

## VM3COP03.11 -Distribution Of Faxes

When we receive a fax it may be a notification of a payment for a proforma, quote, or an invoice.

You need to check which account the fax is for by looking at the 'ordering customer' or by checking the "Payment Details" field for a PRO/QUO/IN number.

Barclays 05/05/2016 07:08:13 PAGE 1/001 Fax Server

**BARCLAYS**

To VIAMED LIMITED

Date 05/05/2016

Payment Advice

We have arranged to credit your account as follows

Your Account	207842 87399700	Our Ref	545688
		Your Ref	L6T1RA18

Credit Amount	240.39	EUR	Exchange Rate	1
Payment Amount	240.39	EUR	Value Date	05/05/2016

Ordering Customer :	Ordering Bank
SAS BIOCORDIS FRANCE LS 3 RUE DU BOIS CHALAND 91090 LISSES FR	BANQUE POPULAIRE VAL DE FRANCE 9, AVENUE NEWTON SAINT-QUENTIN-EN-YVELINES MONTIGNY LE BRETONNEUX

Via :	In favour of :
BPCE PARIS 50 AVENUE PIERRE MENDES FRANCE 7501 3 PARIS FRANCE	

Payment Details :
PRO03892 /ROC/NOT PROVIDED

	Original Amount :	Exchange Rate :	Other Banks Charges :
Reconciliation Data :			

Charges Details :

To do this, click on the magnifying glass in IntraStats and click on "Opera Internal Document"

Stock Details

Stock Details / Quantities

Search

Contacts

Document Index

Find Next Available Opera Account

P.O. Update Log

Repair Codes

Repairs Search

Search Issues

Serial Number

Telephone Orders

UPS / ORD Tracking Numbers

Viamed Gmails

Search Opera

Invoice / Customer Reference

Linker Delivery Address

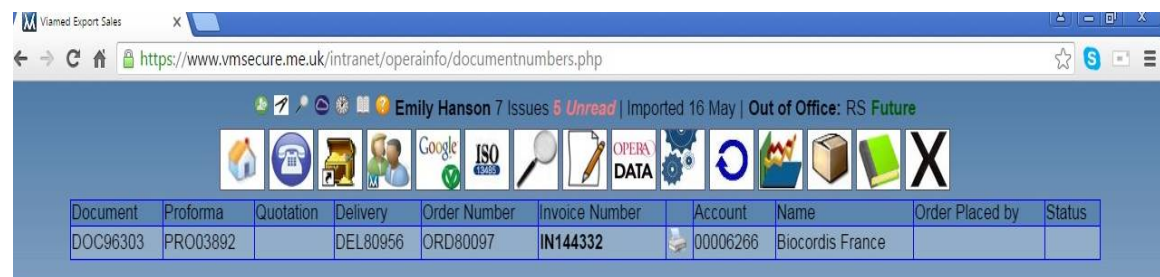
Opera Internal Document

Search Secretary

Enter the PRO/QUO/IN number and click Search



Click search and any account details for that PRO/QUO/IN number will be displayed under the “Account” heading.



In the “Payment Details” box on the fax, if the payment shows IN\*\*\*\*\* this is a payment of an invoice for a credit account customer.

If the fax was for an invoice payment, write the account number on the fax page and put in Helen’s tray in the office.

If it shows PRO\*\*\*\*\* or QUO\*\*\*\*\*, they are paying for a proforma or quote.

If the fax is for a payment for a proforma or quote you need to make an additional copy from the fax machine. Stamp ‘copy’ on the copy and place in Helen’s tray.

Place the original fax in “Tray 3 – Sales Orders – New” for processing.

If an advertising fax is received, place in appropriate persons tray as per Who’s Who guide.

If your unsure of any faxes that come through, ask an office colleague.

10/02/2017