

MATERIALS EXPEDITING (Revised 3/89)

3511.2

If initial contacts with a vendor who is late meeting specified delivery dates are unsuccessful, agencies should contact the Buyer responsible for the purchase order or contract. The Buyer or a materials expeditor will contact the vendor on your behalf and will continue to monitor the vendor's progress until the order is complete. Your agency will be kept fully advised as to the current status of the transaction and of the Office of Procurement's efforts to enforce the terms and conditions of the purchase order or contract.