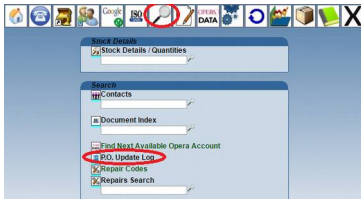# VM3COP20.29 Checking the Purchase Order Log

Firstly, click on the magnifying glass in Intrastats, then click on 'P.O Update Log' to find a list of purchase orders we have sent to our suppliers.

Work with the key displayed at the top of the page; firstly, check the orders in red, pink and brown. If you click on 'Should have arrived' all the purchase orders that are in red will pop up. If any orders say 'landed not yet booked into Opera' you do not need to chase these.

If an order is coloured red and has no notes, 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.

Send them an email asking for a tracking number:
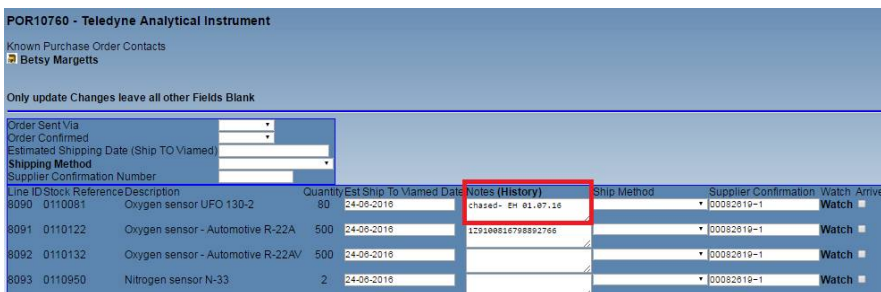
Click on to the notes field and type that you have chased the supplier, initial and date.

Follow these steps for the red and pink orders. Brown orders need to be chased in a similar way, but ask for an order confirmation instead of a tracking number. Yellow and green orders can be ticked as they are not outstanding any information.

Once you have chased the supplier, tick the box on the left-hand side of the P.O. log page to confirm this has been completed.

Receiving Tracking Numbers

RE: POR10760   Direct to Gmails/Emily Hanson   x

Betsy Margetts <Betsy.Margetts@teledyne.com>
to Emily

Hi Emily,

Here is your tracking number: 1Z9100816798892766

Thanks,
Betsy.

When the tracking number is received, navigate to the 'P.O. Update log'

Purchase Order Log

Note only Tracks purchase orders with Stock references attached.

Scan / Enter POR Number (Include the beginning text POR / VST etc..)

[_____] Search

At the top of the Purchase Order Log screen, there is a search box, enter the POR number and click 'Search'. This will open the POR page

Alternatively, scroll down the page to locate the POR and click on the POR number on the left to open the POR page

* POR10766	26 May 16	26 May 16	Omni Sensors & Transmitters	0110524	27 May 16	18 Jul 16
* POR10763	25 May 16	08 Jun 16	Goss Components Ltd	0030140	01 Jun 16	08 Sep 16
* POR10760	24 May 16	24 May 16	Teledyne Analytical Instrument	0110081	27 May 16	24 Jun 16
* POR10760	24 May 16	31 May 16	Teledyne Analytical Instrument	0110122	27 May 16	24 Jun 16
* POR10760	24 May 16	24 May 16	Teledyne Analytical Instrument	0110132	27 May 16	24 Jun 16
* POR10760	24 May 16	24 May 16	Teledyne Analytical Instrument	0110950	27 May 16	24 Jun 16

Enter the tracking number into an empty notes field and click 'Update'

POR10760 - Teledyne Analytical Instrument

Known Purchase Order Contacts
Betsy Margetts

Only update Changes leave all other Fields Blank

Order Sent Via
Order Confirmed
Estimated Shipping Date (Ship TO Viamed)
Shipping Method
Supplier Confirmation Number

Line ID	Stock Reference	Description	Quantity	Est Ship To Viamed Date	Notes (History)	Ship Method	Supplier Confirmation	Watch	Arrived
8090	0110081	Oxygen sensor UFO 130-2	80	24-06-2016	chased- EH 01.07.16		00082619-1	Watch	
8091	0110122	Oxygen sensor - Automotive R-22A	500	24-06-2016	1Z9100816798892766		00082619-1	Watch	
8092	0110132	Oxygen sensor - Automotive R-22AV	500	24-06-2016			00082619-1	Watch	
8093	0110950	Nitrogen sensor N-33	2	24-06-2016			00082619-1	Watch	

[Update]

Stock Ref	Sent Via	Sent By	Confirmed On	Confirmed By	Estimated Ship Date	Confirmation Number	Notes
0110081	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	chased- EH 01.07.16
0110122	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	1Z9100816798892766
0110132	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	
0110950	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	