

SUPPLIER:

request a Net-Inspect Account; request a Net-Inspect access; support

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1. Objective

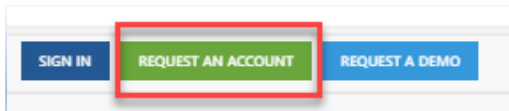
The objective of this document is to explain how P&WP Suppliers can request a Net-Inspect account and set their Net-Inspect Administrator, how Supplier's users can request Net-Inspect access and where to go for support.

2. Scope

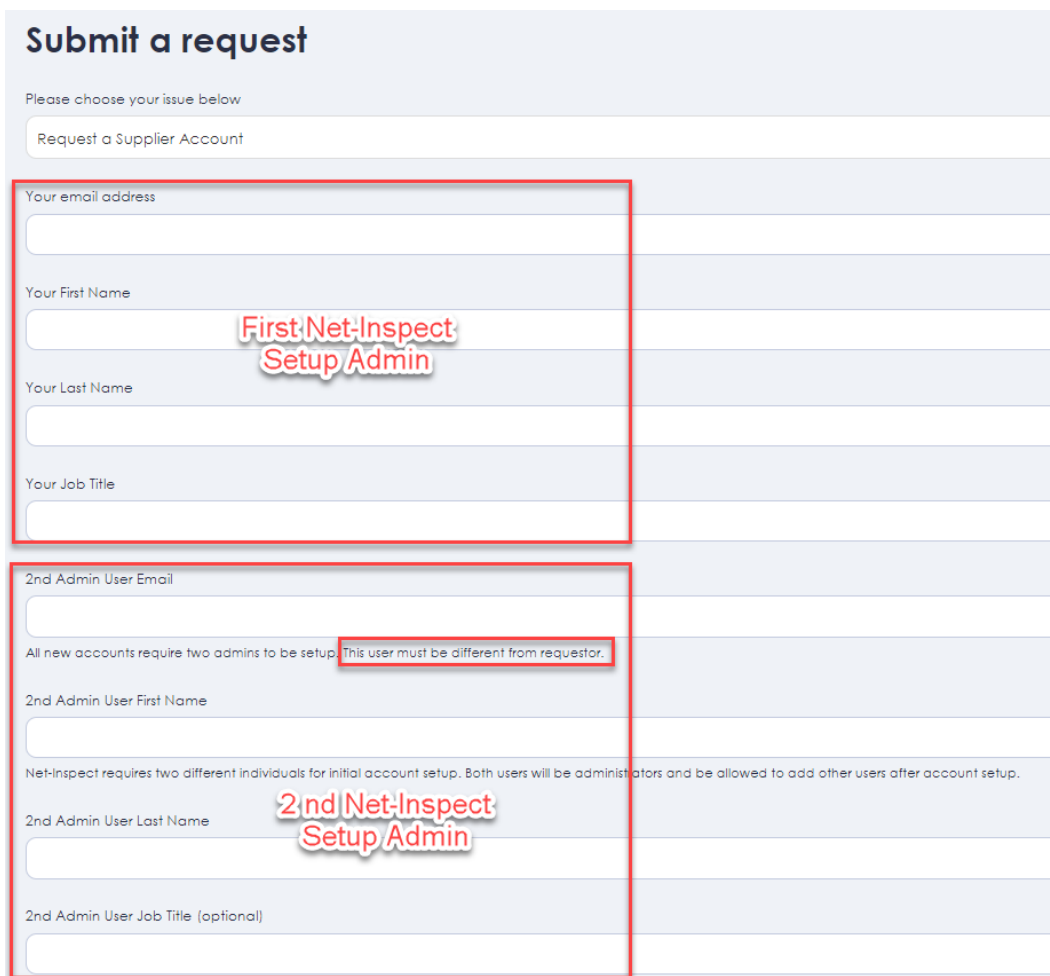
P&WP Supplier's Net-Inspect admins and users.

3. Request a Net-Inspect Account

- a) Enter www.net-inspect.com
- b) From the top left, click "Request an Account":



- c) The form "Submit a Request " displays:



Submit a request

Please choose your issue below

Request a Supplier Account

Your email address

Your First Name

Your Last Name

Your Job Title

2nd Admin User Email

All new accounts require two admins to be setup. This user must be different from requestor.

2nd Admin User First Name

Net-Inspect requires two different individuals for initial account setup. Both users will be administrators and be allowed to add other users after account setup.

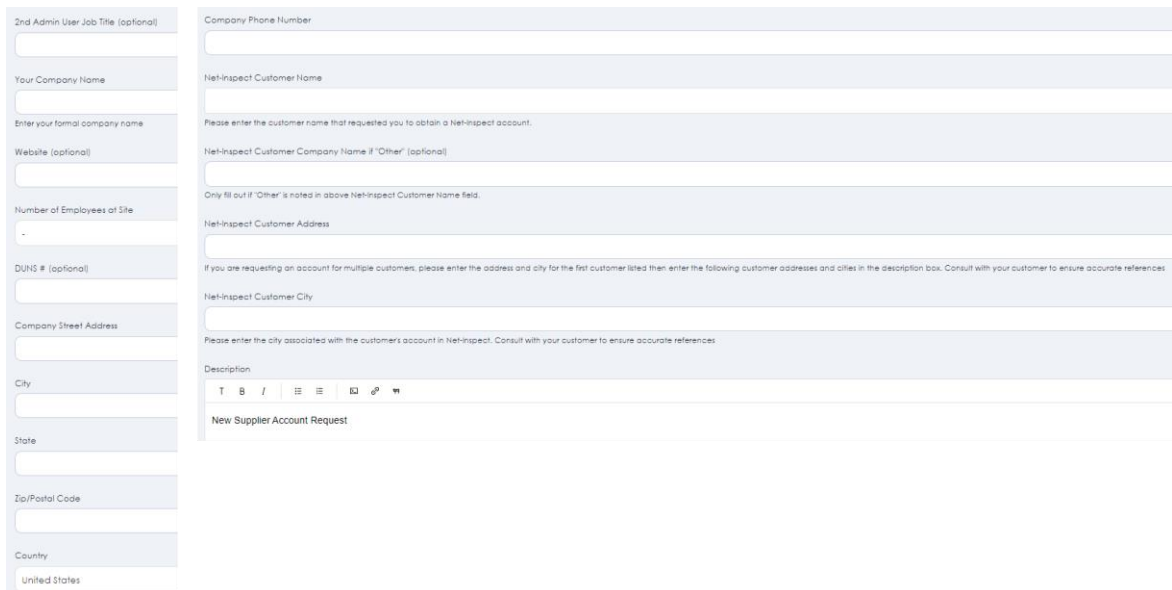
2nd Admin User Last Name

2nd Admin User Job Title (optional)

First Net-Inspect Setup Admin

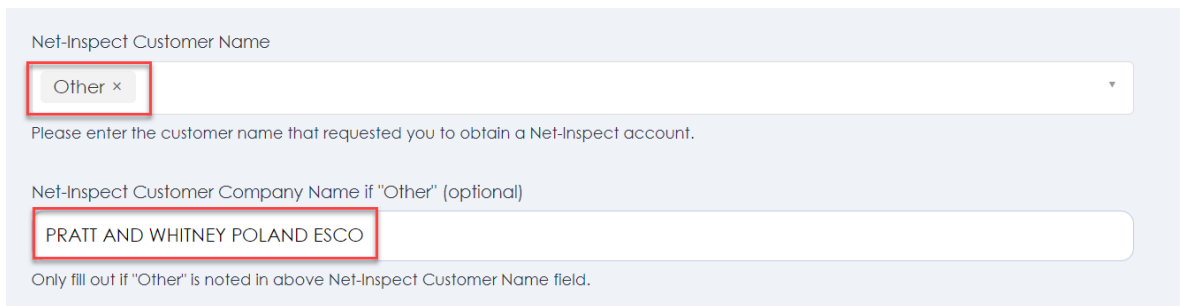
2nd Net-Inspect Setup Admin

d) Read all instructions on the form and complete all required fields:



The screenshot shows a two-column form. The left column contains fields for: 2nd Admin User Job Title (optional), Your Company Name, Website (optional), Number of Employees at Site, DUNS # (optional), Company Street Address, City, State, Zip/Postal Code, and Country (with 'United States' selected). The right column contains: Company Phone Number, Net-Inspect Customer Name (with instructions to enter the customer name that requested you to obtain a Net-Inspect account), Net-Inspect Customer Company Name if 'Other' (optional), a note to only fill out 'Other' if noted in the previous field, Net-Inspect Customer Address, a note about multiple customers and references, Net-Inspect Customer City, another note about city references, and a rich text editor for Description (containing 'New Supplier Account Request').

e) For the Customer Name field choose “Other” and type below “PRATT AND WHITNEY POLAND ESCO”



This close-up shows the 'Net-Inspect Customer Name' dropdown menu with 'Other x' selected. Below it is the instruction: 'Please enter the customer name that requested you to obtain a Net-Inspect account.' The 'Net-Inspect Customer Company Name if "Other" (optional)' text box contains 'PRATT AND WHITNEY POLAND ESCO'. Below this is the instruction: 'Only fill out if "Other" is noted in above Net-Inspect Customer Name field.'

f) Scroll down to the bottom of the form and click “Submit”:

3.1. Set-up Admin account creation

The Net-Inspect team will create your account and two users having the Setup administrator role.

3.2. Account creation notification

The Net-Inspect team will confirm via email to your organization (the setup administrator) that your account is created and provide the user login information.

4. Login To Net-Inspect

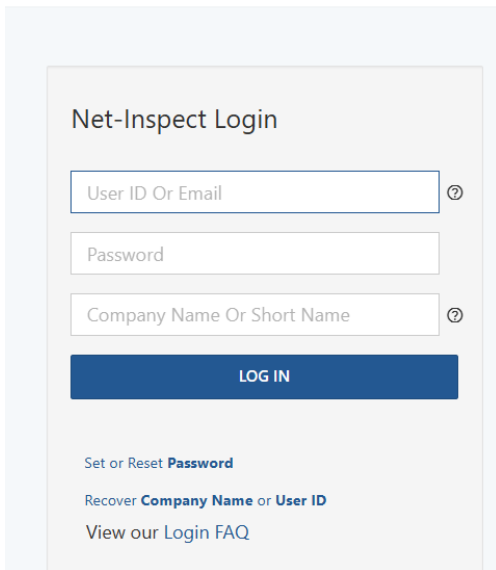
Enter the link:

<https://www.net-inspect.com/Authentication/Login>

Write your User ID, Password and Company Name or short name.

To reset or set your password, recover your Company Name or User ID, use the options available on the login page.

Login



Net-Inspect Login

User ID Or Email ?

Password

Company Name Or Short Name ?

LOG IN

[Set or Reset Password](#)

[Recover Company Name or User ID](#)

[View our Login FAQ](#)

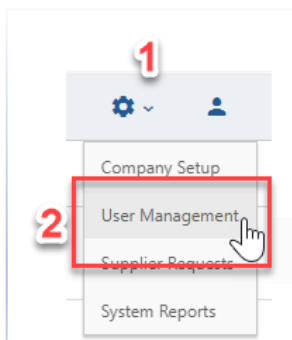
5. Request access to Net-Inspect for any user

IMPORTANT: only a person from the supplier`s organization assigned as a Setup Administrator in Net-Inspect can provide access to all supplier users.

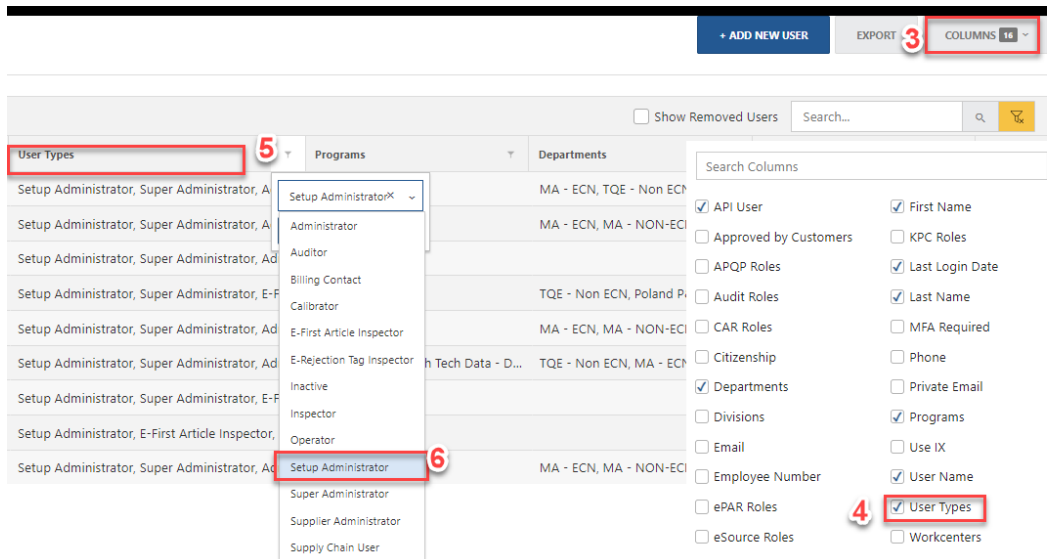
- If your company has a Net-Inspect account contact your Setup Administrator;
- If you do not know who is your Setup Administrator email at: helpdesk@net-inspect.com

5.1. How to find Supplier`s Net-Inspect Setup Administrator

- 1) On the Net-Inspect welcome page click the small gear icon on the right;
- 2) Select "User Management";



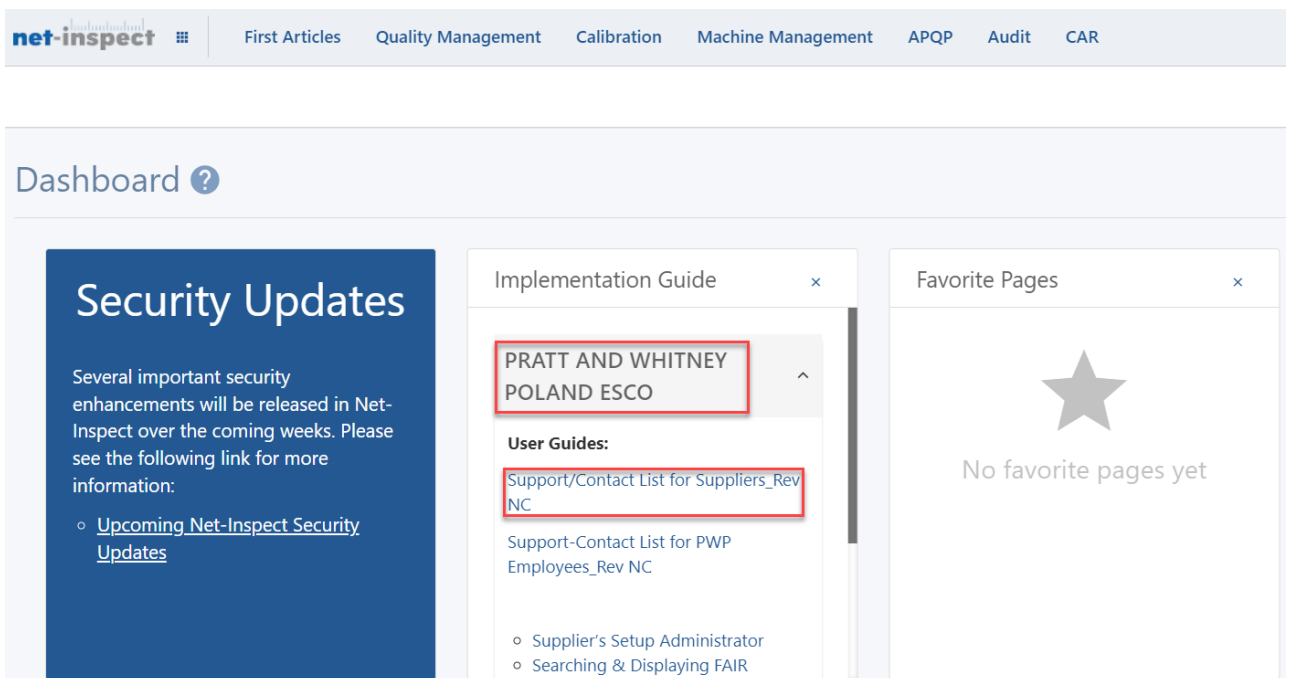
- 3) Click on the "COLUMNS" button on the right;
- 4) Tick the column "User Types";
- 5) In the column "User Types" click on the filter button;
- 6) Select "Setup Administrator";



6. Support

General support contact is helpdesk@net-inspect.com or 425-233-6176.

For detailed information regarding support, from the Net-Inspect welcome page expand the “Implementation Guide” to display the list of all user guides. Then click the link to the file "Support/Contact for Suppliers":



| CHANGE HISTORY / HISTORIA ZMIAN | | |
|--|--------------------|---|
| Revision / Rewizja | Date / Data | Description of change / Opis zmian |
| NC | 28.10.2024 | Initial release / Pierwsze wydanie |
| | | |