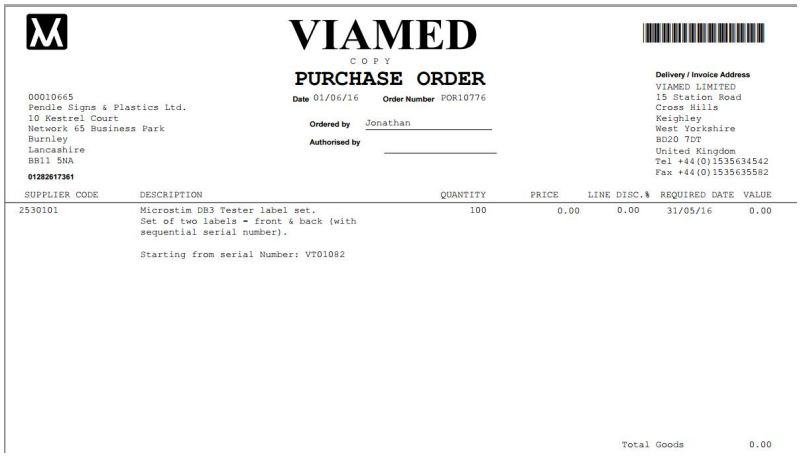
Sending Purchase Orders to Suppliers

Receive hard copy of the purchase order from stock control or a manager



VIAMED

COPY

PURCHASE ORDER

Date 01/06/16 Order Number POR10776

Ordered by Jonathan

Authorised by

00010665
Pendle Signs & Plastics Ltd.
10 Kestrel Court
Network 65 Business Park
Burnley
Lancashire
BB11 5NA
01282617361

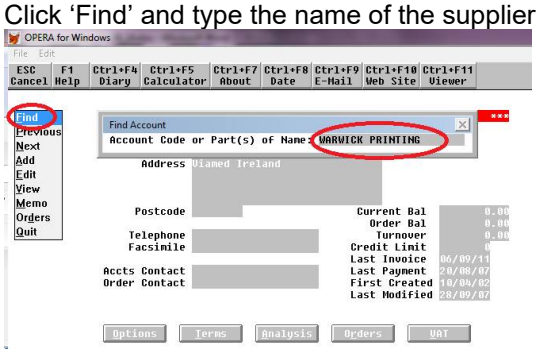
Delivery / Invoice Address
VIAMED LIMITED
15 Station Road
Cross Hills
Keighley
West Yorkshire
BD20 7DT
United Kingdom
Tel +44(0)1535634542
Fax +44(0)1535635582

SUPPLIER CODE	DESCRIPTION	QUANTITY	PRICE	LINE DISC.%	REQUIRED DATE	VALUE
2530101	Microstim DB3 Tester label set. Set of two labels - front & back (with sequential serial number). Starting from serial Number: VTO1082	100	0.00	0.00	31/05/16	0.00

Total Goods 0.00

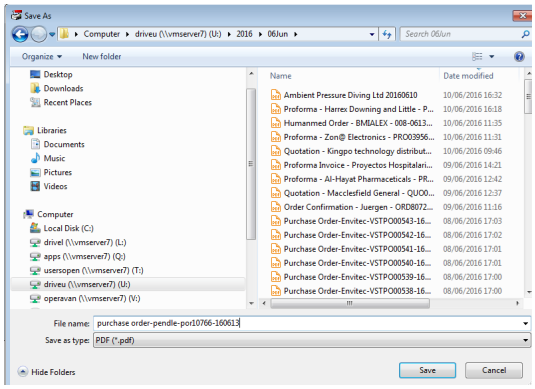
In Opera, click the 'P.orders' tab

Click 'Find' and type the name of the supplier noted on the purchase order



Click on 'Orders' and locate the purchase order you are sending by the POR number, print this to PDF.

Save the PDF in U:Drive under the relevant year and month in the following format:
Purchase order-(company name)-(POR Number)- (YYMMDD)

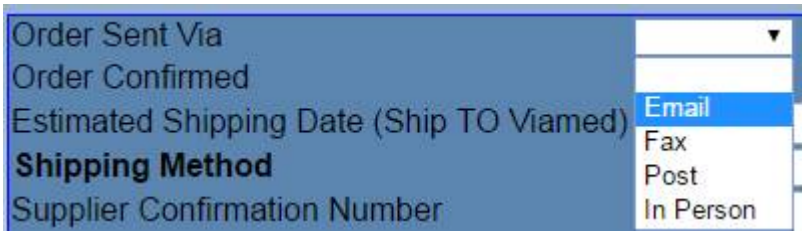


From Goldmine, locate the relevant contact for the supplier noted on the purchase order. From your email account, enter the contact's email address in the 'to' field.

In the subject field type, 'Viamed Purchase Order: POR*****'

In the body of the email, type, 'Please find attached a purchase order from Viamed Limited. Please confirm receipt of order and where possible provide an estimated shipping date'. Attach the PDF order to the email and send.

Once you have sent the email, stamp the hard copy with your emailed stamp, add your initials and return to the warehouse to be filed.

You will then need to update the purchase order log to show that the order has been sent. Orders will not show in the list immediately you will need to wait until there has been an update.

Once the purchase order log has updated click the magnifying glass on Intrastats and click on 'P.O Update Log' click on the relevant purchase order number and select the drop down 'order sent via', click the method used and click update