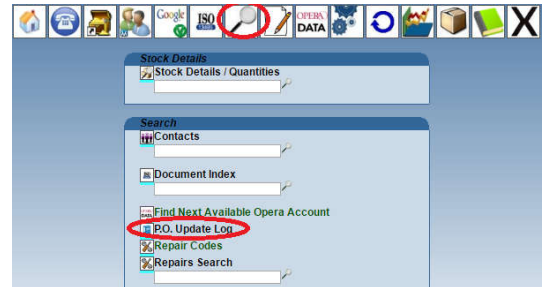


VM3COP20.66 - VST - Purchase Order Log

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.



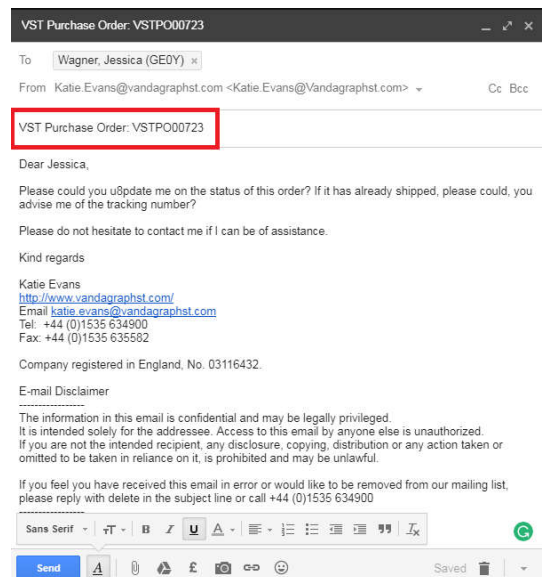
Work with the key displayed at the top of the page; firstly, check the orders in red, pink and brown. If you click on 'Should have arrived' all the purchase orders that are in red will be displayed. If any orders say 'landed not yet booked into Opera' you do not need to chase these.



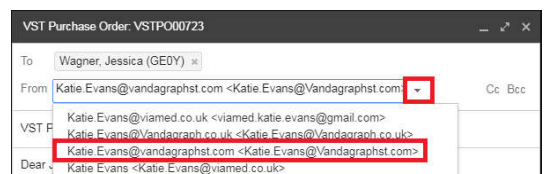
If an order is coloured red and has no notes, the supplier needs to be followed up. Click on the purchase order number on the left. There will be a contact name; his will be the person you would chase for this order.

	VSTPO00724	06 Oct 17	01 Nov 17
* VSTPO00723	27 Sep 17	27 Sep 17	27 Sep 17
* VSTPO00723	27 Sep 17	27 Sep 17	27 Sep 17
* VSTPO00723	27 Sep 17	27 Sep 17	27 Sep 17

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 with the same purchase order number to confirm that they have been followed up.

<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010004	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010006	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010008	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010012	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010014	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010016	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010017	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010018	05 Oct 17	02 Oct 17
<input checked="" type="checkbox"/>	VSTPO00723	27 Sep 17	27 Sep 17	EnviteC-Wismar GmbH	8010023	05 Oct 17	02 Oct 17

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

order confirmation Order Confirmations x

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

Wagner, Jessica (GE0Y) via gmail.com
to Sarah

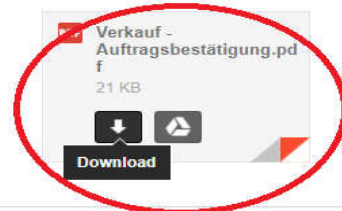
Kind regards / Mit freundlichen Gruessen

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Alter Holzhafen 18
23966 Wismar, Germany
Trade Register: Schwerin, HRB 1838
Managing Directors: Marcus Ostländer

This message has be



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

EnviteC-Wismar GmbH - Alter Holzhafen 18 - D-23966 Wismar

Vandagrad Sensor Technologies Ltd.
15 Station Road
Crose Hills, West Yorkshire
Keighley, BD20 7DT
Great Britain

Order Confirmation VB128954
(Please state sheet) Page 1
11. Oct 2017

Contact: Jessica Wagner
Phone No. +49-3841 360 206
Fax No. +49 (0) 3841 / 360-222
E-Mail: Jessica.Wagner@honeywell.com
E-Mail: DE 57798680

Customer: D17401
Your order: VSTPC000726 of 11.10.17

FAX: +44 1535 635582

Herewith we confirm your order according to our General Business Terms (February 2016).

Pos. No.	Description	Shipp. Date	Quantity Unit	Unit Price	%	Amount
1	1002106 8010012 Oxygen Sensor SC-1220 OOD103-ISC 10%	01.11.17	150 pcs	19,00		2.850,00
Total EUR						2.850,00

Terms of payment: within 30 days net
Terms of delivery: EXW Wismar

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.

Using opera
 Search: 8010012
 Description: opera
 Search

Options	Stock Reference	Opera Description	Search	Gtin/Ean	UK End User	Superseded By
8010012 Stock Levels	8010012	Oxygen Sensor - SC-I22D	INNERSPACE CORP SC-I22D	5051826019221	35.00	

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.

8010012 Purchase History

Note: Day to complete is the Landed date, without any internal processing

PO	Supplier	Supplier	Supplier Ref	Opera Reference	Quantity Ordered	Quantity Received	Date Ordered	Date received	Days to Complete	Est Ship to us
VSTPO00726	00007282	EnviteC-Wismar GmbH	1002106	8010012	150	0	10/10/17		N/A	01 Nov 2017
VSTPO00723	00007282	EnviteC-Wismar GmbH	1002106	8010012	0	0	27/09/17		N/A	25 Oct 2017
VSTPO00721	00007282	EnviteC-Wismar GmbH	1002106	8010012	100	100	20/09/17	10/10/17	20	--
VSTPO00715	00007282	EnviteC-Wismar GmbH	1002106	8010012	150	150	29/08/17	10/10/17	42	--
VSTPO00699	00007282	EnviteC-Wismar GmbH	1002106	8010012	100	100	11/07/17	15/08/17	35	--

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'.

Stock Details
 Stock Details / Quantities

Search
 Contacts
 Document Index
 Find Next Available Opera Account
P.O. Update Log
 Repair Codes
 Repairs Search

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

* VSTPO00726 10 Oct 17 01 Nov 17

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' filed, 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'.

Order Sent Via
 Order Confirmed
 Supplier is Part Shipping Order
 Estimated Full PO Shipping Date (Ship To Viamed) 01-11-2017
 Shipping Method
 Supplier Confirmation Number VB128954

Enter details

Line ID	Stock Reference	Description	Quantity	Est Ship To Viamed Date	Notes (History)	Ship Method	Supplier Confirmation	Watch Arrived
9660	8010012	Oxygen Sensor - SC-I22D	150	01-11-2017				Watch

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.