# NCR - Non-Conformity Report

Track the where deviations from expectations have been found in items, processes, standards, policy, law, compliance, or regulation. Meet requirement for tracking Supplier Non-Conformance.

## FEATURES

### Header

- No., Status
- Internal or Specific Vendor
- Title, Date, Reported By, Reported Date

### Discovery (Status)

- Reason
  - Definable Requirement Type
- Sandard
  - Definable Standards List
- Compliance
  - Definable Compliance List
- Non-Conforming Items List
  - Definable Fault Codes (Vendor/Internal)
  - Definable Fault Reasons
  - Definable Falut Actions
  - Relate to Purchase Receipt or Invoice
  - Specify Quantity and Unit of Measure
- Attach Links
- Attach Files
- Assign Analysis to User

### Analysis (Status)

- Findings
- Root Cause Analysis Findings
- Recommendations
- Attach Links
- Attach Files
- Assign Actions to User

### Actions (Status)

- Document actions taken
- Attach Links
- Attach Files
- Assign Inspection to User

### Inspection (Status)

- Document Results of Actions Taken
- Attach Links
- Attach Files

### List

NCR List
- View & Analize all NCRs

Open NCRs
- View & Analize all Open NCRs

### Setup

- Make any field required
- Allow/Disable links and/or Files
- Require fields before next status
- View total file size usage for all attachments
- Manage Drop-Down list options

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## PREREQUISITES

- ◦ This extension requires the "IT Clad Base" extension to be installed first.
- ◦ From the "IT Clad Licenses" page you must register your tenant.
- ◦ From the "IT Clad Licenses" page you may need to request a free trial if you are not running in a test environment or an evaluation company.
- ◦ To purchase licensing please have your Microsoft Partner contact us, or contact us directly at CustomerService@itclad.com

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