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Supplier Open Order Report

The GFC Supplier Open Order Report was developed as a tool to assist in communication between GFC and our suppliers. This report will be sent out to all suppliers weekly. We require our suppliers to review the information and make sure that all issues are addressed.

GFC requires all supplier PO confirmations within 72 hours of date issued. These confirmations should be faxed to (734) 452-4415.

- **Changes:** Request to change quantity or due dates must be sent in writing to Expediting (734) 452-4415. Any changes to the product, price, process or request for print information must be faxed to the Buyer at (734) 591-1689.
- **Confirmation Flags:** Blank = Unconfirmed, these items MUST be confirmed back to GFC, H = Hold, these items are on hold and are being reviewed by the buyer. C = Confirmed, these items have been considered confirmed and information has been updated.
- **Dates:** The Due Date is the receiving date at GFC and not the ship date from the supplier. This date reflects the supplier lead time or acknowledged dated. If the supplier is unable to meet the acknowledged due date or lead time, than only the promise date will change. The Supplier on time delivery tracking will be determined from the due date.

If you have any questions regarding this report, please contact your expediter or call (800) 945-2658 and ask for Expediting.