

SUPPLIER:

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

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1. Objective

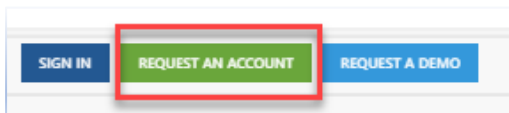
The objective of this document is to explain how P&WP Suppliers can request a Net-Inspect account and set their Net-Inspect Administrator, how Supplier's users can request Net-Inspect access and where to go for support.

2. Scope

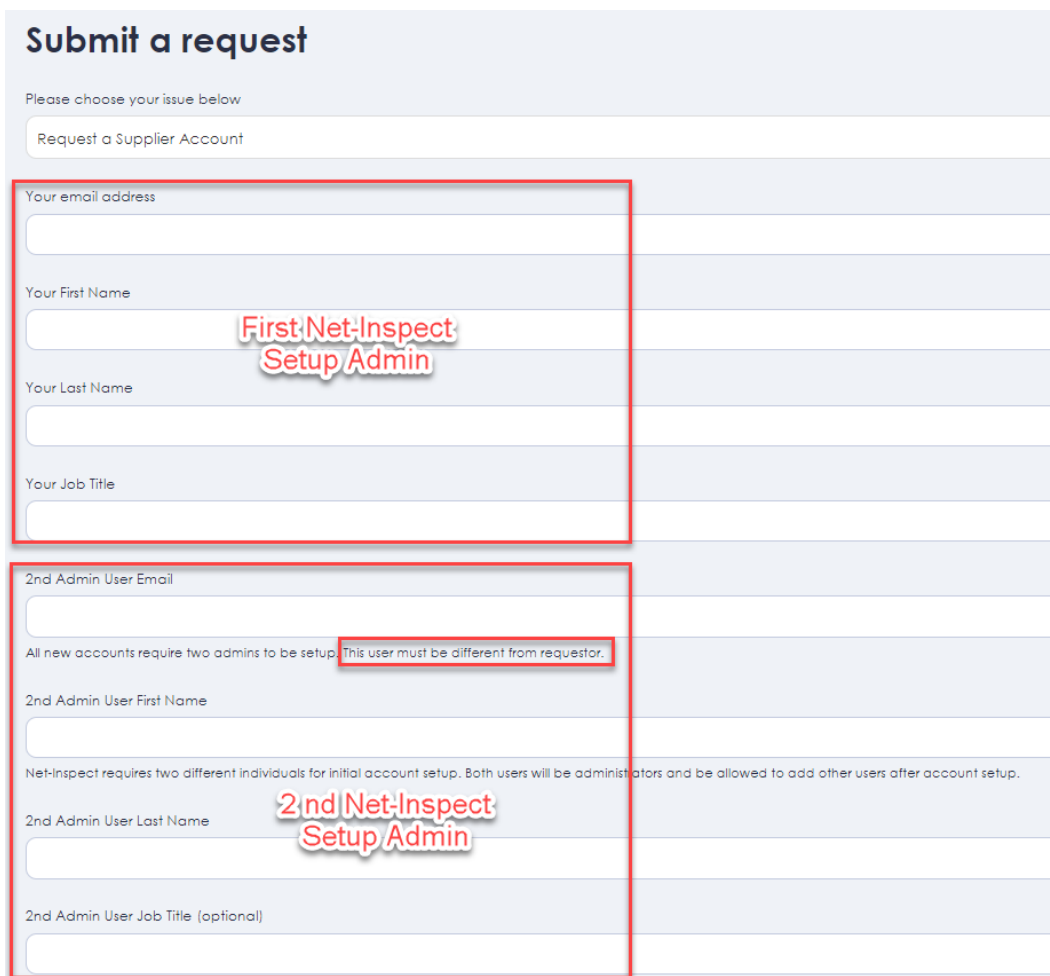
P&WP Supplier's Net-Inspect admins and users.

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:

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

f) For the Customer Address and City type a dash (“-“) as shown below:

g) For the Subject section type “Request a Supplier Account”:

h) 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

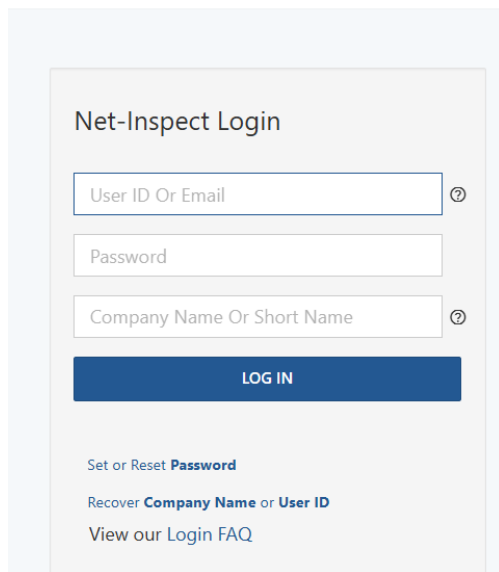
Enter the link:

<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



The image shows a screenshot of the Net-Inspect login page. It features a light blue background with a white login form. The form has three input fields: 'User ID Or Email', 'Password', and 'Company Name Or Short Name'. Each field has a small question mark icon to its right. Below the fields is a dark blue 'LOG IN' button. Underneath the button are three links: 'Set or Reset Password', 'Recover Company Name or User ID', and 'View our Login FAQ'.

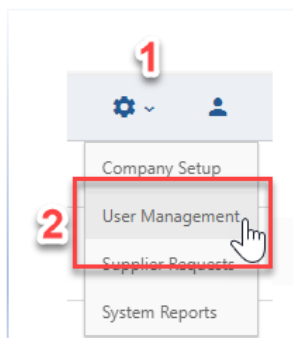
5. Request access to Net-Inspect for any user

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";

The screenshot shows the Net-Inspect user management interface. At the top right, there are buttons for '+ ADD NEW USER', 'EXPORT 3', and 'COLUMNS 14'. Below these is a search bar and a 'Show Removed Users' checkbox. The main area has three columns: 'User Types', 'Programs', and 'Departments'. The 'User Types' dropdown is open, showing a list of roles with 'Setup Administrator' highlighted. The 'Columns' panel on the right lists various fields with checkboxes, and 'User Types' is checked. Red boxes and numbers 3, 4, 5, and 6 highlight the 'COLUMNS' button, the 'User Types' checkbox, the 'User Types' dropdown, and the 'Setup Administrator' role, respectively.

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":

The screenshot shows the Net-Inspect dashboard. At the top, there is a navigation bar with the 'net-inspect' logo and several menu items: 'First Articles', 'Quality Management', 'Calibration', 'Machine Management', 'APQP', 'Audit', and 'CAR'. Below the navigation bar is a 'Dashboard ?' section. On the left, there is a 'Security Updates' panel with a link to 'Upcoming Net-Inspect Security Updates'. In the center, the 'Implementation Guide' panel is expanded, showing a list of user guides. The 'PRATT AND WHITNEY POLAND ESCO' section is expanded, and the 'Support/Contact List for Suppliers_Rev NC' link is highlighted. On the right, the 'Favorite Pages' panel is empty, showing a star icon and the text 'No favorite pages yet'.

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