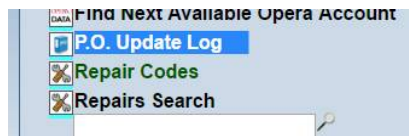
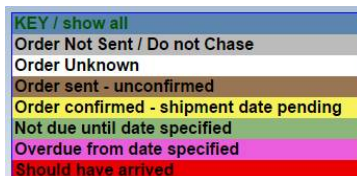


Checking the Purchase Order Log

Firstly, you need to click on the magnifying glass in intrastats, you then need to click on 'P.O Update Log' to find all the purchase orders we have sent to our suppliers.



This is the key you need to follow; you firstly need to check the orders in red, pink, brown and yellow. If you click on the 'should have arrived' all the purchase orders that are in red will pop up. If any orders do not say 'landed not yet booked into Opera' you do not need to chase these.



If a order is red and has no notes on you need to chase the supplier by clicking on the purchase order number, there should be a contact name, this will be the person you would chase for this order.



You need to send them an email asking for a tracking number:



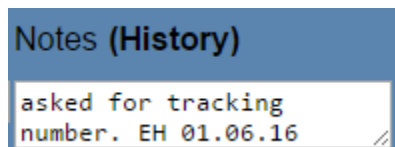
Betsy Margetts

POR10723

Dear Betsy,

Do you have a tracking number for the above order?

You then need to click on to the notes part on the order and write in that you have chased the supplier.



You need to follow these steps for the red, pink brown and yellow orders. Once you have chased the suppliers you need to tick the box to say that you have chased the supplier.

