Dr. J. C. Weaver

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 220

X258

Bulletin #3

COMPANY CONFIDENTIAL TO S-W PV&L LABORATORY
PERSONNEL and R & P MAILING LIST

June 29, 1964.

Reissue of Bulletin #2 of 7-9-59

SUBJECT: SAMPLE REPORTS - GENERAL (CLEVELAND) AND LOCAL PURCHASING DEPARTMENTS

I. Sample Reports - Purpose.
II. Sample Forms 28A27 and 28A28.
III. Sample requests from the laboratory.
IV. Unsolicited Samples

I. A. Purpose: As explained by General Purchasing Department's Bulletin No. 16, Addendum 4, herewith, "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."

II. A. Sample Form 28A27 is used when the Local factory Purchasing Department submits the sample to the laboratory.

B. Sample Form 28A28 is used when General Purchasing Department submits the sample.

C. Both of these forms consist of an original and six copies, and they are identical except for copy-distribution. Copy-distribution is shown on General Purchasing Department Bulletin No. 16, page 1 for Form 28A27 - Original through Septuplicate, and Form 28A28 - Original through Septuplicate on page 2.

III. A. In those instances where the laboratory requests a sample, the Purchasing Department obtains the sample (from the supplier), and then transmits it to the laboratory covered by Form 28A27 or 28A28, as may be required.

IV. A. Unsolicited Samples: Attention is directed to paragraph 3 of Attachment "General Purchasing Department Bulletin No. 16, Addendum 4, of June 3, 1963, as regards the handling of unsolicited samples.

N15596

Attachment:

We are attaching for the P.V.& L. Laboratories, only one copy of Form 28A27 and one copy of Form 28A28. In the interest of economy, and since all copies are of the same format, only difference being they are directed to specific individuals or departments, any single copy is sufficient for information.

If there is need for additional forms, consult with the General or Local Purchasing Department.

This bulletin was reviewed by Mr. R. F. Hennig, Director of Purchasing, July 2, 1964 and approved for distribution.

H. J. L. Cotton
Technical Coordinator

HJLCotton:tcs
encs.
Directed to: PV&L Laboratory Directors

cc: R & P Mailing List

0007-SWP-0059280

TO_____

REFER TO_____

REPORT **A** 4627

DATE_____

GENERAL PURCHASING DEPARTMENT

REPORT ON SAMPLE

See General Purchasing Department Bulletin No. 16 for complete instructions.

EXPLANATORY DATA	SUPPLIER
SAMPLE OF_____	
SIZE OF SAMPLE_____	
PRICE COMPARISON:	
THIS SAMPLE_____	
STANDARD MATERIAL_____	
COMPARISON DESIRED WITH_____	

PURCHASING DEPARTMENT COMMENTS — *State reason for submitting this sample and all pertinent data from supplier—analysis, suggested usage, etc.*

TECHNICAL SERVICE OR LABORATORY REPORT —

Date:_____

Compare with Code_____

is material satisfactory based on laboratory tests_____
Yes or No

If "Yes", should larger quantity be ordered for factory batch before final approval_____
No, This is Final Approval

_____
Yes

Signed_____

29A28 12-62 30417

SEXTUPLICATE — If this report is submitted to Cleveland Tech. Service Dept., this copy is to be destroyed.
If submitted to a laboratory other than Cleveland, this copy to be retained by the local factory Purchasing Dept. as their file copy.

N15596.01

0007-SWP-0059281

TO_____ REPORT

REFER TO_____

DATE_____

GENERAL PURCHASING DEPARTMENT

REPORT ON SAMPLE

See General Purchasing Department Bulletin No. 16 for complete instructions.

EXPLANATORY DATA	SUPPLIER
SAMPLE OF_____	
SIZE OF SAMPLE_____	
PRICE COMPARISON:	
THIS SAMPLE_____	
STANDARD MATERIAL_____	
COMPARISON DESIRED WITH_____	

PURCHASING DEPARTMENT COMMENTS — *State reason for submitting this sample and all pertinent data from supplier—analysis, suggested usage, etc.*

TECHNICAL SERVICE OR LABORATORY REPORT —

Date:_____

Compare with Code_____

Is material satisfactory based on laboratory tests_____ (Yes or No)

If "Yes", should larger quantity be ordered for factory batch before final approval_____ (No, This is Final Approval) _____ (Yes)

Signed_____

0007-SWP-0059282

29A27 2C 11-52 30308

QUINTUPLICATE — Factory Purchasing Department to forward this copy to Gen. Purchasing Department Cleveland, when original is sent to local Technical Service Department