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1. Authentication
Access to NMCRL-Web application is possible via the following URL: https://eportal.nspa.nato.int/ac135/

Each user must have a username and password provided by NSPA after registration as user, following an annual subscription to the NMCRL-Web.

To access NMCRL Web, the user must enter the username in the field “Logon Name” and password in the field “Password”.

Given that "This is a Public or shared computer" option is selected by default, the information about the session will not be retained when the user closes the browser tab.

If the user forgets the password, it can be reinitialized via the "Forgotten password" link.
If the user, before confirming his credentials, has selected the option "This is a secure computer" and as long as, before closing the browser, it does not select "Logoff“, the session will remain active for 8 hours without discontinuing the login and will remain registered for the next reconnection to the application.

However, if the user has closed the session without using the button "Logoff" (e.g. following a power failure or closing the window of the browser), it can not access the application for a period of 15 minutes.

If the user forgets the password, it can be reinitialized via the "Forgotten password“ link.
First login and rules for password creation

If the user logs in for the first time, it will be asked to change his password. To do this, it must type the password that was provided to him in the "Old password" field, and then type a new password in the "New password" field and retype it in the "Confirm new password" field to confirm it.

The validation for the new password is done by clicking on the "Change password" button.

It is necessary to respect the following criteria when choosing a new password:

- Do not use one of the two previously used passwords
- Not contain the username or part of the name greater than 2 consecutive characters
- Have a minimum of 8 characters
- Contain characters from 3 of the 4 following categories:
  - Uppercase letters (A to Z)
  - Lowercase letters (a to z)
  - Digits (0 to 9)
  - Non-alphabetic characters (e.g. !, $, #, %)

The new password will be valid for 90 days. With 15 days prior to password expiry, the user will be notified of the necessity of changing it.
Forgotten password

If the user has clicked the link "Forgotten Password?" on the login screen, the screen below is displayed.

The user enters its identifier in the “Logon Name” and the verification code displayed in the “Type the code shown”. If the user wants a different verification code, it must click on the button "Show another code".

To proceed the password reset, it clicks on the "Continue" button. An email that allows the user to reset the password is sent to the email address linked to his identifier.

Only the password of the manager identifier and the passwords of the additional users can be changed. The passwords of the generic identifiers in the subscription (np00 ....) can not be modified all along the annual subscription.
Once login is completed successfully, this home page is displayed.
When the user wishes to disconnect from the application it selects “Signed As <<username>>” continuing with the "Logoff" option.

It will then be automatically redirected to the other NSPA applications -

NSPA APPLICATION EPORTAL
2. Home Page
Once login is completed successfully, this home page is displayed.

By default, the home page is displayed in “Basic mode”. The user can perform a simple search on articles selecting "Item of Supply" or a search based on company code selecting "NCAGE". If the user wants more options, it must click on the “Advanced Mode“ - icon.

Note: The Internet Explorer (version 6+) et Firefox (version 2+) are the only two web browsers compatible with NMCRL - Web.
If the user selected Advanced mode, the home screen is different compared to Basic mode. There are four modules of search available instead of two.

There are two base options to perform a search - by article of supply or by NCAGE code selecting the "NCAGE" option.

"Advanced mode" provides two more search options - "Characteristics" and "Batch". The switch to "Basic Mode" can be made by clicking the icon.
At the top right of the screen, under the logo of the NSPA, four icons are present. The first icon varies depending on the selected mode.

Base mode:

Advanced mode:

The first icon from the left side, in basic mode or in advanced mode, allows to switch from one mode to another.

The second icon, displays available help files. The help files are available in French and English, in PDF format.
Icons and Features

The third icon from the left side, used to display release notes. The release notes are available in PDF format.

Finally, the fourth icon, provides access to the latest statistics for NMCRL Web Application.

All NMCRL - web application has a partial OS (Tooltip) of a given code or by simply mouse over on that element.

i.e. The Type of Item Identification Code (TIIC) = 4 is "Partial descriptive item identification – Type 1 concept"
The Upper Menu

At the top of the screen, above the logo of the NSPA, the user can quickly return to the Home screen of the NSPA portal by clicking the icon 🏛️ (e-portal PASSPORT).

To the right of the icon 🏛️, a popup menu appears when the user moves the mouse over the text **Signed As <<username>>**. From this menu, the user can either access data for their profile by selecting the "My Profile" link, or log out of NMCRL Web by clicking "Logoff".

To the right side of the text "Signed As <<username>>", the user have the option to change the language of the NMCRL Web application by selecting the one of his choice in the dropdown list.

**Note**: When the data or the information is not available in the selected language the translation will be by default in English language.
Home Page in Administrator mode

Compared to the "standard" user mode, the navigation menu provides two additional choices if the connected user has the administrator role, "Image Management" and “Admin”.


By clicking on “Admin“ menu, a drop-down menu is displayed, containing the following functionalities: "Create User", "User List“, "Advanced Search" and “Organization Management“.

**Note**: this access is reserved to the manager in charge of the subscription, providing him also the option to create additional users for his company.

In both cases, the user can access the functionality by right-clicking one of the displayed links.
3. My Profile
After selecting the link "My profile" via "
Signed As <<username>>" on the home page, "My profile" form is displayed. The following options are available on "My profile" form:

- change password
- enable or disable e-Mail notifications
- set the Basic mode or Advanced mode as the default when connecting to the application
- customizing the display of search results

Fields marked with an asterisk (*) are required. Only fields with a blue background are modifiable by the user.

The screen "My profile" is available only in English and French languages.

Upon completion of the change(s), those are validated by clicking on the "Modify" button or abandoned by clicking on "Back" button.
In the segment "Profile" of the screen "My Profile", the user can change his personal details ("Title", "Email", "Phone number", "Fax Number"). The fields “Logon Name”, “First Name” and “Last Name” can not be changed because they are linked to an invariable ID.

The user can also enable or disable the notifications sent by the NMCRL Web application to the address provided in the "Email Address" field. To do this, simply select "Yes" or "No" in the "Email Notification" field.
In the segment "Password" of the screen "My Profile", the user can change their password if it has not chosen to do so on the authentication screen.

To make the change, the user must type the current password in the "Old Password" field. It then type the new password in the "Password" field and confirm in the "Confirm password" field. Remember, the criteria for a password are:

- Do not use one of the two previously used passwords
- Not contain the username or part of the name greater than 2 consecutive characters
- Have a minimum of 8 characters
- Contain characters from 3 of the 4 following categories:
  - Uppercase letters (A to Z)
  - Lowercase letters (a to z)
  - Digits (0 to 9)
  - Non-alphabetic characters (e.g. !, $, #, %)
In the segment “Membership and Access Rights” of the screen “My Profile“, the user can change the number of rows displayed on each page of the tables displayed in the application (“NMCRL Max Rows" field), and the total number of rows that can be returned by a search (“NMCRL Max Rows“ field). This last number is blocked 100000 maximum lines for safety reasons.

When the user has made changes, click on the button below the page.

N.B.: The annual subscription number, in this case “19473" must be mentioned during contacts with NSPA for any administrative or technical problems.
4. Item of Supply
The module "Item Of Supply" is for codification data in relation to the NSN (NATO Stock Number) and all the details of NSN.

After selecting the link "Item of Supply" in the navigation menu and given that the user has maintained the basic mode of use, the "Item of Supply" screen is displayed.

Six search criteria are available for the simple search ("Basic mode").
After selecting the "Item Of Supply" link in the navigation menu and provided that the user has previously activated expert mode, the screen "Item Of Supply" is displayed. The tab "Advanced Search" is selected by default.

Sixteen search criteria are available for advanced research.
Each search term found in the search functionality can be used alone or combined with other fields. The number of possible combinations or in connection with the criteria encoded in each search field is displayed after encoding, i.e. 780 NSNs with “AVIOTEL” as the name of NCAGE:

<table>
<thead>
<tr>
<th>NCAGE Name</th>
<th>(780)</th>
<th>Item Name</th>
<th>(3)</th>
<th>TIIC</th>
<th>(2'913'356)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIOTEL</td>
<td></td>
<td>0001</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

There is no limit on the number of search criteria in the fields. The possible combinations are increased with the use of Boolean operators inside the fields:

- "&" (And): every criteria should be included in the results.
- "|" (Or): at least one of the criteria to be included in the results.
  The "or" is added automatically when several selection criteria are added in the browse lists
- (No) "!": The criterion should not be included in the results.

The user can also use the special characters "%" and "*". These characters can be used in the same research in the same field and at different positions of the desired data:

- 12*34, 12%34
- *1234, %1234
- 1234*, 1234%
- *1234*, %1234%
If the user does not know the exact search criteria? Or wishes to select its visually criteria, a mouse left button click on the present on the top right of the header of each search criteria will display a list to browse.

The user can navigate through the pages of the list or perform a search via the field "Search criteria". If the user selects this field to filter between the possible criteria, It must click on the icon to filter the results.

The user can select the criteria in the "Results" list by checking the checkboxes in the left column.

The user validates his selection by clicking the “Display” button. This way the window containing the list is closed and the selected criteria are automatically encoded in the corresponding criteria field.

If the user wants to go back without confirming its selection, it simply select the button “Cancel”.

N.B.: 1 selected criteria -> Transfer this criteria in the corresponding field
2 or more criteria selected -> Transfer all the data separated by the Boolean operator "|" (or)
When the user has finished typing the search criteria, then click on the icon to search . If only one matching result is found, the details of the corresponding article will be directly displayed. If multiple results are found, a picklist will be displayed with NSN number as primary article.

Depending on the search criteria used, two types of picklists can be displayed:

1) If the criteria “NSN/NIIN”, “NCB Assigning NSN”, “NSC”, “INC”, “Item Name” and “TIIC” are used, the selection list will be displayed with the identification data “NSN”, “INC”, “Item Name (ACodP-3) / Non-Approved Item Name”, “Item Name (Segment A)”, “TIIC” and “FIIG”.

<table>
<thead>
<tr>
<th>NSN</th>
<th>INC</th>
<th>Item Name (ACodP-3) / Non-Approved Item Name</th>
<th>Item Name (Segment A)</th>
<th>TIIC</th>
<th>FIIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>4470-01-459-2922</td>
<td>7777</td>
<td>KIT, YALE 5416092-00</td>
<td>N</td>
<td>A23900</td>
<td></td>
</tr>
</tbody>
</table>

2) If the following criteria "Reference Number" "NCAGE", "RNCC", "RNVC", "DAC" and "Users (MOE)" are used, the list of options will be displayed with the reference data “NSN”, “Reference Number”, “NCAGE Code”, “Item Name (ACodP-3) / Non-Approved Item Name” and “Item Name (Segment A)”.

<table>
<thead>
<tr>
<th>NSN</th>
<th>Reference Number</th>
<th>NCAGE code</th>
<th>Item Name (ACodP-3) / Non-Approved Item Name</th>
<th>Item Name (Segment A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5320-01-195-4657</td>
<td>CTR1-1-7X3G</td>
<td>F0044</td>
<td>PIN-RIVET</td>
<td>PIN-RIVET</td>
</tr>
</tbody>
</table>

* The data and columns displayed in the two lists of options are not modifiable.
In the search results list, the user can sort the results in ascending or descending order by clicking on the title of the column to be sorted. It can also select one or more items to view their details. To do this, select the item by clicking the checkbox in the left column, or by clicking on the line of the article. He then clicks on the icon on the top right of the results list.

To print the list of results or the selected items, click on the icon . The system generates a PDF file that the user can then print.

To export the list of results or the selected items in a CSV format, click on the icon .

Finally, to generate a batch search with the results of research as input file, click the icon . In this case it is automatically redirected to the module “Batch“.
After selecting one or more items in the results list and click on the icon , the details are displayed for the first selected NSN.

The user can view the details of the other previously selected items via the top right paging tool of the details screen.

Like for the results list of the search, the user can print or exporting its selection by using the icons Print and Save .

The user can also choose to show or hide different information displayed using icons and .
After selecting one or more items in the results list and click on the icon , the details are displayed for the first selected NSN.

The user can view the details of the other previously selected items via the top right paging tool of the details screen.

The amount of detail for the NSN is more important in Advanced mode.

Like for the results list of the search, the user can print or exporting its selection by using the icons Print and Save .

The user can also choose to show or hide different information displayed using icons and .
By selecting the “Query Builder“ tab, the user accesses the queries based search functionality on NSN data.

A full user guide is accessible via hyperlink provided in the paragraph above the “Search Criteria” segment.
When the user has finished choosing the search criteria, by click on the icon will start the search. If only one matching result is found, the details of the corresponding item will be directly displayed. If multiple results are found, a list of options will be displayed with NSN number as primary column.

Clicking on the right column “...“, the user can modify the data displayed in search results to show the requested data (Add reference number, NCAGE code ..).

After clicking “Apply“, the window is automatically closed and the results list will be updated with new selected options.
5. Search by Characteristics
Question: Is it possible to find in the NMCRL database an item of supply (NSN) or a similar item using one or more than one technical characteristic?
Answer: Yes. The search is firstly based on the identification of the item name of the requested item. This item name must be included in the Approved Item Name file directory (AcodP-3) corresponding to an Item Name Code - INC. Each INC linked to NSNs (with descriptive data) and those characteristics data are described with requirement statements (MRC) and their values. The process of this research is to retrieve the values of MRCs for all NSNs corresponding to one Approved Item Name selected (in accordance with the requested item).

Requested Item of Supply?

By INC

With keywords

Approved Item Name(s) selection with linked NSNs

Mandatory Coded MRC(s) available in the NSNs descriptive data

MRC(s) and value(s) selection

List of NSNs found with corresponding MRCs and values

By Full text

With keywords

List of NSNs including the selected keywords in the non-coded MRCs

Descriptive data for all selected NSNs

Final manual screening and NSN choice

Corresponding Item of Supply or similar item
The module “Characteristics“ allows to find an item of supply (NSN) from an approved item name and connected to a INC code and isolate all the NSN in connection with this INC code (NSN having a technical description). This module is available only if the user has previously activated advanced mode.

From these descriptive data, the mandatories Master Requirement Codes (MRCs) will be displayed for selection and together with the values or ranges of values. All NSN having in their descriptive data the desired values, will be displayed in a list of choices that allows to sort and to select them. After selecting the NSNs in this list, the display of descriptive data decoded, allows to check the result and choose an item of supply (NSN) identical or similar to the desired one.

The search can be performed by INC /Item Name or full text search. The two methods are complementary.
If the user wishes to perform a search based on the approved Item name linked to a INC code (By INC) and screening all coded Master Requirement Codes, it selects the button INC / Item Name. The screen “By INC“ is displayed.

Via the "By INC" screen, the user can perform search by keywords of the a Item Name by typing its criteria in the field "Keywords" or, if he knows it, typing directly the INC code in the field “Item Name Code - INC“ selecting first the radio button to the left of the field?

If the user performs a search by Keywords, it can reduce the search environment by selecting one of the radio buttons from “Search environment“ section. The user then confirms the search by pressing the “Enter“ key on the keyboard or by clicking the icon in the top right corner of the search screen.
Search sample of 3,480 ohms electrical resistance, wire connection conductor, length 0.5 to 0.7 inch, INC code 05311.

As stated in the “**NSN Matches**” column, there are 136599 NSNs corresponding to this INC code.
After selecting criteria “**ELECTRICAL RESISTANCE (AAPP)**” = 3.480 KILOHMS, “**TERMINAL TYPE (AARB)**” = WIRE LEAD” and “**Body Length (ADAQ)**” with contents range between 0.250 and 0.7 in., 95 corresponding NSNs matches are found.
The list of NSNs matching the selected search criteria are displayed.

### MRC selection and value/range(s) - 95 NSN matches all MRC criteria

<table>
<thead>
<tr>
<th>MRC</th>
<th>Requirement statement</th>
<th>Search value(s)</th>
<th>NSN Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPP</td>
<td>ELECTRICAL RESISTANCE</td>
<td>= 3.480 KILOHMS</td>
<td>139</td>
</tr>
<tr>
<td>AARB</td>
<td>TERMINAL TYPE</td>
<td>= WIRE LEAD</td>
<td>106151</td>
</tr>
<tr>
<td>ADAQ</td>
<td>BODY LENGTH</td>
<td>Between 0.250 and 0.7 INCHES</td>
<td>73605</td>
</tr>
</tbody>
</table>

### Results

Page 1 of 2 (95 items)  

<table>
<thead>
<tr>
<th>NSN</th>
<th>Country</th>
<th>AAPP</th>
<th>AARB</th>
<th>ADAQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>5905-99-990-8769</td>
<td>UNITED KINGDOM</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5905-99-891-7171</td>
<td>UNITED KINGDOM</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5905-99-772-3334</td>
<td>UNITED KINGDOM</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5905-99-759-4776</td>
<td>UNITED KINGDOM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5905-99-739-4327</td>
<td>UNITED KINGDOM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5905-99-652-6642</td>
<td>UNITED KINGDOM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
After selecting all the NSNs, the first corresponding NSN is displayed. The details related to the search criteria are displayed in “Decoded Characteristics” section.

MRC ADAQ:
Body length = 7,2 mm which corresponds to 0,283 In. and included in the range requested: 0,250 to 0,7 In. for this data. The other requested data are also included in the decoded characteristics.

A conversion table will automatically convert the metrics inserted in this module without modified the original data.
If the user does not know the exact search criteria or wishes to select its search criteria visually, then it must click on button found next to the field “Item Name Code - INC”.

The user can browse through the list of pages or do a search via the section "Search criteria". If the user uses this field to filter the possible criteria, it must click on the icon to filter the results.

The user can select the criteria in the “Results” section by checking the checkboxes in the left column of the search results.

The user validates his selection by clicking the “Display” button. The browse list window is closed and the selected criteria are automatically added in the “Item Name Code - INC” field, separated by the Boolean operator "|" (or).

If the user wants to go back without confirming its selection, then simply click the "Cancel" button.
After selecting the criteria for the search, the user clicks on the icon on the top right of the screen to perform the research, for example for the keywords "Screw". The results are displayed in the “Results“ section of the screen in Four different categories. It is therefore necessary to select the results from these screens and display names clicking on button .

According to the encoded search criteria, then the results will appear in “Item name approved list“, “NATO Supply Class – NSC list“, “Federal Item Identification Guide“ or “Requirement statement list“. The INC codes corresponding to these selections and the linked NSNs are displayed.

The user clicks the button to go to the next step.
The user selects one or more INCs and click the button Display MRC. The purpose of this research is to identify as close as possible the name of the searched item and thereby minimize the number of selected INCs (1 INC seems the most appropriate in all cases).

The main MRC criteria of the INC code are displayed on one or more pages. The operator must choose one or more of these criteria to refine the search for the desired item.

Sample of refined search for “INC 00007” item name “Capacitor, fixed, ceramic dielectric”:

- Body style (AAQL) = Chip
- Body length (ADAQ) = 0.5 – 1 In.
- Case Material (CWJK) = Ceramic
After the user has selected the criteria of the main issues codes of their choice, the system displays the number of matches (NSNs).

Thus,

- 37 NSNs with body type value = chip
- 5489 NSNs with body length value = 0.05 to 0.1 In.
- 11969 NSNs with case material value = ceramic.

There is 5 NSNs for which the 3 search characteristics correspond in the description of the article.

Be careful to mention the right metric unit of the value in the query.

Then click the button Next.
The “MRC selection and value/range(s)” section is displayed and the NSNs corresponding to previously selected criteria. In this case only 5 NSNs matches the query.

When the user has selected one or more items from the results list, it can view the details by clicking the button.
The details of the selected NSN are displayed and 3 preselected data appears on a blue background in the description of the article.

User can print or export its selection using the Print and Save buttons (top right).
This search method will complement the search by the item name given that some key issues of the requirement statements (MRC) are not coded in the system and therefore cannot be extracted by the method Item Name Code, method that it is based on the encoded MRC values.

If the user wants to search by non-coded MRC data, it clicks on the button in the home screen of the module. The section “By Full Text” is displayed.

To start a search by one or more keywords, such as "screw" and “wheel“, type them in the "Keywords“ field and click the icon at the top right of the "Search criteria" field of the screen.

The highly recommended way to perform a search is to write the keywords in English to cover a maximum range of matches in the database.
The results of a keyword search on “screw” and "wheel" are displayed in a table and sorted by NSN.

<table>
<thead>
<tr>
<th>NSN</th>
<th>INC</th>
<th>Item Name Approved</th>
<th>Country</th>
<th>MRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040-00-040-2383</td>
<td>27782</td>
<td>HUB, BODY</td>
<td>UNITED STATES</td>
<td>FEAT</td>
</tr>
<tr>
<td>5895-00-043-1990</td>
<td>17069</td>
<td>RECEIVER-TRANSMITTER SUBASSEMBLY</td>
<td>UNITED STATES</td>
<td>FEAT</td>
</tr>
</tbody>
</table>

The user can sort the results in ascending or descending order by clicking on the title of the column to be sorted.

It can also select one or more items to view the details for. To do this, select the item by clicking the checkbox in the left column, or by clicking on the line of the article. He then click on the button in the results list. The details of the selected article(s) are displayed in the same order as the search by INC.

To print the list of results or the selected items, click on the icon . The system generates a PDF file that the user can then print.

To export the list of results or the selected items in a CSV format, click on the icon .
6. NATO Commercial and Government Entity - NCAGE
The “NCAGE“ module (NATO Commercial and Government Entity) is reserved for the data details of corporate codes - NCAGE (detailed address and additional data).

After clicking the link “NCAGE“ in the navigation menu and as long as the user has kept the basic mode of use, the screen “NCAGE“ is displayed.

There are six search criteria provided in basic research mode.
After clicking the link “NCAGE“ in the navigation menu and as long as the user has kept the advanced mode of use, the screen “NCAGE“ is displayed. The tab "Advanced Search" is selected by default. A tab “Query Builder“ is also available for queries about the data details of corporate codes - NCAGE.

There are nine search criteria provided in advanced search mode.
Each search term found in the search module can be used alone or in combination with other fields (except data inconsistency).

The number of possible combinations resulting from the provided criteria in each search field is displayed after finishing typing them, ex: 98 results where the NCAGE company code begins with “D19“.

There is no limit on the number of search criteria provided by the user. The possible combinations are increased with the use of Boolean operators within fields:

- “&” (and) : the criteria should be listed in each result
- “|” (or) : at least one of the criteria is listed in the results
  - The "or" is added automatically when multiple criteria are selected in the browse lists
- “!” (not) : the criteria should not be listed by any result

The user can also use the special characters "%" and "*". These characters can be used in the same search and in the same field at different positions in the required data:

- A*B
- A*
- *A
- *RA* (Except for NCAGE field which must have 5 positions)
If the user does not know the exact search criteria or wishes to visually select its search criteria, then it must click on button ..., found on the right of the header of each search criterion and it will display a list to browse.

The user can page through the list or perform a search via the “Search Criteria“ field. If this field is used to filter the various criteria the user must click on the icon 🌠 to filter them.

The user can select the criteria in the "Results" section by clicking on the checkboxes that are found in the first column.

The user validates the selected criteria by clicking the “Display” button. The window of the list is then closed and the selected criteria are automatically encoded in their corresponding search criteria fields. If the user wants to abandon the selection, then simply click the “Cancel“ button.
When the user has finished the search criteria selection, clicking on the icon 🌋 will start the search. If only one matching result is found, the details of the corresponding item will be directly displayed (see page 8). If multiple results are found, a list of choices will be displayed sorted by NCAGE article number (image below).

In the first column and for each result row, the user can click on the icon ⬤ to display all the address data related to this company code - NCAGE. Similarly, the user can use the icons ⬧ found in the header of the first column to show or hide the address data of all business NCAGE codes listed.

Finally, if a web site is linked to a NCAGE, it can be opened by clicking on the icon 🌏 found in the last column.
In the search results list, the user can sort the results by ascending or descending order by clicking on the header of the column to sort. It can also select one or more NCAGE codes to visualize their related NSNs. There are two options to do a selection, clicking on the corresponding checkbox on the second column or clicking the row containing the item. He then click on the icon on the top right of the results list. The switch to search mode "Item of Supply" is made automatically and the NCAGE codes selected previously are transferred. The related NSNs are displayed immediately.

To print the result list or selected items, click on the icon , a PDF file will be generated, which can be printed. To export the result list or selected items in a CSV format, click the icon and then save locally the generated CSV file.

Finally, if the user wants to generate a batch file as input for a "Batch“ search click the icon . In this case it is redirected to the “Batch” search module.
By clicking on the icon of a NCAGE corporate code, the address data related to this NCAGE code are displayed.

Both WWW and EMMA lines are connected to hyperlinks to access the company website and email (if provided).
By selecting the “Query Builder” tab, the user accesses the search functionality queries based on the company address data NCAGE codes.

A full user guide is available via the link provided in the paragraph above the “Search Criteria“ segment.
When the user has finished to provide the search criteria, then click on the icon to start the search. If only one matching result is found, the details of the corresponding company NCAGE code will be directly displayed. If multiple results are found, a list of choices will be displayed with all company NCAGE code numbers corresponding to the search criteria.

Clicking the right column “...”, the user can change the number of columns displayed in the search results (i.e. add “Description SCSD”, remove “RP2, RP3, RP4, RP5”).

After clicking “Apply”, the window is automatically closed and the result list is updated with the new selected options.
7. Batch Search
The module "Batch" allows the user to save time by performing an automated search. This method is particularly useful when there are several items to be verified in a search list. **This search mode is available only if the user has previously selected the Advanced mode.**

After selecting the “Batch” link in the navigation menu, the screen “Batch” is displayed.

The "Batch" home screen contains a description of the module. The access to the batch search is made by clicking the button. This research is possible via an 8-step wizard.
The “Batch list” screen contains the existing batches (if the user has already created) and allows the creation of new ones.

If the user right-clicks on an existing batch line, a menu containing the following options appears:

- **Modify**: Allows to change an existing batch and re-run it
- **Execute**: Allows re-run the existing batch without previous modification
- **Delete**: Delete a batch file from the list
- **Cancel**: If a batch is running, this option allows the cancellation of the ongoing execution
- **Download result**: Generates a text file containing the batch execution results
- **Download error**: Generates a text file containing the batch execution errors

* In the case of a single output file including both results and errors, only the option “Download results” is available.
There are eight possible statuses for batches. The status of each batch is displayed in the column “Status”.

- **Done**: treatment performed
- **Processing**: batch in execution
- **Pending**: processing waiting for confirmation
- **Sent**: treatment performed and transmitted by email
- **Blocked**: treatment performed but blocked because of the size of input or output files (100,000 lines max.)
- **Error**: processing interrupted for technical reasons requiring intervention of the NMCRL Web team
- **Canceling**: processing cancelled by user request (only possible with the position "Pending")
- **Cancelled**: processing cancelled before completion and for which no results are available
The batch wizard is a concatenation of 8 steps guiding the user and allowing him to create a new batch or edit an existing batch. The first step, "Batch type" is displayed when the user clicks the button or modifies an existing batch. In case of modification of an existing batch, the information in each step of the wizard will be already pre-filled.

In the "Batch type" tab, the user has the option to create a custom batch or a predefined batch if it has an input file with the appropriate keys. The user clicks the button selecting one of the options available.

* In the case of a predefined batch (A, B or C), make sure that the data "Predefined output fields" contain the data need by this query.
The second step, “Batch name” allows you to name the batch being created or rename the existing batch (if you are modifying an existing one). The user can also provide a description for the batch (optional). Finally, the user can select one of two options available for the results of the execution of the batch:

- **I want to store the results of my batch in the batch list and receive a notification by email**: The user will receive a notification to the email address specified in its profile when the batch has been executed. He can then connect to the application and retrieve the results from the “Batch list” screen.

- **I want to receive the results of my batch via the following email**: The user will receive the results of the batch as a ZIP file (maximum 5 MB) to the email address specified in the “Email address used” field.

The user clicks the button after filling or modifying the fields and select one of the sending options.

- If you use a generic identifier (starting with np00_ _ _), make sure the address of the email is yours or you will not be notified of the result of this batch.
The fields of the third tab, **Key field** are pre-populated if the user chose the option of a pre-defined batch.

If the user has selected the option of a custom batch, he can select one of two options for the search key and other several options from a drop down list:

- **NCAGE**: “NCAGE” only (used to extract data on corporate codes addresses)
- **NSN**: “NSN or NIIN”, “N-S-N or N-I-I-N”, “Reference number”, “NCAGE/Reference Number”, “NCAGE”, “INC” or “Reference Number/NCAGE” (in these cases, the output fields will be linked to the details of NSN)

N.B.: The search key must correspond to the list of targeted data in the input file.

The user has to click on the button **Next** to validate its selection.
In the “Input File” tab, the user specifies a file containing the data to search. The input file can be either a text file (.txt) or Excel (.xls) file. To load a file, the user clicks the button and select the input file on his computer using the Windows Explorer dialog. When the file has been selected, the user loads the file by clicking the button. The system automatically identifies the file type and structure and verify also if the input file respects the right format.

The formats to be respected for text files is:

- An input file with delimited fields. We must then specify the delimiter using the options available in the dropdown list or enter a custom delimiter. It is also possible to use an input file in which the search key column is not the first. In this case you must specify the number of the column used.
- An input file in which we establish the first position of the search key and the length of the key.

The formats to be respected for Excel files is:

- For a unique key, indicate the name of the worksheet (different for each country) and the column header where the data are located in the input file (uppercase or lowercase). Each box (only letters) of this option must be entered in order to continue the steps of the wizard.
- For a double key (NCAGE / Reference Number), indicate the name of the worksheet and column position (header) of each element of this double key. It is impossible to combine this double key with the same column header (e.g. A in each box) in exchange it is possible that the NCAGE column is located after the column of Reference Numbers (D column for NCAGE field and B column for Reference Number field). Each box of this option must be provided by the user in order to continue the steps.
In the “**Input file**” tab, the option “**Select the rows to process in the input file**” allow the selection of part of the column of search keys. You can select either all or part of the file (the start and end of the portion of the input file to be processed). In all cases, the treated part will be highlighted by a blue zone and, especially for files with headers, we must start at the second row to avoid the first line (the header) in the file output is treated as an error. The selection (only the first 10 file lines) is pre-displayed in the segment “Input file preview”.

The user clicks on the button **Next** to validate his selection.
The fields on the tab “**Output field**” are pre-filled if the user has chosen the predefined batch option.

If case of custom batch, the user can select the output fields that wishes to display in the results of the batch search. To do it simply transfer a field from the left list to the right list using the buttons “Add” or “Add All”.

To remove one or more fields, it does the same but from the right list and using the buttons “Remove” or “Remove all”.

The buttons “Move up” and “Move down” allow us to change the order of the output fields of the result file.

To validate the selection, click on the button "**Next**".
The tab "Output Format" contains four types of possible format for the output file that will be generated by the system:

- **Delimited text file** for which it is possible to specify the separator
- **Fixed length text file**
- **Excel 97-2003 file** for the user with a former version of Excel
- **Excel file** for an Excel format compatible only with Office versions post-2003

The following output options are also available:

- **Merge the results and errors in one output file**: Used to associate or dissociate the result file and error file. The combination of the two output files will keep the sequence identical to the input file (this can be interesting to combine these output files to another file from which is extracted the input file). Choosing this option will directly affect the unloading of data output (one or two) in the consolidated list of the works, except for the Excel output format.

- **Display replacement NSN with data**: Displays or not the data on the replacement NSN in the output file. In this case, replacement of NSN data will be displayed in the next line with «REPL» in front of this line.

- **Suppress headings of output file**: Displays or not the headers output fields selected for better clarity of the display (inserted by default for the Excel output format).
Two dual output options are also available:

- **User(s):** Displays the users of an article (it will be activated only when the output «User(s)» is selected in step Output field)
- **NCAGE/Reference Number:** Allows the selection of reference groups to show. This option is enabled only if the double search key NCAGE / Reference Number was selected.

The second option will display all the references found corresponding to the NSN. In the case of the first option, only pair NCAGE / Reference Number corresponding to the input file will be displayed.

To validate the selection, click on the button  .
In the “Output file preview”, an overview of ten lines of the output file is displayed.

The "*" placed at the beginning of the line shows the change of the input data in the list of input data.

The user clicks the button Next to proceed to the final step of the wizard.

If however this display (format, data output, ...) is not suitable, it is always possible to return to the previous steps to make changes. To do this, the user selects the button Previous back to the step of his choice.
In the "Batch Summary" tab, a summary of user selected options are displayed. If the user checks the box “I want to start the batch when I click on the button ‘Finish’”, the batch will be immediately submitted to the system treatment.

If the user does not tick this box the batch will be put on hold and will be executed by clicking on “Execute” in the batch list. The user clicks on the button if he wishes to save the batch and is redirected to the screen “Batch list”. If the user wants to change the execution options of the batch, click on the button until arriving at the step of his new choice. Finally, if the user does not want to save the changes, click on the button .
8. Images Management
The module “Image Management” allows to upload images stored on the user's computer or on a web server. The image must be less than 1MB size and the dimension must be less than 1204x768. The image formats managed by the application are jpg, png, gif and tiff - they also can be uploaded via an XML file.

The user can also upload the pictures via the “My Pictures” module.

This module is only available if the user has the necessary role. To obtain the access rights contact NSPA at procctrl@nspa.nato.int.
The “Upload Image” module can upload images one by one and link them to a NIIN or an NCAGE reference number group. There is also the option to edit or delete the pictures previously uploaded. Finally, the user can see the list of previously uploaded images in the “Upload Images History” segment.
To add an image, the user first selects if he wishes to link the image to a “NIIN“ or to a “Reference“. The location will be different on the NSN details.

If the user has selected NIIN it has to provide the “NIIN“ and the "Image Name“ data. Only National Codification Bureau (NCs) can upload pictures linked to NIIN.

If the user has selected “Reference”, it has to provide “Ncage code”, “Part Number” and “Image name” data.

This part is reserved for companies registered in the NIIN.

To select a file stored locally use the button ![Browse...](http://img.com/upload) or, for an image stored on a Web server complete the URL of the picture in the field ![Image name](http://img.com/upload). Finally, accept the disclaimer by clicking the "I have read the disclaimer of responsibility ..." statement and click on the button ![Apply](http://img.com/upload).
When the user uploads an image, it is added to the “Upload Images History”.

<table>
<thead>
<tr>
<th>Creation Date</th>
<th>Image Name</th>
<th>Action</th>
<th>Status</th>
<th>Output size</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 December 2015</td>
<td>EX02</td>
<td>Add</td>
<td>Done</td>
<td>28 KB</td>
<td>ucodif</td>
</tr>
<tr>
<td>16 December 2015</td>
<td>EX01</td>
<td>Add</td>
<td>Done</td>
<td>64 KB</td>
<td>ucodif</td>
</tr>
</tbody>
</table>

Uploaded images history contains all actions taken by the user on the images: adding, modifying, deleting.

If the user has chosen the “NIIN“ upload method, at the NSN Details, it displays a clickable icon which allows viewing the image of the item.

If “Reference“ upload method is selected, an clickable icon, that allows to display the image, is visible under “Reference“ in the details about the item.

In both cases, a click on the icon will display the item corresponding image uploaded by the user.
When the user has clicked on the icon of a previously uploaded image, it is displayed as a pop-up on the details page.
When the user upload an image, it can modify or delete it. To do this, select “Modify“ or “Remove“ as “Type Of Action“.

If the user selects “Modify“ he provide the image references and then click on the button . The image is modified and the modification action is added to the history of the uploaded file.

If the user wants to delete an image, it has two options. Either he selects “Remove“ as the type of action, in which case it must provide the image details, or it can right click on the image line in the “Upload Images History“ section. In this case, a menu is displayed. The user then selects “Delete file“. The file is deleted and also removed from the of the loaded file history.

If the user has deleted the image typing its reference, the image will be indicated as “Remove“ in the loaded file history.
If the user has a set of images to upload and it doesn't want to upload them one by one, he can use the module “Upload Images (XML)“. The XML file must respect the following XSD schema:  

After creating the XML file, the user selects the XML file via the button and starts loading the images by clicking the button  .

The upload images history is updated with the loaded images and linked to the references present in the XML file.
The module “My Images” allows users to access the complete history of pictures uploaded or modified. There is no possibility of modification or deletion of pictures in this module.

The user can navigate between pages of the table “Uploaded Images List For NIIN” and “Uploaded Images List For NCAGE / Reference” using the pagination tool available at the top of each table.

N.B.: The “Uploaded Images List For NIIN” table is only visible to the National Codification Bureau (NCB).
9. Administrator
The module “Admin.“ allows a user with Administrator rights (provided upon subscription) to create new users, view user list, search the list of users, and modify the data of the organization to which the user belongs.

The user can access these features by selecting the link “Admin.“ and then the sub-links “Create User“, “User List“, “Advanced Search“ and then “User List“, and finally “Organization Management“ and “Modify Organization“. 
Clicking on “Admin.” and then on “Create User” the module “User Detail” is displayed.

In this module, the administrator can create a new user by indicating at least all the required data, indicated by an asterisk (*). To validate the form click the button Create. A notification email is sent to the address specified in the field “Email”.

To give access to NMCRL - web application, the administrator must check the option “NMCRL web – user” in the “Membership and access rights”.

To withdraw access, it must uncheck this option NMCRL web-user. Is also possible to reactivate this access for the same user.

**Important:** After creating a new user, the manager must link this user to a subscription of NMCRL - web application (some companies have multiple subscriptions) - see the procedure in Slides 7 to 10.
When the administrator selects “Admin.” and next “User List” or “Advanced Search” and next “User List” the module “User List” is displayed.

From this screen, the administrator can view the list of users in its organization, filter the list of users by status or search for a specific user to change his personal data.

The icon located in the Roles column and points out that this user has administrator rights.
To search for a user in the list, the administrator types the user identifier in the "User Logon" field. An autocomplete list with suggestions based on the already typed letters is displayed. You can select one of the options by clicking on it and then click on the button.

The administrator can view a scrolling list with options to create, edit or view the user details by left click on a line of results.

Finally, the user can change the display of results using the drop-down lists “Status” and “Display Roles”.
When the user selects “Admin.” and next “Organization Management” and finally “Modify Organization”, the module “Modify Organization” is displayed.

From this screen, the user can change the information about the organization that it belongs, on first screen or in the second screen via the dialog box on the line containing the link Modify...

To validate the modifications, click on the button Modify...
When a new user is created, the ID of this user must be linked to an active subscription before the user can access NMCRL (mandatory operation).

From the ePortal PASSPORT screen, choose the option **Administrator > Linking a user to a subscription**.
From this screen, select the latest subscription with status “Active” and display by left-clicking on the line, the function View Details... . Then on the next screen, go to the “Product Name” and select the right product “NMCRL web” and display by left-clicking it the function Manage Users... .

It is possible to have multiple products in the "Product Name" if the organization has more registered products (different versions, up to 5, up to 20, DVD ...).
On the screen shown below, all users connected to that subscription appear on a list containing one or more pages.

For example, the administrator has just created a new user with the username “nuser”.
It must relate the new user to the active subscription. He must enter the ID of the new user in the "User" field and click the button to active the link.

The identifier “nuser” appears in the next screen with a confirmation message.
The identifier “nuser” appears in the next screen with a confirmation message.

To unlink a user from the subscription, proceed vice versa. See list of users, and then select the line of the relevant user and activate the function **Detach User** and this one will disappear from this list.
10. Query Builder
Query Builder > Add Condition

To add a condition to a logical group, do one of the following:

- Click on a button for the group
- Click on a group's logical operator **And** and select **Add Condition**
A filter condition group is a set of conditions combined by the same logical operator.
To add a condition Group to a logical group click on a group's logical operator And and select Add Group
Some filter criteria contain multiple logical (Boolean) operators combining simple filter conditions.

For instance, you want to see NIIN whose NSC is 1030 with SCAGE in reference and at the same time, you may also want to see items whose NSC is 5630, while referenced by French CAGE.

\[(\text{NCS is equal to 1030 AND NCAGE Begins with S}) \text{ OR } (\text{NCS is equal to 5630 AND NCAGE Begins with S})\]

The resulting condition will look like this:
And – The AND operator will be added between conditions

NCS Equal 1030 And NCS Equal 1030 And NCAGE Begins with S

Or – The OR operator will be added between conditions

NCS Equal 1030 OR NCAGE Begins with S
Query Builder > Conditions / Group of Conditions description

Not And – The NOT operator will be added before all Conditions separated by the AND operator

\[ \text{NOT ( NCS Equals 1030 AND NCAGE Begins with S )} \]

Not Or – The NOT operator will be added before all Conditions separated by the OR operator

\[ \text{NOT ( NCS Equals 1030 OR NCAGE Begins with S )} \]
To change a condition's data element, invoke the list by clicking on the current column **NIIN** and choose one of the values from a drop down list of data elements.
To change a condition's operator, invoke the operator list by clicking on the condition's current operator **Equals**.

This list of operators depends on the condition's data element selected.
Query Builder > Operators Description

Equals – Condition Data Element has to be equal to the Condition value

NCS is equal to 1030

Does not equal – Condition Data Element has to be different from the Condition value

NCS is not equal to 1030

Is greater than – Condition Data Element has to be greater than the Condition value

NCS is greater than 1030 and not equal to 1030
Query Builder > Operators Description

Is greater than or equal to - Condition Data Element has to be greater than or equal to the Condition value

NCS is greater than 1030 or equal to 1030

Is less than - Condition Data Element has to be less than the Condition value

NCS is less than 1030 and not equal to 1030

Is less than or equal to - Condition Data Element has to be greater than or equal to the Condition value

NCS is less than 1030 or equal to 1030

NCS Is greater than or equal to 1030

NCS Is less than 1030

NCS Is less than or equal to 1030
Query Builder > Operators Description

Is between - Condition Data Element has to be greater than or equal to the Condition value

NCS is greater than 1030 or equal to 1030

Is less than - Condition Data Element has to be less than the Condition value

NCS is less than 1030 and not equal to 1030

Is less than or equal to - Condition Data Element has to be greater than or equal to the Condition value

NCS is less than 1030 or equal to 1030

NCS Is greater than or equal to 1030

NCS Is less than 1030

NCS Is less than or equal to 1030
To edit a condition's value, click the operand value and type the value.

All predefined fields have to be filled out.

There is a drop down list of values in case of some data elements.
Query Builder > Deletion of condition

To delete a whole condition, click on the button

Search Criteria

Advanced Search Query Builder

And

NIIN Equals 16-123-4567

Click on
A filter condition group is a set of conditions combined by the same logical operator.
Query Builder > Creation of the groups of conditions

To create a group click the group's logical operator and select Add Group.
Query Builder > Example 1

Find:

- All active NSN created in CZE Rep (country code 16)
- Where the MOE code “WZ” (user code) is not registered
- With a Primary Reference “RNCC 3 and RNVC 2”

And

NCB Assigning NSN Equals CZECH REPUBLIC
Users Is none of WZ
RNCC Equals 3
RNVC Equals 2

NCB assigning NSN Equals to CZE Rep AND Users Is none of WZ AND RNCC Equals to 3 AND RNVC Equals to 2

Modify the displayed data
Find:

- All active NSNs created in Germany (country code 12)
- Where one NON approved Item name is used (Item Name Code “INC = 77777”)
- With at least a CZE NCAGE code (with structure = #***G)
- With a Document Availability Code «DAC» equals to 1 or 3 or A (DAC = 1, 3, or A)

NCAGE code structure for CZE is #***G but this is also included NCAGE with A***G for Finland. Note: # is alpha-numerical and * is only numerical and % used as wild card in the query builder.

<table>
<thead>
<tr>
<th>NSN</th>
<th>Name Translated</th>
<th>INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>6635-12-345-4635</td>
<td></td>
<td>77777</td>
</tr>
<tr>
<td>3439-12-350-9003</td>
<td></td>
<td>77777</td>
</tr>
<tr>
<td>5130-12-377-2255</td>
<td></td>
<td>77777</td>
</tr>
<tr>
<td>6685-12-379-7425</td>
<td></td>
<td>77777</td>
</tr>
<tr>
<td>6685-12-380-3767</td>
<td></td>
<td>77777</td>
</tr>
</tbody>
</table>

Modify the displayed data
Find:

- All active NSNs where FIN NCB is registered as user (user code = WF)
- With at least one FIN NCAGE code (with structure = A***G)
- With RNCC code = 3 and RNVC = 2
- With a detailed description data (TIIC code different of 2)

Users Equals WF AND NCAGE code is like A%G AND RNCC Equals 3 AND RNVC Equals 2 AND TIIC Does not equal 2
Query Builder > Example 4

Find:
- All active NSNs created in Korea Republic of NCB
- Or created in Finnish NCB
- Or created in Malaysia NCB
- With NON NATO NCAGE code (Structure beginning with S)
- With a detailed description data (TIIC code different of 2)

And
NCB Assigning NSN is any of (FINLAND, KOREA, REPUBLIC OF, MALAYSIA)
NCAGE Begins with S
TIIC Does not equal 2

NCB assigning NSN is any of FINLAND or Korea Republic of or Malaysia AND NCAGE Begins with S AND TIIC Does not equal 2

Results: Total matches 332

<table>
<thead>
<tr>
<th>NSN</th>
<th>Name Translated</th>
<th>INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>5963-58-000-0092</td>
<td>ELECTRONIC MODULE, STANDARDIZED</td>
<td>36647</td>
</tr>
<tr>
<td>1377-58-000-0118</td>
<td>CHARGE, SHAPED</td>
<td>37231</td>
</tr>
<tr>
<td>5850-58-000-0119</td>
<td>LASER AIMING KIT, EXPLOSIVE ORDNANCE DISPOSAL, DISRUPTER</td>
<td>68165</td>
</tr>
<tr>
<td>1377-58-000-0138</td>
<td>CHARGE ASSEMBLY, SHAPED</td>
<td>52397</td>
</tr>
<tr>
<td>2540-58-000-0297</td>
<td>MOTOR, HYDRAULIC</td>
<td>06128</td>
</tr>
</tbody>
</table>

Modify the displayed data
Query Builder > Example 5

Find:
- All active NSNs with the NSC = 1560
- With the Item name containing “AIRCRAFT” and “WINDOW”

Or
- All active NSNs with the INC = 41036
- With NON NATO NCAGE code (Structure beginning with S)

To Add a group AND after the 1st logical operator OR, click on it and choose Add group in the list.

NSC equals to 1560 AND Item name Is any of AIRCRAFT, WINDOW OR INC Equals to 41036 AND Ncage code Begins with S
Query Builder > Example 6

Find:
- All active Malaysia NSNs but
- Not NSNs with NSC = 1560
- Or NSNs with INC = 77777 (non approved Item name)

And
- NCB Assigning NSN Equals MALAYSIA
- Not Or
- NSC Equals 1560
- INC Equals 77777

And:
- NCB assigning NSN Equals to Malaysia BUT NOT with NSC Equals to 1560 OR NOT with INC Equals 77777
Find:
- All active German NSNs but
- Not NSNs with NSC = 1560
- And Item name containing «Aircraft»

And
- NCB Assigning NSN Equals GERMANY
- Not And
- NSC Equals 1560
- Item Name Contains AIRCRAFT

NCB assigning NSN Equals to Germany BUT NOT NSNs with NSC Equals to 1560 AND with Item Name contains «AIRCRAFT»
11. ePortal
Self-Password Recovery
Please note that generic NMCR or NMCRL Web passwords cannot be reset.

ePortal Password Recovery

Login Name

Type the code shown

Show another code

Continue
**ePortal Password Recovery**

Please note that generic NMCRL Web passwords cannot be reset.

### ePortal Password Recovery

- **Logon Name**: [Enter your logon name]
- **Type the code shown**: [Enter the code shown]

[Show another code]

[Continue]
Please note that generic NMCRL Web passwords cannot be reset.

**ePortal Password Recovery**

*Logon Name*

[Enter logon name]

Type the code shown:

[Enter code]

Show another code

Continue
If the login is valid, an email has been sent to the address stored in the profile.

Continue
Welcome to ePortal

ePortal is your secured gateway to the NSPA applications. To directly access these applications, registered users can click on any of the product names below.

ALPS
eCIS
eNADB
InfoHub
LANDSYS
N@MSIS
NDA
NFMS
NLSE
NMBS
NMCRIL
SORT
SUPDOC

Please read this important warning to suppliers.

eProcurement

The NSPA ePortal contains a new eProcurement module which in addition to an improved eBid application also hosts Future Business Opportunities – advanced notification of future large procurement opportunities and the ability to view and bid upon both Notices of Intent (NOIs) and Requests for Proposals (RFPs) for Infrastructure Projects.

Enter eProcurement

The NATO Codification System - NCS

While all armed forces must maintain their equipment in a perpetual state of operational readiness to ensure the sovereignty of their nation, the equipment must be supported throughout its life cycle. Armed forces must concurrently realize savings by avoiding duplication and simplifying administration. As a result, NATO nations have developed a common codification system whose data is incorporated in various tools.

Enter NCS
Dear User,

Welcome to the ePortal self-service password recovery.

Please click on the link below within 1 hour to change your password:

https://eportaltest.nsia.nato.int/Public/ResetUserPassword.aspx?id=e84dab29-aacb-4986-bab5-e2317ce9007f&lng=en

If you have not requested a password recovery, please contact the helpdesk at eportalhelp@nsia.nato.int.

Best regards,
The ePortal Team.
ePortal Password Recovery

Logon Name

New Password

Confirm New Password

Submit
ePortal Password Recovery
Your operation has been successfully completed! When you click continue, you will be redirected to the ePortal home.

Continue
Welcome to ePortal

Welcome to NSPA Applications ePortal!

ePortal is your secure gateway to the NSPA applications. To directly access these applications, registered users can click on any of the product names below.

- ALPS
- eCIS
- eNADB
- InfoHub
- LANDSYS
- N@MSIS
- NDA
- NFMS
- NLSE
- NMBS
- NMCRL
- SORT
- SUPDOC

Please read this important warning to suppliers.

The NATO Codification System - NCS

While all armed forces must maintain their equipment in a perpetual state of operational readiness to ensure the sovereignty of their nation, the equipment must be supported throughout its life cycle. Armed forces must concurrently realise savings by avoiding duplication and simplifying administration. As a result, NATO nations have developed a common codification system whose data is incorporated in various tools.
Subject: Confirmation of ePortal Password Recovery

Dear User,

Your ePortal password has been successfully reset. If you have not requested a password recovery, please contact the helpdesk at eportalhelp@npsh.nato.int.

Best regards,
The ePortal Team.