**Process for reporting past dues**

1. Open up your web browser and go to CRM. <http://test.portal.gohispeed.com/>
2. Click on reports then use the drop down box and select Warehouse Scorecard.
3. Look for **Orders Past Promise Date,** ML:Orders Past Promise Date, the column that has todays date in it and click on the number under the date.
4. Using the OPEN ORDER REPORT excel spreadsheet filter to the past due sales order to begin the research.
5. You will now use the PO # listed under column V (VenPO).
6. Using the vendors website you can get expected ship dates to update your PO’s in ACS.
7. Legend we currently use for this report would be:
8. A/P for drop shipments
9. C for completed orders
10. Status columns can be used for notes

