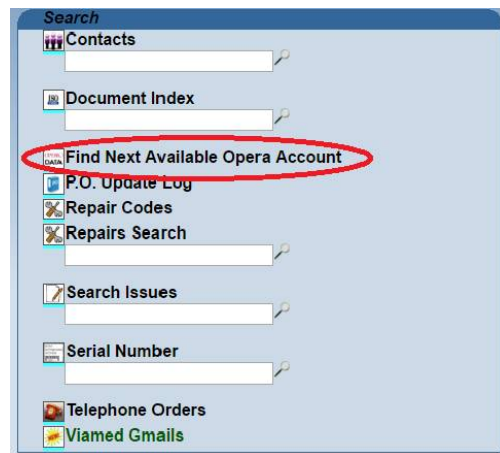
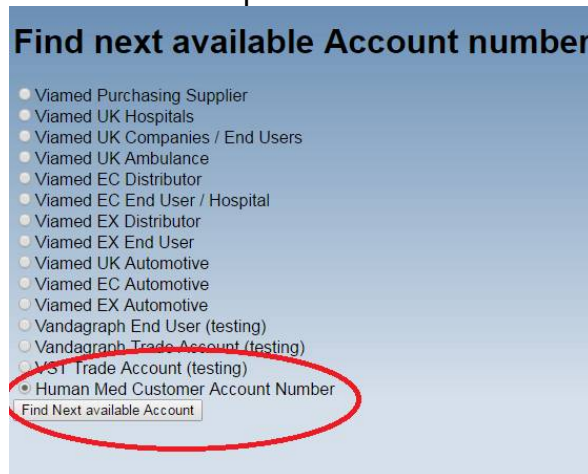


Humanmed Account Setup Procedure

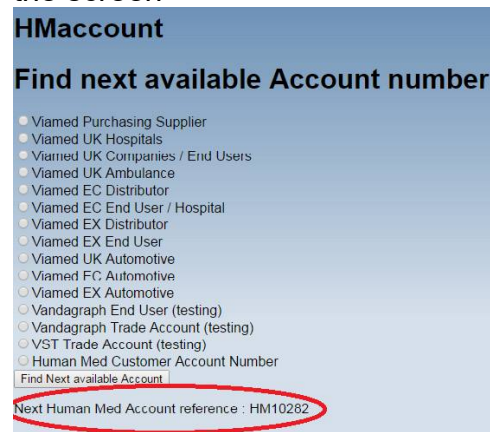
Go to the magnifying glass on Intrastats and click on 'Find Next Available Opera Account'



Select the 'Humanmed Customer Account Number' button and this will highlight in grey the circle on the left hand side of the writing. Then click on the 'Find Next Available Account' option at the bottom of the page.



The next available Humanmed account reference will appear at the bottom of the screen



Type the new account reference in the 'contact' section and press enter

The screenshot shows the 'Stock Details' window with a sidebar containing various search and management options. The 'Contacts' option is highlighted with a red circle, and the account reference 'HM10282' is entered in the search field below it.

Click on 'Add New Company / Hospital'

The screenshot shows the 'Add New Company / Hospital' window. The title bar displays 'HM10282' and a 'search' button. The main content area features a red circle around the 'Add New Company / Hospital **' button. Below this, there are sections for 'Hospital / Organisation Names', 'Request Merge Companies', 'Searching Contact Names', and 'Searching Email Addresses in Intrastats'.

A new screen will appear – see below.

The screenshot shows the 'Add New Company / Hospital' form. The form is divided into two columns. The left column contains labels for various fields, and the right column contains the corresponding input fields. A red circle highlights the 'Host Company' dropdown menu at the bottom, which is set to 'Human Med'.

Please ensure that you fill in as much information about the company invoice address in the boxes. At the bottom of the page under 'Host Company' there is a drop down list, select 'Humanmed'

Once all the details have been entered, click 'Add'

CID 8815

Invoice Company Name.

Invoice Company Address
Tel: Invoice Company
Telephone Number
Opera: **HM10282 - Procedure**
Type: Customer End User

Company Options



Edit Address

Contact **Department**

Click the 'Edit Address' button

Invoice Addresses

Add Invoice Address

Delivery Addresses

Add Delivery Address

Click on 'Add Delivery Address'

Enter the delivery company name and address, then press 'update'

Add Delivery Address

☐ Invoice Company Name Invoice Company Address

☐ Delivery Company Name Delivery Company Address **Update**

CID 8815

Invoice Company

Invoice Company A
Tel: Invoice Compa
Telephone Number
Opera: **HM10282 -**
Type: Customer Er

Company Options





Add Contact Name

Contact **Department**

Click 'Add Contact Name'

Add as much information you have for the new contact. Click 'Add Contact'. The contact name and details will appear on the screen once added.

Merge Contacts					
Contact	Department	Position	Direct Phone	Email	
New Order Sarah Walton	Purchasing Department		0153 563 4542	sarah.walton@viamed.co.uk	   
History - Switch to Condensed					