Scapa NPI System

Help Manual

Updated: 06^{th} April 2009

This manual contains:

- System Overview
- NPI Flow diagram
- NPI Form filling.

Scapa Global New Product Initiation System

System Overview

The NPI system is the mechanism for capturing and validating new business opportunities which require new product development (NPD). The initial ideas, while usually coming from customers / sales people, can be generated from anywhere within the business.

The system allows the initial proposal to be reviewed and built upon by the specific market team, has review by the appropriate Technical manager, input from the site responsible for manufacture, as well as allowing for input and communication for a selected group of people.

The new system is **global** and has an emphasis on **Market Driven** opportunities in line with our **Vision**.

The basic flow of an NPI is:

Initiator – Enters the request, and thereby generates an NPI. They will select the appropriate Market Manager to forward the NPI to, depending on the market the product is being primarily developed for.

Market Manager – The NPI is then reviewed, validated, and built upon by the relevant Market team. They will then forward to the appropriate (site based) Technical Manager.

Technical / R&D Manager – Following approval by the Market Manager the NPI is then assessed by the appropriate Technical Manager, and if approved, forwarded to their Site Representative.

Site Representative – Once approved by the Technical Manager it is sent to the Site Manager (or appropriate representative) for input.

NPD Team – Once an NPI is fully approved an NPD team will be formed in line with our Development Procedure to assign timelines, responsibilities, etc.

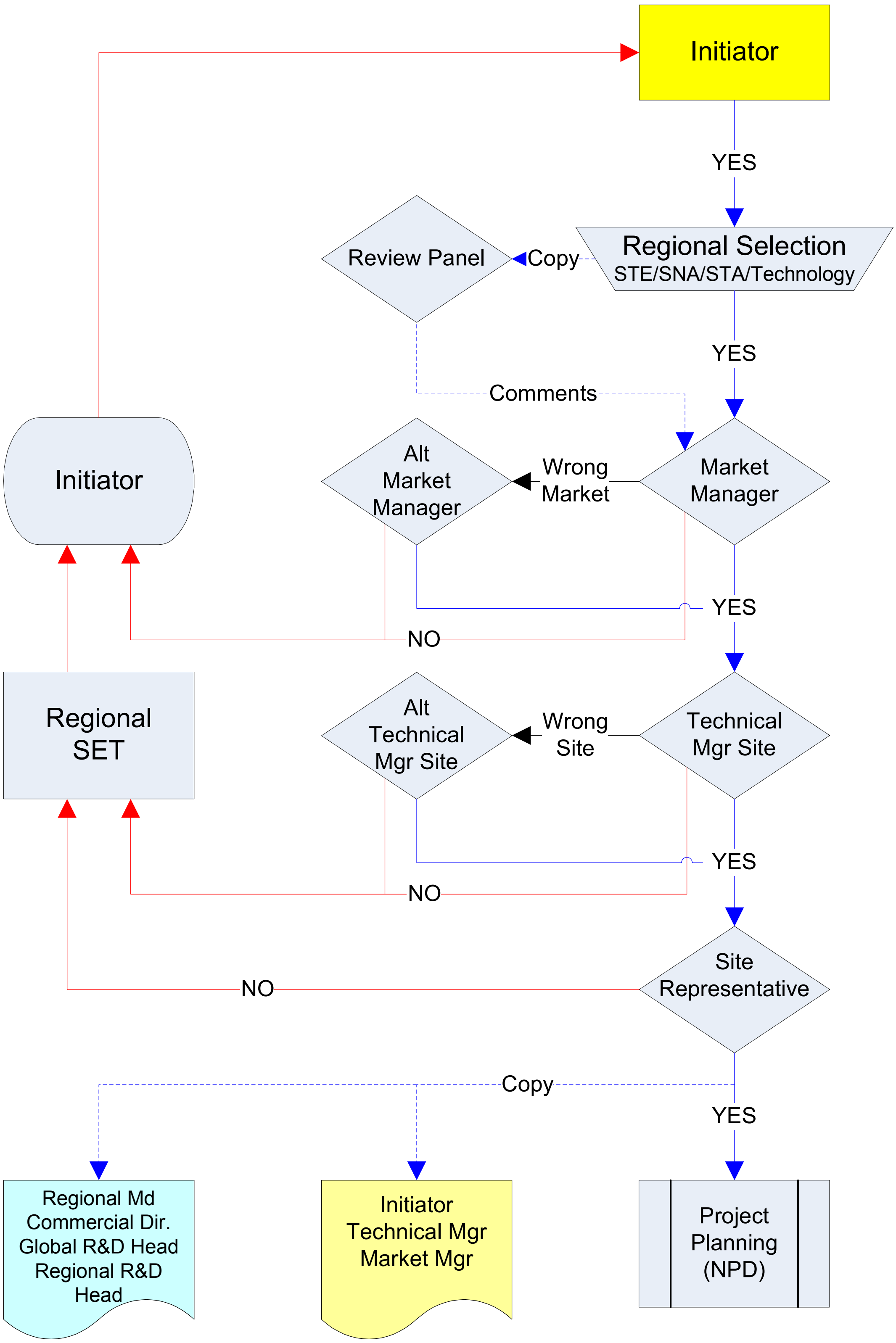
At each stage there is an opportunity for rejection / delegation, and there is opportunity for review of rejected NPIs by the originator(s) and the regional SET team once past the Market Manager stage.

The flow chart on the following page shows the full process.

The following pages gives guidance on completion, management, and review of the Global Intranet based NPI system.

Within the NPI home page on the Intranet there are a list of Technical Support names, Regional 'Experts' who are available for training / guidance. These are also the people who can add / remove names to the various drop-down lists and give permissions. There will be other guidance documents / name lists associated with the NPI forms. There are also help icons (? Symbols) within each of the NPI sections.

NPI Process


Initiator
YES
Review Panel
Copy
Regional Selection
STE/SNA/STA/Technology
YES
Comments
Initiator
Alt
Market
Manager
Wrong
Market
Market
Manager
YES
NO
Regional
SET
Alt
Technical
Mgr Site
Wrong
Site
Technical
Mgr Site
YES
NO
Site
Representative
NO
Copy
YES
Regional Md
Commercial Dir.
Global R&D Head
Regional R&D
Head
Initiator
Technical Mgr
Market Mgr
Project
Planning
(NPD)

Filling out an NPI form online

NPI Request initiation

To initiate a NPI request, either go to http://scapanet/apps/npi or, navigate through the menus on the intranet site (Applications -> NPI). Then click on ADD NPI on the top left hand menu.

NPI continuation

To continue entering information into an ongoing NPI, follow the above directions, and find the NPI required in the **Your NPI Actions** snap-in on the left hand side of the browser, alternatively, if you know the number of the NPI type it in the **Load NPI Report**. If you have received an email regarding a continuation action, you may be able to click on the link within the email.

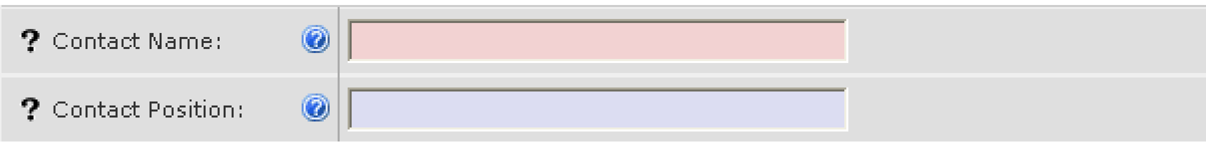
Filling out the form

While filling out the form, you will come across several types of fields, which are explained below. For most of the fields, there are two types. Required and Optional. Required fields are in Red, and need information in them before the form can be submitted, Optional fields are in blue, and may be left blank if required.

Radio Buttons

These are simply buttons that allow you to select from a set of choices. In some cases, a selection of a particular option may allow other fields to appear. You are required to select an option before you can submit the form.

Text Fields

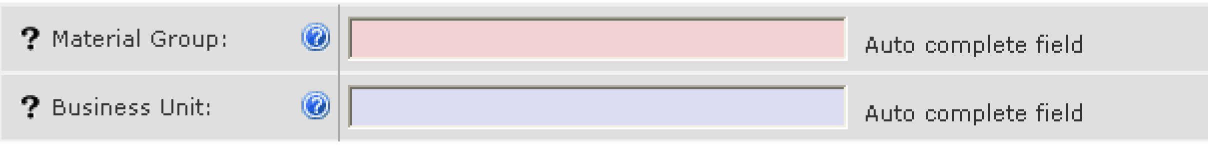


These allow you to enter a line of information. They come in both Required and Optional types.

Drop Down Menus

These allow you to choose from a selection of options. Similar to Radio Buttons, they may allow other option to appear. They come in both Required and Optional types. You must select an option in the required Drop Down Menus before submitting a form.

Auto Complete Fields



Auto complete fields are a cross between text fields and drop down boxes. As you type in the information, you are given the available options that match you current text in the box. You can then click on the required item, and it will be entered in to the Auto Complete Field. They come in both Required and Optional types.

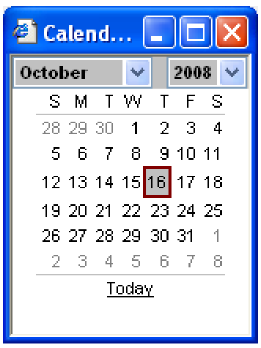
Text Boxes

Text Boxes are almost identical to text fields, the difference being you can type more text in them, and also enter new lines to format the text slightly. They come in both Required and Optional types.

Read only fields

Read only fields supply information pertinent to the current form. They cannot be changed directly, however, in some cases they can change depending on other options that are selected in the form.

Date fields

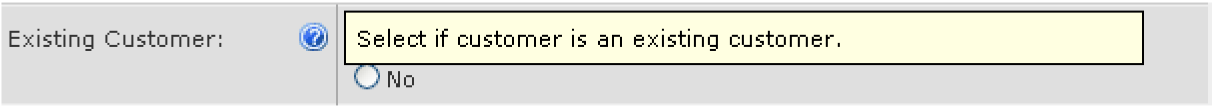


These fields allow the entering of dates. To use them you can either enter the date in the format DD/MM/YYYY, or by clicking on the calendar icon. This will show a window where you can select the date. They come in both Required and Optional types.

CC fields

CC fields allow you to CC staff members on the submission of the form. To use this field, click on the CC… button and select the names of staff members required from the popup window. When you have confirmed the members of staff you want to CC, this field will be automatically filled. Alternatively, you can type the email address of the person(s) that you want to CC, and separate the addresses using a comma. These are Optional fields only.

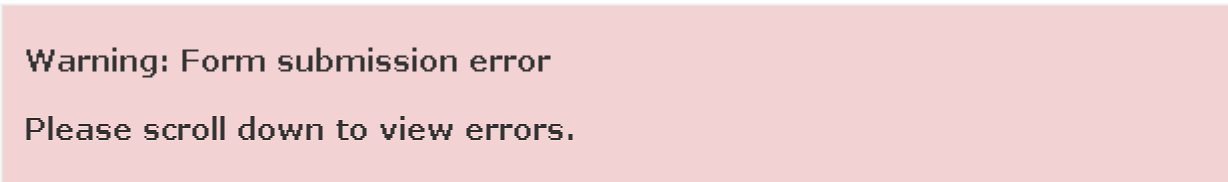
Help Buttons



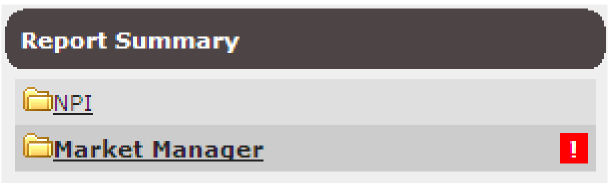
If you require help as to knowing what needs to be filled in/selected in each field, you can hover over the little blue help icon shown on each field. This will show a pop up with some help text pertaining to that field.

Form Errors

If you try submit a form with an error, then the below banner will show.



The form that the error is in, will be shown on the Report Summary snapin on the left hand side of the page. The form with the error will have a red exclamation mark next to it.



This means that you have omitted a field that requires information to be entered.
You can find where the field is by looking for the Red highlighted field. In some cases, the field will tell you what to enter to cure the error.

Form Notices

If you submit a form, or alter any options on the application, then the below banner may show.

This is just a notification, that tells you that you have been successful in your action, and/or that your requirement has been forwarded to the relevant people.