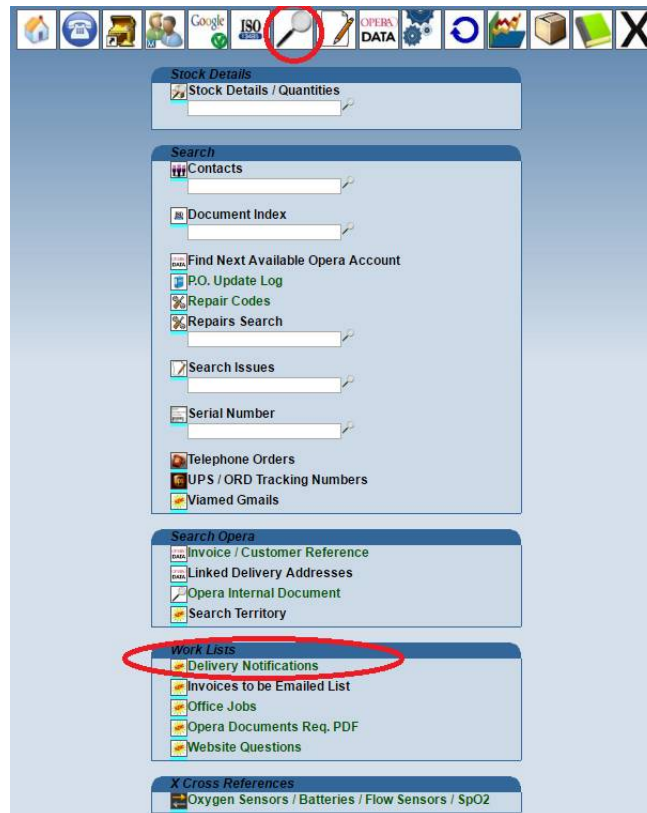# VM3COP20.26 - Sending Delivery Notifications

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

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

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.


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.

Once the email address has been located, click on the magnifying glass and search under "Contact" for the correct company name
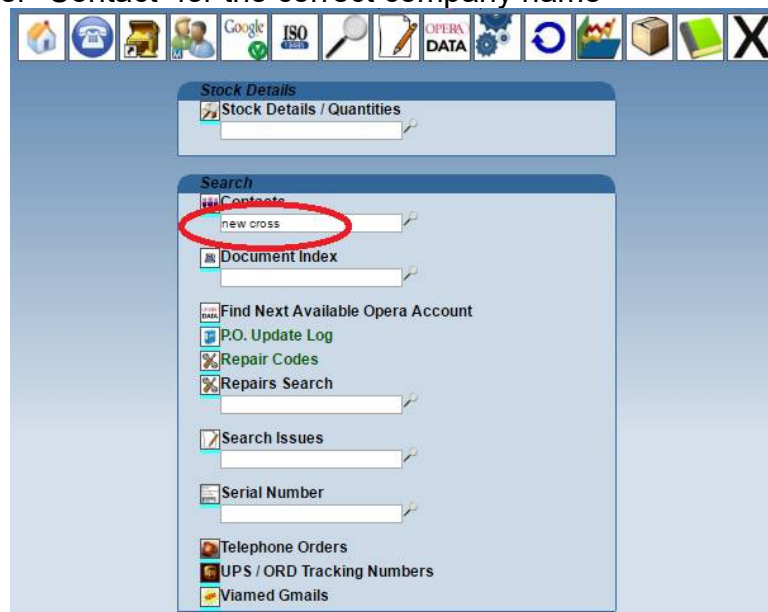
Click on the contacts name
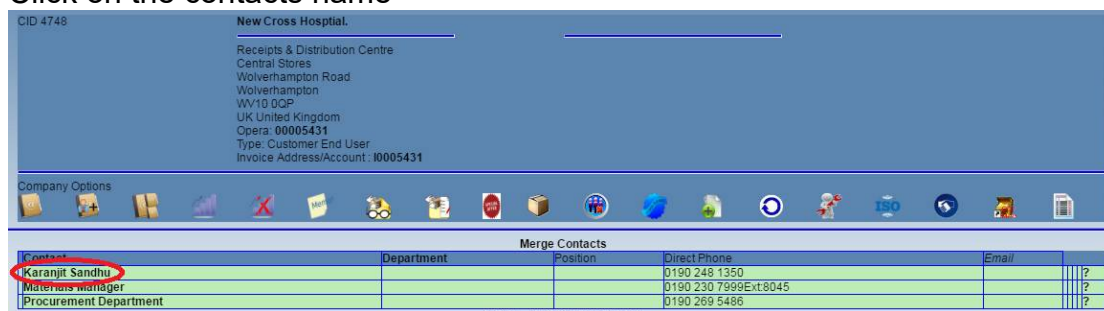
Click the edit details icon

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.

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

If no email address can be found, click "No Email to Send To" in the last column on the delivery notifications screen.

VST Delivery Notifications

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.
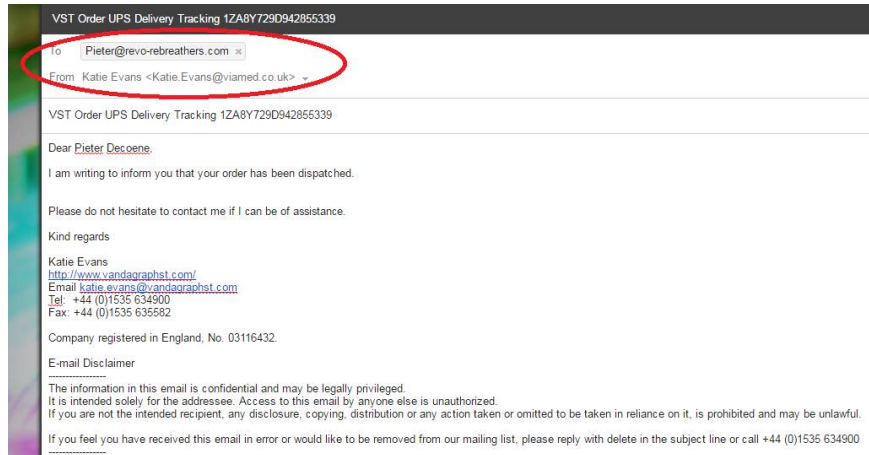
Click on the downward arrow next to your email address and select your VST email address.
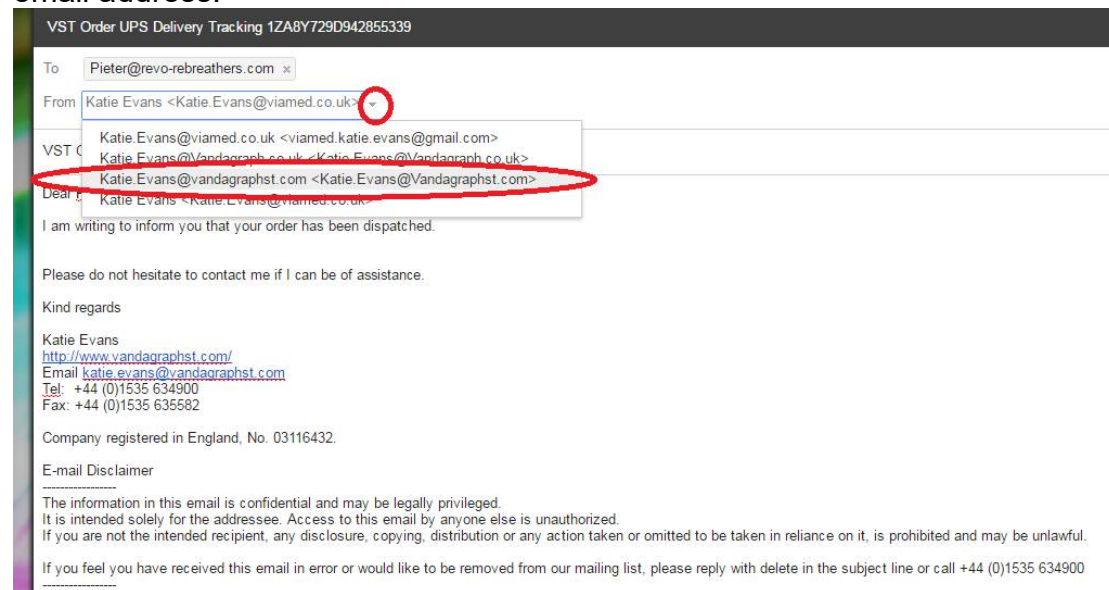
Ensure you have inserted your VST signature and proceed as with Viamed.