

PURCHASING

The Purchasing Department of Würth Business Services is equipped with a team of highly experienced procurement and purchasing professionals. We are instrumental in fulfilling the business-specific requirements by handling different processes related to Purchasing and serving customers across the globe. Among many non-core procurement and Purchasing-related processes handled by us, Expediting of Import Orders is one of the major processes.

EXPEDITING OF IMPORT ORDERS

In this process, we keep the track of import Purchase Order (PO). We work on an importable PO file, which consists of all of the open import POs. We keep this report updated by contacting suppliers to expedite or hold POs according to the conditions. For this, we perform small tasks, such as Estimated Time of Delivery (ETD) follow-up, ETD confirmation follow-up, updating booking forms, update vessel information and others. In addition, we inform the Sales Team about the available articles for shipping, so they can inspect them for the last time and determine what need to be prepared to shipping through air.

PROCESS FLOW AT WÜRTH BUSINESS SERVICES:

- **Step 1:** Download importable PO file from auto-generated email and booked items list
- **Step 2:** Carry out different expediting process by contacting suppliers
- **Step 3:** Share the finalized reports with the customer



BENEFITS:

- Get updates on open POs on regular basis
- Save time in expediting open POs
- Ensure on-time delivery at customers' doors
- Avail throughout support and feedback incorporation

Reach out to Franziska Romer, Head of Sales, Admin & External Communications, Würth Business Services and understand more about offerings: [✉ franziska.romer@wuerth-industrie.com](mailto:franziska.romer@wuerth-industrie.com)