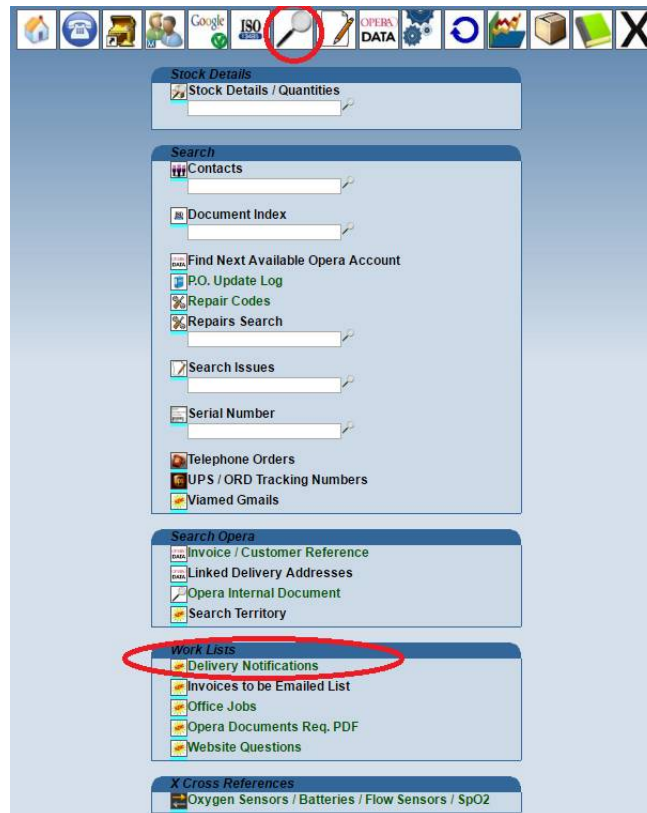


## VM3COP20.26 - Sending Delivery Notifications

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

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@evo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	malcolm.brenkley@inspiration-healthcare.com	KX793452486GB	Sent Notification
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds.lthtr.nhs.uk	KX793452469GB	Sent Notification

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

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	zoe@apdiving.com	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	Pieter@evo-rebreathers.com	1ZA8Y729D942855339	Sent Notification
VIAMED Deliverys for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	malcolm.brenkley@inspiration-healthcare.com	KX793452486GB	Sent Notification
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	trudy.reynolds.lthtr.nhs.uk	KX793452469GB	Sent Notification

Gmail will open and prepare an email for you. Ensure the courier is inserted in the subject line.

Viamed Order Royal Mail Delivery Tracking KX793452486GB

malcolm.brenkley@inspiration-healthcare.com

Viamed Order Royal Mail Delivery Tracking KX793452486GB

Dear Malcolm Brenkley,

I am writing to inform you that your order SRS65402 has been dispatched.

Please do not hesitate to contact me if I can be of assistance.

Kind regards

Katie Evans  
<http://www.viamed.co.uk>  
 Email: [katie.evans@viamed.co.uk](mailto:katie.evans@viamed.co.uk)  
 Alternate email: [katie.evans@viamed.me.uk](mailto:katie.evans@viamed.me.uk)  
 Tel: +44 (0)1535 634542  
 Fax: +44 (0)1535 635582

Sign up to our mailing list, go to [www.viamed.co.uk/sign-up](http://www.viamed.co.uk/sign-up).

Skype: [viamed.katie.evans](#)

Twitter: [twitter.com/ViamedLtd](https://twitter.com/ViamedLtd)  
 Facebook Page: [facebook.com/ViamedLtdUK](https://facebook.com/ViamedLtdUK)

Company registered in England. No. 01291765.

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 If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful.

If you feel you have received this email in error or would like to be removed from our mailing list, please reply with delete in the subject line or call +44 (0)1535 634542

Sans Serif - [Font Icons]

**Send** [Attachments]

Copy and paste the signature from your Gmail account and insert at the bottom, when the email has been prepared, click “Send”

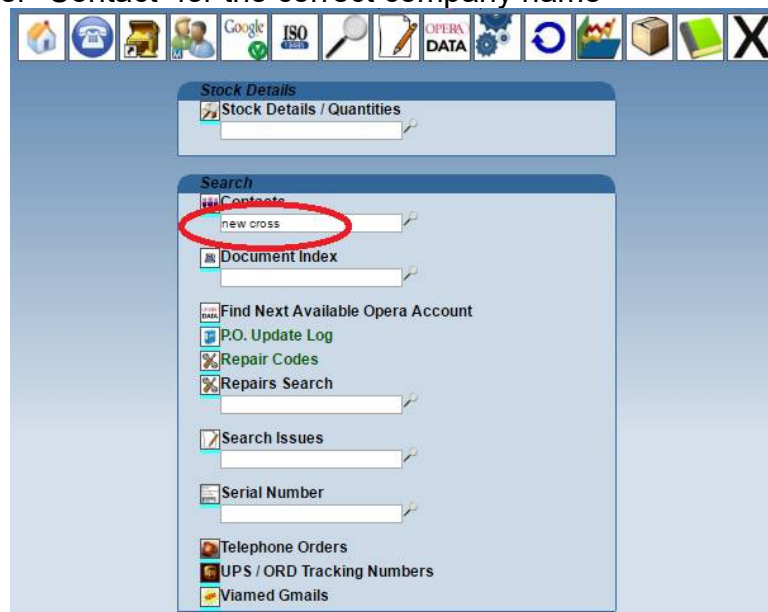
Return to the Delivery Notifications screen and click “Sent Notification” next to the appropriate order. This order will then be removed from the screen.

REMEMBER you NEED to change the FROM address if using the PREP link							
VST Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	<a href="mailto:zoe@apdiving.com">zoe@apdiving.com</a>	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	<a href="mailto:Pieter@revo-rebreathers.com">Pieter@revo-rebreathers.com</a>	1ZA8Y729D942855339	Sent Notification
VIAMED Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80233	Inspiration Healthcare Ltd	Malcolm Brenkley	<a href="mailto:malcolm.brenkley@inspiration-healthcare.com">malcolm.brenkley@inspiration-healthcare.com</a>	KX793452486GB	Sent Notification
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	<a href="mailto:trudy.reynolds.lthtr.nhs.uk">trudy.reynolds.lthtr.nhs.uk</a>	KX793452469GB	Sent Notification

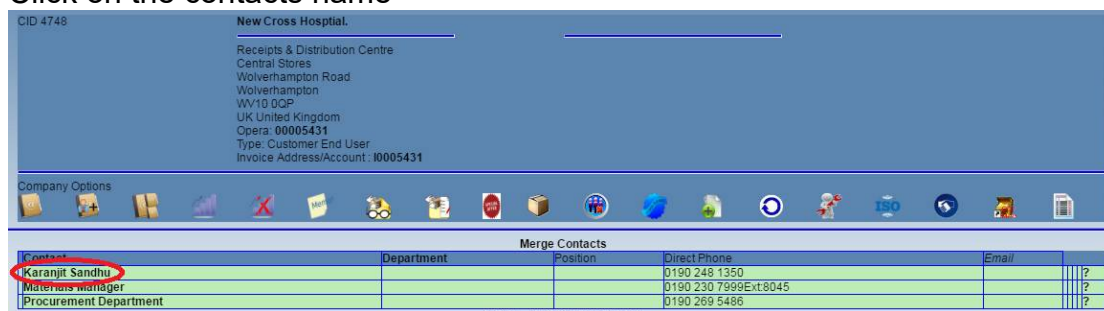
On orders where there is not an email address, one must be located. These are often found on purchase orders, you will need to look through the ORD file in the office to locate the correct purchase order and find the email address.

Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	VSORD00524	Ambient Pressure Diving Ltd	Zoe Caines	<a href="mailto:zoe@apdiving.com">zoe@apdiving.com</a>	1ZA8Y729DK40239342	Sent Notification
Prep	13 May 2016	VSORD00624	rEvo	Pieter Decone	<a href="mailto:Pieter@revo-rebreathers.com">Pieter@revo-rebreathers.com</a>	1ZA8Y729D942855339	Sent Notification
VIAMED Deliveries for Email Confirmation							
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Remove from List
Prep	13 May 2016	ORD80250	New Cross Hospital	Karanjit Sandhu		KX793452472GB	Sent Notification
Prep	13 May 2016	ORD80248	Royal Preston Hospital	Trudy Reynolds	<a href="mailto:trudy.reynolds.lthtr.nhs.uk">trudy.reynolds.lthtr.nhs.uk</a>	KX793452469GB	Sent Notification

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.

New Cross Hospital  
 Receipts & Distribution Centre  
 Central Stores  
 Wolverhampton Road  
 Wolverhampton  
 WV10 0QP  
 UK United Kingdom  
 Opers: 0005431  
 Type: Customer End User  
 Invoice Address/Account: 0005431

Karanjit Sandhu  
 Ward Manager  
 Direct Tel: 01902 481350  
 Goddime 2

Send issue to Office  
 Send Update to Manager  
 Contact: Karanjit Sandhu  
 Title: Ward Manager  
 Position:  
 Department:  
 Primary Email: ksandu@vamed.co.uk  
 Mobile Phone: 01902 643542  
 Alt Direct Dial: 0190 10345  
 Extension: 0190 10345  
 Alt Extension: 0190 10345  
 Swap: 0190 10345  
 Fax: 01902 630552  
 Notes:  
 Contact Methods: Email, Mobile, Phone  
 Global Responsibility:  
 Role Contact:

Address Address (if Applicable)  
 Address Type: Use from Address  
 Address 1: Receipts & Distribution Centre  
 Address 2: Central Stores  
 Address 3: Wolverhampton Road  
 City: Wolverhampton  
 County:  
 Postcode: WV10 0QP

15 Station Road  
 Crosswells  
 Kidlington  
 Oxfordshire  
 OX5 1DT

Is responsible for:  
 Not on Web Automotive  
 Medical Oxygen Monitoring  
 Medical Capnography  
 Medical Pulse Oximetry  
 Medical Acrylic Products  
 Medical Breathing Systems  
 Medical Flowmeters  
 Medical Nerve Stimulation  
 Medical Gas Sampling Lines  
 Medical Infant Resuscitation  
 Medical Posey Products  
 Medical Oxygen Hoods/Tents  
 Medical Phototherapy  
 Medical Test Equipment  
 Medical Temperature Probes  
 Medical Other  
 Automotive Automotive Oxygen Sensors  
 Automotive Nitrogen Analyser  
 Diving Resuscitation  
 Diving Pulse Oximetry  
 Diving Oxygen Monitoring  
 Diving Diving Oxygen Sensors  
 Diving Buoys  
 Diving Helium Analysers  
 OEM SMARTest  
 Veterinary Capnography  
 Veterinary Pulse Oximetry  
 Veterinary Nerve Stimulation  
 Veterinary Mounting Options  
 Emergency Services Breathing Systems  
 Emergency Services Capnography  
 Emergency Services Pulse Oximetry  
 Non Product Responsibilities  
 ISO Standards  
 Account Statements  
 Purchase Orders  
 Send Pricing Updates  
 Email Invoices  
 Email Invoices Via Goddime  
 Send Remits to  
 Send Price Changes  
 Submit

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

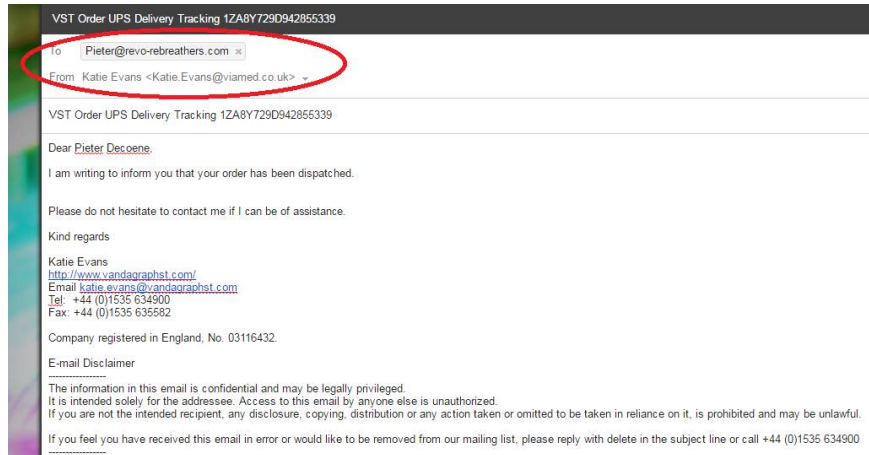
If no email address can be found, click “No Email to Send To” in the last column on the delivery notifications screen.

REMEMBER you NEED to change the FROM address if using the PREP link									
VST Deliverys for Email Confirmation									
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Shipper	Email Sent	Remove from List
VIAMED Deliverys for Email Confirmation									
Gmail	Date	Order Number	Company	Contact	Email	Tracking Number	Shipper	Email Sent	No Email to Send To
Prep	17 May 2017	ORD86369	Bassettlaw District General Hospital	Adrian Rawling	adrian.rawling@gbh.nhs.uk	KS247010350GB	Email Text: Tagged from Goods out : Royal Mail	Sent Notification	No Email to send To
Prep	17 May 2017	ORD86362	Glan Clwyd Hospital	Chris Featherstone	Chris.Featherstone@wales.nhs.uk	KS247010346GB	Email Text: Tagged from Goods out : Royal Mail	Sent Notification	No Email to send To
Prep	17 May 2017	ORD86366	Princess Royal Hospital	Ryan Barcelo	ryan.barcelo@bsh.nhs.uk	KS247010261GB	Email Text: Tagged from Goods out : UPS	Sent Notification	No Email to send To
Prep	17 May 2017	ORD86361	Good Hope Hospital	Julie Shwalbe	julie.shwalbe@heartofengland.nhs.uk	129W9638DK75288556	Email Text: UPS website: www.ups.com Tagged from Goods out : UPS	Sent Notification	No Email to send To
Prep	17 May 2017	ORD86364	St Helier Hospital	Ann Buckley	ann.buckley@esth.nhs.uk	KS247010332GB	Email Text: Tagged from Goods out : Royal Mail	Sent Notification	No Email to send To

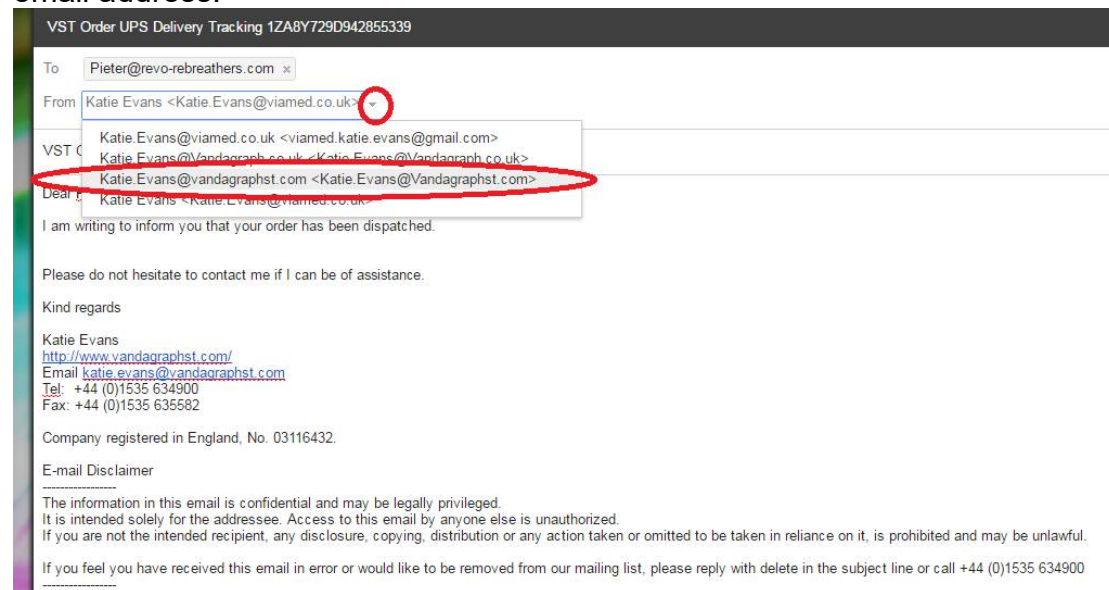
## VST Delivery Notifications

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.