# VM3COP03.07 Humanmed Order Checking

Compare the customer's purchase order with the 'ORDER CHECKING' document.

Ensure the order has been placed on the correct account as per the invoice and delivery addresses.

Ensure the products ordered and the prices are correct and ensure the customer's purchase order number matches the 'Order Reference' number on the 'ORDER CHECKING' document.

Humanmed orders are always shipped via UPS; check the priority is set to 3 unless there is an emergent situation where priority 1 is required.

Check the due date, if checking can be completed by 1pm, the due date should be today. If checking cannot be completed by 1pm, the due date should be the next working day.

Check the contact name/department and telephone number match.

From the Opera Data tab on Intrastats, click on 'Outstanding Customer Orders' on the HM Orders list.
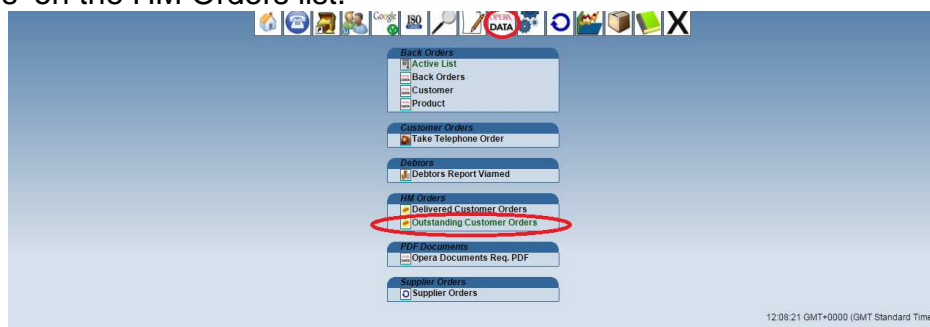


Locate the order you are checking and ensure that the digital copy of the purchase order has been uploaded. If it has, there will only be a 'Ref:******' number in the, 'P.O. Customer ref, column. If it has not been uploaded, there will be 'Choose File' and 'Upload File' boxes located here.

If any details are incorrect or if the file has not been uploaded, return it to the person who placed the order on the system for completion.

When all is correct, go to the Lookup tab on IntraStats identified by the magnifying glass icon, and click on the field beneath 'Contacts', use the barcode scanner and scan the 'A/C' barcode located at the top right of the page, if a barcode scanner is unavailable, type the 'Account' name into this box.
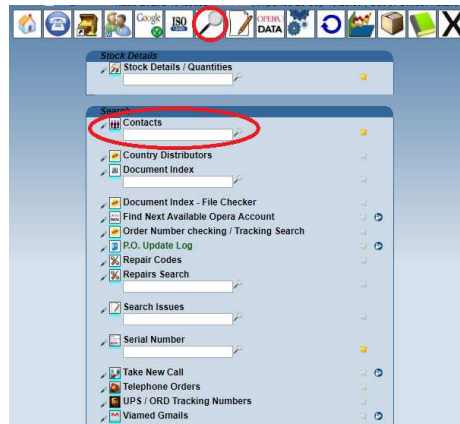


Click on the correct account, there may be several accounts listed as Humanmed and Viamed often ship to the same hospitals. Ensure you click on the account with the Humanmed logo.
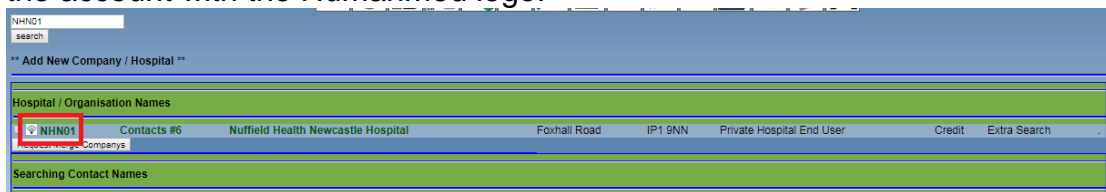


From the, 'Contacts' list, click on the name or department named on the purchase order
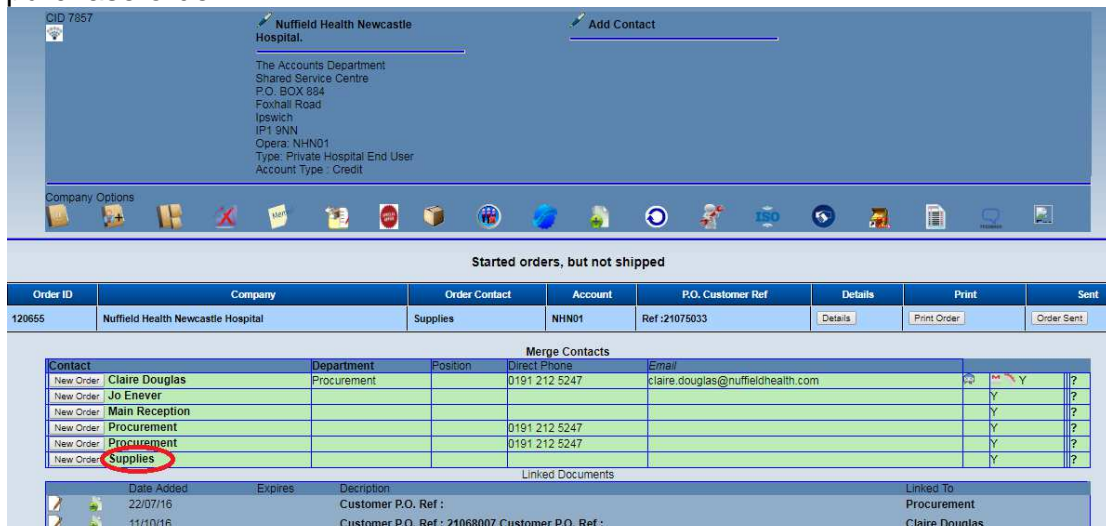
Click on the 'Order Checking' tab



Using the barcode scanner, scan the 'ORDER CHECKING' barcode into the 'Order Number' box. Fill the 'Entered into Opera by' box with the name of the person who placed the order on to the system and fill the 'Priority on Order' box with the appropriate number.

In the 'Customer Order sent Via' area, choose the relevant option and add any hand-written notes from the 'ORDER CHECKING' page into the 'Notes' section.

When everything has been entered correctly, click 'Confirm'



Staple one copy of the 'ORDER CHECKING' document to the customer's purchase order and file in 'ORDER CHECKING' number order in the Humanmed file located in the office. Take the other copy of the 'ORDER CHECKING' document to Goods Out for picking and dispatch.