

Order deadlines

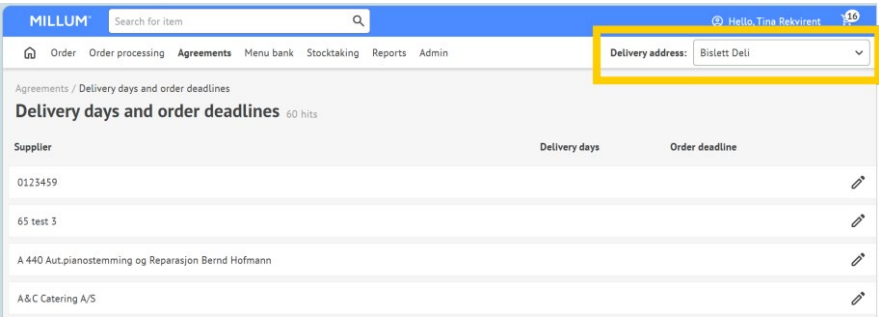
An order deadline can be set for each supplier at each delivery address in Millum Procurement. The deadline determines how late users can place an order to have the goods delivered on a specific day. This gives the supplier enough time to process and deliver the order at the agreed time. Once the deadline is set up, users can see in the shopping cart when they need to order and when the goods can be delivered. This quick guide shows you step by step how to set up order deadlines as a requisitioner.

Setting up a new order deadline

Click **Agreements**, then **Delivery days and order deadlines**.

Each supplier is listed here with an edit icon next to it. If the edit icon is not available, an administrator needs to change the permissions in the settings or set up the deadline themselves.

Make sure you have selected the correct address in the drop-down menu in the top right corner before you set up or change the deadline for order.



Then click the edit icon next to the supplier you want to set up an order deadline for.

Agreements / Delivery days and order deadlines

Delivery days and order deadlines 60 hits

Supplier	Delivery days	Order deadline
0123459		
65 test 3		
A 440 Aut.pianostemming og Reparasjon Bernd Hofmann		
A&C Catering A/S		
ABC Audiovisuell Teknikk ABC		

A dialog box will open where you can select delivery days and order deadlines. Select the days that should be delivery days, then choose the time and the number of days before the delivery date by which the goods must be ordered.

Edit delivery days and deadlines for A&C Catering A/S

^ Delivery days

Delivery days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

^ Order deadlines

☐ Set a daily limit

Time

Select time

e.g. 2.00 pm

Number of days until delivery

Select number of days

E.g. 1 day before

Reset Cancel Save

If goods must be ordered before 14:00 for next-day delivery, you can enter an order time of 13:50 and 1 day before delivery.

Keep in mind that it takes a little while for the order to reach the supplier, so it may be a good idea to set a slightly earlier time.

In the example below, the supplier delivers every day, including weekends, and the order deadline is always 1 day before.

Edit delivery days and deadlines for A&C Catering A/S

Delivery days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Order deadlines

Set a daily limit

Time

13:50

Number of days until delivery

1 day

Reset

Cancel

Save

If, for example, there are no deliveries at weekends, you can untick Saturday and Sunday. It will then not be possible to request delivery on those days when ordering.

You can also set individual deadlines for each day. If, for instance, orders for Monday must reach the supplier by Friday at the latest, but 1 day before is enough for the rest of the week, enter 3 days for Monday and 1 day for the other days under 'Number of days until delivery'. You then need to tick 'Set a daily limit'.

Edit delivery days and deadlines for A&C Catering A/S

Delivery days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Order deadlines

Set a daily limit

Monday

13:50

3 days

Tuesday

13:50

1 day

Wednesday

13:50

1 day

Reset

Cancel

Save



Once a deadline has been saved, it will appear in the overview here:

Agreements / Delivery days and order deadlines

Delivery days and order deadlines 60 hits

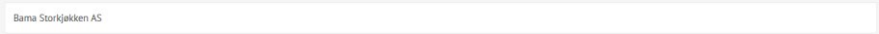
Supplier	Delivery days	Order deadline
0123459		
65 test 3		
A 440 Aut.pianostemming og Reparasjon Bernd Hofmann		
A&C Catering A/S	Mon, Tue, Wed, Thu, Fri	Varies per delivery day
ABC Audiovisuell Teknikk ABC		

If you want to make further changes, click the edit icon again. Click ‘Save’ when you have updated the order deadline. To remove an order deadline, click ‘Reset’ in the dialog box.

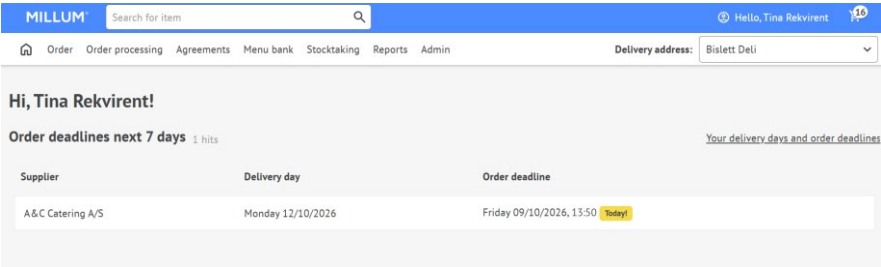
Order deadlines set by the supplier are shown in the overview, but they cannot be changed and the edit icon is greyed out. If you hover over the icon, an explanation is displayed.



If no edit icon is shown, this means the feature has not been configured for your organization, and you will need to contact an administrator to get access to set up order deadlines.

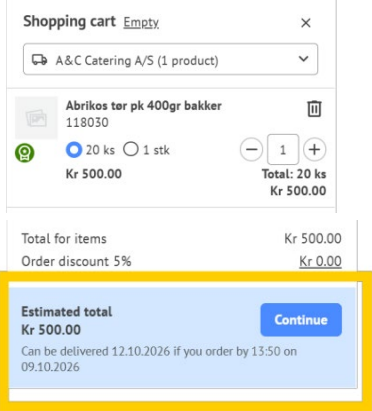


Order deadlines that apply to your addresses and suppliers are shown on your home page when you log in. For a deadline set up with delivery on Monday and an order deadline of 3 days before, the deadline will be Friday.



On Friday, a ‘Today’ icon will also appear next to the deadline, so you can see which orders need to be prioritized.

When you add items to the shopping cart from a supplier you have set an order deadline for, using the address the deadline is linked to, information about the deadline will be shown in the cart.



When you place an order, you can select dates that match the chosen delivery days, but you also have the option to turn on a toggle to override this.

Please note: Even if you override, the supplier may not be able to deliver on that date. The supplier will follow the agreed delivery days and order deadlines.

Desired delivery date



October 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Desired delivery date



Order deadline

☐ Friday 09.10.2026 at 13:50

Order deadline and delivery date are overridden

Remember

Order deadlines are only helpful if they are accurate. If a supplier changes its delivery days or times, you should update the deadline straight away. It only takes a couple of minutes and saves you and your colleagues from orders arriving too late.