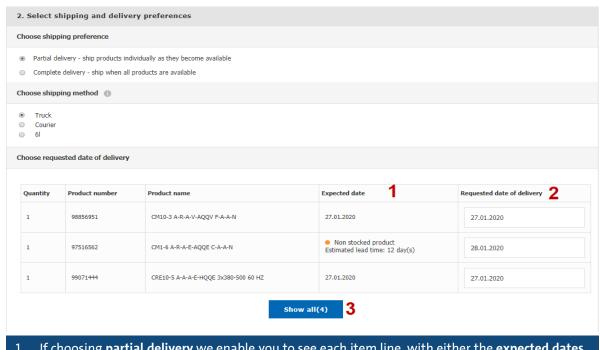# Dear valued customer

We have improved the functionality for **requesting item line delivery dates** which will benefit both you and Grundfos.
With the following implementation, we enable you with the **transparency** required to make meaningful decisions on lead times to meet your expectations on delivery of Grundfos goods.

The implementation does *not require you*, as a user, to take any actions – but will increase the **visibility** should you prefer to **make amendments to the proposed delivery dates** in Grundfos Extranet. As such, we kindly advise you to read carefully the details below to familiarize yourself with the changes.

2. Select shipping and delivery preferences

Choose shipping preference

- ◉ Partial delivery - ship products individually as they become available
- ○ Complete delivery - ship when all products are available

Choose shipping method ⓘ

- ◉ Truck
- ○ Courier
- ○ 6l

Choose requested date of delivery

Quantity	Product number	Product name	Expected date **1**	Requested date of delivery **2**
1	98856951	CM10-3 A-R-A-V-AQQV F-A-A-N	27.01.2020	27.01.2020
1	97516562	CM1-6 A-R-A-E-AQQE C-A-A-N	● Non stocked product Estimated lead time: 12 day(s)	28.01.2020
1	99071444	CRE10-5 A-A-A-E-HQQE 3x380-500 60 HZ	27.01.2020	27.01.2020

Show all(4) **3**

1. If choosing **partial delivery** we enable you to see each item line, with either the **expected dates** from our system or our estimated lead times. This allows you to effectively oversee, evaluate and change your delivery requirements if needed.

2. The dates will automatically default the field **requested date of delivery –** but can be changed at your requirement. Be advised, choosing **Complete delivery** shipping preference will automatically use the available date of *the latest available product* as the default request date for the whole order.

3. Clicking **Show all** will open up an overlay/window with an overview of *all your products* (Only for Partial delivery shipping preference) – See the screenshot on the right.

4. You can copy a specific date to all item lines by choosing a date from the **copy this date** field. Clicking the **Copy date**-button will overwrite all **requested dates** with the chosen date.

5. Pressing the **confirm**-button will apply the inputs and close the window leading you back to the **Shipping and Delivery** page.

Any of these actions / steps are optional, but we strongly encourage you to review the dates proposed before submitting the order.

Please also be advised that the system returns data based on default settings. Changing any of the defined inputs should be reviewed in the **Step 3 – Review order** for re-confirmation.

Requested date of delivery

Copy this date to all order lines [ ] **Copy date** **4**

Quantity	Product number	Product name	Expected date	Requested date of delivery
1	98856951	CM10-3 A-R-A-V-AQQV F-A-A-N	27.01.2020	27.01.2020
1	97516562	CM1-6 A-R-A-E-AQQE C-A-A-N	● Non stocked product Estimated lead time: 12 day(s)	28.01.2020
1	99071444	CRE10-5 A-A-A-E-HQQE 3x380-500 60 HZ	27.01.2020	27.01.2020
1	98673577	CM3-8 A-R-A-V-AQQV F-A-A-N	27.01.2020	27.01.2020

Cancel **Confirm** **5**

be think innovate

GRUNDFOS