

# Expediting Order Status Request

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## 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 [yoyo1@siu.edu](mailto:yoyo1@siu.edu)

or

printed and mailed to: Procurement Services, MC 6813  
ATTN: Lois Thompson, Expeditor

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