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Gas Sensing Elements
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NET ONLINE PLATFORM ORDERING/SHIPPING/INVOICING HISTORY QUICK GUIDE

Dear Customer,

thank you for purchasing our products.

You may be already familiar with the online platform NET has been using from October 2021 to share product certificates and software with you. From June 2024, our online platform has added a new section with your complete Ordering/Shipping/Invoicing history. You will be able to check order status and delivery dates, track your shipments and your invoices. All in real time and all from within your same, password-protected account.

The interface is quite intuitive, but here's a short guide walking you through the main features of the platform.

If you have any doubt in using the platform or encounter problems during its use, please do not hesitate to contact us.

Thank you for being an NET customer!

Sincerely,

The NET Team

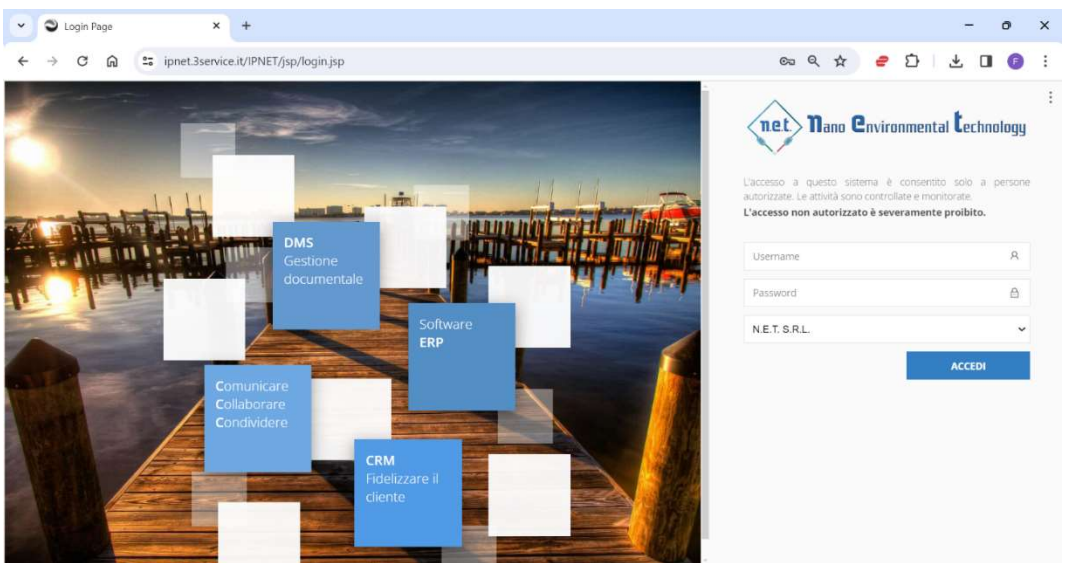
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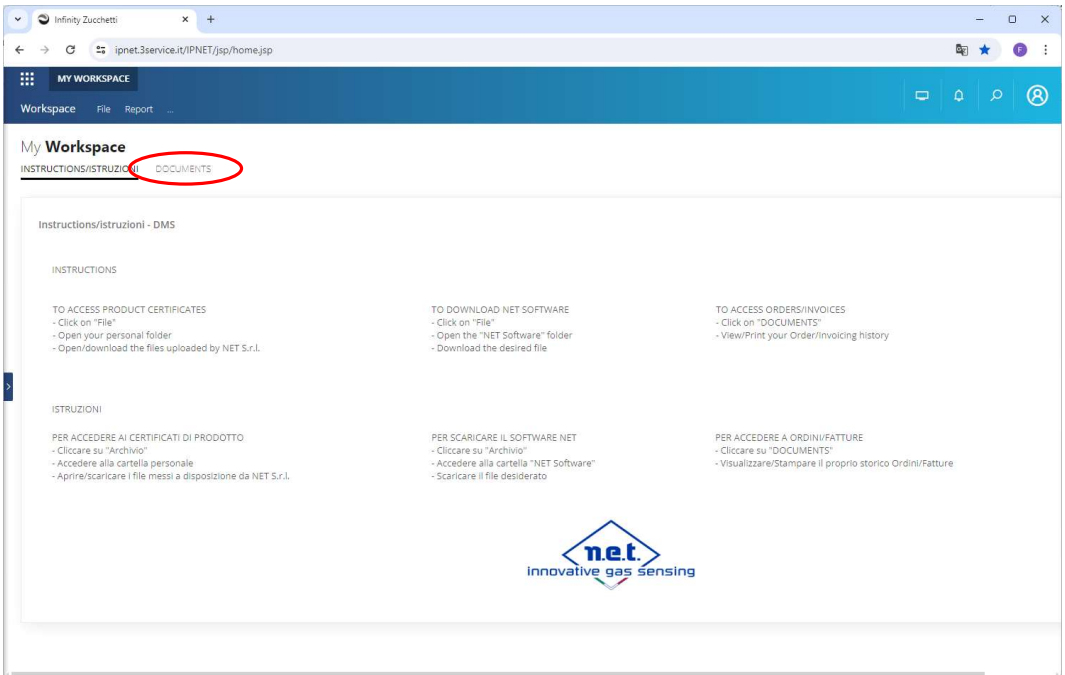
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To access your account, please connect to <https://ipnet.3service.it/> and log in using the credentials previously shared with you. If you lost your credentials or you did not receive it, please contact us. Keep in mind that we generally share those credentials initially with purchasing teams.



After logging in, click on "DOCUMENTS" in the top-left menu.



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The workspace area will display your Purchase Order history at the top. Scrolling down you, you will also visualize Delivery notes and Invoices. Items will be ordered by date, with the most recent item at the top.

PURCHASE ORDERS

Purchase Orders will display the following fields:

- **Order date:** the date when the order is entered in the NET system.
- **NET Ref.:** NET Internal Order reference
- **Order Type:** OV = Sales order, CAMP = Free Samples, R = Repair Order
- **Customer:** You should always have your company name here (if not, please contact us!)
- **Customer Ref.:** your Order reference
- **Customer Ref. Date:** your Order date
- **Order Total Amount** (displayed in Euros or US Dollars, according to your currency preferences)
- **Order Status:**
 - **Awaiting Confirmation** – order entered into our system but not confirmed yet.
 - **Order Confirmed – O/C ready** – order confirmed, Order Confirmation not sent.
 - **Order Confirmed – O/C sent** – order confirmed, Order Confirmation sent to your registered main contact.
 - **Order Awaiting Payment** – for orders with advanced payment, order entered and to be confirmed once the payment has been received.
- **Shipment Status:**
 - **Pending:** order yet to be shipped.
 - **Partially Shipped:** order partially shipped (some lines shipped).
 - **Fully Shipped:** order fully shipped.

The screenshot shows a web browser window with the URL 'ipnet.3service.it/IPNET/jsp/home.jsp'. The page title is 'MY WORKSPACE' and it has tabs for 'Workspace', 'File', and 'Report'. The main content area is titled 'My Workspace' and has sub-tabs for 'INSTRUCTIONS/ISTRUZIONI' and 'DOCUMENTS'. Below this is a table titled 'NET - Purchase Orders' with the following columns: ORDER DATE, NET REF., ORDER TYPE, CUSTOMER, CUSTOMER REF., CUSTOMER REF. DATE, ORDER TOTAL AMOUNT, ORDER STATUS, and SHIPMENT STATUS. The table contains 16 rows of data, with the first row highlighted in yellow.

ORDER DATE	NET REF.	ORDER TYPE	CUSTOMER	CUSTOMER REF.	CUSTOMER REF. DATE	ORDER TOTAL AMOUNT	ORDER STATUS	SHIPMENT STATUS
27-05-2024	679	OV		1845	24-05-2024	531.20000	Awaiting Confirmation	Pending
17-05-2024	642	OV		1838	16-05-2024	343.20000	Order Confirmed – O/C sent	Pending
08-05-2024	596	OV		1835	07-05-2024	1,011.00000	Order Confirmed – O/C sent	Pending
06-05-2024	587	OV		1830	03-05-2024	248.00000	Order Confirmed – O/C sent	Pending
06-05-2024	581	OV		1833	03-05-2024	1,348.00000	Order Confirmed – O/C sent	Pending
02-05-2024	567	OV		1826	01-05-2024	621.00000	Order Confirmed – O/C sent	Fully Shipped
15-04-2024	484	OV		1806	12-04-2024	283.20000	Order Confirmed – O/C sent	Fully Shipped
11-04-2024	469	OV		1800	03-04-2024	193,096.00000	Order Confirmed – O/C sent	Partially Shipped
05-04-2024	445	OV		1801	04-03-2024	208.00000	Order Confirmed – O/C sent	Fully Shipped
29-03-2024	421	OV		1796	28-03-2024	720.00000	Order Confirmed – O/C sent	Fully Shipped
29-03-2024	420	OV		1795	21-03-2024	464.00000	Order Confirmed – O/C sent	Fully Shipped
27-03-2024	406	OV		1793	26-03-2024	7,800.00000	Order Confirmed – O/C sent	Partially Shipped
26-03-2024	398	OV		1789	25-03-2024	5,200.00000	Order Confirmed – O/C sent	Fully Shipped

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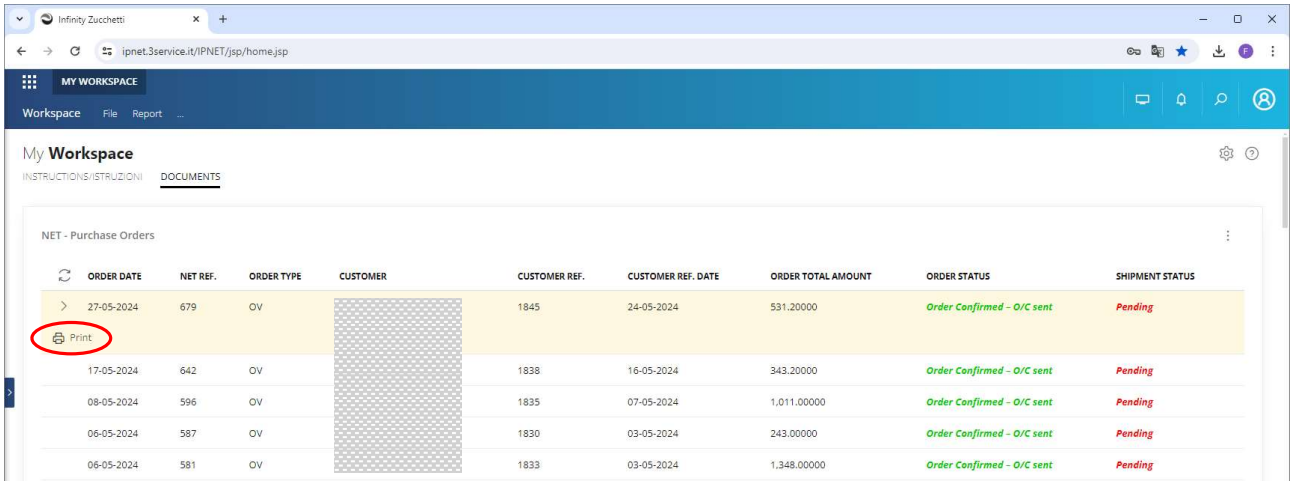
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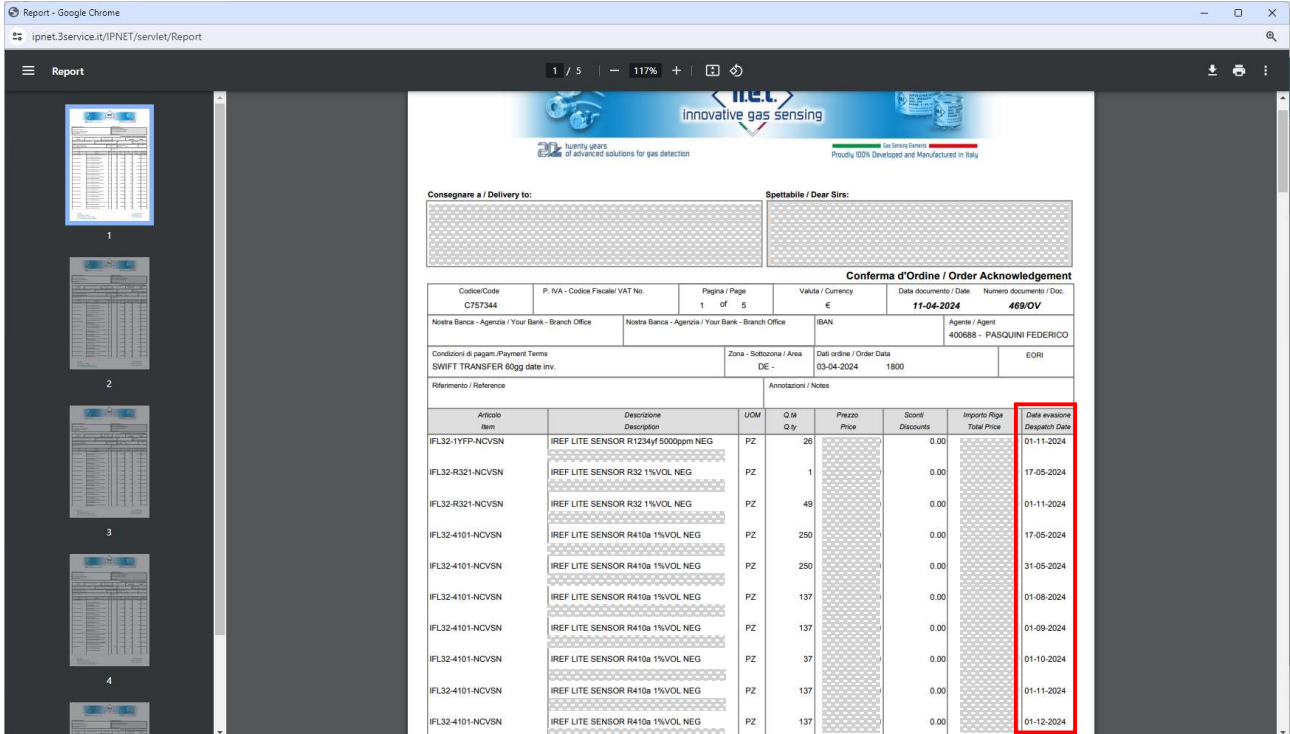
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Clicking on a specific line, you will be able to access the print preview of the corresponding document. You will then be able to display it, save it as PDF or print it.



For Purchase orders, the print preview will allow you to display the complete Order Confirmation and the confirmed shipment date for each single line of your order:





You will be able to filter and order by each column by clicking on it:

ORDER DATE	NET REF.	ORDER TYPE	CUSTOMER	CUSTOMER REF.	CUSTOMER REF. DATE	ORDER TOTAL AMOUNT	ORDER STATUS	SHIPMENT STATUS
06-05-2024	79	OV		1845	24-05-2024	531.20000	Order Confirmed - O/C sent	Pending
06-05-2024	42	OV		1838	16-05-2024	343.20000	Order Confirmed - O/C sent	Pending
06-05-2024	396	OV		1835	07-05-2024	1.011.00000	Order Confirmed - O/C sent	Pending
06-05-2024	587	OV		1830	03-05-2024	243.00000	Order Confirmed - O/C sent	Pending
06-05-2024	581	OV		1833	03-05-2024	1.348.00000	Order Confirmed - O/C sent	Pending
02-05-2024	567	OV		1826	01-05-2024	621.00000	Order Confirmed - O/C sent	Fully Shipped
15-04-2024	484	OV		1806	12-04-2024	283.20000	Order Confirmed - O/C sent	Fully Shipped
11-04-2024	469	OV		1800	03-04-2024	193.096.00000	Order Confirmed - O/C sent	Partially Shipped
05-04-2024	445	OV		1801	04-03-2024	208.00000	Order Confirmed - O/C sent	Fully Shipped
29-03-2024	420	OV		1795	21-03-2024	464.00000	Order Confirmed - O/C sent	Fully Shipped
29-03-2024	421	OV		1796	28-03-2024	720.00000	Order Confirmed - O/C sent	Fully Shipped
27-03-2024	406	OV		1793	26-03-2024	7.800.00000	Order Confirmed - O/C sent	Partially Shipped
26-03-2024	398	OV		1789	25-03-2024	5.200.00000	Order Confirmed - O/C sent	Fully Shipped
14-03-2024	351	OV		1781	13-03-2024	3.770.00000	Order Confirmed - O/C sent	Fully Shipped
14-03-2024	353	OV		1780	13-03-2024	621.00000	Order Confirmed - O/C sent	Fully Shipped

Each section (Purchase Orders, Delivery Notes, Invoices) will display 20 rows at the time. You will be able to expand the number of rows by clicking on the + icon at the bottom of each section:

28-11-2023	1381	OV		1658	27-11-2023	4.224.00000	Order Confirmed - O/C sent	Fully Shipped
28-11-2023	1380	OV		1657	27-11-2023	448.00000	Order Confirmed - O/C sent	Fully Shipped

Page 1 of 1

You will be able to close each section by clicking on its header (i.g., clicking on NET – Purchase Orders will close the Purchase Orders section). Clicking again on the header will reopen the section.

NET - Purchase Orders

DELIVERY NOTE DATE	NET REF.	DELIVERY NOTE TYPE	CUSTOMER	DELIVERY NOTE TOTAL AMOUNT	INVOICING STATUS	TRACKING NUMBER	CARRIER
17-05-2024	460	V		32.225.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
24-04-2024	391	V		2.883.20000	Fully Invoiced		CORRIERE UPS ITALIA SRL

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DELIVERY NOTES

Delivery Notes will display the following fields:

- **Delivery Note Date**
- **NET Ref.:** NET Internal Delivery Note reference.
- **Delivery Note Type:** V = for sales orders, R = for repaired goods
- **Customer:** You should always have your company name here (if not, please contact us!).
- **Delivery Note Total Amount** (displayed in Euros or US Dollars, according to your currency preferences)
- **Invoicing Status:**
 - Fully Invoiced: goods fully invoiced
 - Pending: goods not invoiced
- **Tracking Number:** if available, tracking reference number for the shipment.
- **Carrier:** if available, selected carrier for the shipment.

DELIVERY NOTE DATE	NET REF.	DELIVERY NOTE TYPE	CUSTOMER	DELIVERY NOTE TOTAL AMOUNT	INVOICING STATUS	TRACKING NUMBER	CARRIER
17-05-2024	480	V		32.225.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
24-04-2024	391	V		2.883.20000	Fully Invoiced		CORRIERE UPS ITALIA SRL
12-04-2024	345	V		672.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
02-04-2024	307	V		15.282.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
28-03-2024	296	V		5.200.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
22-03-2024	278	V		621.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
15-03-2024	255	V		8.469.20000	Fully Invoiced		CORRIERE UPS ITALIA SRL
26-02-2024	181	V		296.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
09-02-2024	127	V		12.976.00000	Fully Invoiced		CORRIERE UPS ITALIA SRL
31-01-2024	92	V		993.60000	Fully Invoiced		CORRIERE UPS ITALIA SRL

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INVOICES

Invoices will display the following fields:

- **Invoice Date**
- **NET Ref.:** NET Internal Invoice reference.
- **Invoice Type:** IT = for invoices issued for Italy, EU = for invoices issued in the European Union, EX = for invoices issued outside the European Union
- **Customer:** You should always have your company name here (if not, please contact us!).
- **Invoice Total Amount**
- **Payment Terms** for the corresponding invoice

INVOICE DATE	NET REF.	INVOICE TYPE	CUSTOMER	INVOICE TOTAL AMOUNT	PAYMENT TERMS
17-05-2024	197	EX	[REDACTED]	32.225.00000	SWIFT TRANSFER 30 days date inv.
24-04-2024	170	EX	[REDACTED]	2.883.20000	SWIFT TRANSFER 60gg date inv.
12-04-2024	150	EX	[REDACTED]	672.00000	SWIFT TRANSFER 60gg date inv.
02-04-2024	132	EX	[REDACTED]	15.282.00000	SWIFT TRANSFER 30 days date inv.
28-03-2024	127	EX	[REDACTED]	5.200.00000	SWIFT TRANSFER 60gg date inv.
22-03-2024	118	EX	[REDACTED]	621.00000	SWIFT TRANSFER 60gg date inv.
15-03-2024	109	EX	[REDACTED]	8.469.20000	SWIFT TRANSFER 30 days date inv.
15-03-2024	64	EX	[REDACTED]	765.00000	SWIFT TRANSFER 60gg date inv.

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