

Add to Cart

Purchase Order Review

(mo/yr)

Revisions					Rev:	
Letter	E.O. Number - Description				Date	
Used On	Contract#:		Your Company			
Prepared By:						
Your Dept:						
Your Dept:			Work Instruction			
Your Dept:			Your #			
Your Dept:			Size: A	CAGE:	Your #	Your # (mo-yr) 1 of 4

1	Quality Group	-- The reviewer determines the need for, and if justified, imposes the requirements of Your #, Supplier Quality Requirements, to the Requisition or P.O. -- Complete the Used-On and Contract# sections on the cover page of Your PO Used-On = J/N or Program Acronym; Contract# = P.O.# -- Check-off applicable requirement boxes on Requisition
2	Quality Group	-- Forward Requisition to Document Control for [REDACTED] -- Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required. -- Verify Raw Material Requirements are recorded on Requisitions, <i>except for</i> [REDACTED] -- Suppliers should be evaluated according to Your # -- Initial and date (should be Mo/Day) the Requisition in the "Approved By" field and forward it to the Purchasing Group. -- Ask the 20 questions from [REDACTED] -- Add known QA requirements to the requisition for entry on the PO; <i>such as</i> [REDACTED] -- [REDACTED] <i>may not be expired for</i> [REDACTED] -- [REDACTED] <i>may not be expired for</i> [REDACTED]
	IF	THEN
2.1	Older Revision Supply Required	-- Contact the applicable Project Engineer and process the Requisition according to Configuration Management Policy, Your #
2.2	Requisition is marked "Under Revision"	-- Notify the Configuration Control Mgr. to prioritize the completion of the EO and 'Stop' the Requisition until [REDACTED] -- It is acceptable to note the EO number on the Requisition in the event the EO is approved but the drawing or specification cannot be completed prior to the need to order the affected supply(s). Under this circumstance, [REDACTED]
2.3	A Raw Material Requirement is not Specified	-- Specify a Raw Material Requirement on the Requisition. -- A Material Note Number is not required for commercial items.
2.4	Deviation to drawing is noted on Requisition such as "Less Note"	Validate each exception by [REDACTED]

[illegible]

		-- [REDACTED]
4	Quality Group	Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following: -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED] -- [REDACTED]
5	Discrepancy in Requisition or P.O.	-- Return to Purchasing Group for correction(s)
5.1	Supplier Quality Requirements applies	-- Attach prepared original to Requisition or P.O. -- Copy to R&I
5.2	P.O. requires additional conditions related to supplier	-- Record supplier related add-on text to Requisition or P.O. -- Review/Log and [REDACTED]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	Record add-on text to Requisition or P.O. and forward to User
5.2.2	Requisition or P.O. Ok	-- When R&I QC is required, sign and forward <i>PO's in numerical order to R&I (Procurement Technician must be cognizant of all purchases)</i> -- Add additional R&I instruction under QA Approval field, e.g., [REDACTED] -- When R&I QC is not required, line-out [REDACTED] [REDACTED]
6	Quality Group ISO 9001 Applies	Forward Subcontractor Evaluation Questionnaire to the Supplier; perform required follow-up routines (Your #).