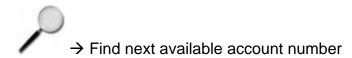


Viamed Limited - 15 Station Road - Cross Hills Keighley - West Yorkshire - BD20 7DT - United Kingdom Tel: 01535 634542 Fax: 01535 635582 Email: info@viamed.co.uk Website: www.viamed.co.uk

Putting New Accounts On Opera

Generally the below applies, to find the next available account number use Intrastats.



7000's = EXPORT need O & I account I first 8000's = AMBULANCE 9000's = SUPPLIER need O account only 20,000's = AUTOMOTIVE need O & I account 000124 = PRIVATE CUSTOMER need O & I account

ADD - set up the I account then O account

Acc Code = I
Cust Prof = UK, EU, USS
Proceed = YES
Fill in address details

TERMS

Profile Code = UK, EU, EX = OK

ANALYSIS

Region = UK, UKA (UK Automotive) ECX (Europe), EX (Outside Europe)
Territory = Country
Cust Type = Automotive, Distributor, Company etc
Analysis = Country
= OK

DELIVERY

Despatch Method = CPT (UK & Export no INS), CIP (Export with INS), EXW (Own Courier or Pick Up)
Order Priority = 3, Print Order Ack. tick box = OK

<u>VA</u>T

Fill in VAT number, everyone in EU, if no VAT number then they will be charged.

REPEAT THE ABOVE FOR O ACCOUNT

14/08/13