

DOCUMENT NUMBER 90-2000-7.5.4	REVISION C	TITLE Customer Property	REV DATE 3/2017	PAGE 1 of 2
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1.0 Policy

Material supplied by the customer for use in product produced for the customer is controlled in the same manner as all other material.

All PR employees shall be aware that accepting material from the customer does not remove or obscure PRI's responsibility to deliver products that meet the contract requirements.

2.0 Purpose

The purpose of this procedure is to describe the system and responsibilities for handling customer supplied material.

3.0 Requirements

3.1 Any materials to be supplied by the customer are coordinated by the Sales Department. Communications with the customer concerning customer supplied materials may be through Sales or directly by Purchasing. Sales will provide Purchasing with a customer contact when Purchasing is to directly communicate with the customer. It is the responsibility of Sales to determine whether the communications with the customer will be through Sales or directly by Purchasing.

3.2 The purchase order for customer supplied materials may be requested either by (3.2.1) purchase requisitions or by (3.2.2) the Planner Workbench:

3.2.1 Purchase Requisitions

To request a Purchase Order, a Purchase Requisition is completed by Sales for each customer supplied material. The sales order number is referenced on the requisition and is forwarded to Purchasing.

Purchasing assigns the required dates to the Purchase Requisitions. Purchasing issues the Purchase Order for the materials to the Sales Department or directly to the customer if arranged to do so by Sales.

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3.2.2 Planner Workbench Requests

The MRP system, a component of Product Resources' ERP system, will request the purchase of customer supplied material as needed. Purchasing issues the Purchase Order for the materials to the Sales Department or directly to the customer if arranged to do so by Sales.

3.3 Any expediting is the responsibility of the department that is communicating with the customer regarding the customer supplied materials. The Sales Department is ultimately responsible for resolving any conflicts with the customer regarding customer supplied material.

4.0 Inspection and Storage

Customer supplied materials are received, inspected, and tested in the same manner as other purchased products. Reference 90-2000-7.4.3. Marking, storage, and handling of customer supplied materials also follow the same procedures applicable to purchased materials.

5.0 Special Requirements

When specified in the contract, special instructions for handling customer supplied materials are followed. When so requested, the customer's materials may be segregated and labeled to identify them as the customer's property.

6.0 Loss, Damage, or Unsuitability

Any occurrence of loss, damage, or unsuitability of customer supplied material is reported in writing by e-mail to the customer by the Sales Department or the Purchasing Department. Copies of these e-mail communications shall be retained in the sales order confirmation folder (on the company file server in the "Sales Folder") that is associated with the customer order that requires the customer supplied material.