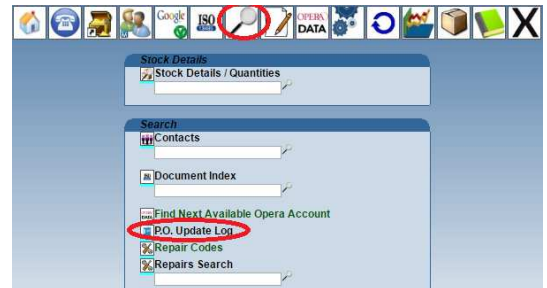# VM3COP20.66 - VST - Purchase Order Log

Checking the P.O. log

Firstly, click on the 'lookup' tab in Intrastats, then click on 'P.O Update Log' to find a list of purchase orders we have sent to our suppliers.

Work with the key displayed at the top of the page; firstly, check the orders in red, pink and brown. If you click on 'Should have arrived' all the purchase orders that are in red will be displayed. If any orders say 'landed not yet booked into Opera' you do not need to chase these.

If an order is coloured red and has no notes, the supplier needs to be followed up. Click on the purchase order number on the left. There will be a contact name; his will be the person you would chase for this order.
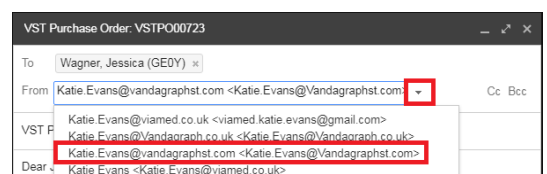
Send the contact an email asking for an update and a tracking number if it has already shipped. Ensure that the purchase order number is used in the subject of the email.
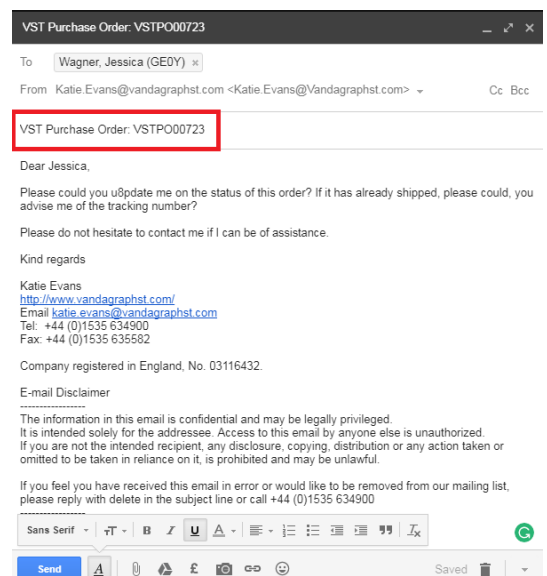
Ensure this is sent from you '@vandagraphst.com' email address. To do this, click on the arrow next to the email address in the 'From' field and select the email address ending in, '@vandagraphst.com'.

Click on to the notes field and type that you have chased the supplier, initial and date. Then, click the, 'Update' button.

You will be returned to the P.O. Log screen, tick the boxes next to all lines will the same purchase order number to confirm that they have been followed up.

Follow these steps for the red and pink orders. Brown orders need to be chased in a similar way, but ask for an order confirmation instead of a tracking number. Yellow and green orders can be ticked as they are not outstanding any information.

Receiving Tracking Numbers

When the tracking number is received from production, navigate to the 'P.O. Update log' as per page 1.

At the top of the Purchase Order Log screen, there is a search box, enter the POR number as per the email subject and click 'Search'.

This will open the POR page. Alternatively, scroll down the page to locate the POR and click on the POR number on the left to open the POR page.

Enter the tracking number into an empty notes field and click 'Update'.

Receiving an order confirmation from a supplier

An order confirmation will be sent via email. Click on the attachment to open the document

Check that all the information on the order confirmation matches the information on IntraStats.

To compare them, from the 'lookup' tab on IntraStats, enter the part number on the order confirmation e.g. 8010012, into the 'Stock Details / Quantities' field.

When the stock page opens, click on the 'stock levels' icon.

At the bottom of the page, the 'Purchase History' will be displayed. Locate the correct purchase order as per the reference number on their order confirmation and match the part number, and quantity to the order confirmation. If any details are incorrect, consult with the purchasing department.

If the details are correct, enter them into the PO Log. To do this, from the 'lookup' tab on IntraStats, click 'P.O. Update Log'.

Locate the purchase order and click on the purchase order number.

Fill in the details from the order confirmation. From the drop down menu entitled 'Order Confirmed' and select the method in which the confirmation was received.

If all the items on the purchase order are shipping on the same day, enter the date into the 'Estimated Full PO Shipping Date' field, if not, enter the individual dates on to the lines directly, into the 'Est Ship To Viamed Date' column.

Enter the 'Supplier Confirmation Number' from the order confirmation.

When all of the information has been entered, click 'Update'.

Where required, edit the due date of the customer's order and update the customer with the lead time. See page 7 of VM3COP20.63.