

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: TOOL ROOM MGR.	DATE: 06/04/03	PAGE 1 OF 2
	APPROVED BY: QUALITY MGR.	REVISION: A	GI-TR3
TITLE: PROCEDURE FOR REVIEW OF DIE PURCHASE ORDERS			

1.0 PURPOSE

The purpose of this instruction is to describe the methods used to review the die purchase order.

2.0 SCOPE

This instruction applies to a purchase order reviews in the tool room.

3.0 RESPONSIBILITY

The Tool Room/Design Manager will be responsible for the adherence to this instruction.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

N/A

6.0 PROCEDURE

1. P.O. is receive and forwarded to the Tool Room Manager for review.
2. The Tool Room Manager reviews the P.O. for the correct price and to make sure the delivery time is correct with the quote.
3. Should the quote and P.O. not agree, BMC will notify the customer.
4. BMC and the customer resolve the differences and a new or amended P.O. is received.

5. Job is set-up in the computer.