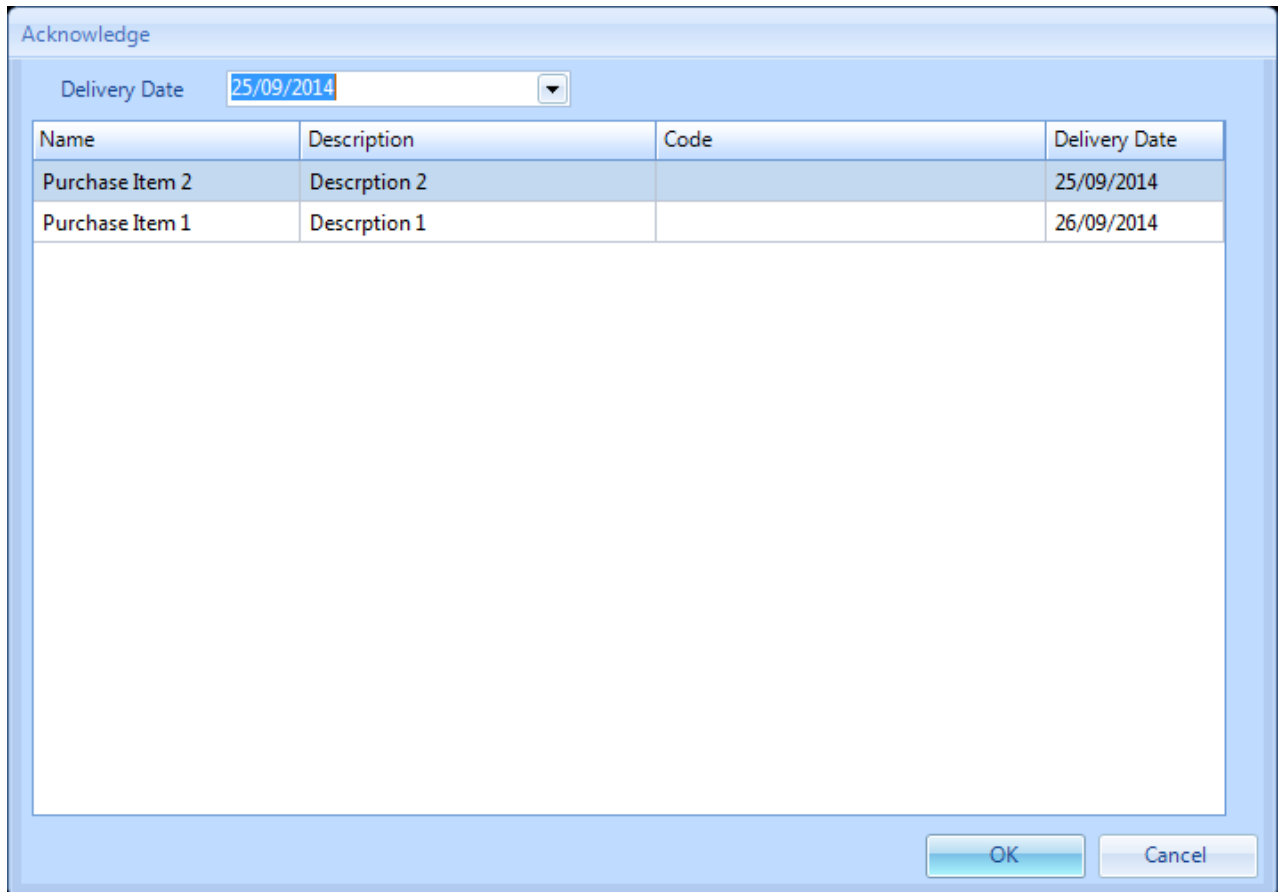


Acknowledge

Wed, Jan 17, 2024 Agent Actions - Purchasing

Acknowledge job should only be used when a direct confirmation from the Supplier has been received that they have acknowledged receipt of the Work Order raised by fax or email, in the event that the portal has not been used. The

1. From the Agent Action menu click on the Acknowledge option.



Name	Description	Code	Delivery Date
Purchase Item 2	Description 2		25/09/2014
Purchase Item 1	Description 1		26/09/2014

2. The delivery date can be amended by selecting a date from the calendar when clicking on the dropdown arrow, or by typing it in manually.
3. Once the User is happy with the date selected, clicking "OK" will take the user back to the Work Order Detail screen where the work order will have progressed to "Pending Dispatch".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=323>