

# Forecast Add / Update Form Planner



Submit completed form to Planning Coordinator via email to [Planning@njfco.com](mailto:Planning@njfco.com).

Today's Date: \_\_\_\_\_

Forecast Type: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Ship Location: \_\_\_\_\_

If Other location, please list: \_\_\_\_\_

NJFC Item (10-digit required): \_\_\_\_\_

MONTHLY FORECAST QUANTITY: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Ship-To #: \_\_\_\_\_

NEED BY DATE: \_\_\_\_\_ *Default is 30 days. If require a different date, provide here.* \_\_\_\_\_

## Comments that may help Planner with this request:

## Customer Commitment:

Need by date or other date is not guaranteed. The Planning Manager will provide an ETA for first available ship date and/or provide approval of available inventory at the location selected.

The customer agrees to order the above quantities in the stated volumes within a reasonable variance for forecasted items and the entire inventory on one-time placements. In the event a customer must terminate a forecast or does not pull all one-time placement products, they understand that they are required to purchase a minimum of three months of forecasted inventory or the balance of the one-time inventory placed for them.

By signing below you are confirming you have notified their customer in writing of our requirements and are accepting responsibility for inventory placed in Forward Distribution Center.

Sales Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## SUPPLY CHAIN TO COMPLETE

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Sales of ETA: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Sales of Availability: \_\_\_\_\_

Date: \_\_\_\_\_

MSR#: \_\_\_\_\_

Scheduled Ship Date: \_\_\_\_\_

Ship Via: \_\_\_\_\_

Estimated time of arrival: \_\_\_\_\_