

# 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 to 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.