

ROUTINE AND POLICY

Consecutive No. _____

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11-24-58

RE: P.V.& L. LABORATORIES' CONTACT WITH SUPPLIERS

The following action for the P.V.& L. Laboratories' contact with Suppliers has been reviewed, and is distributed to the P.V.& L. laboratories and the Company's Purchasing Department with the approval of Director of Purchases and Technical Director.

Our basic Company policy is to accord a prompt and courteous reception to any outside representative; with certain limitations which are outlined below.

LABORATORIES' REQUESTS

- 1.) Action initiated by the Company's Laboratory personnel should be cleared through the Purchasing Department. This includes requests for samples, Technical literature, invitations of Suppliers to meet with our personnel, etc.

SUPPLIERS' CALLS

- 2.) The Purchasing Department's policy is to encourage Suppliers' Technical men to call on our Laboratories for the purpose of introducing any of their new products, improvements on old products, exchange of Technical information, and similar subjects of discussion.

CONTACT PERMISSION

- 3.) The Purchasing Department does not want to leave the impression that Laboratory personnel is not permitted to interview Suppliers who make direct contact with the Laboratories, but the Purchasing Department cannot control or restrict such contacts when they are initiated by the Suppliers' Sales or Technical personnel.

ACCEPTANCE OF SUPPLIERS' CALL

- 4.) It is further noted that the Laboratory personnel are under no obligation to see such Suppliers' representatives when they call unannounced at the Laboratories. It is entirely up to the Laboratory personnel to accept or reject the call.

APPOINTMENTS

- 5.) The Purchasing Department advises the Suppliers to send their representatives to see the Laboratory personnel by appointment -- this permits the Laboratory to accept or reject the appointment.

REJECTABLE CALLS:

- 6.) Any "good will" call on the part of the Suppliers, with no specific purpose in mind, should be discouraged.
- 7.) It is further noted that the Laboratory personnel should not be expected to receive Suppliers' representatives when their only mission is to check on samples that have been submitted to the Company and are under test. Such Suppliers' representatives should be told to consult with the Purchasing Department for all such reports.

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R & P #217 - 11-24-58

P.V. & L. LABORATORIES' CONTACT WITH SUPPLIERS

DISCLOSURE ON COMPOSITION & QUANTITIES

- 8.) Laboratory personnel are reminded further, that the percentage of the Suppliers' materials or other components used in the Company's product, or the contemplated volume required for production of the Company's product should not be given to the Supplier. Also, that the total consumption for an individual Plant or the total institutional consumption, or any information as to the extent of that Supplier's participation in our purchases, should never be divulged.

PRICES

- 9.) Prices from the Supplier are necessary information to Laboratory personnel, but the Laboratories are cautioned not to attempt entrance into price negotiations. Further, Laboratories are not to divulge Suppliers' competitors' quotations or the prices that we actually pay.

All price negotiations are strictly the province of the Purchasing Department, as established by the Company's Management.

REDACTED FOR
PRIVILEGE


Technical Coordinator

HJLCotton:tcs
Directed to P.V. & L. Laboratories
cc: RPH CFT WWC ECB HDL GHH LR EWF
VM & Plant Supts.
SALES MANAGERS (AHH LTS DSG EWF NEVS DWC
RHH JHL BMVC GHB FWR) TMcD

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