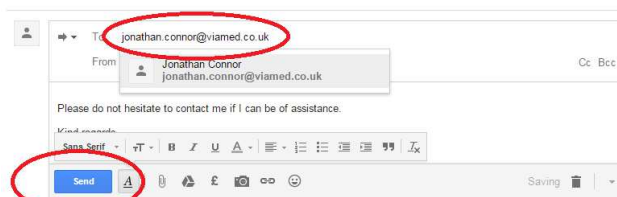
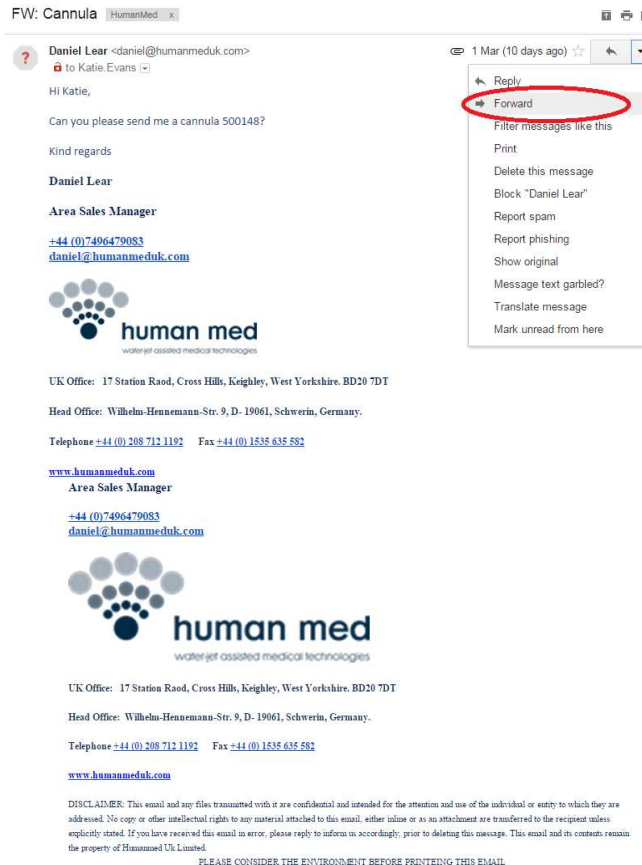
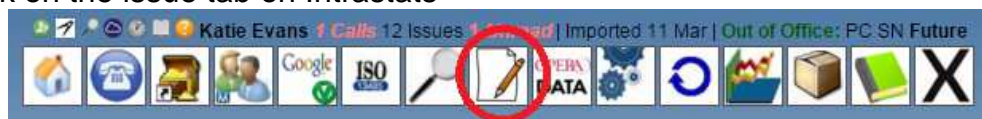


VM3COP03.09 – Office - Humanmed Rep Demo Stock Ordering Procedure

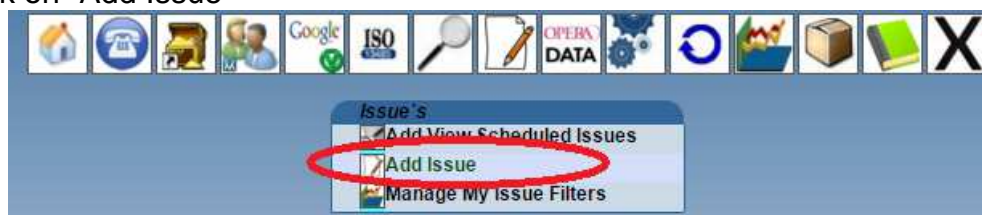
If an email or call is received from a Humanmed rep, forward the email to the warehouse team leader.









Click on the issue tab on Intrastats



Click on "Add Issue"



Scroll to the bottom of the page and click on “Human Med” “Human Med” with the Humanmed logo on the left

	General	General		23
	General	Stock		10
	Upgrading Intrastats ISO Quality system	Upgrading intrastats ISO Quality system		25
	Human Med	Human Med	1	45
	Human Med	Human Med general Issues	5	27
	Human Med	Human Med Non Conformances		2
	Office Meeting	Agenda		

In the “Subject” Type “Requested Demo Stock”, write which stock items the rep needs sending and ask for them to be scanned to the rep’s stock location. Also include the rep’s name and the address to which the stock needs sending, also write which date they need to be shipped. If no date is specified, choose the same day, or next working day if after 1PM. In the “Issue To” box, choose the warehouse team leader. Then click, “Add Issue”

General - Stock

Subject

Requested Demo Stock

Please can you scan 2 x 500001-5 to Daniel
Lear's stock location and ship to his address:

Flat 4
Highwayman Court
Kings Wood
Bristol
BS15 4FQ

Please ship today

Issue To: Jonathan Connor
Related to Issue:
Stock Ref: 500001
PO Ref:
Opera A/c:
Mark as Important
Mark as Read only
Add Issue

Confirm with the warehouse team leader which day they can ship them and reply to the rep to confirm the dispatch date.