



## ***Specification Management***

### **Gro-connect.com Inc. (G.C.) Specifications**

Suppliers are required to:

- adhere to the agreed upon product and/or service specifications
- perform quality inspections of product prior to delivery
- submit specification changes to G.C. for REVIEW and APPROVAL
  - advance notification and written approval from G.C. prior to delivery is required when providing substitute products, sizes, quantities
- response in a timely and accurate manner when corrective action is required to fulfill G.C.'s order requirements
- maintain **Insurance**
  - in compliance with agreed terms & conditions (PO or NON-PO)
  - and provide copies of valid insurance certificates: upon request, issuance of annual renewal policies, and/or when there are changes in coverage

### **G.C. Inquiry Response Expectations**

Request for Quotation (RFQ) - prompt response to guidelines indicated on quote, meeting RFQ deadline requirements

EDI Trading partners shall agree to access their electronic mailboxes at least three (3) times per day in an effort to process orders in a timely manner, excluding Saturdays, Sundays, and Holidays.

Vendor Confirmations of Receipt (Functional Acknowledgement) for All Trading Partners shall be transmitted within one (1) hour after receipt.

Vendor Confirmations of Receipt of Order (see sample) must be made within 24 hours of receipt of the Purchase Order. The form confirms Purchase Order number, quantity, delivery, specifications, and



pricing. The form provides an area for advisement of adjustment to quantity, delivery, specifications, and pricing.

Partner Purchase Order Adjustment Form (see sample) must be completed within 24 hours of receipt of the Purchase Order. The form provides advisement for adjustment to Purchase Order. Confirms Purchase Order number, adjustment to quantity, delivery, specifications, and pricing.

All Submissions in writing to [info@gro-connect.com](mailto:info@gro-connect.com)