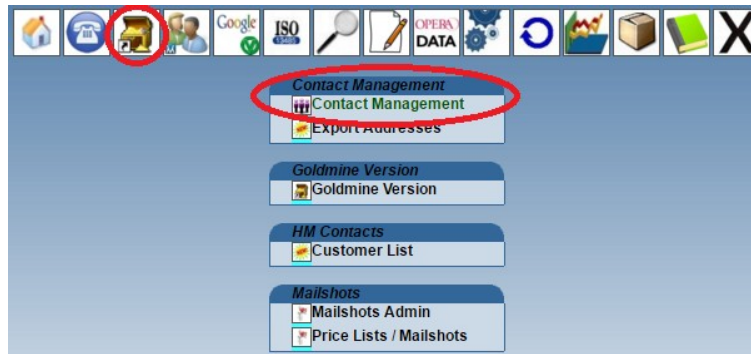


## Humanmed Order Processing

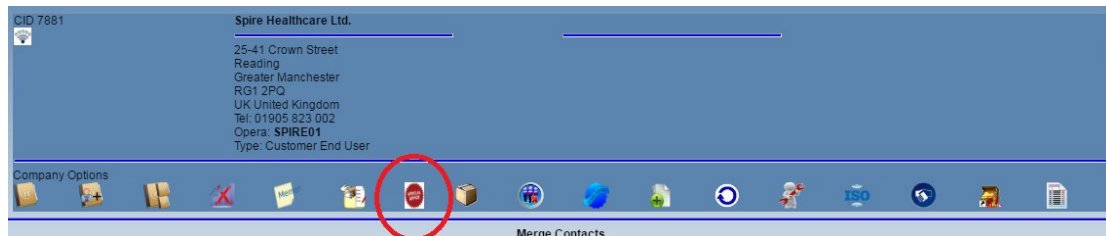
From the GoldMine tab in Intrastats, click on Contact Management and enter the company / hospital name from the **invoice** address.



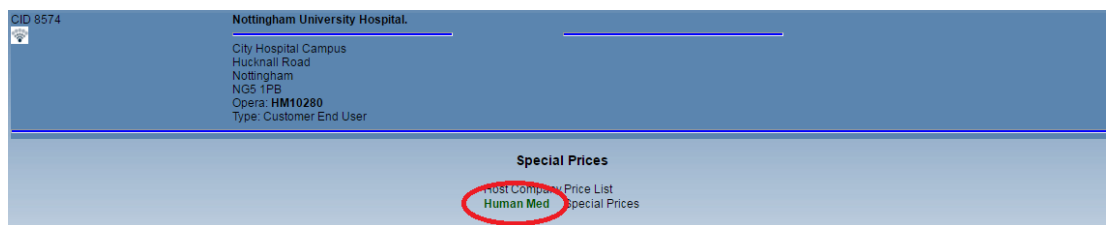
Click on the Human Med contact as identified by the Human Med logo on the left.



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 6574 Nottingham University Hospital.  
 City Hospital Campus  
 Hucknall Road  
 Nottingham  
 NG5 1PB  
 Opera JHM10286  
 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 | £1       | Qty: 1     |
| 102065       | Brush (long)   | Hold unit | £1       | Qty: 1     |
| 102066       | Brush (short)  | Hold unit | £1       | Qty: 1     |
| 102966-F     | Rowing Lance Lant-Lock female  | Hold unit | £1       | Qty: 1     |
| 102966-M     | Rowing Lance Lant-Lock male  | Hold unit | £1       | Qty: 1     |
| 103532       | Hydrophobic Filter-Set for body jet envs, for one side                   | Hold unit | £1       | Qty: 1     |
| 103070       | Brush Set  | Hold unit | £1       | Qty: 1     |
| 1306.3000.10 | Connecting tubing to Suction Container 3.00m sterilepacking box: 50 pcs. | Hold unit | £110.00  | Qty: 10.00 |
| 15776400     | TSK Supra, special infiltration cannula, 2.00 x 80 mm                    | Hold unit | £1       | Qty: 1     |
| 37854        | UNLINE backscreen cover 100 pcs  | Hold unit | £1       | Qty: 1     |
| 300000       | Body Jet   | Hold unit | £1       | Qty: 1     |
| 300000-7     | Body Jet EVO   | Hold unit | £1       | Qty: 1     |
| 300000-8     | Body Jet ECO   | Hold unit | £1       | Qty: 1     |
| 300001       | W/L Applicator sterile single use for 15 / 20 / 30 cm cannulae           | Hold unit | £1       | Qty: 1     |
| 300001-5     | W/L Applicator sterile single use for 15 / 20 / 30 cm cannulae (Box 5)   | Hold unit | £1000.00 | Qty: 10.00 |
| 300028       | Infiltration Cannula 3.0mm 25cm Non Sterile                              | Hold unit | £1       | Qty: 1     |

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

| Name         | Order ID | Date       | Contact          |
|--------------|----------|------------|------------------|
| Katie Evans  | 120163   | 08/02/2016 | Adnan Boulebnane |
| Emily Hanson | 120155   | 22/01/2016 | Carl Fraser      |
| Emily Hanson | 120144   | 18/01/2016 | Carl Fraser      |

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<br>[Upload File] | Details | Print | 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 Bosham    | 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:280148941<br>[Choose file] No file chosen<br>[Upload File] | Details |       | Order Sent |
| 120165   | Global Health Medical Service       | Hassan Soueid    | GHM501      | Ref:Upgrade<br>[Choose file] No file chosen<br>[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

| Name         | Order ID | Date       | Contact          |
|--------------|----------|------------|------------------|
| Katie Evans  | 120163   | 08/02/2016 | Adnan Boulebnane |
| Emily Hanson | 120155   | 22/01/2016 | Carl Fraser      |
| Emily Hanson | 120144   | 18/01/2016 | Carl Fraser      |

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

Intranets Order id #4204500  
 Order Type **Customer Order**  
 Customer Reference Customer Order 7/1  
 Order Priority Customer Quotation  
 Due Date Customer Proforma  
 Order Confirmation Print Order Confirmation  
 Order has Error - open for editing

Invoice Addresses  
 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

Intranets Order id #120166  
 Customer Reference  
 Order Priority 0  
 Due Date 09/02/2018  
 Print Order  
 Order is Ready for Checking

Invoice Addresses  
 Add Invoice Address  
 The Princess Grace Hosp(242 Marylebone Road London NW1 6JL  
 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 | Sk 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

Intranets Order id #120166  
 Customer Reference  
 Order Priority 0  
 Due Date 09/02/2018  
 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

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 | Sk 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.

The screenshot shows the Intrasuits system interface for order #120166. The header includes the hospital name and address. The order details section shows the order type as 'Customer Order' and the due date as 08/02/2016. Under 'Invoice Addresses', there are two entries for 'The Princess Grace Hosp'. The 'Add Delivery Address' button is circled in red. Below this is the 'Add Stock Item to Order' section and a table for 'Current Order Items' with columns for Stock Reference, Slt Available, Description, Qty On the Order, Qty Shipped, and Outstanding.

Any special requirements or notes can be added to the notes section, click “Add New Notes” to save them

The screenshot shows the Intrasuits system interface for order #120238. The order details section shows the order type as 'Customer Order' and the due date as 09/05/2016. Under 'Invoice Addresses', there are three entries for 'Vamed Ltd'. The 'Add New Notes' button is circled in red. Below this is the 'Add Stock Item to Order' and 'Add Descriptive Item to Order (not working yet)' sections.

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”

The screenshot shows the Intrasuits system interface for order #120166. The 'Add Stock Item to Order' section is active, showing a search for product code '800001-5'. The search results show a table with columns for Stock Reference, Description, Quantity, On Order, Unit Price, and Add to Order. The 'Add to Order' button is circled in red. Below this is the 'Current Order Items' table.

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 |
|-----------------|--------------|---|------------------|-------------|-------------|------------|-------|
| 00054           | 1            | Spec for 15'Nikon Camera                            | 1                | 1           | 0           | £100.00    |       |
| 00055           | 3            | Injection Aspiration Camera 3.5mm x 15cm            | 1                | 1           | 0           | £100.00    |       |
| 00057           | 1            | Injection camera 2.5mm x 15cm                       | 1                | 1           | 0           | £100.00    |       |
| 00058           | 1            | Injection Aspiration Camera 4 Long Hole 3.5mm Stock | 1                | 1           | 0           | £100.00    |       |
| Freight         | 0            |   | 1                | 0           | 1           | £12.50     |       |

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

Buttons: Print Order, Order is Ready for Checking

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 (circled in red)

Outstanding Customer Orders (circled in red)

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 Borham        | ROYCORN     | Ref:R15023523  | Details |       | Order Sent |
| 120163                            | The Princess Grace Hospital         | Adnan Boulebane      | PRIN. GRACE | Ref:0001046566   | Details |       | Order Sent |
| 120164                            | Hampshire Hospital Foundation Trust | Kerry Stevenson      | HAM01       | Ref:260148941<br>Choose file No file chosen<br>Upload File | Details |       | Order Sent |
| 120165                            | Global Health Medical Service       | Hassan Soueid        | GHM501      | Ref:Upgrade<br>Choose file No file chosen<br>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<br>Choose file Human Med Or... 100208.pdf<br>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 Borham   | ROYCORN     | Ref:R15023523  | Details |       | Order Sent |
| 120163                            | The Princess Grace Hospital         | Adnan Boulebane | PRIN. GRACE | Ref:0001046566   | Details |       | Order Sent |
| 120164                            | Hampshire Hospital Foundation Trust | Kerry Stevenson | HAM01       | Ref:260148941<br>Choose file No file chosen<br>Upload File             | Details |       | Order Sent |
| 120165                            | Global Health Medical Service       | Hassan Soueid   | GHM501      | Ref:Upgrade<br>Choose file No file chosen<br>Upload File               | Details |       | Order Sent |
| 120167                            | Mr V Karri FRCS                     | Dr Vasu Karri   | KARRI       | Ref:0005<br>Choose file No file chosen<br>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

