

Title: Request for Color Match Procedure		
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Area: SIMONA Boltaron	Approved: Joe Borer	Date Approved: 5/7/2024

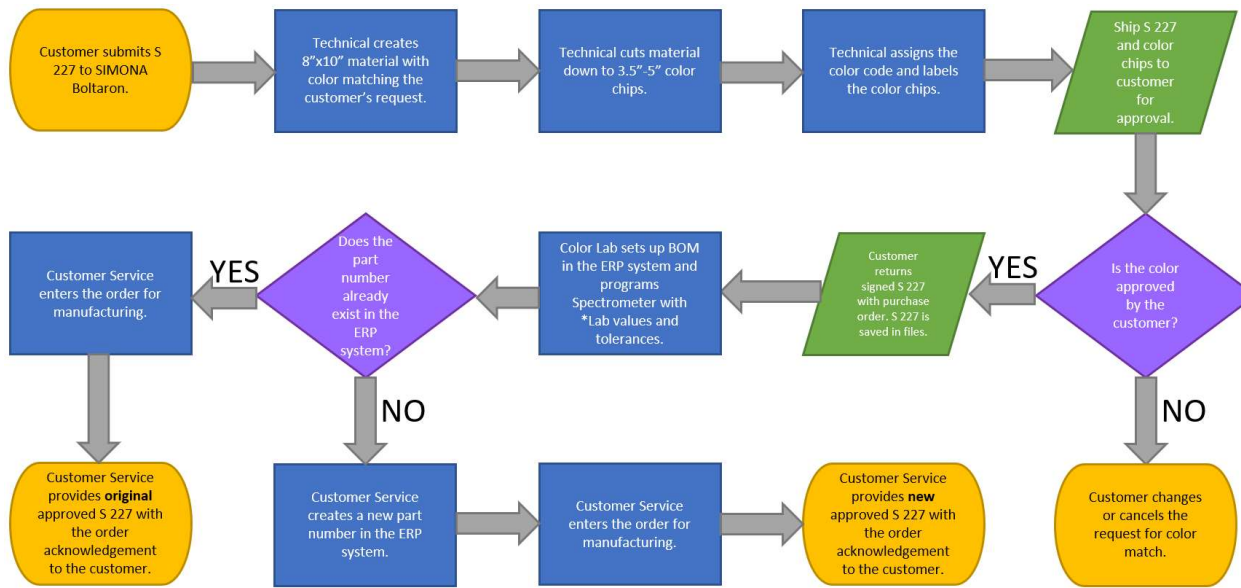
- 1.0 Purpose:** To define the procedure for seeking approval of a color match per the customer's request.
- 2.0 Scope:** All color match requests from SIMONA Boltaron customers.
- 3.0 Roles & Responsibilities:**
- 3.1 Quality**
 - 3.1.1** Provides S 227 Request for Color Match Form to Technical if received from the customer.
 - 3.2 Technical**
 - 3.2.1** Receives S 227 Request for Color Match Form from customer or another SIMONA Boltaron Department.
 - 3.2.2** Creates color chip samples for customer approval.
 - 3.2.3** Assigns color codes to new colors.
 - 3.2.4** Fills out S 227 Request for Color Match Form with necessary information for customer approval.
 - 3.3 Color Lab**
 - 3.3.1** Initiates the creation of Sample Request Orders.
 - 3.3.2** Prepares the shipment of color chip samples and corresponding S 227 form.
 - 3.3.3** Creates BOM (Bill of Materials) in the ERP system.
 - 3.3.4** Ensures the Color Eye Spectrometer is programmed with correct color values and tolerances.
 - 3.4 Customer Service:**
 - 3.4.1** Provides S 227 Request for Color Match Form to Technical if received from the customer.
 - 3.4.2** Enters Sample Request Orders into the ERP system.
 - 3.5 Logistics:**
 - 3.5.1** Ships the Sample Request Order to the customer.
- 4.0 Process/Procedure:**
- 4.1** SIMONA Boltaron receives the completed S 227 Request for Color Match Form from the customer via email, mail, or phone call.
 - 4.2** The Technical Department receives the color information and creates an 8"x10" piece of material in the lab matching the color requested by the customer.
 - 4.2.1** Color is measured in the Color Eye Spectrometer which must be as close as possible to and must not exceed a .30 Delta.

- 4.2.2** If the color cannot be measured, the material shall be visually inspected.
- 4.3** The piece of material made in the lab is cut down into two 3.5"-5" color chips.
- 4.4** The color is assigned a color number, color name, and texture in the color directory file within Technical's file folder, and the color chips are labeled with the corresponding information.
- 4.5** In Technical's file folder, a color folder and recipe are created. Any other customer emails or ancillary documentation shall be stored in the folder for objective evidence.
- 4.6** The S 227 Request for Color Match Form is filled out with *Lab values, lighting requirements, and specular data included or excluded.
- 4.7** The filled-out S 227 Request for Color Match Form is sent to the customer with the two 3.5"-5" color chips for sign-off and approval.
 - 4.7.1** The Color Lab notifies customer Service to create a Sample Request Order.
 - 4.7.2** Customer Service enters the order into the ERP system.
 - 4.7.3** The Color Lab prepares the shipment of the S 227 Request for Color Match Form and the corresponding color chips.
 - 4.7.4** The Logistics Team ships the order to the customer.
- 4.8** The customer will then either approve or not approve the color match.
 - 4.8.1** If approved by the customer:
 - 4.8.1.1** The customer signs and returns the S 227 Request for Color Match Form with a corresponding Purchase Order.
 - 4.8.1.2** The signed S 227 Request for Color Match Form is saved in the color folder in Technical's file folder.
 - 4.8.1.3** The Color Lab sets up a BOM (Bill of Materials) in the ERP system.
 - 4.8.1.4** The Color Lab ensures the color standard is programmed into the Color Eye Spectrometer with *Lab values and tolerances.
 - 4.8.1.5** Customer Service creates a new part number and enters the order into the ERP system in which the material is produced and shipped to the customer.
 - 4.8.1.5.1** If the color code has already been established in the ERP system and approved by the customer, the original S 227 Request for Color Match Form will be sent to the customer with an order acknowledgement.
 - 4.8.2** If not approved by the customer:
 - 4.8.2.1** The customer may cancel the request or request changes, in which steps 4.1 through 4.8 are repeated.

5.0 Applicable Documents:

- 5.1** S 227 Request for Color Match Form

6.0 Appendix A: Process Flow Diagram:



Revision History:

Rev Number	Description of Revision	Original/ Revision Date	Revised by	Approved by
0	Document Creation	5/7/2024	Jacob Breiding	Joe Borer