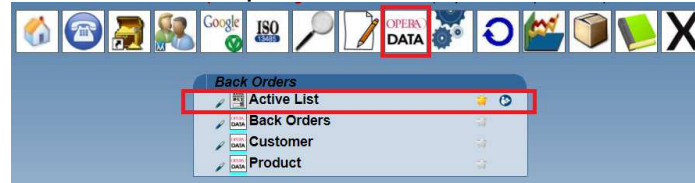


VM3COP29.02 - Goods Out - Processing the Active List

To be completed every working day after the full update has been completed.

From IntraStats, click on the 'Opera data' tab and click on, 'Active List'.



All outstanding orders will then be displayed in a list in priority/date order.

Working from the top of the list, click on the order number.

| Back Orders Active List - 143 Orders Outstanding | | | | | | | | | | |
|-------------------------------------------------------------|--------------------------|--------------------------|--------------|--------------|-------------|----------|---------|-------------------------|---|---|
| 1 New Order(s) and 0 Order(s) require update Priorities [4] | | | | | | | | | | |
| Account on Stop | 0 | Been Picked / in Picking | 6 | | | | | | | |
| Short on Stock? | 81 | Can be Picked? | 2 | | | | | | | |
| Forward Order / Repairs | 28 / 10 | On Hold / Call off Order | 13 | | | | | | | |
| Order Override | 3 | Order Can Ship Early | | | | | | | | |
| Account | Name | # | Order Number | Customer Ref | Due | Priority | Issue | Notes | C | V |
| 00002471 | Furness General Hospital | (1) | ORD87467 | #MB1011430 | 24 Jul 2017 | 2 | #99265 | Back Order - Production | ✓ | e |
| 00007696 | Ichinen Jikco Co. Ltd | (2) | ORD87676 | #002VIAMED | 04 Aug 2017 | 2 | #100094 | See Attached Notes | ✓ | e |
| | MedEquip4Kids | (1) | ORD87688 | | 04 Aug 2017 | 2 | #100094 | See Attached Notes | ✓ | e |

Check the notes attached to the order.

| Order Picking ORD87467 | | |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|
| Account 00002471 Notes | Checked By: Emily Hanson On: 21/07/17 Order Checking Notes 21/07/2017 Emily Hanson | Issue Notes |
| Check All Items have Required CE Mark Before Scanning Unsure click here | | |

To check stock availability, click the box icon in the, 'Stock Reference' column.

| Order Picking ORD87467 | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------|------------|-------------|--------------|--------------------|
| Account 00002471 Notes | | | Checked By: Emily Hanson On: 21/07/17 Order Checking Notes 21/07/2017 Emily Hanson | | | | | Issue Notes | | |
| | | | 24 Jul 2017 07:41:40 AM Catherine Spence Back Order - Production | | | | | | | |
| | | | 24 Jul 2017 08:18:29 AM Katie Evans New hospital not open yet. SJH to arrange delivery when they are ready to receive it | | | | | | | |
| | | | 04 Aug 2017 02:53:18 PM Katie Evans To be shipped on same pallets as ORD87850 | | | | | | | |
| | | | 07 Aug 2017 Steve Hardaker Back Order - Production Delivery provisionally required 1st week in Sept. | | | | | | | |
| | | | 30 Aug 2017 Steve Hardaker Back Order - Production Date pushed back - now provisionally week commencing 18th Sept. will advise when a firm date is received. | | | | | | | |
| | | | | | | | | | | |
| Check All Items have Required CE Mark Before Scanning Unsure click here | | | | | | | | | | |
| 00002471 Orders General Hospital, Receipt & Distribution, Dalton Lane, Barrow, UK UK sales, UK United Kingdom | | | | | | | | | | |
| MEMO | Stock Reference | Description | Ordered | Delivered | Involved | Outstanding | In Picking | Status | Req. CE Mark | |
| | 0310002 | Infant Resus. Cabinet | 2 | 0 | 0 | 2 | 0 | Non Picked | CE | Unpick these Items |
| | 0310200 | Low Flow Blender | 2 | 0 | 0 | 2 | 0 | Non Picked | | Unpick these Items |
| | CIP | Delivery: CIP (Incoterms 2000). | 1 | 0 | 0 | 1 | 0 | Non Picked | | Unpick these Items |
| | MID429 | Safet Infant Resuscitation Catalogue A5 | 1 | | | 1 | 0 | Non Picked | | Unpick these Items |
| | MID461 | Safet Website Mailing List Sign Up Leaflet | 1 | | | 1 | 0 | Non Picked | | Unpick these Items |
| | MID479 | Safet Product Portfolio V17.1 ONLY SEND TO MEDICAL | 1 | | | 1 | 0 | Non Picked | | Unpick these Items |
| | MID480 | Safet Emergency Services Show Postcard | 1 | | | 1 | 0 | Non Picked | | Unpick these Items |
| BarCode 16 Enter | | | | | | | | | | |

This will display the quantity and location of the available stock and whether or not it is sellable.

| Stock quantities 0310002 (Opera Count: 0.00) | | | | |
|----------------------------------------------|----------|------------|----------------------------------------------------------------|----------|
| Reference | Quantity | LocationID | Location | Sellable |
| 0310002 | 1 | 324434 | Main Office Stock Room 5 Stand Alone Block 3 Shelf 4 - Demo | ✖ |
| 0310002 | 8 | 34237 | Main Office N/A Production Started (Product may not exist yet) | ✖ |

If stock is not available on any part of the order, notes must be added. To do this, go back to the active list and click on the account number of the same line.

| Back Orders Active List - 143 Orders Outstanding | | | | | | | | | |
|--------------------------------------------------|--------------------------|-----|--------------------------|-------------------------------------------------------------|-------------|----------|---------|-------------------------|-----|
| | | | | 1 New Order(s) and 0 Order(s) require update Priorities [4] | | | | | |
| Account on Stop | 4 | 1 | Been Picked / In Picking | 6 | | | | | |
| Short on Stock? | 31 | 1 | Can be Picked? | 2 | | | | | |
| Forward Order / Repairs | 28 / 10 | 1 | On Hold / Call off Order | 13 | | | | | |
| Order Ovende | 3 | | Order Can Ship Early | | | | | | |
| Account | Name | # | Order Number | Customer Ref | Due | Priority | Issue | Notes | C V |
| 00002471 | Furness General Hospital | (1) | ORD87467 | #MB1011430 | 24 Jul 2017 | 2 | #99265 | Back Order - Production | ✓ e |
| 00007696 | Ichinen Jikzo Co. Ltd | (2) | ORD87676 | #002VIAMED | 04 Aug 2017 | 2 | #100094 | See Attached Notes | ✓ e |
| 00012544 | MedEquip4Kids | (1) | ORD87689 | MED-17-004 | 04 Aug 2017 | 2 | #100090 | See Attached Notes | ✓ e |

Locate the product which is out of stock and select your name from the drop down menu named, 'User'.

0310002 Quantity 2 Infant resuscitation cabinet. 🖨

00002471
Furness General Hospital
Customer Ref:#MB1011430
Due:24 Jul 2017
O/N: ORD87467
Stock Ref: 0310002
Quantity: 2

Internal Issue #99265

24 Jul 2017 07:41:40 AM Catherine Spence
Back Order - Production

24 Jul 2017 08:18:29 AM Katie Evans
New hospital not open yet, SJH to arrange delivery when they are ready to receive it

04 Aug 2017 02:53:18 PM Katie Evans
To be shipped on same pallets as ORD87689

07 Aug 2017 Steve Hardaker
Back Order - Production
Delivery provisionally required 1st week in Sept.

User: General
Note: General
Callum Watson
Catherine Spence
Catin Kind
Daniel Lear
Derek Lamb
Emily Hanson
Emma Clark
Helen Lamb
Human Med
Jean Lamb
John Lamb
Jonathan Connor
Katie Evans
Linda Shearing
Martina Austermann
Michael Green
Michael Lamb
Philip Crossley

Add

Click on the drop down menu named, 'Notes' and select the appropriate option, e.g. if the product is in production, click, 'Back Order – Production', if it is on order with the supplier, click, 'Back Order – Supplier'.

0310002 Quantity 2 Infant resuscitation cabinet. 🖨

00002471
Furness General Hospital
Customer Ref:#MB1011430
Due:24 Jul 2017
O/N: ORD87467
Stock Ref: 0310002
Quantity: 2

Internal Issue #99265

24 Jul 2017 07:41:40 AM Catherine Spence
Back Order - Production

24 Jul 2017 08:18:29 AM Katie Evans
New hospital not open yet, SJH to arrange delivery when they are ready to receive it

04 Aug 2017 02:53:18 PM Katie Evans
To be shipped on same pallets as ORD87689

07 Aug 2017 Steve Hardaker
Back Order - Production
Delivery provisionally required 1st week in Sept.

30 Aug 2017 Steve Hardaker

Notes: Back Order - Production
Back Order - Supplier
Shipping Thu 07 Sep 2017
Shipping Fri 08 Sep 2017
See Attached Notes
Shipping Next Week
Back Order - Supplier
On Hold
Call-Off Order
In Production
Back - Production
Consolidate Orders
Contract
Testing/QA
Repair - Awaiting order number
Repair - Awaiting quote approval
Repair - Not started
Repair - In progress
Repair - To be invoiced
Valid
Normal Status

Add

Type your notes as appropriate and click 'Add'. If you do not need to add any notes, you must still click, 'Add'.

0310002 Quantity 2 Infant resuscitation cabinet. 🖨

00002471
Furness General Hospital
Customer Ref:#MB1011430
Due:24 Jul 2017
O/N: ORD87467
Stock Ref: 0310002
Quantity: 2

Internal Issue #99265

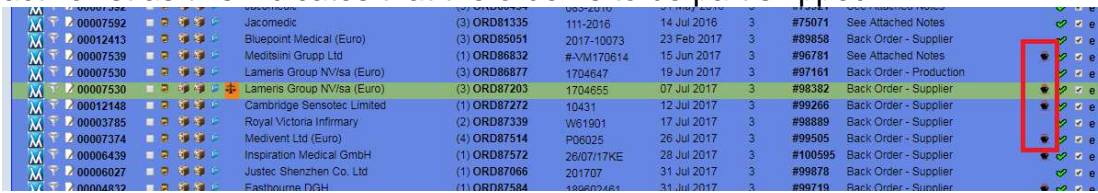
24 Jul 2017 07:41:40 AM Catherine Spence
Back Order - Production

User: General
Note: Back Order - Production

Add

Complete this for every order except for pink lines as these orders are on hold and are not for processing yet.

For blue lines, check if there is an icon of a ship on the right hand side of the active list as this indicates that the order is to be part shipped.



| | | | | | | | | |
|----------|-----------------------------|--------------|------------|-------------|---|---------|-------------------------|--|
| 00007592 | Jacomedic | (3) ORD81335 | 111-2016 | 14 Jul 2016 | 3 | #75071 | See Attached Notes | |
| 00012413 | Bluepoint Medical (Euro) | (3) ORD85051 | 2017-10073 | 23 Feb 2017 | 3 | #8858 | Back Order - Supplier | |
| 00007539 | Meditsini Grupp Ltd | (1) ORD86832 | #VM170614 | 15 Jun 2017 | 3 | #96781 | See Attached Notes | |
| 00007530 | Lameris Group NV/isa (Euro) | (3) ORD86877 | 1704647 | 19 Jun 2017 | 3 | #97161 | Back Order - Production | |
| 00007530 | Lameris Group NV/isa (Euro) | (3) ORD87203 | 1704655 | 07 Jul 2017 | 3 | #98382 | Back Order - Supplier | |
| 00012148 | Cambridge Sensotec Limited | (1) ORD87272 | 10431 | 12 Jul 2017 | 3 | #9266 | Back Order - Supplier | |
| 00003785 | Royal Victoria Infirmary | (2) ORD87339 | W61901 | 17 Jul 2017 | 3 | #8889 | Back Order - Supplier | |
| 00007374 | Medivent Ltd (Euro) | (4) ORD87514 | P06025 | 26 Jul 2017 | 3 | #9505 | Back Order - Supplier | |
| 00006439 | Inspiration Medical GmbH | (1) ORD87572 | 26/07/17KE | 28 Jul 2017 | 3 | #100595 | Back Order - Supplier | |
| 00006027 | Justec Shenzhen Co. Ltd | (1) ORD87066 | 201707 | 31 Jul 2017 | 3 | #9878 | Back Order - Supplier | |
| 00004812 | Eastbourne DGH | (1) ORD87584 | 18020464 | 31 Jul 2017 | 3 | #98719 | Back Order - Supplier | |

If there are any yellow lines that have an icon of a pair of glasses on the right hand side of the active list, do not pick the order as it has not yet been checked by the office. Consult with the office to have the order checked.



| | | | | | | | | |
|----------|------------------------------|----------------|------------|-------------|---|--------|-----------------------|--|
| 00003490 | Luton & Dunstable Hospital | (1) ORD88234 | 10232585 | 08 Sep 2017 | 3 | | | |
| 00013037 | Prelude Engineering & Design | (1) ORD88237 | SRS66161 | 08 Sep 2017 | 3 | | | |
| VST006 | rEvo | (4) VSORD00798 | 4536003183 | 08 Sep 2017 | 3 | #94183 | Back Order - Supplier | |

ALWAYS pick orders in the correct order, working from the top of the list downward. Orders MUST be picked one at a time.