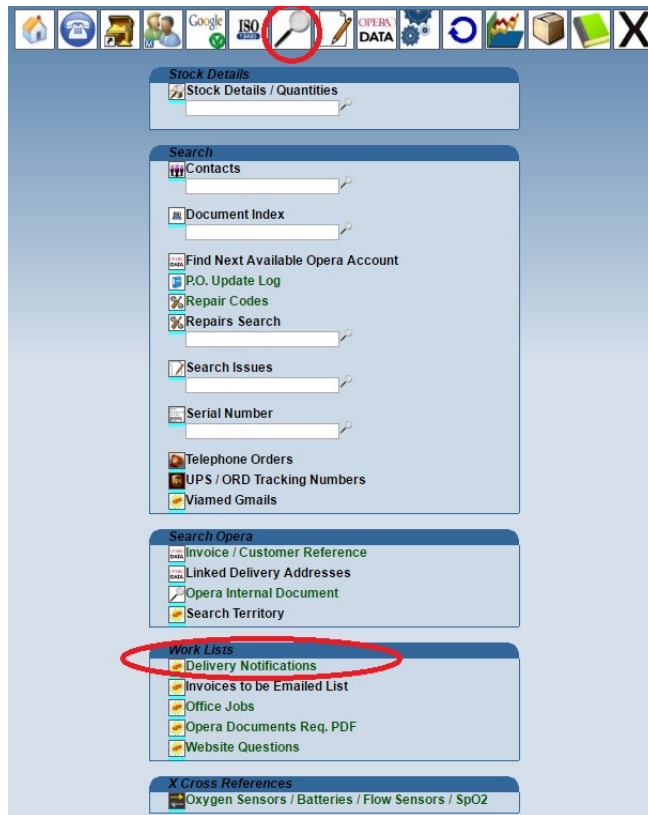


Sending Delivery Notifications

From IntraStats, click on the magnifying glass and click on “Delivery Notifications



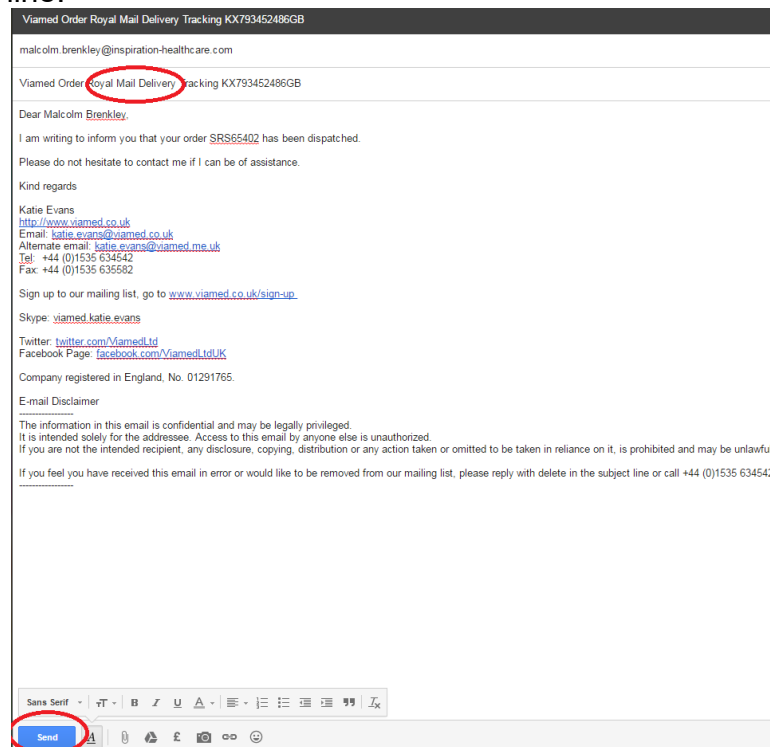
You will be presented with a list of orders which have been shipped

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@revo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	malcolm.brenkley@inspiration-healthcare.com	KX793452486GB	Sent Notification
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds.lthtr.nhs.uk	KX793452469GB	Sent Notification

Under the Viamed heading, locate orders with an associated email address and click “Prep”

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@revo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliverys for Email Confirmation							
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Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	malcolm.brenkley@inspiration-healthcare.com	KX793452486GB	Sent Notification
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Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds.lthtr.nhs.uk	KX793452469GB	Sent Notification

Gmail will open and prepare an email for you. Ensure the courier is inserted in the subject line.



Copy and paste the signature from your Gmail account and insert at the bottom, when the email has been prepared, click “Send”

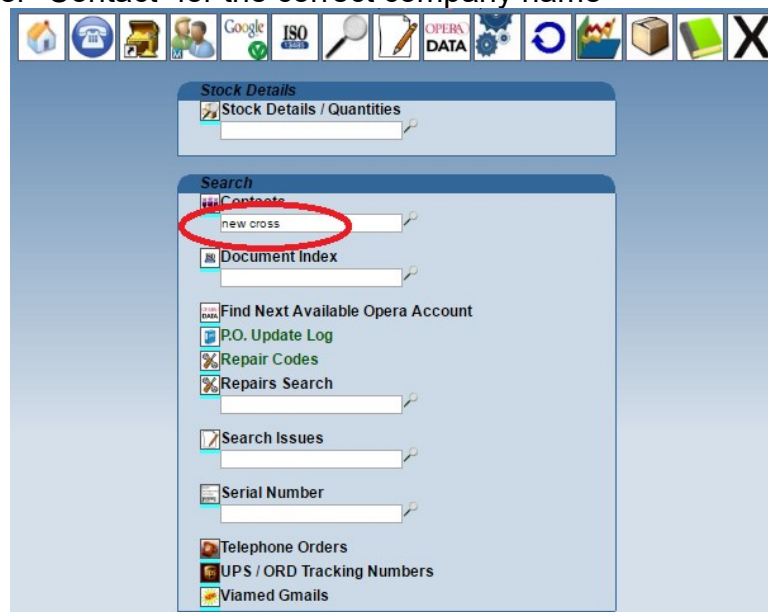
Return to the Delivery Notifications screen and click “Sent Notification” next to the appropriate order. This order will then be removed from the screen.

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@revo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	malcolm.brenkley@inspiration-healthcare.com	KX793452486GB	Sent Notification
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds@htr.nhs.uk	KX793452469GB	Sent Notification

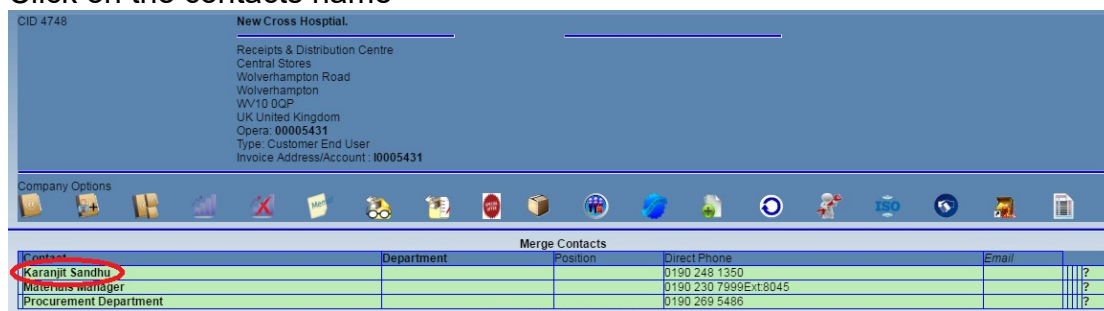
On orders where there is not an email address, one must be located. These are often found on purchase orders, you will need to look through the ORD file in the office to locate the correct purchase order and find the email address.

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@revo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds@htr.nhs.uk	KX793452469GB	Sent Notification

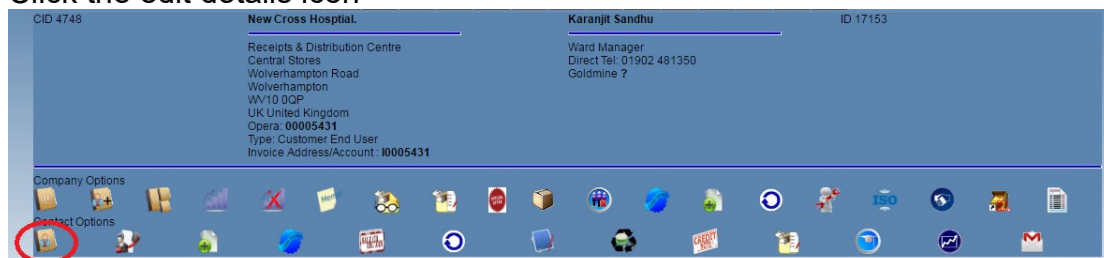
Once the email address has been located, click on the magnifying glass and search under “Contact” for the correct company name



Click on the contacts name



Click the edit details icon



Locate the “Primary Email” field and enter the email address. If any further information is written on the purchase order, such as a direct telephone number, enter these details. Click “Submit” to save.

New Cross Hospital
 Receipts & Distribution Centre
 Central Store
 Wolverhampton Road
 Wolverhampton
 WV10 0DP
 UK United Kingdom
 Oper: 0005431
 Type: Customer End User
 Invoice Address/Account: 0005431

Karanjit Sandhu
 Ward Manager
 Direct Tel: 01902 481350
 Goddime 2

Send issue to Office
 Send Update to Varned
 Contact
 Title
 Position
 Department
 Primary Email
 Mobile Phone
 All Direct Dial
 Extension
 All Extension
 Swap
 Fax
 Notes
 Contact Methods
 Global Responsibility
 Role Contact

Example:
 David Lamb
 MR Lamb
 Manager
 Information Systems
 d.lamb@viamed.co.uk
 01535 643542
 0190 10345
 0190 10345
 0190 10345
 0190 10345
 0190 10345
 01535 630552

Addition Address (if Applicable)
 Address Type
 Address 1
 Address 2
 Address 3
 City
 County
 Postcode

Example:
 10 Station Road
 Crosswells
 Hagley
 Shropshire
 West Yorkshire
 BD23 7DT

Is responsible for
 Not on Web Automotive
 Medical Oxygen Monitoring
 Medical Capnography
 Medical Pulse Oximetry
 Medical Acrylic Products
 Medical Breathing Systems
 Medical Flowmeters
 Medical Nerve Stimulation
 Medical Gas Sampling Lines
 Medical Infant Resuscitation
 Medical Posey Products
 Medical Oxygen Hoods/Tents
 Medical Phototherapy
 Medical Test Equipment
 Medical Temperature Probes
 Medical Other
 Automotive Automotive Oxygen Sensors
 Automotive Nitrogen Analyser
 Diving Resuscitation
 Diving Pulse Oximetry
 Diving Oxygen Monitoring
 Diving Diving Oxygen Sensors
 Diving Buoys
 Diving Helium Analyzers
 OEM SMARTest
 Veterinary Capnography
 Veterinary Pulse Oximetry
 Veterinary Nerve Stimulation
 Veterinary Mounting Options
 Emergency Services Breathing Systems
 Emergency Services Capnography
 Emergency Services Pulse Oximetry
 Non Product Responsibilities
 ISO Standards
 Account Statements
 Purchase Orders
 Send Pricing Updates
 Email Invoices
 Email Invoices Via Goddime
 Send Remits to
 Send Price Changes

Submit

Return to the “Delivery Notifications” page and follow the steps at the beginning of this document.

For VST delivery notifications, proceed as with Viamed but ensure when sending the email, that you change the email address from which you are sending.

To do this, when Gmail opens, click on the recipients email address, the “To:” and “From:” fields will be visible

VST Order UPS Delivery Tracking 1ZA8Y729D942855339

To: Pieter@revo-rebreathers.com

From: Katie Evans <Katie.Evans@viamed.co.uk>

VST Order UPS Delivery Tracking 1ZA8Y729D942855339

Dear Pieter Decone,

I am writing to inform you that your order has been dispatched.

Please do not hesitate to contact me if I can be of assistance.

Kind regards

Katie Evans
<http://www.vandagraphst.com/>
 Email: katie.evans@vandagraphst.com
 Tel: +44 (0)1535 634900
 Fax: +44 (0)1535 635582

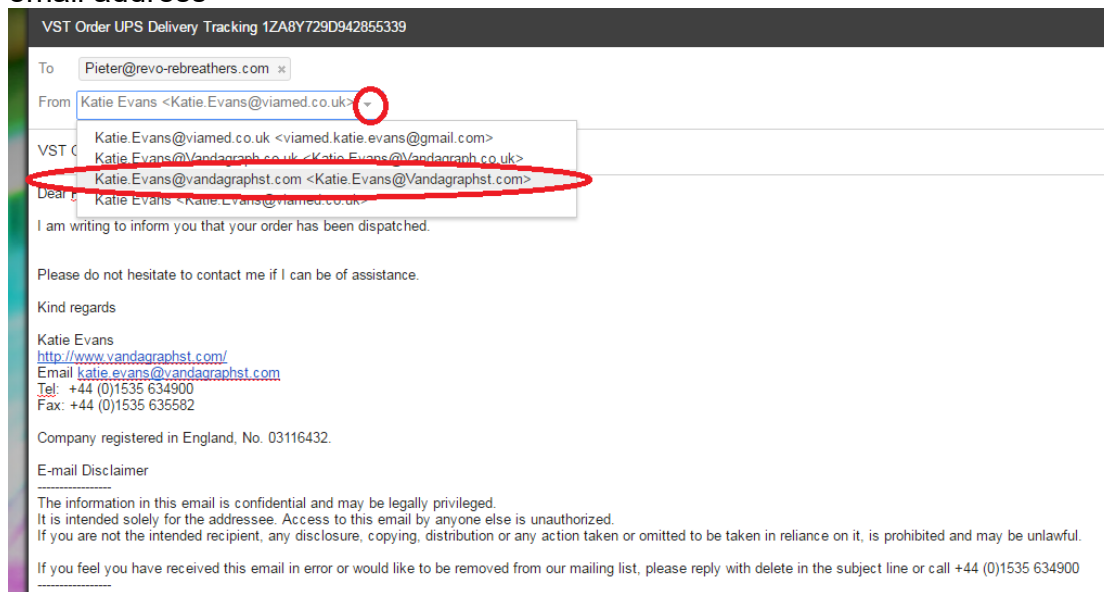
Company registered in England, No. 03116432

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Click on the downward arrow next to your email address and select your VST email address



Ensure you have inserted your VST signature and proceed as with Viamed.