

Expediting Order Status Request

Carbondale Campus End User Instructions FORM – Expediting Order Status Request

Use: To make inquires on the status of a receipt of merchandise ordered by a Department. This form will be sent to departments by Expediting when an entry of a “receipt” by the Department is required.

Access: Access the form via the E-Forms web site (<http://www.eforms.siu.edu>), Adobe Reader 7.0 or higher must be installed on your computer.

Instructions: Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED**.)

Purchase Order Number Provide the purchase order number of the receipt in question. To be entered by Expediting personnel.

Supplier Provide the name of the Supplier that the purchase order was issued to. To be entered by Expediting personnel.

PO Total Provide the total dollar amount of the purchase order. To be entered by Expediting personnel.

*Delivery Promise Date
(if applicable)* Provide the delivery promise date from the purchase order (if applicable). To be entered by Expediting personnel.

Status Information:

Merchandise has:

*Been Fully Received &
Verified by Department*

*(Ok to process payment
to Vendor)*

Checkbox

Department should check this box if the merchandise has been fully received & verified. The Department should enter a Departmental Receipt into AIS. Entry of departmental receipt authorizes Procurement Services to process payment to the Supplier.

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*Not Been Received
by Department
Checkbox*

Department should check this box if the merchandise has not been received. No further action is required by the Department.

Comments

Provide any information relevant to the receipt of the referenced purchase order. This field can be used by the department and Expediting.

Routing:

This form may be submitted electronically via email to:

siupurch@siu.edu (ATTN: Expediting)

or

printed and mailed to: Procurement Services, MC 6813
ATTN: Expediting

***** The preferred routing method is electronically via email. *****