

Global Flight Attendant Inventory

How to use the app: count the cabin, email your restock request, and pass the aircraft on.

5000

5500

6000

7500/8000

Where it is

On the 91K Crew Hub, **91kcrewhub.com**, or straight at **global-inventory.91kcrewhub.com**. Every Global is covered; the tail number picks the right checklist.

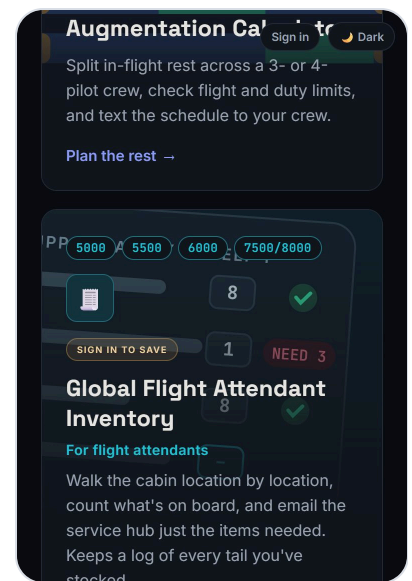
Rather watch?

Tap ► **Watch how it works** under the app's title for a 4½-minute video of everything in this guide.

1 Open the app

On the Crew Hub, tap the **Global FA Inventory** card.

Add it to your home screen once (iPhone: Share > Add to Home Screen; Android: Install). It then opens like an app and **works with no signal in the cabin**.

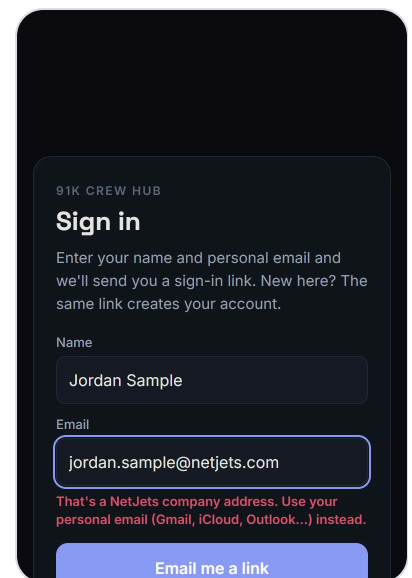


2 Sign in (free)

Signing in keeps a log of every aircraft you inventory, on any device. Tap **Sign in**, enter your name and email, and tap **Email me a link**. Open the link on the same phone and confirm. You stay signed in for 30 days.

Use your personal email, not your NetJets one. A @netjets.com address won't be accepted.

You can use the app without signing in; it just won't keep a log, and you can't hand off.



3 Start an inventory

1. Choose the **tail number**. Every tail is in the list, grouped by type. A tail that isn't listed: choose **Other...** at the bottom and type it.
2. The aircraft type and its checklist come with the tail (shown under **Aircraft**).
3. The boxes underneath show your progress: items counted, items short, locations done.

Starting another aircraft? [+ New inventory](#) .

4 Count each location

The checklist follows the paper report, in the order you walk the aircraft. Tap an area, then a location. Each item shows its part number, the number required, and a box for what's on board.

- ☒ all there.
- ☐ ☐ start from the number required: one missing, tap ☐ once.
- Or **type the number** on board.
- **Rest full** fills in everything you haven't touched; **Next location →** moves on.

[← All locations](#) goes back to the list, which shows what's full and what's short.

There's no Save button. Every tap is kept on the phone and goes to your log as soon as there's a signal.

A location

The list: full, short, to count

5 Or count what's missing

Prefer to count what's missing? Switch **Count by** to **Missing**. Then you type how many are missing (17 required, 5 missing: type 5) and it shows what's on board. The report comes out the same either way. The switch applies to the whole inventory.

← All locations N174QS · 422/482 · 8 short

JUMP SEAT AREA Reset All counted

Upper Cabinet

Water - Acqua Panna 330ml

PART #	NUMBER REQUIRED	NUMBER MISSING
4200111	17	5
ON BOARD 12		

Hand & Face Wipe - NetJets Fresh Towel

PART #	NUMBER REQUIRED	NUMBER MISSING
4500104	18	1
ON BOARD 17		

Lens Cleaner - Optico

PART #	NUMBER REQUIRED	NUMBER MISSING
4500109	18	1
ON BOARD 17		

← Previous Next location →

6 The M and F/A supplies tags

Tap a tag to see what it means.

- **M:** aircraft equipment. If it's missing or inop, refer it to **Maintenance**.
- **F/A supplies:** not available through the locker, so they stay out of the email to the hub. They're listed separately in the report.

← All locations N174QS · 422/482 · 8 short

COCKPIT Reset All counted

Cockpit Step Box

Maintenance item

F/A supplies Not in the locker

Afis Printer Roll

PART #	NUMBER REQUIRED	NUMBER ON BOARD
4900255	1	1
✓		

Gear Pin Bag - Blue

PART #	NUMBER REQUIRED	NUMBER ON BOARD
4900260	1	1
✓		

M · Maintenance item Close

From the NetJets Flight Attendant Report: if inop or needs replacement, refer to Maintenance

7 Find an item

Type a name or part number in **Find an item** at the top. Tap a match and it opens that location with the item highlighted.

← 91K Crew Hub My log Dark

Global Flight Attendant Inventory

Q nespresso X

6 MATCHES

Nespresso Pixie Bag (GL7500 / GL8000) 4900298 ✓
Cockpit > Cockpit Step Box

Espresso Machine - Nespresso Pixie MCC 4200068 Need 1
Cockpit > Cockpit Step Box > in Nespresso Pixie Bag (GL7500 / GL8000)

Nespresso Pod - Ristretto (Sleeve) 4200068 ✓
RH Upper Galley > Coffee Station - Upper Drawer

Nespresso Pod - Decaf Volluto (Sleeve) 4200070 ✓

8 Email the service hub

1. Tap **Report & email** at the bottom.
2. Check your name, and choose the **service hub or locker**; the app fills in where to send it.
3. Add a CC, or tick **Send me a copy**.
4. Send it one of these ways:
 - **Email Hub · From Here** opens this phone's mail app with the email written: tail, your name, and each item with its part number. Tap Send.
 - **Email Hub · From Work Phone** shows a code. Scan it with the work phone's camera and the same email opens there.
 - **Copy Email Body** copies the list to paste anywhere.

Restock order

Your name

Jordan Sample

Service hub / locker

KTEB · Teterboro

KTEB Teterboro **SERVICE HUB**

Signature Flight Support

Send to

TEBServiceHub@netjets.com

CC

optional - separate several with commas

name@example.com

Choose the hub

Email Hub - From Work Phone

1. On your work phone, open the Camera and point it at this code.

2. Tap the banner to open the restock request.

3. Tap Open email. Your work email opens with everything filled in; tap Send.

From Work Phone: scan this

9 Mark what arrived

The hub can't always bring everything. When the delivery comes, tap **Mark what arrived** (next to Report & email). It lists just what you asked for, in the email's order.

- **All arrived**, then untick anything that didn't come; – and + for part of an order.
- **Update inventory** adds it to your counts.

Whatever didn't come stays short, ready to request at the next hub, or to hand off.

Mark what arrived

N174QS · request to KTEB · 7 items asked for. Enter what the service hub brought; anything that didn't come stays short.

All arrived

ID Tags - Crew use, Coolers			
PART #	ASKED FOR	NUMBER ARRIVED	
4900264	1	-	0 + ✓

Water - Acqua Panna 330ml			
PART #	ASKED FOR	NUMBER ARRIVED	
4200111	5	-	- + ✓

Hand & Face Wipe - NetJets Fresh Towel			
PART #	ASKED FOR	NUMBER ARRIVED	
4500104	1	-	1 + ✓

10 Your log and handoffs

My log (top right) has every inventory you've done, newest first. Tap one to open it again.

Only got part of it done? Tap **Hand off**.

For four days, the next F/A who chooses this tail is offered to **Continue** your inventory, which starts a new one in their own log with your counts. The button then shows

Handed off ✓; tap it to cancel.

Handing off to an F/A who doesn't use the app? Use the printed form, next page.

— 91K Crew Hub My log Dark

Global Flight Attendant Inventory

Find an item: name or part #

THIS INVENTORY Handed off ✓ + New inventory

Tail number N174QS Date 10/31/2026

Aircraft Global 8000

Count by On board Missing

✓ Saved to your log 1:49 PM

Handed off · open until Wed, Nov 4 12:49 PM. The next F/A continues it by entering this tail number.
[Cancel handoff](#)

Restocked today 1:49 PM · 4 items arrived, 3 still short.

After Hand off

— 91K Crew Hub My log Dark

Global Flight Attendant Inventory

Find an item: name or part #

THIS INVENTORY + New inventory

Tail number N125QS Date 10/31/2026

Aircraft Global 5500

Count by On board Missing

Sarah Example handed off N125QS
today 10:49 AM · Global 5500 · 50 of 437 counted · 9 short

Continue

The next F/A: Continue

Handing off to an F/A who doesn't use the app

Not every flight attendant uses the app. For them, the app makes the **paper NetJets Flight Attendant Report**, filled in with your counts, so you can print it and leave it with the aircraft or give it to the next F/A.

1. Tap **Report & email**, then **Inventory Form (PDF)**.
2. Under **Filled with this inventory**, tap **Share** (or Download) and choose **Print**, or email it to yourself and print it later.
3. The **NEED** column is filled in from your counts, with the tail, date, your name and the hub. The next F/A can pick up from the paper, exactly where you left off.

Blank form makes an empty one, for an F/A who still works on paper.

The form follows the current revision of the checklist for that aircraft type.

Anything else the service hub should know

Inventory Form (PDF)

Close

The NetJets Flight Attendant Report (rev. Oct 8, 2026), recreated as a PDF to email or print, for F/As still working on paper.

Blank form

For the next F/A to fill in by hand. NEED left empty.

Open

Share

Filled with this inventory

NEED filled in from your counts (8 items short), with tail, date and name.

Open

Share

Open shows it in your PDF viewer. Share opens the share sheet: choose Mail to email it, or Print.

[GL7500 / GL8000] - NetJets Flight Attendant Report				1/7	Revised: 10/08/2026			
Tail N1740S - Oct 31, 2026 - F/A Jordan Sample - KTEB Teterboro								
PART #	ITEM	REQ	NEED		PART #	ITEM	REQ	NEED
Pilot Seats - LH Pilot Storage					4900312	Catering Bag - Navy Blue		2
4600134	AV Cable - USB-A to USB-C	1			4900313	Wine Bag - Navy Blue		2
4600143	AV Cable - USB-C to USB-C	1			Fwd. Closet - LH General Area - Fwd. Closet Umbrella Holder			
Pilot Seats - RH Pilot Storage					4900350	Umbrella, Large - Cool Style		4
4600134	AV Cable - USB-A to USB-C	1			Fwd. Closet - LH General Area - Side Storage			
4600143	AV Cable - USB-C to USB-C	1			4400133	Storage Bag - NetJets Logo		1
General - Cockpit Step Box					4700161	- Serving Tray - Wood Lap Tray		1
4900255	Alto Printer Roll	1			4400133	Storage Bag - NetJets Logo		3
4900260	Gear Pin Bag - Blue	1			4700161	- Serving Tray - Wood Lap Tray		1
4900261	Pilot Cover Bag (CL260, CL650, GL5500...)	1			4400133	Storage Bag - NetJets Logo		1
4900268	Nespresso Pils Bag (GL7500 / GL8000)	1			4700161	- Serving Tray - Wood Lap Tray		1
MCC	u - Espresso Machine - Nespresso Pils	1	1		4800014	Gloves - Nitrile Type for Cleaning		1
ADCD	u - Bad Elf Wombat Kit	1			4800094	Paper Towel - Broom Professional		2
ADCD	u - FA Turnover Log Book (GL5000, GL6000...)	1			Entry Area - Door Compartment			
Jump Seat Area - LH Upper Compartment					4900139	Safety Vest - High Visibility		3
4900264	ID Taps - Crew use, Coolers	25	1		RH Upper Galley - Liquor Cabinet - Shelf 1			
4900270	Toilet Kit Bag	1			4300032	Vodka - Grey Goose 50ml		8
4900271	- Allen Wrenches (MM & SAE)	1			4300057	Scotch - Balvenie Doublewood 12yr 50ml		4
4900272	- Needle Nose Pliers	1			4300193	Vodka - Tito's 50ml		8
4900273	- Voltage Tester	1			RH Upper Galley - Liquor Cabinet - Shelf 2			
4900274	- Screwdriver (11-1 Multi Bit)	1			4300057	Scotch - Balvenie Doublewood 12yr 50ml		4
7600964	- Oil Can Opener	1			4300174	Bourbon - Buffalo Trace 50ml		8
Jump Seat Area - Upper Cabinet					4300257	Bourbon Cream - Buffalo Trace		3
4200111	Water - Aquas Plama 330ml	17	5		4700195	Cocktail Shaker - CXO		1
4500104	Hand & Face Wipe - NetJets Fresh Towel	18	1		RH Lower Galley - Liquor Cabinet - Shelf 3			
4500109	Lens Cleaner - Optico	18	1		4200110	Bloody Mary Mix - Mr. & Mrs. T's 7.5 oz.		6
Fwd. Closet - Upper LH - Entrance Enclosure					RH Lower Galley - Liquor Cabinet - Shelf 4			
4500104	Hand & Face Wipe - NetJets Fresh Towel	20			4100025	Peanut Butter - Jif To-Go Individual Cup		3
4500109	Lens Cleaner - Optico	10			4300125	Rum - Bacardí Superior 50ml		5
4600067	Greeting Card/Envelope - NetJets Custom	1			4300235	Gin - Hendrick's 50ml		5
4900070	Ear Protection - Encore 3db NRR	10	1		4700195	Tequila - Don't 50ml		6
4900269	Table Tent Card	100	1		RH Lower Galley - Liquor Cabinet - Shelf 5			
Fwd. Closet - LH General Area - Coat Rod					4700196	Serving Tray - Silver, Large 29x26cm		1
4900372	Hanger - Owner, Blue Rope	3	1		4700197	Serving Tray - Silver, Medium 31x18cm		2
Fwd. Closet - LH General Area - Side Ledge					4700198	Serving Tray - Silver, Small 25x14cm		2
4900073	Face Mask - Surgical Style	1			RH Upper Galley - Upper Cabinet - Fwd. Cabinet			
4900023	Bag - T-Shirt Carryout	10			4400005	Pot Holder		2
4900216	Catering To Go Bags	10			4700256	Cooking Pan - LeCrouzet 3.5q w/ lid		1
4900301	Wine Chiller Bag (Pack 10bg)	1			4700254	Cutlery Kit - NetJets, Blue		12
Fwd. Closet - LH General Area - General Area					4900356	Storage Bag - Nuvave Cooktop		1
3600093	Tape - Clear Mylar	1			MCC	u - Nuvave PIC Flex Induction Cooktop		1
4700265	Bowl, Galley Service - Alessi Small 15cm	2			4700257	- Silicone Non-slip Heating Pad		2
4700266	Bowl, Galley Service - Alessi Large 23cm	1			MCC	u - Oster Toaster		1
4800037	Whisk Broom w/Dustpan	1			RH Upper Galley - Upper Cabinet - Aft Cabinet			
4900049	Duct Tape	1			4100044	Water Crackers - Carr's		2
4900286	Onboard Luggage Scale	1			4400142	Hot Towel - Cotton/Plant Fiber Blend 6/box		4
4900289	• Step Stool (GL7500 / GL8000)	1			4500130	Bamboo Bamboo Tongs 9" (Store in Ziploc)		1

M: If nap or needs replacement, refer to Maintenance Program
* Item not available for order. Supplied by F/A via store or email lockers@netjets.com

The filled-in form (page 1): NEED shows what's short

Global Flight Attendant Inventory · global-inventory.91kcrewhub.com · The screens in this guide and the video use made-up names and counts.