

GENERAL PURCHASING DEPARTMENT

Cleveland

Bulletin No. 16, Addendum 4
(Complete Reissue)

June 3, 1963

Subject: Sample Reports - Forms 28A27 and 28A28

This bulletin is reissued to bring up-to-date the established policy concerning Sample Reports, Forms 28A27 and 28A28; there is no basic change.

The purpose of the Sample Report form is to have a standard means of transmitting samples to the Laboratories; the executed report by the Laboratory becomes the Purchasing Department's official record for quality approval or rejection.

Form 28A27 - used when Factory Purchasing Department submits sample - consists of 7 pages identified in the "box" at the bottom of each page as follows:

- ORIGINAL - To be returned to General Purchasing Dept., Cleveland when examination of sample is completed with Laboratory's report.
- DUPLICATE - To be retained by Laboratory, as their file copy.
- TRIPLICATE - This copy, with Laboratory's report, to be returned to the local Factory Purchasing Dept.
- QUADRUPLICATE - This copy, with Laboratory's report, to be sent to Cleveland Technical Service Dept.
- QUINTUPLICATE - Factory Purchasing Dept. to forward this copy to General Purchasing Dept., Cleveland, when original is sent to local Laboratory.
- SEXTUPLICATE - Factory Purchasing Dept. to forward this copy to Cleveland Technical Service Dept. when original is sent to local Technical Service Dept.
- SEPTUPLICATE - File copy for Factory Purchasing Dept. (original request).

These forms are pre-numbered using the letter prefix as shown below for factories submitting these reports.

C	-	Sample Report submitted by the Chicago Purchasing Department
D	-	" " " " " " Detroit " "
F	-	" " " " " " Gibbsboro " "
L	-	" " " " " " Dayton " "
N	-	" " " " " " Newark " "
Y	-	" " " " " " Oakland " "
P	-	" " " " " " Los Angeles " "
T	-	" " " " " " Garland " "

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Form 28A28 - for use by the Cleveland General Purchasing Department, consists of 7 pages - identified in the "box" at the bottom of each page as follows: These forms are pre-numbered using the prefix "A".

- ORIGINAL - To be returned to General Purchasing Dept., Cleveland when examination of sample is completed with Laboratory's report.
- DUPLICATE - To be retained by Laboratory, as their file copy.
- TRIPLICATE - If this report is submitted to Cleveland Technical Service Dept., this copy is to be destroyed.
- If submitted to a Laboratory other than Cleveland, this copy with Laboratory's report is to be sent to local Factory Purchasing Dept.
- QUADRUPLICATE - If this report is submitted to Cleveland Technical Service Dept., this copy is to be destroyed.
- If submitted to a Laboratory other than Cleveland, this copy with Laboratory's report to be sent to Cleveland Technical Service Dept.
- QUINTUPLICATE - This copy to be retained in General Purchasing Dept.'s numerical file.
- SEXTUPLICATE - If this report is submitted to Cleveland Technical Service Dept., this copy is to be destroyed.
- If submitted to a Laboratory other than Cleveland, this copy to be sent to the local Factory Purchasing Dept. as their file copy.
- SEPTUPLICATE - File copy for Cleveland Purchasing Dept.

It is the Purchasing Department's responsibility to fill in all the captions under EXPLANATORY DATA, whenever that information is available; also to explain in the space "PURCHASING DEPARTMENT COMMENTS" reasons for submitting the sample. If this information is not filled in to the satisfaction of the Laboratory, the Laboratory personnel is privileged to return the forms to the Purchasing Department originating the report for the required data.

General comments and suggestions pertaining to the manner in which this form is to be used and responsibilities of the Purchasing Departments at Cleveland as well as at all the factory points follow:

1. REQUEST FOR SAMPLE ORIGINATING FROM LABORATORY

Purchasing Department will comply with such requests without question. Samples will be referred to the Laboratory with this form, directed to the individual who originated the request.

In some cases the Laboratory may request a sample for a long term research job, and in such a case, it is not always advisable or necessary to submit a sample report.

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2. REQUEST FOR SAMPLE FOR EVALUATION ORIGINATING FROM THE PURCHASING DEPARTMENT.

This is usually prompted by our desire to -

- (a) Develop an additional source of supply, especially in cases where we are currently limited to one or two suppliers.
- (b) Investigate a product which appears to be comparable to our standard, but is offered at a lower price.
- (c) Check suppliers' claims of superior quality at the same price or investigate any new development.

This is intended primarily to keep the Laboratories informed of such developments, particularly from the standpoint of quality. In these cases the supplier is to be requested to submit complete technical data, descriptive literature, their recommendations as to suggested usage, etc., and any other technical information which might be of value to our Laboratories including a complete chemical analysis. In this category it is especially important to indicate clearly under PURCHASING DEPARTMENT COMMENTS our reasons for submitting the sample.

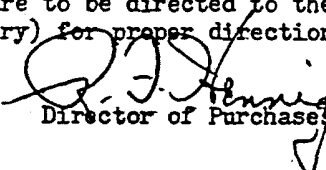
3. UNSOLICITED SAMPLES

The buyers are to screen these offerings carefully and refer to the laboratories only those materials which in the buyer's opinion warrant investigation. The Laboratories are not to be burdened with the investigation of samples which represent materials in which we have no definite buying interest.

If a sample is submitted as a proposed match or as an alternate for a regularly used material, the supplier is to furnish detailed information as to how this offering compares with our specification and/or standard.

Generally speaking, all samples from suppliers are to be submitted to the Purchasing Department from where they will be directed to the Laboratories with the accompanying sample report forms. This is the established procedure for Cleveland and all factory locations.

Samples arranged for by the Cleveland Purchasing Department and referred to the Laboratories other than at Cleveland are to be directed to the Buyer at the factory location (not directly to the laboratory) for proper direction to the Laboratory.


Director of Purchases

R. F. Hennig:bll

Directed To: Cleveland: JSP MWH HLP ABH JCW HES SFC RCH HJLC (65) JVH RFH-AJM WDM
WMT DCJ RKC WHJ RWP RDM DAA JWG VLA RE RJM PJM RAS

SW Factories: VGH WOS WLN RRH SRB EWD GMD RAM WAMCI MCF CJD HWS JAA
DAK MV FHT KRB JWW ED WOM FAL RSG RGL RCL GFW WAL EFR
GWB LFK JTS ESS WRC OKS CRW RMW

Affiliates: AFG DFH MAJ CSH JRH JK WEH EWF SEL GGS JFH JAH REG RJR
WLH CH JDJ

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