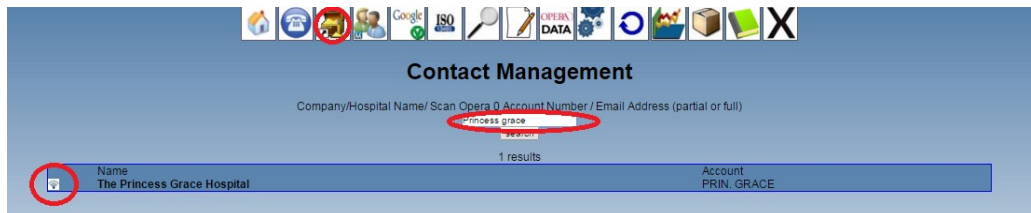


Humanmed Order Processing

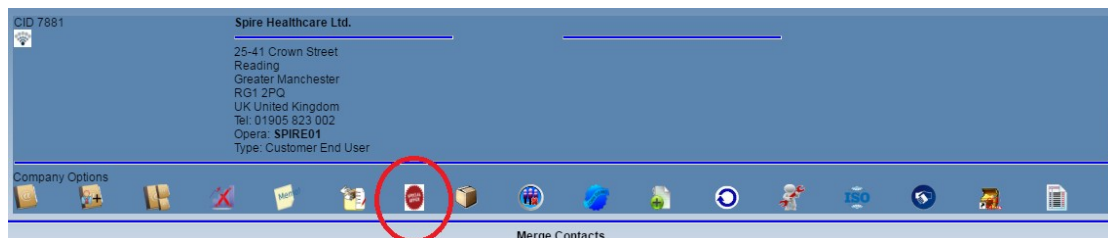
From the GoldMine tab in Intrastats, click on Contact Management and enter the company / hospital name from the **invoice** address.



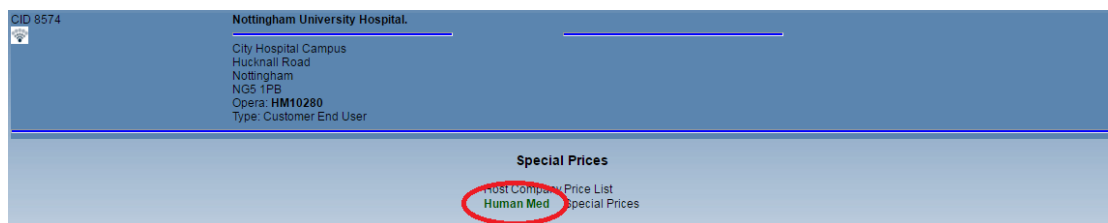
Click on the Human Med contact as identified by the Human Med logo on the left.



If the customer has non-standard pricing, check to see if they have any special pricing. To do this, click on the Special Prices button



Click on Human Med



Any special pricing is noted here, please use this pricing instead of the default pricing

CID 8574 Nottingham University Hospital. City Hospital Campus Hucknall Road Nottingham NG5 1PB Opera 10M10280 Type: Customer End User					
Special Prices for Human Med Products					
Stock	Description	Hold Unit	Single	Break 1	
101947	Hydrophobic Filter Set for body jet, for one side	Hold unit	£	Qty	£
102065	Brush (long)	Hold unit	£	Qty	£
102066	Brush (short)	Hold unit	£	Qty	£
102966-F	Rinsing Lance Luer-Lock female	Hold unit	£	Qty	£
102966-M	Rinsing Lance Luer-Lock male	Hold unit	£	Qty	£
103532	Hydrophobic Filter Set for body jet vms, for one side	Hold unit	£	Qty	£
103079	Brush Set	Hold unit	£	Qty	£
1306.3000.10	Connecting tubing to Suction Container 3.05m sterilepacking box: 50 pcs.	Hold unit	£110.00	Qty	£0.00
10776480	TSK Supra, special infiltration cannula, 2.00 x 80 mm	Hold unit	£	Qty	£
37654	UNLINE touchscreen cover 100 pcs	Hold unit	£	Qty	£
500000	Body Jet	Hold unit	£	Qty	£
500000-7	Body Jet EVO	Hold unit	£	Qty	£
500000-8	Body Jet ECO	Hold unit	£	Qty	£
500001	WAL Applicator sterile single use for 15 / 20 / 30 cm cannulae	Hold unit	£	Qty	£
500001-5	WAL Applicator sterile single use for 15 / 20 / 30 cm cannulae (Box 5)	Hold unit	£500.00	Qty	£0.00
500028	Infiltration Cannula 3.0mm 25cm Non Sterile	Hold unit	£	Qty	£

Locate the department or person noted on the customer's purchase order and click "New Order" to the left of the name.

CID 8194 The Princess Grace Hospital. 42/52 Nottingham Place London W1U 5NY Tel: 020 7908 2067 Opera PRIN, GRACE Type: Customer End User					
Started orders, but not shipped					
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details Print Sent
120163	The Princess Grace Hospital	Adnan Boulebnane	PRIN, GRACE	Ref:0001046566	Details Print Order Order Sent
Merge Contacts					
Contact	Department	Position	Direct Phone	Email	
New Order Adnan Boulebnane			0207 908 2068		?
New Order Carl Fraser					?
New Order Materials Department					?
Linked Documents					
Date Added	Expires	Description	Linked To		
18/01/16		Customer P.O. Ref : 0001040357	Carl Fraser		
22/01/16		Customer P.O. Ref : 0001042021	Carl Fraser		
08/02/16		Customer P.O. Ref : 0001046566	Adnan Boulebnane		
History - Switch to Condensed					
Katie Evans	120163	08/02/2016	Adnan Boulebnane	08/02/2016 Katie Evans	
Emily Hanson	120155	22/01/2016	Carl Fraser	22/01/2016 Emily Hanson	
Emily Hanson	120144	18/01/2016	Carl Fraser	18/01/2016 Emily Hanson	

A new started order will be displayed, click on "Details"

CID 8194 The Princess Grace Hospital. 42/52 Nottingham Place London W1U 5NY Tel: 020 7908 2067 Opera PRIN, GRACE Type: Customer End User					
Started orders, but not confirmed					
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details Print Sent
120166	The Princess Grace Hospital	Materials Department	PRIN, GRACE	Ref: Choose file No file chosen Upload File	Details Order Sent
Started orders, but not shipped					
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details Print Sent
120159	Royal Cornwall Hospitals Trust	Sharon Bonham	ROYCORN	Ref:R15023523	Details Order Sent
120163	The Princess Grace Hospital	Adnan Boulebnane	PRIN, GRACE	Ref:0001046566	Details Order Sent
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file No file chosen Upload File	Details Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHM501	Ref:JUpgrade Choose file No file chosen Upload File	Details Order Sent
Merge Contacts					
Contact	Department	Position	Direct Phone	Email	
New Order Adnan Boulebnane			0207 908 2068		?
New Order Carl Fraser					?
New Order Materials Department					?
Linked Documents					
Date Added	Expires	Description	Linked To		
18/01/16		Customer P.O. Ref : 0001040357	Carl Fraser		
22/01/16		Customer P.O. Ref : 0001042021	Carl Fraser		
08/02/16		Customer P.O. Ref : 0001046566	Adnan Boulebnane		
History - Switch to Condensed					
Katie Evans	120163	08/02/2016	Adnan Boulebnane	08/02/2016 Katie Evans	
Emily Hanson	120155	22/01/2016	Carl Fraser	22/01/2016 Emily Hanson	
Emily Hanson	120144	18/01/2016	Carl Fraser	18/01/2016 Emily Hanson	

If a proforma or quotation is required, click the relevant option from the “Order Type” drop down box.

CID 7812 Bloom Clinic. Dr Adeboye ID 16200

2 Turpin Court
Woughton on the Green
Milton Keynes
MK6 3BW
Tel: 01908 693400
Opera: BLOOM01
Type: Customer End User

Intrastats Order id #420499
Order Type: Customer Order
Customer Reference: 7/1
Order Priority: 3
Due Date: 08/02/2018
Order Confirmation: Print Order Confirmation
Invoice Addresses: Order has Error - open for editing
Delivery Addresses:

Enter the customer’s purchase order number into “Customer Reference”. Change the “Order Priority” to 3 – UPS and amend the due date as per cut-off times. This can be changed to priority 1 if urgent, do not send goods via priority 4 – Royal Mail

CID 8194 The Princess Grace Hospital. Materials Department ID 16647

42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Intrastats Order id #120166
Order Type: Customer Order
Customer Reference: 120166
Order Priority: 3
Due Date: 08/02/2018
Order Confirmation: Print Order Confirmation
Invoice Addresses: Order has Error - open for editing
Delivery Addresses:

Add Stock Item to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT

Check the invoice address. If this is incorrect, ensure you have the correct account, if you are certain you are using the correct account, click “Add Invoice Address” and enter the details as per the customer’s purchase order. Click the circle to the left of the correct address to ensure the correct address is printed on the invoice.

CID 8194 The Princess Grace Hospital. Materials Department ID 16647

42/52 Nottingham Place
London
W1U 5NY
Tel: 020 7908 2067
Opera: PRIN. GRACE
Type: Customer End User

Intrastats Order id #120166
Order Type: Customer Order
Customer Reference: 120166
Order Priority: 3
Due Date: 08/02/2018
Order Confirmation: Print Order Confirmation
Invoice Addresses: Order is Ready for Checking
Add Invoice Address:
The Princess Grace Hosp (242 Marylebone Road) [London] [W1U 5NY]
The Princess Grace Hosp (42/52 Nottingham Place) [London] [W1U 5NY]
Add Delivery Address:
The Princess Grace Hosp (Materials Dept) [42/52 Nottingham Place] [London] [W1U 5NY]

Add Stock Item to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding

Check the delivery address, these can be amended for small changes but if the address is entirely different, please click “Add Delivery Address” and enter the delivery address as per the customer’s purchase order. Click the circle to the left of the correct address to ensure the correct address is printed on the delivery note.

OID: 8194 The Princess Grace Hospital. Materials Department ID: 16547
 42/52 Nottingham Place London Materials Department Goldmine ?
 W1U 5NY
 Tel: 020 7908 2067
 Opera: PRIN, GRACE
 Type: Customer End User

Intrastats Order id: #120166
 Customer Reference: [blank]
 Order Priority: 2
 Due Date: 08/02/2016
 Print Order
 Order is Ready for Checking

Invoice Addresses
 Add Invoice Address
 The Princess Grace Hosp(242 Marylebone Road London NW1 6JL
 The Princess Grace Hosp(42/52 Nottingham Place London W1U 5NY

Delivery Addresses
 Add Delivery Address
 The Princess Grace Hosp Materials Dept 42/52 Nottingham Place London W1U 5NY

Add Stock Item to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding
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Any special requirements or notes can be added to the notes section, click “Add New Notes” to save them

Intrastats Order id: #120238
 Order Type: Customer Order
 Customer Reference: [blank]
 Order Priority: 3
 Due Date: 09/05/2016
 Print Order
 Order is Ready for Checking

Invoice Addresses
 Add Invoice Address
 Vamed Ltd 15 Station Road Crosshills Nr Kighley West Yorkshire BD23 7DT
 Vamed Ltd 15/17 Station Road Crosshills Kighley Bradford BD22 7DT UK
 Vamed Ltd 15/17 Station Roadhghy Crosshills Kighley Bradford BD22 7DT UK

Delivery Addresses
 Add Delivery Address
 TEST CO TEST AD 1a TEST AD 2 TEST AD 3 TEST AD 4 TEST AD 5 TEST AD 6
 Vamed Ltd 15/17 Station Road Crosshills Kighley Bradford BD22 7DT UK
 Vamed Ltd 15/17 Station Road Crosshills Kighley Bradford BD22 7DT UK

Add Stock Item to Order Add Descriptive Item to Order (not working yet)

Enter the product code into the box beneath “Add Stock Item to Order”, when the product appears below, enter the quantity, ensure the customer has the correct price and click “Add to Order”

OID: 8194 The Princess Grace Hospital. Materials Department ID: 16547
 42/52 Nottingham Place London Materials Department Goldmine ?
 W1U 5NY
 Tel: 020 7908 2067
 Opera: PRIN, GRACE
 Type: Customer End User

Intrastats Order id: #120166
 Customer Reference: [blank]
 Order Priority: 2
 Due Date: 08/02/2016
 Print Order
 Order is Ready for Checking

Invoice Addresses
 Add Invoice Address
 The Princess Grace Hosp(242 Marylebone Road London NW1 6JL
 The Princess Grace Hosp(42/52 Nottingham Place London W1U 5NY

Delivery Addresses
 Add Delivery Address
 The Princess Grace Hosp Materials Dept 42/52 Nottingham Place London W1U 5NY

Add Stock Item to Order

800001-5
 Stock Reference Description Quantity On Order Unit Price Add To Order
 800001-5 WAL Applicator sterile single use for 15 / 25 / 30 cm cannulae (Box 5) 1 055.00 Add to Order

Current Order Items

Stock Reference	Stk Available	Description	Qty On the Order	Qty Shipped	Outstanding
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If the order is VAT exempt, ENSURE you have a valid exemption certificate that has been signed by a director, when adding items to the order, tick the box next to each product to remove the VAT. Please note: carriage charges cannot be VAT exempt.

Stock Reference	DA Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E
000004	1	Spacer for 10/10mm Cannula	1	1	0	£10.00	☐
000009	3	Intubation Aspiration Cannula 3.0mm x 15cm	1	1	0	£10.00	☐
000010	1	Intubation Cannula 2.5mm x 15cm	1	1	0	£10.00	☐
000019	1	Intubation Aspiration Cannula 3.0 Long Hub 3.0mm Short	1	1	0	£10.00	☐
Freight	0		1	0	1	£12.00	☐

When all items have been entered, click “Print Order” and print two copies. Then click “Order is Ready for Checking”.

Order is Ready for Checking

Stock Reference	DA Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E
000004.0	0	WHL Aspiration sterile single use for 10/10 30 cm cannula (Size 10)	0	0	0	£ 600.00	☐

Stamp the purchase order with the “ON SYSTEM” stamp, write your initials, the account number and the document ID within this stamp. These details can be found on the top-right of the order you just printed.

A digital copy of the customer’s purchase order is now required, this can be downloaded as a PDF from an email or scanned if it was received by fax.

Name the file “Humanmed Order - *Company/Hospital name* - *Customer PO number* - *date backwards eg. 160208”. This needs to be saved in DriveU>current year>current month

Click on the Opera Data tab in Intrastats and click on “Outstanding Customer Orders” under the HM Orders heading.

Opera Data

HM Orders

Outstanding Customer Orders

Click on “Choose File”, navigate to DriveU where you saved the file and open it.

Human Med Customer Orders							
Started orders, but not confirmed							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	The Princess Grace Hospital	Materials Department	PRIN. GRACE	Choose file No file chosen	Details		Order Sent
Started orders, but not shipped							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120159	Royal Cornwall Hospitals Trust	Sharon Bonham	ROYCORN	Ref:R15023523	Details		Order Sent
120163	The Princess Grace Hospital	Adnan Boulebrane	PRIN. GRACE	Ref:0001046566	Details		Order Sent
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file No file chosen Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHM501	Ref:Upgrade Choose file No file chosen Upload File	Details		Order Sent

Click on “Upload File”

Started orders, but not confirmed							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	Viamed Ltd	Katie Evans	00000002	Ref:216574631 Choose file Human Med Or... 100208.pdf Upload File	Details		Order Sent
Started orders, but not shipped							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120159	Royal Cornwall Hospitals Trust	Sharon Bonham	ROYCORN	Ref:R15023523	Details		Order Sent
120163	The Princess Grace Hospital	Adnan Boulebrane	PRIN. GRACE	Ref:0001046566	Details		Order Sent
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file No file chosen Upload File	Details		Order Sent
120165	Global Health Medical Service	Hassan Soueid	GHM501	Ref:Upgrade Choose file No file chosen Upload File	Details		Order Sent
120167	Mr V Karri FRCS	Dr Vasu Karri	KARRI	Ref:0005 Choose file No file chosen Upload File	Details		Order Sent

Place the order in the checking tray in the office for checking.

Should you need to email the customer for any reason, eg. to offer part shipment, you MUST email from the Main Inbox as we do not have individual Human Med email addresses.

To do this, click on compose from the main inbox, when the composing window appears, ensure you click the “From” tab and change it to Humanmeduk

