

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.

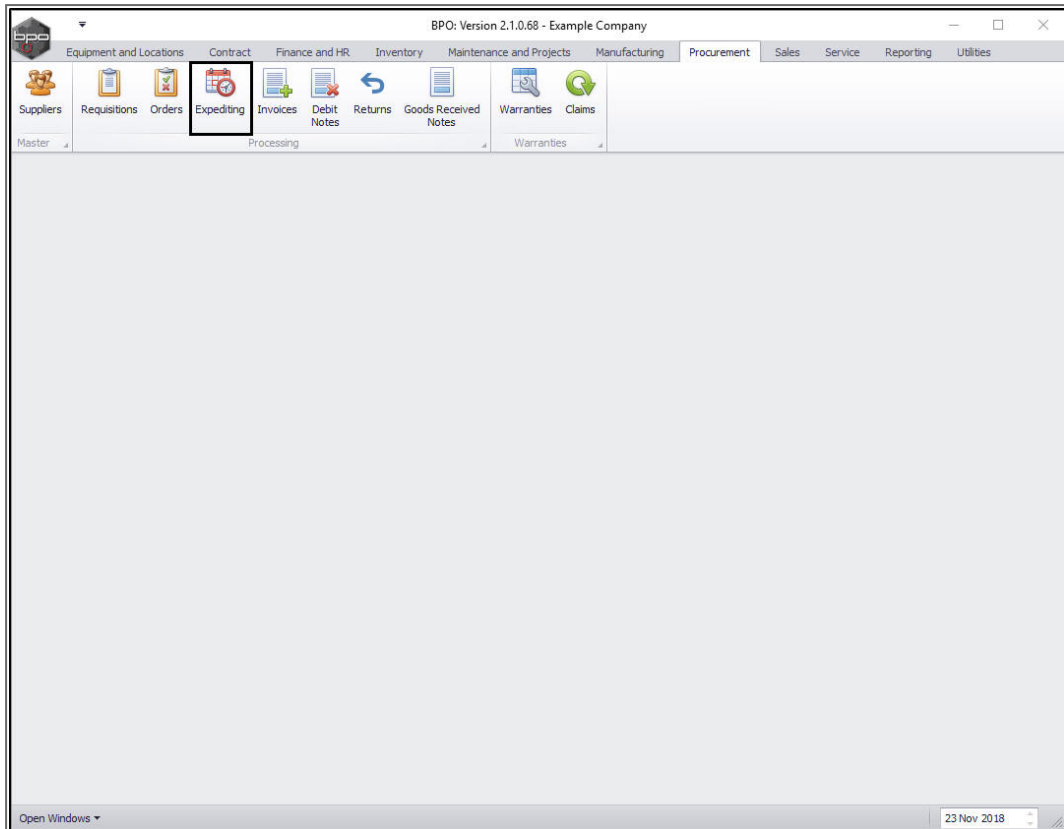
You will need to be able to view the list of **open** purchase order items, with their **Expected** delivery date.

**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](#).

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**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.

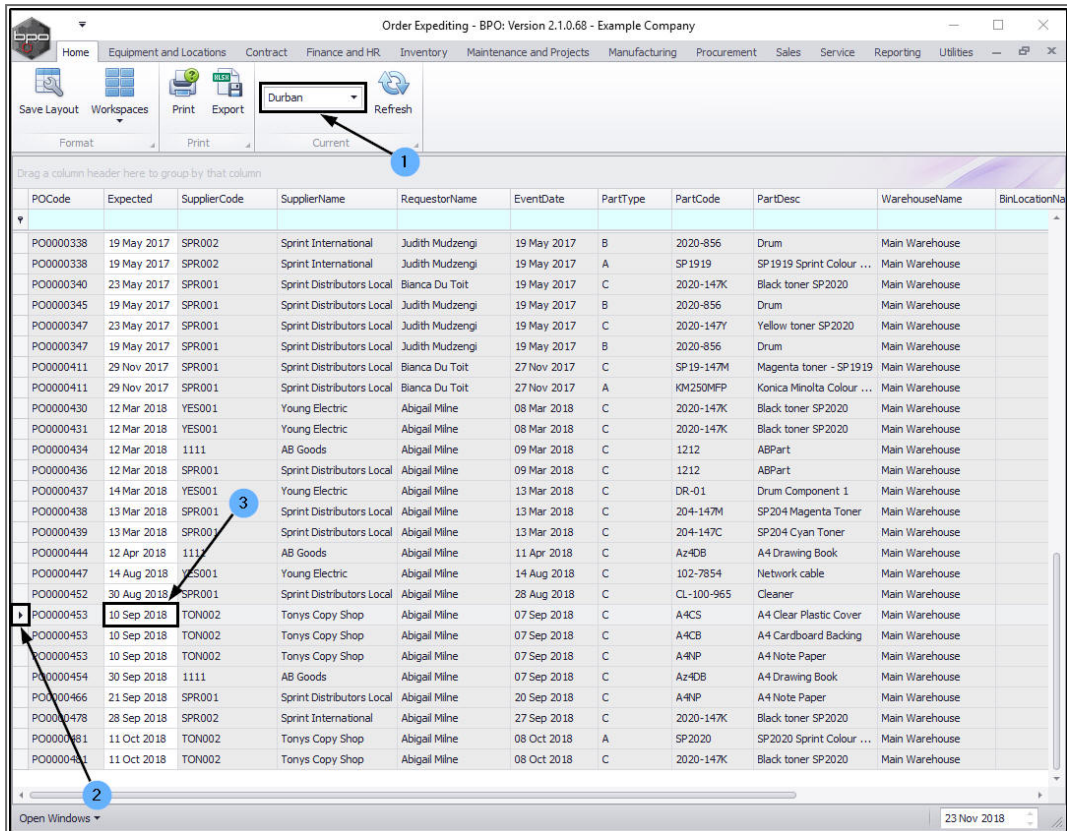
## **PURCHASE ORDER**

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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.



## 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 its delivery date changed.
3. Click on **Yes**.

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Drag a column header here to group by that column

POCode	Expected	SupplierCode	SupplierName	RequestorName	EventDate	PartType	PartCode	PartDesc	WarehouseName	BinLocationNa
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	A	SP1919	SP1919 Sprint Colour ...	Main Warehouse	
PO0000340	23 May 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	19 May 2017	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000345	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000347	23 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	C	2020-147Y	Yellow toner SP2020	Main Warehouse	
PO0000347	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	C	SP19-147M	Magenta toner - SP1919	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	A	KM250MFP	Konica Minolta Colour ...	Main Warehouse	
PO0000430	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000431	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000434	12 Mar 2018	1111	AB Goods	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000436	12 Mar 2018	1111	AB Goods	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000437	13 Mar 2018				13 Mar 2018	C	DR-01	Drum Component 1	Main Warehouse	
PO0000438	13 Mar 2018				13 Mar 2018	C	204-147M	SP204 Magenta Toner	Main Warehouse	
PO0000439	13 Mar 2018				13 Mar 2018	C	204-147C	SP204 Cyan Toner	Main Warehouse	
PO0000444	11 Apr 2018				11 Apr 2018	C	A4DB	A4 Drawing Book	Main Warehouse	
PO0000447	14 Aug 2018				14 Aug 2018	C	102-7854	Network cable	Main Warehouse	
PO0000452	28 Aug 2018				28 Aug 2018	C	CL-100-965	Cleaner	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CS	A4 Clear Plastic Cover	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CB	A4 Cardboard Backing	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000454	30 Sep 2018	1111	AB Goods	Abigail Milne	07 Sep 2018	C	A4DB	A4 Drawing Book	Main Warehouse	
PO0000466	21 Sep 2018	SPR001	Sprint Distributors Local	Abigail Milne	20 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000478	28 Sep 2018	SPR002	Sprint International	Abigail Milne	27 Sep 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	A	SP2020	SP2020 Sprint Colour ...	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	B	2020-147K	Black toner SP2020	Main Warehouse	

Input validation: Are you sure you want to change the expected delivery date for A4CS on order - PO0000453. [Yes] [No]

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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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POCode	Expected	SupplierCode	SupplierName	RequestorName	EventDate	PartType	PartCode	PartDesc	WarehouseName	BinLocationNa
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	A	SP1919	SP1919 Sprint Colour ...	Main Warehouse	
PO0000340	23 May 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	19 May 2017	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000345	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000347	23 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	C	2020-147Y	Yellow toner SP2020	Main Warehouse	
PO0000347	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	C	SP19-147M	Magenta toner - SP1919	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	A	KM250MFP	Konica Minolta Colour ...	Main Warehouse	
PO0000430	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000431	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000434	12 Mar 2018	1111	AB Goods	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000436	12 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000437	14 Mar 2018	YES001	Young Electric	Abigail Milne	13 Mar 2018	C	DR-01	Drum Component 1	Main Warehouse	
PO0000438	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147M	SP204 Magenta Toner	Main Warehouse	
PO0000439	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147C	SP204 Cyan Toner	Main Warehouse	
PO0000444	12 Apr 2018	1111	AB Goods	Abigail Milne	11 Apr 2018	C	Az40B	A4 Drawing Book	Main Warehouse	
PO0000447	14 Aug 2018	YES001	Young Electric	Abigail Milne	14 Aug 2018	C	102-7854	Network cable	Main Warehouse	
PO0000452	30 Aug 2018	SPR001	Sprint Distributors Local	Abigail Milne	28 Aug 2018	C	CL-100-965	Cleaner	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CS	A4 Clear Plastic Cover	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CB	A4 Cardboard Backing	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000454	30 Sep 2018	1111	AB Goods	Abigail Milne	07 Sep 2018	C	Az40B	A4 Drawing Book	Main Warehouse	
PO0000466	21 Sep 2018	SPR001	Sprint Distributors Local	Abigail Milne	20 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000478	28 Sep 2018	SPR002	Sprint International	Abigail Milne	27 Sep 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	A	SP2020	SP2020 Sprint Colour ...	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	C	2020-147K	Black toner SP2020	Main Warehouse	

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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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POCode	Expected	SupplierCode	SupplierName	RequestorName	EventDate	PartType	PartCode	PartDesc	WarehouseName	BinLocationName
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	A	SP1919	SP1919 Sprint Colour ...	Main Warehouse	
PO0000340	23 May 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	19 May 2017	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000345	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000347	23 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	C	2020-147Y	Yellow toner SP2020	Main Warehouse	
PO0000347	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	C	SP19-147M	Magenta toner - SP1919	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	A	KM250MFP	Konica Minolta Colour ...	Main Warehouse	
PO0000430	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000431	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000434	12 Mar 2018	1111	AB Goods	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000436	12 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000437	14 Mar 2018	YES001	Young Electric	Abigail Milne	13 Mar 2018	C	DR-01	Drum Component 1	Main Warehouse	
PO0000438	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147M	SP204 Magenta Toner	Main Warehouse	
PO0000439	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147C	SP204 Cyan Toner	Main Warehouse	
PO0000444	12 Apr 2018	1111	AB Goods	Abigail Milne	11 Apr 2018	C	A4-408	A4 Drawing Book	Main Warehouse	
PO0000447	14 Aug 2018	YES001	Young Electric	Abigail Milne	14 Aug 2018	C	102-7854	Network cable	Main Warehouse	
PO0000452	30 Aug 2018	SPR001	Sprint Distributors Local	Abigail Milne	28 Aug 2018	C	CL-100-965	Cleaner	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CS	A4 Clear Plastic Cover	Main Warehouse	
PO0000453				Abigail Milne	07 Sep 2018	C	A4CB	A4 Cardboard Backing	Main Warehouse	
PO0000453				Abigail Milne	07 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000454				Abigail Milne	07 Sep 2018	C	A4-408	A4 Drawing Book	Main Warehouse	
PO0000466				Abigail Milne	20 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000478				Abigail Milne	27 Sep 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000481				Abigail Milne	08 Oct 2018	A	SP2020	SP2020 Sprint Colour ...	Main Warehouse	
PO0000481				Abigail Milne	08 Oct 2018	C	2020-147K	Black toner SP2020	Main Warehouse	

Calendar popup: 23 November 2018, September 2018. Date 10 Sep 2018 is selected.

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

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PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000338	19 May 2017	SPR002	Sprint International	Judith Mudzengi	19 May 2017	A	SP1919	SP1919 Sprint Colour ...	Main Warehouse	
PO0000340	23 May 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	19 May 2017	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000345	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000347	23 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	C	2020-147Y	Yellow toner SP2020	Main Warehouse	
PO0000347	19 May 2017	SPR001	Sprint Distributors Local	Judith Mudzengi	19 May 2017	B	2020-856	Drum	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	C	SP19-147M	Magenta toner - SP1919	Main Warehouse	
PO0000411	29 Nov 2017	SPR001	Sprint Distributors Local	Bianca Du Toit	27 Nov 2017	A	KM250MFP	Konica Minolta Colour ...	Main Warehouse	
PO0000430	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000431	12 Mar 2018	YES001	Young Electric	Abigail Milne	08 Mar 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000434	12 Mar 2018	1111	AB Goods	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000436	12 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	09 Mar 2018	C	1212	ABPart	Main Warehouse	
PO0000437	14 Mar 2018	YES001	Young Electric	Abigail Milne	13 Mar 2018	C	DR-01	Drum Component 1	Main Warehouse	
PO0000438	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147M	SP204 Magenta Toner	Main Warehouse	
PO0000439	13 Mar 2018	SPR001	Sprint Distributors Local	Abigail Milne	13 Mar 2018	C	204-147C	SP204 Cyan Toner	Main Warehouse	
PO0000444	12 Apr 2018	1111	AB Goods	Abigail Milne	11 Apr 2018	C	A240B	A4 Drawing Book	Main Warehouse	
PO0000447	14 Aug 2018	YES001	Young Electric	Abigail Milne	14 Aug 2018	C	102-7854	Network cable	Main Warehouse	
PO0000452	30 Aug 2018	SPR001	Sprint Distributors Local	Abigail Milne	28 Aug 2018	C	CL-100-965	Cleaner	Main Warehouse	
PO0000453	06 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CS	A4 Clear Plastic Cover	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4CB	A4 Cardboard Backing	Main Warehouse	
PO0000453	10 Sep 2018	TON002	Tonys Copy Shop	Abigail Milne	07 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000454	30 Sep 2018	1111	AB Goods	Abigail Milne	07 Sep 2018	C	A240B	A4 Drawing Book	Main Warehouse	
PO0000466	21 Sep 2018	SPR001	Sprint Distributors Local	Abigail Milne	20 Sep 2018	C	A4NP	A4 Note Paper	Main Warehouse	
PO0000478	28 Sep 2018	SPR002	Sprint International	Abigail Milne	27 Sep 2018	C	2020-147K	Black toner SP2020	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	A	SP2020	SP2020 Sprint Colour ...	Main Warehouse	
PO0000481	11 Oct 2018	TON002	Tonys Copy Shop	Abigail Milne	08 Oct 2018	C	2020-147K	Black toner SP2020	Main Warehouse	

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