

Submit

📅 Wed, Jan 17, 2024 📁 [Call Out Actions - Purchasing](#)

Once all of the creation detail for the Work Order is entered, the Supplier and Delivery Date have been set, the Work Order can then be submitted to the Supplier for them to [Acknowledge](#) and [Dispatched](#). The "Submit" action works slightly differently through the Call Out > Resource Menu. Instead of just providing a Delivery Date, the Callee Details are required as well.

1. From the Call Out > Resource menu, click "Enter new contact..."
2. Select the Callee Details field to display the Select Contact screen. Either select the contact or enter the details of the contact and then click the "OK" button.

Submit

Callee Details: Bob Work, Health & Safety Manager, 01234567890

Delivery Date: [Dropdown Arrow]

Name	Description	Code	Delivery Date
Purchase Item 1	Purchase Item 1		
Purchase Item 2	Purchase Item 2		

OK Cancel

3. Select the delivery date by choosing from the calendar when clicking on the drop down arrow, or by typing this in manually. This date will be applied to all items in the list.

Submit

Callee Details

Delivery Date

Name	Description	Code	Delivery Date
Purchase Item 1	Purchase Item 1		29/01/2015
Purchase Item 2	Purchase Item 2		29/01/2015

OK Cancel

4. If the items require different delivery dates, this can be done by clicking on the individual lines and selecting the delivery dates from the calendar in the same ways as above.

Submit

Callee Details

Delivery Date

Name	Description	Code	Delivery Date
Purchase Item 1	Purchase Item 1		29/01/2015
Purchase Item 2	Purchase Item 2		30/01/2015

OK Cancel

5. When the callee and delivery dates have been applied click "OK". This will then take the User back to the Work Order Detail screen where the work order will have progressed to

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=272>