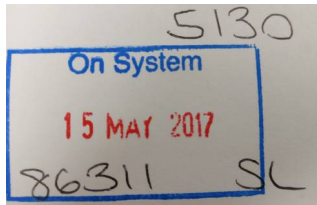


VM3COP27.31 - Proforma and Quote Processing

Proforma and quotation requests most commonly arrive via email or telephone. Print the email or log the request via the telephone call logging system (VM3COP27.29).

Follow the UK or Export Order Processing procedures (VM3COP20.30 or VM3COP20.31) to locate the Opera account and process the request. Instead of clicking 'Order' on Opera, click either 'Proforma' or 'Quote' and process as per the above procedures. Print one copy of the proforma or quotation.



Stamp either the printed email or print of the telephone quote request with the 'On System' stamp and write the account number, PRO/QUO number and your initials in or around the stamp.

Secure the request paperwork with the copy of the proforma or quotation along with any relevant correspondence with a paperclip and place in 'Tray 4 – Sales Orders – Checking' tray located in the office.

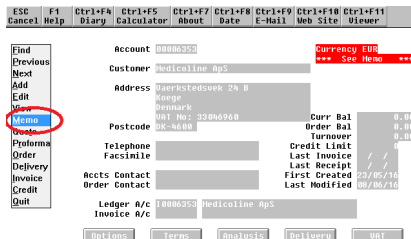
Proforma and Quote Checking

Collect a proforma or quote from 'Tray 4 – Sales Orders – Checking' in the office; there should be a minimum of a purchase order/proforma request/quote request and a proforma/quote plus any communication as applicable.



Locate the account number on the proforma/quote and locate the account on Opera.

Proforma No. PRO03984
Date 04/07/16
Customer Ref. 04/07/16SW
Account Ref. 00007603



Click on 'Memo', read the memos and ensure that the proforma/quote meets any noted requirements.

Take the proforma/quote and the PO/proforma request/quote request. Compare the invoice address on the proforma/quote to the request paperwork, tick each line on the proforma/quote to confirm it is correct. Repeat this for the delivery address.

Check the order number on the request paperwork against the 'Cust Ref' on the proforma/quote and tick the proforma/quote if correct. Where a reference or PO number have not been received, the date can be used.

Check each line on the proforma/quote against the request paperwork, check part number, description, quantity and price are correct and tick if so.

For export orders purchasing in USD, ensure there is a bank charge of \$25 (if there are no instructions on the memo requesting different charges).

For orders outside of the UK (England, Wales, Scotland and Northern Ireland) ensure there is an Insurance line (INS), the total insurance should be 1% of the total cost of the goods (not including bank/PayPal charges or carriage charges). This should always be included unless memo states otherwise. Check the price and tick if correct.

Shipping Details

Package / Box	Actual Weight	Actual Volume	Actual Weight	Actual Volume	Weight to Use	Volume to Use
1	0.01	0.01	0.01	0.01	26.95 KG	26.95 KG

Ship to Country CH



Ship to Country CH

26.93.28

Line	Order	Base Rate	Base Rate / PPS (Full Function 3.5%)	Weighted Costs (100% to Quantity)
Express (PPUP56)	616.5	614.20	61.42	61.49
	619.72	617.42	61.74	61.81
	621.14	618.84	61.88	61.93
Express (PPUP58)	683.28	681.00	68.10	68.20
	686.28	684.00	68.40	68.50
	691.68	689.40	68.94	69.04
Express Saver (PPUP57)	915.06	912.78	91.28	91.38
	917.72	915.42	91.54	91.64
	920.04	917.74	91.77	91.87
	922.92	920.62	92.06	92.16
	926.64	924.34	92.43	92.53

For packages/items that exceed standard weights and dimensions please refer to the accompanying table.

If any details are incorrect, circle them as you work through it. After checking the entire proforma/quote, return all of the paperwork to the person who added the order to enable them to amend any necessary details; this then needs to be re-checked.

	<h1 style="margin: 0;">VIAMED LTD</h1>										
<p>** This is not a Tax Invoice ** PROFORMA</p>											
Invoice Address Zond Electronics C.A. Calle 75, Entre Aves 13y 18A, Edif Res Santa Lucia Local A-1 ph, Tierra Negra Moracballo, Venezuela 4001	Delivery Address Zond Electronics C.A. Calle 75, Entre Aves 13 y 18A Edif Res, Santa Lucia Local A-1ph, Tierra Negra Moracballo, Venezuela 4001	Proforma No. PRO031956 Date 10/04/16 Customer Ref. 100062016 Account Ref. 00004137									
<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">PRODUCT CODE</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">UNIT</th> <th style="text-align: left;">QUANTITY</th> <th style="text-align: left;">UNIT PRICE</th> <th style="text-align: left;">TOTAL</th> </tr> </table>		PRODUCT CODE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	This Proforma is Prices in U S DOLLARS <table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">QUANTITY</th> <th style="text-align: left;">UNIT PRICE</th> <th style="text-align: left;">TOTAL</th> </tr> </table>	QUANTITY	UNIT PRICE	TOTAL
PRODUCT CODE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL						
QUANTITY	UNIT PRICE	TOTAL									
G1108I	Oxygen sensor, UFO 130-2		1	135.00	270.00						
MC	Santa Charge			10.00	10.00						
INS	Insurance		2	2.70	5.40						
PPPTST	Courier delivery - Express Saver.		1	58.19	58.19						


29x20x11
10/616 cc

CHECKED 10 JUN 16

E-MAILED 10 JUN 16 KE

Mario Enrique Medina ~ +58 424 6719 316 ✓

GOODS 340.89
VAT
TOTAL 340.89




***Amended ***

VIAMED LTD

PROFORMA

**** This is not a Tax Invoice ****



Invoice Address
 Prospekt Hospitalizatsii
 Ilyumskiy, 9-A (Tribunalskiy)
 Spets. Plo. XII, 6-3A Planta
 Minsk
 22014

Delivery Address
 Prospekt Hospitalizatsii
 Ilyumskiy, 9-A (Tribunalskiy)
 Spets. Plo. XII, 6-3A Planta
 Minsk
 22014

Reference No. PRO03980
Date 27/06/16 ✓
Customer Ref. 14168 ✓
Account Ref. 0906463 ✓

This Proforma Is Printed In EURO CURRENCY

PRODUCT CODE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	
0110013	OXYGEN, 50L, 15MPa	1	1	26,00	26,00	€
0110453	CPAP, Oxygen, 400-3	1	1	20,00	20,00	€
THE	W.C. Charge	1	1,000	20,00	20,00	€
THE	Insurance	1	1	2,00	2,00	€
THE	Overseas delivery - Standard	1	1	21,15	21,15	€

3x26x15 as per c & over skype SW 0507/16

E-MAILED 04 JUL 2016 sw

CHECKED

Saidin 05-07-16

245,32

VAT

TOTAL 245,32

Head Office
 15 Station Road, Cross Hills, Leighway
 West Yorkshire, BD23 7DT, UK
 Telephone +44 (0) 1938 634642

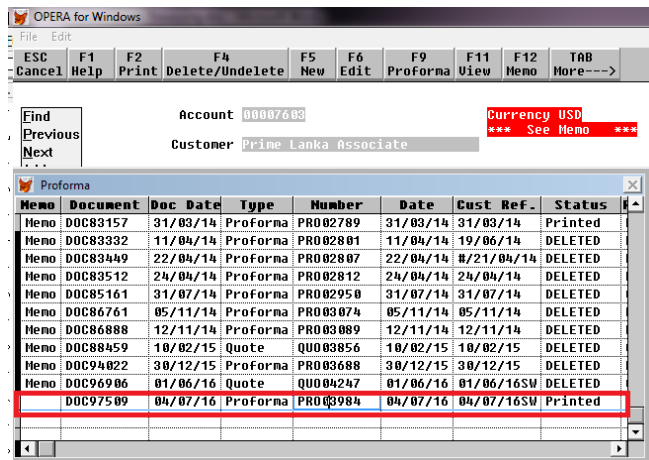
Terms
 Validity: 30 Days
 Payment: Full Payment in advance
 Payment Received into our account

We warrant that the goods will be brand, authentic, new and unused.

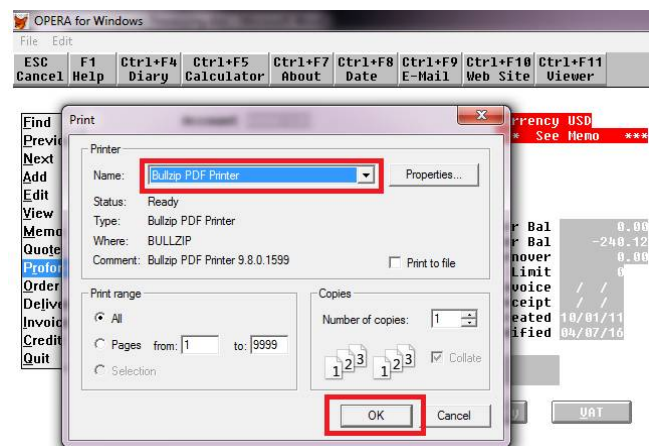
For Credit of Vamed Ltd. Euros VAT:
 875991618 Bank Ref. SW 20-178-42
 BIC/SWIFT Code: VLMEDDE33
 IBAN: DE44 2512 0510 0007 298700
 Barclays Bank PLC

Upon Receipt of a Checked Proforma/Quote

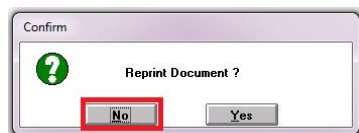
When you receive your proforma/quote after it has been checked, you must send this to the customer as a PDF document.



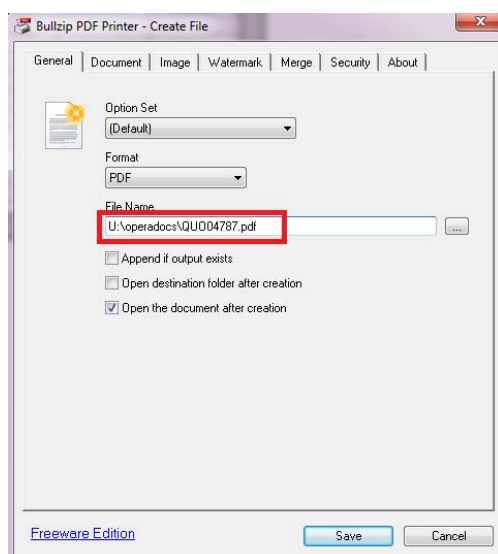
From opera, navigate to the customer account. Click on 'Proforma' or 'Quote' as appropriate and click on the appropriate proforma/quote.



Click 'F2 Print', when the print dialog opens, select the printer named, 'Bullzip PDF Printer' and click 'OK'



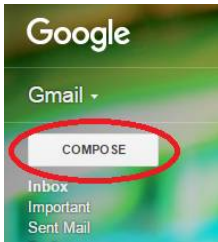
When presented with this dialog, click 'No'



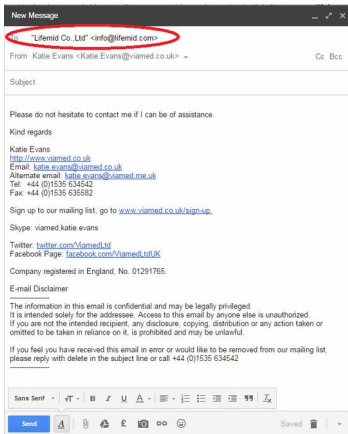
In the 'File Name', ensure you save to the U drive>operadocs

Then save the file name as the PRO/QUO number. E.g. PRO04512 or QUO04125

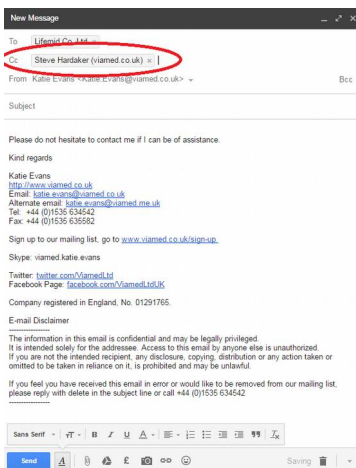
Email the customer and cc the relevant sales manager.



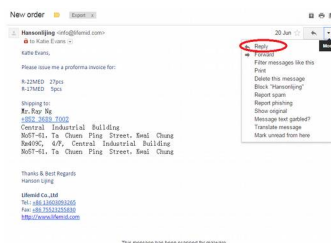
From your Gmail account, click 'Compose'



In the compose window, type in the email address of the person who requested the proforma/quote into the 'To:' field.



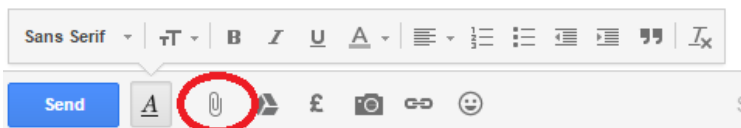
In the 'CC:' field, type the email address of the relevant sales manager



If the request was sent to you via email, reply to that email instead, ensuring you also CC the relevant sales manager.

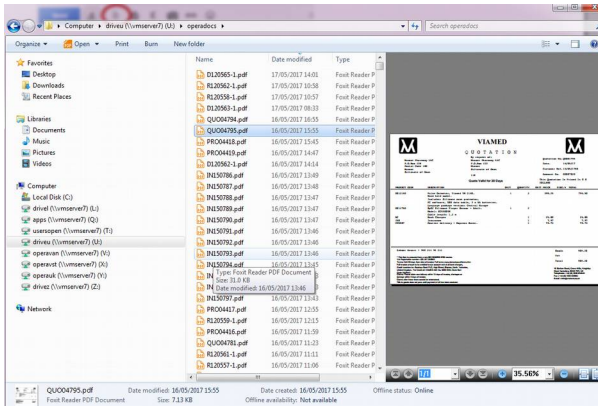
In the body of the email, greet the customer, advise them that their proforma/quote is attached and advise them of any lead-times for out-of-stock products; this is particularly important for products which are made to order such as reusable oxygen hoods.

Click the attach icon located at the bottom of the compose window.

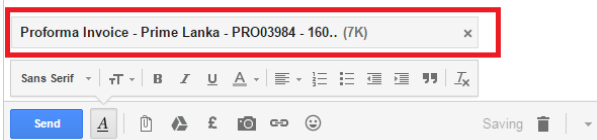


Navigate to U Drive> and select the proforma/quote you just saved.

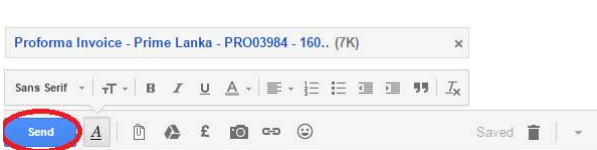
Click 'Open'. This will attach the proforma/quote to the email.



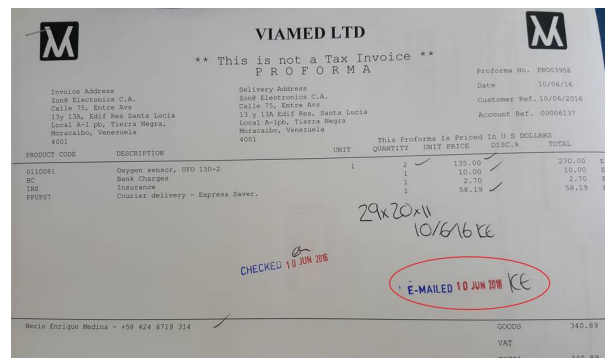
When attached, it will be visible at the bottom of the compose window.



Proof read your email; if everything is correct, click 'Send'



Stamp the proforma/quote to say it has emailed and initial next to the stamp.



been

File the proforma/quote as per VM3COP20.28 Filing and Archiving