1. Fill out the following fields with the appropriate information from Tier II PTC Form.
2. Insert the Tier II PTC Form by following the directions on the second page of this document. Only one Tier II PTC Form can be attached to this form. If you are submitting multiple workbooks, submit a separate PTC/WD Submission Form for each Tier II PTC Form.
3. Save this file and use this link to send an email with this file attached.

If your default email is not set-up, send this document as an attachment to ISQ@navistar.com with “New PTC/WD Submission” as the subject.

|  |
| --- |
| Contact Information  |
| Date Submitted | [Date Submitted] |  |  |
| Supplier Name | [Supplier Name] | **Supplier Code**  | [Supplier Code] |
| Supplier Contact | [Supplier Contact] | **Supplier Email** | [Supplier Email] |
| Nav. SQE Name | [Navistar SQE Name] | **Nav. SQE Email** | [Navistar SQE Email] |

|  |  |
| --- | --- |
| Part Information |  |
| Tier I Part Number | [Part Number] |
| Tier I Part Description | [Part Description] |
| # of Tier II Components | [# of Tier II Components] |
| # of PTC/WD Discovered | [# of PTC/WD Discovered] |
| # of Countermeasures Implemented | [# of Countermeasures Implemented] |
| # of Countermeasures Waived (Ppk ≥ 1.67) | [# of Countermeasures Waived] |
| # of Outstanding Actions | [# of Outstanding Actions] |
| Ships to Springfield Assembly Plant (SAP)? | [SAP] |
| Ships to Escobedo Assembly Plant (EAP)? | [EAP] |
| Ships to Tulsa Bus Plant (TBP)? | [TBP] |
| Ships to Huntsville Assembly Plant (HEP)? | [HEP] |
| Ships to Melrose Park Assembly Plant (MEP)? | [MEP] |

Attach the Tier II PTC Form on Page Two

Insert the Tier II PTC Form using the following steps:

1. Use your cursor to select anywhere below the green line.
2. Click on the “Insert” tab in the Microsoft Word ribbon.
3. Click on “Object” from the Text category.
4. Select the “Create From File” tab in the Object window.
5. Click the “Display as icon” check box.
6. Click “Browse”, choose the appropriate Tier II PTC Form, then click ok.