


VM3COP03.15 - Humanmed – Invoice Only Orders/No Goods Being Shipped

Trails, loans and rentals

The Sales Representatives often give trials, loans and rentals of equipment and as such, don't need any goods to be shipped but the customer still requires an invoice for the loan of products and the representative's time.

The representative will send a quotation for us to work from.

OFFICIAL QUOTATION		 human med <small>water-jet assisted medical technologies</small>				
QUOTATION REFERENCE NO:		DL-2424-SR				
Please return your acceptance to:		Human Med UK Ltd				
Job Title		BodyJet Rental Ms Laws				
Hospital/Organisation		BM Sarum Road				
Department		Breast				
Date		8/31/2017				
Originated by		Daniel Lear				
Job Title		Sales Manager				
17 Station Road		Cross Hills				
Keighley		BD20 7DT				
PRODUCT CODE	DESCRIPTION	QTY	Per	Sub	VAT	Total
	BodyJet Rental	1	£1,200.00	£1,200.00	£240.00	£1,440.00
5206634	Lew to Lew	1	£1.12	£1.12	£0.22	£1.34
500001 570001	WAL Applicator	1	£132.87	£132.87	£26.57	£159.44
57187	Suction liner	1	£3.83	£3.83	£0.77	£4.60
670200-5	LipoCollector 3 disposable set	1	£37.80	£37.80	£7.56	£45.36
675010 & 655020	Extraction and Beauli cannula	1	£35.19	£35.19	£7.04	£42.23
1306300010	Connection tubing	1	£1.84	£1.84	£0.37	£2.21
	Expenses	1	£240	£240.00	£48.00	£288.00
15500121 & 1501125	Disposable cannula	2	£40.00	£80.00	£16.00	£96.00
PO Number 035025429		Total Ex VAT		£1,732.65		
Call off order	Signature	Human Med UK Contact	Daniel Lear (07496479083)		Total Inc VAT	£2,079.18
Standing Order	Print Name	Tel	0208 7121192			
General Orders		Fax	01535 635582			
Date of Acceptance						
TO CONFIRM ACCEPTANCE OF THIS QUOTATION PLEASE SIGN AND RETURN ASAP						
QUOTATIONS VALID FOR 3 MONTHS FROM DATE ABOVE UNLESS OTHERWISE STATED						
A COPY OF OUR TERMS OF BUSINESS IS ATTACHED FOR YOUR INTEREST						

1. Place the order on the system as per VM3COP03.08, only one copy of the 'order checking' document is required.

If the invoice is for a rental, or if the customer has used a single item that would normally be sold in boxes of 5, add the product as a descriptive item.

2. To do this, from the order processing page, Click on the, 'Add Descriptive Item to Order' field and enter the full description of the item. Then click the, Add Descriptive Item' button to add it to the order.

Add Descriptive Item to Order
<input type="text"/>
<input type="button" value="Add Descriptive Item"/>

3. The item will appear in the list but will have no pricing. In the, 'Unit Price' field, enter the price as per the quotation and click the, 'Update' button.

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	
1500121	7	3.5x30 (infiltration) 5 pieces Single-use Cannulas Memo: <input type="text"/>	<input type="text" value="1"/>	0	1	£ 198.50	<input type="checkbox"/>	<input type="button" value="Update"/>
1503005	0	4.8x30 (infiltration/aspiration) 5 pieces Single-use Cannulas Memo: <input type="text"/>	<input type="text" value="1"/>	0	1	£ 198.50	<input type="checkbox"/>	<input type="button" value="Update"/>
	0	BodyJet Rental Memo: <input type="text"/>	<input type="text" value="1"/>	1	0	£ 0.00	<input type="checkbox"/>	<input type="button" value="Update"/>

Repeat for all items on the quotation.

- Continue as per normal order but print one copy of the, 'Order Checking' document.
- Then click the, 'Order is Ready for Checking' button.
- Place in the checking tray in the office. Do not take a copy to Goods Out as no items need to be shipped.

Intrastats Order id #120664
 Order Type Customer Order
 Customer Reference 0002477
 Order Priority 3 UPS Courier Service Cut off 13.00
 Due Date 30/08/2017
 Order Confirmation Order Checking Doc
 Order is Ready for Checking

Intrastats Order id #120664
 Order Type Customer Order
 Customer Reference 0002477
 Order Priority 3 UPS Courier Service Cut off 13.00
 Due Date 30/08/2017
 Order Confirmation Order Checking Doc
 Order is Ready for Checking

Note: The order checking document should look like this when completed.

ORDER CHECKING 120690
 Page: 1

POS ARTICLE	Description	Qty.	Ordered	Remaining
655010-5	Extraction Cannula Filter Collector 300mm Sterile (E68.85) Lot number 00923826 Expiry date: 01 Feb 2018	1	1	0
500001-5	WAL Applicator sterile single use for 15/125/30 cm cannulae (Box 5) (E664.35) Lot number 00927478 Expiry date: 01 Apr 2020	1	1	0
Order Total: £733.2				

- When the order has been checked, navigate to the, 'Opera' tab in IntraStats and click on, 'Outstanding Customers Orders'.

Opera Orders
 Active List
 Back Orders
 Customer
 Product
 Take Telephone Order
 Debtors Report Vied
 Debtors Report VST
 HM Orders
 Delivered Customer Orders
 Deliveries Not Invoiced
 HM Service Contracts
 Outstanding Customer Orders
 View Invoicing

- Find the order in the, 'Started order, but not shipped' list and click the, 'Order Sent' button on the correct line.

Started orders, but not shipped							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120641	Mr V Karri FRC S	Dr Vasu Karri	KARRI	Ref :200170014	Details		Order Sent
120677	Northumbria Healthcare NHS Trust	Gillian Mawston	NOR01	Ref :4751319505	Details		Order Sent

A message will appear under, 'Human Med Customer Orders' at the top of the screen saying either, 'order not complete', or 'order completed'.


If it says, 'order not complete', contact the Humanmed Director and ask them to push the order through to the invoicing stage.

Human Med Customer Orders
 order not complete

- Otherwise, the order will progress to the invoicing stage and can be invoiced as per VM3COP03.12. Before completing the invoice, it is recommended that you email the sales rep with a copy of the 'Preview Invoice' to confirm that everything is correct.
- File the paperwork as per VM3COP20.28.

11. When confirmation is received from the Sales Representative, commit the invoice and it will be sent as per VM3COP20.061.

human med UK Limited
17 Station Road
Chislehurst, Kent, Tonbridge
Middlesex, Kent, Tonbridge
BN20 7TA
Tel: 0800 712 1182
Fax: 01892 630082
www.humanmed.co.uk
VAT Reg. No. 141102091



human med
limited

Invoice Address
BSE Business Services
15 Eden Place
Chislehurst
BN20 1AT

Account : HM102297
Invoice Reference : R120976-1
Delivery Reference : D120976-1
Customer Reference : 02552429
Date :
Page : 1

COMMERCIAL INVOICE

#	Product	Description	Piece	Unit price	Total
1		3.5x30 (infiltration) 5 Pieces Single-use Cannula	1	40.00	40.00
2		3.8x30 RAPID (infiltration/aspiration) 5 Pieces Single-use Cannula	1	40.00	40.00
3		Body Jet Refill	1	1,200.00	1,200.00
4		Connecting Tubing To Section Container 20l	1	1.84	1.84
5		Expressor	1	240.00	240.00
6		Recolector 3 Disposable 20l Sample	1	37.80	37.80
7		LocCollector 3 Extraction Cannula 200mm	1	35.19	35.19

Banking details
Bank of England
Sort Code : 20-21-00
Account number : 16221740
IBAN : GB20-21001622174016221740
BIC : BOENGB33

Delivery Address:
BSE Savan Road Hospital
Savan Road
Tonbridge
Kent
BN20 7TA

Service Contracts and Repairs

For services and repairs of equipment, follow the above steps but print two copies of the order checking document. On the order checking documents, write, ‘no goods to be shipped, please print barcode for service/repair and scan to order’.

Take one to Goods Out as per normal order. Goods Out will print a barcode and scan to the order as normal, it should then be ready for invoicing. If it does not appear in the invoicing list, speak to the Humanmed Director who will rectify this. Continue from step 9 above.

Note: *The invoice can be generated on the same day if no goods are being shipped. If any goods are leaving the building, do not invoice until the following day.*