Purchase Order Expedite Request Guidelines

An **Expedite Request Email** is sent for Purchase Order(s) with "Delivery Dates" that are coming due or are now late. The vendor is asked to **click** on the link at the bottom, Click Here, and complete information in the fields required regarding the Shipping Status for item(s) on the Purchase Order(s) including **Shipped Date**, **Shipped Quantity, Your Name** and **Expected Ship Date** for items that have not as yet been shipped.

Required Fields (* indicates a **Required Field** that must be filled in order to Submit)
- ***Ship Status:** Select from one of the five options.
    - **Shipped Complete:** The following fields are required.
      Shipped Date for items shipped.
      Shipped Qty for number of items shipped.
    - **No Record of Order**
    - **Shipped Partial:** The following fields are required.
      Shipped Date for items shipped.
      Shipped Qty for number of items shipped.
      Expected Date for items to be shipped.
    - **Shipped Partial/Consider Complete:** The following fields are required.
      Shipped Date for items shipped.
      Shipped Qty for number of items shipped.
    - **Not Shipped:** The following field is required.
      Expected Date for items to be shipped.
- ***Shipped Date:** Click on the calendar to indicate the date items were shipped.
- ***Shipped Qty:** Enter quantity of items shipped.
- ***Expected Date:** Click on the calendar to indicate the expected date for items to be shipped.
- ***Your Name**

Fields not required but helpful.
- **Shipping Method:** Select from one of the five options.
- **Tracking #:** The box enables the user to enter multiple **Tracking #'s**. When entering multiple numbers, please make sure to include a space before each additional number.

Click on to copy the same information to other line(s) within the same PO#.
Click on to clear and reset all fields on the PO.
Click on to submit one line at a time.
Click on to submit entire completed information.