Work Instructions for Supplier NCR Creation

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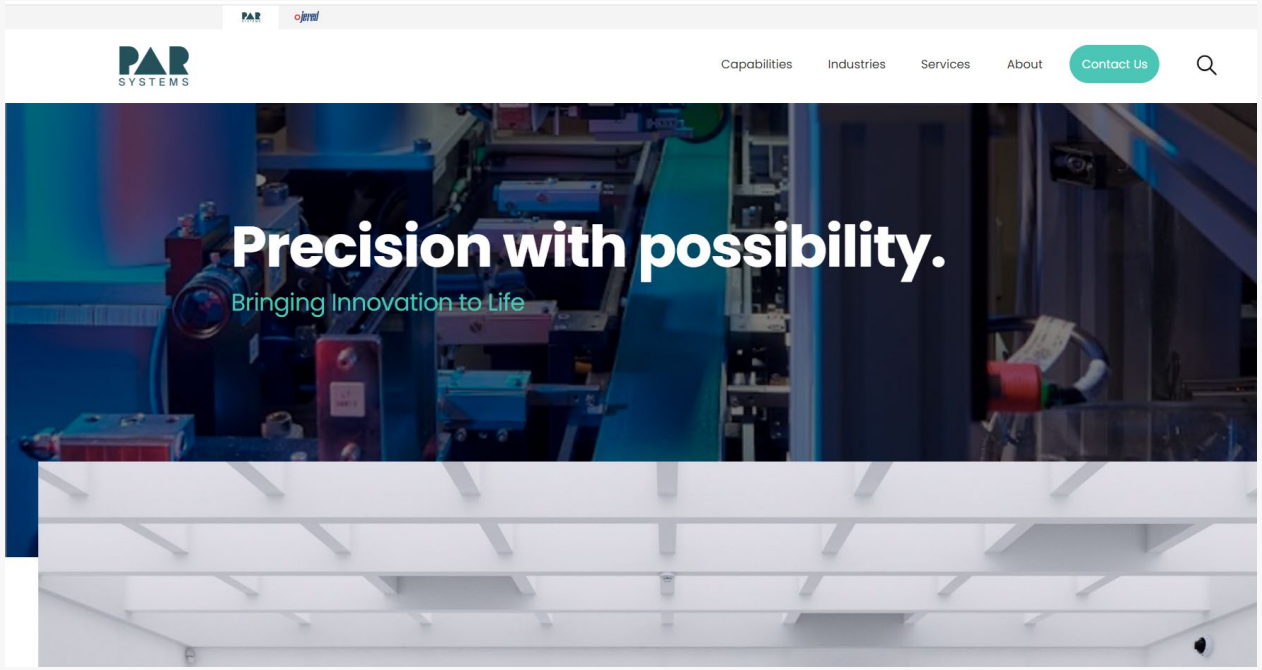
NCR (NON-CONFORMANCE REPORT)

STEP ONE:

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



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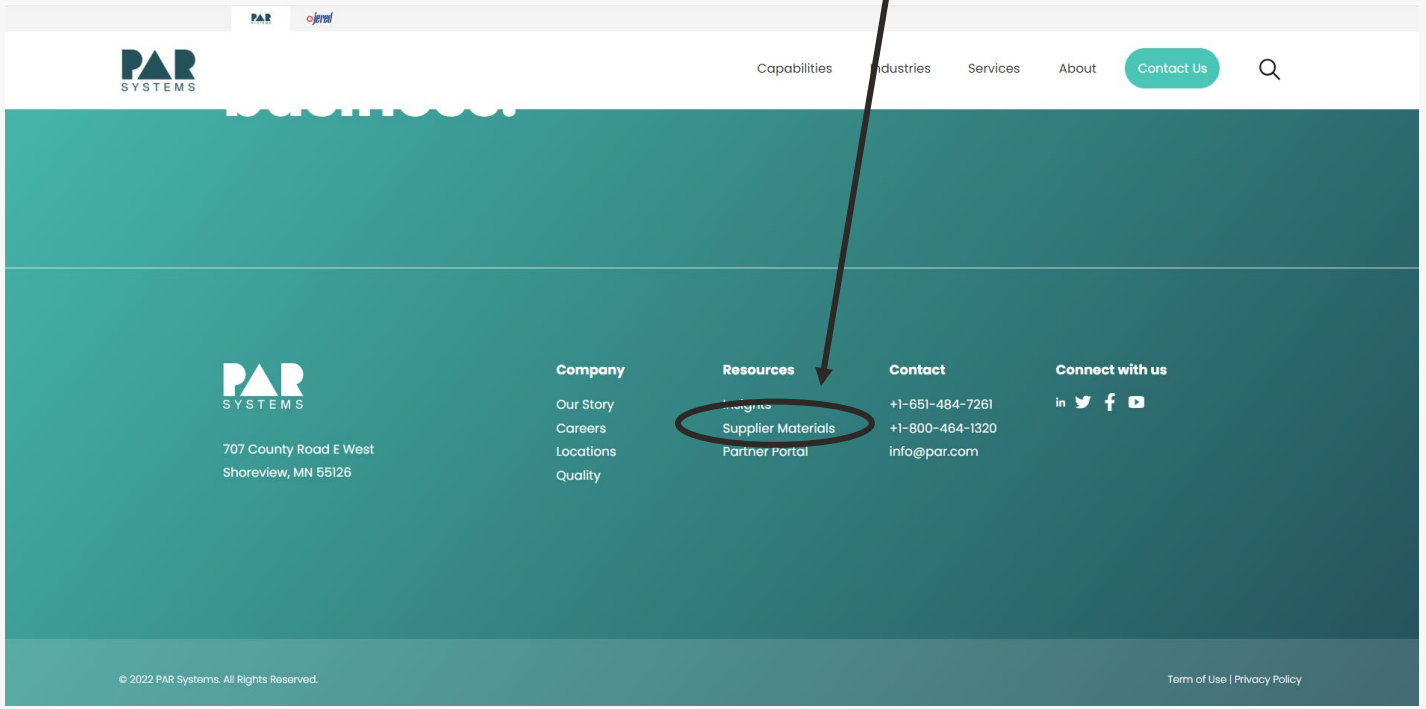
STEP TWO:

Click on the Supplier Materials in the global footer of the PAR website.

You will need to scroll to the bottom of the page.



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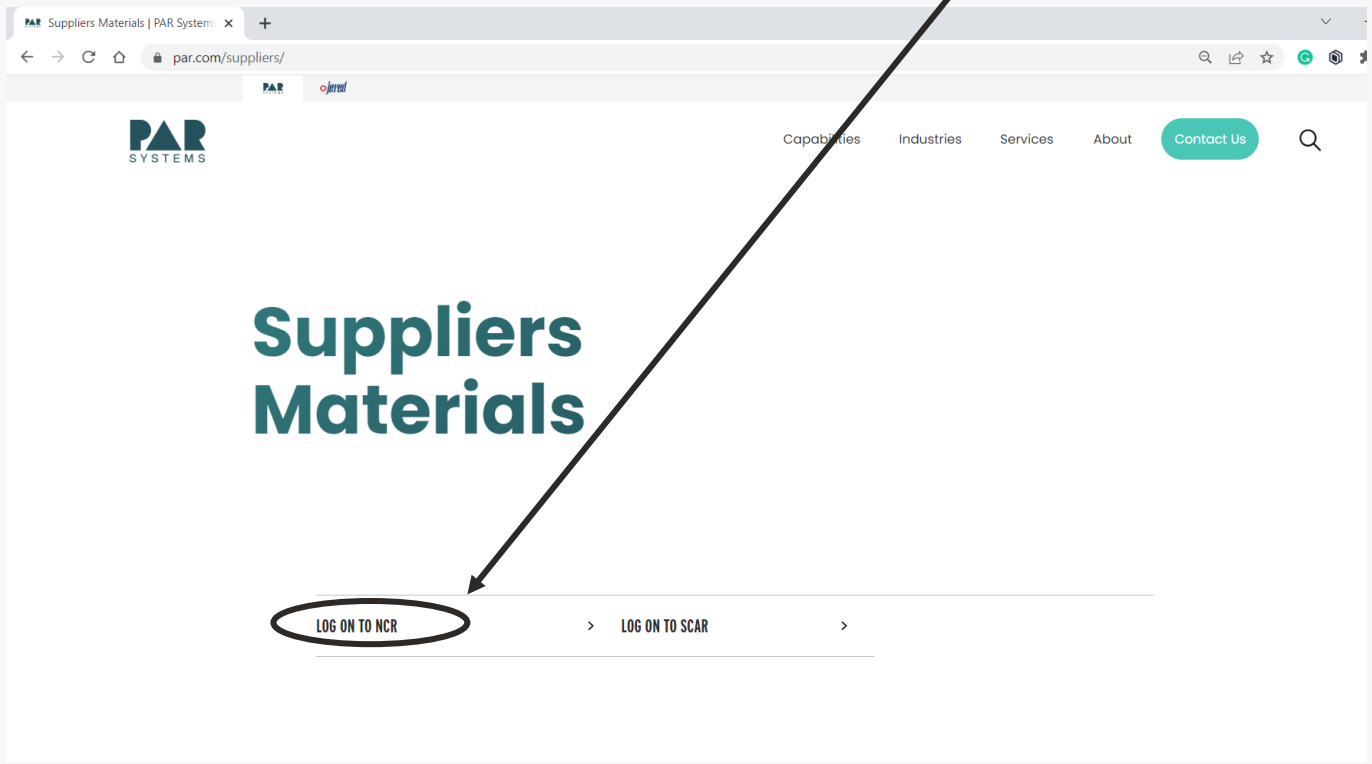
STEP THREE:

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



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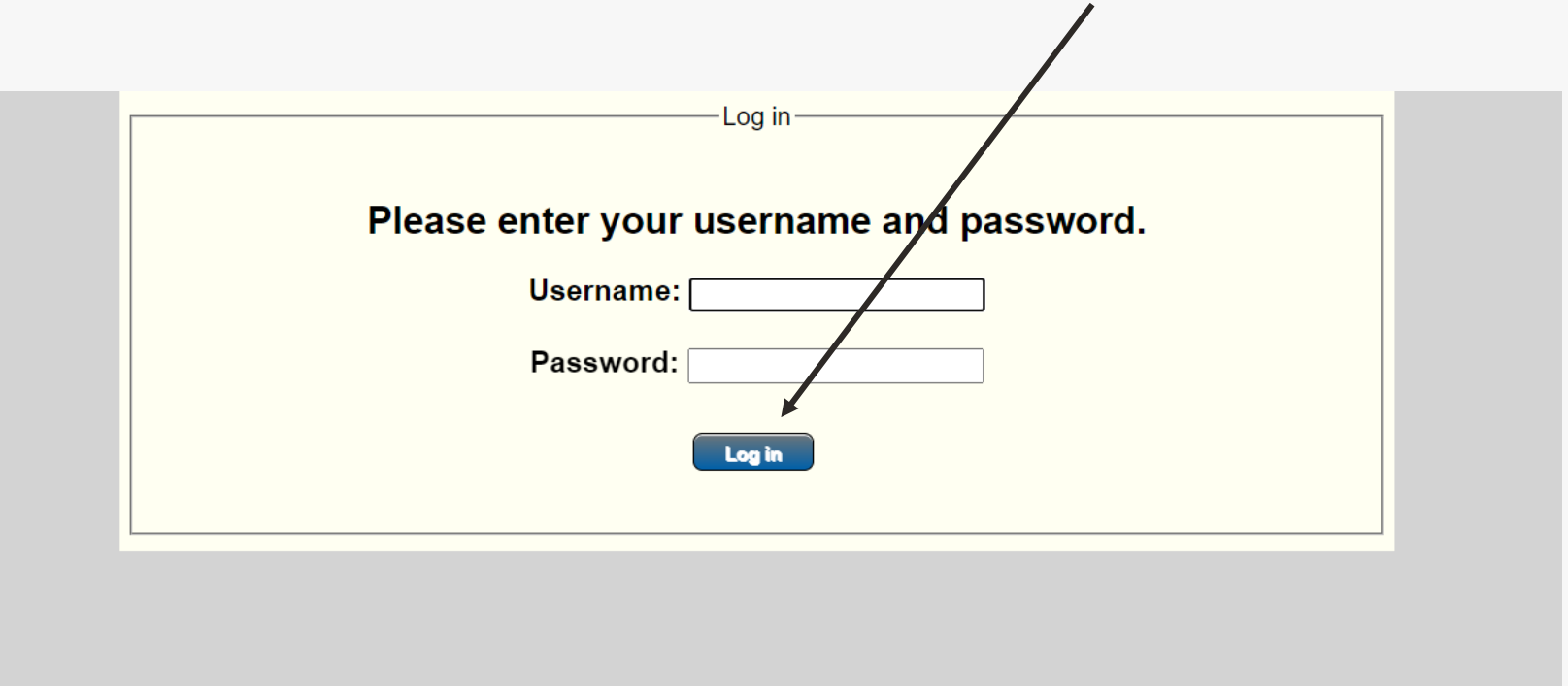
STEP THREE:

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



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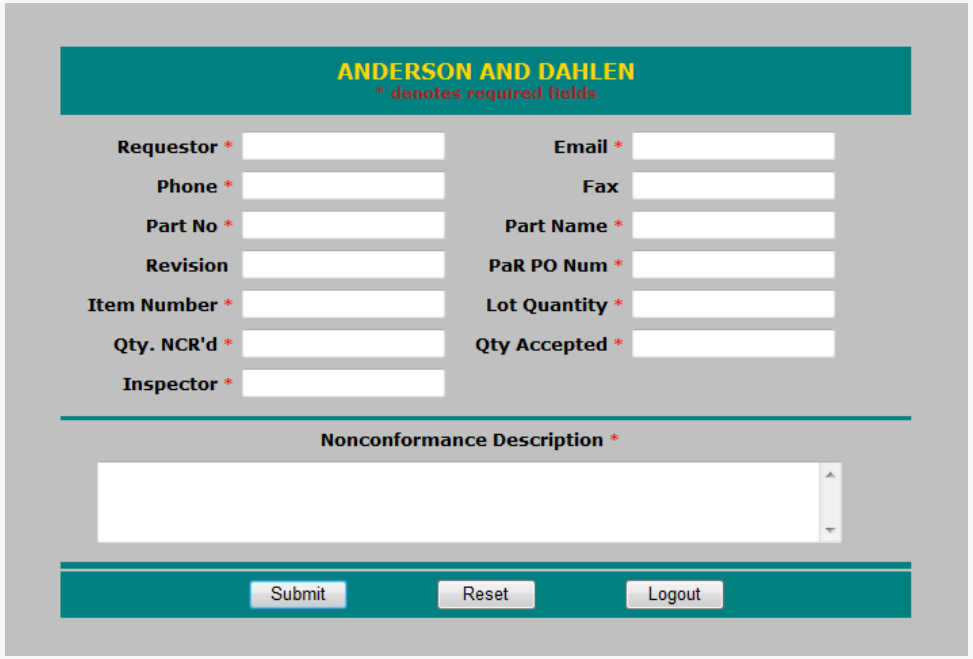
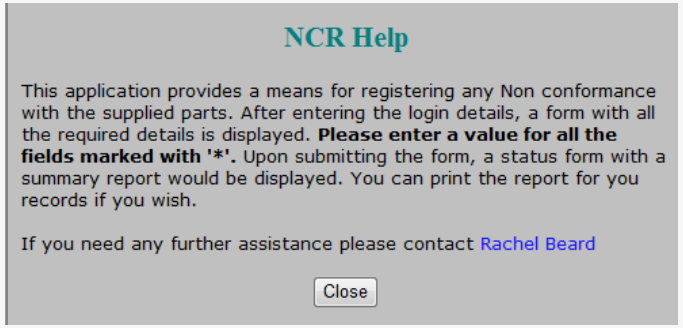
STEP FIVE:

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





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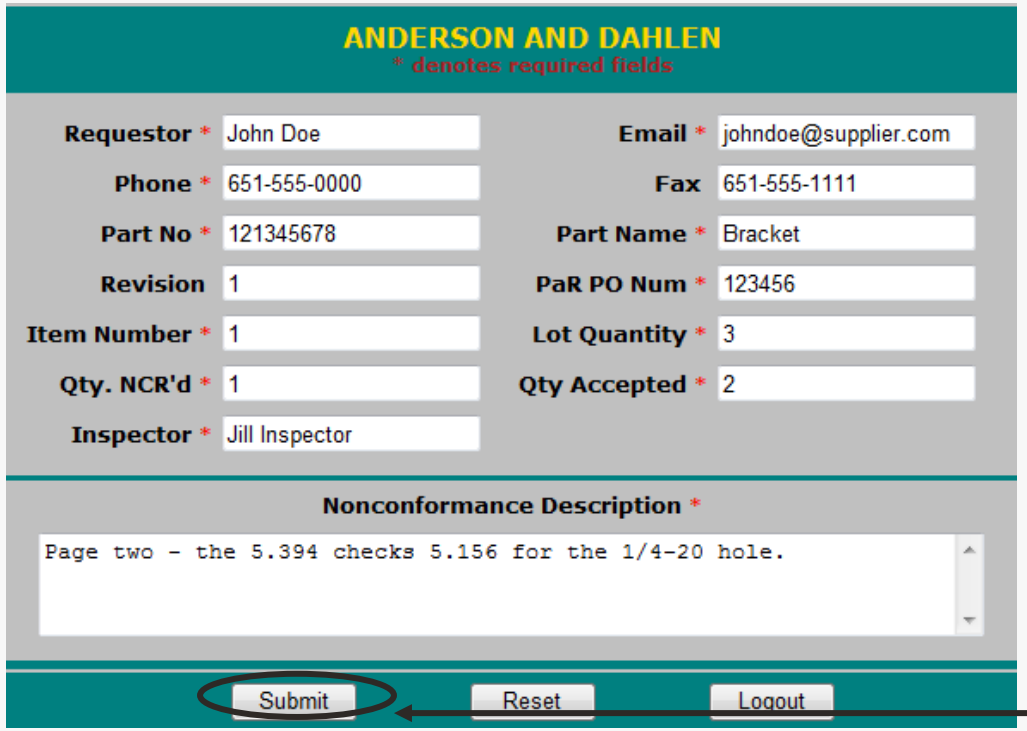
STEP SIX:

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



- 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.

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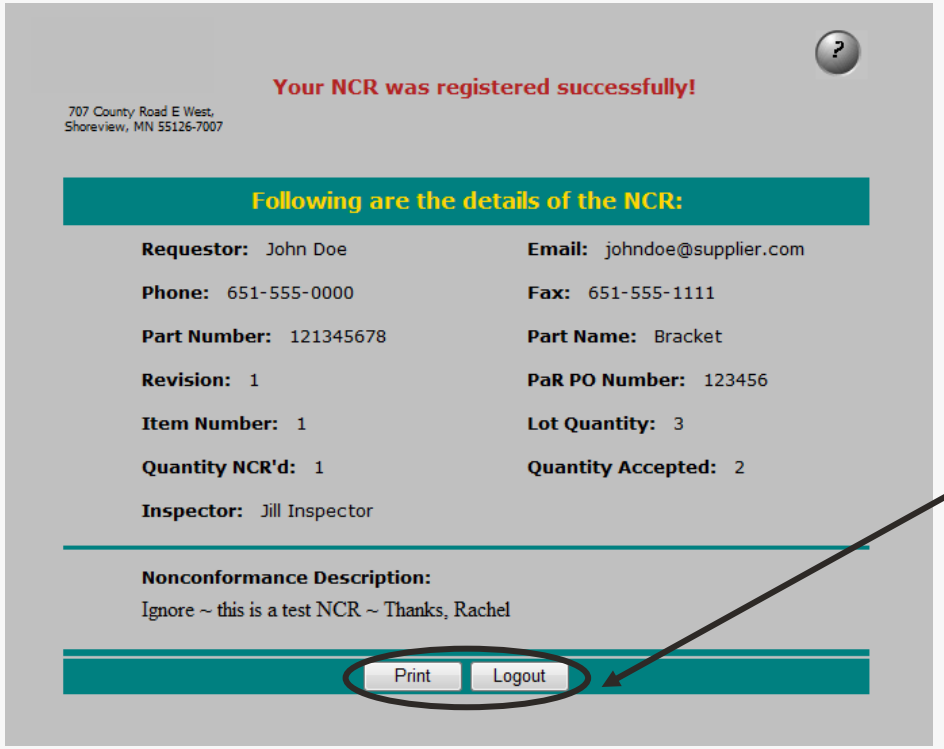
STEP SEVEN:

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.



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

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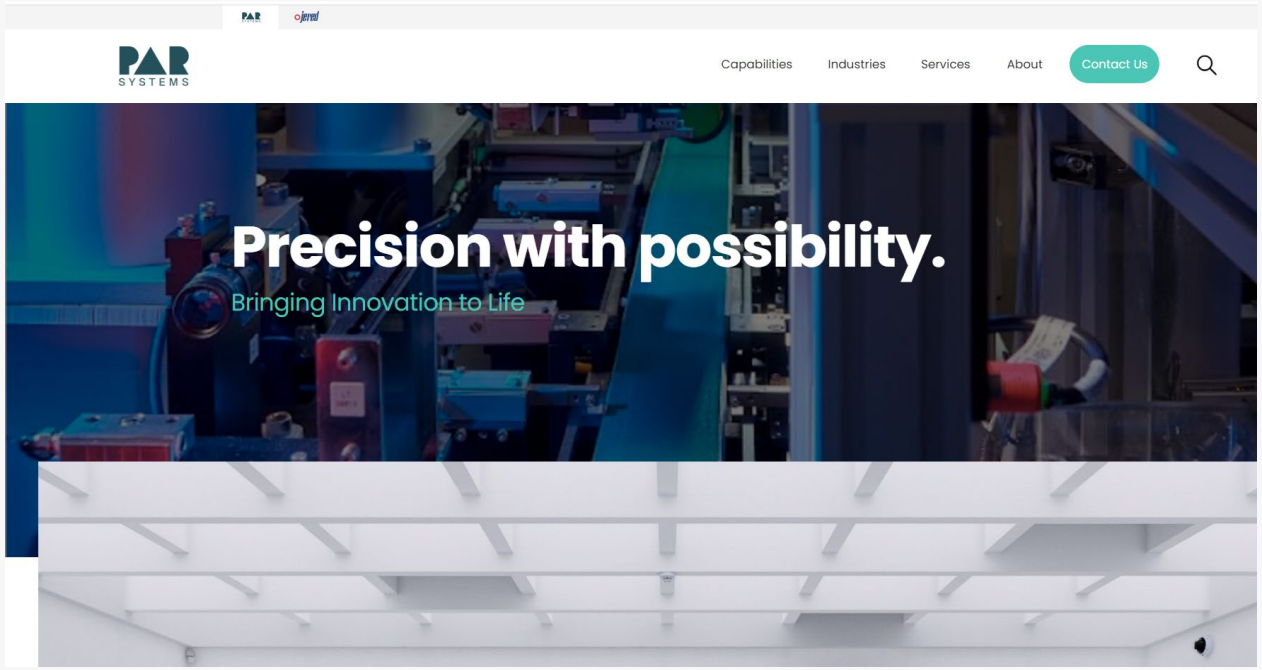
COMPLETE:

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



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