



The National Animal Identification System (NAIS)



AIN Management System User Guide



AIN Tag Manufacturers



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AIN MANAGEMENT SYSTEM USER GUIDE

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INTRODUCTION TO THE AIN MANAGEMENT SYSTEM

The AIN Management System is a Web-based program that administers AINs. The AINs are allocated to companies that manufacture official identification devices or technologies. Other individuals and organizations may perform roles that support the distribution of official identification devices to producers. The complete and accurate recording of the AINs distributed and assigned to each premises is imperative. The AIN Management System allows for many participants in various roles and provides the means to record AIN allocations to manufacturers and distribution to premises.

Key roles in the initial roll-out of the AIN Management System include AIN tag manufacturers, managers, and resellers. Manufacturers have specific roles and responsibilities regarding the manufacturing of AIN tags; managers and resellers have roles that support the distribution of AIN tags to producers' premises.

The manufacturers, managers, and resellers (distributors) are referred to as nonproducer participants. Each nonproducer participant will obtain a nonproducer participant number (NPN) through the premises registration system in the State in which the company's headquarters is located. For example, if the company's corporate office is in Kansas, the company will obtain an NPN through the Kansas premises registration system. All NPNs are unique seven-character numbers similar to PINs.

Manufacturers, managers and resellers must obtain a Level 2 eAuthentication account to have access to the authorized user options of the AIN Management System. eAuthentication is an identity verification system used by USDA to provide a single authorization for multiple USDA accounts. To begin the process, go to the eAuth website at <http://www.eauth.egov.usda.gov/eauthWhatIsAccount.html>.

AIN TAG MANUFACTURERS

AIN tag manufacturers are companies authorized by APHIS to manufacture approved identification devices and are responsible for the overall production and quality of the official identification devices that contain the AIN. Potential AIN tag manufacturers must submit an AIN tag manufacturer application to USDA. AIN tag manufacturers may only produce AIN tags with the AINs that have been allocated to them by APHIS. AIN tag manufacturers may also be AIN tag managers.

Note: For the purposes of the NAIS, companies that acquire the ID tag from another source and are responsible for imprinting the devices are considered the manufacturers and assume all responsibility for the product. In such cases, the company that imprints the tag submits the AIN tag manufacturer application and is the sole contact for APHIS regarding tag quality issues.

AIN tag manufacturers must:

1. Abide by the terms and conditions set forth in the AIN tag manufacturer agreement;
2. Complete the AIN tag manufacturer training program provided by USDA;
3. Imprint the "840" AINs allocated to them with the U.S. Shield on identification devices approved by APHIS*;
4. Maintain the uniqueness of the AINs allocated to them;
5. Imprint approved tags according to the specifications listed in table 1 of this document;

6. Report the shipment of all AIN tags to the AIN Management System according to established protocols prescribed in the NAIS Technical Supplement (provided on www.usda.gov/nais) within 24 hours of shipment;
7. Have an operational computerized system that communicates with the AIN Management System and is compatible with NAIS standards to maintain the necessary information, including a database of the manufacturer product codes for all devices that contain an AIN;
8. Furnish official identification devices to AIN tag managers;
9. Have a means to support the distribution of AIN devices through marketing agreements with AIN tag managers or be AIN tag managers themselves;
10. Provide a record (if applicable) to APHIS of all “transitional” AINs produced with a “USA” prefix (this format is referred to as the American ID numbering system) and their ICAR manufacturer number;
11. Agree to discontinue the printing of any identification numbering system as directed to do so by USDA if USDA terminates and phases out an official numbering system;
12. Maintain a record of inventoried AIN tags and have such records available to the USDA upon request; and
13. Enter the names of nonproducer participants that they wish to utilize as AIN managers into the AIN Management System, advising them that such designation requires participation in AIN manager training provided by USDA.

Note: One AIN tag is required to meet the definition/criteria for official identification. A second AIN tag for the same animal with the same AIN may be used when double tagging is preferred. Regarding AIN/RF tags, only one tag with the AIN encoded in the transponder is permissible.

AIN TAG MANAGERS

AIN tag managers are individuals, organizations, or companies that provide AIN tags to another AIN tag manager or reseller, or to a premises. The AIN tag manager must have an AIN tag distribution agreement with an AIN tag manufacturer(s).

In order to be an authorized AIN tag manager, the individual or firm must agree to abide by the following:

1. Complete the AIN tag manager training provided by USDA;
2. Distribute AIN tags only to a premises or entity that has either a PIN or NPN and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN tags when not completing the delivery themselves;
4. Maintain a record of inventoried AIN tags received from an authorized AIN tag manufacturer or another authorized AIN tag manager or returned from a premises, and have such records available to USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered; and

6. Educate producers receiving AIN tags on the proper use of official animal identification devices.

The AIN tag manager confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN tag manufacturer(s). USDA will recognize the individual or entity as an AIN tag manager upon confirmation of the marketing agreement(s) and upon the AIN tag manager completing training.

AIN TAG RESELLERS

The AIN tag reseller has a marketing agreement with an AIN tag manager instead of the manufacturer. He or she assumes the same responsibility as an AIN tag manager, validating PINs and reporting the distribution of the AIN tags he or she ships or delivers to a premises. In order to be an authorized AIN tag reseller, the individual or firm must agree to abide by the following:

1. Complete the AIN tag reseller training provided by USDA;
2. Distribute AIN tags only to a premises or entity that has either a PIN or NPN and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN tags when not completing the delivery themselves;
4. Maintain a dated record of inventoried AIN tags received from an authorized AIN tag manager or another authorized AIN Tag Reseller, or returned from a premises, and have such records available to USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered; and
6. Educate producers receiving AIN tags on the proper use of official animal identification devices.

The AIN tag reseller must confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN tag manager(s). USDA will recognize the individual or entity as an AIN tag reseller upon confirmation of the marketing agreement(s) and upon the AIN tag reseller completing training.

VALIDATE PIN/NPN

WHEN TO USE

When an AIN tag order or request is received, the AIN manager or reseller is responsible for validating the premises identification number (PIN) or Nonproducer Participant Number (NPN). The PIN or NPN must be validated to ensure that the ID number is valid and that the ID number identifies the appropriate premises or Nonproducer Participant before making the shipment or delivery of the AINs. The PIN or NPN must be reported to the AIN Management System with the shipment report of the AINs.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	✓

PERFORMING THE ACTION


Mfr Admin

NPN Admin

Health Official

To validate a PIN or an NPN, click on [Validate PIN/NPN](#).

You are here: [AIN Management / Validate PIN/NPN](#)

Request	
PIN/NPN:	003RNRC 
	<input type="button" value="Validate Number"/>
Response Information	
PIN/NPN:	003RNRC
Street:	
City, State, ZIP:	
Operation Description:	

The Validate PIN/NPN screen will be displayed.

The User's NPN will be automatically entered in the [PIN/NPN](#) field of the Request section, and will be displayed in the [PIN/NPN](#) field of the Response Information section.

Type the PIN of the Producer Premises or the NPN of the Nonproducer Participant you want to validate in the [PIN/NPN](#) field. Then click on the button.

- **The Producer Premises/Nonproducer Participant was retrieved from the database.**
- **If the Response Information is not correct, please contact your state premises registration official to make changes.**

You are here: [AIN Management / Validate PIN/NPN](#)

Request	
PIN/NPN:	003RNRC
	<input type="button" value="Validate Number"/>
Response Information	
PIN/NPN:	003RNRC
Street:	East 61st Street
City, State, ZIP:	NEW YORK, NY 10021-3201
Operation Description:	Nonproducer Participant
Available Actions:	
Ship AINs to This PIN/NPN	

If the PIN or NPN is valid, the Response Information section will display the premises or Nonproducer Participant information. The information will include the business address of the entity, and the type of operation. This information is retrieved from the National Premises Information Repository (NPIR), and was entered when the entity was registered through its State SPRS or CPRS.

After validating the PIN or NPN, you may choose to ship AINs to the entity by clicking on the [Ship AINs to This PIN/NPN](#) link. The Report AIN Shipment will be displayed with the entity's shipping information filled in. (See the *Report AIN Shipment* section.)

- **The Producer Premises/Nonproducer Participant was retrieved from the database.**
- **If the Response Information is not correct, please contact your state premises registration official to make changes.**

You are here: [AIN Management](#) / [Validate PIN/NPN](#)

Request

PIN/NPN:

Response Information

PIN/NPN: 003RNRC

Street: East 61st Street

City, State, ZIP: NEW YORK, NY 10021-3201

Operation Description: Nonproducer Participant

Available Actions:

[Ship AINs to This PIN/NPN](#)

Nonproducer Participant Contacts

Contact	Type	City	State	Email
Mel Cooley	Primary	New Rochelle	NY	mel.cooley@barracudaltd.com
Buddy Sorrell	Sales	New Rochelle	NY	buddy.sorrell@barracudaltd.com

If the Nonproducer Participant has set up contacts for one or more of its locations, the contacts will be listed in the Nonproducer Participant Contacts section. You may choose to ship AINs directly to a contact by clicking on the contact's name. The Report AIN Shipment will be displayed with the contact's shipping information filled in. (See the *Report AIN Shipment* section.)

REQUEST AIN ALLOCATION

WHEN TO USE

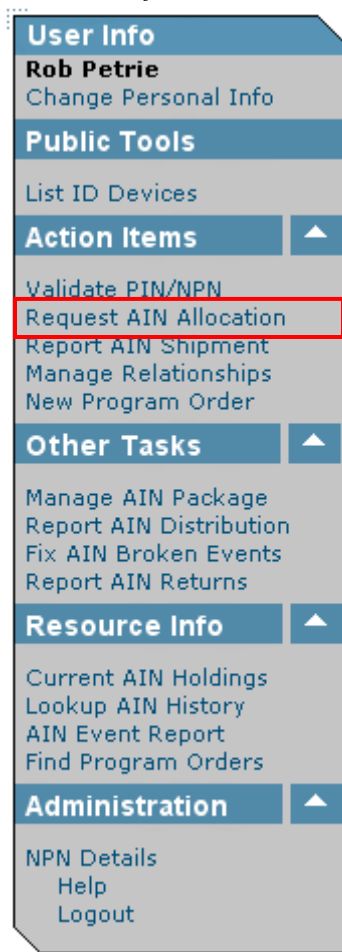
AINs are allocated by USDA to manufacturers authorized to produce official identification devices with the AIN affixed. Only numbers allocated to the manufacturer are to be used on their approved devices. The AINs are requested by the AIN tag manufacturer as needed. The maximum number of AINs that can be requested is determined by USDA.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓		

PERFORMING THE ACTION

Mfr Admin



To request an allocation of AINs, click on [Request AIN Allocation](#).

You are here: [AIN Management / Request AIN Allocation](#)

Allocation Info			
Manufacturer ID:	003RNRC		
Requested Number: *	<input type="text"/>		
<input type="button" value="Process Request"/>		<input type="button" value="Get Allocation History"/>	

Allocation History			
Date	Start AIN	End AIN	Total

The Request AIN Allocation screen will be displayed.

To display how many and which AINs have been previously allocated to the entity, click on the button.

You are here: [AIN Management / Request AIN Allocation](#)

Allocation Info			
Manufacturer ID:	003RNRC		
Requested Number: *	<input type="text"/>		
<input type="button" value="Process Request"/>		<input type="button" value="Get Allocation History"/>	

Allocation History			
Date	Start AIN	End AIN	Total
06-30-2005	840003000010361	840003000015360	5000

The Allocation History section will display the dates that AINs were allocated, the beginning and ending AINs of the series that were allocated, and the total number of AINs in the allocations.

You are here: [AIN Management / Request AIN Allocation](#)

Allocation Info			
Manufacturer ID:	003RNRC		
Requested Number: *	<input type="text" value="5000"/>		
<input type="button" value="Process Request"/>		<input type="button" value="Get Allocation History"/>	

Allocation History			
Date	Start AIN	End AIN	Total
06-30-2005	840003000010361	840003000015360	5000

To make a new AIN Allocation request, type in the number of AINs desired in the [Requested Number](#) field. Then click on the button.

- **The AIN allocation request was successfully fulfilled.**

You are here: [AIN Management](#) / [Request AIN Allocation](#)

Allocation Info

Manufacturer ID: 003RNRC

Requested Number: *

Allocation History

Date	Start AIN	End AIN	Total
09-19-2005	840003000016428	840003000021427	5000
06-30-2005	840003000010361	840003000015360	5000

If the number of AINs requested is within the maximum number of AINs that is allowed, the AIN Allocation request will be processed. The AINs will be added to the Allocation History table, showing the date of the request, the beginning and ending AINs of the series that were allocated, and the total number of AINs in the allocation.

REPORT AIN SHIPMENT

WHEN TO USE

Whenever AINs are shipped from your entity to a Producer Premises or to a Nonproducer Participant, the shipment must be recorded, including the PIN/NPN of the recipient of the AINs, and which AINs have been shipped. Failure to report the shipment violates the agreement with USDA and will result in a broken event. *(See the Fix AIN Broken Events section.)*

Note: It is the responsibility of the NPN that has possession of the AIN tags to report its shipment and/or delivery. It is also the responsibility of the AIN tag manufacturer, when recording the first shipment and AINs, to indicate which type of tag (product name) the AINs have been applied to.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

You are here: [AIN Management / Current AIN Holdings](#)

Nonproducer Participant Information

NPN: 002RNRC Get Current Holdings

AINs

Mfr.Package Num	Start AIN	End AIN	# of AINs
	840003000010361	840003000010385	25
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

Note: AIN tag manufacturers, managers, and resellers can only ship AINs which are in their possession. You can identify these AINs by viewing the Current AIN Holdings screen. The Current AIN Holdings screen displays which AINs are in your possession and can therefore be shipped by you to a Producer Premises or to a Nonproducer Participant. *(See the Current AIN Holdings section.)*

REPORT AIN SHIPMENT FROM THE MENU

Mfr Admin

User Info
Rob Petrie
Change Personal Info

Public Tools
List ID Devices

Action Items ▲

Validate PIN/NPN
Request AIN Allocation
Report AIN Shipment
Manage Relationships
New Program Order

Other Tasks ▲

Manage AIN Package
Report AIN Distribution
Fix AIN Broken Events
Report AIN Returns

Resource Info ▲

Current AIN Holdings
Lookup AIN History
AIN Event Report
Find Program Orders

Administration ▲

NPN Details
Help
Logout

NPN Admin

User Info
Ward Cleaver
Change Personal Info

Public Tools
List ID Devices

Action Items ▲

Validate PIN/NPN
Report AIN Shipment
Manage Relationships

Other Tasks ▲

Report AIN Distribution
Fix AIN Broken Events
Report AIN Returns

Resource Info ▲

Current AIN Holdings
Lookup AIN History
AIN Event Report

Administration ▲

NPN Details
Help
Logout

To report a shipment of AINs, click on [Report AIN Shipment](#).

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information

AINs

Package

AIN Collection

Starting AIN:

Number of AINs Shipped:

Ending AIN (calculated):

Event Date: *

Source NPN:

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: *

Company:

First Name:

Last Name: *

Street: *

City: *

State: *

ZIP: * -

Available Actions

Other Actions



The Report AIN Shipment screen will be displayed.

There are three ways to enter which AINs you are reporting as shipped, indicated by the three tabs at the top of the AIN Shipment Information section: AINs, Package, and AIN Collection.

- “AINs” is for recording shipments of consecutive numbers, and which can be reported with a start and an end number.
- “Package” is for recording shipments of AINs which have been combined in a package at the manufacturer’s facility.
- “AIN Collection” is for recording shipments of non-consecutive numbers. These numbers must be listed individually and/or as ranges of numbers.

Shipping AINs

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information		
AINs	Package	AIN Collection
Starting AIN:	840003000010361	
Number of AINs Shipped:	10	
Ending AIN (calculated):	840003000010370	
Event Date: *	9-27-2005	
Source NPN:	002RNRC	
Partner NPN Info:		
Partner NPN:	<input type="text"/> 	
Ship To Information		
PIN/NPN: *	000LITB	<input type="button" value="Validate Number"/>
Company:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name: *	<input type="text"/>	
Street: *	<input type="text"/>	
City: *	<input type="text"/>	
State: *	Alabama 	
ZIP: *	<input type="text"/> - <input type="text"/>	
Available Actions		
<input type="button" value="Continue"/>		
Other Actions		
<input type="button" value="Clear"/>		

With the AINs tab selected, you will need to enter the range of AINs you are shipping. To record AINs, type in the first AIN in the [Starting AIN](#) field. The AIN will begin with 840003. Type in the number of AINs being shipped in the [Number of AINs Shipped](#) field. The [Ending AIN](#) will be automatically calculated.



The **Event Date** will default to today's date. Type in the shipping date in the **Event Date** field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.



If AINs are being shipped for an order taken by another NPN, select the NPN of the entity which took the order from the **Partner NPN** dropdown menu. Selecting a Partner NPN indicates that the partner was responsible for validating the ship-to PIN/NPN for the order.

Type in the PIN of the Producer Premises or the NPN of the Nonproducer Participant to which the AINs are being shipped. Then click on the button to validate the PIN or the NPN.

Note: The NPN that obtains the AIN tag order, or who is the direct contact with the Producer Premises or NPN, is responsible for validating the PIN or NPN (see Validate PIN/NPN section). The validated PIN or NPN is to be provided by this entity (referred to as the Partner) to the NPN that actually makes the shipment of the AINs. In this case, typing in the ship-to PIN/NPN provides a second opportunity to validate the PIN or NPN. The address, city, and state information is automatically filled in the appropriate fields for consideration when completing the shipment report.

- **The destination PIN/NPN was retrieved from the database.**

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information	
<div style="display: flex; justify-content: space-between;"> AINs Package AIN Collection </div>	
Starting AIN:	840003000010361
Number of AINs Shipped:	10
Ending AIN (calculated):	840003000010370
Event Date: *	9-27-2005 
Source NPN:	002RNRC
Partner NPN Info:	
Partner NPN:	<input type="text" value=""/>
Ship To Information	
PIN/NPN: *	000LITB <input type="button" value="Validate Number"/>
Company:	<input type="text" value=""/>
First Name:	<input type="text" value=""/>
Last Name: *	<input type="text" value=""/>
Street: *	211 PINE ST
City: *	MAYFIELD
State: *	Ohio 
ZIP: *	44133 - 4324
Available Actions	
<input type="button" value="Continue"/>	
Other Actions	
<input type="button" value="Clear"/>	

If the PIN or NPN is a valid ID, address information for the Producer Premises or Nonproducer Participant will be entered into the appropriate fields.

- **The destination PIN/NPN was retrieved from the database.**

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information

AINs
Package
AIN Collection

Starting AIN:	840003000010361
Number of AINs Shipped:	10
Ending AIN (calculated):	840003000010370

Event Date: *

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: *

Company:

First Name:

Last Name: *

Street: *

City: *

State: *

ZIP: * -

Available Actions

Other Actions

If you are shipping AINs on behalf of another entity (an entity with which you have established a relationship – see [Manage Relationships](#) section), select the entity from the [Partner NPN](#) dropdown menu. This will report to the NAIS that the partner is responsible for verifying that the Ship To PIN/NPN is correct.

Type in the contact's [Last Name](#). Then click on the button. The shipment will be recorded in the next step – Verify Shipment.

You are here: [AIN Management](#) / [Report AIN Shipment](#) / [Verify Shipment](#)

AIN Shipment Information	
<input type="button" value="Edit Shipment Info"/>	
Starting AIN:	840003000010361
Number of AINs Shipped:	10
Mfr Package Number:	
Non-Consecutive AINs:	
Event Date:	9-27-2005
Source NPN:	002RNRC
Partner NPN:	
PIN/NPN:	000LITB
Company:	
First Name:	
Last Name:	Cleaver
Street:	211 PINE ST
City:	MAYFIELD
State:	OH
ZIP:	44133-4324
<input type="button" value="Edit Shipment Info"/>	

Available Actions
Please do not double-click!
<input type="button" value="Submit"/>

The Verify Shipment screen will be displayed.

If you are a Nonproducer Participant—


If the ship to information is different from the PIN or NPN address (this would be the case, for example, if AINs are shipped to a business office which is located at a different address than the farm or ranch), if the ship-to PIN/NPN is incorrect, or if the wrong AINs were entered, click on the button to make corrections. If the shipment information is correct, click on the button.


If you are an AIN tag manufacturer—

AINs cannot be shipped from an AIN tag manufacturer unless they are applied to AIN ID tags. Since there are no AIN Products to select on this screen, notify the NAIS System Administrator in Riverdale, MD, to determine the status of AIN Product Codes and Names.

You are here: [AIN Management](#) / [Report AIN Shipment](#) / [Verify Shipment](#)

AIN Shipment Information	
<input type="button" value="Edit Shipment Info"/>	
Starting AIN:	840003000010361
Number of AINs Shipped:	10
Mfr Package Number:	
Non-Consecutive AINs:	
Event Date:	9-27-2005
Source NPN:	002RNRC
Partner NPN:	
PIN/NPN:	000LITB
Company:	
First Name:	
Last Name:	Cleaver
Street:	211 PINE ST
City:	MAYFIELD
State:	OH
ZIP:	44133-4324
<input type="button" value="Edit Shipment Info"/>	

AIN Device Selection
Jones RFID 100 



Available Actions
Please do not double-click!
<input type="button" value="Submit"/>

If you are an AIN tag manufacturer—

When AIN product names are assigned to your NPN, you will be able to select the product to which you are applying the AINs. Select the appropriate AIN product name from the AIN Device Selection drop-down menu.

If there are errors in the shipment information, click on the button to make corrections. If the shipment information is correct, click on the button.


Note: The AIN Device Selection section will not be displayed unless the source NPN is an active AIN tag manufacturer, and the AINs have been allocated but not previously shipped.

- **Success! The shipment event was recorded.**

You are here: [AIN Management](#) / [Report AIN Shipment](#)


AIN Shipment Information

Starting AIN:	<input type="text" value="840003"/>
Number of AINs Shipped:	<input type="text"/>
Ending AIN (calculated):	<input type="text"/>

Event Date: * 

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN: 

Ship To Information

PIN/NPN: *


Company:

First Name:

Last Name: *

Street: *

City: *

State: * 

ZIP: * -

Available Actions

Other Actions

After you submit the AIN Shipment Report, the AIN Shipment will be recorded, and the Report AIN Shipment screen will again be displayed so you can report additional shipments.

You are here: [AIN Management](#) / [Current AIN Holdings](#)

Nonproducer Participant Information

NPN: 002RNRC

AINs

Mfr. Package Num	Start AIN	End AIN	# of AINs
002RNRCRFA0001	840003000010371	840003000010385	15
002RNRCRFA0002	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

After the shipment is recorded, your Current AIN Holdings screen will show that the shipped AINs are no longer in your possession.

Shipping Packages

Note: Only AIN tag manufacturers can create a package. AIN tag managers and resellers will report the shipment of packages when applicable.

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information

AINs **Package** AIN Collection

Mfr Package Number:

Event Date: *

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: *

Company:

First Name:

Last Name: *

Street: *

City: *

State: *

ZIP: * -

Available Actions

Other Actions


Clicking on the Package tab to report the shipment of a package of AINs will display this screen.

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information

AINs | **Package** | **AIN Collection**

Mfr Package Number: 002RNRCRFA0002

Event Date: * 9-27-2005 

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: *

Company:

First Name:

Last Name: *

Street: *

City: *

State: * Alabama

ZIP: * -

Available Actions

Other Actions

Type the package number in the [Mfr Package Number](#) field.

Complete the reporting process by following the steps for shipping AINs above.

Shipping AIN Collections

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information	
AINs	Package
AIN Collection	
Non-Consecutive AINs: <input type="text"/>	
Enter AINs separated by commas. Use dashes to indicate sub-ranges of consecutive AINs. For example, 840003000011450,840003000011452, 840003000011454-840003000011459. Notes; "-" and "," are special characters, and are not allowed in the AIN ID. This application will eliminate duplicate AIN references.	
Use the following to upload a file containing the list of AINs to be processed (the instructions listed immediately above apply to uploaded files).	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="File Upload"/>	
Event Date: *	<input type="text" value="9-27-2005"/>
Source NPN:	002RNRC
Partner NPN Info:	
Partner NPN:	<input type="text"/>
Ship To Information	
PIN/NPN: *	<input type="text"/> <input type="button" value="Validate Number"/>
Company:	<input type="text"/>
First Name:	<input type="text"/>
Last Name: *	<input type="text"/>
Street: *	<input type="text"/>
City: *	<input type="text"/>
State: *	Alabama
ZIP: *	<input type="text"/> - <input type="text"/>
Available Actions	
<input type="button" value="Continue"/>	
Other Actions	
<input type="button" value="Clear"/>	

Clicking on the AIN Collection tab to report the shipment of a collection of non-consecutive AINs will display this screen.

Type the AINs being shipped in the [Non-Consecutive AINs](#) field. Indicate a series of AINs with a hyphen, and separate AINs and series of AINs with a comma.

Alternately, you can upload a file containing the non-consecutive AINs being shipped. Click on the button, select the file containing the AINs being shipped, then click the button. The file should be a text (.txt) file, and the AINs in the file should follow the same rules as for entering AINs manually.

Complete the reporting process by following the steps for shipping AINs above.

REPORT AIN SHIPMENT FROM CURRENT AIN HOLDINGS

You are here: [AIN Management](#) / [Current AIN Holdings](#)

Nonproducer Participant Information

NPN: 002RNRC

AINs

Mfr. Package Num	Start AIN	End AIN	# of AINs
	840003000010371	840003000010385	15
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

You can report an AIN shipment from the Current AIN Holdings screen.

To report a shipment of AINs, click on the [Start AIN](#) link for the AINs you want to ship.

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information

AINs | Package | AIN Collection

Starting AIN: 840003000010371

Number of AINs Shipped:

Ending AIN (calculated):

Event Date: * 9-27-2005

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: *

Company:

First Name:

Last Name: *

Street: *

City: *

State: * Alabama

ZIP: * -

Available Actions

Other Actions

The AINs tab of the Report AIN Shipment screen will be displayed and the [Start AIN](#) that you clicked on in the Current AIN Holdings screen will be entered in the [Starting AIN](#) field. Complete the reporting process by following the steps for shipping AINs above.

You are here: [AIN Management](#) / [Current AIN Holdings](#)

Nonproducer Participant Information

NPN: 002RNRC



AINs

Mfr. Package Num	Start AIN	End AIN	# of AINs
002RNRCRFA0001	840003000010371	840003000010385	15
002RNRCRFA0002	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

You can also report a package shipment from the Current AIN Holdings screen.

To report a shipment of a package of AINs, click on the [Mfr. Package Num](#) link for the package of AINs you want to ship.

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information	
AINs Package AIN Collection	
Mfr Package Number:	002RNRCRFA0002
Event Date: *	9-27-2005 
Source NPN:	002RNRC
Partner NPN Info:	
Partner NPN:	<input type="text"/>
Ship To Information	
PIN/NPN: *	<input type="text"/> <input type="button" value="Validate Number"/>
Company:	<input type="text"/>
First Name:	<input type="text"/>
Last Name: *	<input type="text"/>
Street: *	<input type="text"/>
City: *	<input type="text"/>
State: *	Alabama 
ZIP: *	<input type="text"/> - <input type="text"/>
Available Actions	
<input type="button" value="Continue"/>	
Other Actions	
<input type="button" value="Clear"/>	

The Package tab of the Report AIN Shipment screen will be displayed and the [Mfr. Package Num](#) that you clicked on in the Current AIN Holdings screen will be entered in the [Mfr. Package Number](#) field.

Complete the reporting process by following the steps for shipping AINs above.

REPORT AIN SHIPMENT FROM VALIDATE PIN/NPN

- **The Producer Premises/Nonproducer Participant was retrieved from the database.**
- **If the Response Information is not correct, please contact your state premises registration official to make changes.**

You are here: [AIN Management](#) / [Validate PIN/NPN](#)

Request	
PIN/NPN:	<input type="text" value="003RNRC"/>
	<input type="button" value="Validate Number"/>
Response Information	
PIN/NPN:	003RNRC
Street:	East 61st Street
City, State, ZIP:	NEW YORK, NY 10021-3201
Operation Description:	Nonproducer Participant
Available Actions:	
Ship AINs to This PIN/NPN	

You can report an AIN shipment from the Validate PIN/NPN screen.

To report a shipment of AINs, click on the [Ship AINs to This PIN/NPN](#) link.

You are here: [AIN Management](#) / [Report AIN Shipment](#)

AIN Shipment Information													
<table border="1"> <thead> <tr> <th>AINs</th> <th>Package</th> <th>AIN Collection</th> </tr> </thead> <tbody> <tr> <td>Starting AIN:</td> <td>840003</td> <td></td> </tr> <tr> <td>Number of AINs Shipped:</td> <td></td> <td></td> </tr> <tr> <td>Ending AIN (calculated):</td> <td></td> <td></td> </tr> </tbody> </table>		AINs	Package	AIN Collection	Starting AIN:	840003		Number of AINs Shipped:			Ending AIN (calculated):		
AINs	Package	AIN Collection											
Starting AIN:	840003												
Number of AINs Shipped:													
Ending AIN (calculated):													
Event Date: *	9-27-2005												
Source NPN:	004BV5H												
Partner NPN Info:													
Partner NPN:	<input type="text" value=""/>												
Ship To Information													
PIN/NPN: *	003RNRC <input type="button" value="Validate Number"/>												
Company:	Barracuda, Ltd.												
First Name:	Alan												
Last Name: *	Brady												
Street: *	EAST 61ST ST												
City: *	NEW YORK												
State: *	New York <input type="text" value=""/>												
ZIP: *	10021 - 3201												
Available Actions													
<input type="button" value="Continue"/>													
Other Actions													
<input type="button" value="Clear"/>													

The AINs tab of the Report AIN Shipment screen will be displayed and the Ship To Information for the Producer Premises or Nonproducer Participant that was displayed in the Validate PIN/NPN screen will be entered in the appropriate fields.

Complete the reporting process by following the steps for shipping AINs above.

REPORT AIN SHIPMENT FROM NONPRODUCER PARTICIPANT CONTACT

- **The Producer Premises/Nonproducer Participant was retrieved from the database.**
- **If the Response Information is not correct, please contact your state premises registration official to make changes.**

You are here: [AIN Management](#) / [Validate PIN/NPN](#)

Request

PIN/NPN:

Response Information

PIN/NPN: 003RNRC

Street: East 61st Street

City, State, ZIP: NEW YORK, NY 10021-3201

Operation Description: Nonproducer Participant

Available Actions:

[Ship AINs to This PIN/NPN](#)

Nonproducer Participant Contacts

Contact	Type	City	State	Email
Mel Cooley	Primary	New Rochelle	NY	mel.cooley@barracudaltd.com
Buddy Sorrell	Sales	New Rochelle	NY	buddy.sorrell@barracudaltd.com

You can report an AIN shipment to a Nonproducer Participant Contact, if displayed on the Validate PIN/NPN screen.

Click on the [Contact](#) link.

You are here: [AIN Management](#) / [Validate PIN/NPN](#) / [Mel Cooley](#)

Contact Information

Type: Primary

Full Name: Mel Cooley

Street: 148 Bonny Meadow Road

City, State, ZIP: New Rochelle, NY 10805

Email Address: mel.cooley@barracudaltd.com

Contact Phones

Type	Number
------	--------

Available Actions:

[Ship AINs to This Contact](#)

The Contact screen will be displayed.

To report a shipment of AINs, click on the [Ship AINs to This Contact](#) link.

You are here: [AIN Management / Report AIN Shipment](#)

AIN Shipment Information													
<table border="1"> <thead> <tr> <th>AINs</th> <th>Package</th> <th>AIN Collection</th> </tr> </thead> <tbody> <tr> <td>Starting AIN:</td> <td><input type="text" value="840003"/></td> <td></td> </tr> <tr> <td>Number of AINs Shipped:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Ending AIN (calculated):</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>		AINs	Package	AIN Collection	Starting AIN:	<input type="text" value="840003"/>		Number of AINs Shipped:	<input type="text"/>		Ending AIN (calculated):	<input type="text"/>	
AINs	Package	AIN Collection											
Starting AIN:	<input type="text" value="840003"/>												
Number of AINs Shipped:	<input type="text"/>												
Ending AIN (calculated):	<input type="text"/>												
Event Date: *	<input type="text" value="9-27-2005"/>												
Source NPN:	004BV5H												
Partner NPN Info:													
Partner NPN:	<input type="text"/>												
Ship To Information													
PIN/NPN: *	<input type="text" value="003RNRC"/> <input type="button" value="Validate Number"/>												
Company:	<input type="text"/>												
First Name:	<input type="text" value="Mel"/>												
Last Name: *	<input type="text" value="Cooley"/>												
Street: *	<input type="text" value="148 BONNY MEADOW"/>												
City: *	<input type="text" value="NEW ROCHELLE"/>												
State: *	<input type="text" value="New York"/>												
ZIP: *	<input type="text" value="10805"/> - <input type="text" value="3552"/>												
Available Actions													
<input type="button" value="Continue"/>													
Other Actions													
<input type="button" value="Clear"/>													

The AINs tab of the Report AIN Shipment screen will be displayed and the Ship To Information for the Producer Premises or Nonproducer Participant that was displayed in the Contact screen will be entered in the appropriate fields.

Complete the reporting process by following the steps for shipping AINs above.

MANAGE RELATIONSHIPS – MANUFACTURERS

WHEN TO USE

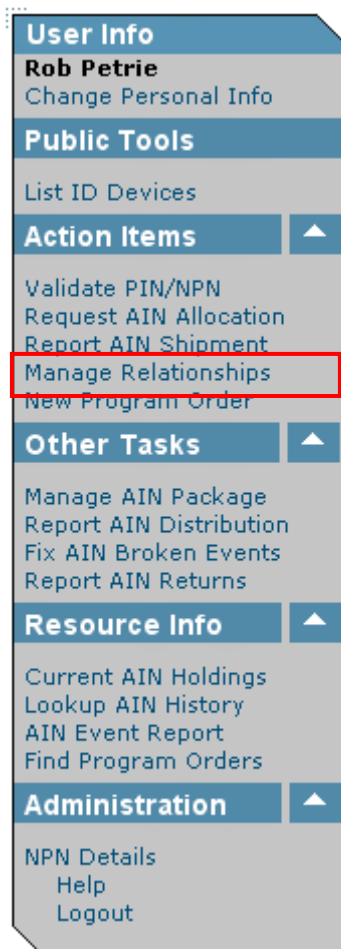
To initiate the role of AIN tag manager with another entity. Manufacturers that also ship AINs will nominate themselves for the role of AIN tag manager.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓		

PERFORMING THE ACTION

Mfr Admin



To manage relationships with other NPNs, click on [Manage Relationships](#).

MANUFACTURER REGISTRATION (Completing Company Information)



To view details about your NPN, click on [NPN Details](#).

You are here: [AIN Management](#) / [NPN Details](#)

Nonproducer Participant Information	
NPN:	000LITB
Name:	WARD CLEAVER
Street:	211 PINE ST
City, State, ZIP:	MAYFIELD, OH 44122-4324
County:	CUYAHOGA
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations

The NPN Details screen will be displayed. Nonproducer Participant Information includes name and address information and the status of the NPN. Available Actions includes main-

taining information about States Served, NPN Users, and NPN Locations. It also includes maintaining information about NPN Relationships – relationships with other NPNs within the AIN Management System.

Click on [NPN Relationships](#) on this screen, or [Manage Relationships](#) on the menu to view and edit relationships.

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

Relationships Initiated

Relationships Accepted

Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	Active
NPN	Name	Role Nominated	Approved	Approved	

The NPN Relationships screen will be displayed. There are two kinds of relationships which can be displayed on this screen – relationships which have been originated by your NPN (under the [Relationships Initiated](#) tab), and relationships which have been originated by another NPN (under the [Relationships Accepted](#) tab).

Relationships are established in the following way:

USDA will “nominate” an NPN to be an AIN tag manufacturer when an AIN tag manufacture application is received. Once the manufacturer has devices that are authorized for use in the NAIS and the manufacturer’s agreement has been signed, USDA will activate the relationship. Then the NPN will be able to exercise the rights and responsibilities of an AIN tag manufacturer.

An AIN tag manufacturer can then “nominate” an NPN to be an AIN tag manager. In this case, the NPN must also access [Manage Relationships](#) in the AIN Management System to activate the relationship. Once the relationship is established, the NPN is able to exercise the rights and responsibilities of an AIN tag manager.

An AIN tag manager can then “nominate” an NPN to be an AIN tag reseller. The NPN must also access [Manage Relationships](#) in the AIN Management System to activate the relation-

ship. Once the relationship is established, the NPN is able to exercise the rights and responsibilities of an AIN tag reseller.

Note: All relationships are established from a tier hierarchy: USDA nominates manufacturers; manufacturers nominate managers; managers nominate resellers. No NPN, other than an AIN tag manufacturer nominating itself as an AIN tag manager, can nominate itself for a particular role. NPNs can only respond to nominations to become active in a particular role.

On the screens displayed above, the NPN has not been nominated for any role ([Relationships Accepted](#)), and consequently cannot nominate any other NPN for a role ([Relationships Initiated](#)).

- **The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

[Create Relationship](#)

Relationships Initiated				Relationships Accepted	
Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	
NPN	Name	Role Nominated	Approved	Approved	Active
USDA	null	Manufacturer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

When an NPN has been approved by USDA for the role of AIN tag manufacturer, the nominated role will be displayed under the [Relationships Accepted](#) tab. The relationship has been approved by the nominating entity (USDA), as well as by the nominated entity (you). Consequently, the relationship is active.

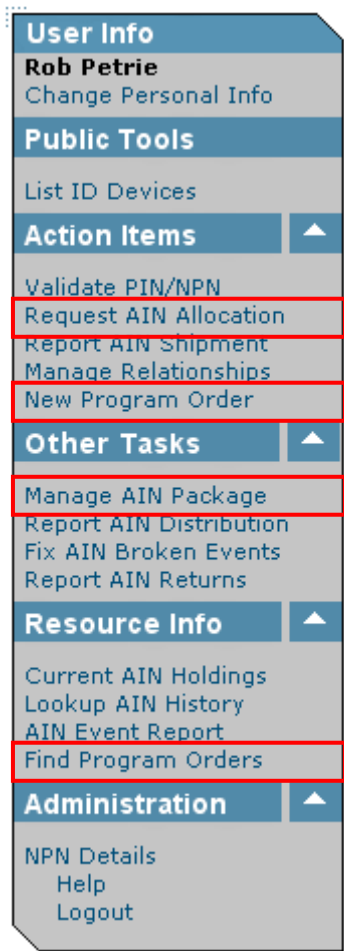
Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

You are here: [AIN Management](#) / [NPN Details](#)

Nonproducer Participant Information	
NPN:	003RNRC
Name:	ROB PETRIE
Street:	148 BONNY MEADOW RD
City, State, ZIP:	NEW ROCHELLE, NY 10805-3201
County:	WESTCHESTER
Number of AINs Shipped:	2050
Manufacturer Name:	BARRACUDA, LTD.
NPN Homepage Url:	http://www.barracudaltd.com
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations
Manufacturer Packages	

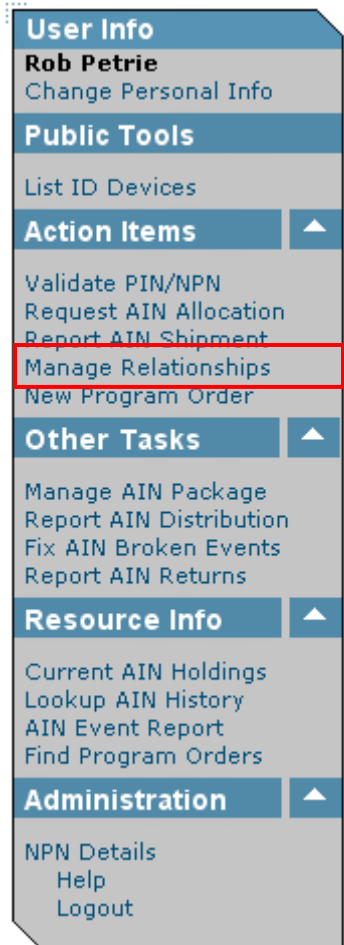
Once an NPN has been established as an AIN tag manufacturer, the [NPN Details](#) will display additional information: Number of AINs Shipped, Manufacturer Name, and NPN Homepage URL. An Available Action link, [Manufacturer Packages](#), has also been added.



In addition, several new options have been added to the menu bar.

The NPN is now established as an AIN tag manufacturer and is able to establish manufacturer-manager relationships with other NPNs.

CREATING A MANUFACTURER-MANAGER RELATIONSHIP – OTHER NPN



To create a manufacturer-manager relationship with another NPN, click on [Manage Relationships](#).

Note: AIN tag managers are NPN entities with which you have a marketing agreement for the distribution of AIN tags. They will need to provide the AIN tag manufacturer with their NPN.


- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

Create Relationship 

My Company's Role		Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved	Approved		ive
Manufacturer	003RNRC	Barracuda, L	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

The NPN Relationships screen will be displayed. To create a new relationship, click on [Create Relationship](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#) / [Create Relationship](#)

Entity Relationship Info

NPN: 003RNRC

NPN Role:

Partner NPN:

Partner NPN Role:

The Create Relationship screen will be displayed.

As an AIN tag manufacturer, you will only be able to select **Manufacturer** from the [NPN Role](#) drop-down menu. And, since manufacturers can only create relationships with AIN tag managers, you will only be able to select **Manager** from the [Partner NPN Role](#) drop-down menu.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#) / [Create Relationship](#)

Entity Relationship Info

NPN:

NPN Role:

Partner NPN: ←

Partner NPN Role:

Type in the NPN of the entity you are nominating for the role of AIN tag manager in the **Partner NPN** field. Then click on the button to create the relationship.

- **The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN:

Available Actions

[Create Relationship](#)

Relationships Initiated		Relationships Accepted				
My Company's Role	Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved		
Manufacturer	000LITB	Beaver Distri.	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
Manufacturer	003RNRC	Barracuda, L	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

The NPN Relationships screen will be displayed. The new relationship has been created, but it must be approved (accepted) by the nominated entity before it is active.

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 000LITB

Available Actions

Relationships Initiated				Relationships Accepted	
Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	
NPN	Name	Role Nominated	Approved	Approved	Active
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No

The nominated entity’s NPN Relationships screen (which is shown here for explanation—you will not see this screen) shows that you have nominated them for the role of AIN tag manager, but that the relationship is not active until they approve (accept) the relationship.

- **The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 000LITB

Available Actions

Create Relationship

Relationships Initiated				Relationships Accepted		
Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company		Active
NPN	Name	Role Nominated	Approved	Approved		
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	

The nominated entity's NPN Relationships screen (which is shown here for explanation—you will not see this screen) shows that they have approved (accepted) the relationship, which is now active.

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

[Create Relationship](#)

Relationships Initiated

Relationships Accepted

My Company's Role	Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved	Approved	
Manufacturer	000LITB	Beaver Distri.	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
Manufacturer	003RNRC	Barracuda, L	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

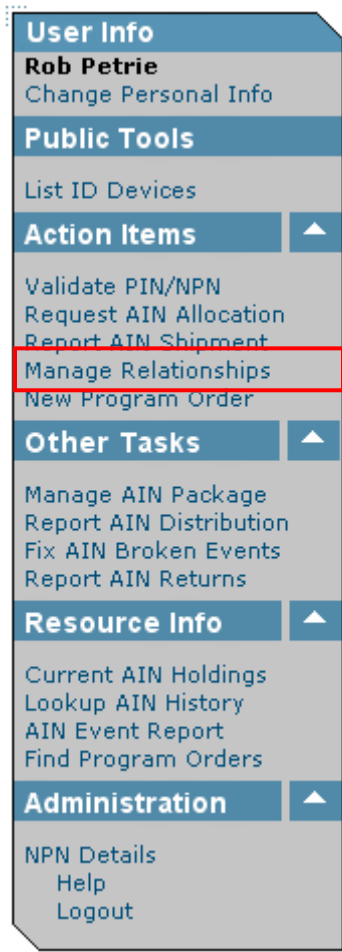
Your NPN Relationships screen now shows that the relationship has been accepted by the nominated entity, and is active.

In this example, Barracuda, Ltd., has an active manager relationship with themselves and one with Beaver Distribution.

Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

CREATING A MANUFACTURER-MANAGER RELATIONSHIP – SAME NPN

It will frequently be the case that the entity which manufactures AIN ID devices (AIN tags) will also manage the distribution of the tags. In these cases, the entity will function both as an AIN tag manufacturer and an AIN tag manager. Even though the two roles are performed by one entity, a relationship must be created within the AIN Management System to reflect the two roles.



To assign the role of AIN tag manager for yourself as an AIN tag manufacturer, you must establish a relationship with yourself. Click on [Manage Relationships](#).

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

[Create Relationship](#)

Relationships Initiated		Relationships Accepted				
My Company's Role	Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved		

The NPN Relationships screen will be displayed. To create a new relationship, establishing the additional role of AIN tag manager, click on [Create Relationship](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#) / [Create Relationship](#)

Entity Relationship Info

NPN:

NPN Role:

Partner NPN:

Partner NPN Role:

The Create Relationship screen will be displayed.

<input type="text" value="Manufacturer"/>	<input type="text" value="Manager"/>
<input type="text" value="Manufacturer"/>	<input type="text" value="Manager"/>

As an AIN tag manufacturer, you will only be able to select **Manufacturer** from the **NPN Role** drop-down menu. And, since manufacturers can only create relationships with AIN tag managers, you will only be able to select **Manager** from the **Partner NPN Role** drop-down menu.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#) / [Create Relationship](#)

Entity Relationship Info

NPN:

NPN Role:

Partner NPN:

Partner NPN Role:

Since you are establishing yourself as an AIN tag manager, type your own NPN in the [Partner NPN](#) field. Then click on the button to create the relationship.

- **The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN:

Available Actions

[Create Relationship](#)

Relationships Initiated		Relationships Accepted				
My Company's Role	Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved		
Manufacturer	003RNRC	Barracuda, L	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No

The NPN Relationships screen will be displayed. Since the relationship has been established with yourself, it appears under both tabs. The [Relationships Initiated](#) tab indicates that you created the relationship.

- Your role ([My Company's Role](#)) is Manufacturer.
- The entity for which you are creating a relationship ([Entity Nominated by My Company](#)) is yourself. Your NPN and Name are displayed.
- The role you have requested (for yourself) is Manager ([Role Requested](#)).

- From your role as Manufacturer, the relationship is **Approved**.
- From your role as Manager, the relationship is *not* **Approved**.
- The relationship is *not* active.

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

Create Relationship

Relationships Initiated				Relationships Accepted		
Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company		Active
NPN	Name	Role Nominated	Approved	Approved		
USDA	null	Manufacturer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	

The [Relationships Accepted](#) tab indicates that the relationship was created for you.

- The entity which created the relationship ([Entity and Information that Nominated My Company](#)) is yourself. Your NPN and Name are displayed.
- The role which is being created for you ([Role Nominated](#)) is Manager.
- From your role as Manufacturer, the relationship is **Approved**.
- From your role as Manager, the relationship is *not* **Approved**.
- The relationship is *not* active.

- **The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

Create Relationship

Relationships Initiated				Relationships Accepted	
Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	
NPN	Name	Role Nominated	Approved	Approved	Active
USDA	null	Manufacturer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

In order for the relationship to be active, both the entity which created the relationship and the entity for which the relationship was created have to approve the relationship. As manufacturer, you created the relationship with the manager, and the relationship defaulted to Approved when the relationship was initiated. As manager, you have to approve the relationship to activate it. To approve the relationship, click the [Approved](#) check box. The relationship will then be shown to be active.

Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

- **Success! The relationships were found.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 003RNRC

Available Actions

Create Relationship

Relationships Initiated		Relationships Accepted				
My Company's Role	Entity Nominated by My Company		Administration of the Relationship Defined by My Company		Relationship Status per Other Entity	Active
	NPN	Name	Role Requested	Approved		
Manufacturer	003RNRC	Barracuda, L	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

Under the [Relationships Initiated](#) tab as well, the relationship is shown to be active.

MANAGE AIN PACKAGE

WHEN TO USE

AINs are tracked in the AIN Management System as individual numbers. However, to ship and track groups of AINs to an entity more efficiently, you can create a package of consecutive or non-consecutive AINs, or a package of packages.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓		

PERFORMING THE ACTION

Before you can create a package of AINs, you need to know what AINs are in your possession, and whether there are sufficient AINs to make up the package(s) you want. *See Current AIN Holdings section.*

Mfr Admin

The screenshot shows a vertical menu for 'Mfr Admin' with the following sections and items:

- User Info**
 - Rob Petrie
 - Change Personal Info
- Public Tools**
 - List ID Devices
- Action Items**
 - Validate PIN/NPN
 - Request AIN Allocation
 - Report AIN Shipment
 - Manage Relationships
 - New Program Order
- Other Tasks**
 - Manage AIN Package** (highlighted with a red box)
 - Report AIN Distribution
 - Fix AIN Broken Events
 - Report AIN Returns
- Resource Info**
 - Current AIN Holdings
 - Lookup AIN History
 - AIN Event Report
 - Find Program Orders
- Administration**
 - NPN Details
 - Help
 - Logout

To create a package of AINs, click on [Manage AIN Package](#).

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#)

Manufacturer			
Manufacturer ID: 002RNRC			
Available Actions			
Create New Package			
Packages			
Mfr.Package Num	Status	# of AINs	Action

The Manufacturer Packages screen will be displayed.

If you have not created any packages, or if you have shipped all the packages which you have created, the Packages list will be empty.

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#)

Manufacturer			
Manufacturer ID: 002RNRC			
Available Actions			
Create New Package			
Packages			
Mfr.Package Num	Status	# of AINs	Action
002RNRCRFA0002	Intact	25	break
002RNRCRFA0001	Broken	25	Broken

If you have created packages which you have not yet shipped, they will appear in the Packages list.

The [Mfr. Package Num](#) is the number which you have assigned to the package of AINs. The first part of the number is your NPN, and the second part is a unique number which you have created. This numbering format ensures the manufacturer package numbers are unique across all manufacturers.

The [Status](#) of the package may be either Intact or Broken. When a package has been created, it can later be broken by clicking on the [break](#) link. If AINs within a package are shipped independently from shipping the entire package, the package will automatically be broken. Once a package has been broken, it cannot be repackaged.

The [# of AINs](#) indicates the size of the package.

To create a new package of AINs, click on [Create New Package](#).

CONSECUTIVE AINS

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [New Package](#)

Package Information

Manufacturer ID:

If packaging a consecutive range of AINs, use the AINs tab. If packaging a non-consecutive set of AINs, use the AIN Collection tab. If assembling a package from other packages, use the Child Packages tab.

AINs
 Child Packages
 AIN Collection

Starting AIN:

Number of AINs in Package:

Ending AIN (calculated):

Mfr Package Number: 002RNRC

The New Package screen will be displayed. AIN packages can be created from consecutive AINs ([AINs](#) tab), other packages ([Child Packages](#) tab), or non-consecutive AINs ([AIN Collection](#) tab).

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [New Package](#)

Package Information

Manufacturer ID:

If packaging a consecutive range of AINs, use the AINs tab. If packaging a non-consecutive set of AINs, use the AIN Collection tab. If assembling a package from other packages, use the Child Packages tab.

AINs
 Child Packages
 AIN Collection

Starting AIN:

Number of AINs in Package:

Ending AIN (calculated):

Mfr Package Number: 002RNRC

Type the beginning AIN for the series of AINs you want to include in the package in the Starting AIN field. This number must be in your possession. (See *Current AIN Holdings* sec-

tion.) Type the number of AINs you want to include in the package in the [Number of AINs in Package](#) field. The [Ending AIN](#) will be automatically calculated.

Type a unique package identifying number in the [Mfr Package Number](#) field. Your NPN will be appended to the beginning of the Mfr Package Number to identify the source of the package. If this field is left blank, a sequence number will be automatically generated to create a unique package number.

After all information has been entered, click on the [Save Package Info](#) button to create the package.

- **Success! The AIN bag was created.**

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#)

Manufacturer						
Manufacturer ID: 002RNRC						
Packages						
Mfr.Package Num	Status	Start AIN	End AIN	# of AINs	Action	
002RNRCRFA0001	Intact	840003000010361	840003000010385	25	break	
Available Actions						
Create New Package						

If there is a sufficient number of AINs in your possession to create the package, the package number and its contents will be added to the list of packages. If there are not enough AINs in your possession to complete the series you have specified, an error message will be displayed.

Click on the [Mfr Package Num](#) link to display the package information.

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [RFA0001](#)

Package Information	
Manufacturer ID:	002RNRC
Starting AIN:	
Number of AINs in Package:	
Ending AIN (calculated):	
Non-Consecutive AINs:	840003000010361-840003000010385
Mfr Package Number:	002RNRC <input type="text" value="RFA0001"/>
Save Package Info	

Once a package has been created, the contents of the package cannot be changed. However, you can change the package number. To do so, type in the new package number in the Mfr Package Number field. Then click on the [Save Package Info](#) button to change the package number.

CHILD PACKAGES

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [New Package](#)

Package Information

Manufacturer ID: 002RNRC

If packaging a consecutive range of AINs, use the AINs tab. If packaging a non-consecutive set of AINs, use the AIN Collection tab. If assembling a package from other packages, use the Child Packages tab.

AINs **Child Packages** **AIN Collection**

Child Packages:

Use this to put child packages in to this package. Enter child packages separated by commas. Note, a child package can only exist in at most one parent package. Packages can not have both AINs and packages. Also, the contents of the package can not be changed once set, so please make sure you have all the child packages put together before putting them into this package.

Mfr Package Number: 002RNRC

To create a package from other packages, click on the [Child Packages](#) tab.

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [New Package](#)

Package Information

Manufacturer ID: 002RNRC

If packaging a consecutive range of AINs, use the AINs tab. If packaging a non-consecutive set of AINs, use the AIN Collection tab. If assembling a package from other packages, use the Child Packages tab.

Child Packages: 002RNRCRFA0001, 002RNRCRFA0002

Use this to put child packages in to this package. Enter child packages separated by commas. Note, a child package can only exist in at most one parent package. Packages can not have both AINs and packages. Also, the contents of the package can not be changed once set, so please make sure you have all the child packages put together before putting them into this package.

Mfr Package Number: 002RNRC

Type in the numbers of the packages you want to include in this package. Separate the package numbers by commas. *Note: Only packages can be included in a new package under the Child Packages tab. Also, packages and AINs cannot be included in the same package.*

Type a unique package identifying number in the [Mfr Package Number](#) field. Your NPN will be appended to the beginning of the Mfr Package Number to identify the source of the package.

After all information has been entered, click on the button to create the package.

AIN COLLECTIONS

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#) / [New Package](#)

Package Information

Manufacturer ID: 002RNRC

If packaging a consecutive range of AINs, use the [AINs](#) tab. If packaging a non-consecutive set of AINs, use the [AIN Collection](#) tab. If assembling a package from other packages, use the [Child Packages](#) tab.

[AINs](#) [Child Packages](#) [AIN Collection](#)

Non-Consecutive AINs:

Enter AINs separated by commas. Use dashes to indicate sub-ranges of consecutive AINs. For example, 840003000011450,840003000011452, 840003000011454-840003000011459. Notes; "-" and "," are special characters, and are not allowed in the AIN ID. This application will eliminate duplicate AIN references.

Use the following to upload a file containing the list of AINs to be processed (the instructions listed immediately above apply to uploaded files).

Mfr Package Number: 002RNRC

To create a package from non-consecutive AINs, click on the [AIN Collection](#) tab.

Type in the AINs you want to include in the package in the [Non-Consecutive AINs](#) field. Indicate a series of AINs with a hyphen, and separate AINs and series of AINs with a comma.

Alternately, you can upload a file containing the non-consecutive AINs being packaged. Click on the button, select the file containing the AINs, then click the button. The file should be a text (.txt) file, and the AINs in the file should follow the same rules as for entering AINs manually.

Type a unique package identifying number in the [Mfr Package Number](#) field. Your NPN will be appended to the beginning of the Mfr Package Number to identify the source of the package.

After all information has been entered, click on the button to create the package.

BREAKING A PACKAGE

Mfr Admin

The screenshot shows a vertical navigation menu for 'Mfr Admin'. The menu is organized into several sections, each with a blue header and a right-pointing arrow:

- User Info**: Rob Petrie, Change Personal Info
- Public Tools**: List ID Devices
- Action Items**: Validate PIN/NPN, Request AIN Allocation, Report AIN Shipment, Manage Relationships, New Program Order
- Other Tasks**: **Manage AIN Package** (highlighted with a red box), Report AIN Distribution, Fix AIN Broken Events, Report AIN Returns
- Resource Info**: Current AIN Holdings, Lookup AIN History, AIN Event Report, Find Program Orders
- Administration**: NPN Details, Help, Logout

After a package has been created, it can be broken at a later time to permit shipping a smaller number of AINs from the package. Click on [Manage AIN Package](#) to break a package of AINs.

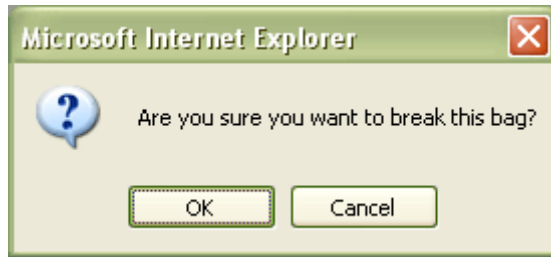
You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#)

The screenshot shows the 'Manufacturer Packages' screen. It includes a form for 'Manufacturer' with the ID '002RNR C', a section for 'Available Actions' with a 'Create New Package' link, and a table of packages. The 'break' link in the 'Action' column of the first row is highlighted with a red box.

Mfr.Package Num	Status	# of AINs	Action
002RNR CRFA0002	Intact	25	break
002RNR CRFA0001	Broken	25	Broken

The Manufacturer Packages screen will be displayed.

Click on [break](#) for the package you want to break.



You will be asked to confirm that you want to break the package. Click on the button to break the package.

You are here: [AIN Management](#) / [NPN Details](#) / [Manufacturer Packages](#)

Manufacturer			
Manufacturer ID: 002RNR C			
Available Actions			
Create New Package			
Packages			
Mfr. Package Num	Status	# of AINs	Action
002RNR CRFA0002	Broken	25	Broken
002RNR CRFA0001	Broken	25	Broken

The status of the package will be changed to Broken.

If AINs within a package are shipped independently from shipping the entire package, the package will automatically be broken.

Note: The AINs in the broken package cannot be placed in a new package. They must be tracked individually from this point on.

REPORT AIN DISTRIBUTION

WHEN TO USE

Whenever you, as a third party, are reporting a shipment of AINs from a Nonproducer Participant to another Nonproducer Participant or a Producer Premises, where the AINs have not been in your possession, but you have processed the AIN order.

Note: This is an optional reporting procedure. The responsibility of reporting the shipping records remains with the entity that has possession of the AIN tag. This option is provided if the third party desires to submit a distribution record. It does NOT fulfill the requirements of the shipping NPN.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

Mfr Admin

NPN Admin

To report the distribution of AINs (a shipment of AINs that were not in your possession), click on [Report AIN Distribution](#).

You are here: [AIN Management](#) / [Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs

Package

AIN Collection

Starting AIN:

Number of AINs Shipped:

Ending AIN (calculated):

Event Date:

Source NPN: *

Requesting NPN:

Requesting NPN Role:

Validate Source Number

Destination Info

PIN/NPN: *

Company:

First Name:

Last Name:*

Street:

City:*

State:

ZIP:* -

(*) indicates a required field

Validate Number

Associate Shipment

Other Actions

Clear

The [Report AIN Distribution](#) screen will be displayed.

You are here: [AIN Management](#) / [Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs

Package

AIN Collection

Starting AIN:	<input type="text" value="840003000010361"/>	
Number of AINs Shipped:	<input type="text" value="10"/>	
Ending AIN (calculated):	<input type="text" value="840003000010370"/>	

Event Date:	<input type="text" value="12-13-2005"/>		
Source NPN: *	<input type="text"/>	<input type="button" value="Validate Source Number"/>	
Requesting NPN:	<input type="text" value="000LITB"/>		
Requesting NPN Role:	<input type="text" value="Manager"/>		

Destination Info

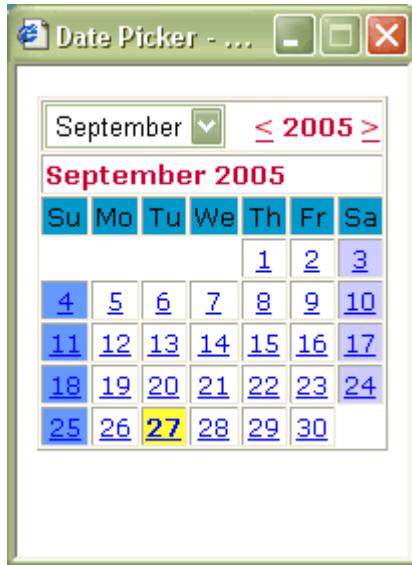
PIN/NPN: *	<input type="text"/>	<input type="button" value="Validate Number"/>
Company:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:*	<input type="text"/>	
Street:	<input type="text"/>	
City:*	<input type="text"/>	
State:	<input type="text" value="Alabama"/>	
ZIP:*	<input type="text"/> - <input type="text"/>	

(*) indicates a required field

Other Actions

There are three ways to enter which AINs you are reporting as shipped, indicated by the three tabs at the top of the AIN Distribution Information section: AINs, Package, and AIN Collection.

With the AINs tab selected, you will need to enter the range of AINs you are reporting as shipped. To record AINs, type in the first AIN in the [Starting AIN](#) field. The AIN will begin with 840003. Type in the number of AINs being shipped in the [Number of AINs Shipped](#) field. The [Ending AIN](#) will be automatically calculated.



The **Event Date** will default to today's date. Type in the shipping date in the **Event Date** field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.

You are here: [AIN Management / Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs	Package	AIN Collection
Starting AIN:	840003000010361	
Number of AINs Shipped:	10	
Ending AIN (calculated):	840003000010370	

Event Date: 12-13-2005

Source NPN: * 002RNRC

Requesting NPN: 000LITB

Requesting NPN Role: Manager

Destination Info

PIN/NPN: *

Company:

First Name:

Last Name:*

Street:

City:*

State: Alabama

ZIP:* -

(*) indicates a required field

Other Actions

Type in the NPN of the Nonproducer Participant which is shipping the AINs. Then click on the button to validate the NPN.

- **The source PIN/NPN was retrieved from the database.**

You are here: [AIN Management](#) / [Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs

Package

AIN Collection

Starting AIN:	<input type="text" value="840003000010361"/>	
Number of AINs Shipped:	<input type="text" value="10"/>	
Ending AIN (calculated):	<input type="text" value="840003000010370"/>	

Event Date:

Source NPN: *

Requesting NPN:

Requesting NPN Role:

Destination Info

PIN/NPN: *	<input type="text"/>	<input type="button" value="Validate Number"/>
Company:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:*	<input type="text"/>	
Street:	<input type="text"/>	
City:*	<input type="text"/>	
State:	<input type="text" value="Alabama"/> <input type="button" value="v"/>	
ZIP:*	<input type="text"/> - <input type="text"/>	

(*) indicates a required field

Other Actions

If the NPN is valid, it will be retrieved from the database.

You are here: [AIN Management / Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs	Package	AIN Collection
Starting AIN:	840003000010361	
Number of AINs Shipped:	10	
Ending AIN (calculated):	840003000010370	

Event Date: 12-13-2005

Source NPN: * 002RNRC

Requesting NPN: 000LITB

Requesting NPN Role: Manager

Destination Info

PIN/NPN: * 004BV8H

Company:

First Name:

Last Name:*

Street:

City:*

State: Alabama

ZIP:* -

(*) indicates a required field

Other Actions

Type in the PIN of the Producer Premises or the NPN of the Nonproducer Participant to which the AINs are being shipped. Then click on the button to validate the PIN or the NPN.

You are here: [AIN Management](#) / [Report AIN Distribution](#)

AIN Distribution Information

Use this form to report an AIN shipment made by another NPN at your request.

AINs

Package

AIN Collection

Starting AIN:	<input type="text" value="840003000010361"/>	
Number of AINs Shipped:	<input type="text" value="10"/>	
Ending AIN (calculated):	<input type="text" value="840003000010370"/>	

Event Date:	<input type="text" value="12-13-2005"/>		
Source NPN: *	<input type="text" value="002RNRC"/>	<input type="button" value="Validate Source Number"/>	
Requesting NPN:	<input type="text" value="000LITB"/>		
Requesting NPN Role:	<input type="text" value="Manager"/>		

Destination Info

PIN/NPN: *	<input type="text" value="004BV8H"/>	<input type="button" value="Validate Number"/>
Company:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:*	<input type="text" value="Drysdale"/>	
Street:	<input type="text" value="518 Crestview Drive"/>	
City:*	<input type="text" value="Beverly Hills"/>	
State:	<input type="text" value="California"/>	
ZIP:*	<input type="text" value="90210"/> - <input type="text" value="5183"/>	

(*) indicates a required field

Other Actions

If the PIN or NPN is a valid ID, address information for the Producer Premises of Nonproducer Participant will be entered into the appropriate fields.

Type in the contact's [Last Name](#). Then click on the button to report the shipment.

FIX AIN BROKEN EVENTS

WHEN TO USE

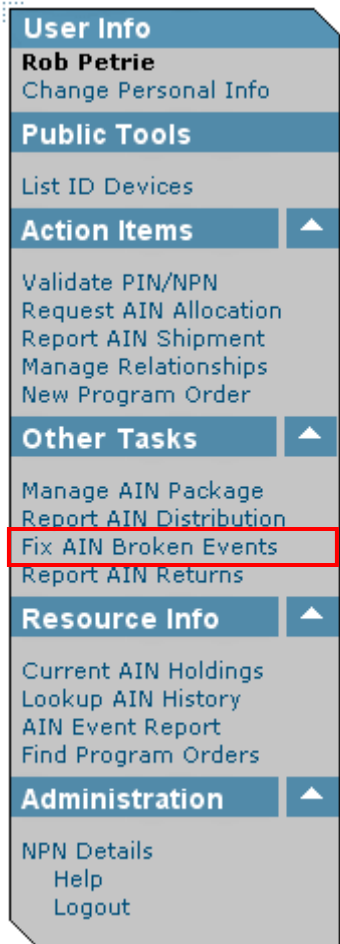
When an entity, whether an AIN tag manufacturer, AIN tag manager, or AIN tag reseller, fails to report a shipment of AINs, and those AINs are later reported as shipped by another entity, a broken event record is created. Notification by e-mail is sent to the last entity in the AIN History prior to the broken event. It is necessary to fix the broken events to ensure that the correct entity is reported as being in possession of the AINs.

APPLICABLE ROLES AND FUNCTIONS

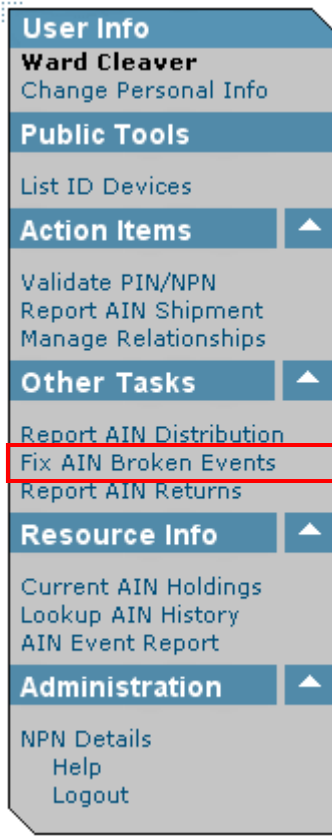
AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

Mfr Admin



NPN Admin



To fix a broken event, click on [Fix AIN Broken Events](#).

You are here: [AIN Management / Fix AIN Broken Events](#)

Nonproducer Participant Information				
NPN:	002RNRC	<input type="button" value="Get Broken Events"/>		
Broken Event Search Results				
Starting AIN	Status	Date	Receiver NPN	Action

The Fix AIN Broken Events screen will be displayed.

Click on the button to list which AINs have broken event records.



You are here: [AIN Management / Fix AIN Broken Events](#)

Nonproducer Participant Information				
NPN:	002RNRC	<input type="button" value="Get Broken Events"/>		
Broken Event Search Results				
Starting AIN	Status	Date	Receiver NPN	Action
840003000010361	BROKEN	08-18-2005	004BV5H	verify/reject

All AINs with broken event records indicating that your entity may not have reported a shipment will be listed. Only broken events with AINs which are or have been in your possession will be listed. To correct the broken event record, click on [verify/reject](#) for the AIN you want to correct.

You are here: AIN Management / Fix AIN Broken Events / Manage Broken Event

AIN Broken Event Information

Non-Consecutive AINs:	8400030000103 61-8400030000103 62	
Source NPN:	002RNRC	
Event Date: *	08-18-2005	
PIN/NPN: *	004BV5H	<input type="button" value="Validate Number"/>
Company:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name: *	<input type="text"/>	
Street:	<input type="text"/>	
City: *	<input type="text"/>	
State: *	Alabama 	
ZIP: *	<input type="text"/> - <input type="text"/>	

The Manage Broken Event screen will be displayed.

The screen will indicate the PIN or NPN for the next entity recorded in the AIN History, along with the date the AIN was shipped from that entity.

To process more than one AIN broken event record, type in the AINs in the Non-Consecutive AINs field. Use hyphens to indicate a consecutive series of AINs, and use commas to separate non-consecutive AINs.

Click on the button to display information about the shipped-to entity.

- **The destination PIN/NPN was retrieved from the database.**

You are here: AIN Management / Fix AIN Broken Events / Manage Broken Event

AIN Broken Event Information		
Non-Consecutive AINs:	8400030000103 61-8400030000103 62	
Source NPN:	002RMRC	
Event Date: *	08-18-2005	
PIN/NPN: *	004BV5H	<input type="button" value="Validate Number"/>
Company:	BHCB Enterprises	
First Name:	Milburn	
Last Name: *	Drysdale	
Street:	518 CRESTVIEW DR	
City: *	BEVERLY HILLS	
State: *	California	
ZIP: *	90210 - 9750	
<input type="button" value="Verify Broken Event"/>		
<input type="button" value="Reject Broken Event"/>		

Entity information for the reported PIN/NPN will be displayed.

If the AIN was shipped by you to the next reported PIN/NPN in the AIN History, click on the button to report the AIN as shipped.

If the AIN was shipped by you, but to an entity other than the next one reported in the AIN History, enter the correct PIN/NPN in the PIN/NPN field. Click on the button to display information about the newly entered shipped-to entity. Then click on the button to report the AIN as shipped.

If the AIN was not shipped by you, and remains in your possession, click on the button to indicate that the next shipment in the AIN History was reported in error.

- **Success! The broken shipment was converted into an actual shipment.**

You are here: [AIN Management](#) / [Fix AIN Broken Events](#)

Nonproducer Participant Information				
NPN:	002RNRC	<input type="button" value="Get Broken Events"/>		
Broken Event Search Results				
Starting AIN	Status	Date	Receiver NPN	Action

A verified or corrected broken event will be recorded as Resolved, and will be removed from the broken event list.

- **The broken event was disabled.**

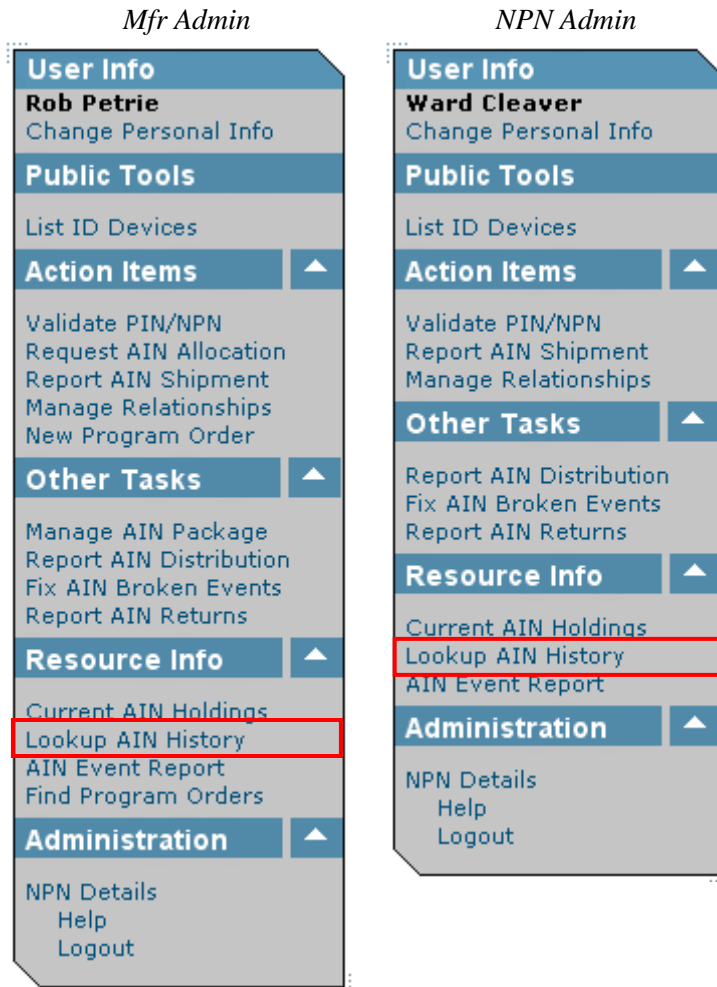
You are here: [AIN Management](#) / [Fix AIN Broken Events](#)

Nonproducer Participant Information				
NPN:	002RNRC	<input type="button" value="Get Broken Events"/>		
Broken Event Search Results				
Starting AIN	Status	Date	Receiver NPN	Action

A rejected broken event will be recorded as Disabled, and will be removed from the broken event list.

UNDERSTANDING BROKEN EVENTS

The AIN History screen displays every time an AIN was reported as shipped. If an AIN was shipped, but the shipment was not reported, a corresponding gap will appear in the AIN History. This gap is a broken event.



Click on [Lookup AIN History](#) in the Menu Bar.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

NPN: 002G96V

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type

The Lookup AIN History screen will be displayed.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

NPN: 002G96V

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type

Type in the AIN you want to track in the [Animal Identification Number](#) field. Be sure to accurately enter the entire 15-digit AIN. Then click on the button.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

1

2

The shipping history of the entered AIN will be displayed. We will examine each event in turn, and identify gaps (broken events) in the AIN History.

- ❶ The AIN was allocated by USDA to Brown, the AIN tag manufacturer (001TAGW).
- ❷ Brown (001TAGW) shipped the AIN to Orwell (002NML6).

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

3

④ Since Orwell was previously shown to be in possession of the AIN, the next event should show Orwell as the Source. However, Brown is shown again as the Source of the shipment. This time, Brown (001TAGW) shipped the AIN to O’Derry (00DELL3). Obviously, Brown could not have shipped the same AIN simultaneously to two different destinations. This indicates a broken event.

When a broken event occurs, an e-mail is sent, notifying the responsible entity that the broken event needs to be fixed. But who is the responsible entity – Brown, Orwell, or O’Derry?

The responsible entity is assumed to be the last entity which had the AIN just prior to the broken event. Therefore, the e-mail would be sent to Orwell. The AIN Management System assumes, in this case, that both shipments reported by Brown are valid, but that Orwell did not report a shipment back to Brown.

It is now Orwell’s responsibility to fix the broken event (*see the Fix AIN Broken Events section*). Orwell will have two options:

- 1 – Report that the AIN was shipped back to Brown and *verify* the broken event. This would indicate that the AIN was again in Brown’s possession, and would close the gap in the AIN History.
- 2 – Deny that Brown shipped the AIN to O’Derry and *reject* the broken event. This would indicate that Brown reported the shipment in error and that the gap in the AIN History was a mistake. *Note: The rejection of a broken event does not appear in the AIN History.*

Even though there is an unresolved broken event, the AIN History shows that the AIN is in O’Derry’s possession at this point.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001 TAGW			06-01-2005	Allocated
001 TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001 TAGW	Brown	IN	00DELL3	O’Derry	KS	06-23-2005	Shipped
00DELL3	O’Derry	KS	001 TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001 TAGW	Brown	IN	07-07-2005	Shipped
001 TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001 TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

4

④ O'Derry (00DELL3) submitted a return to Brown (001TAGW). Because O'Derry was the last entity shown to be in possession of the AIN, this event is valid, even though there is still an unresolved prior broken event. No new e-mail is sent.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001 TAGW			06-01-2005	Allocated
001 TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001 TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001 TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001 TAGW	Brown	IN	07-07-2005	Shipped
001 TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001 TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

5

⑤ Orwell has responded to the e-mail received about the broken event (④ above) by reporting that the AIN was shipped back to Brown and verifying the broken event. This closes the gap in the AIN History. The AIN Management System still shows that Brown is in possession of the AIN.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001 TAGW			06-01-2005	Allocated
001 TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001 TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001 TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001 TAGW	Brown	IN	07-07-2005	Shipped
001 TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001 TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

6

6 Brown (001TAGW) has again shipped the AIN to Orwell (002NML6). Since Brown was the last entity shown to be in possession of the AIN, this is a valid event. Due to this shipment, Orwell is now shown to be in possession of the AIN.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001 TAGW			06-01-2005	Allocated
001 TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001 TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001 TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001 TAGW	Brown	IN	07-07-2005	Shipped
001 TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001 TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

7

8

This next two events show that the AIN was shipped to McDonald. But who shipped the AIN – Brown or Orwell?

⑦ When Brown reported the shipment to McDonald, Orwell was the last entity shown to be in possession of the AIN. Therefore, Orwell will be sent an e-mail about the broken event.

⑧ When Orwell reported the shipment to McDonald, McDonald was already shown to be in possession of the AIN. Therefore, McDonald will be sent an e-mail about the second broken event.

The AIN Management System shows that McDonald is in possession of the AIN. But who shipped the AIN to McDonald – Brown or Orwell? Either event ⑦ or event ⑧ is in error. If Brown shipped the AIN to McDonald, then event ⑧ is in error. But if Orwell shipped the AIN to McDonald, then event ⑦ is in error.

Remember, both Brown and McDonald have received broken event e-mails.

Scenario 1 – Brown shipped the AIN to McDonald.

Orwell would have shipped the AIN back to Brown before Brown could ship the AIN to McDonald. So Orwell would report that the AIN was shipped back to Brown and *verify* the broken event (event ⑦). This would indicate that the AIN was again in Brown's possession, and would close the gap in the AIN History.

McDonald would *reject* Orwell's shipment of the AIN (event ⑧).

Scenario 2 – Orwell shipped the AIN to McDonald.

Since Orwell was still in possession of the AIN, Brown could not have shipped it to McDonald. So Orwell would *reject* the event (event ⑦).

McDonald would *verify* Orwell's shipment of the AIN (event ⑧).

In order to fully resolve this conflict, both broken events must be addressed. Only one of the two can be valid, so one of them must be verified, and one must be rejected.

REPORT AIN RETURNS

WHEN TO USE

If AINs are returned to you from a producer premises, it is reported as an AIN Return. If AINs are returned to you from a Nonproducer Participant to which you have previously shipped AINs, the Nonproducer Participant must report that shipment. (Refer to the Report AIN Shipment section.)

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

Mfr Admin

NPN Admin

The image shows two side-by-side screenshots of user navigation menus. The left menu is for a 'Mfr Admin' user (Rob Petrie) and the right menu is for an 'NPN Admin' user (Ward Cleaver). Both menus have a 'Report AIN Returns' option highlighted with a red rectangular box. The 'Report AIN Returns' option is located under the 'Other Tasks' section in both menus.

To report an AIN return, click on [Report AIN Returns](#).

You are here: [AIN Management / Report AIN Returns](#)

AIN Return

AINs
Package
AIN Collection

Starting AIN:

Number of AINs Shipped:

Ending AIN (calculated):

Event Date: *

(From) PIN: *

(To) NPN:
002RNRC

Available Actions

The [Report AIN Returns](#) screen will be displayed.

You are here: [AIN Management / Report AIN Returns](#)

AIN Return

AINs
Package
AIN Collection

Starting AIN:

Number of AINs Shipped:

Ending AIN (calculated):

Event Date: *

(From) PIN: *

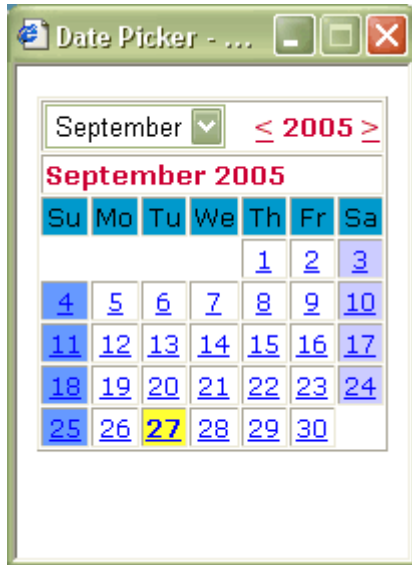
(To) NPN:
002RNRC

Available Actions

There are three ways to enter which AINs you are reporting as returned to you, indicated by the three tabs at the top of the AIN Shipment Information section: AINs, Package, and AIN Collection.

With the AINs tab selected, you will need to enter the range of AINs you are reporting as returned. To record AINs, type in the first AIN in the [Starting AIN](#) field. The AIN will begin

with 840003. Type in the number of AINs being returned in the **Number of AINs Shipped** field. The **Ending AIN** will be automatically calculated.



The **Event Date** will default to today's date. Type in the shipping date in the **Event Date** field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.

You are here: [AIN Management / Report AIN Returns](#)

A screenshot of a web form titled 'AIN Return'. It has three tabs: 'AINs' (selected), 'Package', and 'AIN Collection'. The form contains several input fields: 'Starting AIN:' with value '840003000010411', 'Number of AINs Shipped:' with value '10', and 'Ending AIN (calculated):' with value '840003000010420'. Below these are 'Event Date: *' with value '12-13-2005' and a calendar icon, '(From) PIN: *' with value '000LITB', and '(To) NPN:' with value '002RNRC'. A red arrow points to the '(From) PIN' field. To the right of the PIN field is a button labeled 'Validate Source Number'. At the bottom, under 'Available Actions', there is a button labeled 'Submit AIN Return'.

Type in the PIN of the producer premises which is returning the AINs in the **(From) PIN** field. Then click on the **Validate Source Number** button to validate the PIN.

- **The source PIN/NPN was retrieved from the database.**

You are here: [AIN Management](#) / [Report AIN Returns](#)

AIN Return

Starting AIN:	840003000010411
Number of AINs Shipped:	10
Ending AIN (calculated):	840003000010420

Event Date: * 12-13-2005

(From) PIN: * 000LITB

(To) NPN: 002RNRC

Destination Info

NPN: 002RNRC
Name: Barracuda, Ltd.
Street: 148 Bonny Meadow Road
City, State, ZIP: New Rochelle, NY 10805-3552
Operation Type: P

Available Actions

If the PIN is valid, the information will be displayed.

Click on the button to report the AIN return.

- **The AIN(s) was/were successfully returned.**

The AIN Return will be recorded.

CURRENT AIN HOLDINGS

WHEN TO USE

Before you can apply AINs to ID tags, create packages of AINs, or ship AINs to a Producer Premises or Nonproducer Participant, you need to know what AINs are in your possession. Current AIN Holdings gives you this information. This includes all AINs which have been allocated to you, whether or not they have been applied to AIN tags, which have not been shipped to another entity.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	✓

PERFORMING THE ACTION

Mfr Admin

NPN Admin

Health Official

To view which AINs are in your possession, click on [Current AIN Holdings](#).

You are here: [AIN Management / Current AIN Holdings](#)

Nonproducer Participant Information			
NPN: 002RNRC	<input type="button" value="Get Current Holdings"/>		
AINs			
Mfr.Package Num	Start AIN	End AIN	# of AINs

The Current AIN Holdings screen will be displayed. Click on the button to display a list of AINs currently in your possession.

You are here: [AIN Management / Current AIN Holdings](#)

Nonproducer Participant Information			
NPN: 002RNRC	<input type="button" value="Get Current Holdings"/>		
AINs			
Mfr.Package Num	Start AIN	End AIN	# of AINs
	840003000010361	840003000010385	25
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

A list of all AINs in your possession will be displayed.

The first line shows a series of AINs which have not been placed in a package.

The second line shows a package of AINs which has been broken (the package number is black instead of blue).

The third line shows a package of AINs which you have created.

The fourth line shows a package of AINs which you have received from another entity (the first part of the Mfr Package Num shows the entity which created the package).

LOOK UP AIN HISTORY

WHEN TO USE

Use Look Up AIN History to determine what entity is currently or ever has been in possession of a specific AIN.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	✓

PERFORMING THE ACTION

Mfr Admin

NPN Admin

Health Official

To view the history of an AIN, click on [Lookup AIN History](#).

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

NPN: 002RNRC

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type

The Lookup AIN History screen will be displayed.

You are here: [AIN Management / Lookup AIN History](#)

AIN History Search

NPN: 002RNRC

Animal Identification Number:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type

Type the AIN you want to track in the [Animal Identification Number](#) field. Be sure to accurately enter the entire 15-digit AIN. Then click on the button.

- **Success! AIN History found.**

You are here: [AIN Management](#) / [Lookup AIN History](#)

AIN History Search

NPN: 002RNRC

Animal Identification Number:

Primary AIN ID:

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			002RNRC			06-30-2005	Allocated

The shipping history of the entered AIN will be displayed. In this example, the record shows only that the AIN was allocated to the manufacturer. It has not yet been shipped to another entity.

Note: If you are an AIN tag manufacturer, manager, or reseller, you will only be able to view the history of AINs which have been in your possession at some time. If you are a State Health Official, you will only be able to view the history of AINs which have been shipped to a producer premises in your state.

Primary AIN ID:

Device Name:

If the AIN has been applied to an AIN tag by a manufacturer, the name of the device to which the AIN has been applied will be displayed.

Primary AIN ID:

Disease Program:

Scrapie Flock ID:

Device Name:

In cases where there are one or more secondary AIN IDs assigned to an AIN, such as with various disease programs, the Primary AIN ID will be displayed along with all secondary AIN IDs associated with it.

AIN EVENT REPORT

WHEN TO USE

Whenever you want to determine which AINs have been shipped, allocated, or returned, according to specific criteria, including source or destination entities, date ranges, device types, and AIN range.


Note: You will only be able to obtain a report for AINs which have been in your possession at some time.

APPLICABLE ROLES AND FUNCTIONS


AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

Mfr Admin



NPN Admin



To create an AIN Event Report, click on [AIN Event Report](#).

You are here: [AIN Management / AIN Event Report](#)

AIN Event Report			
Begin AIN ID:	<input type="text"/>	End AIN ID:	<input type="text"/>
Source NPN:*	<input type="text"/>	Dest PIN/NPN:*	<input type="text"/>
Source ST:	<input type="text" value="▼"/>	Dest ST:	<input type="text" value="▼"/>
Begin Date:	<input type="text"/> <input type="button" value="Calendar"/>	End Date:	<input type="text"/> <input type="button" value="Calendar"/>
Event Type:	<input type="text" value="▼"/>	Device Name:	<input type="text" value="▼"/>
Flock ID:*	<input type="text"/>	Page Size:	<input type="text" value="▼"/>
Totals Only:	<input type="checkbox"/>	<input type="button" value="Get Event Report"/>	<input type="button" value="Export to Excel"/>

(*) either a Source or Destination NPN (or Flock ID) is required

Report

The AIN Event Report screen will be displayed.

You are here: [AIN Management / AIN Event Report](#)

AIN Event Report			
Begin AIN ID:	<input type="text"/>	End AIN ID:	<input type="text"/>
Source NPN:*	<input type="text" value="002RNRC"/>	Dest PIN/NPN:*	<input type="text"/>
Source ST:	<input type="text" value="▼"/>	Dest ST:	<input type="text" value="▼"/>
Begin Date:	<input type="text"/> <input type="button" value="Calendar"/>	End Date:	<input type="text"/> <input type="button" value="Calendar"/>
Event Type:	<input type="text" value="▼"/>	Device Name:	<input type="text" value="▼"/>
Flock ID:*	<input type="text"/>	Page Size:	<input type="text" value="▼"/>
Totals Only:	<input type="checkbox"/>	<input type="button" value="Get Event Report"/>	<input type="button" value="Export to Excel"/>

(*) either a Source or Destination NPN (or Flock ID) is required

Report

Enter the search criteria for the report you want to generate. As a minimum, either the NPN for the entity which shipped the AIN(s) ([Source NPN](#)), or the PIN or NPN for the entity which received the AIN(s) ([Dest PIN/NPN](#)), or the Scrapie [Flock ID](#) must be entered.

If entering *either* a source *or* destination NPN, it must be your entity's NPN. If entering *both* a source *and* a destination NPN, one of the two must be your entity's NPN.

Click on the button.

You are here: [AIN Management / AIN Event Report](#)

AIN Event Report

Begin AIN ID:	<input type="text"/>	End AIN ID:	<input type="text"/>
Source NPN:*	<input type="text" value="002RNRC"/>	Dest PIN/NPN:*	<input type="text"/>
Source ST:	<input type="text" value=""/>	Dest ST:	<input type="text" value=""/>
Begin Date:	<input type="text" value=""/>	End Date:	<input type="text" value=""/>
Event Type:	<input type="text" value="Shipped"/>	Device Name:	<input type="text" value=""/>
Flock ID:*	<input type="text" value=""/>		
Totals Only:	<input type="checkbox"/>	Page Size:	<input type="text" value="100"/>

(* either a Source or Destination NPN (or Flock ID) is required)

Report

[previous page](#) / [next page](#)

AIN	Date	Source	Destination
840003000010361	07-07-2005	002RNRC	004BV8H
840003000010362	07-07-2005	002RNRC	004BV8H
840003000010363	07-07-2005	002RNRC	004BV8H
840003000010364	07-07-2005	002RNRC	004BV8H
840003000010365	07-07-2005	002RNRC	004BV8H
840003000010366	07-07-2005	002RNRC	004BV8H
840003000010367	07-07-2005	002RNRC	004BV8H
840003000010368	07-07-2005	002RNRC	004BV8H
840003000010369	07-07-2005	002RNRC	004BV8H
840003000010370	07-07-2005	002RNRC	004BV8H
840003000010411	12-13-2005	002RNRC	002G6XQ
840003000010412	12-13-2005	002RNRC	002G6XQ
840003000010413	12-13-2005	002RNRC	002G6XQ
840003000010414	12-13-2005	002RNRC	002G6XQ
840003000010415	12-13-2005	002RNRC	002G6XQ
840003000010416	12-13-2005	002RNRC	002G6XQ
840003000010417	12-13-2005	002RNRC	002G6XQ
840003000010418	12-13-2005	002RNRC	002G6XQ
840003000010419	12-13-2005	002RNRC	002G6XQ
840003000010420	12-13-2005	002RNRC	002G6XQ

[previous page](#) / [next page](#)

The list of AINs which meet the report criteria will be displayed.

To export the report data to a spreadsheet, click on the button.

NPN DETAILS

WHEN TO USE

To view, add, and edit your NPN locations, contacts, and users, to select which states are serviced by your organization, and to create relationships with other NPNs.

APPLICABLE ROLES AND FUNCTIONS

AIN Tag Manufacturer	AIN Tag Manager/Reseller	Federal/State Health Official
✓	✓	

PERFORMING THE ACTION

Mfr Admin

The screenshot shows the Mfr Admin menu with sections: User Info (Rob Petrie), Public Tools (List ID Devices), Action Items (Validate PIN/NPN, Request AIN Allocation, Report AIN Shipment, Manage Relationships, New Program Order), Other Tasks (Manage AIN Package, Report AIN Distribution, Fix AIN Broken Events, Report AIN Returns), Resource Info (Current AIN Holdings, Lookup AIN History, AIN Event Report, Find Program Orders), Administration, and NPN Details (Help, Logout). The NPN Details section is highlighted with a red border.

NPN Admin

The screenshot shows the NPN Admin menu with sections: User Info (Ward Cleaver), Public Tools (List ID Devices), Action Items (Validate PIN/NPN, Report AIN Shipment, Manage Relationships), Other Tasks (Report AIN Distribution, Fix AIN Broken Events, Report AIN Returns), Resource Info (Current AIN Holdings, Lookup AIN History, AIN Event Report), Administration, and NPN Details (Help, Logout). The NPN Details section is highlighted with a red border.

To access NPN information, click on [NPN Details](#).

You are here: [AIN Management / NPN Details](#)

Nonproducer Participant Information	
NPN:	000LITB
Name:	WARD CLEAVER
Street:	211 PINE ST
City, State, ZIP:	MAYFIELD, OH 44122-4324
County:	CUYAHOGA
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations

This NPN Details screen will be displayed to AIN tag managers.

You are here: [AIN Management / NPN Details](#)

Nonproducer Participant Information	
NPN:	003RNRC
Name:	ROB PETRIE
Street:	148 BONNY MEADOW RD
City, State, ZIP:	NEW ROCHELLE, NY 10805-3201
County:	WESTCHESTER
Number of AINs Shipped:	2050
Manufacturer Name:	BARRACUDA, LTD.
NPN Homepage Url:	http://www.barracudaltd.com
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations
Manufacturer Packages	

This NPN Details screen will be displayed to AIN tag manufacturers. Note the additional information and actions.

From the NPN Details screen, you can manage the states serviced by your NPN, the relationships established with other NPNs, and the users and locations for your NPN.

NPN STATES SERVICED

You are here: [AIN Management](#) / [NPN Details](#) / [NPN States Serviced](#)

Nonproducer Participant Information

NPN: 003RNRC

Name: BARRACUDA, LTD.

Available States

Select All
Clear All
Submit

<input type="checkbox"/> Alabama	<input type="checkbox"/> Maine	<input type="checkbox"/> Oregon
<input type="checkbox"/> Alaska	<input type="checkbox"/> Maryland	<input type="checkbox"/> Pennsylvania
<input type="checkbox"/> Arizona	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Michigan	<input type="checkbox"/> South Carolina
<input type="checkbox"/> California	<input type="checkbox"/> Minnesota	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Colorado	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Missouri	<input type="checkbox"/> Texas
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montana	<input type="checkbox"/> Utah
<input type="checkbox"/> Florida	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Vermont
<input type="checkbox"/> Georgia	<input type="checkbox"/> Nevada	<input type="checkbox"/> Virginia
<input type="checkbox"/> Hawaii	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Washington
<input type="checkbox"/> Idaho	<input type="checkbox"/> New Jersey	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Illinois	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Indiana	<input type="checkbox"/> New York	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Iowa	<input type="checkbox"/> North Carolina	
<input type="checkbox"/> Kansas	<input type="checkbox"/> North Dakota	
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Ohio	
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Oklahoma	

Select All
Clear All
Submit

Clicking on [NPN States Serviced](#) will display this screen. Selecting the states serviced by your NPN will enable producers in a particular to find an AIN tag supplier.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN States Serviced](#)

Nonproducer Participant Information

NPN: 003RNRC
Name: BARRACUDA, LTD.

Available States

Select All Clear All Submit

<input checked="" type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Maine	<input checked="" type="checkbox"/> Oregon
<input checked="" type="checkbox"/> Alaska	<input checked="" type="checkbox"/> Maryland	<input checked="" type="checkbox"/> Pennsylvania
<input checked="" type="checkbox"/> Arizona	<input checked="" type="checkbox"/> Massachusetts	<input checked="" type="checkbox"/> Rhode Island
<input checked="" type="checkbox"/> Arkansas	<input checked="" type="checkbox"/> Michigan	<input checked="" type="checkbox"/> South Carolina
<input checked="" type="checkbox"/> California	<input checked="" type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> South Dakota
<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Mississippi	<input checked="" type="checkbox"/> Tennessee
<input checked="" type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> Missouri	<input checked="" type="checkbox"/> Texas
<input checked="" type="checkbox"/> Delaware	<input checked="" type="checkbox"/> Montana	<input checked="" type="checkbox"/> Utah
<input checked="" type="checkbox"/> Florida	<input checked="" type="checkbox"/> Nebraska	<input checked="" type="checkbox"/> Vermont
<input checked="" type="checkbox"/> Georgia	<input checked="" type="checkbox"/> Nevada	<input checked="" type="checkbox"/> Virginia
<input checked="" type="checkbox"/> Hawaii	<input checked="" type="checkbox"/> New Hampshire	<input checked="" type="checkbox"/> Washington
<input checked="" type="checkbox"/> Idaho	<input checked="" type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> West Virginia
<input checked="" type="checkbox"/> Illinois	<input checked="" type="checkbox"/> New Mexico	<input checked="" type="checkbox"/> Wisconsin
<input checked="" type="checkbox"/> Indiana	<input checked="" type="checkbox"/> New York	<input checked="" type="checkbox"/> Wyoming
<input checked="" type="checkbox"/> Iowa	<input checked="" type="checkbox"/> North Carolina	
<input checked="" type="checkbox"/> Kansas	<input checked="" type="checkbox"/> North Dakota	
<input checked="" type="checkbox"/> Kentucky	<input checked="" type="checkbox"/> Ohio	
<input checked="" type="checkbox"/> Louisiana	<input checked="" type="checkbox"/> Oklahoma	

Select All Clear All Submit

To select all states, click on the button.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN States Serviced](#)

Nonproducer Participant Information

NPN: 003RNRC

Name: BARRACUDA, LTD.

Available States

Select All Clear All Submit

<input type="checkbox"/> Alabama	<input type="checkbox"/> Maine	<input type="checkbox"/> Oregon
<input type="checkbox"/> Alaska	<input type="checkbox"/> Maryland	<input type="checkbox"/> Pennsylvania
<input type="checkbox"/> Arizona	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Michigan	<input type="checkbox"/> South Carolina
<input type="checkbox"/> California	<input type="checkbox"/> Minnesota	<input type="checkbox"/> South Dakota
<input checked="" type="checkbox"/> Colorado	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Missouri	<input type="checkbox"/> Texas
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montana	<input type="checkbox"/> Utah
<input type="checkbox"/> Florida	<input checked="" type="checkbox"/> Nebraska	<input type="checkbox"/> Vermont
<input type="checkbox"/> Georgia	<input type="checkbox"/> Nevada	<input type="checkbox"/> Virginia
<input type="checkbox"/> Hawaii	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Washington
<input type="checkbox"/> Idaho	<input type="checkbox"/> New Jersey	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Illinois	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Indiana	<input type="checkbox"/> New York	<input checked="" type="checkbox"/> Wyoming
<input type="checkbox"/> Iowa	<input type="checkbox"/> North Carolina	
<input type="checkbox"/> Kansas	<input type="checkbox"/> North Dakota	
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Ohio	
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Oklahoma	

Select All Clear All Submit

Check the boxes for the states in which you conduct business. Then click on the button.

- **The states serviced by this entity have been saved.**

You are here: [AIN Management](#) / [NPN Details](#)

Nonproducer Participant Information	
NPN:	003RNRC
Name:	ROB PETRIE
Street:	148 BONNY MEADOW RD
City, State, ZIP:	NEW ROCHELLE, NY 10805-3201
County:	WESTCHESTER
Number of AINs Shipped:	2050
Manufacturer Name:	BARRACUDA, LTD.
NPN Homepage Url:	http://www.barracudaltd.com
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations
Manufacturer Packages	

The selected states serviced by your NPN will be saved.

NPN LOCATIONS

You are here: [AIN Management / NPN Details](#)

Nonproducer Participant Information	
NPN:	000LITB
Name:	WARD CLEAVER
Street:	211 PINE ST
City, State, ZIP:	MAYFIELD, OH 44122-4324
County:	CUYAHOGA
Status:	Enabled

Available Actions	
NPN States Serviced	NPN Users
NPN Relationships	NPN Locations

To manage NPN Locations, on the NPN Details screen, click on [NPN Locations](#).

You are here: [AIN Management / NPN Details / NPN Locations](#)

Nonproducer Participant Information	
NPN:	003RNRC
Name:	BARRACUDA, LTD.

Locations				
Type	Address	City	State	ZIP
Headquarters	EAST 61ST ST	NEW YORK	NY	10021-3021

Available Actions
Add Location

The NPN Locations screen will be displayed. All locations which have been entered for the NPN will be displayed in the Locations list.

Adding Locations

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#)

Nonproducer Participant Information				
NPN: 003RNRC				
Name: BARRACUDA, LTD.				
Locations				
Type	Address	City	State	ZIP
Headquarters	EAST 61ST ST	NEW YORK	NY	10021-3021
Available Actions				
Add Location				

To add a new location to the Locations list, click on [Add Location](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [New Location](#)

Nonproducer Participant Information	
NPN: 003RNRC	
Location Information	
Type:	Headquarters
Street: *	<input type="text"/>
City: *	<input type="text"/>
State:	Alabama
ZIP: *	<input type="text"/> - <input type="text"/>
(*) indicates a required field	
<input type="button" value="Submit"/>	
Available Actions:	

The New Location screen will be displayed.

Headquarters
Headquarters
Manufacturing
Shipping
Warehouse
Sales
Finance

Select the location type from the [Type](#) drop-down menu.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [New Location](#)

Nonproducer Participant Information

NPN: 003RNRC

Location Information

Type:

Street: *

City: *

State:

ZIP: * -

(* indicates a required field)

Available Actions:

Type in the location information in the appropriate fields. Select the [State](#) from the drop-down menu. Make sure that all required fields are filled in. Then click on the button to save the location information.

- **The location was successfully modified.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#)

Nonproducer Participant Information

NPN: 003RNRC

Name: BARRACUDA, LTD.

Locations

Type	Address	City	State	ZIP
Sales	148 BONNY MEADOW DR	NEW ROCHELLE	NY	10805-3201
Headquarters	EAST 61ST ST	NEW YORK	NY	10021-3021

Available Actions

[Add Location](#)

The new location will be added to the Locations list.

To edit the location information, or to add Contact Information, click on the Address link for the location you want to modify.

Location Contacts

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#)

Nonproducer Participant Information

NPN: 003RNRC

Name: BARRACUDA, LTD.

Locations

Type	Address	City	State	ZIP
Sales	148 BONNY MEADOW DR	NEW ROCHELLE	NY	10805-3201
Headquarters	EAST 61ST ST	NEW YORK	NY	10021-3021

Available Actions

[Add Location](#)

On the NPN Locations screen, click on the Address for the location for which you want to manage contacts.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#)

Nonproducer Participant Information

NPN: 003RNRC

Location Information

Type: Sales

Street: * 148 BONNY MEADOW DR

City: * NEW ROCHELLE

State: New York

ZIP: * 10805 - 3201

(* indicates a required field)

Available Actions:

[Manage Location Contacts](#)

The Location Information screen will be displayed. Click on [Manage Location Contacts](#) to view or add contacts for the location.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#)

Location Information

NPN: 003RNRC

Location Type: Sales

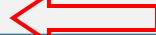
Address: 148 BONNY MEADOW DR

Location Contacts

Contact	City	State	Email	Status
---------	------	-------	-------	--------

Available Actions

[Add Contact](#)



The Location Contacts screen will be displayed, listing all contacts associated with this location. To add a contact, click on [Add Contact](#).

Adding Contacts

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [New Contact](#)

Location Information

NPN: 003RNRC

Location Type: Sales

Address: 148 BONNY MEADOW DR

Contact Information

Type: Primary

First Name: *

Middle Initial:

Last Name: *

Suffix:

Street: * 148 BONNY MEADOW DR

City: * NEW ROCHELLE

State: New York

ZIP: * 10805 - 3201

Email Address: *

Status: Public

(*) indicates a required field

Available Actions:

Type in the contact information in the appropriate fields. Make sure all required fields are entered.

Primary	<input type="button" value="v"/>
Primary	
User Admin	
Shipper	
Sales	
Financial	

Select the contact type from the [Type](#) drop-down menu.

Public	<input type="button" value="v"/>
Public	
Private	

Select whether the contact is public or private from the **Status** drop-down menu. A Public contact is able to be viewed by other NPNs. A Private contact can only be viewed by a user for this NPN.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [New Contact](#)

Location Information	
NPN:	003RNRC
Location Type:	Sales
Address:	148 BONNY MEADOW DR
Contact Information	
Type:	Primary
First Name: *	Mel
Middle Initial:	
Last Name: *	Cooley
Suffix:	
Street:*	148 BONNY MEADOW DR
City: *	NEW ROCHELLE
State:	New York
ZIP: *	10805 - 3201
Email Address: *	mel@barracudaltd.com
Status:	Public
(*) indicates a required field	
<input type="button" value="Submit"/>	
Available Actions:	

When all contact information has been entered, click on the button to save the information.

- **Success! The Nonproducer Participant Contact was successfully created. Click 'Manage Contact Phones' to configure phone numbers for the contact.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#)

Location Information	
NPN:	003RNRC
Location Type:	Sales
Address:	148 BONNY MEADOW DR
Contact Information	
Type:	Primary
First Name: *	Mel
Middle Initial:	
Last Name: *	Cooley
Suffix:	
Street:*	148 BONNY MEADOW DR
City: *	NEW ROCHELLE
State:	New York
ZIP: *	10805 - 3201
Email Address: *	mel@barracudaltd.com
Status:	Public
(*) indicates a required field	
<input type="button" value="Submit"/>	
Available Actions:	
Manage Contact Phones	

A message will be displayed, indicating that the contact has been added.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#)

Location Information

NPN: 003RNRC

Location Type: Sales

Address: 148 BONNY MEADOW DR

Location Contacts

Contact	City	State	Email	Status
Mel Cooley	NEW ROCHELLE	NY	mel@barracudaltd.com	Public

Available Actions

[Add Contact](#)

The added contact will now appear in the list on the Location Contacts screen.

To edit the contact information, click on the Contact Name link in the list.

Contact Phones

- **Success! The Nonproducer Participant Contact was successfully created. Click 'Manage Contact Phones' to configure phone numbers for the contact.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#)

Location Information	
NPN:	003RNRC
Location Type:	Sales
Address:	148 BONNY MEADOW DR
Contact Information	
Type:	Primary
First Name: *	Mel
Middle Initial:	
Last Name: *	Cooley
Suffix:	
Street:*	148 BONNY MEADOW DR
City: *	NEW ROCHELLE
State:	New York
ZIP: *	10805 - 3201
Email Address: *	mel@barracudaltd.com
Status:	Public
(*) indicates a required field	
<input type="button" value="Submit"/>	
Available Actions:	
Manage Contact Phones	

To view, add, or edit phone numbers for the contact, click on [Manage Contact Phones](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#) / [Manage Contact Phones](#)

Contact Information		
NPN:	003RNRC	
Location Type:	Sales	
Address:	148 BONNY MEADOW DR	
Contact Name:	Mel Cooley	

Contact Phones		
Type	Number	Delete
Available Actions:		
Add Phone		

The Manage Contact Phones screen will be displayed, listing all phone numbers entered for the contact.

To add a phone number for the contact, click on [Add Phone](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#) / [Manage Contact Phones](#) / [Add Phone](#)

Contact Information	
Contact Name:	Mel Cooley

Phone Information	
Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>
Type:	Work <input type="button" value="v"/>
<input type="button" value="Save Phone Info"/>	

The Add Phone screen will be displayed.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#) / [Manage Contact Phones](#) / [Add Phone](#)

Contact Information	
Contact Name:	Mel Cooley

Phone Information	
Number:	<input type="text" value="914"/> - <input type="text" value="555"/> - <input type="text" value="6762"/> x <input type="text" value="103"/>
Type:	Work <input type="button" value="v"/>
<input type="button" value="Save Phone Info"/>	

Select the phone type from the **Type** drop-down menu, and enter the phone number in the **Number** field. When all the necessary information has been entered, click on the **Save Phone Info** button to save the phone number for this contact.

- **Success! The phone number was successfully created/modified.**

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#) / [Manage Contact Phones](#) / **914-555-6762x103**

Contact Information

Contact Name: Mel Cooley

Phone Information

Number: - - x

Type: ▼

Save Phone Info

The Add Phone screen will be updated to show that the phone number has been added.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Locations](#) / [148 BONNY MEADOW DR](#) / [Location Contacts](#) / [Mel Cooley](#) / [Manage Contact Phones](#)

Contact Information

NPN: 003RNRC

Location Type: Sales

Address: 148 BONNY MEADOW DR

Contact Name: Mel Cooley

Contact Phones

Type	Number	Delete
Work	914-555-6762x103	delete

Available Actions:


[Add Phone](#)

The contact phone number will now be displayed in the Contact Phones list. To edit the phone number information, click on the phone number link in the Contact Phones list.

NPN USERS

You are here: [AIN Management](#) / [NPN Details](#)


Nonproducer Participant Information	
NPN:	000LITB
Name:	WARD CLEAVER
Street:	211 PINE ST
City, State, ZIP:	MAYFIELD, OH 44122-4324
County:	CUYAHOGA
Status:	Enabled

Available Actions	
NPN States Served	NPN Users 
NPN Relationships	NPN Locations

On the NPN Details screen, click [NPN Users](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) /

Nonproducer Participant Information	
NPN:	003RNRC
Name:	BARRACUDA, LTD.

Nonproducer Participant Application Users					
Name	City	State	Email		
Rob Petrie 	NEW ROCHELLE	NY	rob@barracudaltd.com	disable	delete
Buddy Sorrell	NEW ROCHELLE	NY	buddy@barracudaltd.com	disable	delete

Available Actions
Add User

The NPN Users screen will be displayed.

To view and/or edit user information, click on the user name.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Rob Petrie](#)

Nonproducer Participant Information	
NPN:	003RNRC
User Information	
Email Address: *	<input type="text" value="rob@barracudaltd.com"/>
First Name: *	<input type="text" value="Rob"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Petrie"/>
Street: *	<input type="text" value="148 BONNY MEADOW RD"/>
City: *	<input type="text" value="NEW ROCHELLE"/>
State: *	<input type="text" value="New York"/>
ZIP: *	<input type="text" value="10805"/> - <input type="text" value="3201"/>
(*) indicates a required field	
<input type="button" value="Save User Info"/>	
Credentials For Web Services Login	
Encrypted eAuthId:	BTwoPgbdADo=
PIN:	8574635
Available Actions	
User Roles	
User Phones	

The User Information screen will be displayed. To edit any of the information, type the corrections in the appropriate fields. Then click on the button.

User Roles

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Rob Petrie](#) / [User Roles](#)

User Information	
User Name:	Rob Petrie
NPN:	003RNRC

User Roles	
<input checked="" type="checkbox"/>	Manufacturer Admin
<input type="checkbox"/>	Manufacturer User
<input checked="" type="checkbox"/>	NPN Admin
<input type="checkbox"/>	NPN User
<input checked="" type="checkbox"/>	Email Recipient
<input type="button" value="Save User Roles"/>	

To view and/or edit the roles and permissions assigned to the user, click on [User Roles](#) on the User Information screen. The User Roles screen will be displayed, indicating which roles are assigned to the selected user. Check or uncheck the User Role boxes to change permissions.

The logged-in user will be able to assign roles up to and including his own level. In this example, the logged-in user is a Manufacturer Admin. If the logged-in user is an NPN Admin, the available User Roles will be NPN Admin, NPN User, and Email Recipient.

*Note: If you are editing your own permissions, and you select and save a User Role lower than what is currently assigned to you, you will not be able to return to your previously assigned User Role. It will have to be reset by a user with a higher User Role. Therefore, it is strongly advised that you **do not** edit your own User Roles.*

User Phones

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Rob Petrie](#)

Nonproducer Participant Information

NPN: 003RNRC

User Information

Email Address: *

First Name: *

Middle Initial:

Last Name: *

Street: *

City: *

State: *

ZIP: * -

(* indicates a required field)


Credentials For Web Services Login

Encrypted eAuthId: BTwoPgbdADo=

PIN: 8574635

Available Actions

[User Roles](#)

[User Phones](#) 

To view and/or edit the phone numbers assigned to the user, click on [User Phones](#) on the User Information screen. The User Phones screen will be displayed. When a user is set up, by default there are no phone numbers associated with the User Information.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Sally Rogers](#) / [User Phones](#)

User Information

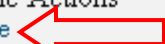
User Name: Sally Rogers

NPN: 003RNRC

User Phones

Type	Number	Delete

Available Actions

[Add Phone](#) 

Click on [Add Phone](#) to add a phone number to the User Phones list.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Rob Petrie](#) / [User Phones](#) / [Add Phone](#)

User Information	
NPN:	003RNRC
User Name:	Rob Petrie
Phone Information	
Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>
Type:	Work <input type="button" value="v"/>
<input type="button" value="Save Phone Info"/>	

The Add Phone screen will be displayed.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [Rob Petrie](#) / [User Phones](#) / [Add Phone](#)

User Information	
NPN:	003RNRC
User Name:	Rob Petrie
Phone Information	
Number:	914 - 555 - 6762 x <input type="text"/>
Type:	Work <input type="button" value="v"/>
<input type="button" value="Save Phone Info"/>	

Type in the phone number (and extension, if applicable) in the [Number](#) fields.

Work <input type="button" value="v"/>
Work
Home
Fax
Mobile
Work2
Mobile2

Select which type of phone number is being entered from the [Type](#) drop-down menu. When you have completed entering the phone information, click on the button.

- **Success! The phone number was successfully created/modified.**

You are here: [AIN Management / NPN Details / NPN Users / Rob Petrie / User Phones / 914-555-6762](#)

User Information	
NPN:	003RNRC
User Name:	Rob Petrie
Phone Information	
Number:	914 - 555 - 6762 ×
Type:	Work
<input type="button" value="Save Phone Info"/>	

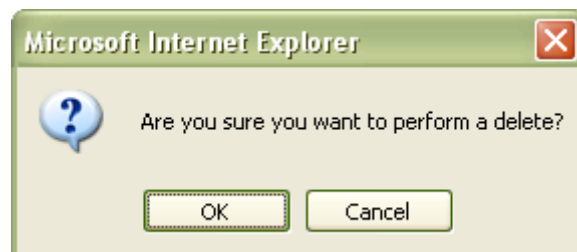
The Add Phone screen will be updated to show that the new phone number has been added.

You are here: [AIN Management / NPN Details / NPN Users / Rob Petrie / User Phones](#)

User Information		
User Name:	Rob Petrie	
NPN:	003RNRC	
User Phones		
Type	Number	Delete
Work	970-555-2796	delete
Available Actions		
Add Phone		

Click on [User Phones](#) to return to the User Phones screen. The phone number has been added to the User Phones list. Additional phone numbers can also be added to the list.

To edit the phone information, click on the phone number link. To remove the phone number from the list, click on [delete](#).



You will be asked to confirm that you want to delete the number. Click on to delete the phone number.

Adding Users

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) /

Nonproducer Participant Information

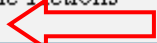
NPN: 003RNRC

Name: BARRACUDA, LTD.

Nonproducer Participant Application Users

Name	City	State	Email		
Rob Petrie	NEW ROCHELLE	NY	rob@barracudaltd.com	disable	delete
Buddy Sorrell	NEW ROCHELLE	NY	buddy@barracudaltd.com	disable	delete

Available Actions

Add User 

To add a new user to the NPN, on the NPN Users screen, click [Add User](#).

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [New User](#)

Nonproducer Participant Information

NPN: 003RNRC

User Information

Email Address: *

First Name: *

Middle Initial:

Last Name: *

Street: * 148 BONNY MEADOW RD

City: * NEW ROCHELLE

State: * New York

ZIP: * 10805 - 3201

(*) indicates a required field

Credentials For Web Services Login

Available Actions

The New User screen will be displayed.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Users](#) / [New User](#)

Nonproducer Participant Information	
NPN:	003RNRC
User Information	
Email Address: *	sally@barracudaltd.com
First Name: *	Sally
Middle Initial:	
Last Name: *	Rogers
Street: *	148 BONNY MEADOW RD
City: *	NEW ROCHELLE
State: *	New York
ZIP: *	10805 - 3201
(*) indicates a required field	
<input type="button" value="Save User Info"/>	
Credentials For Web Services Login	
Available Actions	

Type the information for the user you wish to add in the appropriate fields. Select the state from the State drop-down menu. Be sure that all required fields are entered.

Make sure that the [Email Address](#) is entered correctly and is a valid address. When the new user is added, an email will be sent to the user giving instructions for logging into the application and supplying a PIN for the initial login.

When you have entered all the necessary information, click on the button to create the new user and add him/her to the user list.

- **Success! The user was created. You can now add Roles or Phone information via the links near the bottom of the page.**

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Nonproducer Participant Information	
NPN:	003RNRC
User Information	
Email Address: *	<input type="text" value="sally@barracudaltd.com"/>
First Name: *	<input type="text" value="Sally"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Rogers"/>
Street: *	<input type="text" value="148 BONNY MEADOW RD"/>
City: *	<input type="text" value="NEW ROCHELLE"/>
State: *	<input type="text" value="New York"/> ▼
ZIP: *	<input type="text" value="10805"/> - <input type="text" value="3201"/>
(*) indicates a required field	
<input type="button" value="Save User Info"/>	
Credentials For Web Services Login	
Encrypted eAuthId:	
PIN:	817639325
Available Actions	
User Roles	
User Phones	

If all the required information was entered, the user will be added to the user list. A message will be displayed, showing that the user was successfully added, and the user's name appears in the [You are here](#): line.

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Nonproducer Participant Information

NPN: 003RNRC

Name: BARRACUDA, LTD.

Nonproducer Participant Application Users

Name	City	State	Email		
Rob Petrie	NEW ROCHELLE	NY	rob@barracudaltd.com	disable	delete
Buddy Sorrell	NEW ROCHELLE	NY	buddy@barracudaltd.com	disable	delete
Sally Rogers	NEW ROCHELLE	NY	sally@barracudaltd.com	disable	delete

Available Actions

[Add User](#)


Click on [NPN Users](#) to return to the user list. The new user's name now appears in the list.

Note: Beginning with release 1.4.1, unless the NPN to which the new user is being added is an active NPN or a government location, the new user's status will be disabled by default. The new user can be enabled only by a System Administrator, and will be done only after the new user has successfully completed the required AIN Management System training.

New User Roles

- **Success! The user was created. You can now add Roles or Phone information via the links near the bottom of the page.**

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Nonproducer Participant Information	
NPN:	003RNRC
User Information	
Email Address: *	<input type="text" value="sally@barracudaltd.com"/>
First Name: *	<input type="text" value="Sally"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Rogers"/>
Street: *	<input type="text" value="148 BONNY MEADOW RD"/>
City: *	<input type="text" value="NEW ROCHELLE"/>
State: *	<input type="text" value="New York"/>
ZIP: *	<input type="text" value="10805"/> - <input type="text" value="3201"/>
(*) indicates a required field	
<input type="button" value="Save User Info"/>	
Credentials For Web Services Login	
Encrypted eAuthId:	
PIN:	817639325
Available Actions	
User Roles	
User Phones	

After a new user has been created, click on [User Roles](#) to set the permissions for the user.

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User Information	
User Name:	Sally Rogers
NPN:	003RNRC

User Roles	
<input type="checkbox"/>	Manufacturer Admin
<input type="checkbox"/>	Manufacturer User
<input type="checkbox"/>	NPN Admin
<input type="checkbox"/>	NPN User
<input type="checkbox"/>	Email Recipient
<input type="button" value="Save User Roles"/>	

The User Roles screen will be displayed.

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User Information	
User Name:	Sally Rogers
NPN:	003RNRC

User Roles	
<input type="checkbox"/>	Manufacturer Admin
<input type="checkbox"/>	Manufacturer User
<input checked="" type="checkbox"/>	NPN Admin
<input type="checkbox"/>	NPN User
<input type="checkbox"/>	Email Recipient
<input type="button" value="Save User Roles"/>	

Check the User Role boxes to assign permissions. You will only be able to select User Roles from your own level down. You cannot select User Roles higher than your own. (For example, an NPN Administrator is only able to assign NPN Admin, NPN User, or Email Recipient as User Roles.)

When you have made your selections, click on the button to save the assigned roles.

- **The roles were successfully set for the user.**

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User Information	
User Name:	Sally Rogers
NPN:	003RNRC

User Roles	
<input type="checkbox"/>	Manufacturer Admin
<input type="checkbox"/>	Manufacturer User
<input checked="" type="checkbox"/>	NPN Admin
<input type="checkbox"/>	NPN User
<input type="checkbox"/>	Email Recipient
<input type="button" value="Save User Roles"/>	

A message will be displayed indicating that the User Roles have been assigned to the user.