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Date: 3-9-2016	Released: 3-9-2016 Revision: A
Approved By: Dina Vasquez	

Handling & Faxing A Request For Documents

1. Purpose and Scope

Purpose

To provide instructions on how to handle and fax a request for documents that must accompany a shipment.

Scope

The work instruction applies to requests for documents and certifications that must go with the shipment when documents are not available.

2. Definitions

No definitions are required for this instruction.

3. Responsibilities

SHIP & REC

Shipping and Receiving

SALE

CSR

4. Authority

No authority are identified for this instruction.

5. Instruction

1. Requesting A Document- CSR

To request a document such as a certification or test report you must have the suppliers packing slip, lot number, and date of manufacturing

Fill out the refax form that's located in the receiving department with the appropriate information as needed.

2. How To Fix A Document- CSR & Shipping

Place document face down on fax machine



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Instructions (Continued)

Enter suppliers fax number, and press start.

1. Policy References

No instructions has no policy references.

2. Procedure References

No references to this procedure policy

3. Instruction References

No instructions are referenced by this instruction.

4. Other Reference Documents

There are no other reference documents for this instruction

5. Records

Receiving Facsimiles Cover Sheet

RECFAX

Retain for 7 years

6. Material

No material are identified for this instruction



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Instructions (Continued)

12. Tools

No tools are identified for this instruction.

13. Gages

No gages are identified for this instruction

14. Safety Instructions

No safety instructions are identified fir this instructions.

15. Notes

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16. Addendum – Flow Chart

