

Expediting

After a *Purchase Order* has been issued to a supplier, the purchaser may wish to follow-up or expedite the order.

Expediting Explained

Expediting is the application of pressure on suppliers to get them to either meet the original delivery promise or to deliver ahead of schedule. It may be the threat of order cancellation or other penalty, if the supplier cannot meet the agreement.

Expediting should be necessary on only a small percentage of *Purchase Orders* issued. The purchaser should be in a position to know which suppliers are most likely to present delivery problems.

Additionally, the purchaser should determine which requirements are of a critical nature, where meeting the scheduled delivery dates is mandatory. An example would be goods ordered for delivery by NTCL barge.

Methods of Expediting

When determining the proper method of expediting a particular order, three basic options can be used, as explained below:

- exception expediting
- routine status check
- advanced expediting

Exception Expediting

This is the most typical method used by purchasers. It entails calling a supplier to obtain a revised promise date, only after the original promise date has been missed.

Routing Status Check

This method is more time consuming. It involves contacting the suppliers at pre-set intervals, so that you are able to inform your program managers of schedule delays at the earliest possible moment. It can offer the opportunity of working around the late delivery, rather than suffering through it.

Advance Expediting

This is the most time-consuming method of all. It attempts to insure supply, instead of just providing warning of a late delivery. This method uses milestone, critical path, or similar scheduling techniques that identify critical steps in the supplier's manufacturing or distribution process. This identifies potential delays and allows the purchaser to take corrective action to ensure timely delivery.