



37584 Amrhein Rd., Ste. 150 • Livonia, MI 48150-1012
734-452-2400 • 734-452-2257 (fax) • 800-945-2658 • www.genfast.com

PURCHASING / PLANNING EXPECTATIONS

Purchase Order Confirmations:

Expectation: 72 hour turn around.

- Due date on purchase order is date due on General Fasteners dock.
- Due date in General Fasteners system will be changed to reflect date confirmed back.
- On time rating is based on the ability to meet your own delivery dates.

GFC Supplier Open Order Report:

Expectation: Faxed once a month (usually around the 15th). Report must be reviewed and changes communicated back to GFC in writing.

- Review “Flag” column for orders that do not have a “C”, this means that the order is not yet confirmed.
- Review “Date” column for accurate delivery dates and communicate any changes.
- Review “Order Qty” column for any order balances that need to be called complete, if not addressed, these will count against your on time delivery.
- “Due Date” reflects the date of the original confirmation. “Promise Date” & “Receipt Date” reflect any changes in the original confirmation date.

GFC Purchase Order Change / Expedite Request:

Expectation: Request must be reviewed within 48 hrs, signed and faxed back to acknowledge change or expedite request. HOT request must be answered as soon as possible (SAMEDAY).

On Time Delivery:

Expectation: 100%

- On time delivery allowance is: 7 days early, 7 days late (**this is for reporting purposes only, we still expect material on General Fasteners dock by due date confirmed**). DO NOT ship early.
- Limited stock on shelf at General Fasteners does not allow for late deliveries.

ASN's , BOL's & Shipping:

Expectation: ASN's faxed or emailed for every shipment.

- All cartons should list GFC part number, qty, description, weight, country of origin and mfg lot number.
- All packing slips, BOL's and invoices must show GFC part number, PO number, description, qty, mfg lot number, number of cartons, number of pallets, weight of the shipment and country of origin.
- Cartons should have a maximum weight of 35 pounds
- DO NOT over ship – our allowance is 10% no more.



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Blanket Purchase Order Report:

Expectation: Faxed once a week (usually every Friday night). Report must be reviewed and changes communicated back to GFC in writing.

- If you DO NOT receive the blanket report on Monday, please call and request the report for that week.
- The report must be reviewed every week and all changes need to be faxed back in writing to expediting at (734) 452 4415.
- DO NOT over ship a blanket release - if you must change a shipment quantity or date, make sure you make the changes in writing before you fax the report back.