## **Delivery Dates Provided**

🛗 Wed, Jan 17, 2024 🛛 🖿 Agent Actions - Purchasing

Once a Purchase Order has been acknowledged by a Supplier the User will want to know the delivery date for the item(s). If a delivery date is provided by the Supplier the User can update the Purchase Order via the following steps:

1. Click Agent Actions on the ribbon menu then Delivery Dates Provided. This screen will open:

Delivery Dates Provid	ded		
Delivery Date	25 September 2014		
Name	Description	Code	Delivery Date
Purchase Item 2	Descrption 2		25/09/2014
Purchase Item 1	Descrption 1		26/09/2014
			OK Cancel

2. If the User wants to change the Delivery Date as it differs from the dates already specified click the Delivery Date dropdown arrow and select a date from the calendar. The User may also change the date by simply over typing in the Delivery Date field.

3. If the items have 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.

C	Delivery Dates Provid	ed					
	Delivery Date	25 Sept	ember 2014				
	Name		Description	Code		Delivery Date	
	Purchase Item 2		Descrption 2			25/09/2014	
	Purchase Item 1		Descrption 1			26/09/2014 💌	
					OK	Cancel	
					U.I.		

4. When the delivery dates have been applied click "OK". This will then take the User back to the Work Order Detail screen where an event will be logged against the Purchase Order.

Event »					
Outcome	Date				
Agent - Delivery D	24/09/2014				
Agent - Acknowle	24/09/2014				
Agent - Notes Ade	24/09/2014				
Agent - Notes Ade	24/09/2014				
Agent - Submittee	24/09/2014				
Agent - Items Cha	24/09/2014				
Agent - Items Cha	24/09/2014				
Agent - Supplier A	05/09/2014				
Agent - Work Ord	05/09/2014				
F t		Des 11			
Event		tes Provided			
		ivery Dates			
Date	2/1/00/2014				
Date Event Creator	24/09/2014 Ostara	15.51			

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