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

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Acknowledge			
Delivery Date 25/09/2	014		
Name	Description	Code	Delivery Date
Purchase Item 2	Descrption 2		25/09/2014
Purchase Item 1	Descrption 1		26/09/2014
			OK Cancel
			Cancer

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

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