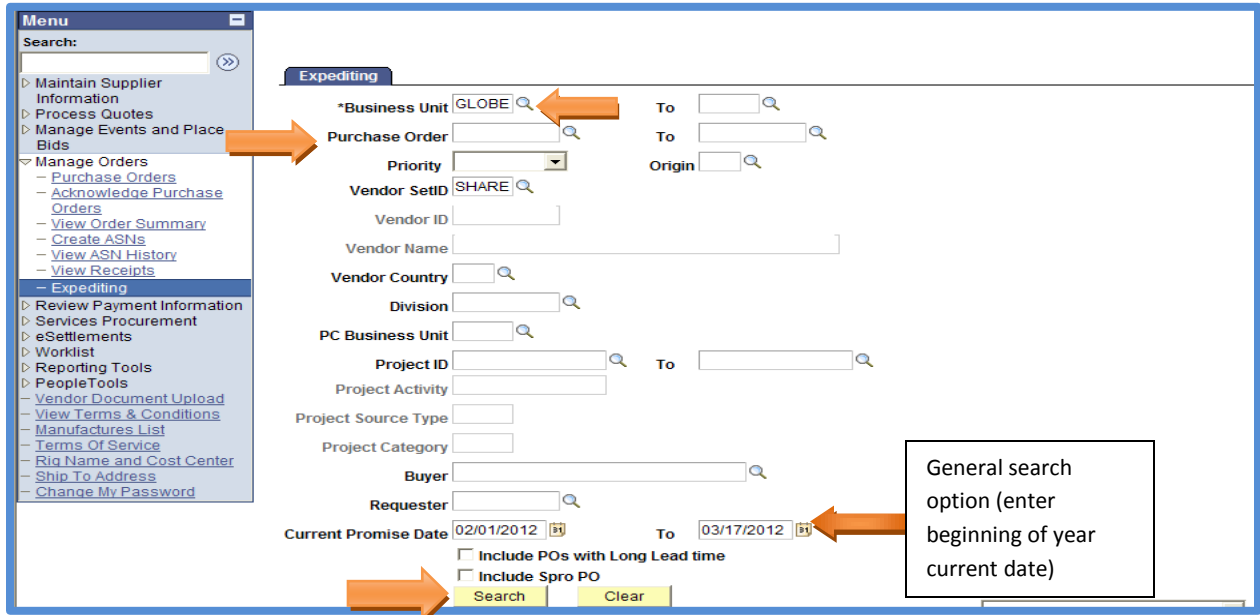


# EXPEDITING in the Vendor Gateway

1. To access the **Expediting** link select the **Manage Orders** option from the **Main Menu on the Home page**. Select the Expediting tab on the menu.
2. **Insert Globe in the Business Unit fields. Enter the** PO number in the purchase order **fields. If** PO is unknown run your search by using the date range fields.



3. Click **Search** to **locate the items you need to expedite**.
4. Click the box **to the left of the PO line(s)** that you are updating. **If** all lines in PO have same **comments and same ship dates** Click Select all.
5. Use the calendar icon to select the **New Promise Date**.
6. Add **Comments** explaining why there is a delivery delay.
7. **Click update selected**.
8. Click **Save** at the bottom **left** of the screen when finished

