

Human Med Order Processing

From the GoldMine tab in Intrastats, enter the company / hospital name from the **invoice** address.

Click on the Human Med contact as identified by the Human Med logo on the left.

Contact Management

Company/Hospital Name/ Scan Opera O Account Number / Email Address (partial or full)

Princess grace

1 results

<input checked="" type="checkbox"/>	Name The Princess Grace Hospital	Account PRIN. GRACE
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Locate the department or person noted on the customer's purchase order and click "New Order" to the left of the name.

CID 8194 The Princess Grace Hospital.
42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Started orders, but not shipped

Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120163	The Princess Grace Hospital	Adnan Boulebane	PRIN. GRACE	Ref :0001046566	Details	Print Order	Order Sent

Merge Contacts

Contact	Department	Position	Direct Phone	Email
New Order: Adnan Boulebane			0207 908 2068	?
New Order: Carl Fraser				?
New Order: Materials Department				?

Linked Documents

Date Added	Expires	Description	Linked To
18/01/16		Customer P.O. Ref : 0001040357	Carl Fraser
22/01/16		Customer P.O. Ref : 0001042021	Carl Fraser
08/02/16		Customer P.O. Ref : 0001046566	Adnan Boulebane

History - Switch to Condensed

Name	Order ID	Date Added	Expires	Contact	Date Added
Katie Evans	120163	08/02/2016		Adnan Boulebane	08/02/2016
Emily Hanson	120155	22/01/2016		Carl Fraser	22/01/2016
Emily Hanson	120144	18/01/2016		Carl Fraser	18/01/2016

A new started order will be displayed, click on "Details"

CID 8194 The Princess Grace Hospital.
42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Started orders, but not confirmed

Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	The Princess Grace Hospital	Materials Department	PRIN. GRACE	Ref : Choose file No file chosen Upload File	Details		Order Sent

Started orders, but not shipped

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 Boulebane	PRIN. GRACE	Ref :0001046566	Details		Order Sent
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref :260148941 Choose file No file chosen Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHM501	Ref :Upgrade Choose file No file chosen Upload File	Details		Order Sent

Merge Contacts

Contact	Department	Position	Direct Phone	Email
New Order: Adnan Boulebane			0207 908 2068	?
New Order: Carl Fraser				?
New Order: Materials Department				?

Linked Documents

Date Added	Expires	Description	Linked To
18/01/16		Customer P.O. Ref : 0001040357	Carl Fraser
22/01/16		Customer P.O. Ref : 0001042021	Carl Fraser
08/02/16		Customer P.O. Ref : 0001046566	Adnan Boulebane

History - Switch to Condensed

Name	Order ID	Date Added	Expires	Contact	Date Added
Katie Evans	120163	08/02/2016		Adnan Boulebane	08/02/2016
Emily Hanson	120155	22/01/2016		Carl Fraser	22/01/2016
Emily Hanson	120144	18/01/2016		Carl Fraser	18/01/2016

If a proforma or quotation is required, click the relevant option from the “Order Type” drop down box.

The screenshot shows the Bloom Clinic system interface. At the top, there is a header bar with the company name 'Bloom Clinic.', contact details for 'Dr Adeboye', and a user ID 'ID 16200'. Below this, there is a section for 'Intrastats Order id' and 'Customer Reference'. The 'Order Type' dropdown menu is open, showing options: 'Customer Order', 'Customer Quotation', and 'Customer Proforma'. The 'Customer Order' option is selected. The 'Order Priority' is set to '3' and the 'Due Date' is '08/02/2018'. There are buttons for 'Print Order Confirmation' and 'Order has Error - open for editing'.

Enter the customer’s purchase order number into “Customer Reference”. Change the “Order Priority” to 3 – UPS and amend the due date as per cut-off times.

The screenshot shows the Princess Grace Hospital system interface. At the top, there is a header bar with the hospital name 'The Princess Grace Hospital.', contact details for 'Materials Department', and a user ID 'ID 16647'. Below this, there is a section for 'Intrastats Order id' and 'Customer Reference'. The 'Customer Reference' field is highlighted with a red circle. The 'Order Priority' is set to '3' and the 'Due Date' is '08/02/2018'. There are buttons for 'Print Order' and 'Order is Ready for Checking'.

Check the invoice address. If this is incorrect, ensure you have the correct account, if you are certain you are using the correct account, click “Add Invoice Address” and enter the details as per the customer’s purchase order. Click the circle to the left of the correct address to ensure the correct address is printed on the invoice.

The screenshot shows the Princess Grace Hospital system interface. At the top, there is a header bar with the hospital name 'The Princess Grace Hospital.', contact details for 'Materials Department', and a user ID 'ID 16647'. Below this, there is a section for 'Intrastats Order id' and 'Customer Reference'. The 'Customer Reference' field is highlighted with a red circle. The 'Order Priority' is set to '3' and the 'Due Date' is '08/02/2018'. There are buttons for 'Print Order' and 'Order is Ready for Checking'. Below this, there is a section for 'Invoice Addresses' with a table of addresses. The 'Add Invoice Address' button is highlighted with a red circle. The table has columns for 'Stock Reference', 'Sik Available', 'Description', 'Qty On the Order', 'Qty Shipped', 'Outstanding', 'Unit Price', and 'VAT'.

Check the delivery address, these can be amended for small changes but if the address is entirely different, please click “Add Delivery Address” and enter the delivery address as per the customer’s purchase order. Click the circle to the left of the correct address to ensure the correct address is printed on the delivery note.

CID 8194 The Princess Grace Hospital. Materials Department ID 16647

42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Intrastats Order id #120166
Customer Reference
Order Priority 0
Due Date 08/02/2018
Print Order
Order is Ready for Checking

Invoice Addresses
Add Invoice Address
☐ The Princess Grace Hospit 242 Marylebone Road London NW1 6JL
☒ The Princess Grace Hospit 42/52 Nottingham Place London W1U 5NY

Delivery Addresses
Add Delivery Address
☒ The Princess Grace Hospit Materials Dept 42/52 Nottingham Place London W1U 5NY

Add Stock Item to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding
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Enter the product code into the box beneath “Add Stock Item to Order”, when the product appears below, enter the quantity, ensure the customer has the correct price and click “Add to Order”

CID 8194 The Princess Grace Hospital. Materials Department ID 16647

42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Intrastats Order id #120166
Customer Reference
Order Priority 0
Due Date 08/02/2018
Print Order
Order is Ready for Checking

Invoice Addresses
Add Invoice Address
☐ The Princess Grace Hospit 242 Marylebone Road London NW1 6JL
☒ The Princess Grace Hospit 42/52 Nottingham Place London W1U 5NY

Delivery Addresses
Add Delivery Address
☐ The Princess Grace Hospit Materials Dept 42/52 Nottingham Place London W1U 5NY

Add Stock Item to Order

500001-5

Stock Reference	Description	Quantity On Order	Unit Price	Add To Order
500001-5	WAL Applicator sterile single use for 15 / 25 / 30 cm cannulae (Box 5)	2	895.00	Add to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding
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If the order is VAT exempt, ENSURE you have a valid exemption certificate that has been signed by a director, when adding items to the order, tick the box next to each product to remove the VAT. Please note: carriage charges cannot be VAT exempt.

CID 7812 Bloom Clinic. Dr Adeboye ID 16200
 2 Turpin Court
 Woughton on the Green
 Milton Keynes
 MK6 3BW
 Tel: 01908 693400
 Opera: BLOCM01
 Type: Customer End User

Intrastats Order id #120180
 Order Type Customer Order
 Customer Reference Humanmed1220015/1
 Order Priority 3
 Due Date 23/02/2016
 Order Confirmation Print Order Confirmation
 Delivery Date 01 Mar 2016 Delivery Note D120180-1
 Invoice Addresses
 Delivery Addresses

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E
500054	1	Spacer for 15/16cm Cannula	1	1	0	€ 66.67	<input type="checkbox"/>
500088	3	Irrigation / Aspiration Cannula 3.5mm x 15cm	1	1	0	€ 66.67	<input type="checkbox"/>
500107	1	Infiltration cannula 2.5mm L 15cm	1	1	0	€ 66.67	<input type="checkbox"/>
500125	1	Irrigation / Aspiration Cannula 4 Long Holes 3.8mm 30cm	1	1	0	€ 120.00	<input type="checkbox"/>
Freight	0		1	0	1	€ 12.50	<input type="checkbox"/>

When all items have been entered, click “Print Order” and print two copies. Then click “Order is Ready for Checking”.

CID 8194 The Princess Grace Hospital. Materials Department ID 16647
 42/52 Nottingham Place
 London
 W1U 5NY
 Tel: 020 7908 2067
 Opera: PRIN. GRACE
 Type: Customer End User

Intrastats Order id #120166
 Customer Reference 216574631
 Order Priority 3 UPS Courier Service Cut off 13.30
 Due Date 23/02/2016
 Order Confirmation Print Order
 Delivery Date 01 Mar 2016 Delivery Note D120166-1
 Invoice Addresses
 Add Invoice Address
 The Princess Grace Hosp 42 Marylebone Road London NW1 6JL
 The Princess Grace Hosp 42/52 Nottingham Place London W1U 5NY
 Delivery Addresses
 Add Delivery Address
 The Princess Grace Hosp Materials Dept 42/52 Nottingham Place London W1U 5NY

Add Stock Item to Order

500001-5

Current Order Items

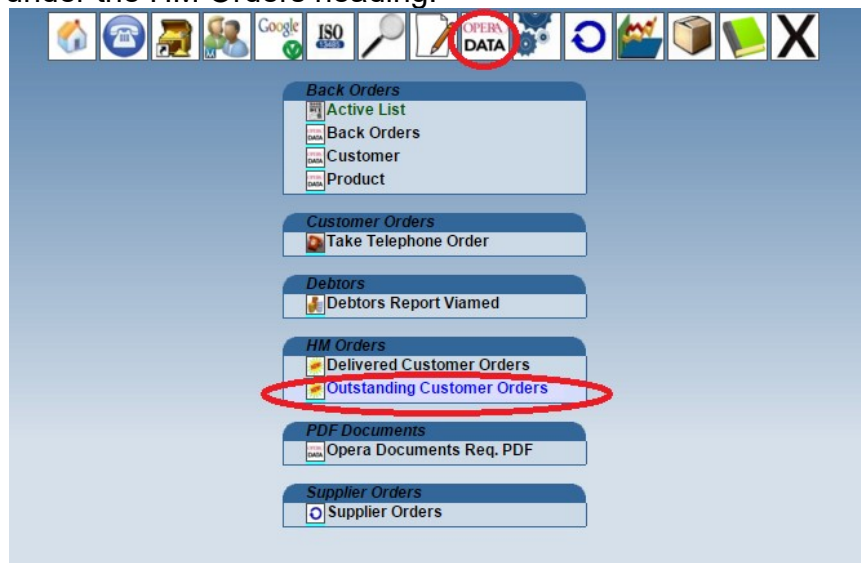
Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E
500001-5	0	WAL Applicator sterile single use for 15 / 25 / 30 cm cannulae (Box 5)	2	0	2	€ 695.00	<input type="checkbox"/> <input type="button" value="Update"/>

Stamp the purchase order with the “ON SYSTEM” stamp, write your initials, the account number and the document ID within this stamp. These details can be found on the top-right of the order you just printed.

A digital copy of the customer’s purchase order is now required, this can be downloaded as a PDF from an email or scanned if it was received by fax.

Name the file “Human Med Order - *Company/Hospital name* - *Customer PO number* - *date backwards eg. 160208”. This needs to be saved in DriveU>current year>current month

Click on the Opera Data tab in Intrastats and click on “Outstanding Customer Orders” under the HM Orders heading.



Click on “Choose File”, navigate to DriveU where you saved the file and open it.

Human Med Customer Orders							
Started orders, but not confirmed							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	The Princess Grace Hospital	Materials Department	PRIN. GRACE	Ref:15023523 Choose file No file chosen Upload File	Details		Order Sent
Started orders, but not shipped							
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
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120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file No file chosen Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHS01	Ref:Upgrade Choose file No file chosen Upload File	Details		Order Sent

Click on “Upload File”

Started orders, but not confirmed							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	Viamed Ltd	Katie Evans	00000002	Ref:216574631 Choose file Human Med Or... 100208.pdf Upload File	Details		Order Sent
Started orders, but not shipped							
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:260148941 Choose file No file chosen Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHS01	Ref:Upgrade Choose file No file chosen Upload File	Details		Order Sent
120167	Mr V Karri FRCS	Dr Vaso Karri	KARRI	Ref:0005 Choose file No file chosen Upload File	Details		Order Sent

Place the order in the checking tray in the office for checking.

Should you need to email the customer for any reason, eg. to offer part shipment, you MUST email from the Main Inbox as we do not have individual Human Med email addresses.