) you've received from GE Appliances.

Part 1: Create login credentials and answer security questions.

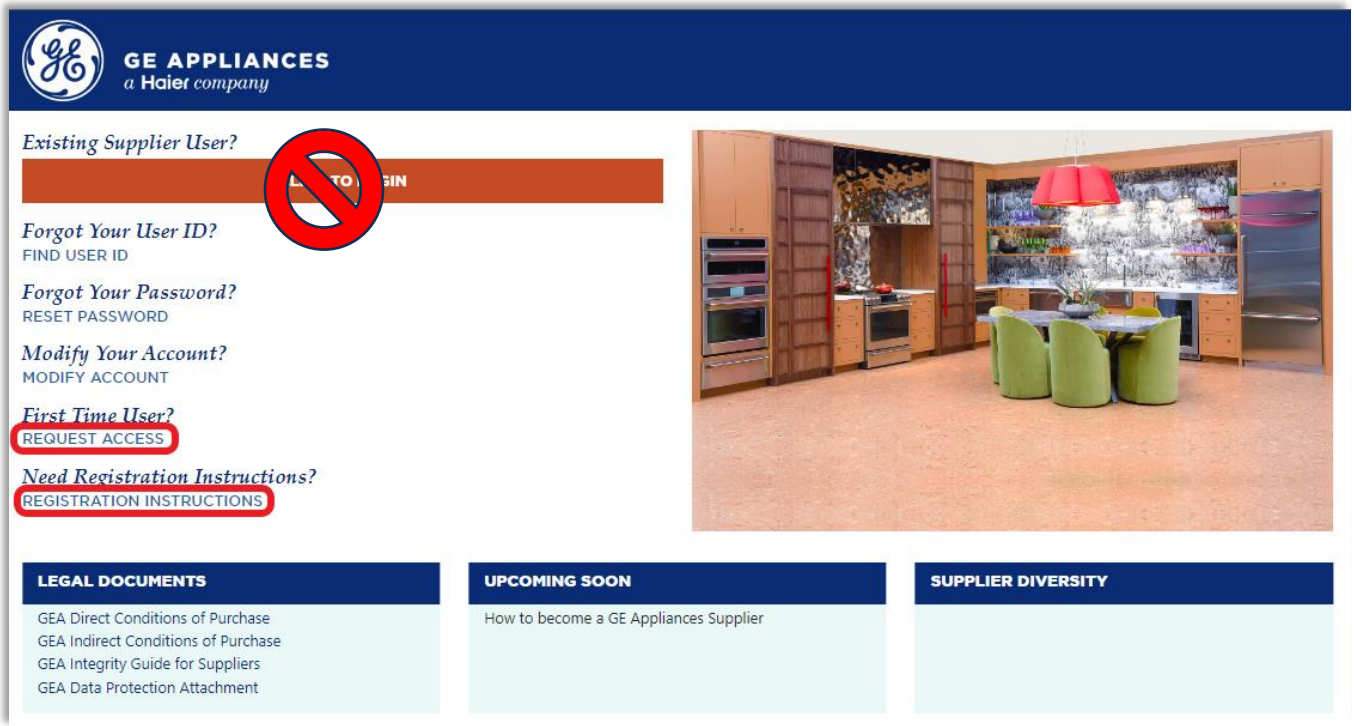
Part 2: Complete and submit the **Registration Request** form to send us a request to approve your login credentials to access iSupplier.

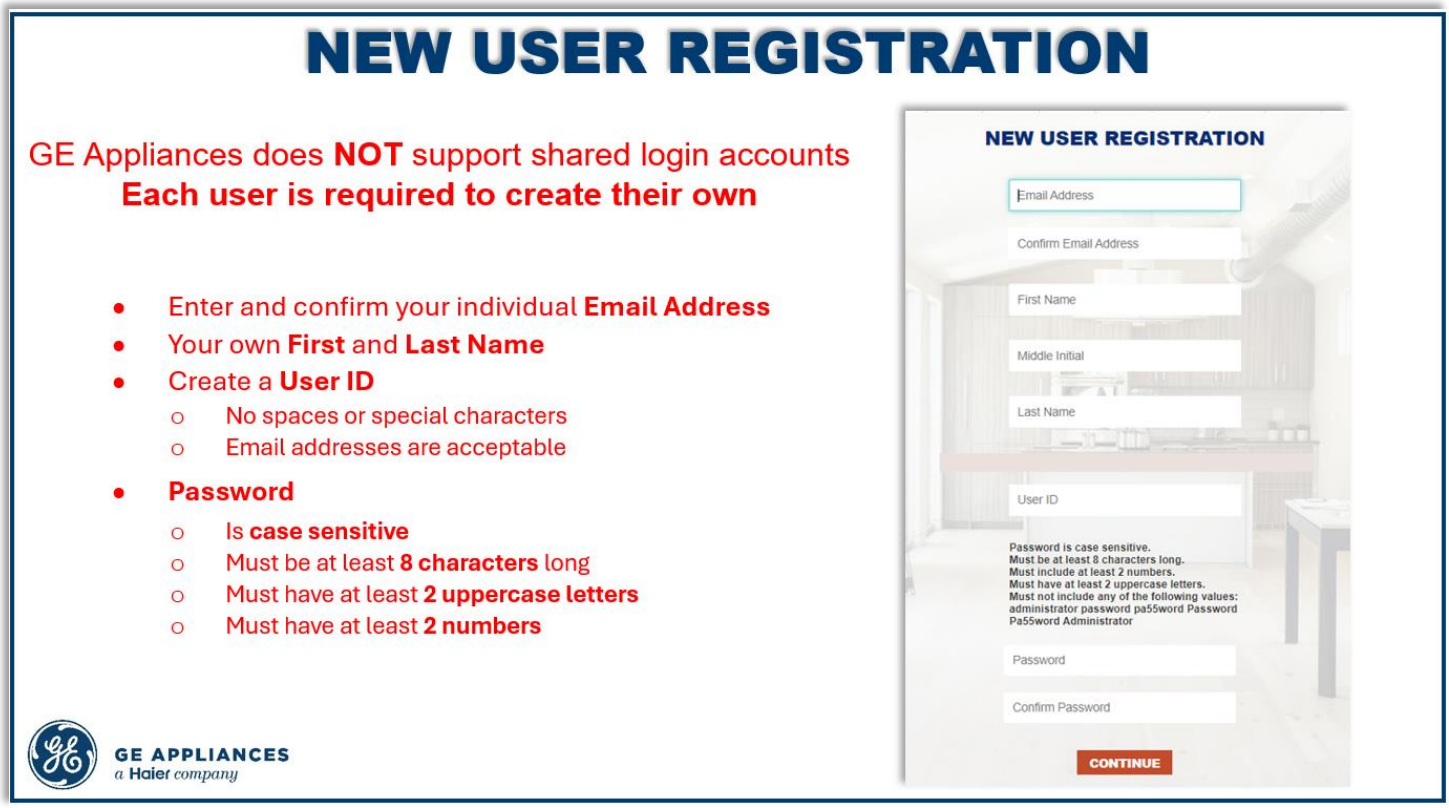
Note: You must complete part 1 and part 2 for approval of your login account

Part 1: Create login credentials and answer security questions:

Please review these Login Registration Instructions **in full** before you begin.

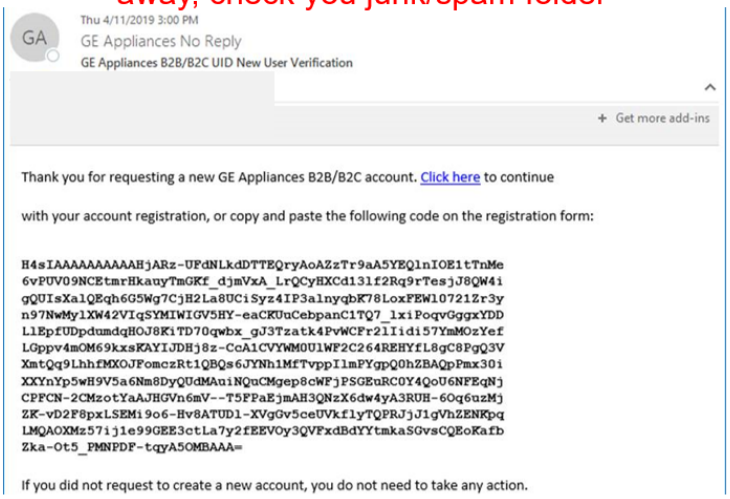
Go to GE Appliances' Landing Page: https://supplierportal.geappliances.com: After you've reviewed the instructions, click on **REQUEST ACCESS:**



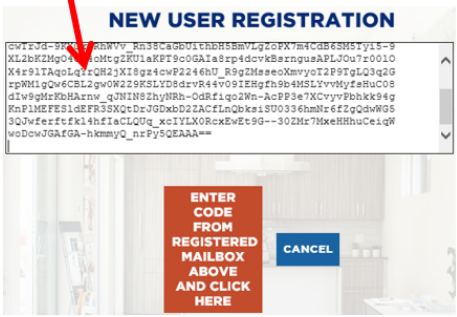


CONFIRMATION EMAIL

Check your email for the required code. If you don't see it right away, check you junk/spam folder



Copy/Paste the code from the email to the box on the **NEW USER REGISTRATION** form



Note: If needed, click backspace until there is no space after the code

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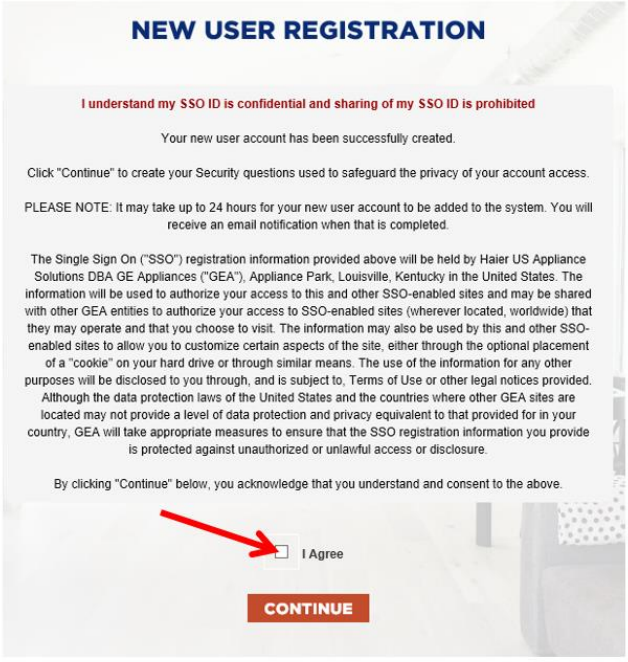
SSO TERMS AND CONDITIONS

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 then click **CONTINUE**



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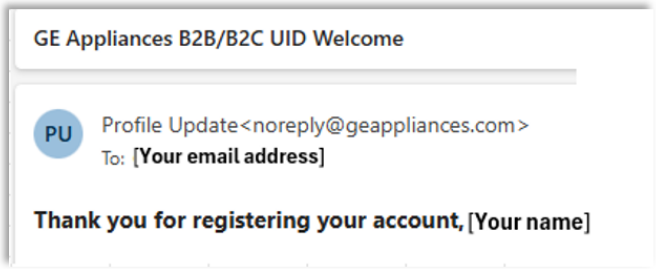
ACCOUNT CONFIRMATION

At this point, you will receive the email confirmation shown here.

Please Note: Your User ID/SSO has been created **BUT you will NOT be able to login to iSupplier. You must Submit the Registration Request form in Part 2** after you save your Security questions/answers.



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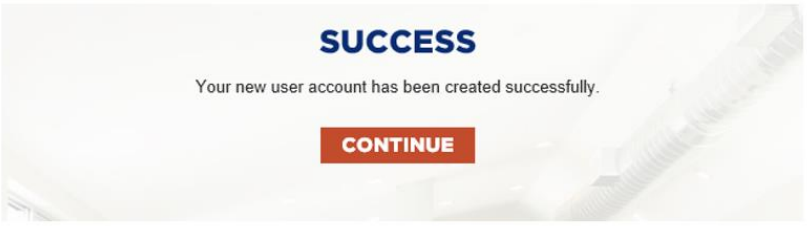
ACCOUNT CREATION

Wait for the account creation success message, and click **CONTINE**



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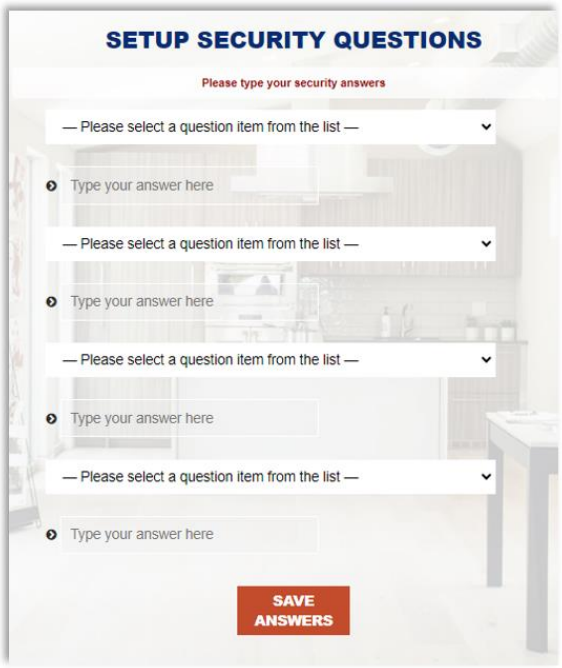
SECURITY QUESTIONS

Select a security question and type in an answer for each question

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

Click **SAVE ANSWERS** when complete



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SECURITY QUESTIONS

You'll receive a confirmation of **SUCCESS** after saving your security questions. This concludes **Part 1.**

Select CONTINUE and complete Part 2

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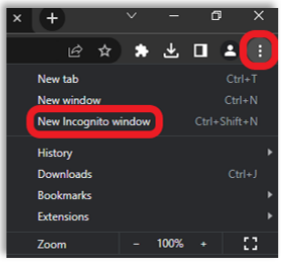
Part 2: Complete and submit the Registration Request form to send us a request to approve your login credentials to access iSupplier

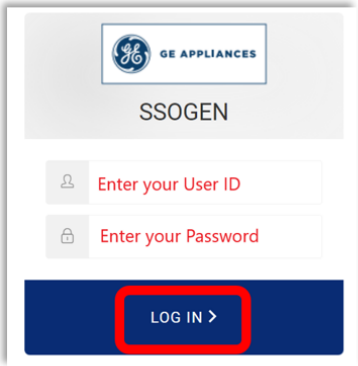
Part 2 is required before you will be able to login. This is the direct link to part 2 if needed:
https://supplierportal.geappliances.com/registrationRequest

LOGIN REGISTRATION REQUEST FORM

IF you are not automatically redirected to the SSOGEN page shown below, copy and paste the following URL into an Incognito/InPrivate window:
https://supplierportal.geappliances.com/registrationRequest



Enter your User ID/SSO and password and click **LOG IN.** Complete the **Registration Request** form which links your login account to your company's profile.



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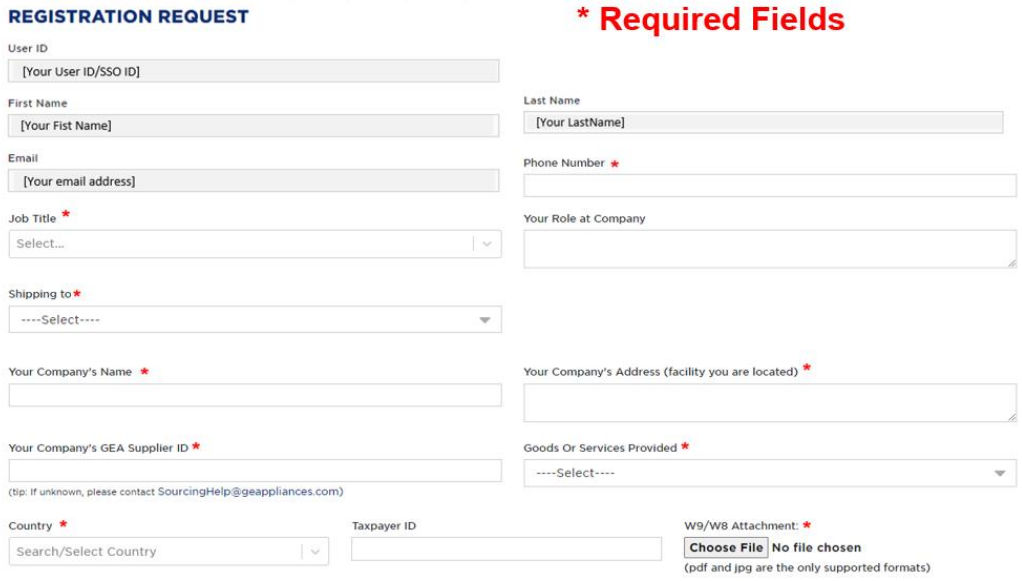
LOGIN REGISTRATION REQUEST FORM

Your **User ID**, **First name**, **Last name** and **email address** will automatically populate

You must complete all fields with the **"*"** including attaching a jpg or pdf your company's W8/W9:



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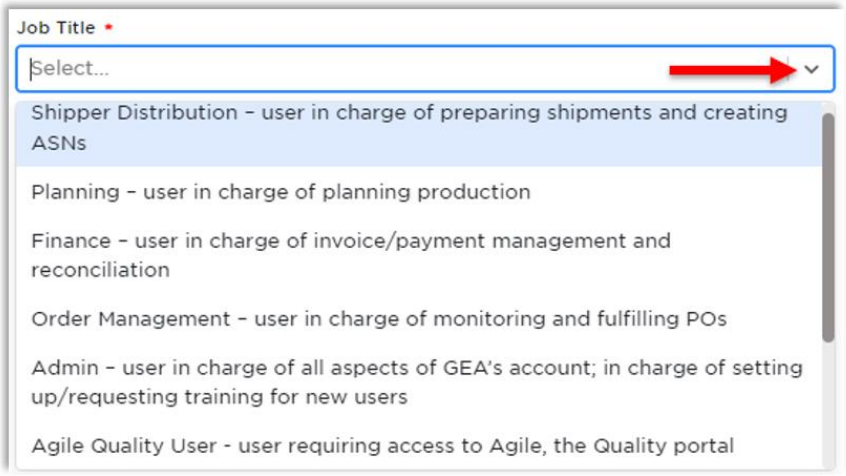
LOGIN REGISTRATION REQUEST FORM

Job Title:

Open the drop down and select the role or roles you occupy at your company pertaining to GE Appliances



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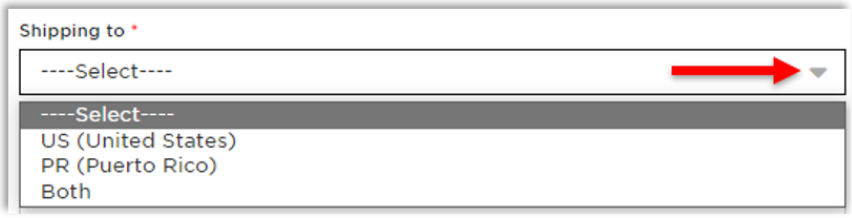
LOGIN REGISTRATION REQUEST FORM

Shipping to:

Select if you're shipping to the **US**, or **Puerto Rico**, or **Both**



Your Company's Name:

The full legal name of your company

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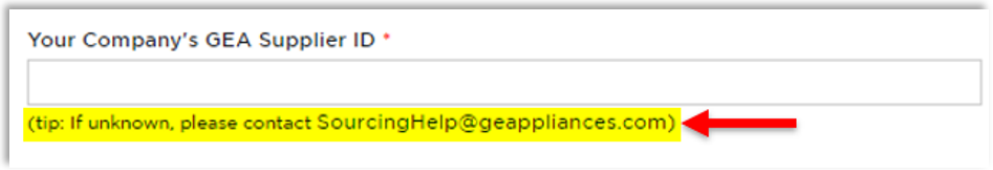
LOGIN REGISTRATION REQUEST FORM

Your Company's GEA Supplier ID:

Note: Your request may be rejected if you don't have the correct code

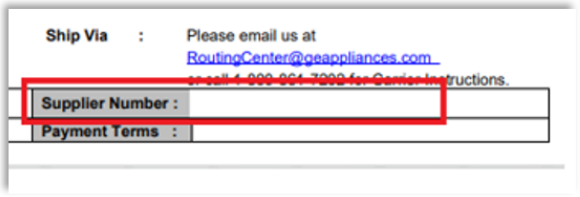


If you don't know your Company's GEA Supplier ID:

Contact sourcinghelp@geappliances.com and provide your Company's Tax ID number to request it

OR

You can find it on a PDF of a PO:



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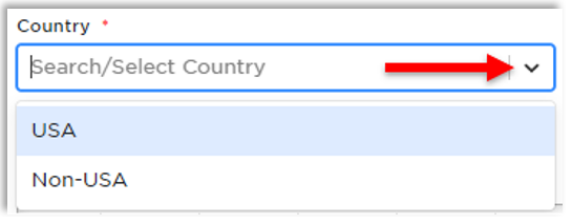
LOGIN REGISTRATION REQUEST FORM

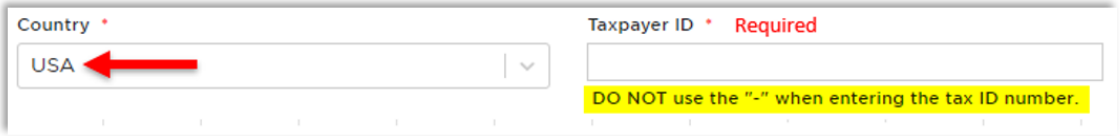
Country:

Select **USA** if your company is based within the United States

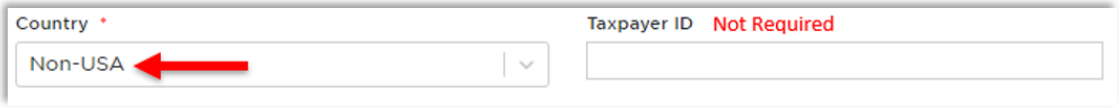
Select **Non-USA** if it's based outside the United States



If **USA** is selected, the **Taxpayer ID** field becomes **Required**



If **Non-USA** is selected, leave the **Taxpayer ID blank**



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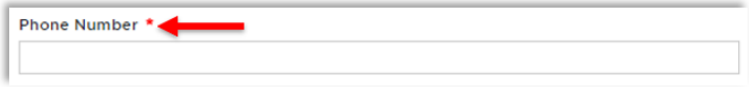
LOGIN REGISTRATION REQUEST FORM

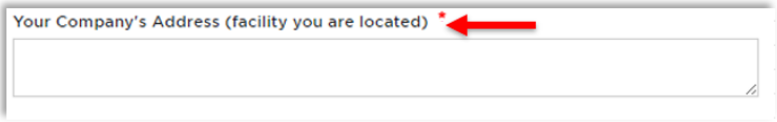
Phone Number:

Enter your direct contact number



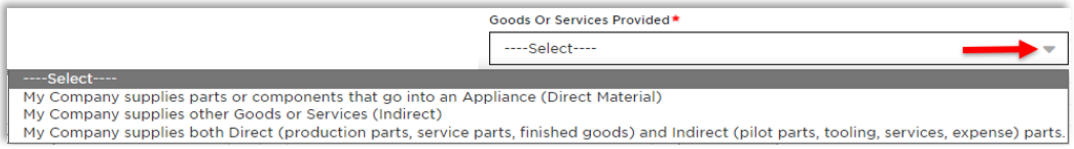
Your Company's Address:

Enter the physical address for the location where you work



Goods Or Services Provided:

Select whether your company provides **Direct** or **Indirect** material or **Both**. Direct is material used directly in building a physical appliance. Indirect is any materials used in support of building appliances



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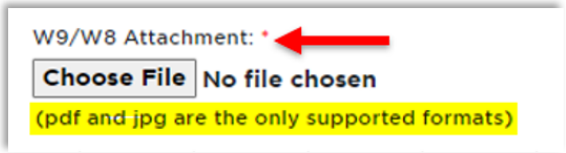
LOGIN REGISTRATION REQUEST FORM

All US based companies are required to attach a copy of their current **W9**

All Non-US based companies are required to attach a **W-8**. Your company's Finance department has a copy of the **appropriate W-8 for the structure of your company**

Note: if the W9/W-8 is NOT attached, the request WILL be rejected



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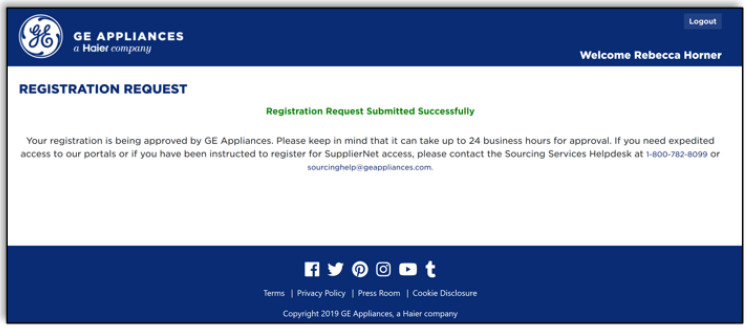
TERMS OF USE

Review the **Terms of Use,** click the box to select **I Accept Terms of Use** and Select **SUBMIT**

Your login approval request has been submitted once you see this:

Registration Request Submitted Successfully



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You will not be able to login to the Portals with your login account until it's been approved. You will receive a confirmation email that you are approved to login OR you may receive a rejection email with further instruction

For any questions or issues, reach out to sourcinghelp@geappliances.com or call them at 1-800-782-8099

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