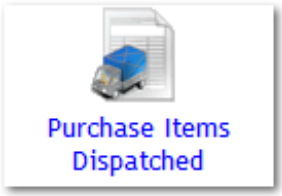
Purchase Items Dispatched

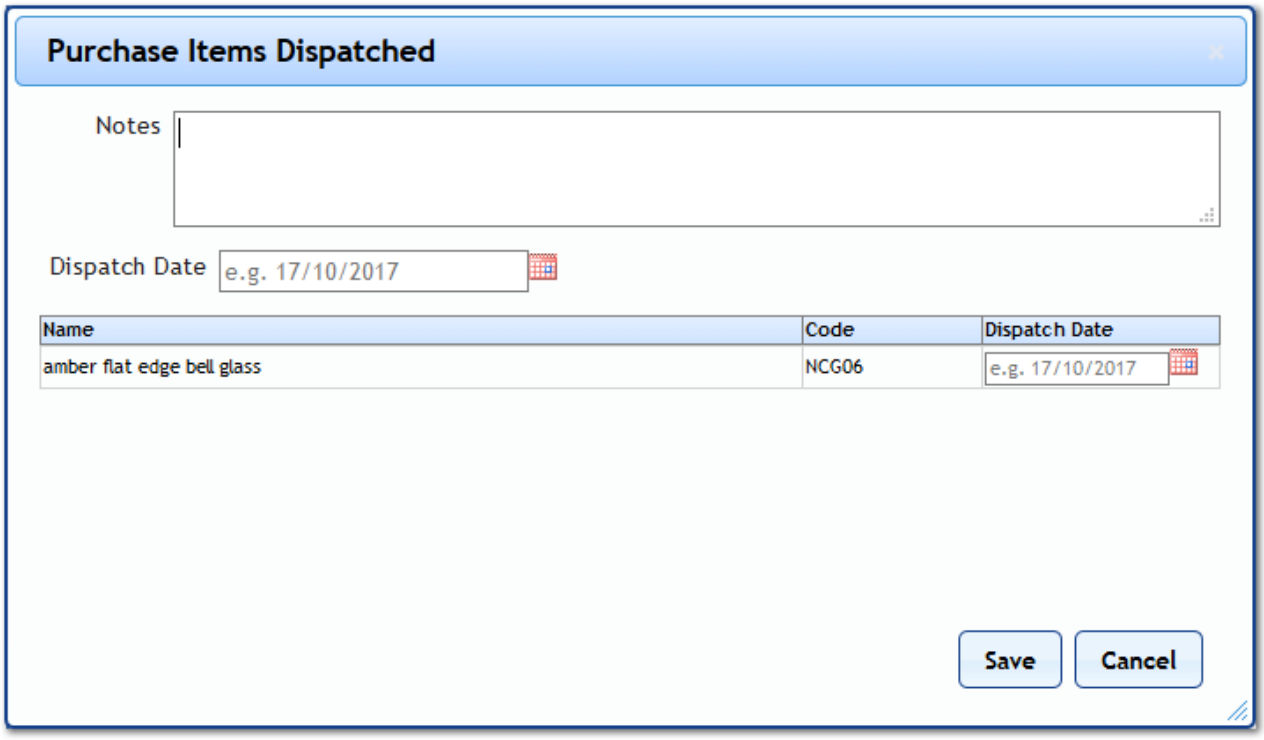
Fri, Jan 19, 2024 Job Detail Actions

The Supplier will need to let the Site know when their items have been dispatched. This can be done using the "Purchase Items Dispatched" button.

1. On the Job Detail screen, select the "Purchase Items Dispatched" button to display the Purchase Items Dispatched pop up.



2. This works similarly to the Acknowledge action. Enter any notes relating to the dispatch and specify any Dispatch Dates for any or all items. Entering Dispatch Dates is a mandatory action and each item needs to have a date added. Once ready, click "Save" to dispatch the order.



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

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