

### Export Compliance Notice

**You may be able to access certain documents through this Crane A&E ShareFile Supplier Portal that contain EAR technology or ITAR technical data. All such data is controlled by US export regulations, either by the Export Administration Regulations (EAR), or by the International Traffic in Arms Regulations (ITAR). As a condition of using this Crane A&E ShareFile Supplier Portal, you agree to comply with these export regulations.**

**In particular, prior to accessing any documents identified as ITAR-controlled, you must ensure that:**

- 1. For ITAR, you are registered as a manufacturer or exporter with the Department of State Directorate of Defense Trade Controls**
- 2. For ITAR and licensable EAR ECCNs, you will allow only US Persons (as defined in the EAR/ITAR) to view the documents**
- 3. You will not disclose the data to your suppliers without a similar export compliance notice and any required export licensing**

**If you desire to have any non-US Person view ITAR-controlled or Licensable EAR-controlled data, you must work with Crane in advance to obtain a license from the Department of State or Commerce allowing such viewing.**

**In addition, the EAR prohibits disclosure of our EAR-controlled technical data to non-US Persons from Iran, Cuba, Sudan (does not include the Republic of South Sudan), Syria, and North Korea.**

**If you have any doubt about whether documents or data available through this Crane A&E ShareFile Supplier Portal are controlled by EAR or ITAR, contact your Crane buyer.**

### Overview

WELCOME. As a Supplier that needs access to technical data, you have subscribed to receive technical data, either related to all current Purchase Orders (PO) with CRANE A&E, or individual request with Crane A&E contact. The technical data will be distributed through our Crane A&E ShareFile Supplier Portal. As a subscriber you have completed the Letter of Certification and agreed to the responsibility concerning the access of technical data in Crane A&E ShareFile Supplier Portal.

Crane A&E ShareFile Supplier Portal user requirements;

1. Individual Logins, no sharing of accounts.
2. Supplier is responsible for notifying Crane A&E any changes to list of users.

Contact your buyer if you have an account, but are having problems accessing the system.

## Contents

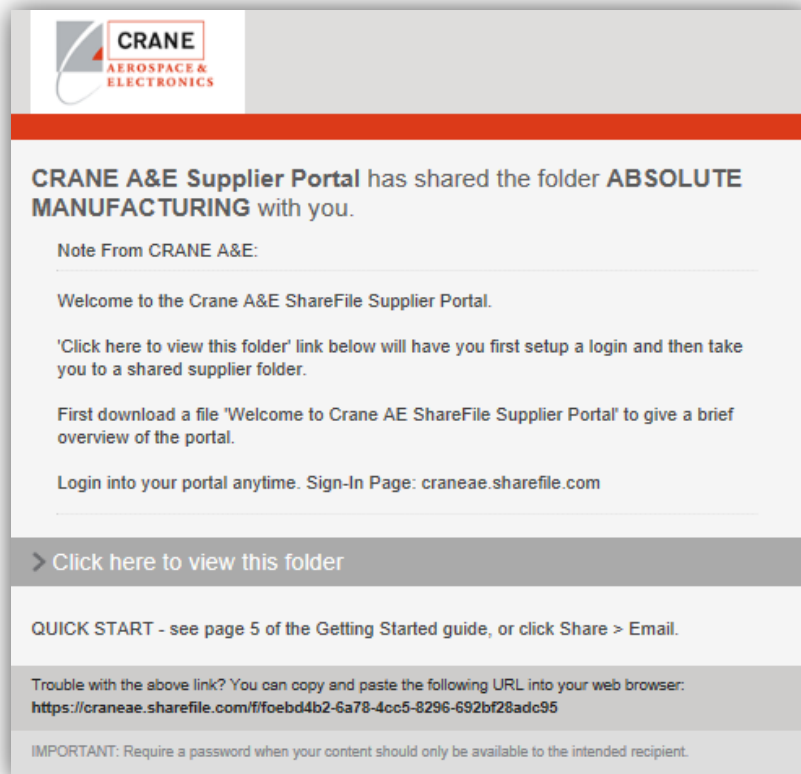
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## Welcome EMAIL


If you are receiving this email you have logged into the portal.

CRANE A&E Supplier Portal

CRANE A&E Supplier Portal has shared the folder 'ABSOLUTE MANUFACTURING' with you



The screenshot shows an email notification from CRANE A&E Supplier Portal. It features the company logo at the top left. The main heading states that the folder 'ABSOLUTE MANUFACTURING' has been shared. Below this, there is a 'Note From CRANE A&E:' section containing a welcome message, instructions on how to access the folder via a 'Click here to view this folder' link, and a sign-in page URL (craneae.sharefile.com). A separate button labeled '> Click here to view this folder' is also present. At the bottom, there is a 'QUICK START' section with a reference to a getting started guide and a URL for troubleshooting. An important note at the very bottom states that a password is required for content access.

 **CRANE**  
AEROSPACE &  
ELECTRONICS

**CRANE A&E Supplier Portal** has shared the folder **ABSOLUTE MANUFACTURING** with you.

Note From CRANE A&E:

Welcome to the Crane A&E ShareFile Supplier Portal.

'Click here to view this folder' link below will have you first setup a login and then take you to a shared supplier folder.

First download a file "Welcome to Crane AE ShareFile Supplier Portal" to give a brief overview of the portal.

Login into your portal anytime. Sign-In Page: [craneae.sharefile.com](http://craneae.sharefile.com)

> Click here to view this folder

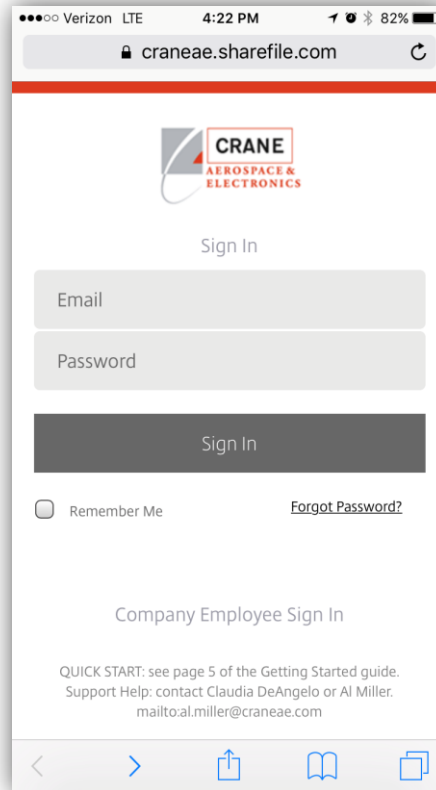
QUICK START - see page 5 of the Getting Started guide, or click Share > Email.

Trouble with the above link? You can copy and paste the following URL into your web browser:  
<https://craneae.sharefile.com/f/foebd4b2-6a78-4cc5-8296-692bf28adc95>

IMPORTANT: Require a password when your content should only be available to the intended recipient.


## Logging In

User Login and Password, first time logging into ShareFile you will setup your account and login



Verizon LTE 4:22 PM 82%

craneae.sharefile.com



Sign In

Email

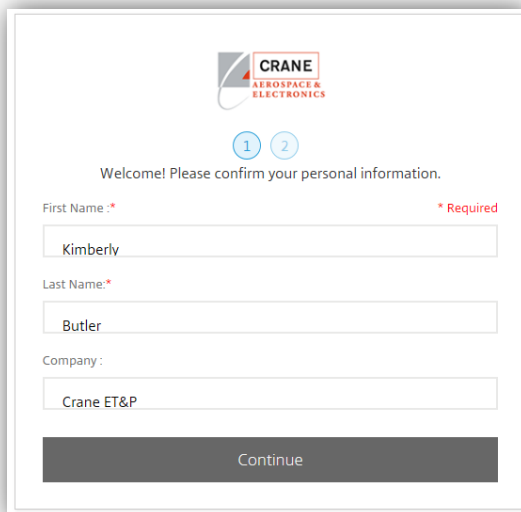
Password


Sign In

Remember Me [Forgot Password?](#)

Company Employee Sign In

QUICK START: see page 5 of the Getting Started guide.  
Support Help: contact Claudia DeAngelo or Al Miller.  
mailto:al.miller@craneae.com





1 2

Welcome! Please confirm your personal information.

First Name: \* \* Required

Kimberly

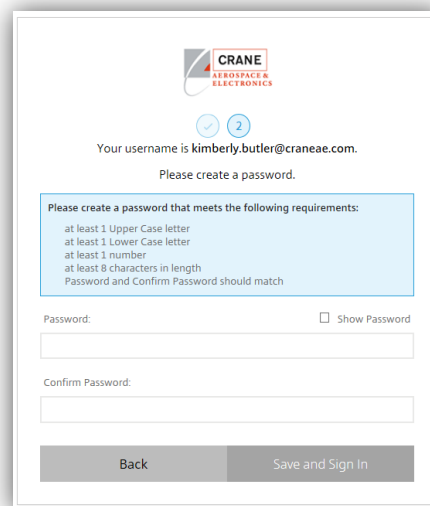
Last Name: \*


Butler

Company :

Crane ET&P

Continue





2

Your username is kimberly.butler@craneae.com.

Please create a password.

Please create a password that meets the following requirements:

- at least 1 Upper Case letter
- at least 1 Lower Case letter
- at least 1 number
- at least 8 characters in length
- Password and Confirm Password should match

Password:   Show Password

Confirm Password:

Back Save and Sign In

## Supplier Folder

The Supplier Folder has been shared with you. When you login by clicking on the email link you will be taken directly to the shared folder after login. More information about your Sharefile account can be found in 'Login to Portal Directly' and 'Personal Settings'. To control how often you receive notification would be done in 'Personal Settings'.

### ALL FILES ARE ONLY RETAINED FOR 30 DAYS.

The Supplier Folder will retain data packages for only 30 days. If you did not get to download the data you will need to request from your buyer to redistribute the package.

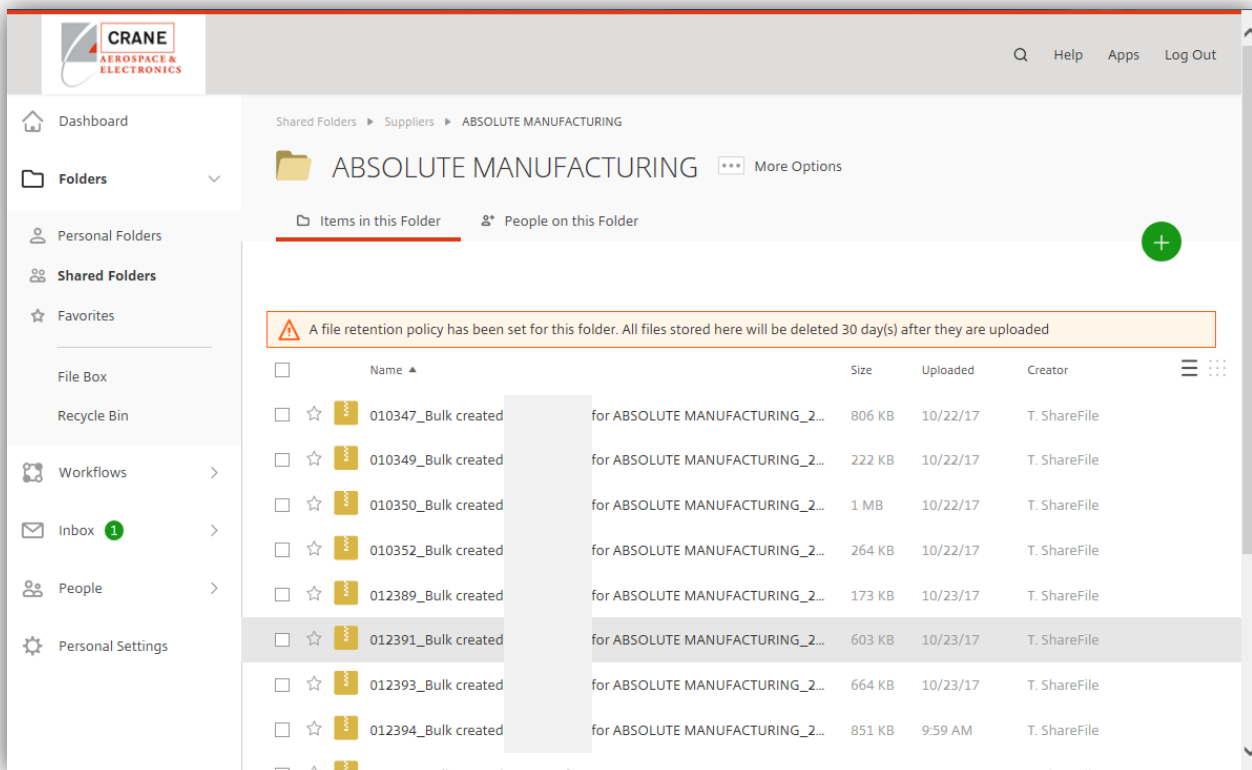
Packages created using TeamOne Unified will have the following naming convention.

Package Naming;

**XXXXXX\_<Title>\_<DDMMYYYYNNNNNNNN>**

**XXXXXX** is package name you can refer to have your buyer resend the package.

**<Title>** if includes '**BULK**' and '**Part Number**' is mostly likely automatically generated based on your current POs. When the Part has a new revision release the '**BULK**' files are regenerated and placed in the supplier folder at which point you will be notified via email.



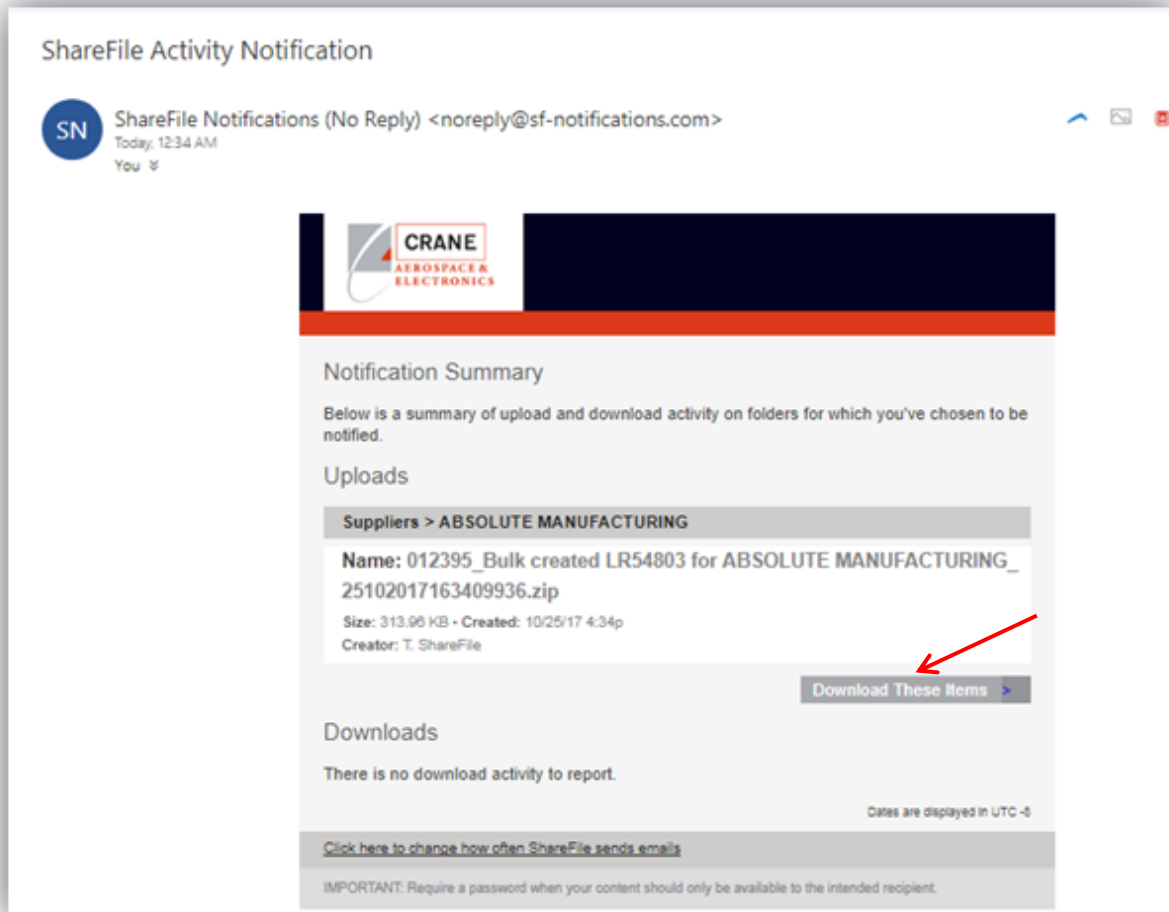
## Supplier Portal Activity

As technical data packages are added to your portal you will receive an email.

Currently, the 'Sharefile Notification (No Reply)' is the user name send notification. Check your junk email or notify your IT department not to block.


In the future it will be 'NoReply.CraneAE@craneae.com'.

<input type="checkbox"/> ShareFile Notifications (No Reply)	ShareFile Activity Notification • Notification Summar	12:34 AM
ShareFile Notifications (No Reply)	ShareFile Activity Notification • Notification Su	Wed 11:35 PM



ShareFile Activity Notification

SN ShareFile Notifications (No Reply) <noreply@sf-notifications.com>  
Today, 12:34 AM  
You



### Notification Summary

Below is a summary of upload and download activity on folders for which you've chosen to be notified.

#### Uploads

Suppliers > ABSOLUTE MANUFACTURING

**Name:** 012395\_Bulk created LR54803 for ABSOLUTE MANUFACTURING\_25102017163409936.zip  
**Size:** 313.06 KB • **Created:** 10/25/17 4:34p  
**Creator:** T. ShareFile

[Download These Items](#)

#### Downloads

There is no download activity to report.


Dates are displayed in UTC -8

[Click here to change how often ShareFile sends emails](#)

IMPORTANT: Require a password when your content should only be available to the intended recipient.

You can download directly from the email or you can log into your account and download.

012395\_Bulk created LR54803 for ABSOLUTE MANUFACTURING\_2510... .zip [Download](#)



012395\_Bulk created LR54803 for ABSOLUTE MANUFACTURING\_25102017163409936.zip  
314 KB  
Modified: 10/25/17 4:34 PM  
Creator: Team1 ShareFile

[Download](#)

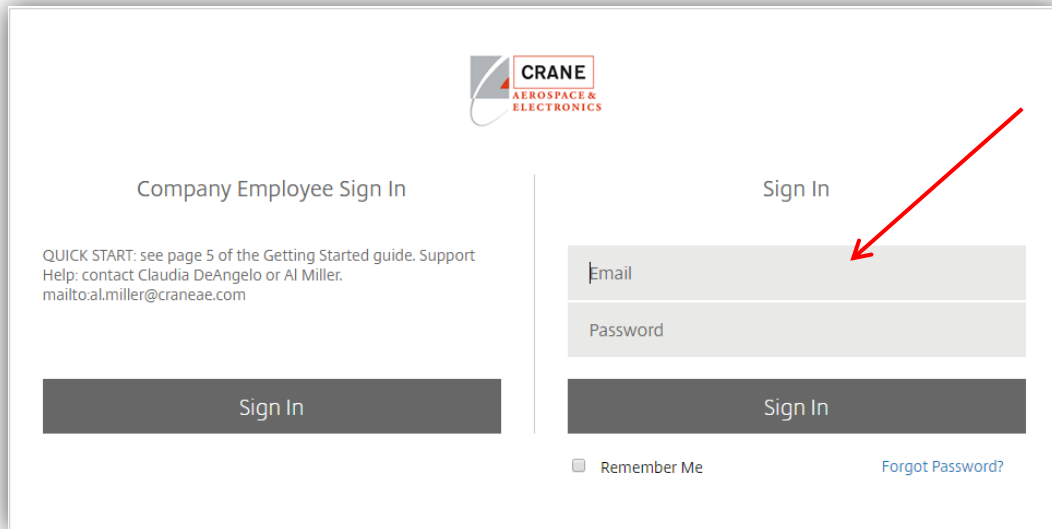
Details

012395\_Bulk created LR54803 for ABSOLUTE MANUFACTURING\_25102017163409936.zip

313.96 KB  
Modified: 10/25/17 4:34 PM

## Login to Portal.

Sign-In Page: [craneae.sharefile.com](https://craneae.sharefile.com)



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Company Employee Sign In

QUICK START: see page 5 of the Getting Started guide. Support Help: contact Claudia DeAngelo or Al Miller. mailto:al.miller@craneae.com

Sign In

Sign In

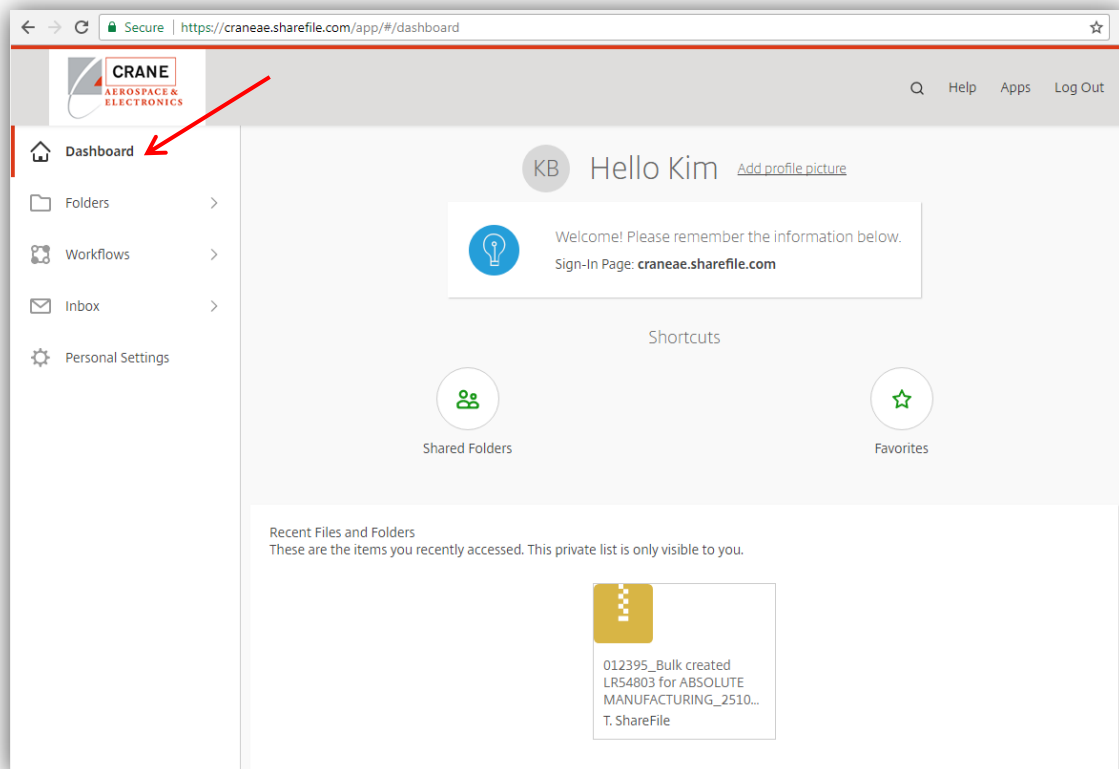
Email

Password

Sign In

Remember Me [Forgot Password?](#)

## Click on Dashboard



Secure | <https://craneae.sharefile.com/app/#/dashboard>

**CRANE**  
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ELECTRONICS

Q Help Apps Log Out

Dashboard

Folders >

Workflows >

Inbox >

Personal Settings

KB Hello Kim [Add profile picture](#)

Welcome! Please remember the information below.  
Sign-In Page: [craneae.sharefile.com](https://craneae.sharefile.com)

Shortcuts

Shared Folders

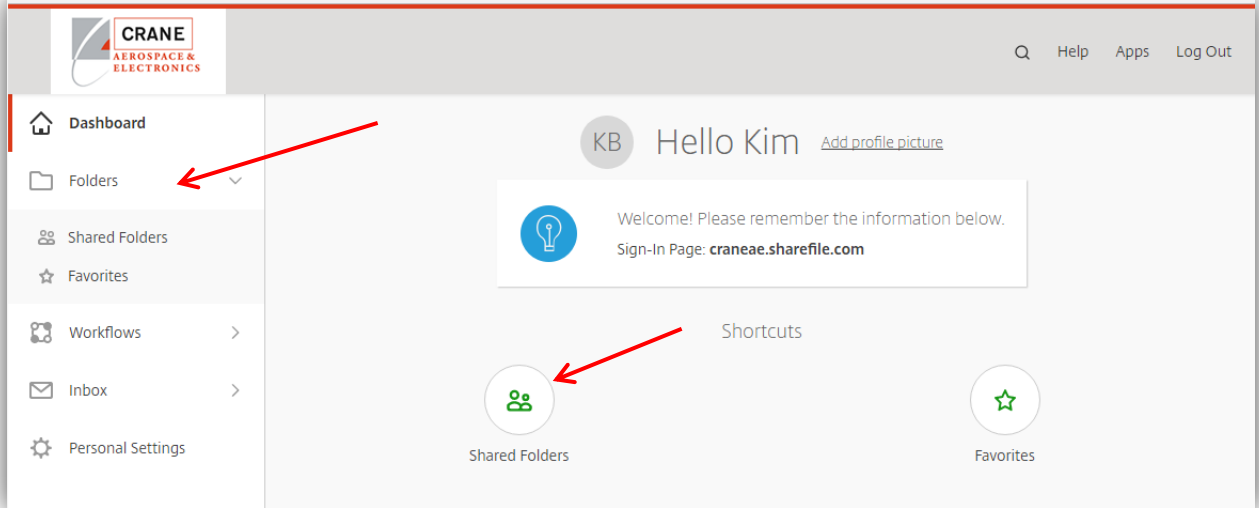
Favorites

Recent Files and Folders  
These are the items you recently accessed. This private list is only visible to you.

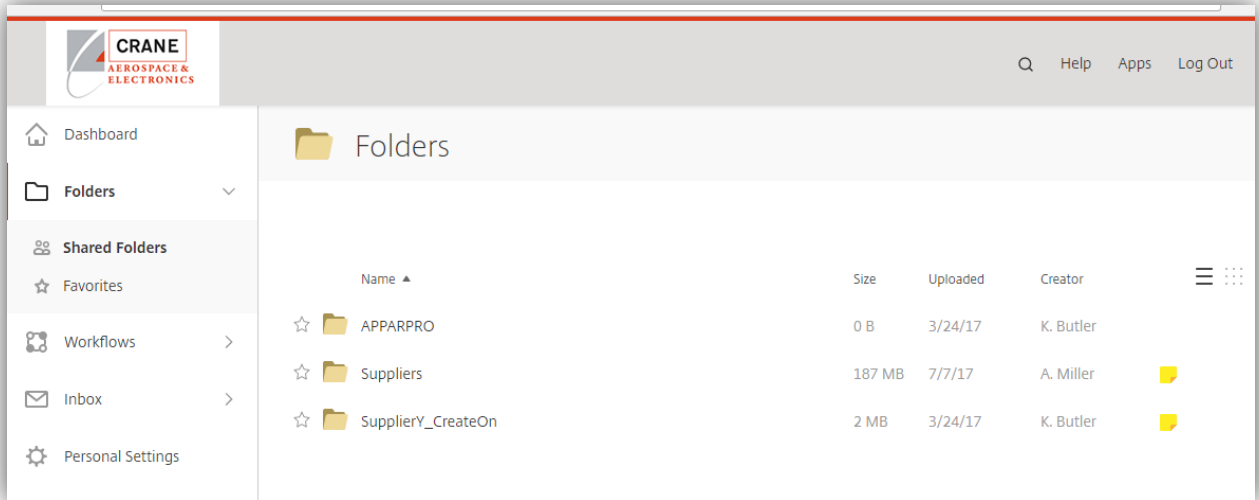
012395\_Bulk created LR54803 for ABSOLUTE MANUFACTURING\_2510... T.ShareFile



Folders -> Shared Folders

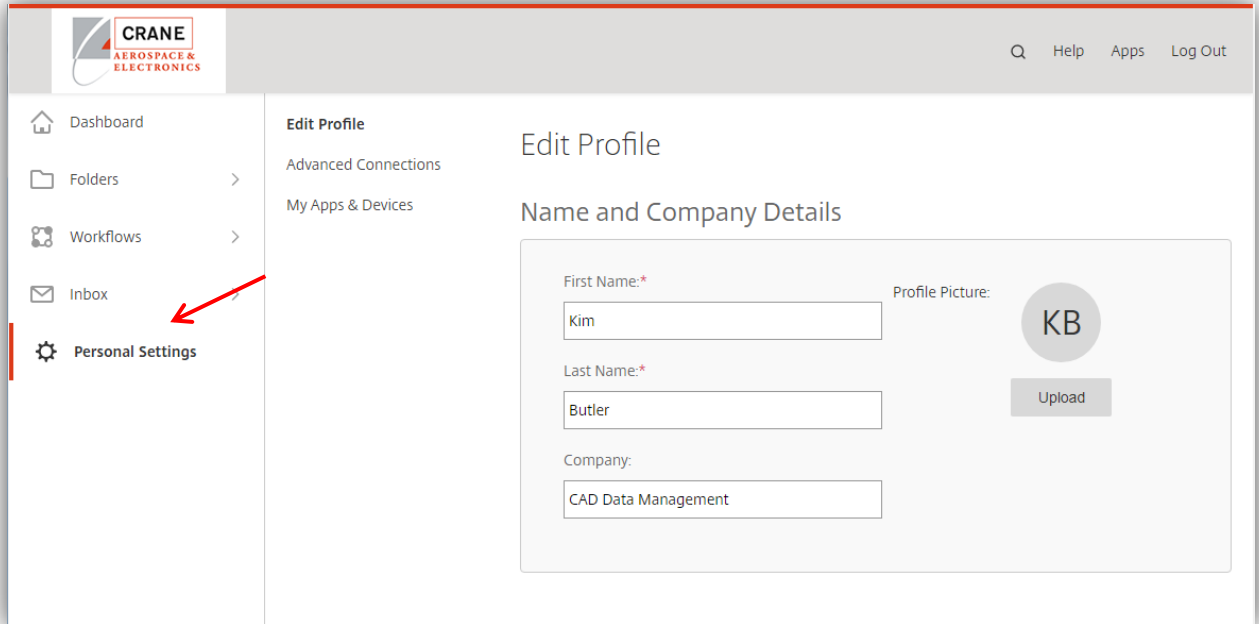


Folders Shared to You



## Personal Settings

### Edit Profile



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Q Help Apps Log Out

Dashboard  
Folders >  
Workflows >  
Inbox  
Personal Settings

**Edit Profile**  
Advanced Connections  
My Apps & Devices

### Edit Profile

#### Name and Company Details

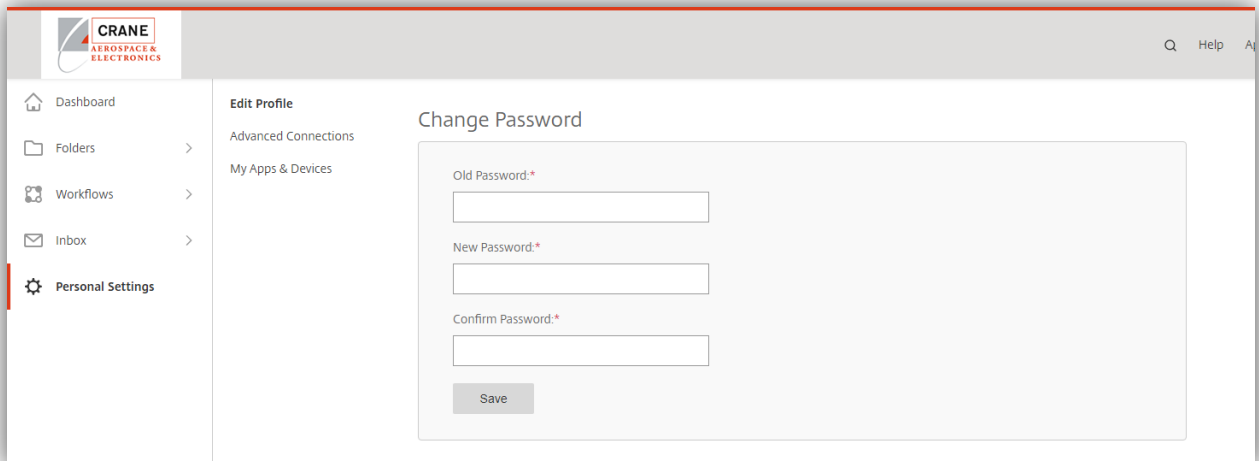
First Name:\*  
Kim

Last Name:\*  
Butler

Company:  
CAD Data Management

Profile Picture: KB  
Upload

### Change Password -> Scroll Down



CRANE AEROSPACE & ELECTRONICS

Q Help Apps

Dashboard  
Folders >  
Workflows >  
Inbox >  
Personal Settings

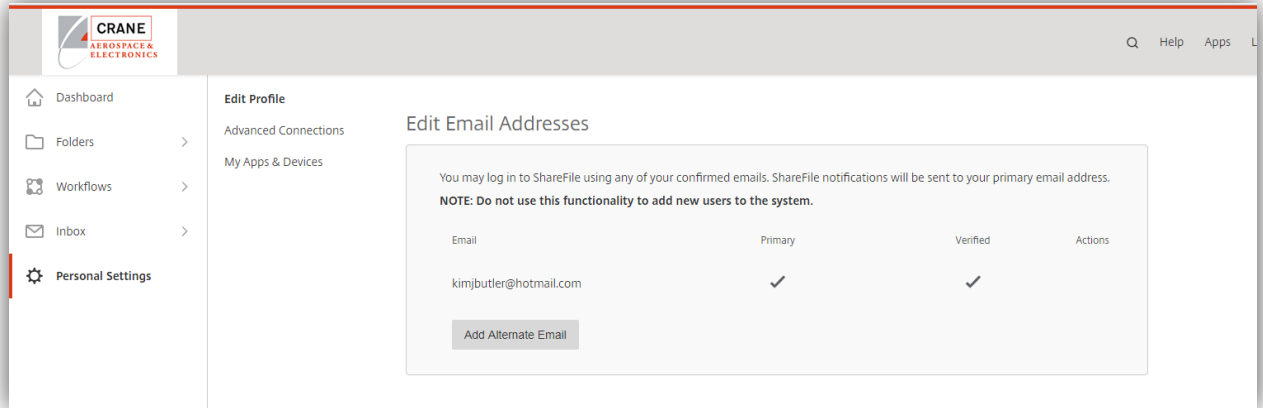
**Edit Profile**  
Advanced Connections  
My Apps & Devices

### Change Password

Old Password:\*  
New Password:\*  
Confirm Password:\*

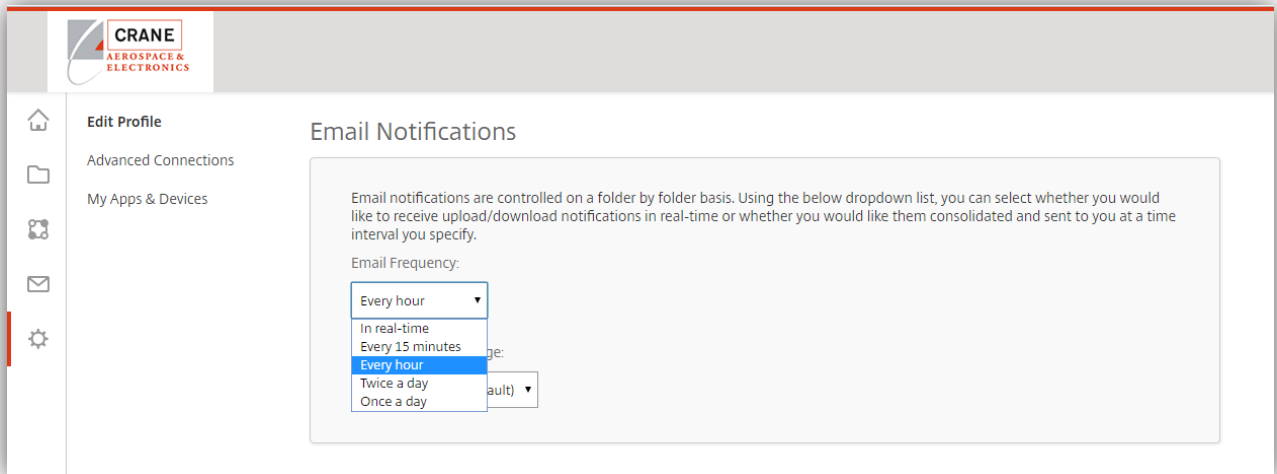
Save

Edit Email Addresses -> Scroll Down Page

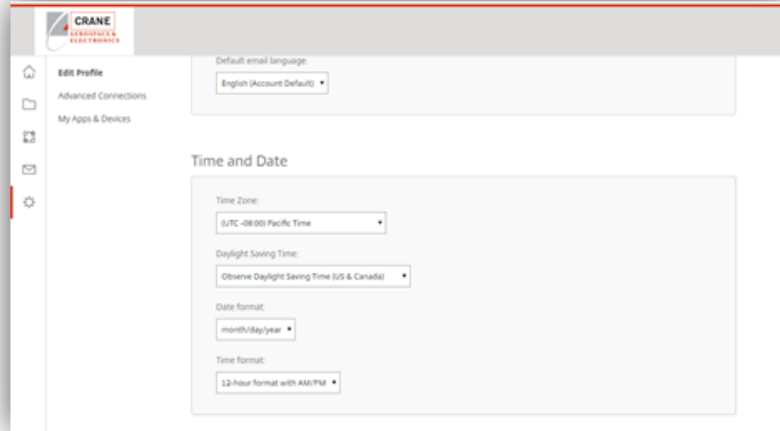


Email Notifications -> Scroll Down Page

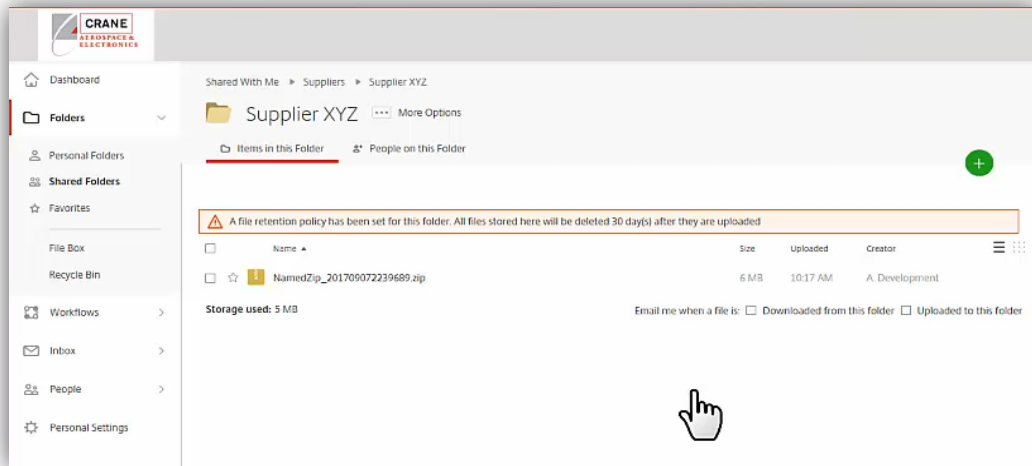
To control how often you receive notification. When expecting a lot of data you may want to set this not to notify in real time.



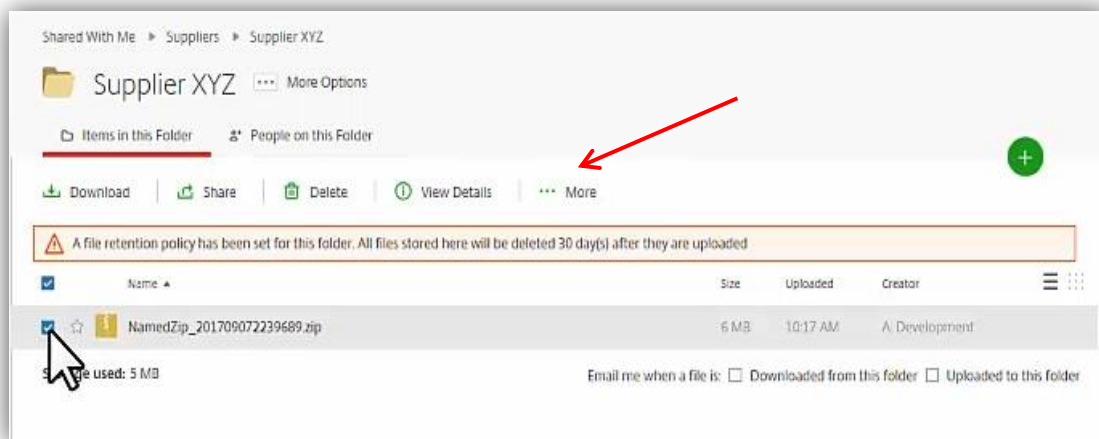
Time and Date -> Scroll Down Page



## Download Package ShareFile



When you select the file to download the menu bar will appear.



Select Download and at bottom screen ask to save.

