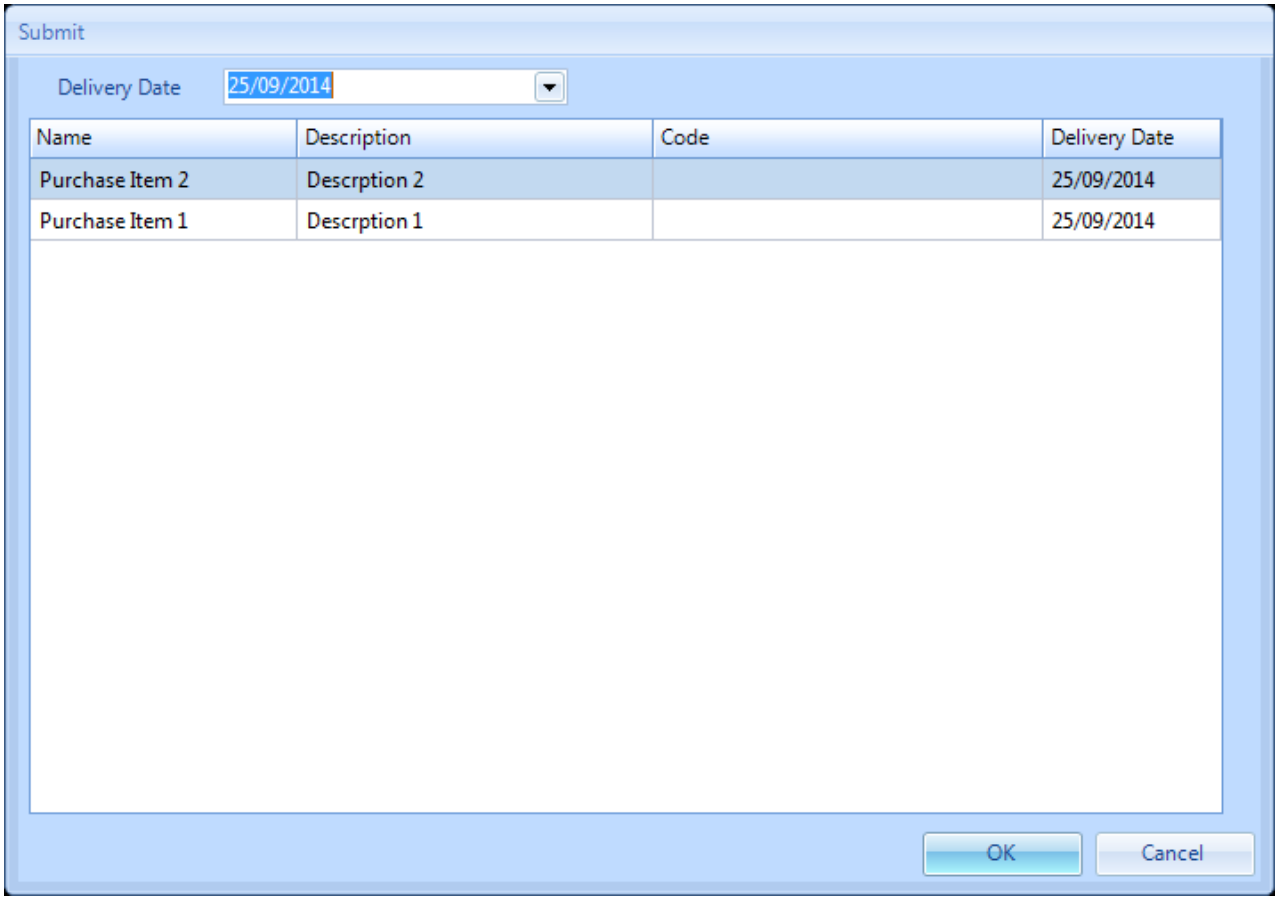
Submit - Purchasing

Wed, Jan 17, 2024 Agent Actions - Purchasing

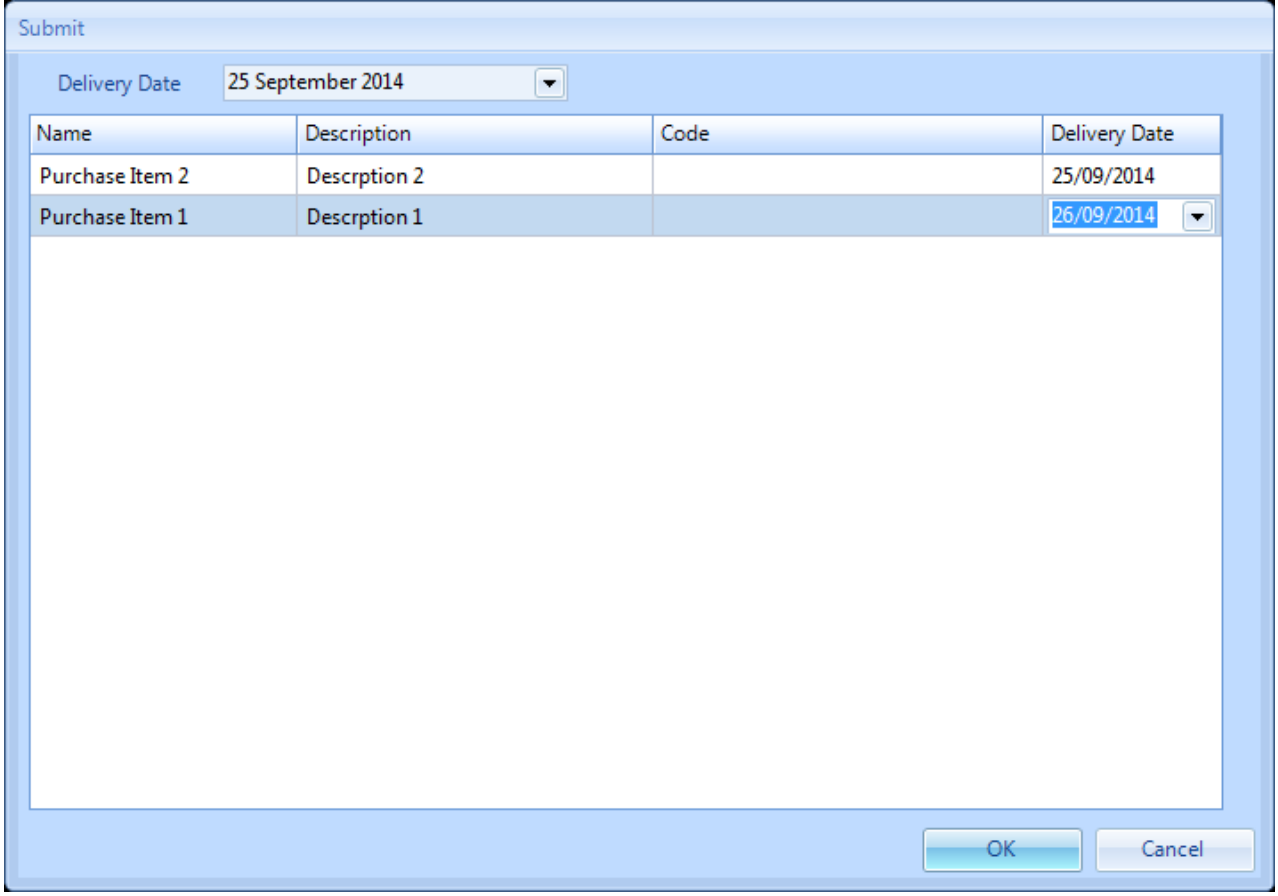
Once all of the creation detail for the Work Order is entered, the Supplier and Delivery Date have been set, the Work Order can then be submitted to the Supplier for them to Acknowledge and Dispatch.
You can submit a Work Order via the following steps:

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

2. 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.



3. 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.



4. When the 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 "Pending Order Acknowledgement"

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