External users collaboration space and qualifications

This training will show external users on various activities on Qualification and Collaboration Space

Contents

Nomenclature
[Expand]

Please update this page! Having trouble with email link? Click here.

Corella Basics - Corella basics - common functionality

Filterable training list is available at Corella University.

General Information

- **What is a Corella Supplier Collaboration**?

1. Corella's Supplier collaboration will be the primary method of technical data exchange for GE Vernova's Wind and Hydro Businesses. This will replace SDX, Box, and many email communications
2. Corella Supplier Collaboration includes the two-way transfer of technical part definition & other technical documents for , New Product Introduction, Quotations, Purchase Orders, Qualifications, and other part data transfers between GE and Supply Chain partners.

- **Who can access Corella?**

1. Supplier representatives that complete the two–step process of obtaining a GE SSO and request access to Corella with the approval of a GE Wind or Hydro employee for the following:
2. GE supplier representatives that are requested to gain access by a GE SQE, Buyer or Engineer for specific collaboration
3. GE supplier representatives that will fulfill Purchase Orders or provide quotations for the Wind or Hydro businesses and need access to the technical requirements of the items/ Parts on those PO's and quotation requests.

- **How do suppliers request an SSO and access to Corella?**

1. Suppliers who already have an SSO ID used for access to other GE applications do not need a separate ID and can use the same ID to request access or access Corella
2. Supplier Representatives Link:
3. To request access to Corella you can ask your Buyer or SQE to initiate from Corella or request access via the following link. There will be an email ping verification as part of the process. Link:

Login

1.Once you have been granted access, utilize the following link to login. Prod Env: https://corella.ren.apps.ge.com/innovator/Client/

2.Enter your SSO and Password, then login

3.Corella will open as shown with your allowable access icons

- My discussions to access any secure social discussions related to a collab space or qual.
- My in basket to locate any currently assigned tasks. Note this is not necessary to use if on an open collab space or qual.
- Suppliers- this shows the suppliers and sites you have access to along with search grids for Qualifications, Collaboration spaces, and Open deliverables
- Collaboration spaces – links to the search grid for collaboration spaces
- Qualifications – links to the Qualification search grid.
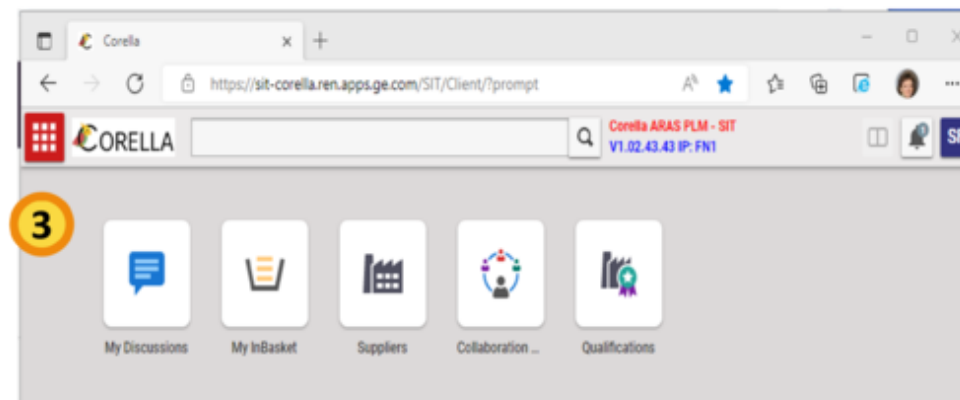
Supplier

Icons

1. Supplier icon will provide access to a search grid for all suppliers related to your log in ID or SSO
2. The search grid will allow direct selection of a displayed supplier or site or the capability to reduce the list by entering specific criteria.
3. Classification will be either a supplier or supplier site
4. Search criteria can use a * as a wild card so that a 100% match is not required and filter the results according to your criteria

Main Page

1.Classification will be either a supplier or supplier site. The opening page will show the supplier or site attributes

2.The other tabs will show all relationships to the supplier or Site

- Suppliers show relationships to all of that GSL's : sites, supplier parts, open qualifications, collaboration spaces & open deliverables
- Sites will show site specific information; Address, RFPQs, open qualifications, collaboration spaces, open deliverables

Note: RFPQ is a request for part qualification

Filter results

1. While on the supplier Site tab of a supplier , you can filter all other tab results to the selected Site(s)by highlighting the site(s) and clicking on Filter
2. After clicking filter, the bottom tabs will refresh to only show the information related to the highlighter sites. The tabs will also display the word "filtered" in red so that you know it is a filtered list.
3. To show all sites again, click on remove filter button.

Change user subscriptions

1. While on the supplier page, go to the Initial box in the upper right corner and click on it. Then select preferences and user info
2. Click on Edit to enable changing your subscription, and go to subscription tab in lower screen section
3. To remove a site from your view and emails, highlight the site and click the remove button. In pop up, click ok.
4. To add a site back to your view, while in edit, click the Add button and a pop up list will appear. Select the site to add and click "ok". When complete click done to save and exit editing.
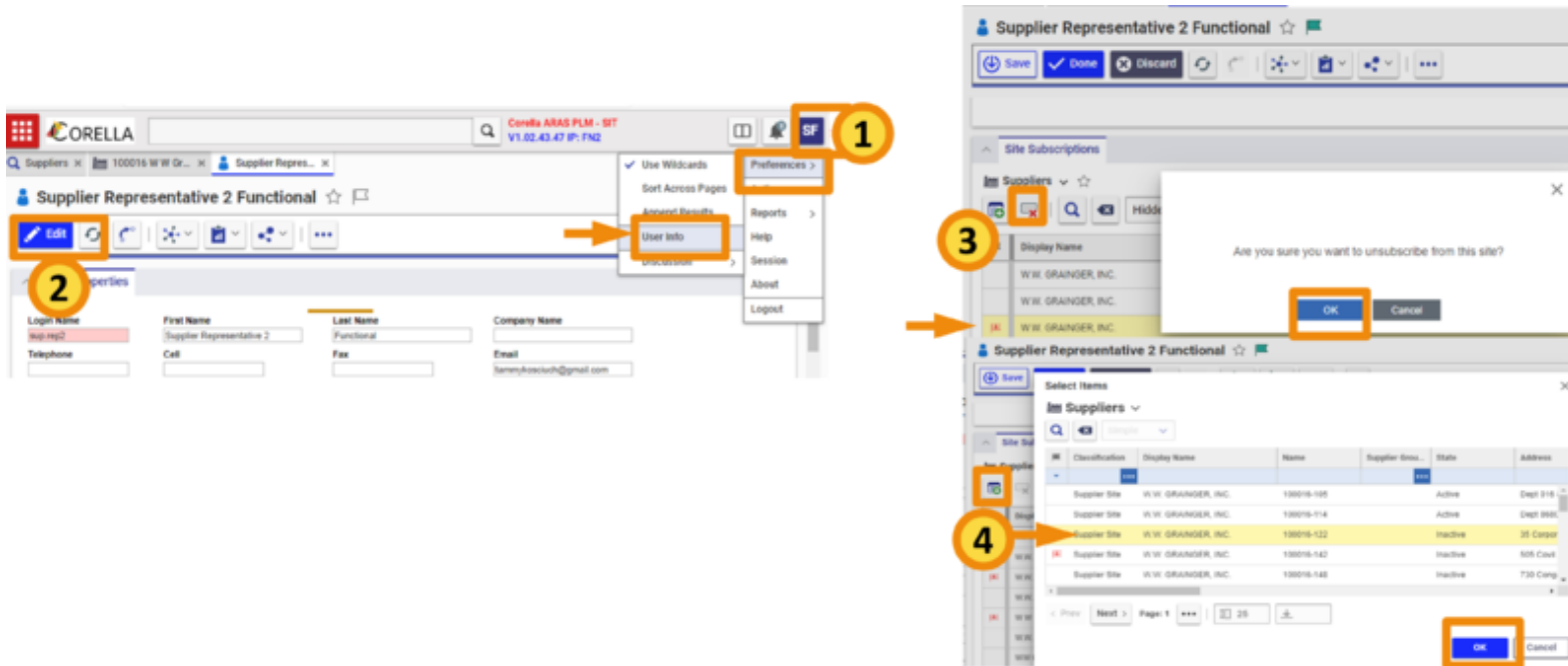
Supplier Site Page

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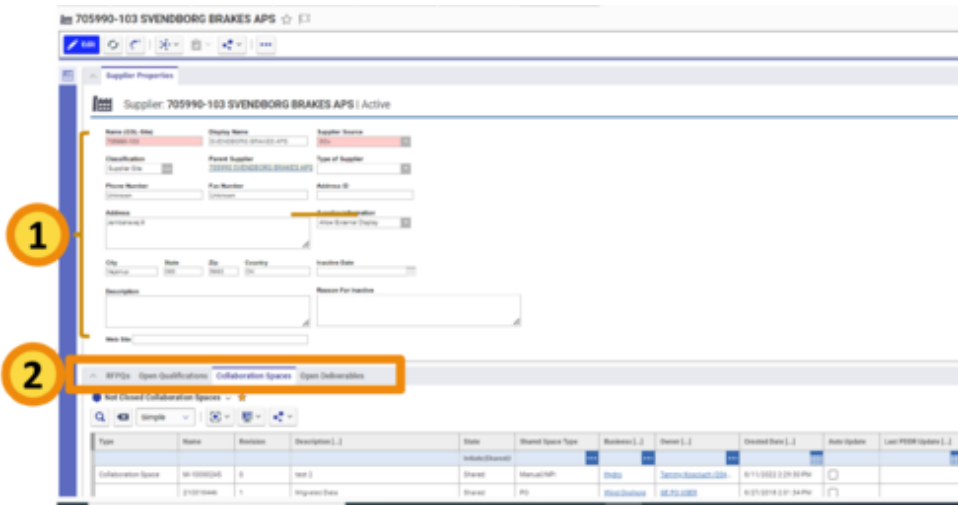
Collaboration Space

Icon

- Collaboration icon will provide access to a search grid for all Collaboration Spaces related to suppliers that you have access to
- The search grid will allow the capability to enter search criteria in the blue line columns (use a * as a wild card)
- Once the search criteria is entered, click the search icon to obtain results . The collaboration space # will either begin with M-1 for manual spaces, the po number or the quotation request number . You can enter that as show to quickly find that space. Leaving a criteria blank will return all results.

Main Page

1. Collaboration Spaces include a top accordion, containing basic properties & attributes with related Lines or Parts (lines for PO's and Parts for manual spaces)

2. The bottom accordion contains relationship tabs for GE document files, supplier sites, & deliverables (supplier & GE)

3. Qualifications & Collab spaces also include a separate screen accessible but clicking the lower icon on the left side application page bar. Clicking that icon will bring up the PDDR (Part detail Definition Report) page. There is separate training available for the PDDR.

4. This is where the display can be exported to excel and/or the documents downloaded for viewing. Export to excel button will export exactly as displayed on the screen (Collapsed , +parts or Expanded)
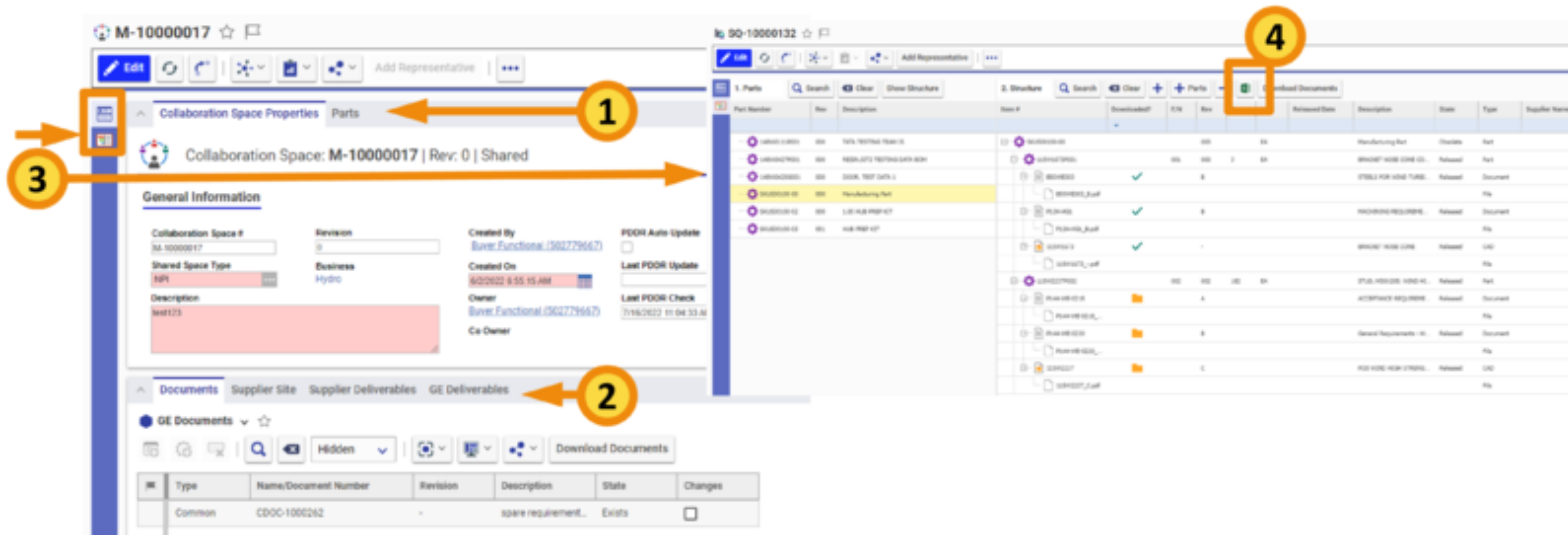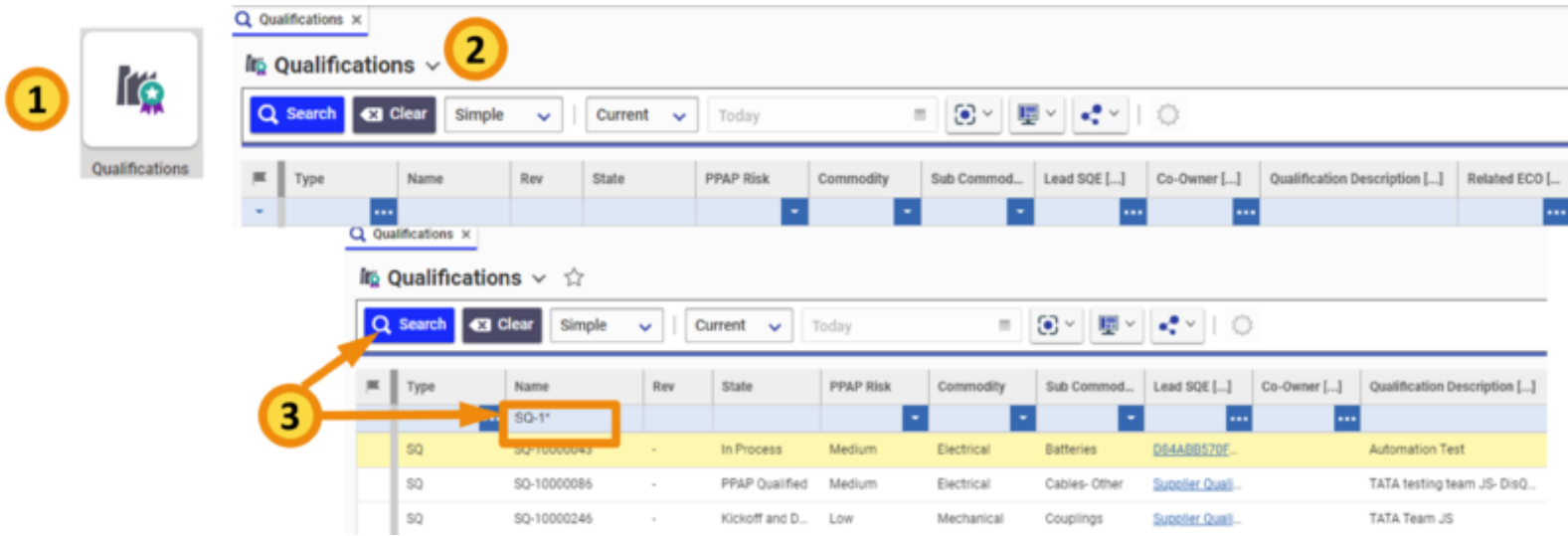
Qualification

Icon

1. Qualifications icon will provide access to a search grid for all Qualifications related to suppliers that you have access to

2. The search grid will allow the capability to enter search criteria in the blue line columns (use a * as a wild card)

3. Once the search criteria is entered, click the search icon to obtain results . The Qualifications will either begin with SQ-1 for Standard Supplier Qualifications , or PFQ-1 for Process Family Qualifications. Enter the Qual number, other criteria for filtered results or leave all criteria blank to return all results.

Main Page

1. Qualifications include a top accordion, containing basic properties & attributes with related deliverables tabs (PPAP & Conditional)

2. The bottom accordion contains relationship tabs for Parts, processes, team, files, supplier sites, supplier reps, & signoffs

3. Qualifications & Collab spaces also include a separate screen accessible but clicking the lower icon on the left side application page bar. Clicking that icon will bring up the PDDR (Part detail Definition Report) page. There is separate training material available for the PDDR
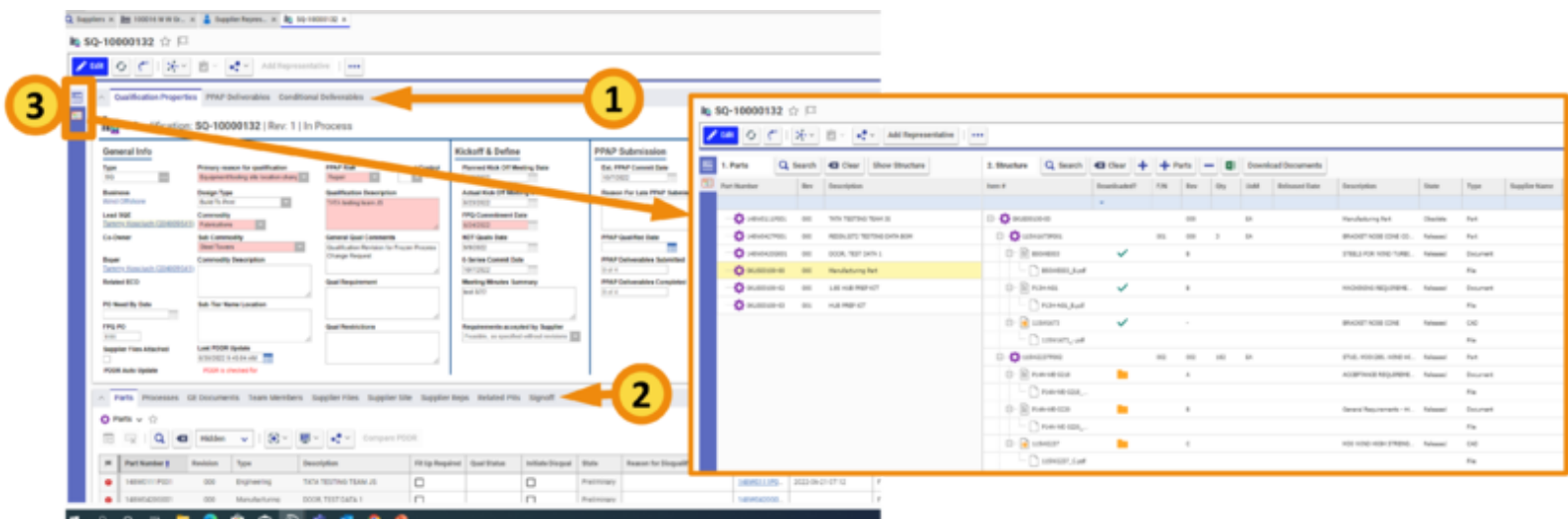
Qualification Process

Please find the qualification process in below link

General, standard and process family qualifications (Corella)#Standard Supplier Qualification Process

Sign-off Tab

- Most of the time a supplier representative will not need to use the sign off page.
- However, in cases where a qualification or VR (vendor response or supplier deliverable) has been previously rejected and is being reprocessed, there may be the need to manually vote the item to the next state.
- When those instances occur, then you may be requested by the buyer, engineer or Supplier Quality engineer to sign off your activity
- Do Not sign off any object unless you get a request to do so from GE, as supplier signoffs should normally occur by the system, after all VR's have been released.

1. Go to the signoffs tab

2. Locate the Vote now link and click it

3. In the workflow activity window, select the correct voting option from the drop down and then click complete, once the system makes its validations, you will get a success message and your activity will be signed off.

My InBasket

1. My InBasket icon will provide access to a search grid showing all tasks that you have assigned to you
2. The search grid will automatically show all active assignments, but these can also be seen from the supplier page or from within the Collab Space or Qualification as deliverables
3. The Source item column will contain links, this link will show where this item is in the workflow process highlighted in yellow
4. The work item column will also show links. These links will take you to the related work object (qualifications/collab space)

Deliverables or Vendor Responses

Opening Deliverables or Vendor Responses

Deliverables or VR's are accessible from any deliverable tab in a Collab Space, Qual or Supplier page

1. Collaboration space Supplier Deliverables tab, vr number column has a link to open the deliverable or VR. Click link

2. Qualification's have PPAP deliverable & if conditionally qualified Conditional deliverables that again have a link to open the VR

    a) before submitting VR's in Qualification, suppliers must confirm the Qual plan by clicking the confirm button

3. Suppliers & Supplier Sites have an Open Deliverables tab. To open these double click the row of the desired VR.

Submitting Deliverables or Vendor Responses

Note:

- If you were not assigned a VR specifically, you may see the VR, but not be able to upload the document.
- This allows others in your company to pull reports, but not have the specific task related to them or get the emails for that task.
- To find out who the task is assigned to open the VR sign off tab, and look at the assignee name.
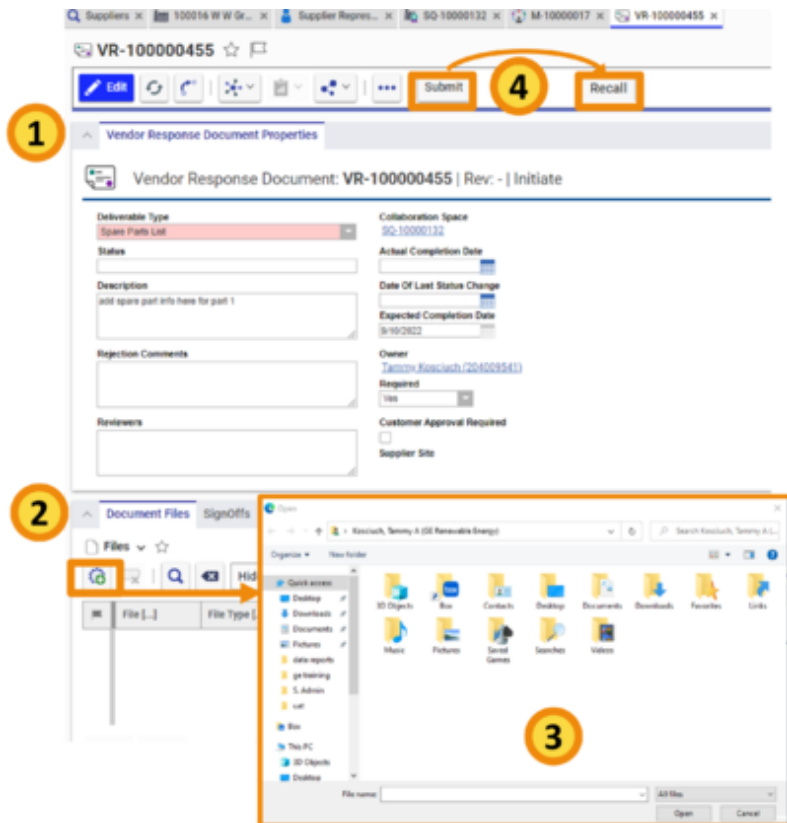
1.Deliverables or VR's from any location open the same, with a top properties area and a bottom files area.

2.The Document files tab is where a supplier will add the requested file(s). To add click the + or add icon

3.A new window to select the file from your computer will open. Select the file and click open, to add it to the VR. More than one file can be added to any deliverable or VR.

4.Once the files are added and you have satisfied the deliverable, click the submit button

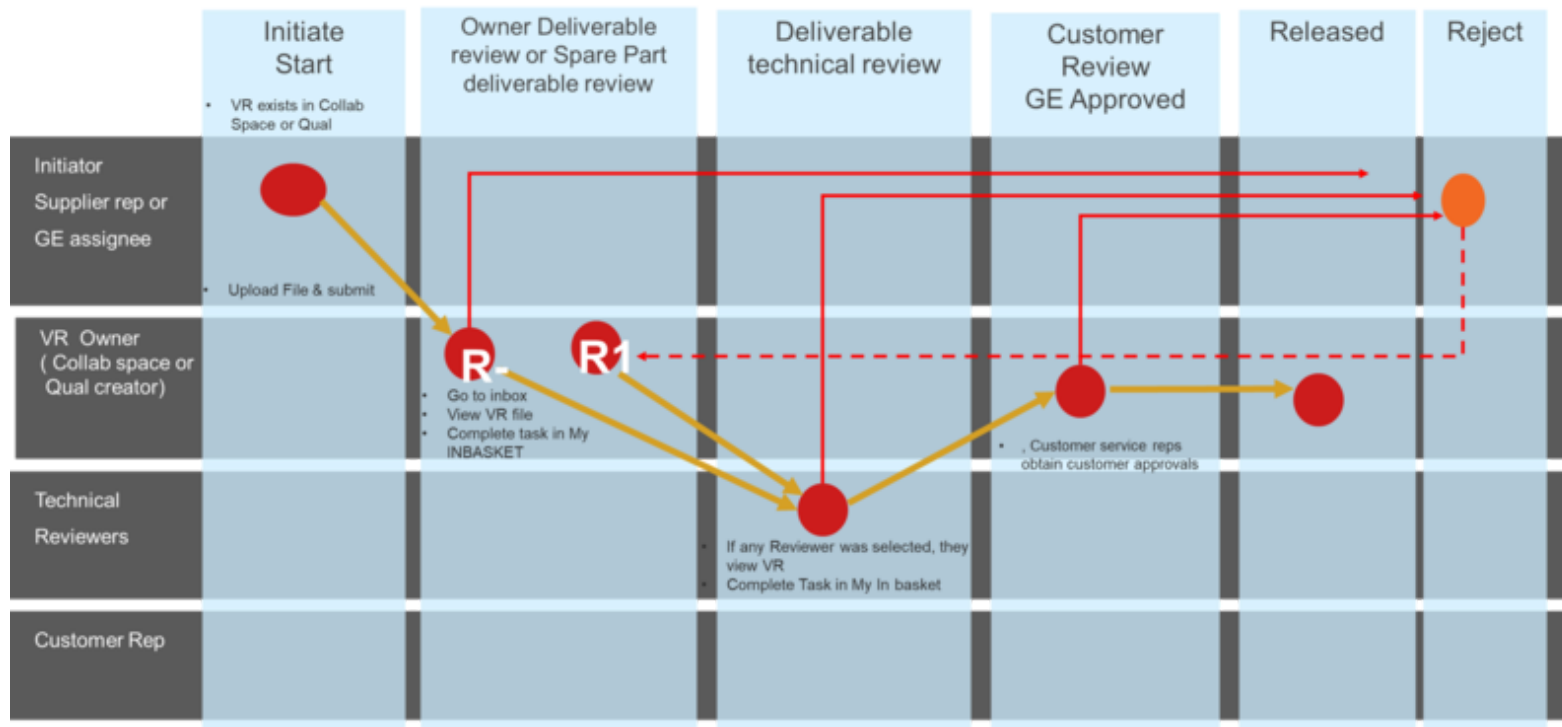- If this is a qual , no submission can be made until the plan is confirmed.
- Once submitted, the approval process by GE starts and a supplier cannot add more document files
- However, the Submit button will change to a Recall button, allowing the supplier to recall the request before the VR is released by GE.
- The status bar will change color and tell users if the VR is in review, released , or rejected

Supplier Deliverables or Vendor response Workflow

Initiate Start	Owner Deliverable review or Spare Part deliverable review	Deliverable technical review	Customer Review GE Approved	Released	Reject

Initiator Supplier rep or GE assignee

- VR exists in Collab Space or Qual
- Upload File & submit

VR Owner (Collab space or Qual creator)

R- R1

- Go to inbox
- View VR file
- Complete task in My INBASKET

Technical Reviewers

- If any Reviewer was selected, they view VR
- Complete Task in My In basket

- , Customer service reps obtain customer approvals

Customer Rep

Preferences

Adding a supplier site to your Subscriptions, emails, and views

1. Go to your initials in upper right corner and click preferences, then user info.
2. A new tab will appear with your personal site Subscription list on the lower tab
3. Click EDIT and notice the icons in the supplier tab will be enabled, so you can click the **+**
4. A new window will pop up, with a list of all the possible Sites for you to subscribe to.
5. Highlight the row that you wasn't to get emails, or view the collab spaces, qualifications or deliverables for and click OK. This will add that GSL – site to your subscriptions.
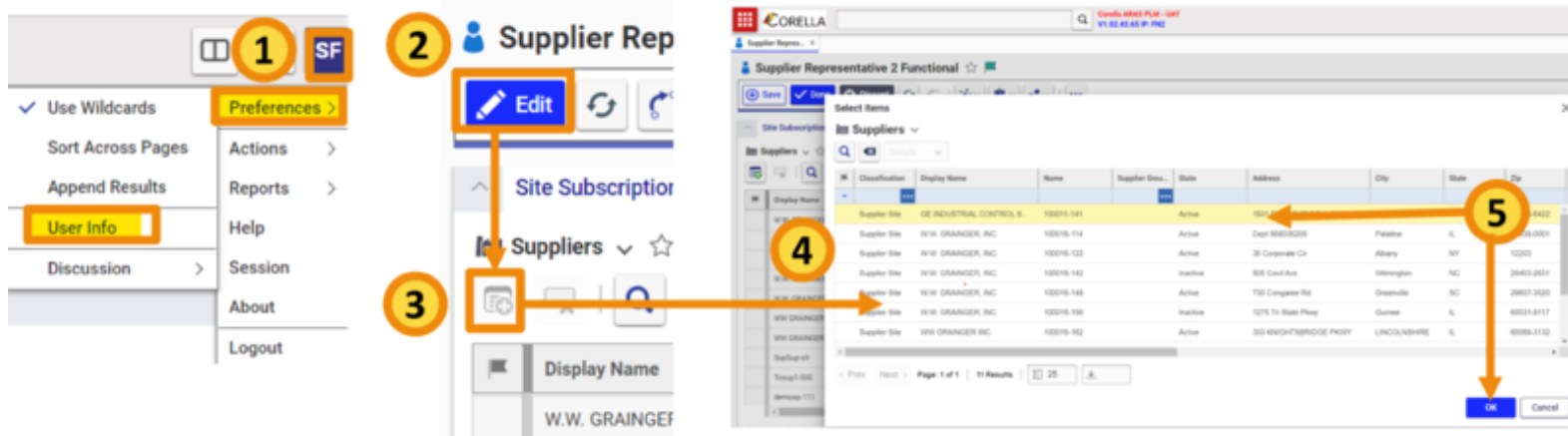
## Removing a site from your subscriptions, emails and views

1. Go to your initials in upper right corner and click preferences, then user info.
2. A new tab will appear with your personal site Subscription list on the lower tab
3. The lower tab will show all sites that the Supplier rep will get emails for, as well as, have related qualifications, collaboration spaces or Deliverables in their personal lists.
4. To change the list that you want to have in your displays or get emails about, click EDIT and notice the icons in the supplier tab will be enabled.
5. Highlighting a supplier site row, clicking the X icon, and then Save will remove that site from your view.
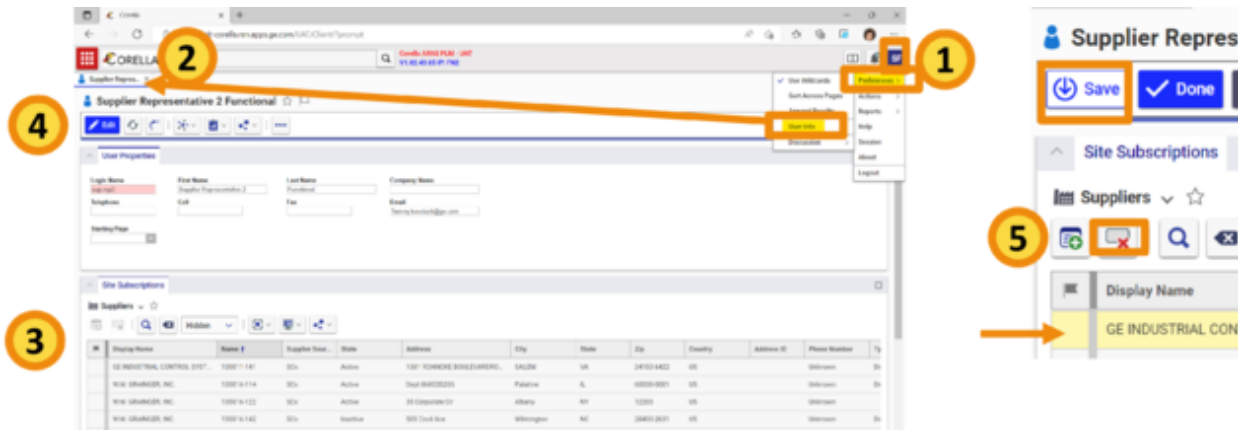
Part Definition Data Report

Access

Part Definition Data Report or PDDR can be accessed from any Collaboration Space or Qualification
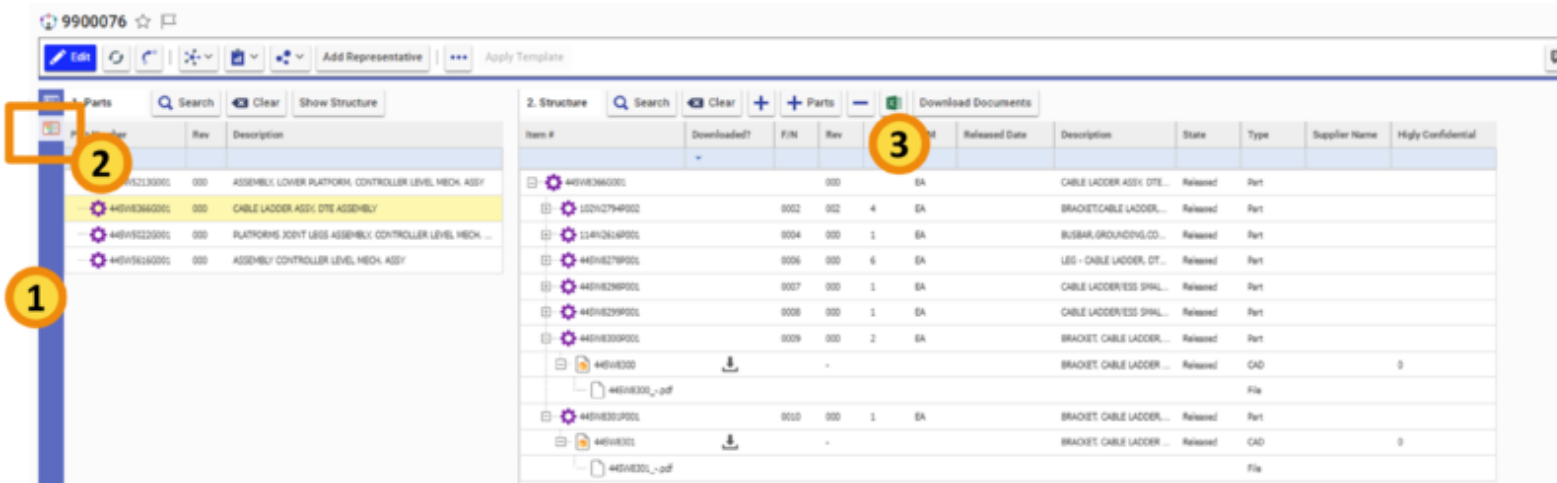
1.Find the Side bar on the Left-hand side of the Collab Space or Qualifications

2.Select the lower icon and the PDDR screen will appear

- The related definition objects will display for whatever was selected on the left

- The display will initially be collapsed, but can be expanded to show just the Parts, like a BoM or expand all to show all specs and related CAD objects that have been validated by the Drafting team

3.This is where the display can be exported to excel and/or the documents downloaded for viewing

- Export to excel button will export exactly as displayed on the screen (Collapsed , +parts or Expanded)

View

Part Definition Data Report or PDDR has two sides

1.Unique selectable parts list

- Highlight part or multiple parts and click show structure

2.Part definition structure display and download

- The related definition objects will display for whatever was selected on the left
- The display will initially be collapsed, but can be expanded to show just the Parts, like a BoM or expand all to show all specs and related CAD objects that have been validated by the Drafting team

3.This is where the display can be exported to excel and/or the documents downloaded for viewing

- Note: CAD objects that are not Validated="yes" will not show or be downloadable

Download

Download utilizes an external email job that will send a link to access the zip file of documents
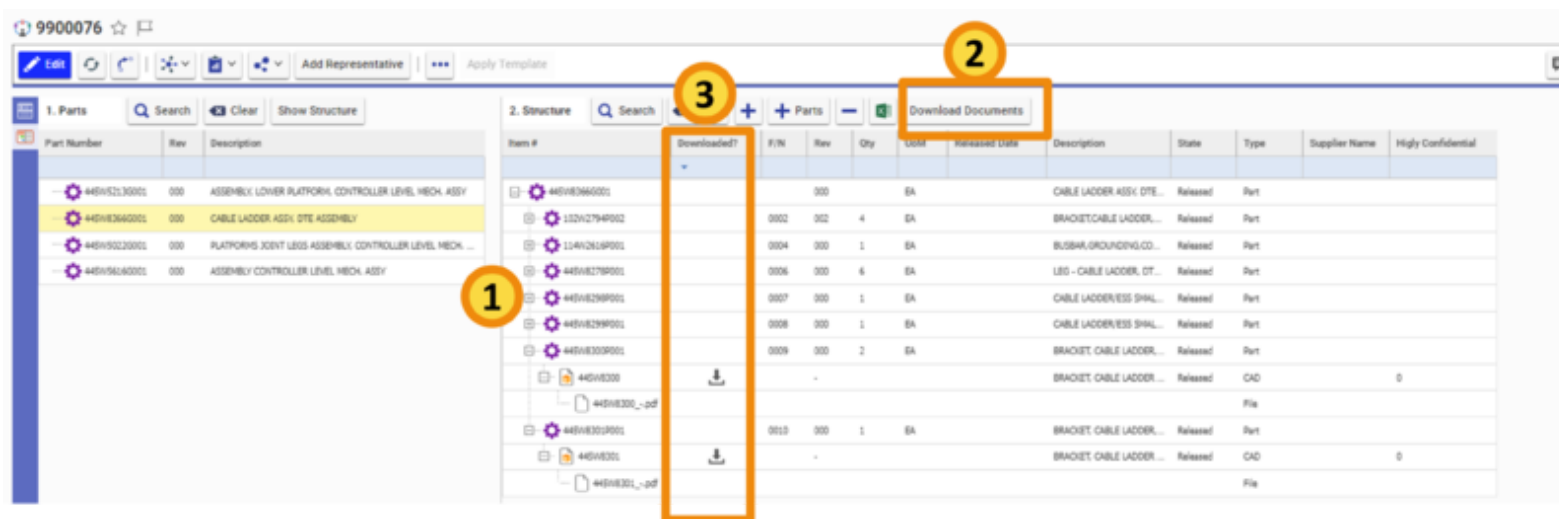
1.Select items to Download

- Highlight a specific Document , a part number or nothing on the page
- If nothing is selected, the system will create a package for all parts in the page to include all specs and CAD items
- If a single part is selected, then all documents related to that part & its BoM will be downloaded
- If only specific documents are selected, then only those documents will be downloaded

2.Click Download document button, and a notice will appear indicating that you will receive an email when the request is complete

3.Notice the icons in the Downloaded column. There are 3 possible Icons.

- Not Downloaded –   ⬇
- Requested -   📁
- Downloaded & Viewed -   ✔
- The icons will change based upon what the logon ID used. The system will look at all Collaboration spaces and Qualifications related to the ID and if the Document was requested in any space then it will show as requested, If it was viewed from any space then it will show as previously viewed.

Compare

Part Definition Data Report or PDDR can be compared to other revisions of the same part or other parts
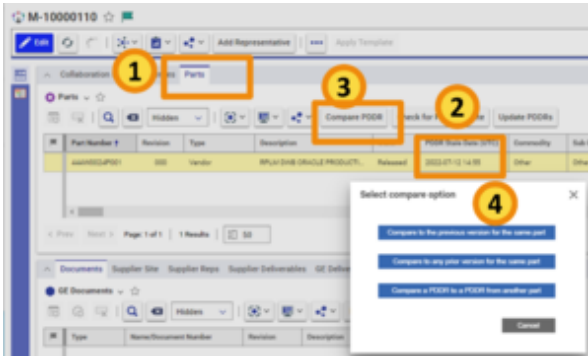
1.Go To the parts tab of any collaboration space or qualification

2.Find a part that has a stale date

- Highlight part to compare

3.Click the Compare PDDR button to obtain a new window of selectable options

4.In the new window select one of the 3 options:

- Compare to prior PDDR revision
- Compare to any prior selectable PDDR revision
- Compare to any part or rev of any part

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