

**NEW PART NUMBER/NEED TO BUILD:**

Date: \_\_\_\_\_ Inside Sales Rep: \_\_\_\_\_

Supplier: \_\_\_\_\_ Actual Mfr: \_\_\_\_\_

Part #: \_\_\_\_\_

Mfr. Part #: \_\_\_\_\_

Description: \_\_\_\_\_

Price: \_\_\_\_\_ UOM: \_\_\_\_\_ Shelf Life: \_\_\_\_\_

Min: \_\_\_\_\_ Std. Pkg.: \_\_\_\_\_ Lead Time: \_\_\_\_\_

Mil-Spec: \_\_\_\_\_ Cust. P/N: \_\_\_\_\_

Key Words: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING NEW PART NUMBER FORM (SF-38)**

1. Enter Date and Name of person who initiated form.
2. Enter Supplier Name and Manufacture of material.
3. Enter the exact call out of the New Part Number.
4. Enter the MFG. Part Number
5. Enter Description of Material.
6. Enter the Buy Price and UOM from the supplier and shelf life of material.
7. Enter the minimum buy quantity, standard packaging and lead-time of material.
8. Enter Mil-Spec number and the Customer Part Number.
9. Enter any and all keywords that will help you in finding the material faster at a later date.

**ALL THE INFORMATION REQUIRED MUST BE ENTERED OR FORM WILL BE REJECTED.**