

# EXPEDITING

Expediting responsibilities include:

- Accurate and timely follow up for the receipt of items on all Standard Purchase Orders requiring Receipts.
- Follow up procedures for the return of damaged items
- Over shipments
- Receipt of incorrect items

Expediting coordinates contact between buyers, end users, departments, Suppliers, Central Receiving and Accounts Payable to accomplish the receipt and delivery of all items on Standard Purchase Orders and timely payment to Suppliers.

## RECEIPTS

On all 3-way match Standard Purchase Orders, a Receipt must be entered into the AIS system for each item. Items received by Central Receiving are entered by a Receipt Traveler generated by Central Receiving. Direct delivery items must be entered as a Departmental Receipt upon delivery of the items by the Department.

Not sure if you need to enter a Receipt? See [AIS Help](#).

## RETURNS

When it is necessary to return an item(s) on a Standard Purchase Order, a [Return/Damage](#) form must be completed and forwarded to Expediting.

- a. The department is responsible for completing the first section of the Return/Damage form.
- b. Expediting will arrange the return to the supplier and notify the Department with return instructions.

## CONTACT

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