**LOGISTICS AUTOFAX/EMAIL REQUEST**

Add – Change – Delete an AutoFax/Email Setup (GMI recommends/prefers Email vs Fax)

**Instructions**

1. Fill in the form (enter one location per form). Always start with a blank form, do not reuse a completed form.
2. Save the file on your hard drive.
3. Email the completed form to TEAM GMIEDI. Include “AutoFax/Email Request” and the location code and/or name in the subject line.

Turnaround time is approximately 24-48 hours.

**Report Destination**

* fax number 🠊 continue with this form
* warehouse email address 🠊 continue with this form then complete email setup in ZCAEMAILMTC
* plant email address 🠊 continue with this form then contact your plant’s Financial Operations Manager to complete the ZCAEMAILMTC setup
* Note – Max Number of Email Addresses is 8, Group Email is preferred, so facility is able to maintain recipients

Other cypress report related requests🠊 please submit a Remedy Request which includes your Cypress Report Code(s), from the list below. Indicate “Cypress Report Request” for the specific RLO, RPC, RFI etc. report(s) and Plant Code(s), with specific detailed request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor Information**  | \*Business Owner GID will receive fax/email failure notifications. | Date: |       |
| Requestor Name: |       | \*GID: |       | Phone: |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Recipient Information** | [ ]  Add | [ ]  Change | [ ]  Delete |  | [ ]  Add | [ ]  Change | [ ]  Delete |
| Contact Person |       |  |       |
| Company Name |       |  |       |
| Phone Number |       |  |       |
| Fax Number (or Email Address < 30) |       |  |       |
| Customer Code ex: 1291 |       |
| Warehouse Code ex: P8 (required) |       |

|  |  |
| --- | --- |
| **Reports Available for AutoFax Setup** | Requestor to submit a Remedy Request for Other cypress related requests (see above), Requestor to submit a Remedy Request for the reports with variants indicated in Blue with the requested Day(s)/Time(s) to SAP - ERP, after EDI confirms setup is complete. |
|  | Shaded background indicates report not eligible for email through RightFax unless, theEmail Address is entered in the Fax Number field (Email Address = 30 Character limit) |
| **SAP Report Name (Cypress report name when different than SAP report name)** | **SAP Report Code** | **Cypress** |
| [ ]  Batch 940 Fax Output Team GMI EDI: requires VV22 setup | ZRVADDN01-FAX  | RLO00022 |
| [ ]  Daily Consolidation Report select time(s) of day or indicate set up like plant       | ZLORZOUT\_DC\_FAX | RLO00046 |
|  | M-F | [ ]  5am | [ ]  7am | [ ]  9am | [ ]  11am | [ ]  1pm | [ ]  3pm | [ ]  5pm |  |  |
|  | Sa-Su |  |  |  |  |  |  | [ ]  5pm |  |  |
| [ ]  Daily Orders Filed Report | ZLORDORDR-FAX | RLO00002 |
| [ ]  Daily Orders Shipped Report (Daily Deliveries Shipped) | ZLORDDELR-FAX | RLO00003 |
| [ ]  Daily Receipts Report (Daily Warehouse Receipts) | ZLORDRCT-FAX | RLO00011 |
| [ ]  Daily Stock Adjustments Report | ZLORDSA-FAX | RLO00023 |
| [ ]  Export Shipping Order Fax | ZLOP304BN-PLANT-FAX | RLO00052 |
| [ ]  Inbound Open Interplant Order Report | ZPCRZOPPO\_STPO-FAX | RLO00113 |
| [ ]  Inbound Open Orders Report | ZLORZINBC-FAX | RLO00001 |
| [ ]  Interplant Over / Short Report | ZLORINPLT-FAX | RLO00025 |
| [ ]  Logistics Short Sheet | ZLORSTST-FAX | RLO00017 |
| [ ]  Negative Quantities Report (Negative Inventory Report) | ZLORNEGIV-FAX | RLO00026 |
| [ ]  Net Stock Adjustments Report | ZLORNSA-FAX | RLO00024 |
| [ ]  Open Customer, Over, Short & Return Orders | ZLOROPORD-FAX | RLO00014 |
| [ ]  Open Delivery Report select time (1x M-F is the default if none selected) | ZLORODEL-FAX | RLO00058 |
|  | [ ]  1x M-F  | --or-- | [ ]  2x M-F | --or-- | [ ]  1x M, Th |  |  |  |
| [ ]  OPEN PURCHASE ORDERS (Inbound Open Purchase Order Report) | ZPCRZOPPO\_MATL-FAX | RPC00009 |
| [ ]  OPEN PURCHASE ORDERS (Inbound Open Purchase Order Report) | ZPCRZOPPO\_WKLY1-FAX | RPC00011 |
| [ ]  Orphan Shipment Report | ZLERORSHP-FAX | RLO00013 |
| [ ]  Pay on Receipt/Production/Shipment | ZLOUPAYOR-FAX | RLO00006 |
| [ ]  Production Schedule Overview | ZLOLZPDV-FAX | RLO00053 |
| [ ]  RFQ Audit Trail Report | ZPCRRFQAD-FAX | RPC00006 |
| [ ]  WareHouse Inventory Report (Canada) Fax | ZLORWHSTK\_C-FAX | RLO00012 |
| [ ]  WareHouse Inventory Report Fax (Warehouse Stocks Inv Contract Acct Inv) | ZLORWHSTK-FAX | RLO00021 |
| [ ]  WMS/SAP Inventory comparison Report- (Activity Reconciliation) | ZLOUSAPWM-ACT-FAX | RLO00009 |
| [ ]  WMS/SAP Inventory comparison Report- (Quantity Discrepancies) | ZLOUSAPWM-FAX | RLO00009 |
| [ ]  WMS/SAP Inventory comparison Report- (Material Discrepancies) | ZLOUSAPWM-MAT-FAX | RLO00009 |

**Special Instructions:**