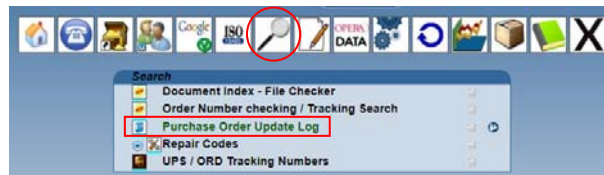


## VM3COP20.29 Checking the Purchase Order Log

<b>PVM*****</b>	<b>Viamed</b>
<b>PAN*****</b>	<b>Vandagraph</b>
<b>PST*****</b>	<b>VST</b>



Firstly, click on the magnifying glass in Intrastats, then click on 'Purchase Order Update Log' to find a list of purchase orders we have sent to our suppliers.

<b>KEY / show all</b>
* Order Not Sent / Do not Chase
Order Unknown
Order sent - unconfirmed
Order confirmed - shipment date pending
Order confirmed - shipment date AFTER Required
Not due until date specified
Overdue from date specified
Should have arrived (1 Week after Overdue)

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 (1 week after overdue)' all the purchase orders that are in red will pop up. If any orders say 'landed not yet booked into Intrastats' you do not need to chase these as they have already arrived into the warehouse.

PVM125964	26/05/21	Maxtec Inc.	0110432	LANDED 07/06/21 , Not yet booked into Intrastats	Excel
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If an order is coloured red and has no notes, chase the supplier by clicking on the purchase order number.

PVM2157	23 Sep 21	23 Sep 21	Maxtec Inc.	0111260	10	24 Sep 21	14 Oct 21	Maxtec Inc.	24 Sep 2021 Steve Nixon	Confirm Status
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There should be a contact name, this will be the person you would chase for this order.

**Viamed Purchase Order: PVM2157**

awilliams@maxtec.com

Viamed Purchase Order: PVM2157

Dear Amanda

Please can you confirm receipt and dispatch of the above purchase order and provide me with the relevant tracking number?

Send them an email asking for a tracking number:

**ADD Paperwork Type**

Quotation Confirmation Shipping Delivery Invoice Supplier QA Results

Description  
Supplier Reference

Choose file No file chosen  
Upload File

Order Created by  
Order Created on  
Order sent by  
Sent Via  
Order Confirmed  
Supplier is Part Shipping Order  
Estimated Full PO Shipping Date (Ship TO Viamed)  
Our Required Date  
Shipping Method  
Supplier Confirmation Number  
Supplier Tracking Number

2157 PVM2157

Line ID	Stock Reference	Description	Quantity	Est Ship To Viamed Date	Notes (History)	Ship Method	Supplier Confirmation	Watch	Arrived	Validated	Revalidate	Supplier Status	Supplier Ship
3562	0111260	MaxC2+A Oxygen analyser	10	14-10-2021			304369	Add Watch		24 Sep 2021 Steve Nixon			

Click on the notes field and type that you have chased the supplier, initial and date.

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.

Once you have chased the supplier, tick the box on the left-hand side of the Supplier Purchase Orders page to confirm this has been completed.

POR10766	25/05/16	Cenxi Sensors & Transmitters	0110524	27.05/16	16/07/16
POR10763	25/05/16	Goss Components Ltd	0030140	01.06/16	08/09/16
POR10765	24/05/16	Teledyne Analytical Instrument	0110081	27.05/16	24/06/16
POR10768	24/05/16	Teledyne Analytical Instrument	0110122	27.05/16	24/06/16
POR10769	24/05/16	Teledyne Analytical Instrument	0110132	27.05/16	24/06/16
POR10760	24/05/16	Teledyne Analytical Instrument	0110060	27.05/16	24/06/16
POR10753	18/05/16	Teledyne Analytical Instrument	0110024	23.05/16	24/06/16
POR10753	18/05/16	Teledyne Analytical Instrument	0110122	23.05/16	24/06/16
POR10744	13/05/16	Bunzl Healthcare	3210011	02.06/16	08/07/16
POR10741	10/05/16	Teledyne Analytical Instrument	0110361	13.05/16	01/07/16
POR10731	06/05/16	Medix Scientific Ltd	2530025	-	-
POR10719	26/04/16	RS Components Ltd	1430320	23.05/16	16/06/16
POR10705	16/04/16	Teledyne Analytical Instrument	0110349	21.04/16	05/10/16
POR10704	16/04/16	Teledyne Analytical Instrument	0110349	21.04/16	06/07/16
POR10691	08/04/16	WAG Funktion + design	2530049	-	Multiple Dates
POR10691	08/04/16	WAG Funktion + design	2530049	-	Multiple Dates
POR10652	16/03/16	Bluepoint Medical	0015010	19.04/16	No Ship Date
POR10652	16/03/16	Bluepoint Medical	0015011	19.04/16	No Ship Date
POR10652	29/03/16	Bluepoint Medical	0015012	19.04/16	No Ship Date
POR10652	16/03/16	Bluepoint Medical	0015013	19.04/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014051	30.03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014752	30.03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014753	30.03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014754	30.03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014850	30.03/16	No Ship Date
POR10651	16/03/16	Bluepoint Medical	0014851	30.03/16	No Ship Date

## If shipping date is after the required date

Check the purchase order notes, if nothing noted, message and issue Steve Nixon or Derek Lamb.

## Receiving Tracking Numbers

RE: **PVM10760** ☐ Direct to Gmails/Emily Hanson x

When the tracking number is received, navigate to the 'Purchase Order Update log'

Betsy Margetts <Betsy.Margetts@teledyne.com>  
 to Emily  
 Hi Emily,  
 Here is your tracking number: 1Z9100816798892766  
 Thanks,  
 Betsy.

### Purchase Order Log

Note only Tracks purchase orders with Stock references attached.

Scan / Enter Purchase Order Number (Include the beginning text Pxx etc..)

At the top of the Purchase Order Log screen, there is a search box, enter the Pxx number and click 'Search'. This will open the Pxx page.

PVM2176	06 Oct 21	20 Oct 21	Teledyne Analytical Instrument
PVM2173	04 Oct 21	04 Oct 21	
PVM2172	04 Oct 21	04 Oct 21	Bluepoint Medical
PVM2172	04 Oct 21	04 Oct 21	Bluepoint Medical
PVM2171	04 Oct 21	09 Nov 21	EnviteC-Wismar GmbH (2170)
PVM2170	04 Oct 21	18 Oct 21	Teledyne Analytical Instrument
PVM2169	04 Oct 21	01 Nov 21	Teledyne Analytical Instrument
PVM2169	04 Oct 21	01 Nov 21	Teledyne Analytical Instrument
PVM2169	04 Oct 21	01 Nov 21	Teledyne Analytical Instrument

Alternatively, scroll down the page to locate the PVM/PAN/PST and click on the relevant number on the left to open the page.

Enter the tracking number into the 'Supplier Tracking Number' field and click 'Update'

Order Created by  
Order Created on  
Order sent by  
Sent Via  
Order Confirmed  
Supplier is Part Shipping Order  
Estimated Full PO Shipping Date (Ship TO Viamed)  
Our Required Date  
**Shipping Method**  
Supplier Confirmation Number  
Supplier Tracking Number -

Steve Nixon

Email

Enter Details

2172 PVM2172

Update