

VM3COP29.03 – Goods Out - Shipping

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Picking

Note: Orders must be shipped in priority then ORD order.

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



Find the first yellow line on the Active List and click on the order number

| | | | | | | | |
|----------|--------------------------|--------------|-------|-------------|---|---------|--------------------|
| 00007782 | Medical Market I.N.T. AB | (1) ORD88227 | 80796 | 08 Sep 2017 | 3 | #102493 | See Attached Notes |
|----------|--------------------------|--------------|-------|-------------|---|---------|--------------------|

Locate the paper copy of the order, which can be found in the order tray on the Goods Out desk and be aware of any hand written notes.

Gather the products and MID's listed, ensuring that the correct quantities are collected.

| Stock Reference | Description | Ordered | Delivered | Invoiced | Outstanding | In Picking | Status | Req. CE Mark |
|-----------------|--|---------|-----------|----------|-------------|------------|------------|--------------|
| MEMO | 0110017 Oxygen Sensor R-17MED | 5 | 0 | 0 | 5 | 0 | Non Picked | NONE |
| | 0111230 Oxygen Analyser | 5 | 0 | 0 | 5 | 0 | Non Picked | NONE |
| | BC Bank Charges | 1 | 0 | 0 | 1 | 0 | Non Picked | NONE |
| | MID330 Leaflet Oxygen Sensor Comparison Fold Out (Export) | 1 | | | 1 | 0 | Non Picked | |
| | MID431 Leaflet Oxygen Monitoring Catalogue (Export) | 1 | | | 1 | 0 | Non Picked | |
| | MID434 Leaflet A2 Wall Planner Oxygen Sensors | 1 | | | 1 | 0 | Non Picked | |
| | MID456 Leaflet Low Cost Finger Oximeters Catalogue - Beijing Choice A5 | 1 | | | 1 | 0 | Non Picked | |
| | MID461 Leaflet Website Mailing List Sign Up Leaflet | 1 | | | 1 | 0 | Non Picked | |
| | MID479 Leaflet Product Portfolio V17.1 ONLY SEND TO MEDICAL | 1 | | | 1 | 0 | Non Picked | |
| | PPUPS6 Courier delivery - Standard | 1 | 0 | 0 | 1 | 0 | Non Picked | NONE |

BarCode ID: Enter

Click into the 'BarCode ID box and scan the barcodes located on the items.

| Stock Reference | Description | Ordered | Delivered | Invoiced | Outstanding | In Picking | Status | Req. CE Mark |
|-----------------|--|---------|-----------|----------|-------------|------------|------------|--------------|
| MEMO | 0110017 Oxygen Sensor R-17MED | 5 | 0 | 0 | 5 | 0 | Non Picked | NONE |
| | 0111230 Oxygen Analyser | 5 | 0 | 0 | 5 | 0 | Non Picked | NONE |
| | BC Bank Charges | 1 | 0 | 0 | 1 | 0 | Non Picked | NONE |
| | MID330 Leaflet Oxygen Sensor Comparison Fold Out (Export) | 1 | | | 1 | 0 | Non Picked | |
| | MID431 Leaflet Oxygen Monitoring Catalogue (Export) | 1 | | | 1 | 0 | Non Picked | |
| | MID434 Leaflet A2 Wall Planner Oxygen Sensors | 1 | | | 1 | 0 | Non Picked | |
| | MID456 Leaflet Low Cost Finger Oximeters Catalogue - Beijing Choice A5 | 1 | | | 1 | 0 | Non Picked | |
| | MID461 Leaflet Website Mailing List Sign Up Leaflet | 1 | | | 1 | 0 | Non Picked | |
| | MID479 Leaflet Product Portfolio V17.1 ONLY SEND TO MEDICAL | 1 | | | 1 | 0 | Non Picked | |
| | PPUPS6 Courier delivery - Standard | 1 | 0 | 0 | 1 | 0 | Non Picked | NONE |

Note: Be aware that some oxygen sensors have specific labels for export customers. If the order is shipping to the UK, use the sensors labelled as UK on the UK quick picking shelf (loc ID 34289). If the order is shipping outside of the UK, including the Republic of Ireland, use the sensors with the export labels on the export quick picking shelf (loc ID 34287).

If the order is being shipped complete and the correct quantity has been scanned, all the product lines should turn green.

| Stock Reference | Description | Ordered | Delivered | Invoiced | Outstanding | In Picking | Status | Req. CE Mark |
|-----------------|---|---------|-----------|----------|-------------|------------|------------|--------------|
| MEMO | 2520000 DB3 Patient Lead | 12 | 0 | 0 | 12 | 0 | Complete | CE |
| | MID461 Leaflet Website Mailing List Sign Up Leaflet | 1 | | | 1 | 0 | Non Picked | |
| | MID479 Leaflet Product Portfolio V17.1 ONLY SEND TO MEDICAL | 1 | | | 1 | 0 | Non Picked | |
| | PPRD Delivery - Royal Mail 1st Class Recorded | 1 | 0 | 0 | 1 | 0 | Non Picked | NONE |

BarCode ID: Enter

Click, 'Print Picking List' or, 'Print Picking List – Part Picked' if part shipping the order.

PPUPS6 Courier delivery - Standard

BarCode ID: Enter

Tracking Number if applicable:

Order has been Picked/Packed

Tick to NOT allow office to send delivery confirmation (ORD88227)

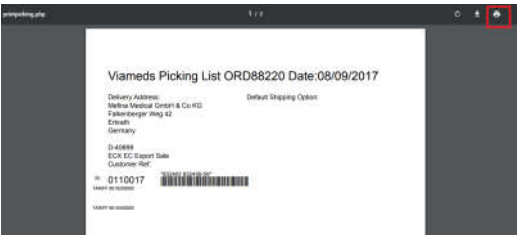
Tick to NOT allow office to send invoice (ORD88227)

Shipped: Weight dimensions: Number Parcels:

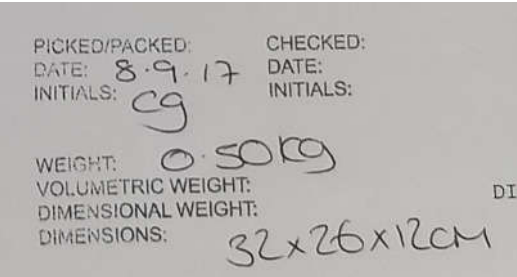
Print Picking List

Print Picking List - Part Picked

The picking list will open in a new tab; click print. Follow the steps to print to the printer located on the Goods Out bench you are working at.



Once printed, staple to the back of the paper copy of the order. Stamp the paper copy of the order with the picked/packed stamp. Fill in the picked/packed date and initials, the weight and the dimensions.



Packing

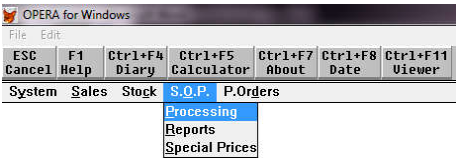
Packing bags are only to be used for UK orders, and only for small items, always wrap the products in bubble wrap.

Orders shipping outside of the UK must always be shipped in a box.

Use your own judgement as to which packing material to use; there is bubble wrap, brown paper and chippings. Always fill the gaps in the box, use as many packing materials as you feel is required to ensure the products arrive at their destination intact.

Note: *If shipping a pallet, please refer to VM3COP29.12 – Shipping Pallets.*

Delivery



1. Open the relevant Opera, select, 'S.O.P.' and click, 'Processing'.

2. Press the F key or click on 'Find', this will open a search box.

3. Type in the account number, which can be located at the top left of the paper copy of the order, and press enter.

4. Press the L key or click, 'Delivery'.

5. A list will be displayed, click on the correct order number which can be found at the top right of the paper copy of the order. Press F9 or click, 'F9 Delivery'.

6. Select the printer located on the Goods Out bench you are working from and click, 'Printer'.

- Check that the delivery address matches the paper copy. If so, press the F9 button, click, 'F9 Accept' or press the down arrow until the next page is displayed.

- Click on the first product and press F12 or click, 'F12 Memo'.

| Description | Quantity | MSD Price | Disc | VAT | MSD Value |
|---------------------------------|----------|-----------|------|-----|-----------|
| Oxygen monitor, with alarms - M | 1 | 385.00 | E | | 385.00 |
| Oxygen sensor, R-17MB | 1 | 3.05 | E | | 3.05 |
| Insurance | 1 | 19.00 | E | | 19.00 |
| Courier delivery - Standard. | 1 | 19.00 | E | | 19.00 |

The, 'Transaction notepad' will open. This may contain notes about the product. Type the following beneath any notes already contained here.

- In the 'Transaction Notepad', scan the barcode of the serial numbers from the picking list printed earlier, ensuring that they are preceded with "S/N:". Ensure the correct serial numbers are noted on the correct lines. The picking list details the part numbers to assign each serial number to.



Some products do not have serial numbers. In this case the picking list will not have serial numbers in the barcode, but it will say "tracking". Do not add these to the product memos on Opera; leave the memo blank.

If the order is shipping outside of the UK (export), a tariff number will also need to be added to each product memo in Opera. The tariff numbers are different for different product groups, find the correct tariff number as per the picking list and add it to the Opera memo for each product line.

If there is no carriage price and the order states, "Carriage to be added", enter the price as calculated using, VM3COP20.35 UPS Calculator.

| Reference | W/H | Description | Quantity | | |
|--|------------|------------------------------|------------|----------|---------|
| 002910 | 001 | Aspirin, 350m 1.0 - 15mm 1.0 | 1 | | |
| Analysis | 001 | UAT code | | | |
| | | Sell. 22.5% | | | |
| | | Cost. 8.0% | | | |
| | | Due. 22/09/17 | | | |
| | | Line Disc. 0.0% | | | |
| | | Margin. 100.0% | | | |
| | | Priority | | | |
| In Stock | | P-Orders | | | |
| Details | | | | | |
| Qty. Ord. | Prev. Delo | Outstand. | Sugg. Delo | Del. Qty | Code |
| 1 | 0 | 1 | 1 | 1 | 0120150 |
| | | 1 | | 1 | PPRD |
| <div> <div>0029100</div> <div>Hampton University Hospital</div> <div>Delivery Intel via UAT</div> <div>26</div> </div> | | | | | |

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|-----------|------------|------------------------------|-----------------|---------------|
| Reference | W/H | Description | Quantity | |
| 002910 | 001 | Aspirin, 350m 1.0 - 15mm 1.0 | 1 | |
| Analysis | 001 | UAT code | Sell. 22.5% | Ext. 22.5% |
| | | | Cost. 8.0% | Prof. 20.5% |
| | | | Due. 22/09/17 | |
| | | | Line Disc. 0.0% | |
| | | | Margin. 100.0% | |
| | | | Priority | |
| In Stock | | P-Orders | | |
| Details | | | | |
| Qty. Ord. | Prev. Delo | Outstand. | Sugg. Delo | Del. Qty Code |
| 1 | 0 | 1 | 1 | 1 0120150 |
| | | 1 | | 1 PPRD |
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A screenshot of a web browser window. The title bar at the top reads "Traxxion Network". The main content area of the browser displays the text "Tracking number: R52A70859A7G8". The text is black on a white background. The browser's address bar and other interface elements are partially visible but not the focus.

Print [X]

Printer

Name: **HP LaserJet P2035** Properties...

Status: Ready

Type: HP LaserJet P2035

Where: USB004

Comment:

☐ Print to file

Print range

☒ All

☐ Pages from: 1 to: 9999

☐ Selection

Copies

Number of copies: 1

1 2 3 1 2 3

☒ Collate

OK Cancel

[illegible]

DOCUMENTS ENCLOSED

X

Delivery Address:
 Auto Ribeiro, Lda
 Rua de S. Caeetano, 459 e 519
 Apartado 526
 4411-701 - Canelas
 Vila Nova de Gaia, Portugal
 4411-701

Office DEPOT®

105
PP

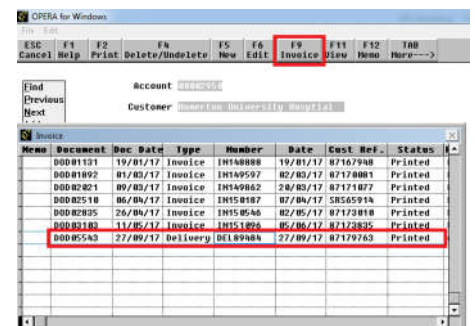
The delivery address must be displayed in full view.

14. Peel the wallet off of the backing and stick to the top/front of the box/packing bag.

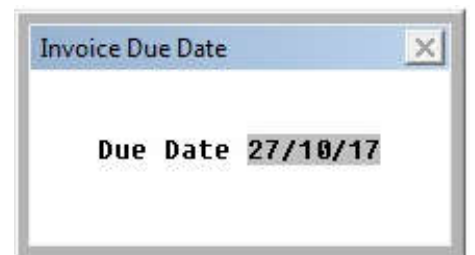


Invoicing

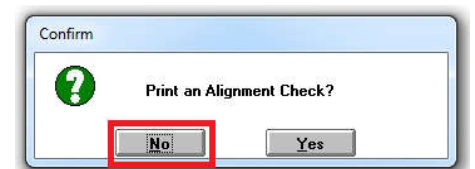
1. Press I or click 'Invoice' a list will appear. Locate the delivery note you just printed in the list and click on it; this will usually be at the bottom of the list. Press F9 or click, 'F9 Invoice'.



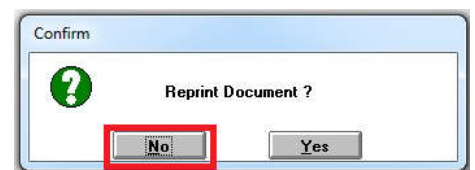
2. A dialog box will open asking you to confirm the invoice due date. Do not amend this, just press, 'Enter'.



3. When asked if you would like to print an alignment check, click, 'No'.



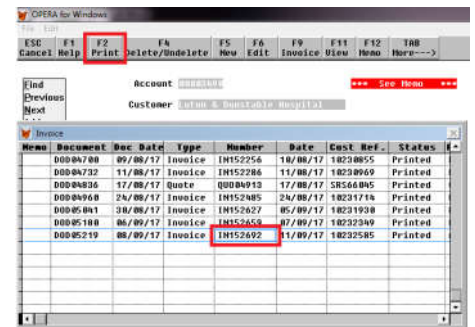
4. When asked if you would like reprint the document, click, 'No'.



5. Place the invoice in the invoice tray, which will be collected by the office for emailing/posting.

Export Invoicing

If the order is shipping to a country outside of the EU, five copies of the invoice are needed. From Opera, click on the invoice you have printed for the order and press F2 or click, 'F2 Print'. Continue through the print dialogue and print the remaining copies of the invoice.



Four copies of the invoice must be signed by the person shipping the order, company stamp should be stamped on to all four copies. If the order is being shipped via UPS, the tracking number also needs to be hand written on them, this is not required for other couriers.



- The unstamped, unsigned invoice should be placed in the invoice tray, which will be collected by the office for emailing/posting.
- One of the stamped and signed invoices needs to be folded in half and attached to the package in an A5 docket.
- Three copies of the stamped and signed invoices should be placed on top of the package.

Tracking Numbers/Courier Paperwork

UPS



1. Open the UPS WorldShip application, a shortcut can be found on the desktop of the appropriate PC's in Goods Out.

Keep the invoice for the order you are shipping to hand. At the top of the invoice is the shipper's company name

2. When WorldShip opens, ensure that the shipper's company name on the invoice, matches the profile located at the bottom of the WorldShip application. If this is incorrect, use the drop-down box to amend the company profile.

Note: Humanmed orders are shipped from the Viamed profile.

3. Click on the, 'Customer ID' field and enter the account number located at the top right of the invoice, exchanging the first digit for a zero. E.g. 00007468 instead of I0007468.

4. Press, 'Enter' and the fields will

be automatically filled with the customer's shipping information. Ensure the address, contact name ('Attention') and telephone number match the invoice.

- Enter the weight of the package in kg; scales can be found on the floor, underneath the Goods Out benches. Enter the reference numbers. '1 Invoice No:./Reference Number 1' should be the invoice number as located on the invoice. '2 Purchase No:./Reference Number 2' should be the customer account number, exchanging the first digit for a zero. E.g. 00007468 instead of I0007468.

VIAMED LIMITED
INVOICE

Invoice No: 00007468
Purchase No: 00007468

| Quantity | Description | Unit Price | Total Price |
|----------|---------------|------------|-------------|
| 1 | Medical Goods | 65.09 | 65.09 |

UPS WorldShip

Customer ID: 00007468
Company or Name: Viamed Limited
Address 1: Grossview 343
Address 2: 26-430 Andria Lelakos
Country/Territory: Poland
Postal Code: 26-430
City or Town: State/Province/County
Way Name/Address
Telephone: 48 483221752
UPS Account: Tag ID Number

Service: UPS Service
Package Type: Package
Delivery Date: 29 Sep 2017
General Desc. of Goods: Medical Goods
Weight (kg): 2.0
Num. of Pkgs: 1
Shipment Cost (GBP): 65.09

- Check the order paperwork to see which UPS service is being used. From the, 'Service' tab, click the, 'UPS Service' drop down menu and select the correct service.

PPUPS6
Courier delivery - Standard.

UPS WorldShip

Customer ID: 00007468
Company or Name: Viamed Limited
Address 1: Grossview 343
Address 2: 26-430 Andria Lelakos
Country/Territory: Poland
Postal Code: 26-430
City or Town: State/Province/County
Way Name/Address
Telephone: 48 483221752
UPS Account: Tag ID Number

Service: UPS Service
Package Type: Package
Delivery Date: 29 Sep 2017
General Desc. of Goods: Medical Goods
Weight (kg): 2.0
Num. of Pkgs: 1
Shipment Cost (GBP): 108.86

UPS – Overseas

UPS WorldShip

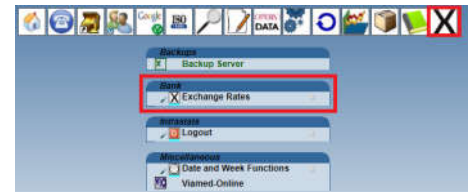
Customer ID: 00007468
Company or Name: Viamed Limited
Address 1: Grossview 343
Address 2: 26-430 Andria Lelakos
Country/Territory: Poland
Postal Code: 26-430
City or Town: State/Province/County
Way Name/Address
Telephone: 48 483221752
UPS Account: Tag ID Number

Service: UPS Service
Package Type: Package
Delivery Date: 29 Sep 2017
General Desc. of Goods: Medical Goods
Weight (kg): 2.0
Num. of Pkgs: 1
Shipment Cost (GBP): 108.86

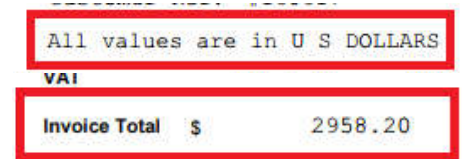
If the customer is outside of the UK and the invoice has an insurance line, click on the, 'Options' tab and click on the tick box for, 'Declared Value'. Enter the GBP value of the order.

| | |
|--------|------------------------------|
| INS | Insurance |
| PPUPS6 | Courier delivery - Standard. |

If the currency on the invoice is not in GBP, use the currency converter on IntraStats to convert. To do this, click on the, 'X' icon and the click, 'Exchange Rates'.



Locate the currency type on the top right of the invoice.

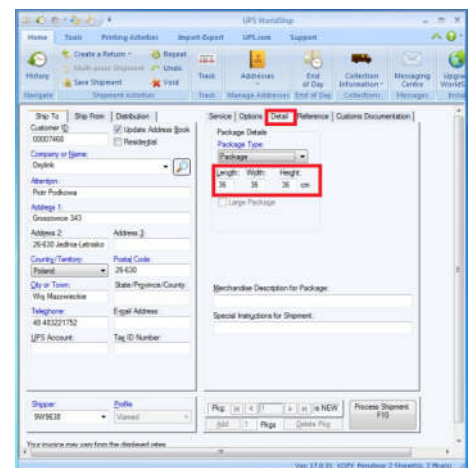


Locate the invoice total at the bottom right of the last page of the invoice.

Enter this value in to the correct currency field and click, 'submit'. The GBP value will be displayed.

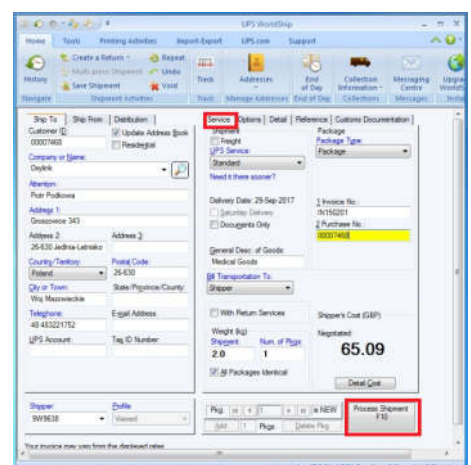


If the order is shipping outside of the UK, the dimensions also need to be entered. To do this, click on the, 'Detail' tab and enter the dimensions.



UPS – Printing the Label

When you are satisfied that the details have been entered correctly, from the, 'Service' tab, click, 'Process Shipment' or press F10.



A label will be printed from the UPS label printer situated next to the PC. Affix the label to the top of the box/front of the bag.



Royal Mail
Recorded Delivery, UK



1. Take a Recorded Delivery tracking sticker

2. Remove a tracking number barcode sticker and attach to the order paperwork.



3. Remove a small, typed tracking number sticker, attach to the Recorded Delivery Book and complete the address in the book.



4. Attach the remaining part of the tracking sticker to the top right of the package. Add a franking label to the top left of the package, see VM3COP29.04 for details.



Special Delivery, UK

1. Take a Special Delivery tracking sticker.

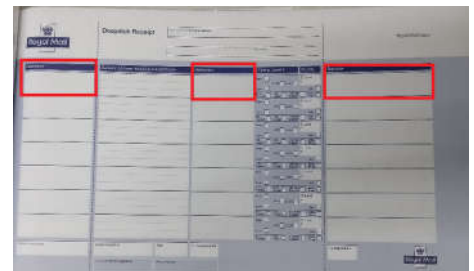


2. Remove a thin, tracking number barcode sticker and attach to the order paperwork.

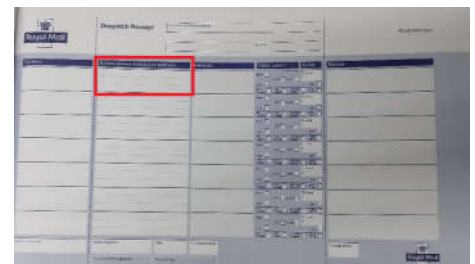


Note: The Special Delivery book is a duplicate book; ensure the protective card sheet is situated *UNDER* the page, and its duplicate, that you are writing on.

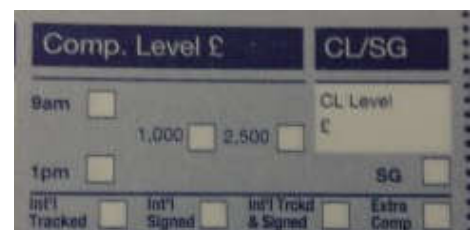
3. Remove the two small, typed tracking number stickers, attach to the Special Delivery Book in both of the, 'Reference' fields. Remove the other thin barcode and attach it to the, 'Barcode' field.



4. Write the address in the, 'Delivery Address' field



5. Mark which service is to be used in the book. There are boxes for 9am and 1pm, the 'SG' box is for Saturday Guarantee. See order paperwork to confirm which service to use.
6. Attach the remaining part of the tracking sticker to the top right of the package. Add a franking label to the top left of the package, see VM3COP29.04 for details.



Overseas

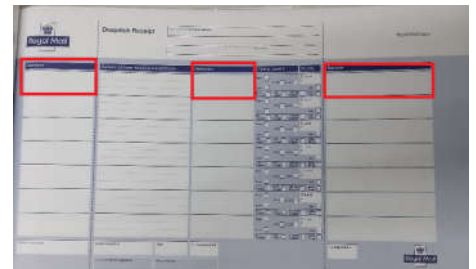
1. Take a tracking sticker; there is a different sticker for different services.



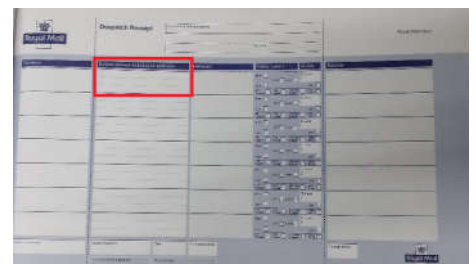
2. Remove a thin, tracking number barcode sticker and attach to the order paperwork.

Note: *The Special Delivery book is a duplicate book; ensure the protective card sheet is situated UNDER the page, and its duplicate, that you are writing on.*

3. Remove the two small, typed tracking number stickers, attach to the Special Delivery Book in both of the, 'Reference' fields. Remove the other thin barcode and attach it to the, 'Barcode' field.



4. Write the address in the, 'Delivery Address' field



5. Mark which service is to be used in the book. There are boxes for International Tracked, International Signed and International Tracked and Signed. See order paperwork to confirm which service to use.

| Comp. Level £ | | CL/SG | |
|------------------------|--------------------------|--------------|--------------------------|
| 9am | <input type="checkbox"/> | 1,000 | <input type="checkbox"/> |
| 1pm | <input type="checkbox"/> | 2,500 | <input type="checkbox"/> |
| Int'l Tracked | <input type="checkbox"/> | Int'l Signed | <input type="checkbox"/> |
| Int'l Tracked & Signed | <input type="checkbox"/> | Extra Comp | <input type="checkbox"/> |

6. Customs Declaration sticker – see drive
7. Attach the remaining part of the tracking sticker to the top right of the package. Add a franking label to the top left of the package, see VM3COP29.04 for details.

EXW

Ship in the same way as all other orders; the only difference is how to arrange the collection.

We can arrange collection for TNT, FedEx, DHL or UPS if we have the customers account number. A list of couriers, our account numbers, telephone numbers and cut off times is displayed on the Goods Out wall.

Retrieve an AirWay Bill for the named courier from the stationary shelf in Goods Out. This needs to be filled out.

The image shows a DHL AirWay Bill form. It includes sections for 'Sender Information', 'Receiver Information', 'Insurance', 'Customs Declaration', and 'Shipping Details'. A barcode is visible in the center. The form is yellow and white with black text and lines for data entry.

All AirWay Bills require the same information.

The payer – this is the customer, tick, 'Receiver' in this area.

Shipper – this is Viamed/VST, fill the company details in here, including our account number.

The shippers reference is the customer's invoice number which can be found at the top right of the invoice.

The image shows a Viamed Limited invoice form. It has a red border and includes fields for 'Invoice No.' (IN152874), 'Company Name', 'Address', 'Phone', 'Fax', 'Email', and 'Website'. There are also sections for 'Shipping Details' and 'Payment Information'. The form is white with black text and lines for data entry.

Shipment Details – Write the size and weight of the box(es), the number of boxes and the total weight.

Non-Document Shipments Only – If shipping outside of the UK, write the tariff numbers in to the, 'Harmonised Commodity Code' field. The tariff numbers are available from the picking list or invoice.

Products and services – Unless a service is noted on the invoice, e.g. Express, Economy etc, then leave this blank. If a specific service is requested, tick the correct box.

For any other EXW courier or if the account number is not stated on the order paperwork, complete the above steps but print 6 copies of the invoice.

- One unstamped, unsigned invoice should be placed in the invoice tray, which will be collected by the office for emailing/posting.
- One unstamped, unsigned invoice should be placed with the package but write, 'Sign' and, 'Date' on it leaving a space for the driver to sign it.
- One of the stamped and signed invoices needs to be folded in half and attached to the package in an A5 docket
- Three copies of the stamped and signed invoices should be placed on top of the package.

[illegible]

From the IntraStats order picking screen, scan the tracking number into the tracking number field using the barcode scanner to minimise mistakes then select the courier name from the drop down menu. This will allow the office to send the customer a delivery notification.

Completed UPS orders should be placed on the UPS area of the Goods Out shelf, closest to the door.



Completed Royal Mail packages should be placed in the Royal Mail collection box.

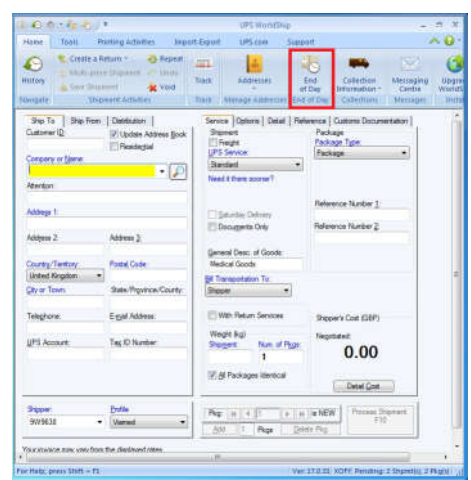


Completed EXW orders should be placed on the designated area of the Goods Out shelf, between the UPS and Royal Mail completed orders.



End of the Shipping Day

Before UPS arrive – Approx. 3pm



UPS cannot take the packages without an end of day report. In order to print this, use the UPS WorldShip application, click the, 'End of Day' button; this will begin printing. Place the completed report with the UPS packages ready for collection.

Note: *If both Goods Out benches/computers have been used to ship UPS packages, an end of day report needs to be printed from both WorldShip applications.*

Before Royal Mail arrive – Approx 4pm

Ensure all the packages, post and franking bags are placed into a collection bag before Royal Mail arrive to collect them.



The collection bag needs to be placed close to the Royal Mail Collection Point card by 4pm.

