Supplier NCR Training

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:

Enter the PaR website address www.par.com in the address bar of your web browser.

NCR (Non-Conformance Report)

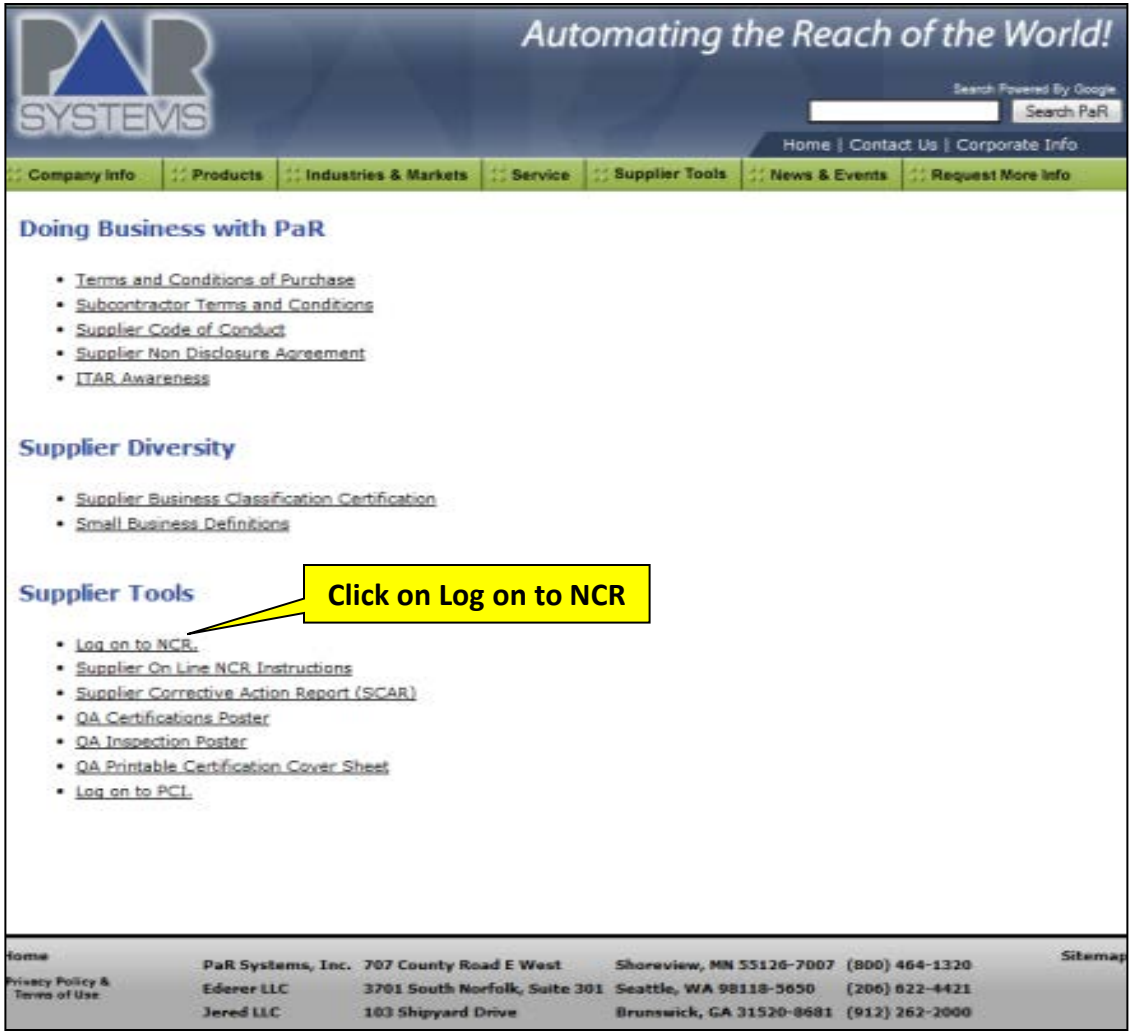
STEP TWO:

Click on the Supplier Tools tab in the PaR website.

NCR (Non-Conformance Report)

STEP THREE:

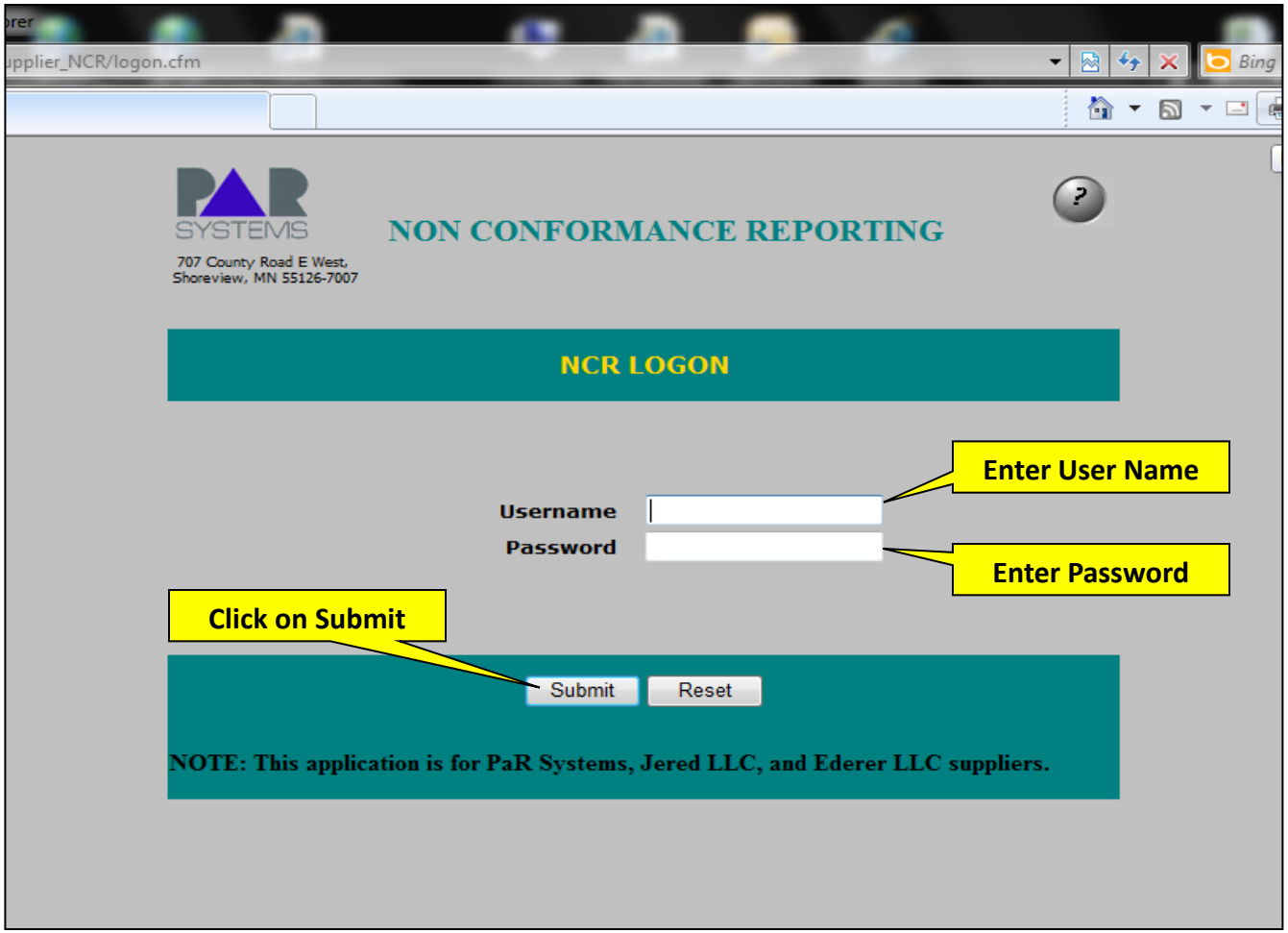
Under Supplier Tools, click on Log on to NCR.



NCR (Non-Conformance Report)

STEP FOUR:

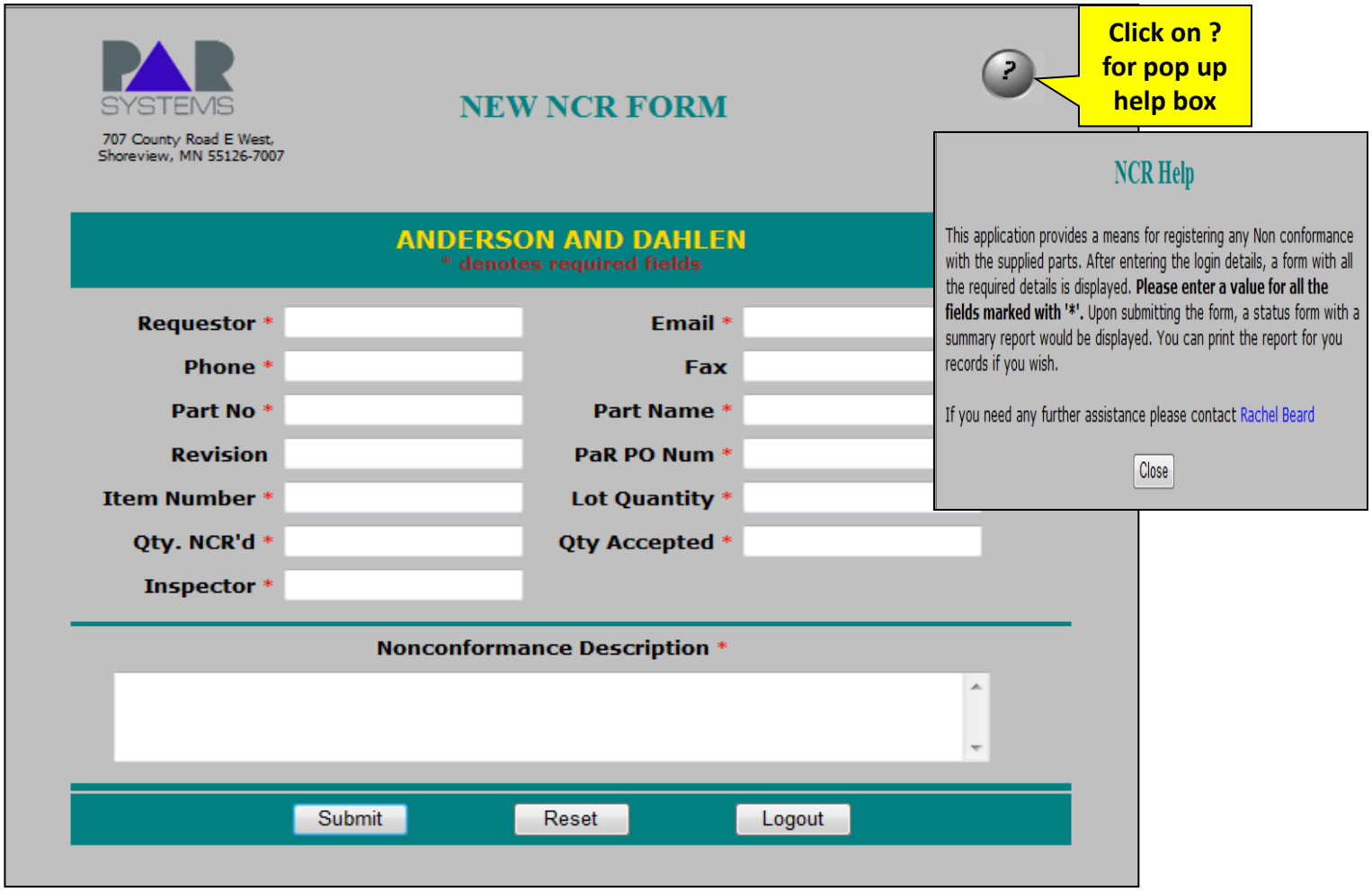
Enter Username and Password provided by PaR. Click on Submit.



NCR (Non-Conformance Report)

STEP FIVE:

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



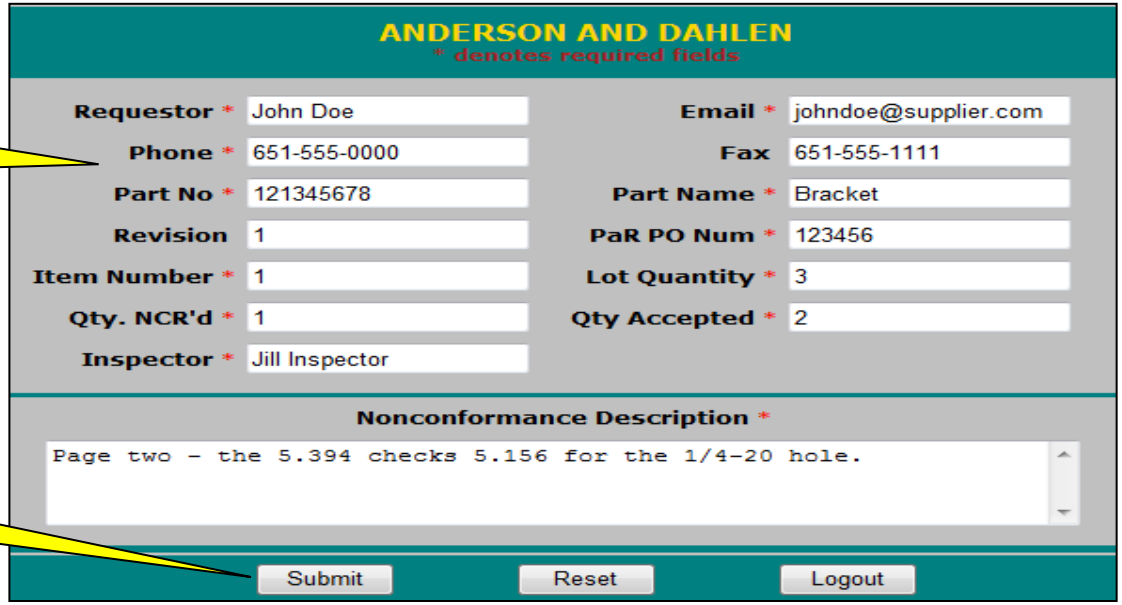
NCR (Non-Conformance Report)

STEP SIX:

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

Fill out required fields (see explanations below)

Click on Submit to transmit NCR to PaR



- **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.

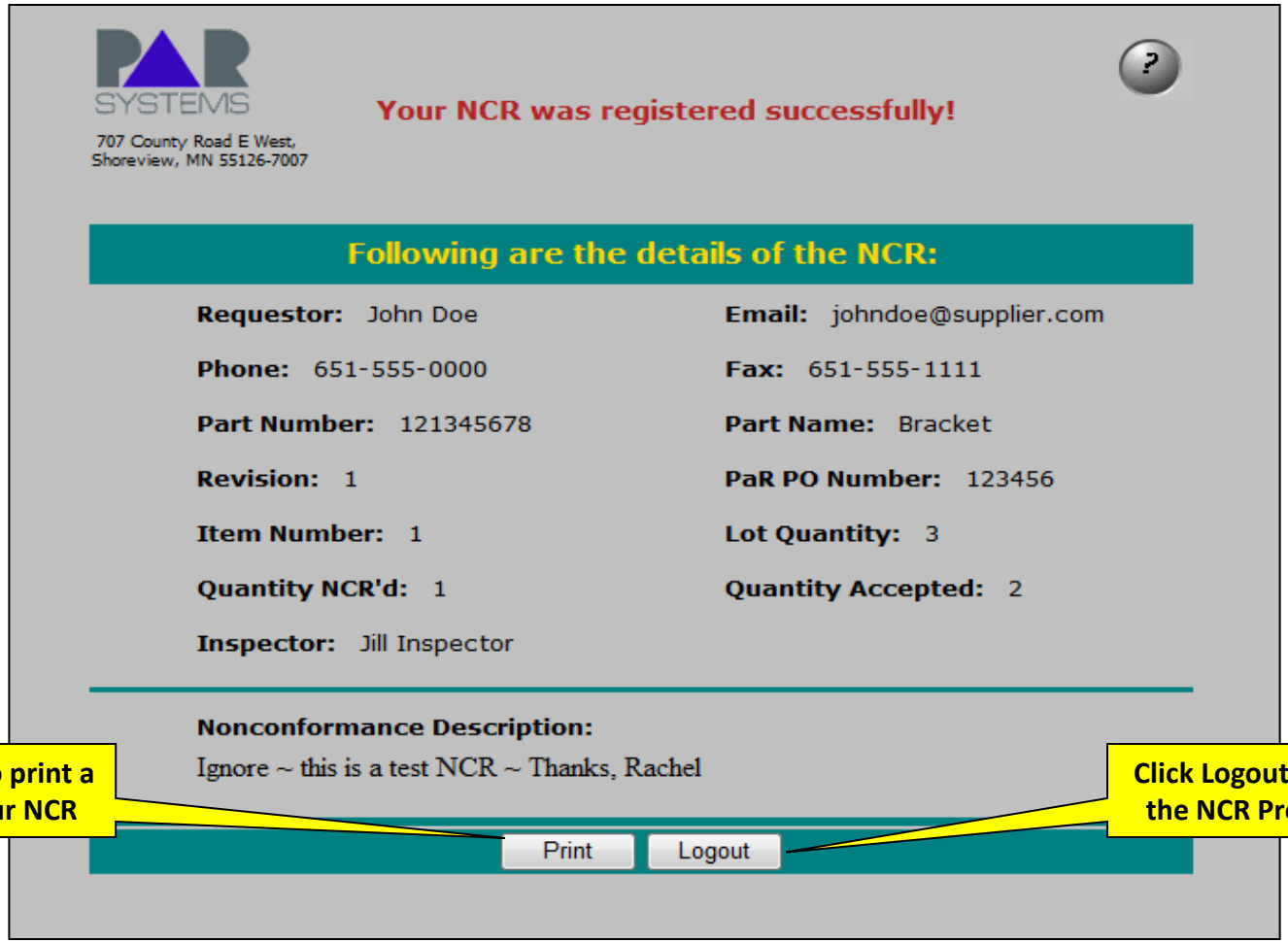
NOTE: The Qty NCR'd must equal the Lot Qty MINUS the Quantity Accepted!

- **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.

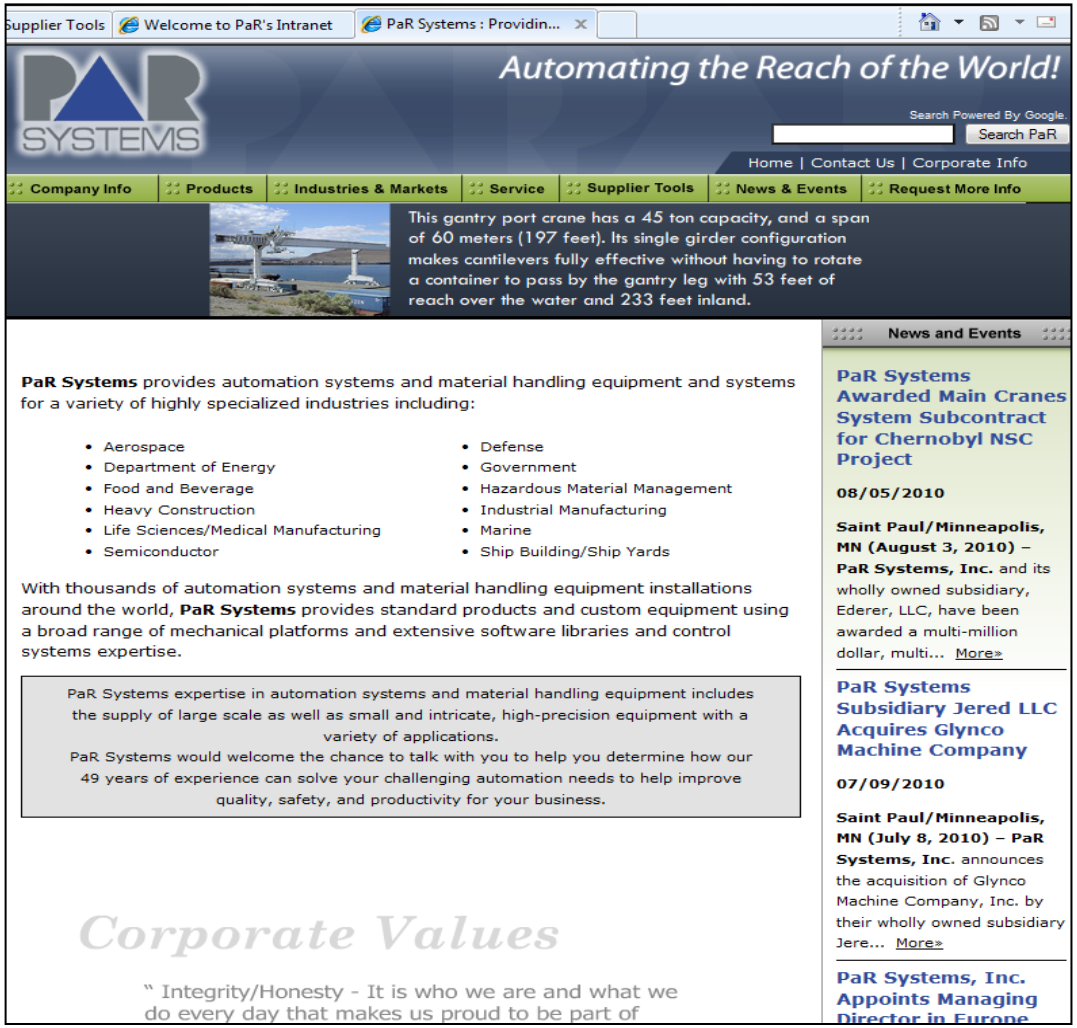
NCR (Non-Conformance Report)

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.



NCR (Non-Conformance Report)

THE END:

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