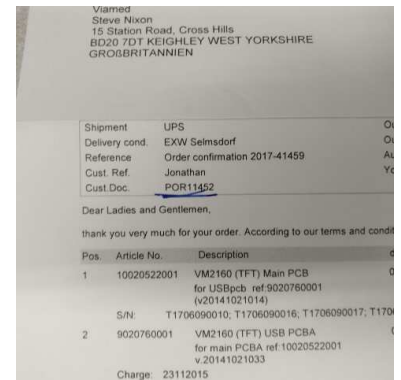


VM3COP29.08 – Goods In - Booking In Stock

When packages are received, they are placed in the Goods In corridor, on the, 'Goods In – Stock to be Processed' shelf. Packages on this shelf are ready to be booked into the system. If there is no space here, they may also be stored on the opposite side of the corridor.



1. Begin by checking the packaging; if there is any damage, photographs need to be taken.
2. If all is well, open the box and remove the contents
3. Remove and open the delivery note. Locate our reference number which should be the purchase order number, this begins with, **POR*******.



4. Find the corresponding purchase order request from the folder named, 'PURCHASE ORDERS' located in the Goods In corridor.



5. Separate the goods in to part numbers and place them on the Goods In bench in serial number order.



Note: If any goods arrive in anti-static bags, do not remove them from the bag. Anti-static bags are identified by their pink or silver colouring.



- Match goods against the delivery note using the part numbers and quantity. Tick the line on the delivery note and POR if all is correct and make notes of the lot numbers, manufacture dates and expiry dates. If the delivery is for a part shipment, write how many of each item has been received on both the delivery note and the purchase order. If the delivery note shows serial numbers, match them against the goods received.

Pos	Article No	Description	date of deliv	Qty	PQty
1	10020522001	VM2160 (TFT) Main PCB for USBpcb ref:9020760001 (v20141021014)	02.10.2017	5 pcs	
	S/N:	T1706090010; T1706090016; T1706090017; T1706090030; T1706090039			
2	9020760001	VM2160 (TFT) USB PCBA for main PCBA ref:10020522001 v.20141021033	02.10.2017	5 pcs	
	Charge: 23112015			5 pcs	

PURCHASE ORDER		Order Number: 2081199
Ordered By: [Signature]	Authorized By: [Signature]	
DESCRIPTION	QUANTITY	PRICE
0034017	5	20.00
0034017	5	20.00

Note: Not all items have a lot number, manufacture or expiry date. If any of these details are missing, do not include them.

Note: Goods **MUST** be booked in to IntraStats **BEFORE** Opera.

- Using the PC located in the Goods In corridor, log in to IntraStats. Click on the, 'Stock' icon, locate the, 'Goods In' list and then click on, 'Deliveries'.



Note: Book in one part number at a time

- Select the, 'Shipper', 'Condition' and 'Number Boxes Delivered' from the drop down menus.

NEW DELIVERY	
Shipper	Unknown
Condition (1 good 10 bad)	1
Number Boxes Delivered	1
Purchase Order Supplier	
SRS Returns	
Depleted Sensor Returns	

9. From the, 'Purchase Order Supplier' drop down menu, select the supplier name as displayed on the delivery note.

NEW DELIVERY

Shipper: UPS Express

Condition (1 good 10 bad): 1

Number Boxes Delivered: 1

Purchase Order Supplier (dropdown menu open)

SRS Returns

Depleted Sensor Returns

Senders / Contact Name (if not PO / SRS / DSR)

Other Notes

Tracking Number

Continue

Received By	Courier
02/10/17 Robert Connor	UPS Standard
02/10/17 Robert Connor	Special Notes
02/10/17 Robert Connor	UPS Standard
02/10/17 Robert Connor	UPS Standard

Supplier list (from dropdown):

- 00009300 Bluepoint Medical
- 00009602 Buzl Healthcare
- 00011800 C S Milne Gas Management
- 00011540 Chartrite Limited
- 00007282 EnviteC-Wismar GmbH
- 00012238 Eurooffice
- 00011395 Grosvenor
- 00007317 Inspiration Healthcare Limited
- 00011712 Maxtec Inc.
- 00009102 Medilink Yorkshire
- 00009996 Nonwoven Innovation & Research
- 00007785 Nufer Medical AG
- 00010665 Pendle Signs & Plastics Ltd.
- 00009620 Posey Company
- 00009187 Precision Medical
- 00009123 RS Components Ltd
- 00009330 Saadat (M) Snd Bhd (EURO)
- 00009995 Sheffield Childrens Foundation
- 00009022 Tanda Engineering Ltd

10. In the, 'Contact Name (if not PO / SRS / DSR)' field, type our purchase order number.

NEW DELIVERY

Shipper: UPS Express

Condition (1 good 10 bad): 1

Number Boxes Delivered: 1

Purchase Order Supplier: 00009147 Teledyne Analytical Instrument

SRS Returns

Depleted Sensor Returns

Sends / Contact Name (if not PO / SRS / DSR): POR11407

Other Notes

Tracking Number: 129100810497396896

Continue

11. In the field entitled, "Other Notes", type the part number and quantities of all items received. Press, 'Enter' after each part number/quantity so the products appear on separate lines.

NEW DELIVERY

Shipper: UPS Express

Condition (1 good 10 bad): 1

Number Boxes Delivered: 1

Purchase Order Supplier: 00009147 Teledyne Analytical Instrument

SRS Returns

Depleted Sensor Returns

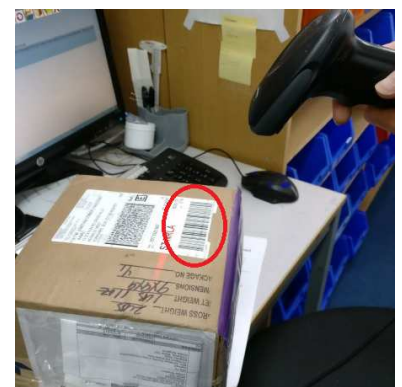
Sends / Contact Name (if not PO / SRS / DSR): POR11407

Other Notes: 300 x R-17HED

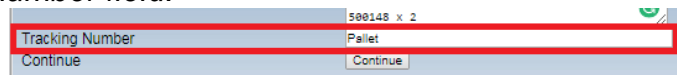
Tracking Number: 129100810497396896

Continue

12. Enter the shipper's tracking number; this can be scanned using a barcode scanner to minimise mistakes.



Note: Pallets don't always have a tracking number. If no tracking number is present, type, "Pallet" in the tracking number field.

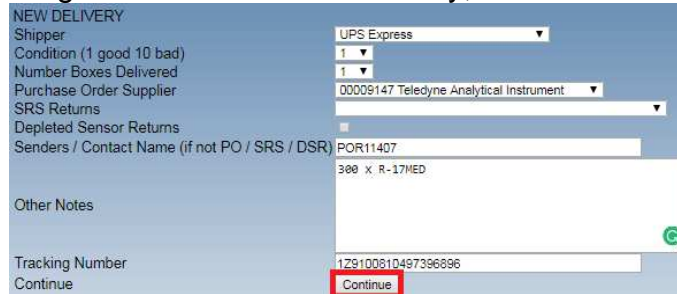


500148 x 2

Tracking Number: Pallet

Continue

13. Check that everything has been entered correctly, and then click, "Continue".



NEW DELIVERY

Shipper: UPS Express

Condition (1 good 10 bad): 1

Number Boxes Delivered: 1

Purchase Order Supplier: 00009147 Teledyne Analytical Instrument

SRS Returns: [dropdown]

Depleted Sensor Returns: [dropdown]

Senders / Contact Name (if not PO / SRS / DSR): POR11407

300 X R-17MED

Other Notes:

Tracking Number: 1Z9100810497396896

Continue

14. From IntraStats. Click on the, 'StockBook' icon, locate the, 'Stock Items' list and then enter the part number you are booking in, into the, 'Opera Reference' field and press, 'Enter'.



HM Stock Book

- Purchase Orders
- Stock Levels / Usage
- Stock Take

Stock Items

- Opera Reference

15. When the page opens, ensure the description matches the product you are booking in and click the, 'Add Items' button.



Searching "0110017"

Viamed Stock Book - Select Item to View

0110017

Oxygen Sensor R-17MED

Stock Tag: Stock

0110017 In Stock Shipper: Add Items

Labels Movement History Box Location

Location	Quantity
StockBook (in Stock)	173
Opera IREL	-2
Opera MAIN	64
Opera MID	-3

Current Label Description: Oxygen Sensor R-17MED

Length Description: 21 Characters

Locations Known

Click to Get Stock Locations

16. This is the primary screen for booking in stock. As stated, if any safety data sheets or COSHH sheets are included, send to the Document Controller to add to the document index. See VM3COP02.02 to identify the Document Controller.

Icons: Home, Phone, Mail, People, Google, ISO 9001, Magnifying Glass, PAPER DATA, Gear, Refresh, Folder, X

Add New Items
0110017 - Teledyne Oxygen Sensor R-17MED

Before Placing into Stock Ensure:

Please send any Safety data Sheets, Coshh Sheets to Technical Manager to be added to the document system.

If the packaging or stock is damaged, take a photograph and fill in the photo description at the bottom of the page. The photograph can be uploaded on the next page.

Add Raw Goods in Photo

Photo Description 0110017 Raw Goods in Teledyne Oxygen Sensor R-17MED (600dpi)

0110017 Raw Goods in PHOTO DESCRIPTION Teledyne Oxygen Sensor R-17MED (Resolution)

Company Viamed

Next

When complete, click the, 'Next' button at the bottom of the page.

Add Raw Goods in Photo

Photo Description 0110017 Raw Goods in Teledyne Oxygen Sensor R-17MED (600dpi)

0110017 Raw Goods in PHOTO DESCRIPTION Teledyne Oxygen Sensor R-17MED (Resolution)

Company Viamed

Next

You will be directed to a page which allows you to upload a photograph. Click on the, 'Choose File' button and navigate to the location of the photograph. Then click the, 'Upload File' button. You will be redirected to the primary booking in screen.

0110017 Oxygen sensor R-17MED (638 / 1042) Added By: Catrin Hird	0110017 Oxygen sensor R-17MED (678 / 1064) Added By: Catrin Hird	0110017 R-17MED Connector Oxygen sensor R-17MED Added By: Catrin Hird	0110017 R-17MED Oxygen sensor R-17MED Added By: Catrin Hird
---	---	--	--

0110017 R-17MED Top of Oxygen sensor R-17MED
Added By: Catrin Hird

Find the 0110017 Raw Goods in 0110017 Raw Goods in Teledyne Oxygen Sensor R-17MED (600dpi) Teledyne Oxygen Sensor R-17MED Picture

Choose a file to upload: Choose file No file chosen

Upload File

17. Many items have to be booked in, in a specific way. Any specific requirements will be specified in the notes section. Read this carefully and adhere to the requirements.

Goods in 0110017 Notes

Manufacturing Date Code MUST be entered when booking in all sensors.

Check gas barrier bag label:

Class = R-17MED

Date code equates to the stated date.

18. Check the notes from the purchase order log to see if they contain any information relevant to the task.

Purchase Order Notes:

Chased KE 12/06/2017 Chased KE 31/07/17

19. Fill in the fields.

The, 'Goods In Book ID' drop down menu should now contain the information you entered on the, 'Deliveries' screen. They are listed in date order (newest first) to help you locate the correct delivery.

Fill in the, 'Purchase order Reference OR worksheet' field by using the drop down menu or typing this in if it does not appear in the menu.

The 'On Behalf of Company' field needs to contain the name of the company on the purchase order.

The, 'Destination Stock Location ID' has a drop down menu; use this to enter the location ID of the stock location that the products will be placed when they have been booked in.

Enter Reference Number of New 0110017 's:
POR Number For purchased Items or Worksheet Number for Manufactured Items
Good in Book ID
Purchase Order Reference OR Worksheet:
On Behalf on Company
Destination Stock Location ID

04 Oct 2017 For Procedure
POR11256
Viamed
33278
Confirm

POR11256 Date Received 07/08/17 1502103600

Note: If the location ID you require is not in the list, click on the, 'StockBook' icon. From the, 'Locations' list, click on, 'Location Index'. This displays a full list of all location ID's and can be used to find the ID you require.



20. When everything is complete, click the, 'Confirm' button.

Enter Reference Number of New 0110017 's:
POR Number For purchased Items or Worksheet Number for Manufactured Items
Good in Book ID
Purchase Order Reference OR Worksheet:
On Behalf on Company
Destination Stock Location ID

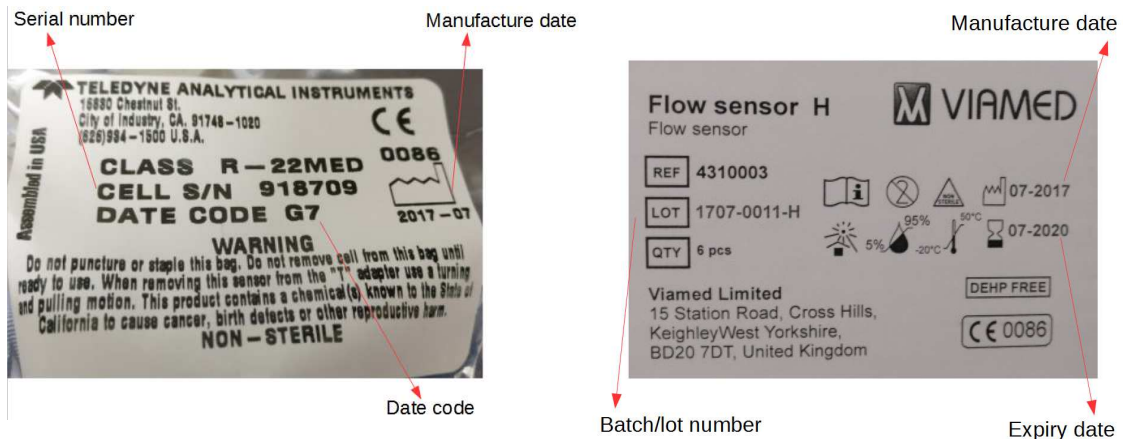
04 Oct 2017 For Procedure
POR11256
Viamed
33278
Confirm

POR11256 Date Received 07/08/17 1502103600

21. The serial numbers need to be added on the next screen. Check the location ID, purchase order number and part number/stock reference listed are correct.

NON-Serial number Products TYPE 'TRACKING' In the Text Field 1 in the from Field and the number of items in the To Field
Last Serialnumber Booked in: Firstbit102430
Booking into Location 33278 Main Office Goods In corridor - Stock Ready for QA Row 3, 4 and 5 Shelves 2, 3 and 4
Reference Number POR11256 Stock Reference: 0110017 's: 29

22. Enter the details requested. Check the labels on the stock to find the batch/lot number, manufacture date/date code and the use by/expiry date.



- If the stock received is a batch with sequential serial numbers which ALL have the same batch number, manufacture date code, manufacture use by and expiry date. E.g. Serial numbers:
V010222 LOT512 Date Code E7 Use By 07/2027
V010223 LOT512 Date Code E7 Use By 07/2027
V010224 LOT512 Date Code E7 Use By 07/2027
V010225 LOT512 Date Code E7 Use By 07/2027
V010226 LOT512 Date Code E7 Use By 07/2027
Enter the first part of the serial number which does not change throughout the batch in to the, 'Text' field. In the above example, you would enter, "V01022" in the, 'Text' field.

In the, 'From' field, enter the last part of the serial number which DOES change throughout the batch, with the lowest value. In the above example, you would enter, "2" in the, 'From' field as V010222 has the lowest value.

In the, 'To' field, enter the last part of the serial number which DOES change throughout the batch, with the highest value. In the above example, you would enter, "6" in the, 'To' field as V010226 has the highest value.

Enter the, 'Batch No.', 'Man. Date Code', 'Man. Use By' and, 'Expire Date' – these must be identical if booking in together.

Note: In the, 'To' and, 'From' field, the first digit cannot be zero.

- If the serial number is not part of a consequential batch, enter the full serial number in the, 'Text' field.
- If the item does not have a serial number, in the text field, enter, 'Tracking' – this MUST be spelled correctly. They can be booked in together as above however, enter, '1' in the, 'From' field and the number of items in the, 'To' field. E.g. if there are 50 items to be booked in together, enter 50 in the, 'To' field

Note: Not all items have a date code, use by or expiry date, only enter this if a date can be located, otherwise, leave blank.

23. The manufacturer use by date must be entered in the same format as displayed on the label. When everything has been entered correctly, click the, 'Confirm' button or press, 'Enter'.

Text	From	To
V01022	2	6
Batch No.	Man. Date Code	Man. Use By
512	E7	07/2027
Label Description	Oxygen Sensor R-17MED	Expire Date
		31 Jul 2027
Confirm		

24. A table will appear below displaying the total number of items booked in, when you believe that every item of that part number has been booked in, check the, 'Total' column matches the total amount received. Any errors can be removed by using the, 'Delete' button on the correct line. When everything is correct, click the, 'Complete' button.

Text	From	To
V01022		
Batch No.	Man. Date Code	Man. Use By
512	E7	07/2027
Label Description	Oxygen Sensor R-17MED	Expire Date
Confirm		

Dual Sticker	From	To	Quantity	Description	Batch	Man. Date	Man. Use by	Main Barcode	Expires	Delete
	V010222->	V010226	(5)	Oxygen Sensor R-17MED	512	E7	07/2027			Delete
	V010534->	V010534	(1)	Oxygen Sensor R-17MED	512	E7	07/2027		31/07/24	Delete
	Total	6								Complete

25. You may be presented with a holding page, click to continue.

Reference Number Stock Reference: 0110017 's

V010534
V01022
..... I Added 1 Items to the Database
Holding Page. Click to continue
Click

The next screen displays all of that part number that have been booked in, the part number will be displayed at the top left corner.

0110017	Quantity	Advanced Reference	Date Received	Warranty	Returns	Returns %	Supplier Returned	
	6	1507539336	09/10/17		0			Standard Tracking Label Zebra ▼ Go
	30	1506430685	26/09/17		0			Standard Tracking Label Zebra ▼ Go
	11	1505736877	18/09/17		0			Standard Tracking Label Zebra ▼ Go
	63	1505385297	14/09/17		0			Standard Tracking Label Zebra ▼ Go
	2	1504776978	07/09/17		0			Standard Tracking Label Zebra ▼ Go
	55	1502436254	11/08/17		0			Standard Tracking Label Zebra ▼ Go

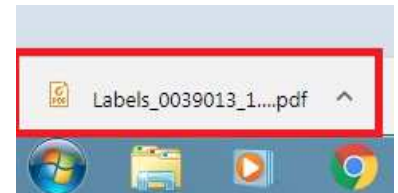
26. Locate the line that you have just booked in, this can be identified by the date and quantity received, from the drop down menu, select, 'GS1_128' as this is the style of barcode required for all Viamed products. Then click, 'Go'.

0110017	Quantity	Advanced Reference	Date Received	Warranty	Returns	Returns %	Supplier Returned	
	6	1507539336	09/10/17		0			GS1_128 ▼ Go
	30	1506430685	26/09/17		0			Standard Tracking Label Zebra ▼ Go
	11	1505736877	18/09/17		0			Standard Tracking Label Zebra ▼ Go
	63	1505385297	14/09/17		0			Standard Tracking Label Zebra ▼ Go

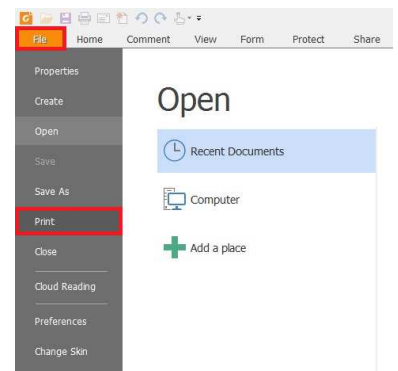
27. A confirmation screen will be displayed, check the details at the bottom to ensure that the correct quantity of labels will be printed for the correct part number, starting with the correct serial number. If this is correct, press the large, 'Print' button'. This will download a PDF of the labels.



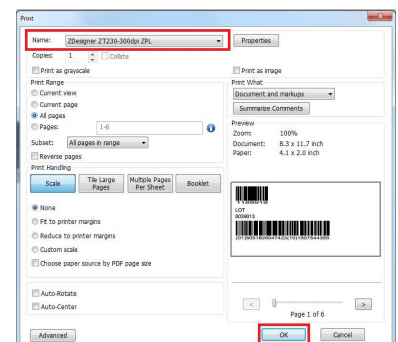
28. When the download has finished, it will appear in the bottom left of the screen, click on the PDF to open it.



29. When it opens, click, 'File' then 'Print' or press Ctrl+P to open the print dialog.



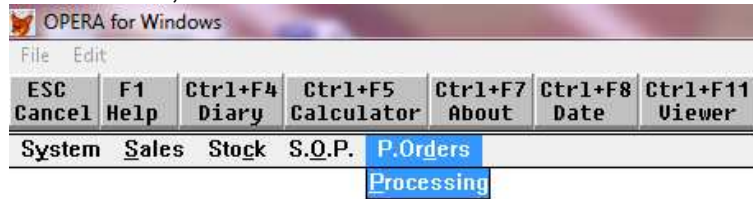
30. From the drop down menu, select, 'Zdesigner ZM230-300dpi ZPL' and click, 'Print'. This should print the correct quantity of labels, one for each item.



31. Place the labels on to the stock – check with colleagues for specific placement.



32. Login to Opera and select, 'P.Orders'.



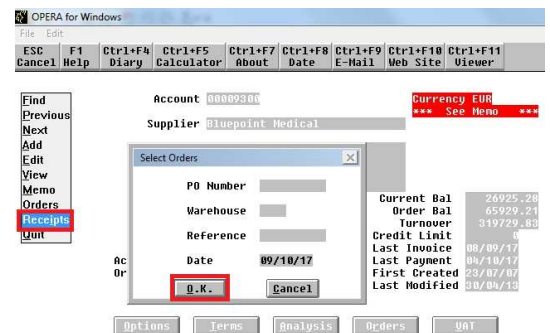
33. Click, 'Find' or press the, 'F' key.



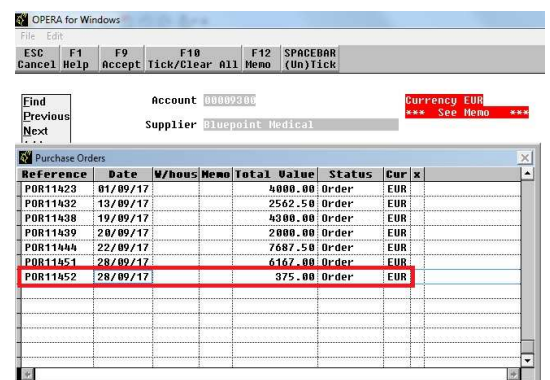
34. Enter the account number of the supplier as found on the purchase order.



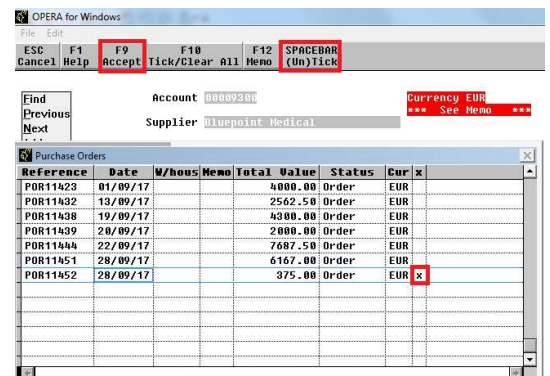
35. Click on, 'Receipts' or press the, 'I' key and a, 'Select Orders' dialog will open. Don't enter any information; just click, 'OK'.



36. You will be presented with a list of all orders purchased from the supplier, scroll down and click on the order number you are booking in, as found on the purchase order.



37. Select the order by clicking, 'SPACEBAR' or pressing the space bar key and a cross will appear on the order line. Then click, 'F9 Accept' or press the, 'F9' key.



38. Click on the line of items that has arrived. If the full quantity has arrived, press the space bar key and the figure ordered, as noted in the, 'Balance' column, will move to the, 'Received' column, a cross will also appear to the right of the line.

OPERA for Windows

File Edit

ESC F1 Ctrl+F4 Ctrl+F5 Ctrl+F7 Ctrl+F8 Ctrl+F9 Ctrl+F10 Ctrl+F11
Cancel Help Diary Calculator About Date E-Mail Web Site Viewer

(Euros)@ 0.923446
Stock 0039012 Description Main PCB Assembly (TFT) Quantity 5
Suppl 0039012

Price	Value	Disc%	Line Value	0/all	Required	Quality	Last Rec'd
55.00	275.00	0.00	275.00		20/09/17		

Received Quality Price Date Del. Ref Whse
5 55.00 09/10/17 POR11452 MAIN

Comment From POP Supp 2002 Quote / /

Order Lines

PO Number	Description	On Order	Balance	Received	
POR11452	Main PCB Assembly (TFT)	5	5	0	
POR11452	Battery PCB Assembly	5	0	5	

- If we have received a partial shipment, click on the line then click, 'F6 Edit' or press the F6 key. The 'Received' field can now be edited, enter the quantity that has arrived. Then press, 'F9 Accept' or press the F9 key.

OPERA for Windows

File Edit

ESC F1 F5 F6 F9 F10 F12 SPACEBAR
Cancel Help Add Edit Accept Tick/Clear All Menu (Un)Tick

(Euros)@ 0.923446
Stock 0039012 Description Main PCB Assembly (TFT) Quantity 5
Suppl 0039012

Price	Value	Disc%	Line Value	0/all	Required	Quality	Last Rec'd
55.00	275.00	0.00	275.00		20/09/17		

Received Quality Price Date Del. Ref Whse
5 55.00 09/10/17 POR11452 MAIN

Comment From POP Supp 2002 Quote / /

Order Lines

PO Number	Description	On Order	Balance	Received	
POR11452	Main PCB Assembly (TFT)	5	0	5	
POR11452	Battery PCB Assembly	5	0	5	

- A dialog will appear asking, 'Is Line Complete?' Select, 'No'.

Confirm

Is Line Completed?

No Yes

39. Press, 'F9 Accept' or press the F9 key.

OPERA for Windows

File Edit

ESC F1 F5 F6 F9 F10 F12 SPACEBAR
Cancel Help Add Edit Accept Tick/Clear All Menu (Un)Tick

(Euros)@ 0.923446
Stock 0039012 Description Main PCB Assembly (TFT) Quantity 5
Suppl 0039012

Price	Value	Disc%	Line Value	0/all	Required	Quality	Last Rec'd
55.00	275.00	0.00	275.00		20/09/17		

Received Quality Price Date Del. Ref Whse
5 55.00 09/10/17 POR11452 MAIN

Comment From POP Supp 2002 Quote / /

Order Lines

PO Number	Description	On Order	Balance	Received	
POR11452	Main PCB Assembly (TFT)	5	0	5	
POR11452	Battery PCB Assembly	5	0	5	

40. A dialog box will open which says, 'Post Receipts?', click, 'Yes'.

Confirm

Post Receipts?

No Yes

41. A dialog box will open which says, 'Updating', click, 'OK'.

Alert

Updating

OK

42. Stamp the purchase order with the, 'ON SYSTEM' stamp, ensuring the correct date is displayed, then initial.



43. Staple the delivery note to the back of the purchase order, hole punch and then file in purchase order number in the, 'Delivery Notes' file. Be certain that the purchase order is stapled to the front of the delivery note to ensure ease when filing.



44. The goods must then be physically placed on the shelf indicated in step 20, in serial number order.



If the items are not contained within their own box, they must be placed in a **white** ducket. Write the part number and description on the front of the ducket. Place the ducket on the correct shelf.



Note: *White duckets are only for use with stock.*

45. Remove waste. Any packing materials can be recycled in Goods Out if they are undamaged and are of suitable quality – check with colleagues in Goods Out if unsure. Any boxes can be recycled as per VM3COP20.38.