

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS		DATE: 06/04/03	PAGE 1 OF 2
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TITLE: TOOL ROOM ISSUED PURCHASE ORDERS			

1.0 PURPOSE

The purpose of this instruction is to describe the methods used for issuance of purchase order from the tool room.

2.0 SCOPE

This instruction applies to the issuing of purchase orders to suppliers of the tool room.

3.0 RESPONSIBILITY

The Designer will be responsible for the adherence to this instruction.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

FTR1 - Purchase Order
FTR2 - Request for Quote

6.0 PROCEDURE

1. Using the approved supplier listings, the designer sends a list of materials on tool steel and die sets for quotes.
2. The designer receives quotes back and compares pricing.
3. The designer selects supplier and issues a purchase order.

4. Material will be received with the purchase order attached and verified by the tool maker.