

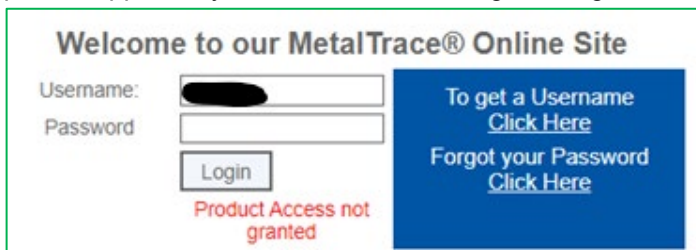
Penn Machine is excited to launch a new Material Test Report (MTR) software - MetalTrace® - which will debut alongside our new ERP software on **June 3, 2024**. Customers will be able to track shipment status and access MTRs issued by Penn Machine online immediately upon order shipment. To access, just follow a few easy steps below to register and create an account at our [MetalTrace® Online Site](#).

To Register:

- 1) Visit the following site link: <https://penmachineusa.host.traceapps.com>
- 2) Click on the link shown below underneath “To get a Username”.



- 3) Fill out the form on the next page.
NOTE: Your password must meet the following criteria:
 - a) A minimum of 8 characters
 - b) At least one uppercase character
 - c) At least one lowercase character
 - d) At least one number
 - e) At least one special character (Ex: ! @ # \$ % ^ & * () _ , etc.)
- 4) Click “Submit”.
- 5) Penn Machine will review your registration to ensure your credentials are valid. If you attempt to login prior to approval, you will see the following message on the screen.



- 6) Once approved, an email from: *Penn Machine MTR* <MTR@pennusa.com> with the Subject: *MetalTrace New Account Request* will be sent to the registered email address.

See example below:

From: Penn Machine MTR <MTR@pennusa.com>	
Sent: Tuesday, May 28, 2024 5:14 PM	
To:	
Subject: MetalTrace New Account Request Your new account request has been accepted.	
LoginID	
First Name	
Last Name	
Register Email	
Company Name	
Company Address	Address 01
	Address 02
	City
	Province/State
	Postal Code
	Country
Phone	
Email	
Branch	
Comments	

You will now be able to login to the site.

See the next page for details on how to access MTRs.

Accessing MTRs using the MetalTrace® Online Site:

Login using the username and password you registered. You will be brought to the screen shown below.

The screenshot shows the MetalTrace® EZTrace interface. At the top, there are navigation tabs: Searches, Administration, Tools, User Settings, and Log off. Below this is the EZTrace section with filters for Document Type (MTR), Branch (Include All Branches), and View (Customer MTR). A table below the filters shows a search result with a red 'x' in the Delete column. Below the table are buttons for Search, View Selected Items, Email, Print, TraceBack, MetalTrace2MetalTrace, Add To Clipboard, and Clear. Below these buttons, it says 'Search results returned: 1 Results'. A table shows the search results with columns: View, Customer PO #, Penn Part #, Part Description, Heat Code, Spec Grade, QTY, and Process Date. The first result is highlighted, and a green arrow labeled '2' points to the 'View' button in the first row. A green arrow labeled '1' points to the search bar, and a green arrow labeled '3' points to the 'View Selected Items' button.

- 1) Search by any of the provided criteria in the top half of the screen, including your purchase order or the Penn Machine Heat Code. Press Enter.
- 2) Matching results will appear in the bottom half of the screen.
- 3) Select whether to view, print, or email any of the MTRs you select in the results.

Important Notes:

- 1) MTRs generated for orders shipped prior to June 3, 2024 will not be available in MetalTrace®. Please contact our Sales department for copies of MTRs generated for orders shipped prior to June 3, 2024.
- 2) Starting June 3, 2024, MTRs will no longer be available from our website, www.pennusa.com. You will be re-directed to the [MetalTrace® Online Site](http://www.metaltrace.com).
- 3) Contact our Sales department if you wish to have the MTRs emailed directly to an email address when your orders have shipped.

To learn more about MetalTrace®, please visit www.traceapps.com.

Please contact quality@pennusa.com or your Penn Machine Sales representative with any questions or feedback.