

COMPANY OPERATING PROCEDURES				
Post In				
Created:	17/May 1995	VM3/COP/20 . 01	Issue	3
Revised:	26 September 2011	Last printed 5/22/2006 01:17:00 PM	Page 1 of 1	

## 1. LETTERS

All post is opened and date stamped except private correspondence.

- a. UK purchase orders are passed to the UK invoicing desk.
- b. Export purchase orders are placed in the export in tray.
- c. Invoices are passed to Accounts Payable (GL's ducket "Viamed invoices & urgent post").
- d. Remittances are passed to Credit Control.
- e. All Vandagraph correspondence is placed in the "Vandagraph post" ducket.
- f. Junk mail is placed in the "Viamed non-urgent & 'rubbish' post" ducket.
- g. Correspondence addressed to individuals is placed in their in trays.
- h. [Important enclosures to letters are to be scanned into the relevant location area dictated by paperport](#)

## 2. PACKAGES

All packages are booked into the Goods In Book and the paperwork date stamped.

- a. POR's — Any packages with a POR number are booked in by the [Goods-In operative](#).  
[The Goods-In operative](#) books the POR into Opera and places the goods into stock.
- b. Repairs
  - (i) Probe repairs —
  - (ii) These packages are booked in by [Goods-In operative](#) who then enters the repair order onto Opera. A designated workshop employee enters the repairs onto the repairs database,
  - (iii) The ducket is passed to the repair workshop.
- (ii) Non-Probe repairs  
 These packages are booked in by office staff. The repair order is inputted onto Opera and a worksheet is produced. The ducket is passed to the Engineers.
- c. Trade ins —  
 These packages are booked in by office staff. The trade in probes are placed in the trade-in ducket in the goods in area. If there is an order with the goods it is passed to the invoicing desk.
- d. Returned goods — These packages are booked in by office staff. A worksheet is produced and the ducket is passed to the Engineer.

## 3. E-MAILS

Emails in Goldmine are checked throughout the day by the appointed individual.

Emails addressed to individuals are redirected to the appropriate person.

All Vandagraph emails are redirected to Vandagraph terminal.

Additionally, they are printed out and passed to Vandagraph