

VM3COP20.28 – Office - Filing & Archiving

Filing

There are separate files for each company located in the office for filing paperwork. These files are ring binders and are located on the tall shelving unit in the corner of the office.

- Sales orders in ascending ORD number order; office copy of paperwork is filed here after checking:
 1. Viamed, 3 binders, labelled with current ORD numbers - VM3COP20.30/VM3COP20.31
 2. Humanmed, labelled 'HUMANMED' - VM3COP03.08
 3. VST, labelled 'VST ORDS' - VM3COP20.63
- Proforma invoices in ascending proforma number order:
 1. Viamed, labelled 'Proforma Invoices' - VM3COP27.31
 2. Humanmed, labelled 'Humanmed proformas' - VM3COP03.08
- 'Quote File' in ascending quote number order as per VM3COP27.31.
- 'Proforma invoices & quotes for SRS repairs' is for repair paperwork as per VM3COP20.03 and VM3COP20.031.
- 'Miscellaneous' is for export and UK orders, proforma invoices and quotes which have been deleted from the system.
- 'Active SORs' Outstanding Sale or Return loans and SOR terms and conditions in ascending SOR number order as per VM3COP20.13.
- 'Samples SOR paperwork' in ascending SOR number order as per VM3COP20.133.
- 'Export filing' in account number order - Proof of shipment, proof of export and update of details.
- 'UK filing' in account number order – Call off orders and update of details.

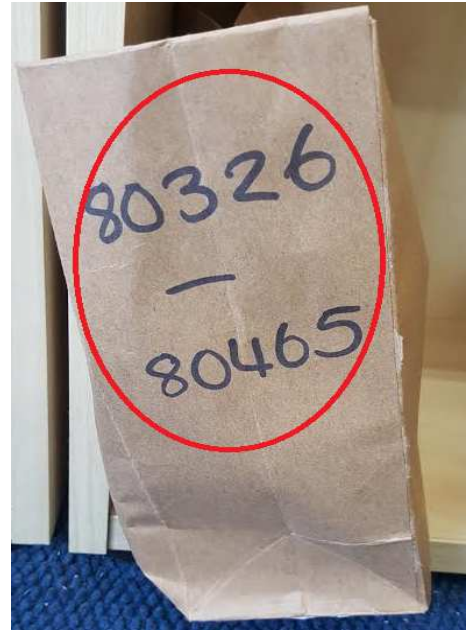


When the office receives 'European Community Certificate of Origin' paperwork, it should be filed with the ORD in the sales order file.

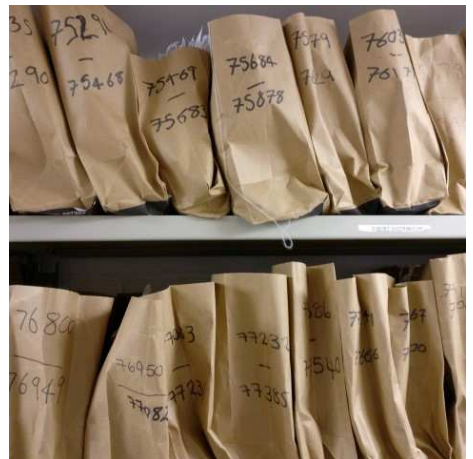
No. FJ 1050364	APPLICATION
73870	IN153411
EUROPEAN COMMUNITY	
CERTIFICATE OF ORIGIN	

Archiving

When Viamed, VST and Humanmed Sales Order files in the office are full, transfer them into their own brown, card archiving folder and make sure that you write the first ORD number and last ORD number from that individual file on the side of the archiving folder in marker pen.



The brown archiving files need to be transferred to the archiving store situated in the warehouse, located through the Goods In door, down the stairs. See doc ID15401 for floor plan. File from top to bottom, left to right in numerical order.



Humanmed, VST and miscellaneous have their own sections, locate the correct section and ensure they are also in numerical order.

