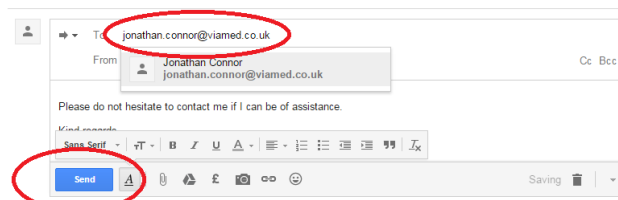
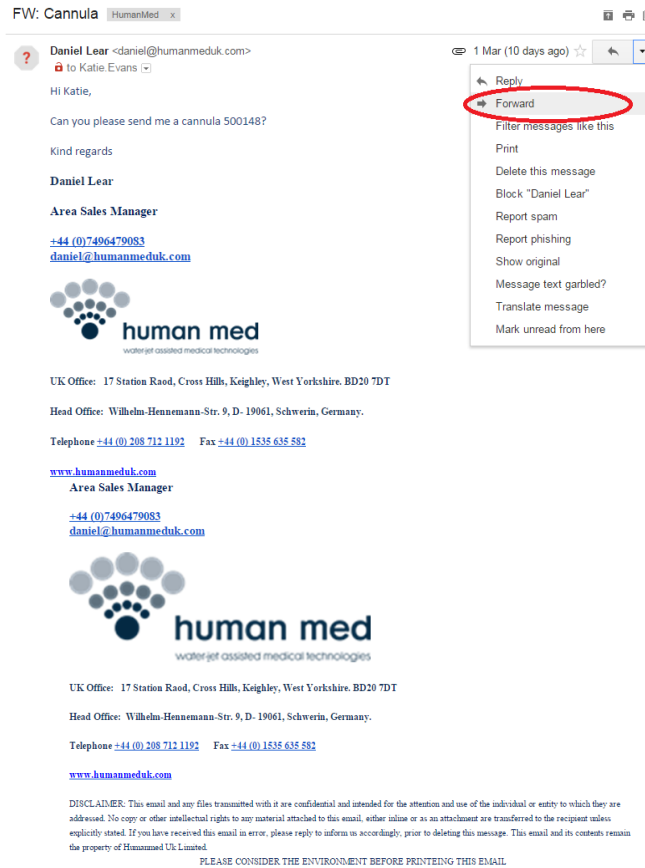
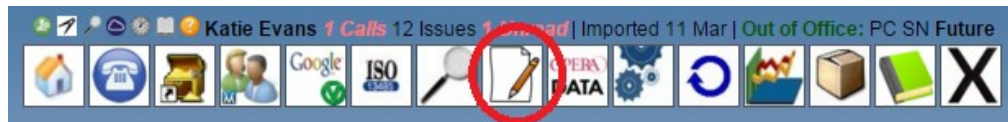


Humanmed Rep Demo Stock Ordering Procedure

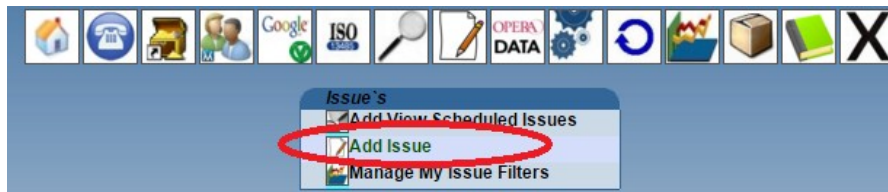
If an email or call is received from a Humanmed rep, forward the email to jonathan.connor@viamed.co.uk.



Click on the issue tab on Intrastats



Click on "Add Issue"



Scroll to the bottom of the page and click on “General” “Stock” with the Humanmed logo on the left

Board Directors Meeting	Target for following year		1
Board Directors Meeting	Target for next Month		1
Board Directors Meeting	Target for Year		1
Board Directors Meeting	Turnover and Predicted for Year		1
Board Directors Meeting	VANDAGRAPH Board Directors Meeting		2
Marketing Job Logger	Marketing Job Logger	228	861
General	Contacts		1
General	General		2
General	Stock		1
Upgrading Intrasafe ISO Quality system	Upgrading Intrasafe ISO Quality system	5	25
Human Med	Human Med		10
Human Med	Human Med general Issues	2	4
Human Med	Human Med Non Conformances		1

In the “Subject” Type “Requested Demo Stock”, write which stock items the rep needs sending and ask for them to be scanned to the rep’s stock location
Also include the rep’s name and the address to which the stock needs sending, also write which date they need to be shipped. If no date is specified, choose the same day, or next working day if after 1PM. In the “Issue To” box, choose Jonathan Connor. Then click, “Add Issue”

General - Stock

Subject

Requested Demo Stock

Please can you scan 2 x 500001-5 to Daniel
Lear's stock location and ship to his address:

Flat 4
Highwayman Court
Kings Wood
Bristol
BS15 4FQ

Please ship today

Issue To:

Jonathan Connor

Related to Issue

Stock Ref.

500001

PO Ref.

Opera A/c:

Mark as Important

Mark as Read only

Add Issue

Confirm with Jonathan which day he can ship them and reply to the rep to confirm the dispatch date.