

# Net-Inspect

## Supply Chain Help Guide

Issue 7

May 2015

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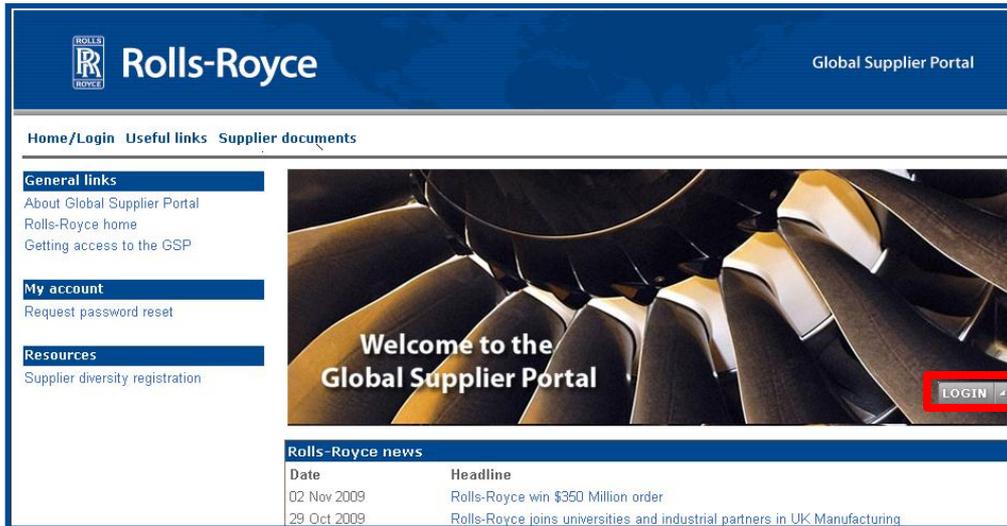
# Logging In

- GSP & Net-Inspect



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# Logging in - GSP



1. Open Global Supplier Portal (GSP) guest page  
<https://suppliers.rolls-royce.com>
2. Click on Login



3. If you have more than 1 certificate, you will be prompted to select which one to use. Select medium level

# Logging in – GSP (continued)

**EXOSTAR**  
Sign In

User ID: [Forgot User ID?](#)

Password: [Forgot Password?](#)

Login

Unauthorized access to this computer system may constitute a criminal offense.

**First Time Login?**  
[Follow these steps to establish your account.](#)

**Not Registered Yet?**  
[More information](#) on registering for Exostar Products and Services.

**Announcements**

**Need your First Time Login Credentials?** You can go to our [Forgot First Time Login](#) wizard for self service assistance.

**Forgot your password?** To retrieve your password, please go to our [Password Reset](#) page

**Important Message:** Please be aware that Exostar's Customer Service Department will be closing at 12pm ET on Thursday and Friday, November 26th and 27th. System operations will continue as normal, along with all monitoring and emergency support procedures. During this time, we recommend visiting our website, [MyExostar](#), where you will find log in links, training information, and the ability to log a self service case.

Self Service cases and messages will be returned when we return to the office on November 30th, 2009.

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4. Enter your Exostar user ID and password

Welcome Richard B...

**Rolls-Royce** Global Supplier Portal

Home Workspace Useful links Supplier search Supplier documents

**General links**

- About Global Supplier Portal
- Rolls-Royce home
- GSP support - internal users
- Getting access to the GSP
- eFAIRS**
- Sign on to eFairs
- eFairs instructions

**My account**

- Request password reset

**Resources**

- GSP Rolls-Royce orientation

**Workspace summary**

No action required

- Inbox(0)
- Forms I Initiated(0)
- Recently Completed Forms(0)

Go to workspace

**Notices to supplier**

Date	Num	Title
05 Nov 2009	NTS283	Implementation of Global Specifications and Supplier Approval
01 Oct 2009	NTS282	Rolls-Royce: Individual Subcontracting Report
01 Oct 2009	NTS281	Suppliermanager-online.com retirement / decommissioning
01 Oct 2009	NTS280	Clarification of Payment Terms

See all notices

**Rolls-Royce news**

Date	Headline
02 Nov 2009	Rolls-Royce win \$350 Million order

5. On the GSP home page select Sign on to eFAIRS



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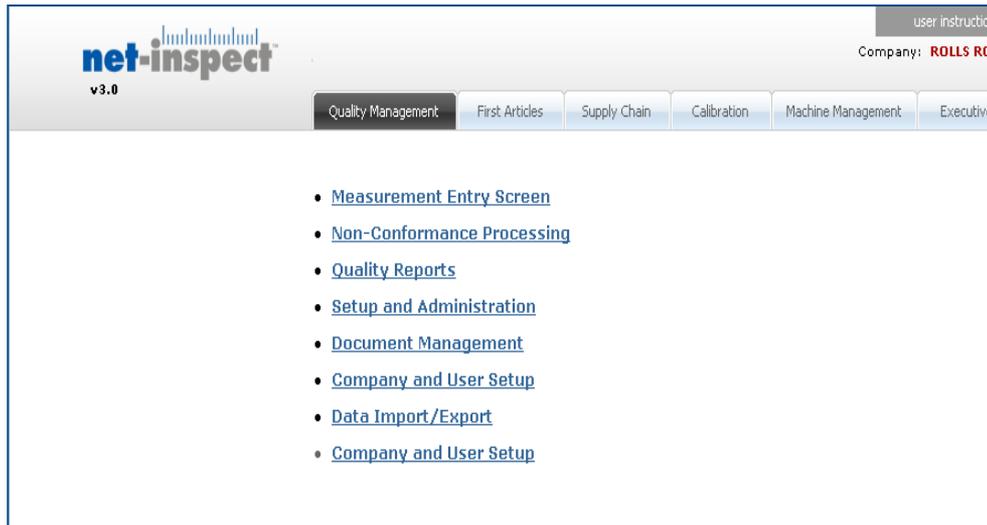
# Logging on – Net-Inspect

## Export Control Disclaimer

EXPORT CONTROL: The User acknowledges that any Information provided or received in Net-inspect may be subject to government export control laws and regulations and users agree that they will strictly comply with all applicable requirements under such laws and regulations. As such, each user warrants and undertakes that they will not export or transfer any Information without complying in all respects with the applicable export control legislation, codes of conduct, the relevant export license(s), guidelines, notices and/or instructions in relation to any such export or transfer of Information.



6. Select the appropriate button for your region
  - If based in US or North America select **Accept US**
  - If based in UK, Europe or Asia select **Accept UK**



7. You have successfully logged onto the eFAIR application

*If you do not see this screen you may not have access to the system or you may not have selected the correct export control disclaimer for your region*



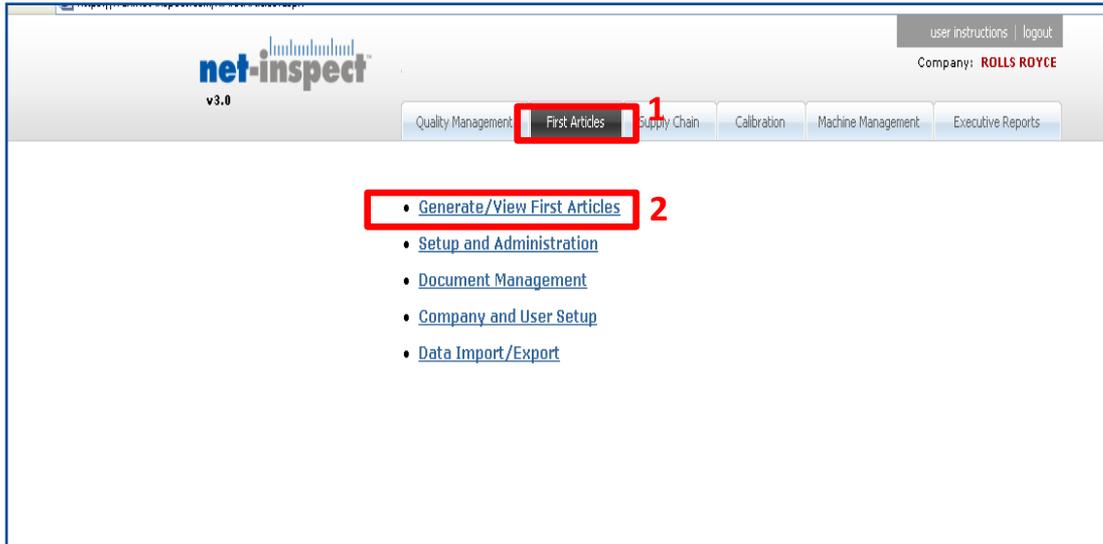
# Net-Inspect

Generate FAI report



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# Generate FAIR using Net-Inspect



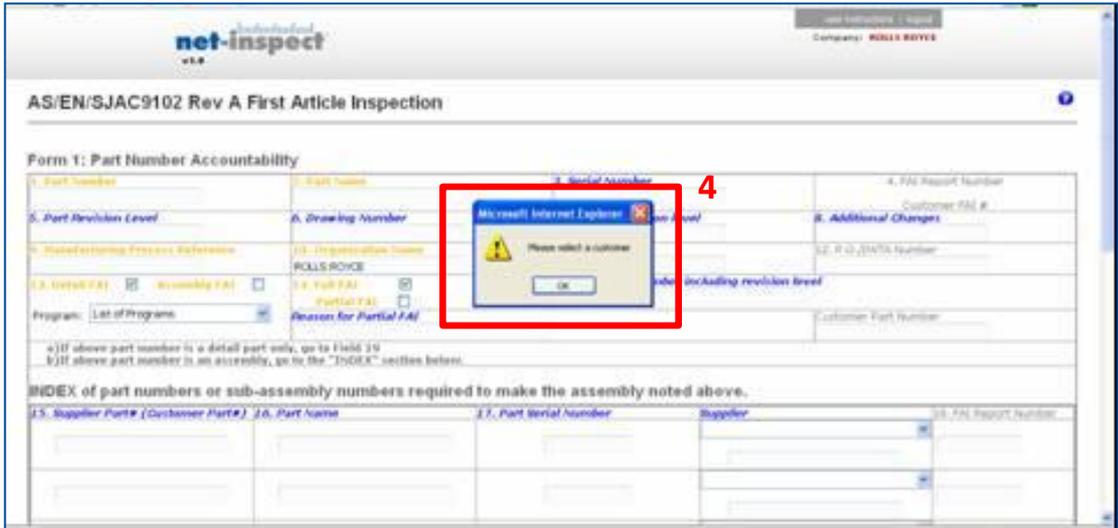
1. Click on First Article tab
2. Click on Generate/View First Articles



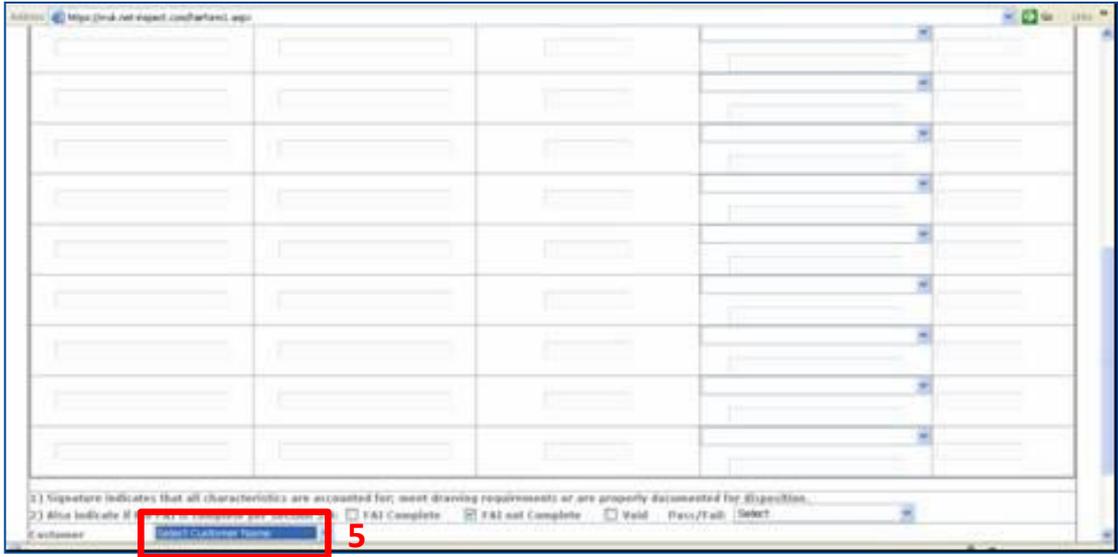
3. Click on Generate eFirst Article Report



# FAIR Form 1



4. Selecting the customer should always be the first thing you do. If creating the FAIR in Net-Inspect you will see this warning if you miss the customer out



5. Select customer from drop-down list

# FAIR Form 1 (continued)

net-inspect v3.0 back to net-inspect home page user instructions logout Company: NET-INSPECT DEMO

AS/EN/SJAC9102 Rev A First Article Inspection

Go to View Mode Form 2 Form 3

**Form 1: Part Number Accountability**

1. Part Number test\_checksheet 2. Part Name test\_checksheet 3. Serial Number 4. FAI Report Number 10128 Customer FAI #

5. Part Revision Level 6. Drawing Number 7. Drawing revision level 8. Additional Changes

9. Manufacturing Process Reference test\_checksheet 10. Organization Name NET-INSPECT DEMO 11. Supplier Code 12. P.O./IWTA Number

13. Detail FAI  Assembly FAI  14. Full FAI  Partial FAI  Baseline Part Number including revision level

Program: Export Controlled  
List of Programs  
a) If applicable, go to Field 19 only, go to Field 19 only, go to the "INDEX" section below.  
b) If applicable, go to the "INDEX" section below.

**INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.**

15. Supplier Part# (Customer Part#)	16. Part Name	17. Part Serial Number	Supplier	18. FAI Report Number

Each FAIR that is created in Net-Inspect must be identified as export controlled or non-export controlled

6. Open the drop-down for Program on Form 1 and select the correct export requirement for the FAIR

*NB Contact your R-R ME if you require confirmation or assistance with this*

7

net-inspect v3.0 back to net-inspect home page user instructions logout Company: NET-INSPECT DEMO

AS/EN/SJAC9102 Rev A First Article Inspection

Go to View Mode Form 2 Form 3

**Form 1: Part Number Accountability**

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13. Detail FAI  Assembly FAI  14. Full FAI  Partial FAI  Baseline Part Number including revision level

Program: Export Controlled  
List of Programs  
a) If applicable, go to Field 19 only, go to Field 19 only, go to the "INDEX" section below.  
b) If applicable, go to the "INDEX" section below.

**INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.**

15. Supplier Part# (Customer Part#)	16. Part Name	17. Part Serial Number	Supplier	18. FAI Report Number

7. Fill out the main fields

- Gold fields are mandatory
- Blue fields are only mandatory under certain circumstances e.g. if the FAIR is partial
- Grey fields are not mandatory. This does not mean they should not be filled in, only that the system shall not mandate it



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# FAIR Form 1 (continued)

Form 1: Part Number Accountability

1. Part Number 8372947	2. Part Name Testpart	3. Serial Number 132-132-123	4. FAI Report Number Customer FAI #
5. Part Revision Level F	6. Drawing Number 8372947	7. Drawing revision level F	8. Additional Changes None
9. Manufacturing Process Reference 111-111-111-111	10. Organization Name NET-INSPECT DEMO	11. Supplier Code 200000	12. P.O./IWTA Number 5555555555
13. Detail FAI <input type="checkbox"/> Assembly FAI <input checked="" type="checkbox"/>	14. Full FAI <input checked="" type="checkbox"/> Partial FAI <input type="checkbox"/>	Baseline Part Number including revision level	
Program: Non-Export Controlled	Reason for Partial FAI	Customer Part Number 8372947	

a) If above part number is a detail part only, go to Field 19  
b) If above part number is an assembly, go to the "INDEX" section below.

13

INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.

15. Supplier Part# (Customer Part#)	16. Part Name	17. Part Serial Number	Supplier	18. FAI Report Number

13. When creating an assembly FAIR the detail and sub-assembly FAIRs are referenced in the Index on form 1

If the detail or sub-assembly FAIR is in Net-Inspect, all that needs to be entered is the part number, part name and supplier. The system will then create hyperlinks to the most recent FAIR matching the criteria specified

nature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.	
to indicate if the FAI is complete per Section 5.4: <input type="checkbox"/> FAIR Submitted <input checked="" type="checkbox"/> FAIR not Submitted <input type="checkbox"/> Void Pass/Fail: Select	
mer	ROLLS ROYCE - TEST
Signature	one one
Reviewed By	20. Date 20/12/2012
Customer Approval	22. Date
	24. Date

14

14. Once form 1 is filled out, click Save Changes to save the data to the server and progress to form 2



# FAIR Form 2

AS/EN/SJAC9102 Rev A First Article Inspection

Form 2: Product Accountability - Raw Material, Special Process(es).  
Functional Testing

1. Part Number	2. Part Name	3. Serial Number	Product Code	4. FAI Report Number		
DM12345	Grommit	111-111-111-12		12885		
5. Material or Process Name	6. Specification Number	7. Code (Material Alpha Code)	8. Special Process Supplier Code	9. Customer Approval Verification (Yes/No/NA)	10. Certificate of Conformance number	Data Card Reference Work Instru
Minium Magnesium Boride	AlMqB14	BAM14		NA	123456	DC001 Upload
nilum Diboride	TIB2	TB2		NA	654321	DC002 Upload

Once data has been saved to form 2 and the changes saved, it becomes possible to add documents directly to the material, process or inspection to which they relate.

1. To do this click on the Upload link that has appeared next to each line
2. As before use the browse button to select the file to upload.
3. Select Upload the Files

net-inspect™ Upload Data Card Reference Documents

Company: NET-INSPECT DEMO

Note: Maximum file size is 15mb (actually 15,000,000 bytes)

File:  Browse...

Description:

Upload the files >>

Close Window

Sample upload from PSTRUH Software



# FAIR Form 3 - Dimensions

net-inspect v3.0

back to net-inspect home page | user instructions | logout

Company: ROLLS ROYCE - TEST

AS/EN/SJAC9102 Rev A First Article Inspection

Sheet 1 of 1

Sheet  Or Char No.  Go

Form 3  
Form 2

Form 3: Characteristic Accountability, Verification and Compatibility Evaluation

1. Part Number: EE112345

2. Part Name: Tester 1

3. Serial Number

4. FAI Report Number: 10037  
Customer FAI #: 4683457623

5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirement	9. Results	10. Designed Tooling	11. Non-Conformance Number	12. Additional Columns
1 Op # 245	Bubble No. 1	BORE	GDT Callout Actual Requirement Units (10.00 +/- 0.05)	Variable /a DETAILS			DIM reports See CMM reports Call out Reports See attached doc
2 Op # 577	Bubble No. 2	CHAMFER	GDT Callout Actual Requirement Units (13.005 +/- 0.003)	Variable 3.0039 DETAILS			DIM reports Call out Reports
3* Op # 468	Bubble No. 4	DIMENSION	GDT Callout Actual Requirement Units (11.05 +/- 0.009)	Variable 1.0536 DETAILS			DIM reports Call out Reports

1. Attribute and variable data is entered in the results column on form 3
  - These can be entered manually or by using the import template (slide 30)
2. GDT symbols or nominal values/tolerances are to be identified in the requirements column on form 3

*NB The correct formats for entering the tolerances are shown at the bottom of form 3*



# Generate Form 3 - CCFs

net-inspect v3.0  
back to net-inspect home page | user instructions | logout  
Company: ROLLS ROYCE - TEST

AS/EN/SJAC9102 Rev A First Article Inspection Sheet 1 of 1

Form 1  
Form 2

1. Part Number EE12345 2. Part Name IP Casng 3. Serial Number 4. FAI Report Number 10032

5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirement	9. Results	10. Designed Tooling	11. Non-Conformance Number	14. Additional Columns
1 Op # 09765	Bubble No. 1	DIAMETER	GDT Callout Actual Requirement Units (10.00 +/- 0.05) [mm]	Variable 10.005 DETAILS			
2 Op # 306	Bubble No. 2	BORE	GDT Callout Actual Requirement Units (11.00 +/- 0.05) [mm]	Variable 11.00 DETAILS			
3* Op # 9996	Bubble No. 3	Key Feature	GDT Callout Actual Requirement Units (9.00 +/- 0.05) [mm]	Variable 9.5 DETAILS			

1. All features are recorded on form 3. CCFs are marked with an asterisk (\*) next to the characteristic number. If the feature is not a CCF, the asterisk should be removed

Comments:

The Signature indicates that all characteristics are accounted for, meet drawing requirements or are properly documented for disposition.

12. Prepared By Emma Jenkins 13. Date 12/11/2009

Documents : Select document to view

Print Report Backfill Key Feature Data 2

Go to View Mode Form 1 Form 2 Supplier FAI Check Sheet

2. Once all data is saved click Backfill Key Feature Data on the bottom of form 3. This will input your CCFs automatically into the SPC module in Net-Inspect ready for data collection



# Check Sheet

The check sheet contains one question:

Has the SABRe 'FAIR / LAIR Content Review Form' been completed?

- The Form is available in SABRe and is to be completed in Excel and then imported into the Net-Inspect Report (refer to slide 31)
  - When uploaded, click on **Supplier FAI check sheet** on the bottom of **AS/EN/SJAC9102 Rev A First Article Inspection**
1. Select a **Supplier** response (yes or n/a) to the **Question 1**
  2. Click **Submit**



## First Article Check Sheet

First Article Inspection Report Content / Check Sheet		Check Sheet # : 1	
Part Number : AB12345		FAI Report Number : 3307	
Customer Part Number : n/a		Customer FAI # :	
Contents	Supplier	Supplier Comments	Customer Accept Reject
1 Has the SABRe 'FAIR / LAIR Content Review Form' been completed and attached?	<input type="radio"/> Yes <input type="radio"/> N/A		<input type="radio"/> <input type="radio"/>
		Check Sheet Comments :	
		Approved By : <input type="checkbox"/>	
		Signature :	
		Score : 0	
		Date :	
		<input type="button" value="SUBMIT"/>	

[Close Window](#)



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# Check Sheet

The check sheet must be signed to demonstrate that the FAIR content is correct

1. Tick the **Complete** box

- A pop-up signature box will appear with the user's ID populated
- Enter password (defaulted to your first name with capital letter e.g. Bob)

2. Click **Submit**

3. The digital signature is then populated on the form

4. Click on Close Window

*Ensure the check sheet is correct before inputting your digital signature because this form can only be signed once*



[user instructions](#) | [logout](#)  
 Company: **ROLLS ROYCE**

## First Article Check Sheet

First Article Inspection Report Content / Check Sheet		
Part Number : AB12345		FAI Report Num
Customer Part Number : n/a		Customer P
Contents	Supplier	Supplier Comments
1 Has the SABRe 'FAIR / LAIR Content Review Form' been completed and attached?	<input checked="" type="radio"/> Yes <input type="radio"/> N/A	
	Check Sheet Comments :	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">           Complete : <input type="checkbox"/>            Signature :            Date : 08/05/2015         </div>		Approved By : <input type="checkbox"/> Signature : Score : 0 Date :
<div style="border: 2px solid red; padding: 5px; display: inline-block;">SUBMIT</div>		
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <a href="#">Close Window</a> </div>		



User ID:   
 Password:   

[Close Window](#)


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# Approval Form

The FAIR Approval Form must be completed by the supplier. Only the Supplier Approval boxes will be visible when you are creating the FAIR

1. Click on Sign. A signature pop-up box will appear
2. Enter password (defaulted to your first name with a capital letter e.g. Bob)
3. Click submit. Your signature will be inputted into the declaration

*Ensure the Approval Form is correct before inputting your digital signature because this form can only be signed once*

**net-inspect v3.0** | user instructions | logout  
Company: **ROLLS ROYCE**

**Rolls-Royce**  
GP EP 3.2.4-1 & SABRe (Edition 2) B4.4

First Article Inspection Report - **Approval Form**  
Full Report

**Product Information:**

Part Number AB12345	Drawing revision level F	Report No 3306
Part Name Widgt	Product Weight (define UoM - kg, lb.) 10 Kg	Serial No n/a
Production / Repair Method Reference AB12345/01 rev 1	Classification Unclassified	Purchase Ord 55000012345
Production Source - name and address: ROLLS ROYCE 1 Derby DE24 8BJ Derbyshire UK	Name and address of R-R first-tier (when different to Production Source):	
Contact number: 12345   RR vendor code: 000000   Contact email:	Contact number:   RR vendor code:   Contact email:	

**Declaration:**

This First/Last Article Inspection Report confirms that:  
All characteristics are accounted for; meet drawing requirements or are properly documented for disposition.  
The requirements for independency of inspection; at the end of the production process; using capable measurement equipment have been met.

Released for Approval by: Name: | Signature: **Sign** | Date:

Save Changes

(\*) as and when stated by the relevant Rolls-Royce business.  
[Close Window](#)

**net-inspect v3.0**

**Complete Approval Form**

User ID: bathurstm-0855

Password:

**Submit**

[Close Window](#)



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# Approval Form

For Suppliers who hold FAIR Self Authorisation (final approval) and Supplier Release Authorisation (dimensional approval)  
After completing previous step (slide17)

1. Click on appropriate **decision signature** button
2. Click on **approve/reject box**. The form is then signed

*Ensure the Approval Form is correct before inputting your digital signature because this form can only be signed once*



[user instructions](#) | [logout](#)  
 Company: **ROLLS ROYCE**

---

  
GP EP 3.2.4-1 & SABRe (Edition 2) B4.4

First Article Inspection Report - **Approval Form**  
 Full Report

Product Information:		
Part Number g	Drawing revision level g	Report Number 3306
Part Name g	Product Weight (define UoM - kg, lb.) 1 1	Serial Number 1
Production / Repair Method Reference g	Classification Significant	Purchase Order Number 1
Production Source - name and address: ROLLS ROYCE 1 Derby DE24 8BJ Derbyshire UK	Name and address of R-R first-tier (when different to Production Source): 1	
Contact number: 1    RR vendor code: 1    Contact email: denise.dewes@Ro	Contact number: 1    RR vendor code: 1    Contact email: 1	

**Declarations:**

This First/Last Article Inspection Report confirms that:

All characteristics are accounted for; meet drawing requirements or are properly documented for disposition.  
 1 & 2 elements for independency of inspection; at the end of the production process; using capable measurement equipment have been met.

FAI/LAI Report Approval			
Approval By Authorised Supplier	<input type="radio"/> Approve <input type="radio"/> Reject	Name:	Signature:
	Disposition of Report: COMPLETE <input type="radio"/> NOT COMPLETE <input type="radio"/> REJECT <input type="radio"/>		Date (DD/MM/YYYY)
	<input type="radio"/> Approve		



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# Submitting the FAIR

To complete the FAIR

1. Click FAI Complete and select Pass on section 5.4 on form 1
2. Click submit on form 1 and the signature pop-up box will appear.
3. Enter password
  - Notes can be made in the comments box which can be used as a communication method with your ME-P

Once submitted the FAIR will go into your Pending Buyoff status. This can be viewed but not edited. To view refer to slide 12 and select Pending Buyoff Report Status FAIRs

The image shows a screenshot of a web application interface for submitting a FAIR. The main form is titled "INDEX of part numbers or sub-assembly numbers required to make the assembly noted above." and contains a table with columns for Supplier Part#, Part Name, Part Serial Number, Supplier, and FAI Report Number. Below the table, there are instructions and a "BUYOFF/Disapprove FAI" checkbox. A red box labeled "1" highlights the instructions, and another red box labeled "2" highlights the "BUYOFF/Disapprove FAI" checkbox and the "SUBMIT" button. A pop-up window titled "Processing Customer FAI Workflow" is shown, containing fields for User ID, Password, Step Name, Status, and Comments, along with a "SUBMIT" button and a "Close Window" link. A red box labeled "3" highlights the pop-up window. The bottom right corner features the Rolls-Royce logo and the text "Rolls-Royce".

**1**

1) Signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.  
 2) Also indicate if the FAI is complete per Section 5.4:  FAI Complete  FAI not Complete Pass/Fail: Pass

**2**

**3**

net-inspect v3.0

Processing Customer FAI Workflow

User ID: Emma Jenkins  
 Password: \*\*\*\*  
 Step Name: Final Approval  
 Status: Approve  
 Comments:

Print Report

ROLLS ROYCE

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# FAIR Authorised by Supplier - Notes

- Suppliers who hold **FAIR self authorisation** or **supplier release authorisation** will still be work flowed into Rolls-Royce for closure
- A Rolls-Royce signatory is **not** required on the approval form but the ME-P **must** close out/complete the check sheet, approval form and the overall FAIR on form 1. This is merely a formality
- Until the ME-P has formally closed out the FAIR (as above), the FAIR status will state **Pending Buyoff**. Once completed, the FAIR status will change to **Completed** and an automated email from Net-Inspect will be sent to you confirming this



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# Discus



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# Discus - Overview

Discus is an application for ballooning engineering drawings

- Ballooning your drawing and importing this into Net-Inspect will populate your FAIR (form 3 and aspects of form1) in the Net-Inspect suite
  - CCFs - when using Discus, CCFs must be selected as a key feature prior to importing the ballooned drawing and creating the FAIR
- Discus needs to be downloaded before it can be used
- Users must **save** the ballooned drawing to allow imports into Net-Inspect
  - Best practice is to **save** the ballooned drawing by **part number** and **date**



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# Importing Ballooned Drawing

Importing Discus ballooned drawings into Net-Inspect

1. Click on **First Article** tab
2. Click on **Data import/export**
3. Click on **Upload first articles into Net-Inspect**
4. **Browse** for the saved Discus Excel output from the ballooned drawing
5. Click on **Upload the files**

The FAIR is then generated and stored within Net-Inspect

net-inspect<sup>™</sup>  
v3.0

Quality Management **1** First Articles Supply Chain Calib

### Data Import/Export

« [Back to Main Screen](#)

[Generate/View First Articles](#)  
[Setup and Administration](#)  
[Document Management](#)  
[Company and User Setup](#)  
**2** [Data Import/Export](#)

- [Import Data into Net-Inspect](#)
- 3** • [Import First Articles into Net-Inspect](#)
- [Export Net-Inspect Data](#)
- [Export data to Company Group](#)

## Upload FAI Import Document

[Download Import-FAIA59102-template.xls](#)  
 Note: Please read the instructions in the [help file](#) to import FAI before uploading the Excel file.

Note: Maximum file size is 15mb (actually 15,000,000 bytes)

File 1:  **4** [Browse...](#)

Description:

**5** [Upload the files >>](#)

[Close Window](#)



# Searching for First Article Report

To find a FAIR that has been generated from importing the ballooned drawing

1. Click on **First Article** tab
2. Click on **Generate /View First Articles**
3. Click on **View E-First Article Report**
4. Click on **Supplier Report Number** to open the FAIR
5. Continue as [slide 9](#)

net-inspect v3.0

Quality Management **First Articles** 1 Supply Chain Calibration

Generate/View First Articles 2

- **View E-First Article Report** 3
- [View E-First Article Report by Report Number](#)
- [Workflow Status Report](#)
- [E-First Article Completion Report](#)
- [Generate E-First Article Report](#)

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[Setup and Administration](#)

[Document Management](#)

[Company and User Setup](#)

[Data Import/Export](#)

**View E-First Article Inspection Reports**

Report Status:  Date range:

Supplier Part:  OR Enter Supplier Part#

Customer:

Note: The delta E-FAI Reports are prefixed with **D**

Pass/Fail	Customer Report N	Supplier Report Number	Customer Part Number	Supplier Part Number	Drawing Revision	Last Modified Date	Full/Partial	Previous Reports
		10127		1		06/11/2009	Full	10126 - 06/11/2009 <a href="#">View Previous FAIs</a>
Pass		10128		PW1234		09/11/2009	Full	10086 - 06/10/2009
		10121		field_23_test		04/11/2009	Full	
		10119		approval_form		26/10/2009	Full	
		10118		checksheetpart		26/10/2009	Full	
Pass		10117		E399999	c	23/10/2009	Full	10030 - 28/07/2009 <a href="#">View Previous FAIs</a>
	36258-01	10110		fw9987		20/10/2009	Full	10109 - 20/10/2009



# Rolls-Royce Communication & Workflow



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# Communication & Workflow (continued)

- Review the workflow comments of the FAIR once the automated email has arrived confirming that the regional SCU ME-P has approved their workflow step
- When Rolls-Royce require a check of the component on receipt, the workflow comments will instruct shipment of the component in advance of FAIR Final Approval. The following paperwork is to be submitted with the component:
  - A copy of the R-R approval form signed at Material & Processing Approval
  - A copy of the ballooned drawing and completed AS9102 form 3
  - A copy of any concession or DAR authorising dimensional deviation
- Once the part(s) has been shipped, the FAIR must be resubmitted for final approval. This will be sent direct to the ME-P that disapproved the workflow

**net-inspect v3.0**

Customer FAI Workflow Comments

FAI Report Number: **10056**

Step Number	Name of Step	Completed By	Date	Comments
5	Final Approval	lastestu-1719	13/11/2009	approved conditional
4	Lab Buy Off	lastestu-1719	13/11/2009	Step Completed
	Submitted by Supplier	user17-7893	13/11/2009	
	Submitted by Supplier	user17-7893	13/11/2009	
1	Initial Review	lastestu-1719	13/11/2009	Step Completed
	Submitted by Supplier	user17-7893	13/11/2009	
1	Initial Review	lastestu-1719	13/11/2009	see check sheet
	Submitted by Supplier	user17-7893	13/11/2009	BUY OFF

View Comments Pending Buyoff

20. Date 13/11/2009

22. Date 13/11/2009

24. Date

Documents :

Print Report Copy FAI Report

Form 2  
Form 3

Supplier FAI Check Sheet  
Customer Approval Form

SUBMIT



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# Importing & Exporting Information



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# Importing Information

Importing, measurements and tools etc. for Gauge R-R and SPC use the Import/Export template in Net-Inspect.

1. Click on **Quality Management** tab
2. Click on **Data Import/Export**
3. Click on **Import Data into Net-Inspect**
4. The import template is available as a Microsoft Excel file on the top left hand side. Download and save the template and populate with information
  - Upload and import file as above
5. **Browse** for saved template
6. Click **Upload the Files**

The screenshot displays the Net-Inspect v3.0 web application interface. The main navigation bar includes 'Quality Management' (1), 'First Articles', 'Supply Chain', 'Calibration', and 'Machine Ma'. The 'Data Import/Export' section is active, showing a list of options: 'Import Data into Net-Inspect' (3), 'Import FAI into Net-Inspect', 'Import E-Rejection Tags into Net-Inspect', 'Export Net-Inspect Data', 'Export File for IQS', 'Export Internal E-Rejection Tags', and 'Export data to Company Group'. A 'Data Import/Export' link is highlighted in the left sidebar (2). A modal window titled 'Upload Data Import Document' is open, featuring a 'Download Import-template.xls' link (4), a 'File 1:' field with a 'Browse...' button (5), and an 'Upload the files>>' button (6). A note indicates the maximum file size is 15mb (15,000,000 bytes).



# Exporting Information

To export information e.g. a completed electronic FAIR

1. Click on **Quality Management** tab (slide 31)
2. Click on **Data Import/Export** (slide 31)
3. Click on **Export Net-Inspect Data** (slide 31)
4. Click on **First Articles**
5. Search for the FAIR number/part number and electronically export the FAIR. It will be exported into Excel and then this can be formatted to a PDF file

The image displays two screenshots of the net-inspect v3.0 web interface. The left screenshot shows the 'Export Net-Inspect Data' page with a dropdown menu open, highlighting 'First Articles' with a red box and the number '4'. The right screenshot shows the same page with the 'First Articles' section expanded, showing search criteria for 'Specified First Articles' with input fields for FAIR Report Number(s), Part Number, and Date Range, also highlighted with a red box and the number '5'.



# FAQs



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# FAQs

## 1. How do I delete an attached document?

- Go to **Quality Management** tab then to **Document Management**. Select **Delete FAIR documents**. Select **part number** and then the relevant document that you require to be deleted

## 2. Can I re-edit and re-send a FAIR that has been rejected back?

- Yes, if the FAIR has been rejected within R-R workflow and not the approval form. The workflow comments from R-R will instruct you with regards to what requires changing/adding to the FAIR. Once amendments have been made and it is ready to be re-submitted to R-R, follow slides 17-20 to resign the forms

## 3. How can I review the progress of my FAIR?

- Open up the FAIR through the same method as slides 25. At the bottom of form 1 there is a link **View Customer Workflow** comments. This shows where the FAIR is in the approval process

## 4. When will I know if I can ship the parts?

- As above, the workflow comments contain information and instructions for you as a supplier. For every workflow step that is completed and signed within R-R, you will receive an automated email. When you receive an email, logon to Net-Inspect and view the workflow comments. These will be used as formal communication to ship parts



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# FAQs (continued)

## 5. Who do I submit my FAIR to?

- *All suppliers will select the Customer that is available to them on the AS form 1 e.g. R-R or a distributor company. The system has been configured so the FAIRs that you submit are sent to your ME-P. R-R will workflow the FAIR to the relevant R-R region e.g. RRD, on your behalf if signature is required*

## 6. Can I print a Net-Inspect FAIR?

- *Yes. At the bottom of form 1 there is a hyperlink to print the FAIR, R-R forms and attachments*

## 7. Can I have an electronic copy of the approved FAIR?

- *Yes. See slide 26*

## 8. Can I copy a FAIR I have in Net-Inspect if I need to do another FAIR or partial for the same part number?

- *Yes. At the bottom of form 1 on the FAIR there is a hyperlink **Copy FAI**. If you click on this it will copy the existing FAIR except for the attached documents and your results on form 3. A new FAIR number will automatically be generated in the system for the new FAIR*

## 9. Can I conduct a Gauge R&R study within Net-Inspect?

- *Yes. Information on how to do this is within the Net-Inspect user guide. This is available on the top right hand side on the Net-Inspect site where you logon*



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# FAQs (continued)

## 10. How do we obtain more Net-Inspect licences?

- *Please contact Exostar customer services (contact details [www.exostar.com](http://www.exostar.com)) to obtain a medium level certificate. This costs \$285 USD for a 3 year licence for 1 user. Once payment has been made and you are in the proofing queue, Exostar will inform the R-R proofing agents that conduct the in-person proofing process. The R-R agent will then contact you*

## 11. I have a problem with Net-Inspect. Who do I contact?

- *Please contact your Net-Inspect Super User or ME-P*

## 12. I have a problem with the Global Supplier Portal (GSP) and access. Who do I contact?

- *See the contact link on the GSP home page. All Net-Inspect users must have access to the GSP because Net-Inspect resides within the secure part of the portal*

## 13. What is my password to input my signature on the forms?

- *Your password is defaulted to your first name with a capital first letter e.g. Bob*

## 14. I have a problem with Discus. Who do I contact?

- *Firstly, use the Discus help guide that is automatically downloaded onto your computer when Discus is downloaded*
- *Secondly, use the Discus website for further information and help guides*
- *Thirdly, contact [support@discussoftware.com](mailto:support@discussoftware.com) with an email and screen shot of the problem you are encountering*



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