

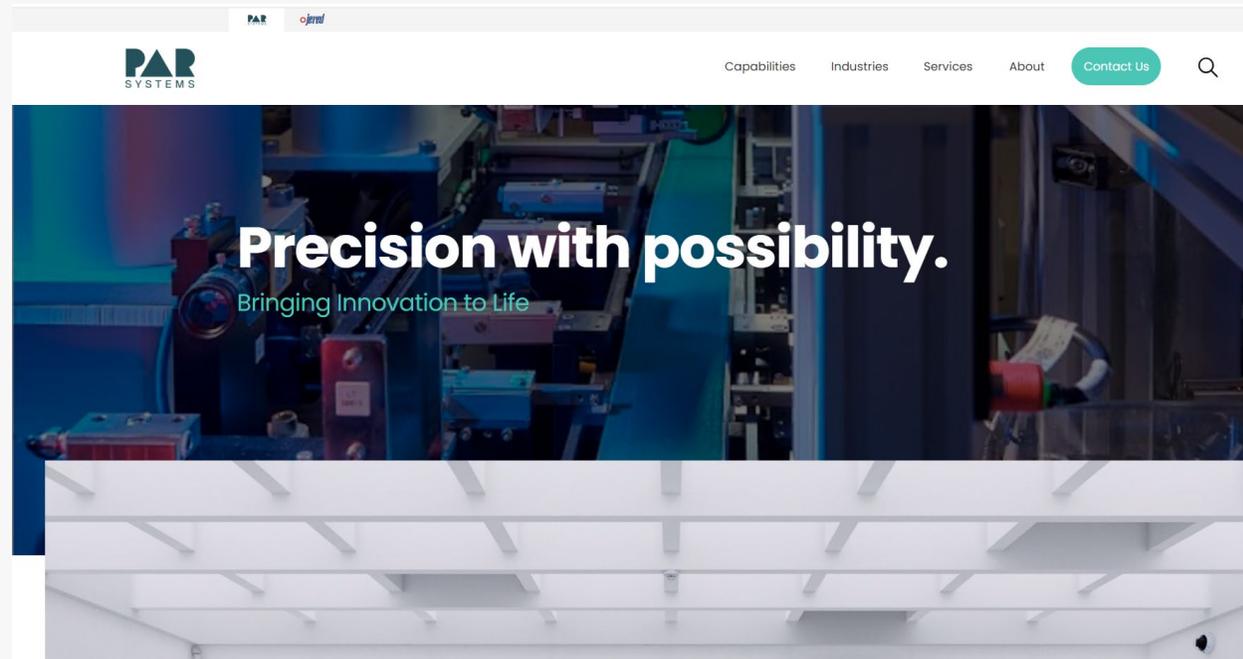
Work Instructions for Supplier NCR Creation

→ NCR (NON-CONFORMANCE REPORT)



STEP ONE:

In the address bar on your web browser, enter www.par.com
The following screen will appear:

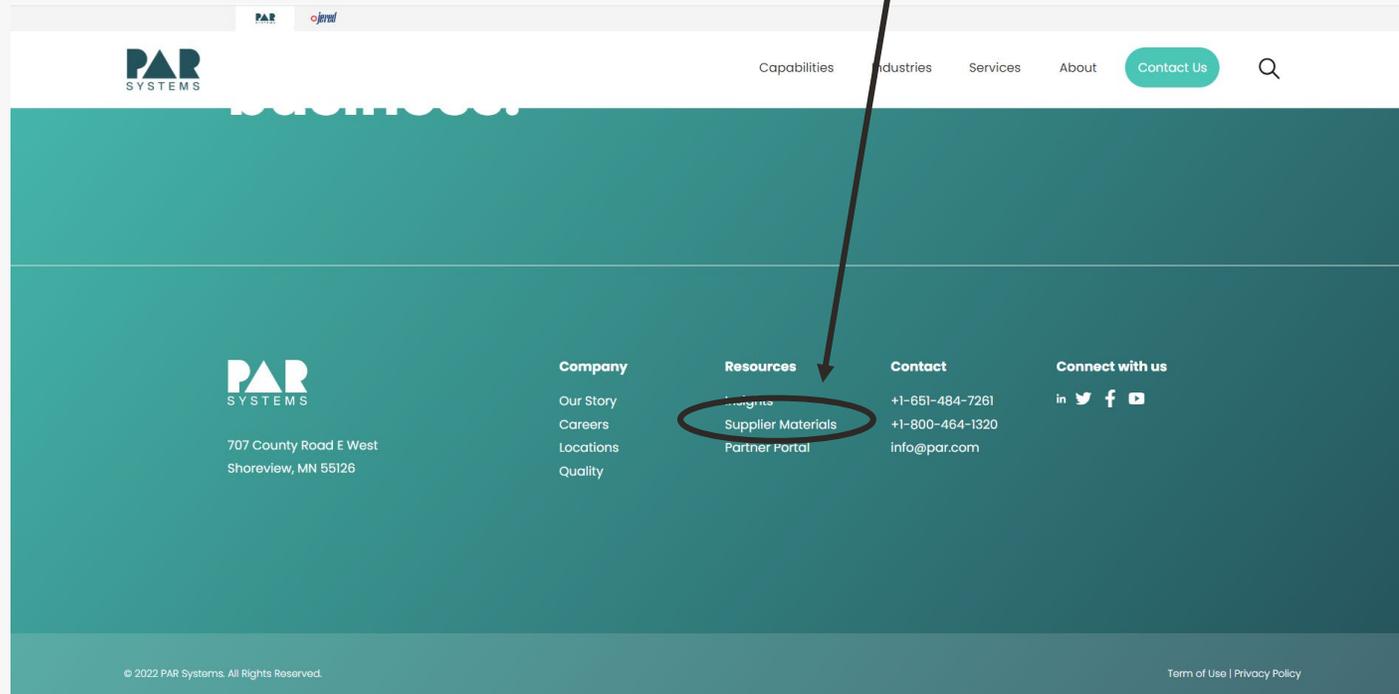


→ NCR (NON-CONFORMANCE REPORT)



STEP TWO:

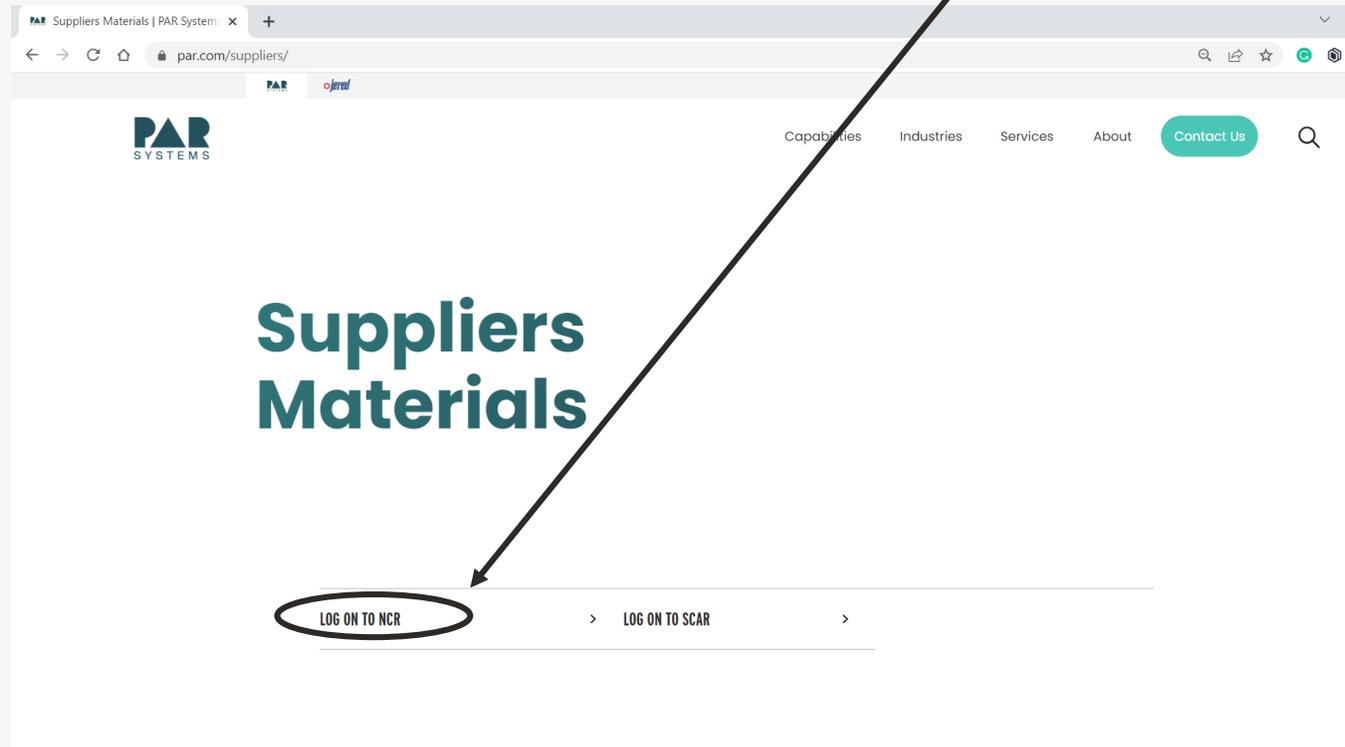
Click on the Supplier Materials in the global footer of the PAR website.
You will need to scroll to the bottom of the page.



→ NCR (NON-CONFORMANCE REPORT)

STEP THREE:

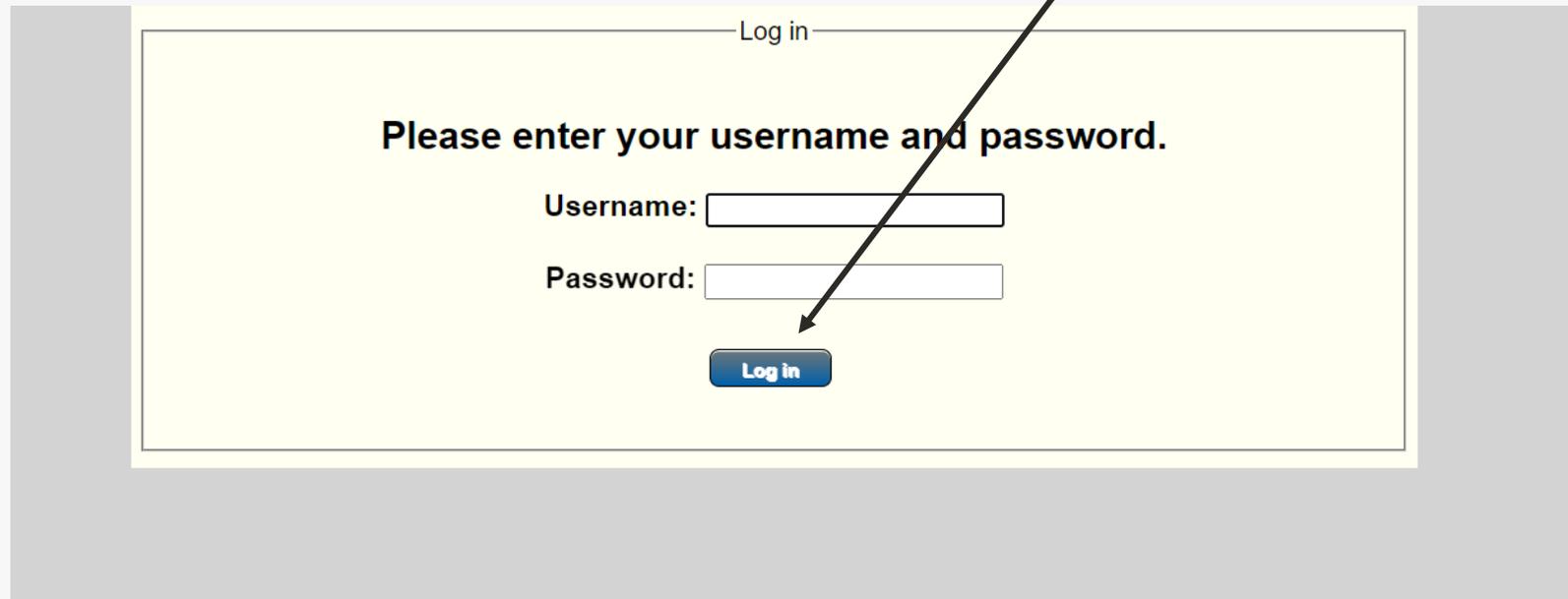
On the Supplier Materials page, click on “LOG ON TO NCR”



→ NCR (NON-CONFORMANCE REPORT)

STEP THREE:

Enter Username and Password provided by PAR. Click on "LOG IN"



Log in

Please enter your username and password.

Username:

Password:

Log in

→ NCR (NON-CONFORMANCE REPORT)

STEP FIVE:

Enter information into the fields with a red *. All * fields are required information (see next slide for details).

ANDERSON AND DAHLEN

* denotes required fields

Requestor *	<input type="text"/>	Email *	<input type="text"/>
Phone *	<input type="text"/>	Fax	<input type="text"/>
Part No *	<input type="text"/>	Part Name *	<input type="text"/>
Revision	<input type="text"/>	PaR PO Num *	<input type="text"/>
Item Number *	<input type="text"/>	Lot Quantity *	<input type="text"/>
Qty. NCR'd *	<input type="text"/>	Qty Accepted *	<input type="text"/>
Inspector *	<input type="text"/>		

Nonconformance Description *

NCR Help

This application provides a means for registering any Non conformance with the supplied parts. After entering the login details, a form with all the required details is displayed. **Please enter a value for all the fields marked with '*'**. Upon submitting the form, a status form with a summary report would be displayed. You can print the report for you records if you wish.

If you need any further assistance please contact [Rachel Beard](#)

NCR (NON-CONFORMANCE REPORT)

STEP SIX:

Enter information into the fields with a red *. All * fields are required information (see below for details)

ANDERSON AND DAHLEN
* denotes required fields

Requestor * John Doe	Email * johndoe@supplier.com
Phone * 651-555-0000	Fax 651-555-1111
Part No * 121345678	Part Name * Bracket
Revision 1	PaR PO Num * 123456
Item Number * 1	Lot Quantity * 3
Qty. NCR'd * 1	Qty Accepted * 2
Inspector * Jill Inspector	

Nonconformance Description *

Page two - the 5.394 checks 5.156 for the 1/4-20 hole.

Submit Reset Logout

- Requestor – The individual completing the NCR. This person will be the contact person for all questions and follow up activities.
 - Email – Requestor’s email address.
 - Phone – Requestor’s Direct telephone number for any follow up discussion.
 - Part No – PAR’s part number on the purchase order or print.
 - Part Name – Name of part on PAR’s purchase order or print.
 - Revision – Revision number (or letter) on PAR’s purchase order or print.
 - P.O. No – PAR’s purchase order number.
 - Item No. – Line item number on PAR’s purchase order.
 - Lot Quantity – The total quantity of items ordered from the line item number on PAR’s purchase order.
 - Quantity NCR’d – The number of discrepant items that are being NCR’d.
 - Quantity Accepted – The total number of non-discrepant items in the lot quantity.
- NOTE: The Qty NCR’d must equal the Lot Qty MINUS the Quantity Accepted!
- Nonconformance Description – Enter a description of the nonconforming item. The description should contain information regarding the nature of the discrepant material. The explanation should be clear and completely describe the nature of the nonconformance.
 - Submit – The NCR may be submitted to PaR at this point by clicking on the “submit” button.

→ NCR (NON-CONFORMANCE REPORT)

STEP SEVEN:

After submitting your NCR , the following screen pops up showing the details of your NCR. You may now print out your NCR and Logout of the PAR NCR Program.

707 County Road E West,
Shoreview, MN 55126-7007

Your NCR was registered successfully!

Following are the details of the NCR:

Requestor: John Doe	Email: johndoe@supplier.com
Phone: 651-555-0000	Fax: 651-555-1111
Part Number: 121345678	Part Name: Bracket
Revision: 1	PaR PO Number: 123456
Item Number: 1	Lot Quantity: 3
Quantity NCR'd: 1	Quantity Accepted: 2
Inspector: Jill Inspector	

Nonconformance Description:
Ignore ~ this is a test NCR ~ Thanks, Rachel

Print Logout

Click "Print" to print a copy.
Click "Logout" to exit the
NCR program.

→ NCR (NON-CONFORMANCE REPORT)



COMPLETE:

Logging out of the NCR Program will take you back to the PAR home page.

