Acknowledge

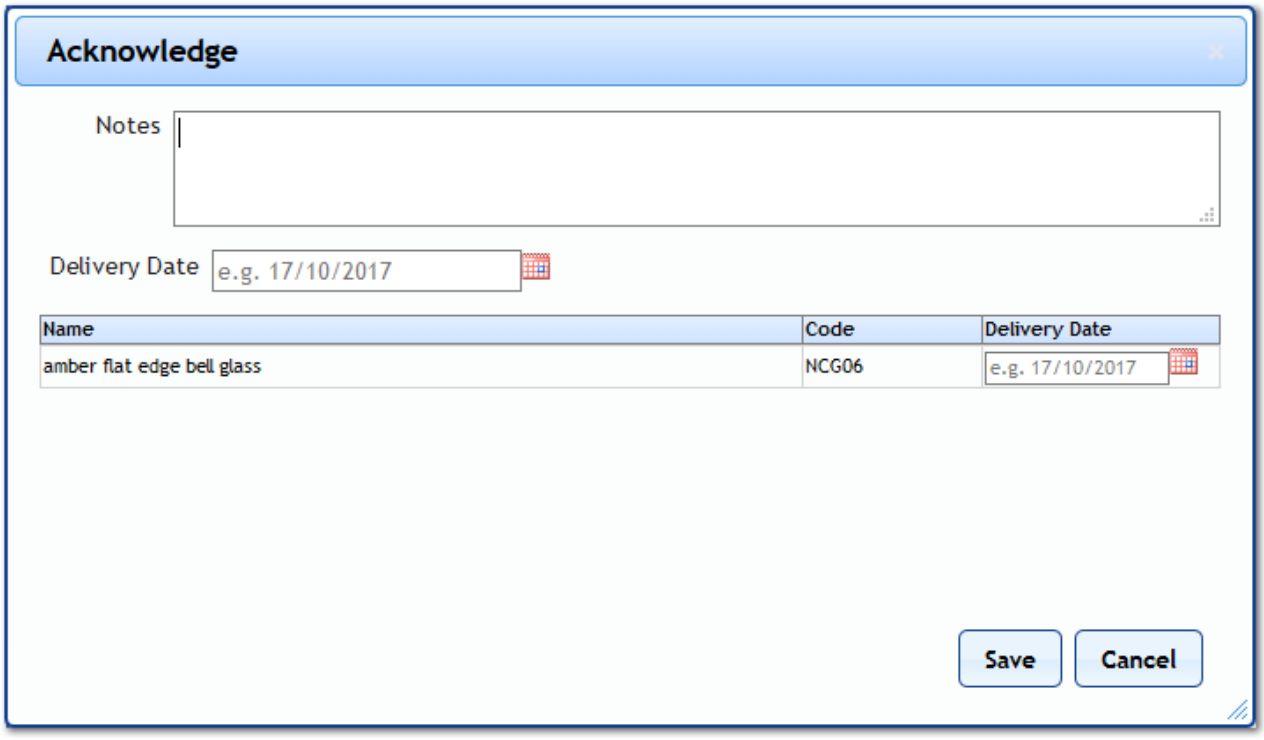
Fri, Jan 19, 2024 Job Detail Actions

If a Supplier wants acknowledge and accept the Purchase Order, they will need to perform a specific action to do this. This can be done using the "Acknowledge" button.

1. On the Job Detail screen, select the "Acknowledge" button to display the Acknowledge pop up.



2. Enter any notes regarding the order and specify any Delivery Dates for any or all items. Entering Delivery Dates is not a mandatory action but can provide useful information the Site user. Once ready, click "Save" to acknowledge the order.



Note: If the User enters a Delivery Date in the top Delivery Date field then all items will be updated with that date. Entering at item level will only update that item. Delivery Dates cannot be in the past.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=600

Powred by PHPKB (Knowledge Base Software)