

Quick Start Guide - Invite

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You have receive an Invite

Your customer has send you an e-mail with an invite with the request to upload test reports, certificates and other documents.

Your customer is using ProductIP to get a clear understanding about the european and national requirements relevant for the products that you produce for them. This guide will assist you in processing this request.

Your customer has paid for his file in ProductIP and your participation in this via this invite is free of charge.

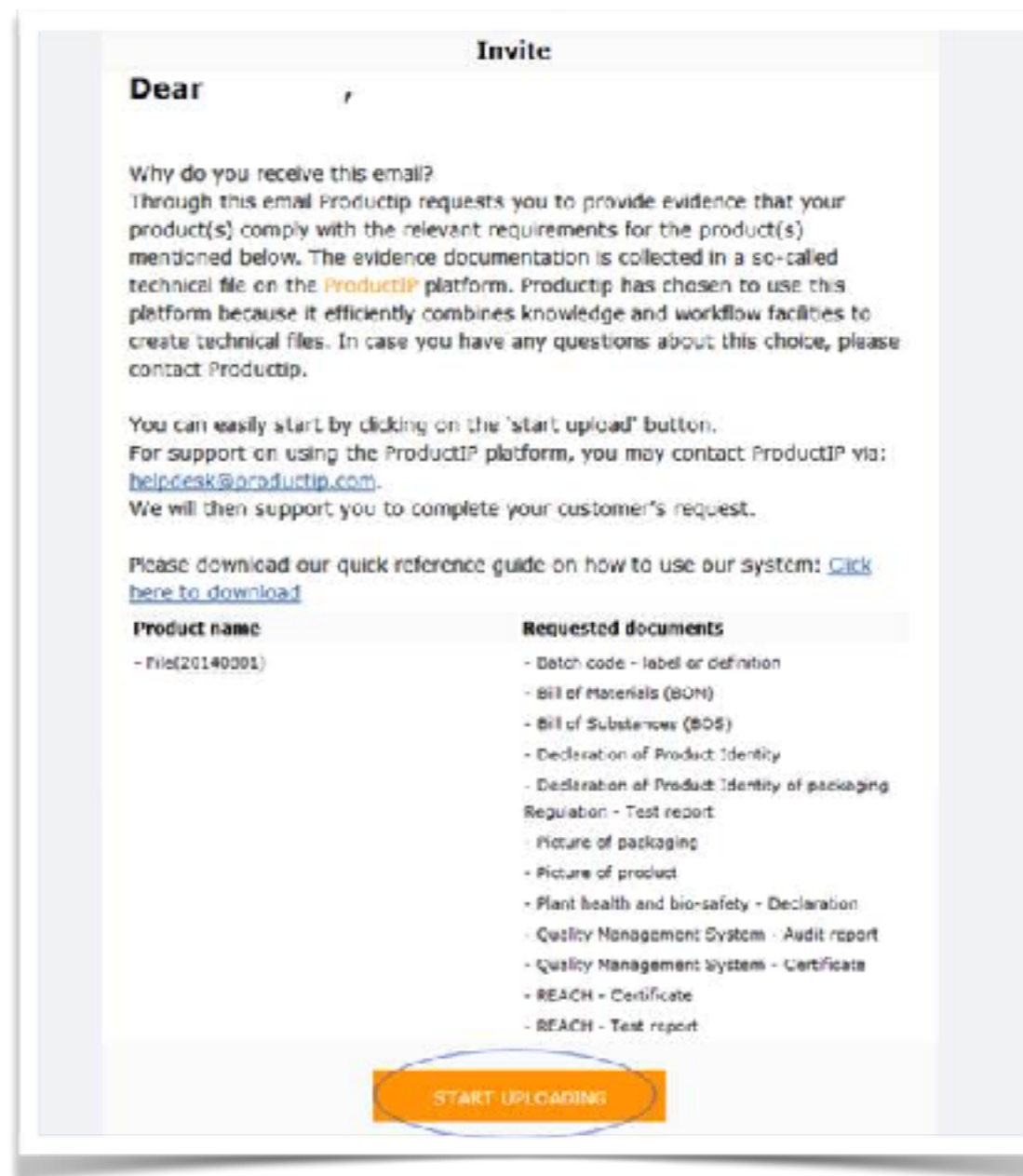
In case of questions contact the ProductIP team:

helpdesk@productip.com

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+31 318 700 622 (The Netherlands)

+49 8218083048 (Germany)



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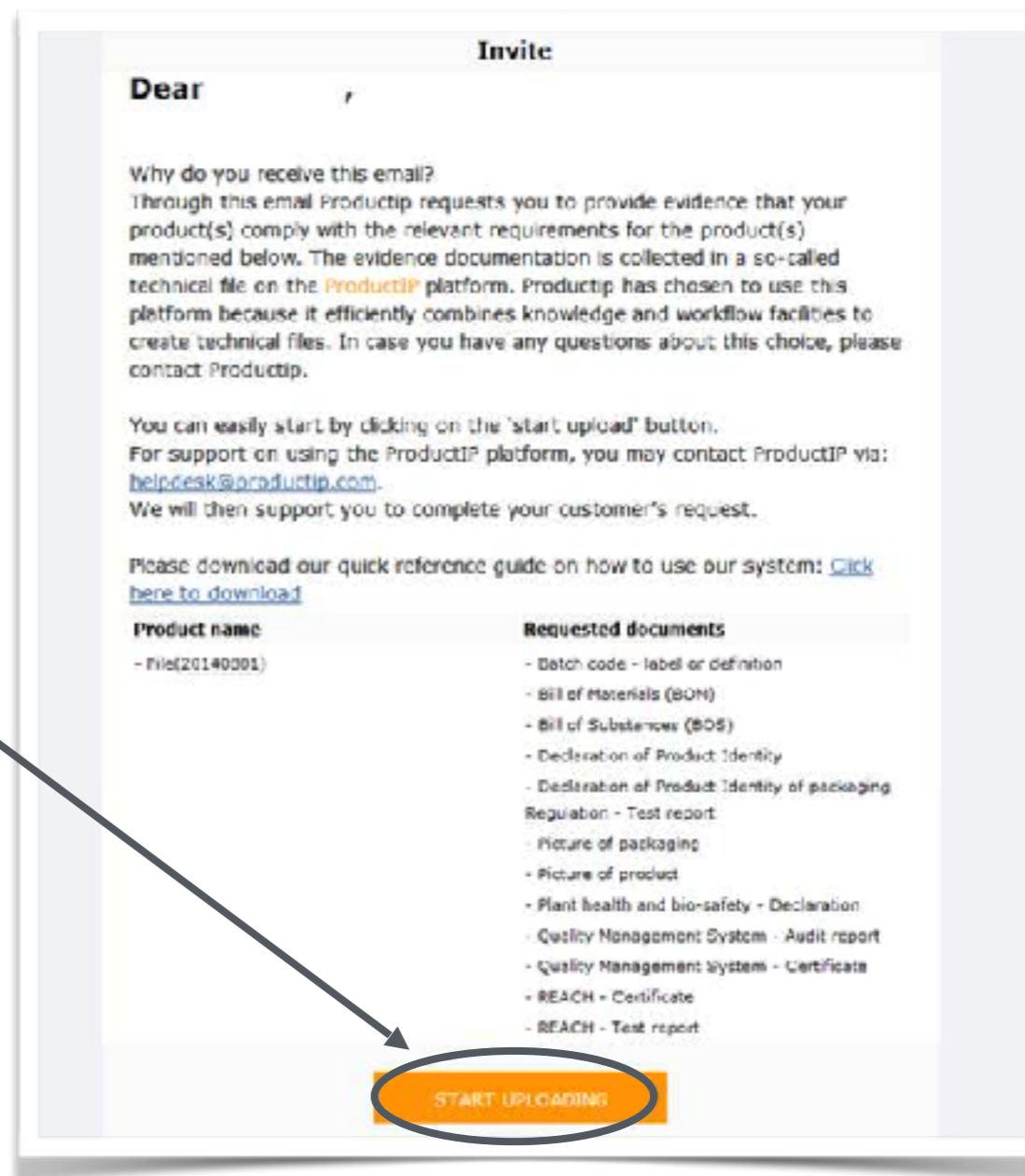
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STEP 1 - Start

Scroll down the e-mail till you see the START UPLOADING button

Click on the START UPLOADING button



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STEP 2a - New user? Register

First time user?

Setup your account in a few steps:

- fill in your contact details
- create your own password and confirm
- accept the general conditions
- press register

Done!

Your e-mail address is your username! This should be the same e-mail address as your customer used to send the invite to.

Welcome to ProductIP
Before you can accept the invite from user ProductIP to upload compliance documents, you first have to register a free ProductIP account.

First name: *

Middle name:

Last name: *

Company: *

Country: *

Password: *

Confirm Password: *

I agree that ProductIP can send me e-mails related to their services.

I have read and accept the ProductIP [general conditions](#).*

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STEP 2b - Existing user? Login

Existing users can directly login in using their e-mail address as username together with the password you have created before.

Forgot your password? Click on the [Request a new password] button. You will receive an e-mail with a link to a webpage. Here you can set a new password.

Welcome to ProductIP - Please login

Welcome to ProductIP, the internet based expert system for creating, managing and sharing CE Technical Compliance files.

ProductIP is not a sourcing site. You can only see the technical files that you have created or that you have given access rights to from others. Users are identified via a combination of a user name, your e-mail address, and a password. If you are a new user we ask you to register first so we can verify you have access to the e-mail address you want to use for our system.

Please contact us in case you need assistance: info@ProductIP.com.

E-mail Address:

Password:

New user?

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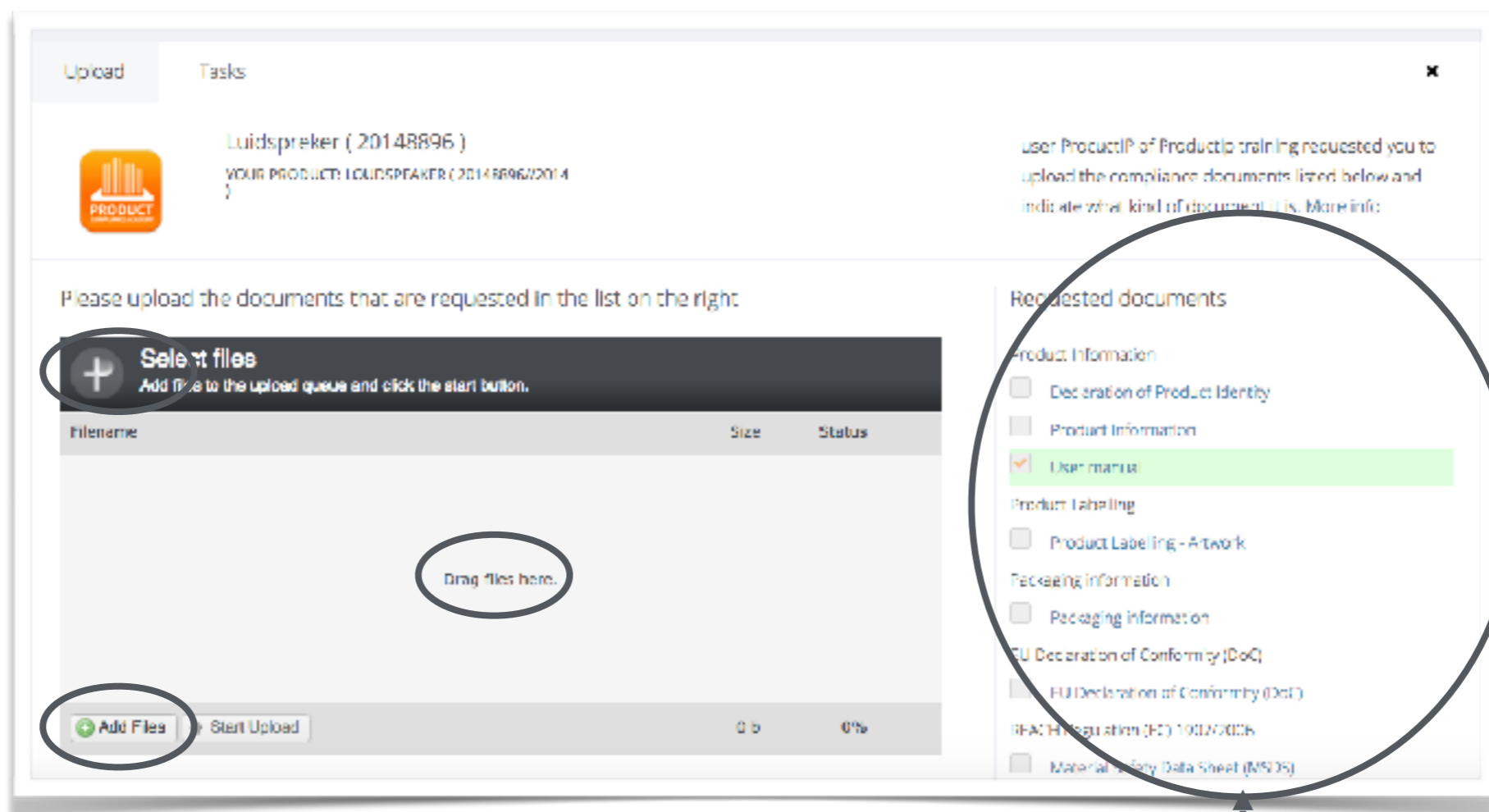
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STEP 3 - Select Files



You can upload documents by dragging them onto the central area or click on (+) or [Add Files] and select the relevant files from your computer. You can select and upload more than one file at the same time

These are the documents that your customer is looking for. Perhaps you don't have all (yet). In this case it's important to upload what you already have. You can upload *.PDF, *.png, *.jpg. You have to convert *.doc and *.xls to *.PDF first.

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STEP 4 - Upload Files

Upload Tasks

Luidspreker (20148896)

YOUR PRODUCT: LUIDSPREKER (20148896/2014)

Please upload the documents that are requested in the list on the right:

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Requested documents

Product Information

- Declaration of Product Identity
- Product Information
- User manual

Product Labelling

- Product Labelling - Artwork

Packaging information

- Packaging information

EU Declaration of Conformity (DoC)

- EU Declaration of Conformity (DoC)

REACH Regulation (EC) 1907/2006

- Material Safety Data Sheet (MSDS)

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Start Upload

Ready with selecting files? Now press START UPLOAD.

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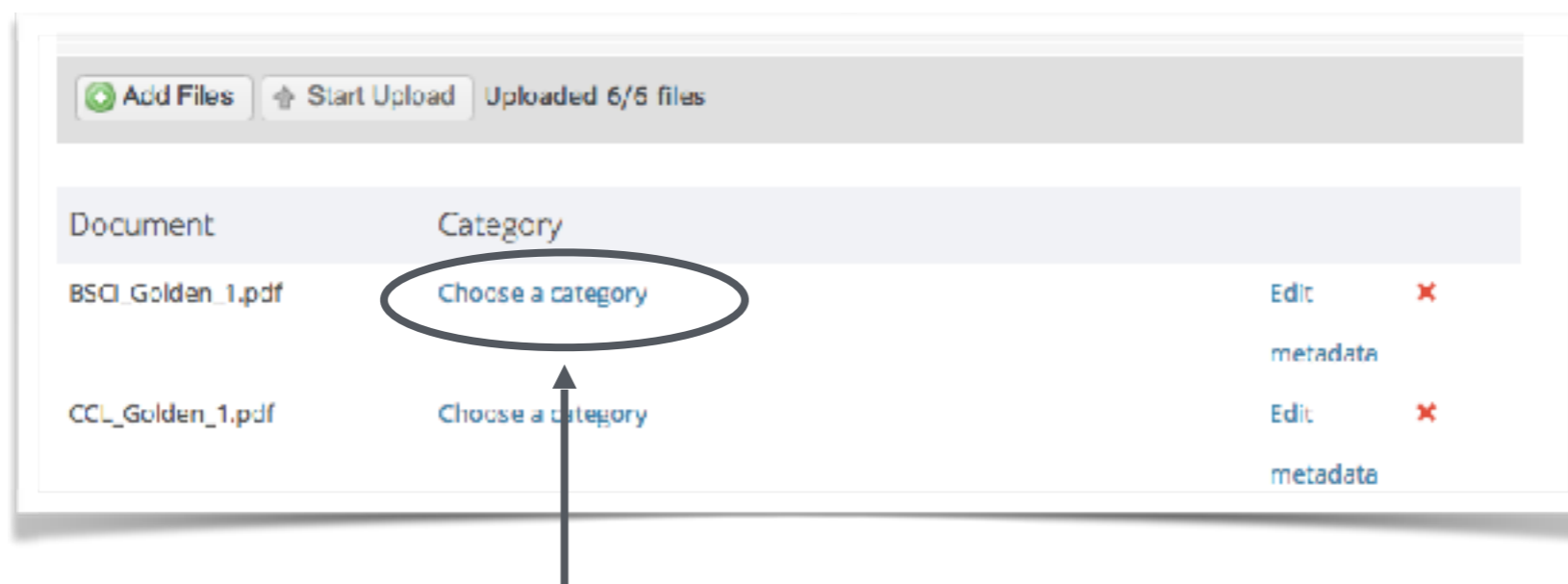
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STEP 5 - Which file is what ?



It makes it much easier for your customer to review your documents when you tell them what kind of documents these are. For each document press "choose a category" and select the relevant one. Is it a Low Voltage Test Report? Is it a Bill Of Material. Just go over the list.

Did you made a mistake and you need to change your selection? Press Edit.

You have no idea or your document category is not mentioned? Leave it empty.

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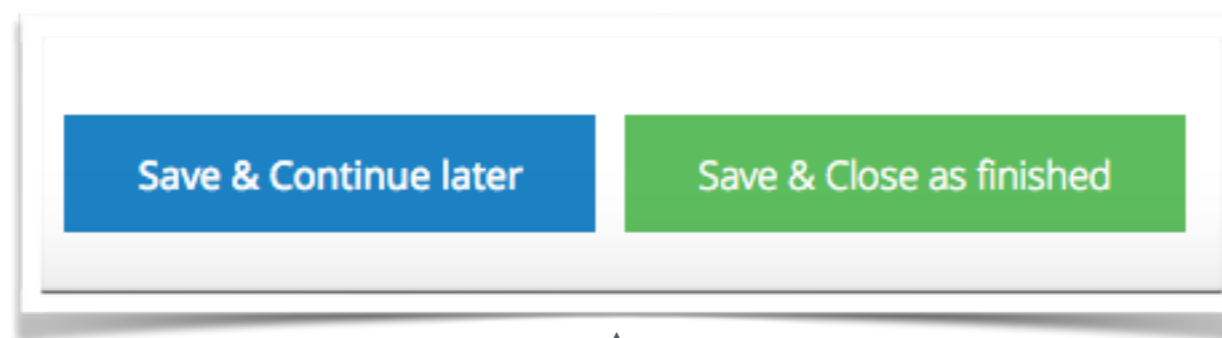
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STEP 6 - Pause or Finish



Press [Save & Continue later] if you have to stop with this task now.

Have you finished your task press [Save & Close as finished] . You customer will now review the uploaded documents. Most likely there will be some questions or requests for additional information. For this they will send you a new task that arrive in your e-mail inbox.

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Some comments for your customer?

Do you have some comments for your customer related to this task?

Press TASKS and enter your remarks in the "Add a new comment" section.

Press [Add comment] when you are done.

The screenshot displays the ProductIP interface. At the top, there are two tabs: 'Upload' and 'Tasks'. The 'Tasks' tab is selected and circled in black. Below the tabs, there is a task card for 'Luidspreker (20148896)' with the product name 'YOUR PRODUCT: LOUDSPEAKER (20146895/2014)'. The task is titled 'Upload technical documents' and is dated 'April 2016, Thursday'. It was created by 'user ProductIP (training@productip.com)' on '2016-04-07 16:15:14'. The task is assigned to 'Saskia van Ouden (productiptraining@gmail.com)' with a deadline of '2016-04-21'. The task description is 'Upload the documents that provide proof of compliance for your product'. Below the task card, there is a 'Comments' section with a text input field labeled 'Add a new comment' and a button labeled 'Add comment'. Both the input field and the button are circled in black. Arrows from the text on the left point to these elements.

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Summary

Co-operating with your customer via an invite from ProductIP is efficient, easy, and free of charge.

Any questions? ProductIP is the help-desk, not your customer!

If you don't have all the documents available now, upload what you have, assign the document category and press save and close as finished. Your customer will appreciate your prompt co-operation. They will review the documents that you have provided and give you feedback and perhaps a next tasks that you can complete in the same way.

Did you know that you can also create files yourself? In that case you will own the file and you can use it to demonstrate your professional approach to product compliance. Your customer does not need to send you an invite anymore. In fact now you can SHARE your file with them. Sharing is free for you and for the receiving party. You make the file with your article numbers and you change these in OEM files the moment you share them. You can share them with customer A, B, C, all free of charge.

Contact us if you want to learn more about how to demonstrate your professionalism and service attitude around product compliance and join a network of innovative companies using ProductIP.

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