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Supersedes Bulletin of 3-21-69

SUBJECT: SALES PRODUCTS -- ASSIGNMENTS AND COST ESTIMATING

PURPOSE: To outline an avenue of communications between Sales, Cost and Technical Departments in the area of New Product assignments and their cost calculations.

SCOPE: Covers all paint, Varnish, and Lacquer products including Listed (Price List), Specials and Government Specification goods developed by the Institutional Laboratories.

PROCEDURE

1. Product Assignments.

A. Price List Products.

PROD. COMM.
+
CONTROL LAB.

In order to market a new line of products or add a new product to an existing line, it is mandatory that the Product Committee approve such additions. This is carried out under the "Product Change Form 50011" procedure outlined in Routine & Policy Bulletin #197. Sales "Listed" rexes are "reserved" so that such assignments are included on the records presented to the Product Committee for product approval. Such assignments are originated only by those laboratories so designated in the Product Classification Manual. If the product is approved, the control laboratory issues the formula record as instructed in Routine & Policy Bulletin #126 or #206. If not approved, the "reserved" Sales "Listed" rex becomes available for future use.

B. Special Products.

DEVEL. LAB.

Sales "Special" rexes apply to all non-line products and must be assigned in accordance with the Sales Classified Indices within the Product Classification Manual.

Sales rexes are not to be assigned to a newly developed product until a factory production batch is scheduled and the formula record has been prepared and signed by the formulator. For laboratory prepared samples submitted to customers for evaluation, an "A" Cost Estimate Record should be processed according to Routine & Policy Bulletin No. 103. This then is the identity associated with the new development until such time as a production order is submitted to the factory by the Sales Department.