



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.



The screenshot shows the PaR Systems website homepage in a web browser. The address bar displays <http://www.par.com>. The website features a blue header with the PaR Systems logo and the tagline "Automating the Reach of the World!". Below the header is a navigation menu with links: Company Info, Products, Industries & Markets, Service, Supplier Tools, News & Events, and Request More Info. The main content area includes a section titled "PaR Systems provides automation systems and material handling equipment and systems for a variety of highly specialized industries including:" followed by a list of industries: Aerospace, Department of Energy, Food and Beverage, Heavy Construction, Life Sciences/Medical Manufacturing, Semiconductor, Defense, Government, Hazardous Material Management, Industrial Manufacturing, Marine, and Ship Building/Ship Yards. Below this list is a paragraph stating: "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." A yellow callout box points to the address bar with the text: "Enter the PaR website address www.par.com in the address bar of your web browser." The right sidebar contains a "News and Events" section with two articles: "PaR Systems Awarded Main Cranes System Subcontract for Chernobyl NSC Project" dated 08/05/2010 and "PaR Systems Subsidiary Jered LLC Acquires Glynco Machine Company" dated 07/09/2010. The bottom of the page features a "Corporate Values" section with the text: "Developing Our People - The success of the individual and of PaR Systems is a shared responsibility and success of each person group."

NCR (Non-Conformance Report)

STEP TWO:

Click on the Supplier Tools tab in the PaR website.



The screenshot shows the PaR Systems website in a Windows Internet Explorer browser window. The address bar shows "ing Automation Systems an...". The website header features the PaR Systems logo and the tagline "Automating the Reach of the World!". A yellow callout box with the text "Click on the Supplier Tools tab" points to the "Supplier Tools" tab in the navigation menu. The navigation menu includes: Company Info, Products, Industries & Markets, Service, Supplier Tools, News & Events, and Request More Info. The main content area displays a featured product image and text: "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." Below this, a section titled "PaR Systems provides automation systems and material handling equipment and systems for a variety of highly specialized industries including:" lists various industries in two columns. To the right, a "News and Events" section lists two recent announcements: "PaR Systems Awarded Main Cranes System Subcontract for Chernobyl NSC Project" dated 08/05/2010, and "PaR Systems Subsidiary Jered LLC Acquires Glymco Machine Company" dated 07/09/2010. At the bottom, a "Corporate Values" section begins with the text "Developing Our People - The success of the individual and of PaR Systems is a shared responsibility and occurs as each person grows".

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

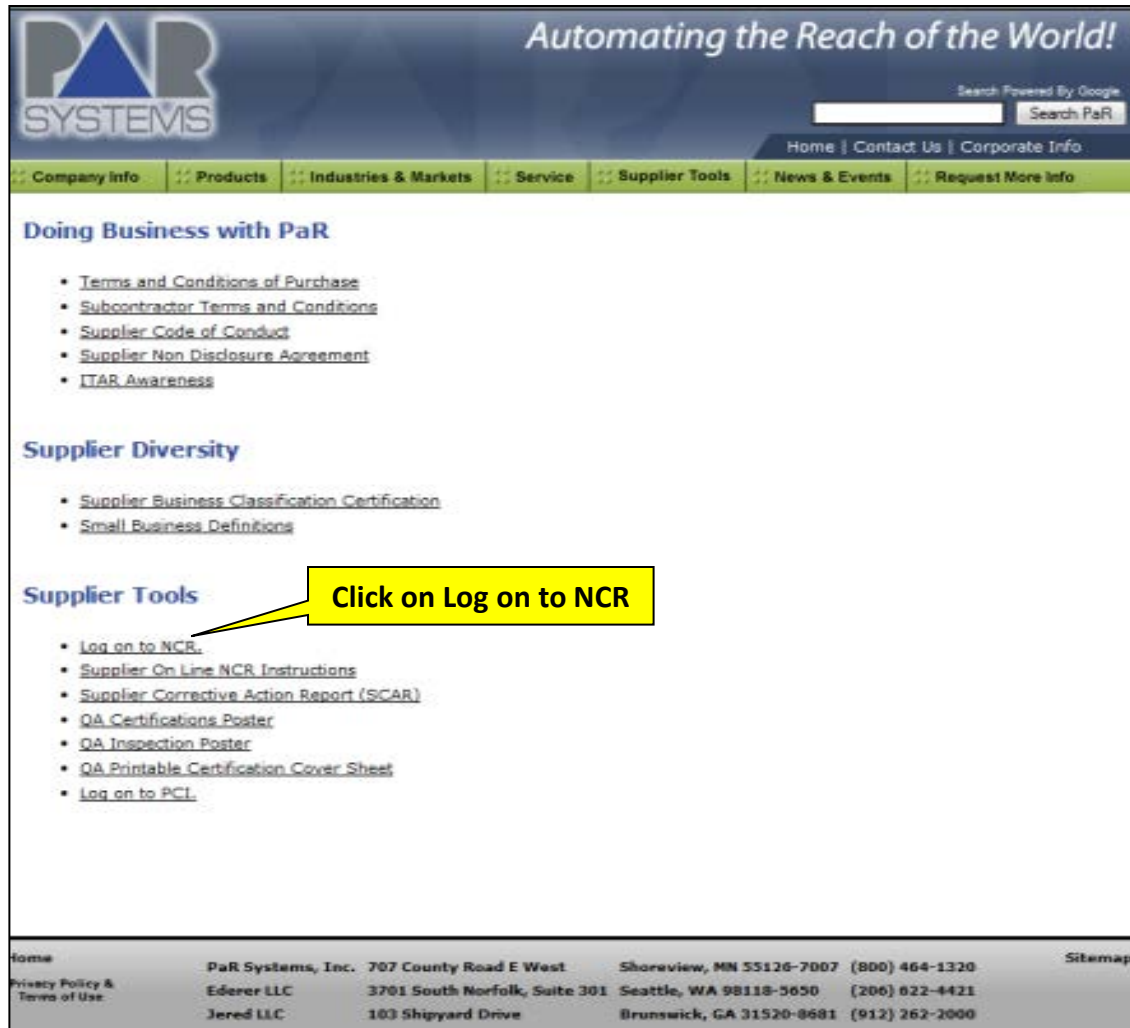
PaR Systems Awarded Main Cranes System Subcontract for Chernobyl NSC Project
08/05/2010
Saint Paul/Minneapolis, MN (August 3, 2010) – PaR Systems, Inc. and its wholly owned subsidiary, Ederer, LLC, have been awarded a multi-million dollar, multi... [More»](#)

PaR Systems Subsidiary Jered LLC Acquires Glymco Machine Company
07/09/2010
Saint Paul/Minneapolis, MN (July 8, 2010) – PaR Systems, Inc. announces the acquisition of Glymco Machine Company, Inc. by their wholly owned subsidiary Jere... [More»](#)

PaR Systems, Inc. Appoints Managing Director in Europe

STEP THREE:

Under Supplier Tools, click on Log on to NCR.



The screenshot shows the PaR Systems website with the tagline "Automating the Reach of the World!". The navigation bar includes links for Company Info, Products, Industries & Markets, Service, Supplier Tools, News & Events, and Request More Info. The "Supplier Tools" section is expanded, showing a list of links. A yellow callout box points to the "Log on to NCR" link.

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](#)

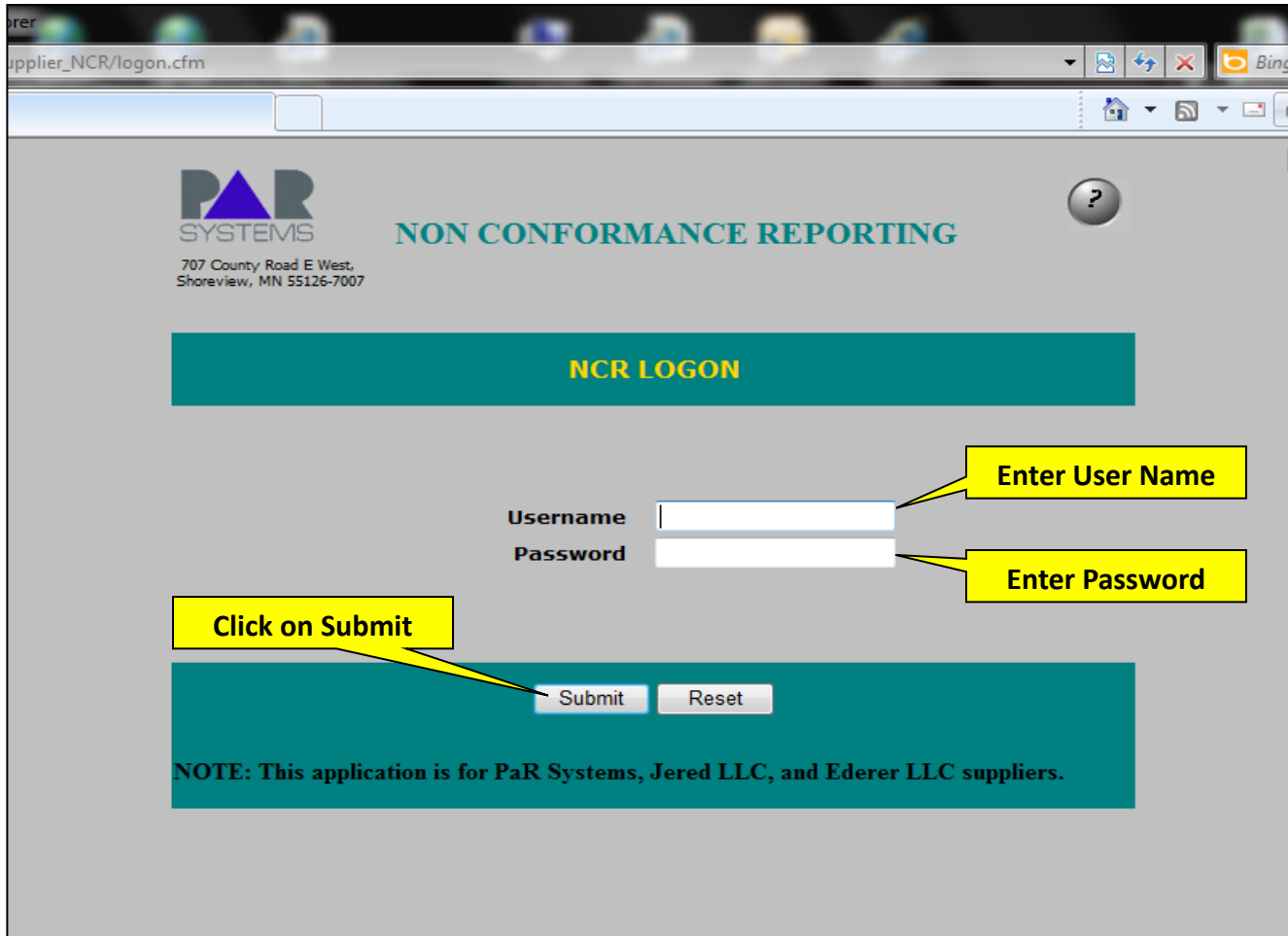
Footer:

Home	PaR Systems, Inc. 707 County Road E West Shoreview, MN 55126-7007 (800) 464-1320	Sitemap
Privacy Policy & Terms of Use	Ederer LLC 3701 South Norfolk, Suite 301 Seattle, WA 98118-5650 (206) 622-4421	
	Jared LLC 103 Shipyard Drive Brunswick, GA 31520-8681 (912) 262-2000	

NCR (Non-Conformance Report)

STEP FOUR:

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



The screenshot shows a web browser window with the address bar displaying "supplier_NCR/logon.cfm". The page header includes the PaR SYSTEMS logo and address: "707 County Road E West, Shoreview, MN 55126-7007". The main heading is "NON CONFORMANCE REPORTING". Below this is a teal banner with the text "NCR LOGON". The login form consists of two input fields: "Username" and "Password". A yellow callout box points to the Username field with the text "Enter User Name". Another yellow callout box points to the Password field with the text "Enter Password". Below the input fields is a yellow callout box pointing to the "Submit" button with the text "Click on Submit". The "Submit" and "Reset" buttons are located within a teal box. At the bottom of the page, a note states: "NOTE: This application is for PaR Systems, Jered LLC, and Ederer LLC suppliers."

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.

NCR (Non-Conformance Report)

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

Requestor * Phone * Part No * Revision Item Number * Qty. NCR'd * Inspector *	Email * Fax Part Name * PaR PO Num * Lot Quantity * Qty Accepted *
--	--

Nonconformance Description *

Submit
Reset
Logout

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](#)

Close

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

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.

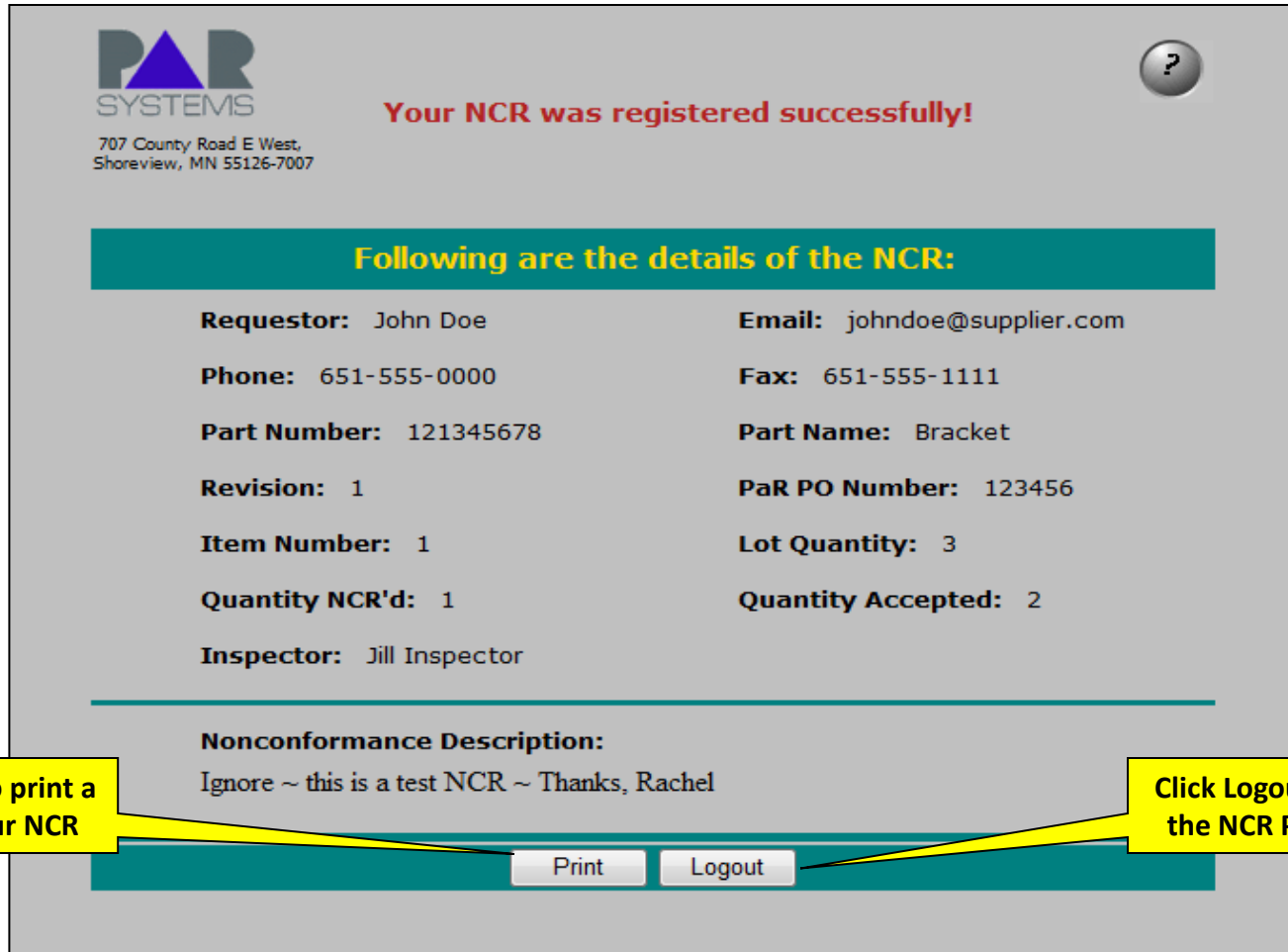
NOTE: The Qty NCR'd must equal the Lot Qty MINUS the Quantity Accepted!

- **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.

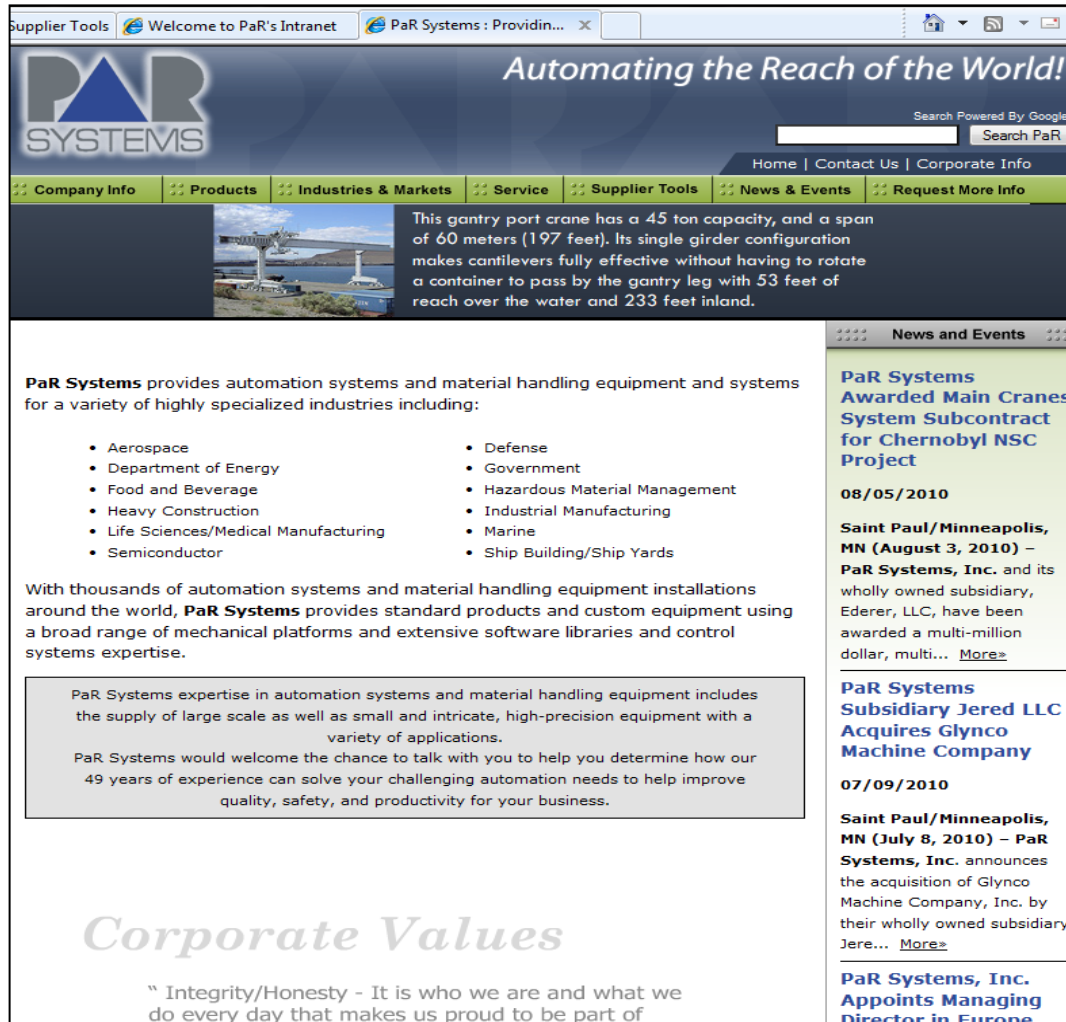
A screenshot of a web application interface showing the successful registration of a Non-Conformance Report (NCR). The interface has a light gray background. In the top left corner is the PaR SYSTEMS logo and address: 707 County Road E West, Shoreview, MN 55126-7007. In the top right corner is a circular help icon with a question mark. A red message states 'Your NCR was registered successfully!'. Below this is a teal banner with the text 'Following are the details of the NCR:'. The details are presented 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 the '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'.

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.



The screenshot shows the PaR Systems website homepage. The browser window has multiple tabs, including 'Supplier Tools', 'Welcome to PaR's Intranet', and 'PaR Systems : Providin...'. The website header features the PaR Systems logo and the tagline 'Automating the Reach of the World!'. A search bar is located in the top right corner. Below the header is a navigation menu with links to 'Company Info', 'Products', 'Industries & Markets', 'Service', 'Supplier Tools', 'News & Events', and 'Request More Info'. The main content area includes a featured article about a gantry port crane, a list of industries served by PaR Systems, and a section titled 'Corporate Values'. The right sidebar contains a 'News and Events' section with two recent news items.

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

PaR SYSTEMS Automating the Reach of the World!

Search Powered By Google.

Home | Contact Us | Corporate Info

Company Info | **Products** | **Industries & Markets** | **Service** | **Supplier Tools** | **News & Events** | **Request More Info**

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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Corporate Values

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

News and Events

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