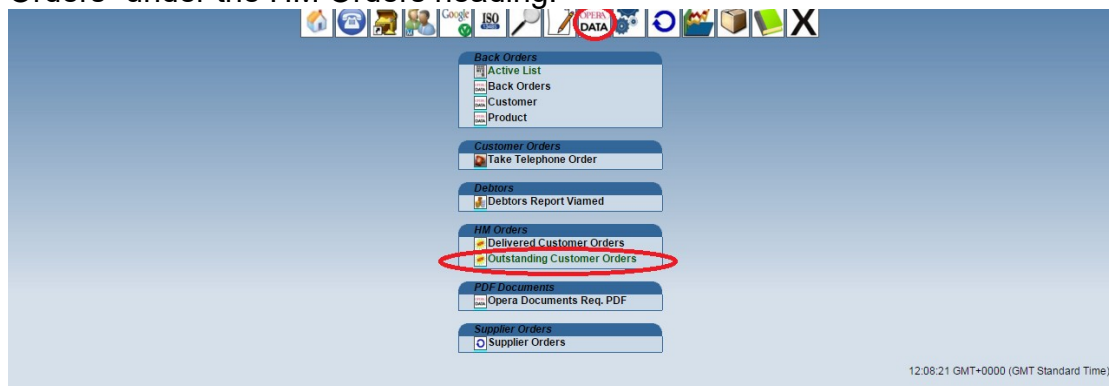


Human Med Order Checking

Ensure the order has been placed on the correct account as per the **invoice** address on the customer's purchase order.

Ensure the products ordered and the prices are correct and ensure the purchase order number matches the Customer Reference number on the Order Confirmation.

From the Opera Data tab on Intrastats, click on "Outstanding Customer Orders" under the HM Orders heading.



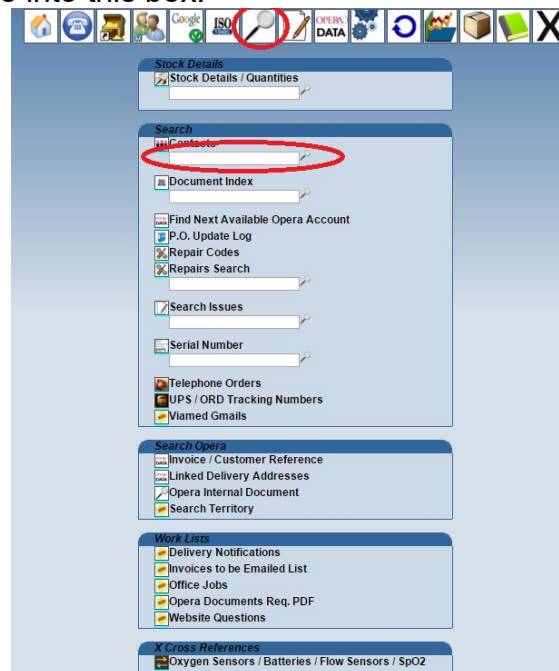
Locate the order you are checking and ensure that the digital copy of the purchase order has been uploaded. If it has, there will only be a "Ref:*****" number under the P.O. Customer ref heading, if it has not been uploaded, there will be Choose File and Upload File boxes located here.

If any details are incorrect or if the file has not been uploaded, return it to the person who placed the order on the system for completion.

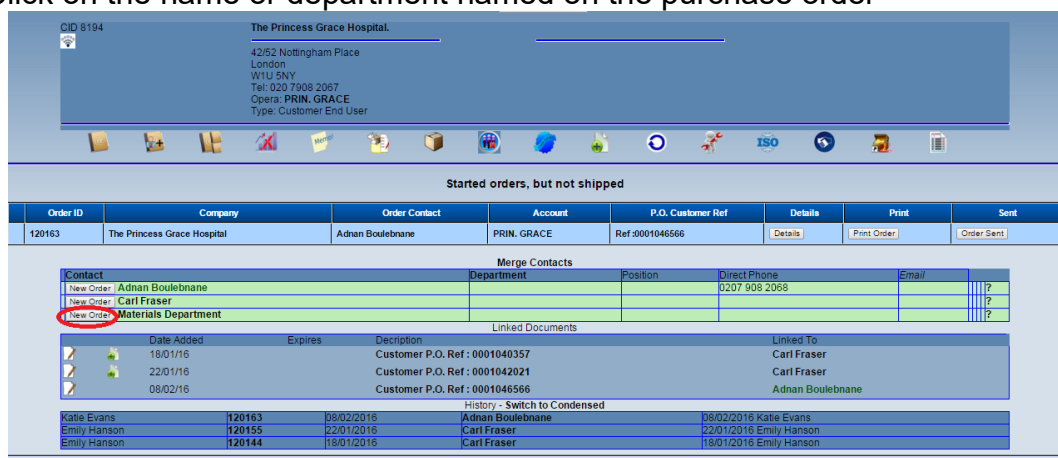
The screenshot shows the 'Human Med Customer Orders' table. The table is divided into two sections: 'Started orders, but not confirmed' and 'Started orders, but not shipped'. The 'Started orders, but not shipped' section contains a table with columns for Order ID, Company, Order Contact, Account, P.O. Customer Ref, Details, Print, and Sent. The row for Order ID 120163 is highlighted with a red border. The 'P.O. Customer Ref' column for this row shows 'Ref:0001046566'. The 'Details' column has a 'Details' button, and the 'Sent' column has an 'Order Sent' button. The 'Details' column for the highlighted row also shows 'Ref:290148941' and 'Choose file' and 'Upload File' buttons.

Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120159	Royal Cornwall Hospitals Trust	Sharon Bonham	ROYCORN	Ref :R15023523	Details		Order Sent
120163	The Princess Grace Hospital	Adnan Boulebrane	PRIN. GRACE	Ref:0001046566	Details		Order Sent
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:290148941 Choose file Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueïd	GHMS01	Ref:Upgrade Choose file Upload File	Details		Order Sent
120167	Mr V Karri FRCS	Dr Vasu Karri	KARRI	Ref:0005 Choose file Upload File	Details		Order Sent

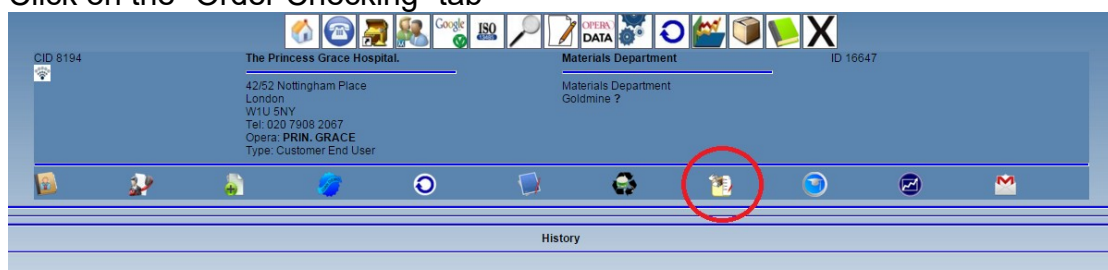
When all is correct, go to the Lookup tab on Intrastats identified by the magnifying glass, and click on the box beneath “Contacts”, use the barcode scanner and scan the “A/C” barcode, if a barcode scanner is unavailable, type the “Account” name into this box.



Click on the name or department named on the purchase order



Click on the “Order Checking” tab



Using the barcode scanner, scan the “ORD” barcode into the “Order Number” box. Fill the “Entered into Opera by” box with the name of the person who

placed the order on to the system and fill the “Priority on Order” box with 3-UPS.

In the “Customer Order sent Via” area, choose the relevant option and add any hand-written notes from the ORDER CONFIRMATION page into the “Notes” section.

When everything has been entered correctly, click “Confirm”

Order Checking:

Order number: [Red Circle]

O Account Number: PRIN, GRACE

Entered into Opera By: [Red Circle]

Priority on Order: [Red Circle]

Customer Order sent Via: [Red Circle]

Contact in Supplies if on Order: [Red Circle]

Notes: [Red Circle]

Visible to Goods out: [Red Circle]

Allow order to be Picked: [Red Circle]

When order picked Inform: [Red Circle]

Can be shipped early if ready: [Red Circle]

Hold Packing AMENDING order: [Red Circle]

Add Mailing?: [Red Circle]

Confirm: [Red Circle]

Staple one copy of the ORDER CONFIRMATION to the customer’s purchase order and file in Document Reference order in the Human Med file located in the office. Take the other copy of the ORDER CONFIRMATION to Goods Out for picking and dispatch.