

SRS USER GUIDE

Introduction

The GE Status Reporting System (SRS) is designed to enable vendors to report job status and promise dates to GE Lynn Tool & Die. It is required that you send updates on a weekly basis to keep GE personnel informed of the progress of all assigned work.

In addition, SRS provides GE with a simple way to invite vendors to provide budgetary quotes on work and for vendors to submit those quotes.

This document was written to provide users with a description of the features of SRS and instructions for their use.

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SYSTEM ACCESS

SRS is a web-based application. The following URL is used to access the system:


www.gejobstatus.com

You will be prompted for your username and password. Your username is your email address. Your password is assigned at the time of account creation and should be changed when you first log in. You can change your password by hovering over the “Home” menu item below the SRS logo and selecting “Change Password” from the menu.

If you have been locked out of the system, have forgotten your password, require a new user account for new employees or removal of an account that is no longer in use, send an email request to rich.johnson@ge.com.

JOB LIST


The job list is the main interface for the application. It lists all jobs you are currently working on for GE Lynn Tool & Die. Your primary objective in using this tool is to track the current status of your jobs. This includes the status of the job (On-time, Delayed or Shipped) and the Promise Date. (The date GE should expect you to ship the work product. The Job List page is shown below:

 **Status Reporting System**
Welcome back rjohnson@infusioninc.com [LOGOUT](#)
[Home](#)

Current Job List For [REDACTED]

You have 2 jobs with a status of 'Delayed' and a Promise Date in the past. - Please update now

You have 1 job with a status of 'New' - Please update now

[Acknowledge jobs not requiring updates](#) 

Jobs requiring updates are highlighted in yellow

		Vendor Job ID	Job No	Job Qty	Tool No	Tool Type	PO Date	Quoted Date	Job Status	Promise Date	Ship Date	Requestor	Scope	Last Update
Edit	Comments		GT107484	1	4096485-386(B)	MILL/DRILL FIXTURE	2/9/2022	6/30/2022	Delayed	12/30/2022		Walsh, Conor	rep	11/22/2022
Edit	Hot	Comments	GT107474	1	4096495-618(B)	milling fixture	2/9/2022	6/30/2022	Delayed	12/30/2022		Fagg, J	rep	11/22/2022
Edit	Comments		TBD	FC97014D	1	4096515-200(D)	RIB TO WEB DROP GAGE	11/2/2020	6/30/2022	Delayed	12/30/2022	Deveney, S	d	11/22/2022
Edit	Comments		GT107100	1	4096514-064(D)	Protective Cover	12/1/2021	6/30/2022	Delayed	12/30/2022		SILVA, M	d	11/22/2022
Edit	HOLD	Comments	30139216	E422MJRM	1	4096457-148(B)	EXPAND SEGMENTS	3/15/2022	7/14/2022	Delayed	10/31/2022	Mower, S	b	
Edit	Comments		CP108302	1	4013299-717(B)	4013299-717 repair op 070 fixt	6/16/2022	9/8/2022	Delayed	11/14/2022		Arsenault, T		
Edit	Comments		CP108536	1	4096473-688(B)	4096473-688	8/3/2022	10/13/2022	Delayed	11/28/2022		Polisky, C	b	11/22/2022
Edit	Comments		GT106959	1	4096515-251(D)	Notch Gage	11/16/2021	10/21/2022	Delayed	12/30/2022		Fagg, J	d	11/22/2022
Edit	Comments		FC97015M	2	4096515-200(B)	RIB TO WEB DROP GAGE	11/2/2020	11/11/2022	Delayed	12/30/2022		Deveney, S	b	11/22/2022
Edit	Comments		GT107962	1	4096550-008(D)	lathe fixture	11/18/2022	12/30/2022	New	12/30/2022		Luongo, J	md	

The Last Update column (Status Date) is collected for each job in your list and represents the date on which you last updated the status for each job.

Rows in your job list will be colored yellow if they require a manual update using the edit button. A row turns yellow if the promise date is in the past and the status is not “Shipped.” A row will also turn yellow if the Status Date is more than one week in the past. Finally, a row will turn yellow if any jobs have a “New” status, regardless of the promise date. If you are reporting job status weekly, you should not see any yellow rows in the job list.

There is a button on the form that says, “Acknowledge jobs not requiring updates.” If a job’s Promise Date is still in the future and the job status is not New, this job does not require an update. By pushing this new button, the system will update the Status Date for all jobs not requiring an update to either the Job Status or Promise Date. This is an acknowledgement on your part that the job status and promise dates have not changed for these jobs. As mentioned above, the right-most column in the job list contains the “Last Update” date, indicating the last time the status of the job was updated. For additional information, see the section entitled **Jobs Not Requiring Edits or Updates** later in this document.

When a job ships, you should edit the job and change its job status to “**Shipped**.” This signals to GE that the job has shipped from your facility to GE. It is very important that you set the status to “**Shipped**” as soon as possible. This indicates to GE that you have completed work on this job and it can be removed from your job list.

JOB EDITING

When you edit a job on the job list form by clicking the Edit button, a new form pops up. Using this form, you can modify the job status and the promise date. When you save those updates, the Status Date is updated with the current date. This status date, along with the other information, is sent to GE.

Please note that the “Send for Review” button on the popup edit form is used only for design work. If a design has been completed and must be reviewed by GE personnel, click that button and a request for review email will be sent to GE informing them of that request. Also note that the design documents must be submitted for review via the DD system. That is the only way to transfer documents to and from GE.

The popup edit form is shown below:

The screenshot shows a web application interface with a blue header bar containing the text "orting System" and a "LOGOUT" button. A "Job Details" popup form is displayed in the center. The form has a blue title bar with a close button icon. The form fields are as follows:

- Quoted Date: 6/30/2022
- GE Job Number: FC97014D
- Vendor Job Number:
- Tool Number: 4096515-200(D)
- Promise Date:
- Status:
- Ship Date:
- Comment:
- Design Review Status:
- Update

The background shows a table with columns for job numbers and dates, with rows highlighted in blue and green.

JOBS NOT REQUIRING EDITS OR UPDATES

Jobs requiring updates, as determined by SRS business logic, will be highlighted in your job list in yellow. These are jobs that have a status of **New** or have a status of **On Time** but the Promise Date or the Quoted Date is in the past.

Many jobs in your list will not require changes to the Promise Date and status. Examples of this include a job with a **Quoted Date** set 3 months in the future, a Promise Date set to the same date and a **Job Status** set to **On Time**. Assuming nothing has changed to either of those settings and your **Promise Date** doesn't require a change for a given job, there is no need for you to change anything. You still need to acknowledge that these values are valid.

The rightmost column in your job list contains a date when the job status was last updated. This field will be highlighted in yellow if the status for a job has not been reported in two weeks. This includes jobs that don't require updates as described above. You can report back to GE that these values remain unchanged and are still valid by clicking on the button above your job list that says **Acknowledge jobs not requiring updates**. When this button is clicked, the **Last Update** date will be changed to the current date for all jobs in your list that do not require updates. You do not have to acknowledge these jobs individually.

JOB COMMENTS

You can add comments to any job in your list by clicking on the Comments link in the row associated with the job for which you want to enter a comment. Clicking the button opens a popup window as shown below:

COMMENT	COMMENT DATE
11-15-22 waiting on PO	11/15/2022
11-15-22 PO received	11/28/2022
11-17-22 PDE assigned	11/28/2022
11-28-22 on target	11/28/2022
12-06-22 pending model file input from John Luongo	12/6/2022
12-06-22 in PDE check	12/6/2022
12-13-22 file sent for review/approval	12/13/2022
12-28-22 still pending drawing approval from GE	12/28/2022
01-05-23 still pending drawing approval from GE	1/5/2023
01-09-23 still pending drawing approval from GE	1/9/2023
This job was sent for design review	1/12/2023
still pending drawing approval	1/12/2023
01-25-23 ready to issue print sent to GE	1/26/2023

The popup window will display any comments previously entered for the selected job. Enter new comments in the textbox at the top of the popup window and click the **“Add Comment”** button to add the new comment to the list.

In your job list, the Comments button will be highlighted in **green** for jobs with attached comments.

A NOTE ABOUT JOB STATUS REPORTING

SRS was developed to simplify and standardize the reporting of job status to GE Lynn. Timely reporting is essential to your business as well as to GE. Please make every effort to report your GE job status on a weekly basis. This eliminates the need for emails and phone calls to determine job status.

EMAIL NOTIFICATIONS

GE will send weekly email notifications to you reminding you to report your job status if the Status Date is not kept current. In addition, GE will send email notifications when a new job is assigned to you. You will also receive email notifications to inform you that you have been invited to respond to a new RFQ. These emails are generated by an unattended process. Please do not respond to these emails. The sending email account is unmonitored.

There may be times when you receive a notice of a new job assignment or a new invitation to respond to an RFQ but there is no corresponding entry in your SRS job list or your SRS RFQ list. Please check SRS again in an hour. Emails are sent to you with a different automated process than the one that updates SRS with new jobs and RFQs. The timing of these events is performed on a scheduled basis. Be assured that if you receive an email informing you of a new RFQ or job, it will appear in SRS within an hour.

REQUESTING MORE INFORMATION ABOUT A WORK ORDER (RFI)

REQUEST VIA JOB LIST

If additional information is required to perform work on an assigned work order, this information can be requested from within your job list. Click on the RFI link on the Job List row containing the job for which more information is required.

Acknowledge jobs not requiring updates

Note: Jobs requiring status or promise date updates are highlighted in yellow

			COMPANY NAME	Vendor Job ID	Job No	Job Qty	Tool No	Tool Type	PO Date	Quoted
Edit	Comments	Print	RFI		CP110800	1	4096450-346(D)	4096450-346 Dot Peen Fixture	8/18/2023	9/21/202
Edit	Comments	Print	RFI		CP111036	1	4096450-347(D)	4096450-347 Design	9/11/2023	10/6/202
Edit	Comments	Print	RFI		CP110801	1	4096450-346(B)	4096450-346 Build	8/18/2023	11/23/20

A popup window will appear as shown below:

Request For Information

All requests for information will be sent to the GE employee who requested the job.

Enter a description of the information you are requesting:

You can send this request to an alternate GE employee, if desired.

Alternate Recipient: (Optional)**Alternate Email: (Optional)**

The information you requested:

Send Request

Cancel

Enter a description of the information you are requesting into the textbox at the top of the popup window. When you submit this Request For Information, your request will be sent to the GE person who

requested this work to be performed. This is typically a GE planner. Optionally, you can also send this request to an alternate GE employee by entering the employee's name in the **Alternate Recipient** textbox, and the employee's email address in the **Alternate Email** textbox. Click on the **Send Request** button at the bottom of the popup window to send your request for information to the responsible GE person(s).

An email message will be sent to the designated recipients informing them that a new Request For Information has been submitted. The email message will contain a link to an internal GE web page where the recipient can view your request and respond with the information you requested. If the designated recipient fails to respond to your RFI within a week, reminder emails will continue to be sent until a response to your request is entered.

When you submit an RFI as described above, the back color of the RFI link in your job list will change color to indicate the status of your request. If no requests have been submitted, the RFI link will have no back color. If an RFI has been submitted, but no response has been received, the RFI link back color will turn **orange**. If a response has been submitted by the responsible GE person, the back color of the RFI link will turn **green**. When this happens, you can click on the **RFI** link to view the response in the popup window that appears.

VIEW REQUEST VIA THE RFI LIST

In addition to requesting more information about a work order from within the job list, you can view a list of all your Requests For Information via the RFI List in SRS. This form provides a list of all RFIs you have submitted. The list can be filtered to show Open RFIs, Answered RFIs, and All RFIs. Open RFIs are those that you have submitted but have not yet been responded to by the responsible person at GE.

To view your RFI list, select the **Manage RFI** option in the SRS menu. The RFI List page will open as shown below:

The screenshot shows the SRS Status Reporting System interface. At the top, there is a blue header bar with the SRS logo and the text "Status Reporting System". Below the header, there is a navigation bar with a "Welcome back rjohnson" message and a "LOGOUT" button. The main content area is titled "Current RFI List" and features a filter for "Select the RFI type:" with three radio buttons: "Open" (selected), "Answered", and "All". Below the filter, there is a table with the following columns: "Job #", "Request Date", "Request", "Response Date", and "Response". The table contains one row with the following data: "Job # GT111616", "Request Date 1/25/2024", "Request Can not update with current due date entered. Its before we even received the fixture.", "Response Date", and "Response".

Job #	Request Date	Request	Response Date	Response
View GT111616	1/25/2024	Can not update with current due date entered. Its before we even received the fixture.		

By default, the RFI list will open to show only Open RFI. You can view only Answered RFI by clicking on the **Answered** radio button in the RFI Type filter. Each RFI record in the list shows the Job Number, Request Date, the text of your request, and the response date and response text, if any. Each row in the RFI list also has a **View** button that, when clicked, opens the **RFI Details** page in a new browser tab. The **RFI Details** page is shown below:

Request For Information Details

Job Number: GT111616
Date Submitted: 01/25/2024

Tool Number: 4096488-170(B)

Tool Name: EDM fixture
Requestor: Swaby, P

Information Requested:

Can not update with current due date entered. Its before we even received the fixture.


RFI Response:

Close

The **RFI Details** page displays the job number, tool number, tool name, the GE person who requested the job, the submission date of this RFI and the text of your request for more information. In addition, if the responsible GE person has submitted a response, you will see the text of that response.

RQF LIST

The RFQ List contains a list of all RFQs on which you have been invited to bid. To display the RFQ List, select “Manage Quotes” from the SRS menu. The RFQ List will appear as shown below:

**Status Reporting System**

Welcome back: rjohnson@infusioninc.com

LOGOUT

Menu

Current RFQ List For ██████████

Please ensure that all quoted prices are per unit!

Select the RFQ type: ☒Active ☐Archived

	RFQ ID	TOOL NUMBER	REV	RFQ DESCRIPTION	ISSUE DATE	CLOSE DATE	WORK SCOPE	QTY	RESPONSE DATE	QUOTED BUILD WEEKS	QUOTED BUILD PRICE	QUOTED DESIGN WEEKS	QUOTED DESIGN PRICE	NO BID	Quote Sent
Edit Attach Comments Print	521	4096485-363	D	PLEASE MODIFY CURRENT WELD FIXTURE TO THE NEW DRAWING SPEC. PLEASE QUOTE INTO SRS BEFORE 6-6-23 FOR MODIFY TOOL OF 4096485-363 FOR ANTHONY DRAWINGS BEING SENT VIA DD LINK CERTIFICATE OF CONFORMANCE REQUIRED	5/10/2023	6/6/2023	Modify Tool	1						False	
Edit Attach Comments Print	533	4096513-183	-	PLEASE QUOTE INTO SRS BEFORE 6-13-23 FOR BUILD OF 4096513-183 FOR SEAN MOWER DRAWINGS BEING SENT VIA DD LINK CERTIFICATE OF CONFORMANCE REQUIRED	5/25/2023	6/13/2023	Build	1						False	
Edit Attach Comments Print	517	4096508-727	-	NEW REVISION/DRAWING. PART NUMBER 6055T44/6053T03 PLEASE QUOTE INTO SRS BEFORE 5-26-23 REV - BUILD QTY 2 FOR 4096508-727 FOR ANTHONY SOOMPHOLPHAKADY DRAWINGS BEING SENT VIA DD LINK CERTIFICATE OF CONFORMANCE REQUIRED	5/9/2023	6/14/2023	Build	2						False	
Edit Attach Comments Print	536	4096513-192	-	PLEASE QUOTE INTO SRS BEFORE 6-14-23 BUILD	5/25/2023	6/14/2023	Build	1						False	

At the top of the list, you will find a set of radio buttons that enable you to view currently Active RFQs or Archived RFQs. An RFQ is considered Active if you are still able to submit a budgetary quote. RFQs for which the bid close date has passed are no longer considered Active.

The Archived RFQs are maintained in SRS as a convenience for you. If you are invited to bid on a job that is the same or similar to one you bid on in the past, you can review your past quote to assist you in bidding on a current RFQ. To switch between the Active RFQ view and the Archived RFQ view, simply click on the appropriate radio button and your view will change.

SUBMITTING BUDGETARY QUOTES

Select the “Manage Quotes” menu item to display the RFQ list. Make sure the radio button at the top of the list is set to display Active RFQs. Locate an RFQ that you wish to respond to and click on the **Edit** link for the selected RFQ. A popup form will appear as shown below:

The screenshot shows a web application interface with a dark grey sidebar on the left containing a list of RFQs (e.g., 35-363, 13-183, 08-727, 13-192). The main content area has a dark grey header with the text "Please ensure that all quoted prices are per unit!" in red. A white popup form is centered on the screen. The form contains the following fields and controls:

- Requestor Email: sean.mower@ge.com
- Tool Number: 4096513-183
- Tool Revision: -
- Bid Close Date: 6/13/2023
- Date Responded:
- Work Scope: Build
- Quantity to Quote: 1
- Quoted Build Weeks: [text input box]
- Quoted Build Price(ea): [text input box] **Please quote unit price!**
- Quoted Design Weeks:
- Quoted Design Price (ea):
- No Bid: ☐
- Update Cancel

At the bottom of the sidebar, the text "BEING SENT VIA DD LINK CERTIFICATE OF CONFORMANCE REQUIRED" is visible.

If the work scope is Build, you should enter the total number of weeks required to build the entire order quantity in the **Quoted Build Weeks** textbox. You should also enter the **Unit Price** in the **Quoted Build Price** textbox. Do not enter the extended price!

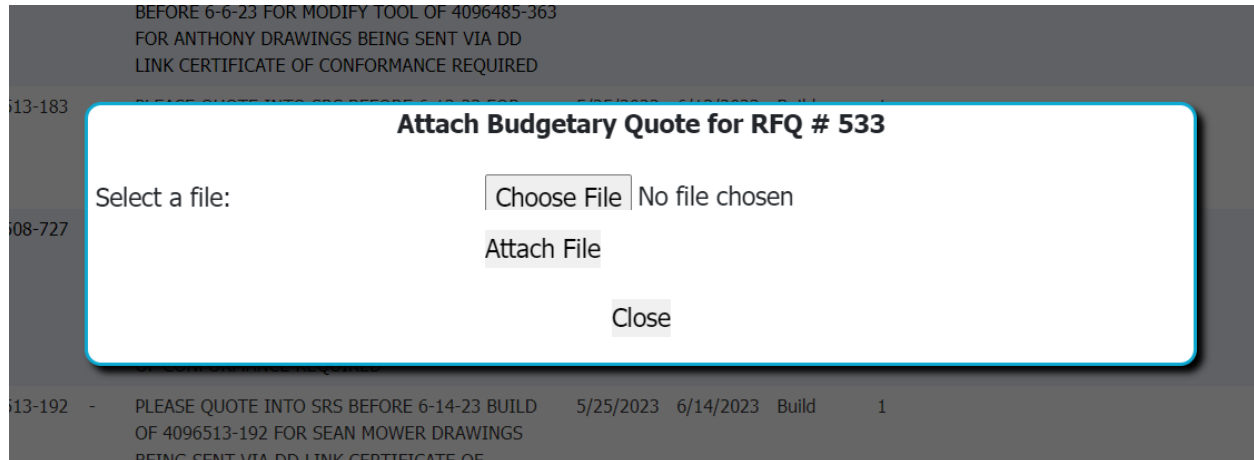
If the work scope is Design, you should enter the total number of weeks required to design the tool in the **Quoted Design Weeks** textbox. You should also enter the **design price** in the **Quoted Design Price** textbox. Please keep in mind that these are budgetary estimates and do not constitute a commitment on your part.

When you have entered the required information in the form, click the Update button at the bottom of the form to submit your quote. The popup window will close, and your price and time estimate will appear in the RFQ form.

ATTACHING DOCUMENTS TO QUOTES

As with jobs, you can attach documents to quotes. These could be a more complete budgetary quote document or any other supporting document. You are only permitted to attach one file at a time to a quote.

To attach a file, locate the row in your RFQ List containing the RFQ to which you want to attach a file, then click on the **Attach** button in that row. A popup window will appear as shown below:



Click on the **Choose File** button and a Windows file browser dialogue will appear. Use that dialogue to locate and select the file you want to attach. The dialogue window will close. The selected filename should now appear next to the Choose File button. Click the **Attach** button. The popup window will close. Your document is now attached to the RFQ and will be sent to GE.

ADDING COMMENTS TO QUOTES

As with jobs, you can add comments to a Quote as a means of providing additional information. Locate the row containing RFQ in your list to which you wish to add a comment and click the **Comments** button. A popup window will appear as shown below:

Comments for RFQ # 533

Enter a new comment:

Add Comment

Close

Enter your comment into the textbox and click the **Add Comment** button. Your comment is now attached to this RFQ.

PRINTING THE RFQ

To print an RFQ, locate row in your RFQ list containing the RFQ you wish to print. Click on the **Print** button in that row. A Windows Print Dialogue will open. This will enable you to select a printer or other print options you wish to control. After completing your setting selection, click the Print button in the dialogue to print the selected RFQ.

CALENDARS

SRS currently contains two calendars for your use: the Jobs Calendar and the RFQ Calendar. Each can be viewed by selecting the desired calendar in the SRS menu.

JOB CALENDAR

The Job Calendar shows a conventional calendar with tool drawing numbers appearing on their required dates. The calendar is shown below:

June 2023						
May						Jul
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	4096450-324(B)	4096476-881(B)	4096476-788(B)	4096476-880(B)		
25	26	27	28	29	30	1
				4096509-123(B)		
2	3	4	5	6	7	8
			4096476-782(B)			

Hovering your mouse pointer over a tool drawing number will cause a tool tip to appear containing the job number of the tool you are hovering over.

12	13
19	20
4096450-324(B)	4096476-881(B)
CP110131	
26	27

By default, the calendar shows jobs required in the current month. The current month and year are displayed in the blue header at the top of the calendar. You can view previous and next month calendars by clicking previous and next month names, also displayed in the calendar header.

RFQ CALENDAR

Like the Job Calendar, the RFQ Calendar displays all RFQs you have been invited to bid on. Each RFQ appears in the day on which the bid period expires. Hovering your mouse pointer over an RFQ will cause a tool tip to appear containing the tool number of the RFQ you are hovering over. The RFQ calendar is shown below:

Note: RFQs are shown based on their Bid Close Date

May	June 2023					Jul
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	RFQ 521	7		9	10
11	12	RFQ 533	RFQ 517 RFQ 536	RFQ 522	RFQ 532	17
18	RFQ 531	RFQ 523 RFQ 524 RFQ 525 RFQ 545	21	RFQ 528 RFQ 529 RFQ 543 RFQ 547 RFQ 556	RFQ 550	24
25	RFQ 546 RFQ 548	27	28	29	30	1