SSPN Archive reports are available at <https://sspn-archive.web.boeing.com/>

If you try the link and do not have access, please submit a Footprints ticket using the process below;

**Process for requesting access to the SSPN Archive Reports:**

Go to the Ariba page <https://ariba-isc.web.boeing.com/> and click on Footprints Ticket

In Footprints, click the Submit Request icon

Subject (Title): **Requesting SSPN Archive Access**

**Ticket Information section:**

·    Have you tried clearing your cache? Leave as **No Choice**

·    Select a Request Type from the highlighted field below. The Sub-Type field will appear with additional options.

·    Request Type = **SSPN Archive Account**

·    This will bring up the Request Sub-Type as **SSPN Archive Access**

* Select the appropriate commodity group. Select **N/A**

·    Please select a business group or organization from the dropdown list. This information will be used for reports and queries.

·    Select your applicable group (eg. Indirect Supply Chain)

* Does this request include ITAR, EAR, PII, or HSPII? Select **No**

**Request Details section:**

Enter justification for needing to access historic SSPN data.

\*If you require access to PO documentation it must be included in your request with a business justification.

*\*Mailbox is not regularly monitored*