VM3COP20.23 Viamed Amazon Orders

amazon seller central

Useful information

Website: https://sellercentral.amazon.co.uk/
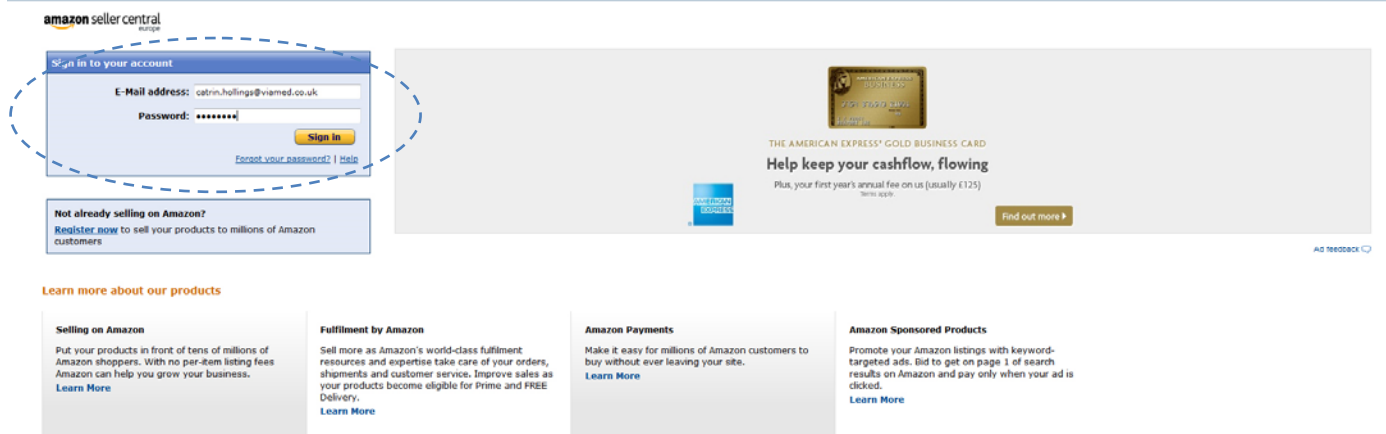Amazon email address: catrin.hollings@viamed.co.uk
Password: viamed17

Processing orders

1. Sign in to **amazon** seller central
    Username: catrin.hollings@viamed.co.uk,
    Password: viamed17
    Top right of the webpage.

2. Click Unshipped.
    Left hand of the page…
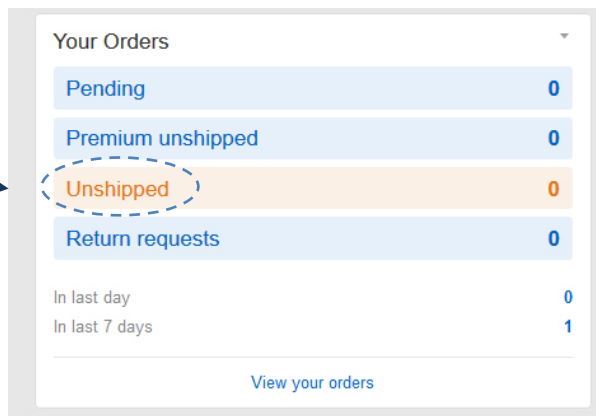
3. Print **3 copies** of the order (Actions, click "Print Packing Slip") this opens a separate window along with the printer dialogue box.

    a. 2 to be sent with Opera paperwork to Goods out.
    b. 1 for checking and filing in main office.

Amazon order explained

Dispatch to:

Feddinch Medical Practice
St Andrews Community Hospital And Health Centre
82 Largo Road
ST ANDREWS
Fife
KY16 8AR
United Kingdom

Order Number

Order ID: 026-3642047-4086709
Thank you for buying from ViamedLtd on Amazon Marketplace.

Delivery address:			
Feddinch Medical Practice			
St Andrews Community Hospital And Health Centre	Order Date:	12 Jan 2016	
82 Largo Road	Delivery Service:	Standard	
ST ANDREWS	Buyer Name:	Feddinch Medical Practice	
Fife	Seller Name:	ViamedLtd	
KY16 8AR			
United Kingdom			

Quantity	Product Details	Price	Total
2	**Finger Pulse Oximeter for Children Children MD 300 C 54, including free silicone protector and 2 batteries (AAA)** SKU: D0-OUP1-DL60 ASIN: B0071JDKVY Listing ID: 0806MV7DA8H **Order Item ID: 15288554433163** **Condition:** New **Comments:** Pig - Choicemed Version	£33.53	Subtotal: £67.06 Shipping: £8.96 Total: £76.02
			ORDER TOTAL: £76.02

Order Item ID

This will always show a shipping amount but the told be equal to the full listing price. Do not put as separate line on the order.

Total amount paid

Thanks for buying on Amazon Marketplace. To provide feedback for the seller please visit www.amazon.co.uk/feedback. To contact the seller, go to Your Orders in Your Account. Click the seller's name under the appropriate product. Then, in the "Further Information" section, click "Contact the Seller."

4. Produce order in Opera on account 00005555, **do not** amend invoice address.
Priority should be determined in the same way as normal orders.
Royal Mail Priority 4, UPS Priority 3.

Order reference is the last 9 digits of the order number, with a # at beginning.
i.e. "#47-4086709", same system as a normal order.

Also in the footer please write: "Amazon sale" then order item ID number.

Note: The prices on Amazon orders are inclusive of VAT.
The Opera UK End user total price is the same but excludes VAT.
When adding to Opera the end total invoice value should be equal to the total end paid value of the eBay order (within a couple of pence)

ALL AMAZON ORDERS WILL SHOW UK CARRIAGE SEPERATELY, PLEASE DO NOT PUT AS SEPARATE AMOUNT.
Unless the customer has upgraded or is purchasing from outside the UK.

Which delivery service should be used…
1-10 Oximeters – Royal Mail
11+ Oximeters – UPS
Other products, please check with CG/JC regarding size of packaging and best shipment method.

5. The order should then be checked as normal, take round to goods out.

Goods out only

1. Scan the order and deliver & invoice as usual.
   Do not send the Viamed delivery note or invoice, just the Amazon one provided.
2. FILING: Please staple all paperwork, copy of order, delivery note and Viamed invoice together and file with normal orders in Goods Out.
3. Please make sure you update as dispatched on Amazon using the above login details, please also add tracking number where applicable.