Suggestor Instructions
For
Submitting a PCI Suggestion

1. Purpose
1.1. The purpose of this document is to provide written instructions and guidance to the suggestor for submitting a PCI suggestion.

2. Opening a PCI Suggestion and Logon
2.1. The suggestion form can be opened by going to “PAR Intranet\Applications\PCI Program”.
2.2. If you are a Supplier: From the Logon screen, enter your name and password and click on “Submit.”
2.3. If you are a PaR Employee: From the Logon screen, click on the statement “PAR Employees, click here to enter your username and password.”
2.4. Enter your password and click on “Submit.”
2.5. From the PCI Home Page, select “New Idea Form”
2.6. The next screen will show the New Idea Form. The program will automatically fill in the “Company,” “Submitter” and “Date” blocks.

3. Completion of the PCI Form and Submitting the Suggestion
3.1. Fill out the following blocks:

Note: If any of the blocks are left blank, the program will automatically generate an error message and prevent the suggestion from being submitted until all blocks are filled out.

a) Phone – enter your phone number, a four digit extension is fine
b) Email – enter your e-mail address
c) Commodity – click on the arrow to the right of the box. A drop-down box listing the commodities will appear. Click on the commodity that best fits your suggestion category, (e.g. Purchasing, Quality, Safety, Operations, etc.)
d) Investment Cost – enter the initial investment cost to implement the suggestion. Enter a number, do not use dollar signs. A “0” may be used if there is no initial investment cost or the initial investment cost is unknown.

e) Estimated Savings/Use – enter the estimated savings per use of the item or suggestion. Enter a number, do not use dollar signs. A “0” may be used if there are no estimated savings per use or if estimated savings/use are unknown.

f) Description of Ideas – clearly and concisely state the description of the suggestion. Include any information that would aid in the explanation of the suggestion.

g) Benefit – clearly and concisely state the expected benefit(s) that would be derived from implementation of the suggestion.

3.2 Click on “Submit” or “Submit and Print” if you wish to keep a copy of the suggestion for yourself.

3.3 A message will pop up stating that the suggestion has been submitted. It will also show the ID number of the suggestion and the date it was submitted.

Commodity Team
Instructions
For
Processing a PCI Suggestion

1. Purpose

1.1. The purpose of this document is to provide written instructions and guidance to the Commodity Team for processing a submitted PCI suggestion.

2. Opening a Suggestion and Logon

2.1. The suggestion form can be opened from the email link or by going to “PAR Intranet\Applications\PCI Program” and Logon.

2.2. From the Logon screen, click on the “PAR Employees, click here to enter your username and password”

2.3. Enter your password.

2.4. From the PCI Home Page, select the “Search Form”

2.5. Enter the PCI Idea ID and click “Submit Search”

2.6. The next screen will list the suggestion. Click on the Idea ID number to open the suggestion.

2.7. Read the entire suggestion to make sure you understand what the submitter is suggesting. If unclear, you should contact the submitter for clarifications.
3. **Selection of Commodity Team Members**

3.1. Once you understand the suggestion, you need to pick a team to evaluate and process the suggestion. The team should consist of as many people as required to evaluate the suggestion. There is no required number of team members. Note: If the submitter is a PaR employee, they are to be on the Commodity Team.

3.2. To notify the team members of the suggestion that has been assigned to you, you must send an email to each of them with a link to the suggestion. This is accomplished by going to the bottom of the “Process of Continuous Improvement’ suggestion screen. Click on the “Commodity Team, click here to continue processing.”

3.3. From the next screen, you go to the bottom and click “Click here to distribute email copies to commodity team.” This will open the “PCI Email forward” screen.

3.4. In this screen you will be able to select the people on your team to send an email with a link to the suggestion. Note: You need to keep a list of your team members, because the program does not.

3.5. After you have selected your team members, you can enter information you wish to pass on to your team, including the selection of the Team Leader.

3.6. Click the box “I would like to cc this email to me,” this will give you a record of those on your team if you keep the email sent to yourself.

3.7. Click “Send Email” to send the email to your members.

4. **Evaluation Process**

4.1. Schedule a meeting with your team when you are ready to begin the process of evaluation.

4.2. The evaluation process has three parts:

   a) PCI Commodity Team Evaluation  
   b) Disposition  
   c) Justification

4.3. **PCI Commodity Team Evaluation**

4.4. There are three areas within the “PCI Commodity Team Evaluation”:

   a) Investment  
   b) Saving/Use  
   c) Forecast Usage/Yr.

4.5. **Investment**: The team must determine an estimate for the Engineering and Shop hours and Material cost needed to implement the suggestion. These are entered in the Investment fields.

4.6. **Savings/Use**: The team must determine an estimate for the expected savings if the suggestion is implemented. These are entered in the Savings/Use fields and are for a single use.

4.7. **Forecast Usage/Yr**: The team must determine an estimate for how many occurrences this suggestion may be used in a year. This is entered into the Forecast Usage/Yr. Field.

4.8. **Disposition**

4.9. The Disposition has three areas to be completed.
a) Category
b) Review/Accept/Reject
c) Proposed Implementation Date

4.10. Category: From the drop down box, select the appropriate Category for the disposition. Note: Click the “Category” for the definition of the categories.

4.11. Review/Accept/Reject: Select one of the three the team has agreed upon. Note: A suggestion with an investment cost of $1000 or greater must be forwarded to the Quality Council.

4.12. Proposed Implementation Date: If the suggestion is accepted, then a date must be entered into this field, otherwise it is left blank. It is up to the commodity team to decide on a realistic date that the suggestion will be implemented.

4.13. Justification
4.14. A justification must be given to support your disposition. You should give as much information as required so that anyone reading the justification understands how you reached your disposition. If a part was ECO’d, then the ECO number should be listed.

4.15. Submit completed form
4.16. After the form has been completed, you must click “Submit” or “Submit &Print.” A new screen will come up for assigning the Team Leader for the implementation phase of the suggestion.

5. Implementation Process

5.1. The Team Leader will receive an email with a link to the suggestion form that requires an acceptance of the implementation phase. The Team Leader must acknowledge the acceptance of the process of implementing the suggestion by entering his/her password and if leaving the implementation date as is, or changing it to another date.

5.2. Once the suggestion has been completed, the form must be reopened and enter the password again. This will close the suggestion.