We are currently updating our site; thank you for your patience.

PROCUREMENT

EXPEDITING

In this process you can update the **Expected** delivery date – **per item** on a purchase order. No configuration is required for this option.

You will need to be able to view the list of **open** purchase order items, with their **Expected** delivery date.

Note: The **Expected** delivery date is initially set on the purchase order, based on the **date** the purchase order was created, plus the **lead time** (in days) as set on the Inventory Definition Supplier Link.

Ribbon Access: Procurement > Expediting

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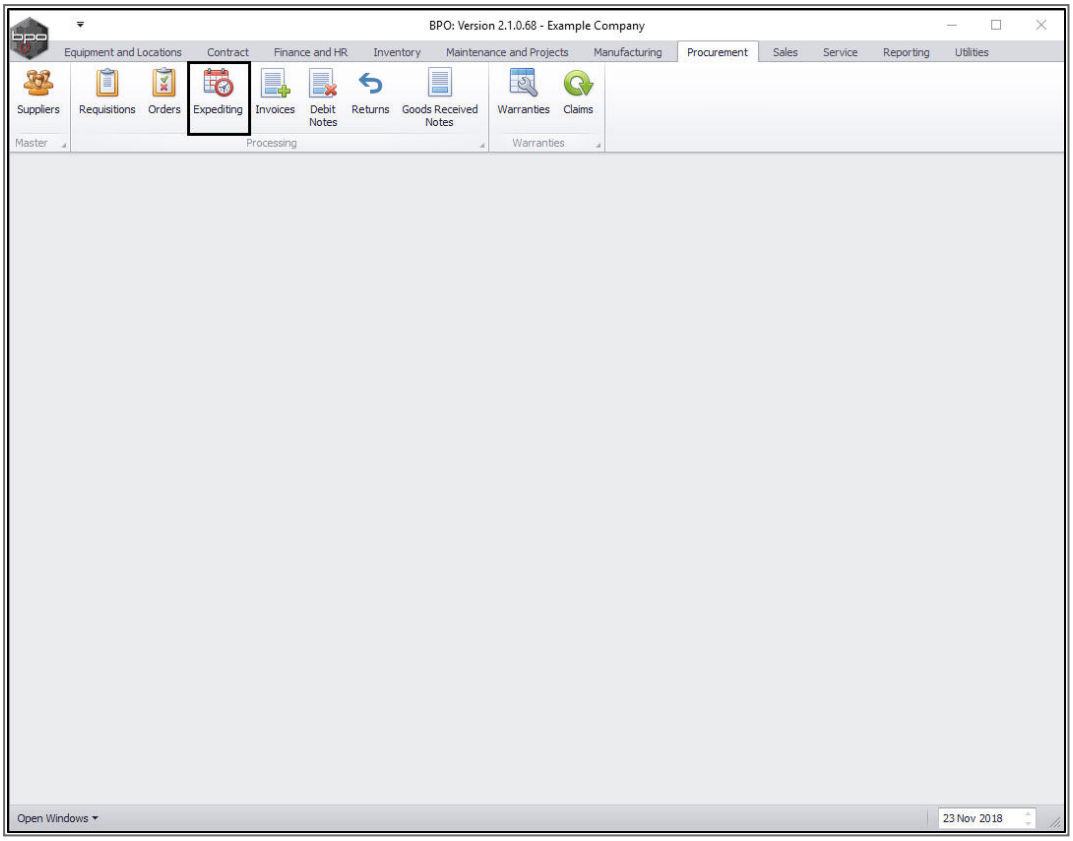

The **Order Expediting** screen will be displayed.

Select the Site

1. Ensure that you select the **site** that contains the relevant purchase order.

PURCHASE ORDER

2. Select the **row** of the **purchase order item** that you wish to expedite.

> **Note**: There can be **more than one** item linked to a purchase order - ensure that you have selected the correct item.

3. Click in the **Expected** date field of the selected purchase order.

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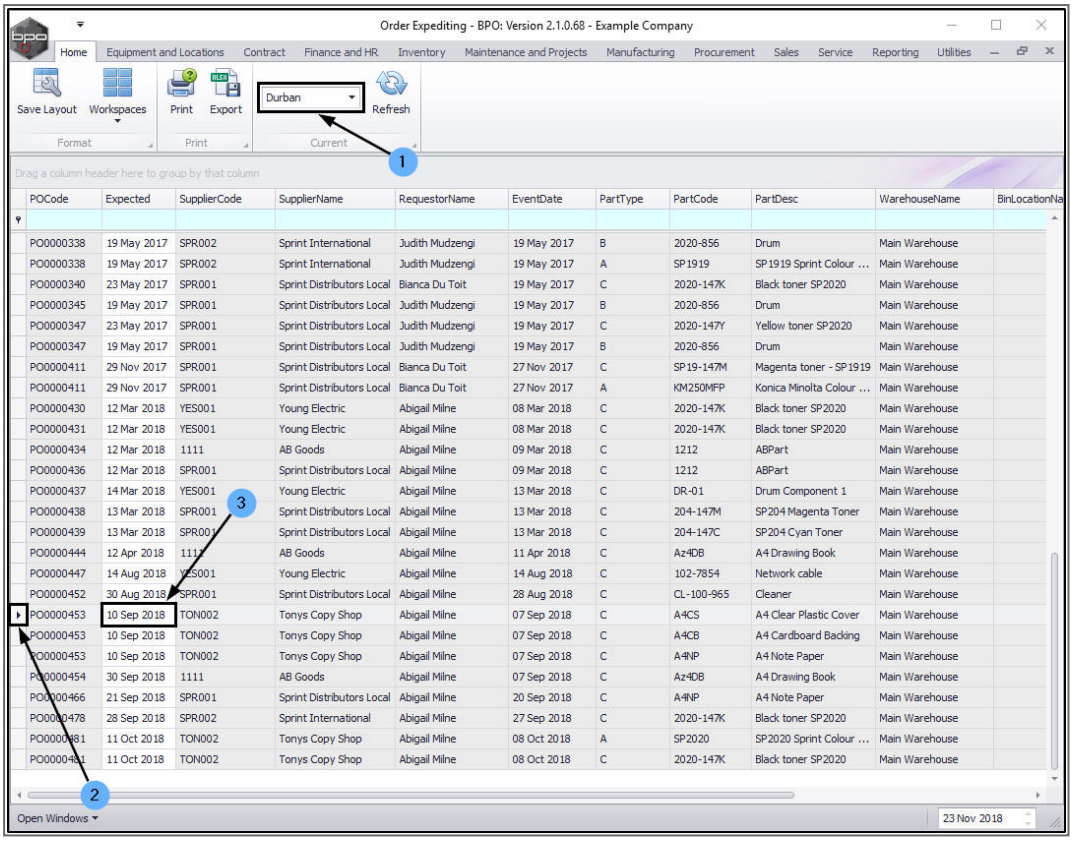

CONFIRM DELIVERY DATE CHANGE

1. An **Input Validation** message box will pop up asking:
    - **Are you sure you want to change the expected delivery date for [ ] on order - [ ]?**
2. You will note that although there are **3** items linked to this purchase order, only the item that has been selected will have it's delivery date changed.
3. Click on **Yes**.

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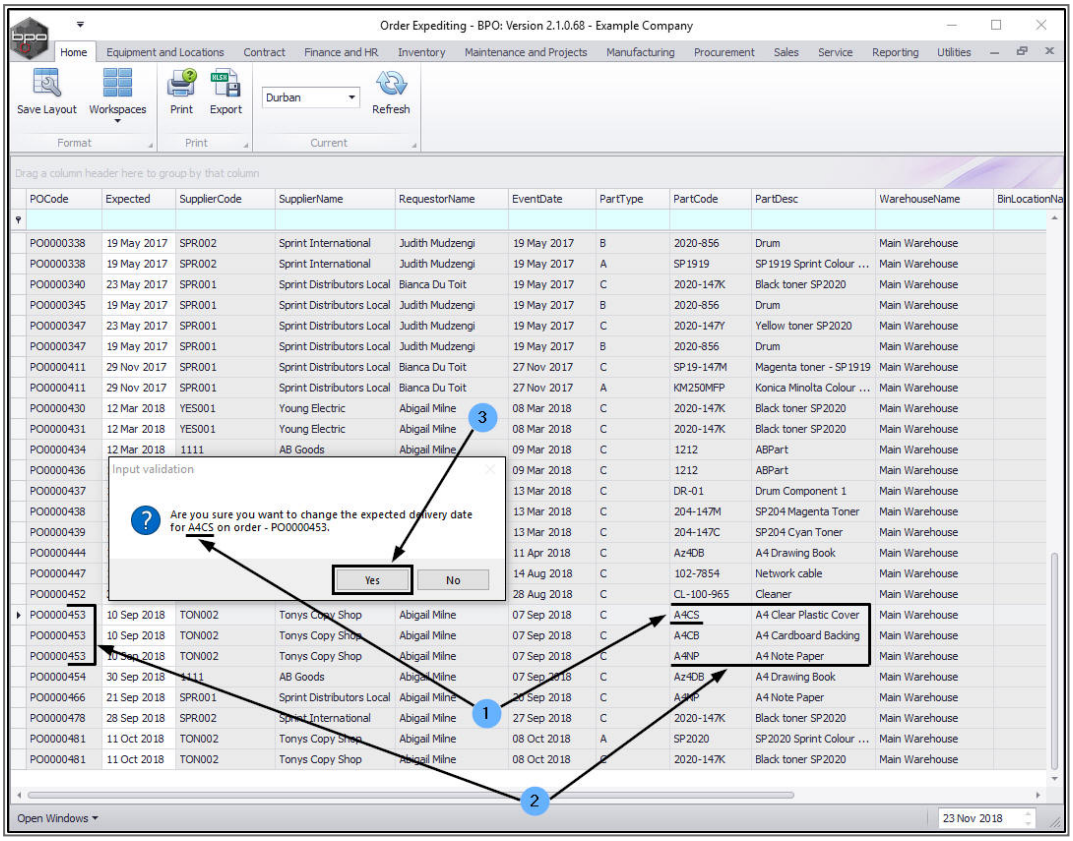

NEW DELIVERY DATE

- A drop-down **arrow** will appear in the Expected date field of the selected purchase order item.
- Click on this arrow.

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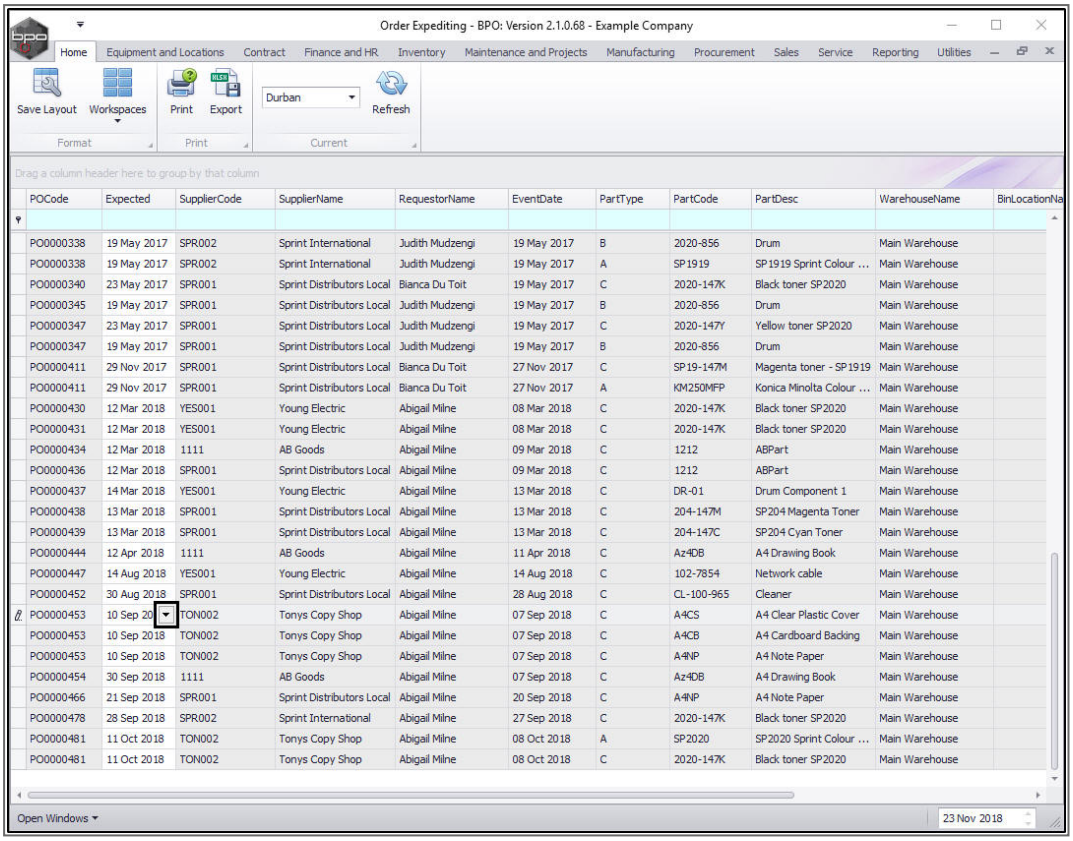

1. A **calendar** will pop up with the current Expected date selected.
2. Click on the **new date** you wish to change this to.

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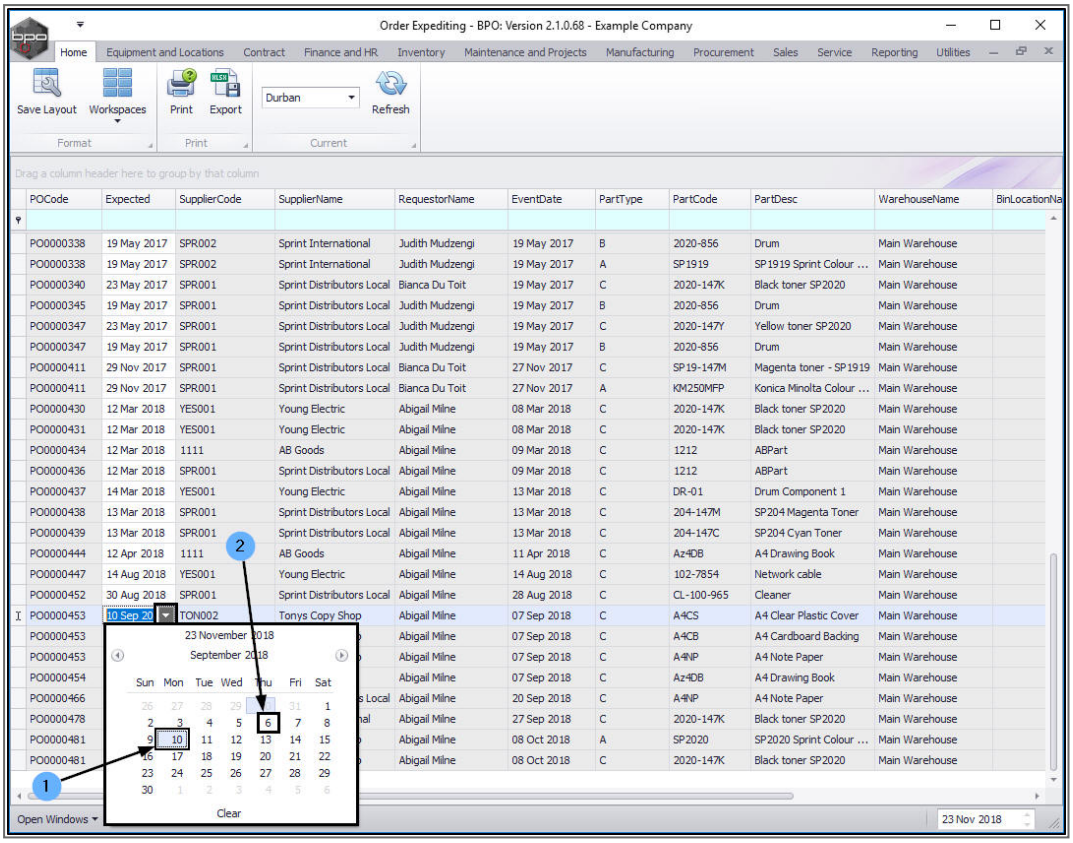

1. The **new date** will now populate the **Expected** date column.
2. **Close** the screen when you are done.

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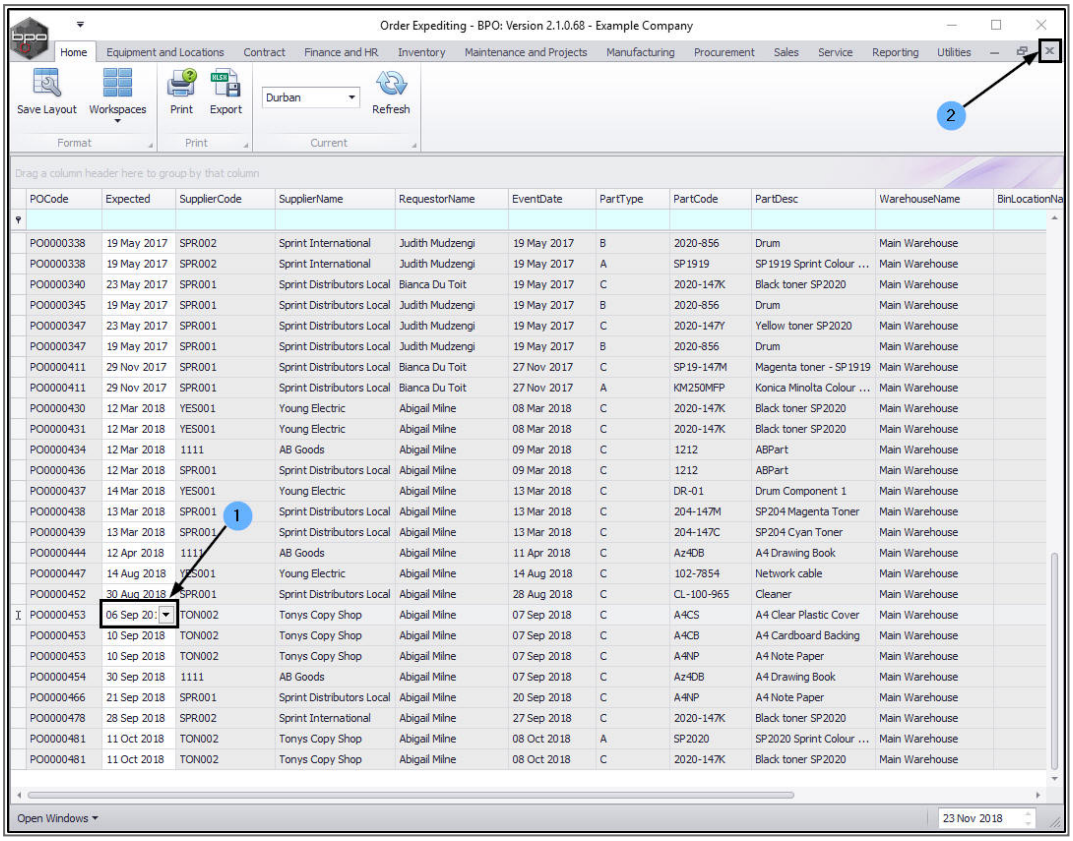

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