

GENERAL PURCHASING DEPARTMENT

Cleveland

Bulletin No. 16, Addendum 3
(Complete Reissue)

June 9, 1959

Subject: Sample Reports - Forms 28A27 and 28A28

This bulletin is revised to establish a new Sample Report, form 28A28, to be used by the Cleveland General Purchasing Department. There is no change in form 28A27, which is to be used by Factory Purchasing Departments.

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

The new 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 -- Return to General Purchasing Dept., Cleveland
- DUPLICATE -- To be retained by laboratory (as their file copy)
- TRIPLICATE -- 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 with laboratory report is to be sent to local factory Purchasing Dept.
- QUADRUPLICATE -- 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 with laboratory report to be sent to Cleveland Tech. Service Dept.
- QUINTUPLICATE -- This copy to be retained in General Purchasing Dept.'s numerical file.
- 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.
- SEPTUPLICATE -- File Copy

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 -- Return to General Purchasing Dept., Cleveland
- DUPLICATE -- To be retained by Laboratory (as their file copy)

June 9, 1959

- TRIPPLICATE --- This copy with laboratory report to be returned to the local factory Purchasing Dept.
- QUADRUPLICATE --- This copy with laboratory report to be sent to Cleveland Tech. Service Dept.
- QUINTUPLICATE --- Factory Purchasing Dept. to forward this copy to General Purchasing Dept., Cleveland, when original is sent to local Tech. Service Dept.
- SEXTUPLICATE --- Factory Purchasing Dept. to forward this copy to Cleveland Tech. Service Dept. when original is sent to local Tech. Service Dept.
- SEPTUPLICATE --- File Copy

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

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

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 devoted to 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.

A few 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 sample for a long term research job, and in such a case, it is not always advisable or necessary to submit a sample report.

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

This is usually prompted by our desire to --

- (a) Develop additional source of supply, especially in cases where we are currently limited to one supplier.
- (b) Investigate product which appears to be comparable to our standard, but is offered at a lower price.

June 9, 1959

- (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.

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.

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

/s/ R. F. Hennig
Director of Purchases

R. F. Hennig:dwg

cc: VII MMH GAM JSP ABH RMW SFC CGM RAS JCW RCH JVH EFR GFW HEM VGH WLN HBE AB IFS
MED WAMCI DAK JAA HES MVL KRB FRT RHH SJVC RAM HWS GHO'N SRB RMD GNB LFK JTS
ESS REH AFG CSH JRH NS DFH WEH HAS JKW WLN EJB CBH GGS ENF SEL BJH JFH JAH GLH
JVL WRC CRW OKS LF JSC RCL BD WCM RGL GHG RFH AJM WDM WIT DCJ WHP EEC WHJ RWP
CRF DMC RRC JWG VLA RAH GHM RWM