



# Supplier NCR Training

*Work Instructions for Supplier NCR Creation*

## STEP ONE:

In the address bar on your web browser, enter [www.par.com](http://www.par.com). The following screen will appear:

Enter the PaR website address [www.par.com](http://www.par.com) in the address bar of your web browser.



## STEP TWO:

Click on the Supplier Tools tab in the PaR website.



Automating the Reach of the World!

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This fully automated system removes wire bonds and their associated bond welds from read/write head substrate for our customers in the Magnetic Recording Head segment of the Semiconductor industry.

**PaR Systems** provides automation systems and material handling equipment and systems for a variety of highly specialized industries including:

- Aerospace
- Department of Energy
- Food and Beverage
- Heavy Construction
- Life Sciences/Medical Manufacturing
- Semiconductor
- Defense
- Government
- Hazardous Material Management
- Industrial Manufacturing
- Marine
- Ship Building/Ship Yards

With thousands of automation systems and material handling equipment installations around the world, **PaR Systems** provides standard products and custom equipment using a broad range of mechanical platforms and extensive software libraries and control systems expertise.

PaR Systems expertise in automation systems and material handling equipment includes the supply of large scale as well as small and intricate, high-precision equipment with a variety of applications.

PaR Systems would welcome the chance to talk with you to help you determine how our 49 years of experience can solve your challenging automation needs to help improve quality, safety, and productivity for your business.

**Corporate Values**

“ Developing Our People - The success of the individual and of PaR Systems is a shared responsibility and occurs as each person grows

**News and Events**

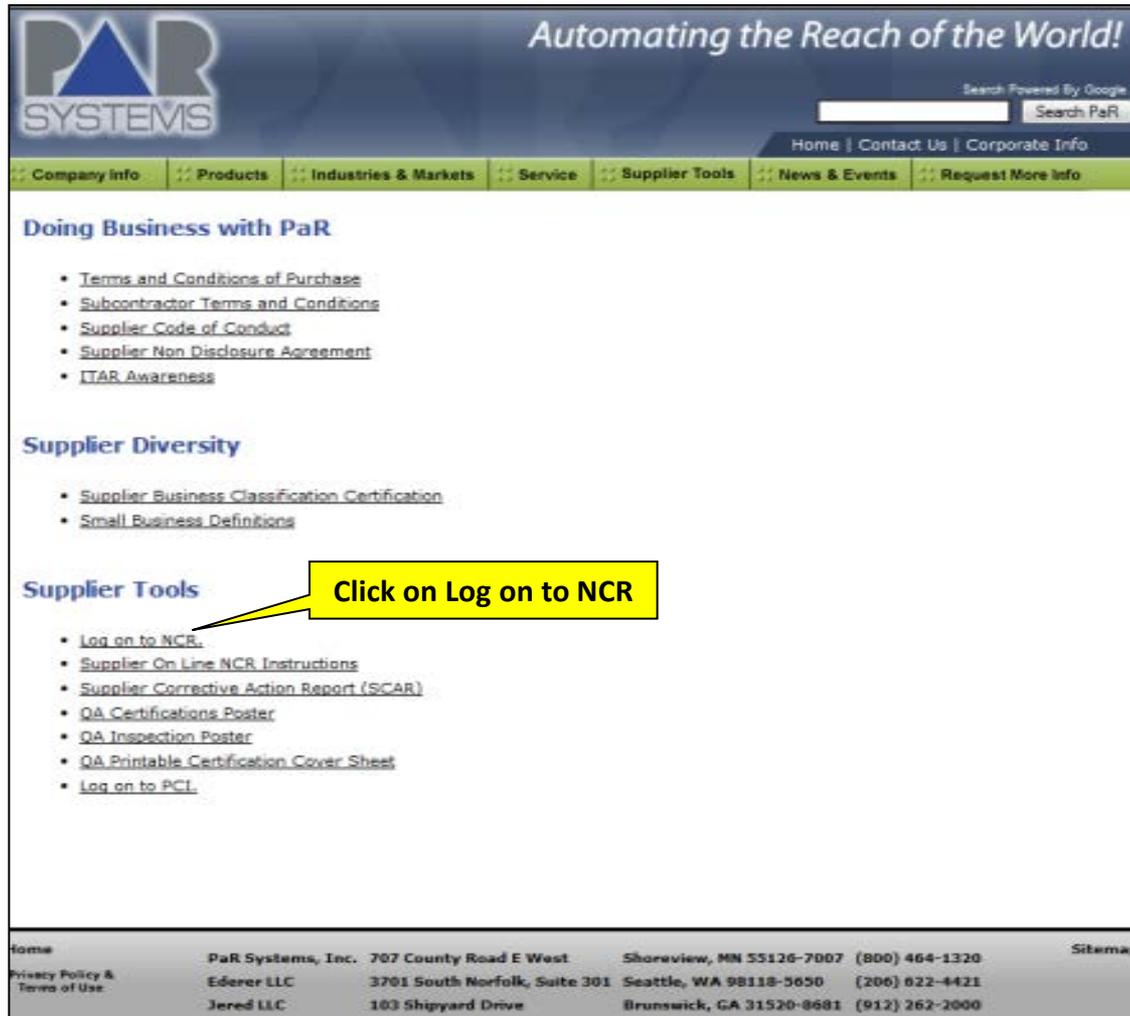
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## STEP THREE:

Under Supplier Tools, click on Log on to NCR.



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### Doing Business with PaR

- [Terms and Conditions of Purchase](#)
- [Subcontractor Terms and Conditions](#)
- [Supplier Code of Conduct](#)
- [Supplier Non Disclosure Agreement](#)
- [ITAR Awareness](#)

### Supplier Diversity

- [Supplier Business Classification Certification](#)
- [Small Business Definitions](#)

### Supplier Tools

- [Log on to NCR](#)
- [Supplier On Line NCR Instructions](#)
- [Supplier Corrective Action Report \(SCAR\)](#)
- [QA Certifications Poster](#)
- [QA Inspection Poster](#)
- [QA Printable Certification Cover Sheet](#)
- [Log on to PCI](#)

**Click on Log on to NCR**

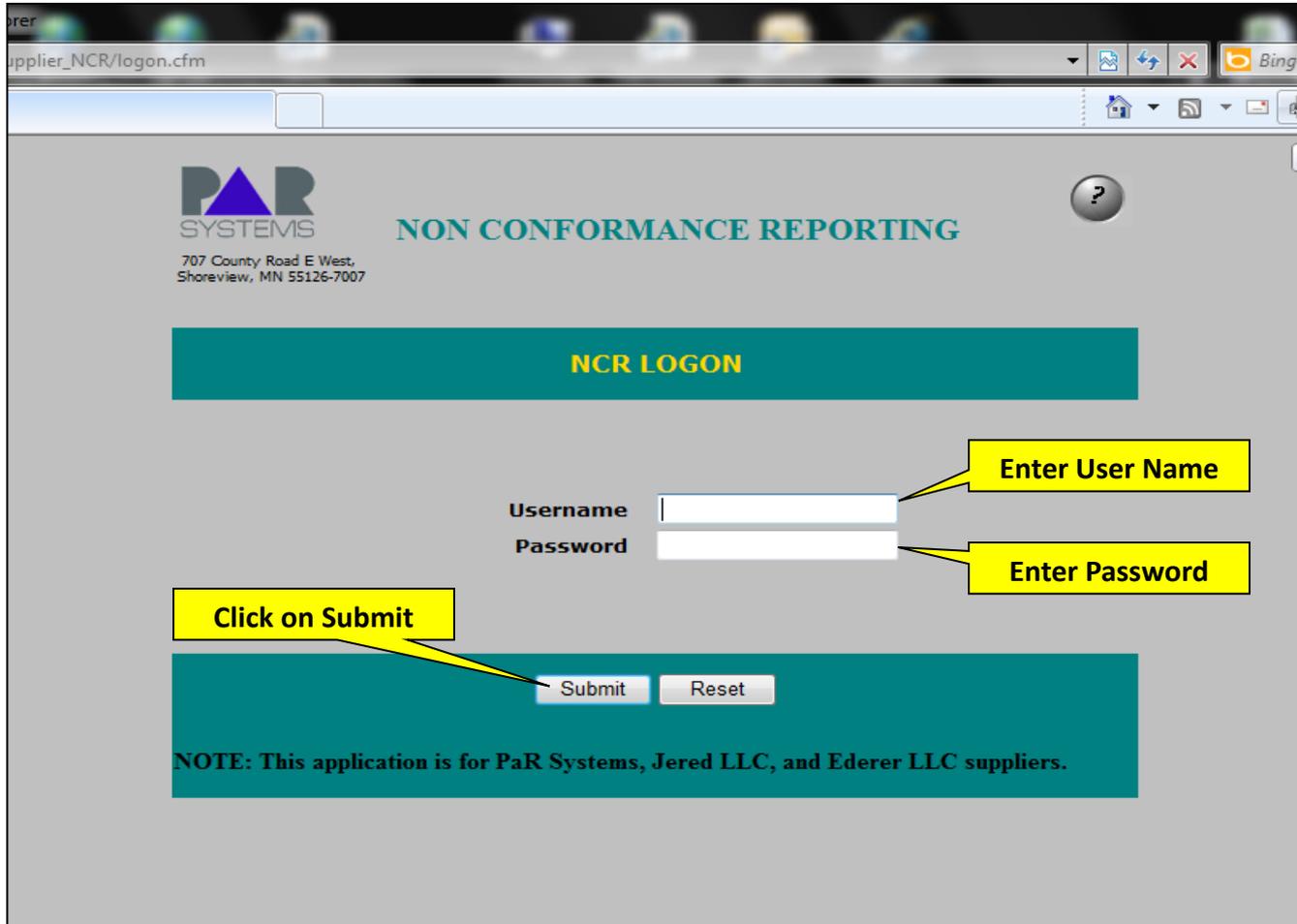
Home | Privacy Policy & Terms of Use | PaR Systems, Inc. 707 County Road E West Shoreview, MN 55126-7007 (800) 464-1320 | Sitemap

Ederer LLC 3701 South Norfolk, Suite 301 Seattle, WA 98118-5650 (206) 822-4421

Jered LLC 103 Shipyard Drive Brunswick, GA 31520-8681 (912) 262-2000

## STEP FOUR:

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



Supplier\_NCR/logon.cfm

**PaR SYSTEMS**  
707 County Road E West,  
Shoreview, MN 55126-7007

**NON CONFORMANCE REPORTING**

**NCR LOGON**

Username

Password

**Enter User Name**

**Enter Password**

**Click on Submit**

Submit Reset

**NOTE: This application is for PaR Systems, Jered LLC, and Ederer LLC suppliers.**

## STEP FIVE:

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



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

## NEW NCR FORM



Click on ?  
for pop up  
help box

### ANDERSON AND DAHLEN

\* denotes required fields

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

Fill out required fields  
(see explanations below)

**ANDERSON AND DAHLEN**  
\* denotes required fields

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

**Nonconformance Description \***

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

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.

## 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.



The screenshot shows a web interface for PaR SYSTEMS. At the top left is the PaR SYSTEMS logo and address: 707 County Road E West, Shoreview, MN 55126-7007. At the top right is a help icon (a question mark in a circle). The main heading reads "Your NCR was registered successfully!". Below this is a teal banner with the text "Following are the details of the NCR:". The details are listed in two columns: 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, and Inspector: Jill Inspector. Below the details is a section for "Nonconformance Description:" with the text "Ignore ~ this is a test NCR ~ Thanks, Rachel". At the bottom are two buttons: "Print" and "Logout". Two yellow callout boxes point to these buttons: one for "Print" and one for "Logout".

**PaR SYSTEMS**  
707 County Road E West,  
Shoreview, MN 55126-7007

**Your NCR was registered successfully!**

**Following are the details of the NCR:**

<b>Requestor:</b> John Doe	<b>Email:</b> johndoe@supplier.com
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<b>Item Number:</b> 1	<b>Lot Quantity:</b> 3
<b>Quantity NCR'd:</b> 1	<b>Quantity Accepted:</b> 2
<b>Inspector:</b> Jill Inspector	

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

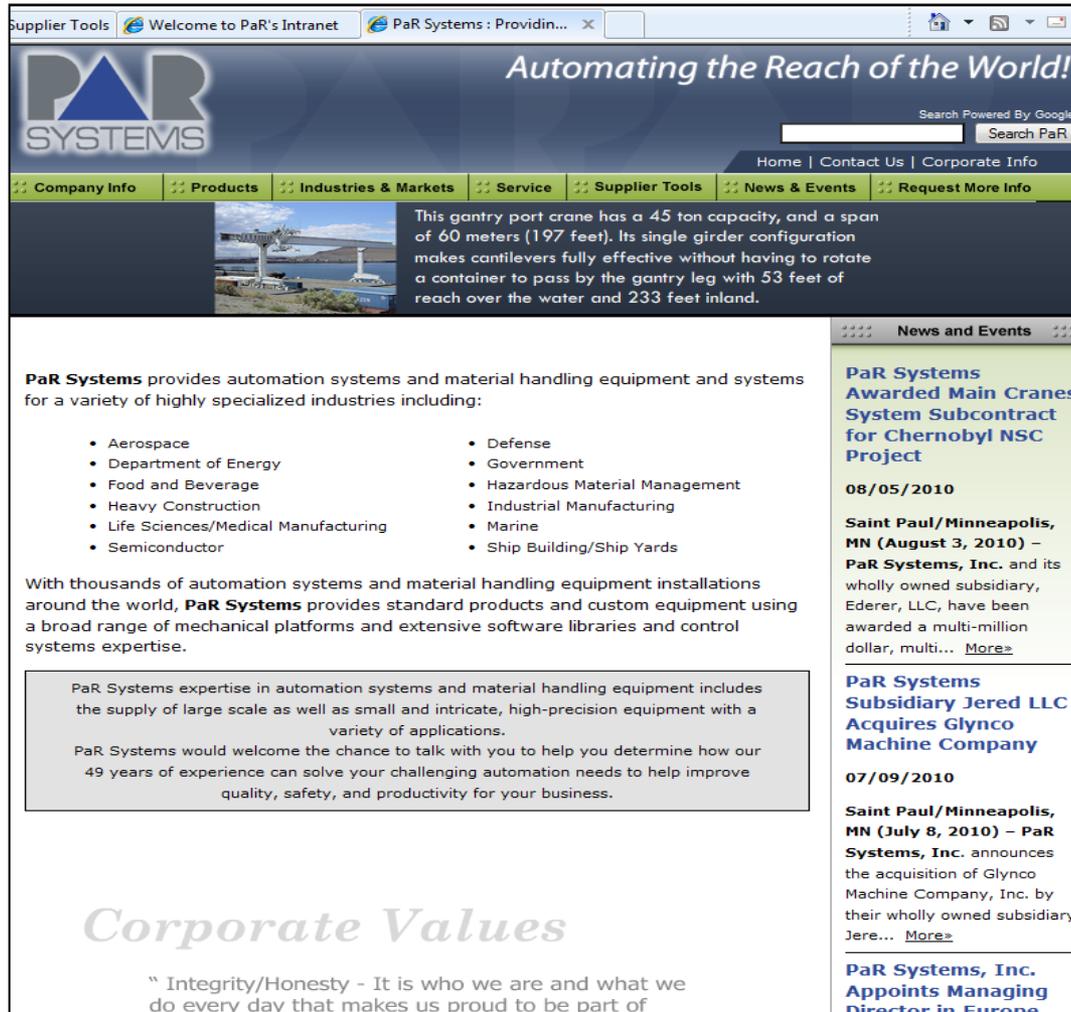
[Print](#) [Logout](#)

Click Print to print a copy of your NCR

Click Logout to exit the NCR Program

## THE END:

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



Supplier Tools | Welcome to PaR's Intranet | PaR Systems : Providin... x

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This gantry port crane has a 45 ton capacity, and a span of 60 meters (197 feet). Its single girder configuration makes cantilevers fully effective without having to rotate a container to pass by the gantry leg with 53 feet of reach over the water and 233 feet inland.

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" Integrity/Honesty - It is who we are and what we do every day that makes us proud to be part of

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