

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: PRODUCTION MGR.	DATE: 04/30/03	PAGE 1 OF 2
	APPROVED BY: PRESIDENT	REVISION: A	GI-M4
TITLE: CONTRACT/P.O. REVIEW			

1.0 PURPOSE

The purpose of this instruction is to describe the method used when an original or amended purchase order arrives from a customer.

2.0 SCOPE

This instruction applies to the control of purchase orders.

3.0 RESPONSIBILITY

The department manager is responsible for the control of the original or amended purchase orders arriving from the customer for their department.

4.0 DEFINITIONS

CSR - Customer Service Representative
P.O. - Purchase Order

5.0 REFERENCE DOCUMENTS

FP3 - Verbal Purchase Order

6.0 PROCEDURE (See Figure 1 attached)

1. BMC receives the original or amended Purchase Order from customer via fax, mail or phone.
2. Verbal orders are written down for processing through BMC.
3. The CSR and/or Department Manager verifies the quantity, pricing, part number, revision level and delivery date of the parts on the Purchase Order and initials, and dates, as having been checked.
4. The CSR and/or Department Manager communicates with the customer to

correct any wrong prices or changed delivery date.

5. The Quality Manager resolves any new part numbers or revision levels.
6. For Production Department, if it is a new part, the CSR moves the quote file to the "Active Parts" file and copies the scheduler with the quote information
7. The correctly priced P.O. is copied to:
 - a. The scheduler for entry into the computer, from the quote sheet and purchase order, & the schedule listing.
 - b. The BMC buyer to confirm and arrange for material availability.
 - c. The warehouse/finishing manager for confirming finishing and shipment plans.
 - d. The Production Manager for reference.
8. The job is run, completed and shipped.
9. Accounting invoices the completed work at the correct price indicated on the P.O.
10. All completed P.O.'s will be maintained for a minimum of 3 years.