

## VM3COP20.32 Checking Orders In Intrastats

Click Opera Data



Click Outstanding Customer Orders



This page has various stages of checking:

- Started Customer Sales orders, but not cleared for Checking
- Orders Ready For Checking
- Orders On The Active List / Quote Proforma List

The section you require for checking is the “Orders Ready for Checking”. In this section it shows any order which is waiting to be checked.

Orders Ready For Checking											
Stage	Host Company	Priority	Order ID	Order Type	Created	Company	Order Contact	Account	P.O. Customer Ref	Details	Sent
Ready for checking	Viamed	3	122908	Order	26 Mar 2020	Cardiotec Medical Limited	Amanda Richardson	00006501	Ref :336	Details	
Ready for checking	Viamed	2	121663	Order	30 Jan 2020	Jikco Limited	Miho Ishii	00007696	Ref :20200130001VIAMED	Details	
Ready for checking	Viamed	2	122860	Order	25 Mar 2020	Jikco Limited	Miho Ishii	00007696	Ref :20200325002VIAMED	Details	
Ready for checking	Viamed	3	122907	Order	26 Mar 2020	RescuLine Sp. z o.o.	Katarzyna Sokol	00006616	Ref :01/2020	Details	
Ready for checking	Viamed	2	121871	Proforma	12 Feb 2020	Sielmed snc	B Malika	00007955	12/02/20 Choose file No file chosen Upload File	Details	
Ready for checking	Viamed	7	121984	Quotation	18 Feb 2020	Thames Medical Ltd	Nikki Davies	00011982	PO-01253 Choose file No file chosen Upload File	Details	



Any orders which you can check will have a ‘Ready for checking’ button to the left of the line. Click this to enter the checking stage.

This will open up the order and show you all the information which has been inputted.

Check any memos to the left of the checking page.

Click ‘View Our Confirmation’ or the Viamed internal document number. It will open in a separate tab. This paperwork which is required to be checked.

Also open the Customer Order – this will download a PDF document.

Please check details between the 2 documents.

Sections which need to be checked:

- **Order Contact Name**
- **Order Contact Telephone Number**
- **Customer Reference** - Check the order number on the PO against the ‘Cust Reference’ on the CVM.
- **Priority** – as per ‘VM3COP03.01 Order Processing Priorities’

- **Due date** as per cut off times in 'VM3COP03.01 Order Processing Priorities'
- **Delivery and Invoice Addresses**
- **Product Lines**  
Check each line against the PO, check part number, description, quantity and price are correct.
- **Bank Charges**  
For export orders purchasing in USD, ensure there is a bank charge of \$25 (if there are no instructions on the memo requesting different charges).  
If there is a PayPal charge in place of a bank charge, ensure the charge totals 6% of the total value of the products, insurance and carriage (total order minus bank charges).
- **Insurance**  
For orders outside of the UK (England, Wales, Scotland and Northern Ireland) ensure there is an Insurance line (INS), the total insurance should be 1% of the total cost of the goods (not including bank, insurance or carriage charges). This should always be included unless memo states otherwise. Check the price.
- **Courier** as per 'VM3COP03.01 Order Processing Priorities' and 'VM3COP03.011 UK Postage Pricing Guide'.  
Carriage on export orders may have a different UPS service such as 'Express' or 'Express Saver'. If the order states a specific service, there should be a print out attached to the checking paperwork with a box size and prices.

Should there be any errors which need amending please contact the person who processed then order and ask them to amend. This will then reappear in the order checking section and require rechecking.

Should you be happy for the order to be sent, make sure you select the correct 'Customer Order sent via', and click confirm. This will send the order to the active list and allow to be picked by the warehouse.