

Expediting

Section 5:2 Revised 01/01/2001

When a Purchase Order is placed with a vendor, the vendor is asked to acknowledge receipt of the order and indicate an expected shipping schedule. When a Purchase Order is issued, an expected delivery date is entered on the document.

If the vendor does not acknowledge receipt of the Purchase Order or does not ship according to the estimated or quoted schedule, an inquiry to the vendor by the Purchasing Department. Special requirements may require earlier expediting. This information should be indicated on the Purchase Requisition.

It is requested that departments not correspond with vendors directly concerning status of orders and expediting shipment. Experience indicates this only delays shipment. Any request of this nature should be referred to the Purchasing Department for action.