

- 1.0) The provisions of this bulletin are assumed to be part of any engineering drawing, and/or production sequence. These provisions may be called out specifically. However, if they are not specifically excepted they will be presumed to apply.
- 2.0) Receiving department shall receive all shipments of materials and supplies.
 - 2.1) Receiving department shall verify quantities and descriptions indicated on all shipping documents included with the shipment.
 - 2.1.1) All variances in quantity and/or description shall be noted on receiving documents and Purchasing department notified immediately.
 - 2.1.2) Should shipping documents not accompany shipment, contact the purchasing department for instructions regarding disposition of shipment.
 - 2.2) Receiving department shall follow procedure outlined in bulletin SQC-104.00 for shipments of raw materials and other items used in the production of magnets.
 - 2.3) Receiving department shall forward receiving documents to the purchasing department daily.
 - 2.4) Receiving department shall deliver or notify the proper department material has been received, daily.
 - 2.5) Receiving department shall place material stored in warehouse in the proper location.