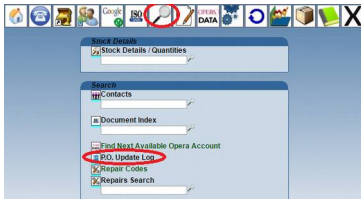


VM3COP20.29 Checking the Purchase Order Log



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.



POR10723 - Teledyne Analytical Instrument

Known Purchase Order Contacts
Betsy Margetts

There should be a contact name, this will be the person you would chase for this order.



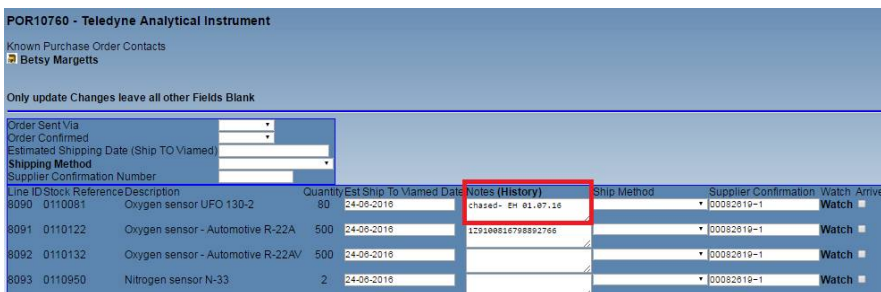
Send them an email asking for a tracking number:

Viamed Purchase Order: POR10723

Dear Betsy,

Please can you confirm receipt and dispatch of the above purchase order and provide me with the relevant tracking number?

Kind regards



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.

POR10766	26/05/16	Omni Sensors & Transmitters	0110524	27/05/16	18/07/16
POR10763	25/05/16	Goss Components Ltd	0030140	01/06/16	06/09/16
POR10768	24/05/16	Teledyne Analytical Instrument	0110081	27/05/16	24/06/16
POR10760	24/05/16	Teledyne Analytical Instrument	0110132	27/05/16	24/06/16
POR10760	24/05/16	Teledyne Analytical Instrument	0110132	27/05/16	24/06/16
POR10760	24/05/16	Teledyne Analytical Instrument	0110350	27/05/16	24/06/16
POR10753	18/05/16	Teledyne Analytical Instrument	0110024	23/05/16	24/06/16
POR10753	18/05/16	Teledyne Analytical Instrument	0110132	23/05/16	24/06/16
POR10744	13/05/16	Bund Healthcare	3210011	02/06/16	06/07/16
POR10741	10/05/16	Teledyne Analytical Instrument	0110361	13/05/16	01/07/16
POR10731	06/05/16	Medu Scientific Ltd	2530025	-	-
POR10719	26/04/16	RS Components Ltd	1430320	23/05/16	16/06/16
POR10705	18/04/16	Teledyne Analytical Instrument	0110349	21/04/16	05/10/16
POR10704	18/04/16	Teledyne Analytical Instrument	0110349	21/04/16	06/07/16
POR10691	05/04/16	WAG Funktion + design	2530049	-	Multiple Dates
POR10691	05/04/16	WAG Funktion + design	2530049	-	Multiple Dates
POR10652	16/03/16	Bluepoint Medical	0015010	19/04/16	No Ship Date
POR10652	16/03/16	Bluepoint Medical	0015011	19/04/16	No Ship Date
POR10652	29/03/16	Bluepoint Medical	0015012	19/04/16	No Ship Date
POR10652	16/03/16	Bluepoint Medical	0015013	19/04/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014951	30/03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014752	30/03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014753	30/03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014754	30/03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014850	30/03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014951	30/03/16	No Ship Date

Receiving Tracking Numbers

RE: **POR10760** [Direct to Gmails/Emily Hanson](#)

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

 **Betsy Margetts** <Betsy.Margetts@teledyne.com>
🔒 to Emily ▾

Hi Emily,

Here is your **tracking** number: 1Z9100816798892766

Thanks,
Betsy.

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

On the FORK number on the left to open the FORK page							
✓	* POR10766	28 May 16	28 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	28 Jun 16
✓	* POR10760	24 May 16	31 May 16	Teledyne Analytical Instrument	0110122	27 May 16	28 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 - Teledey 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
010081	0110081	Oxygen sensor UFO 130-2	80	24-06-2016	chased- EH 01.07.16	<input type="text"/>	00082619-1	Watch	<input type="checkbox"/>
010122	0110122	Oxygen sensor - Automotive R-22A	500	24-06-2016	1Z9100816798892766	<input type="text"/>	00082619-1	Watch	<input type="checkbox"/>
010132	0110132	Oxygen sensor - Automotive R-22AV	500	24-06-2016		<input type="text"/>	00082619-1	Watch	<input type="checkbox"/>
0101950	0110950	Nitrogen sensor N-33	2	24-06-2016		<input type="text"/>	00082619-1	Watch	<input type="checkbox"/>

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	