

## Humanmed Order Processing

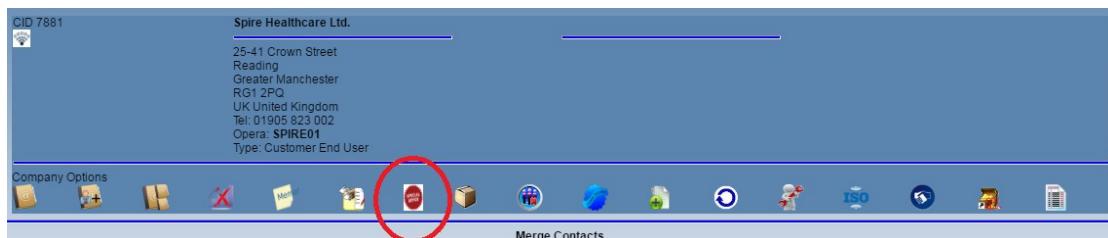
From the GoldMine tab in Intrastats, click on Contact Management and enter the company / hospital name from the **invoice** address.



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

Special Prices for Human Med Products					
Stock	Description	Hold until	Single	Break #1	
101947	Hydrophobic Filter-Set for body jet, for one side	Hold until	Qty		
102065	Brush (long)	Hold until	Qty		
102066	Brush (short)	Hold until	Qty		
102066-F	Rinsing Lance Luer-Lock female	Hold until	Qty		
102066-M	Rinsing Lance Luer-Lock male	Hold until	Qty		
103532	Hydrophobic Filter-Set for body jet evo, for one side	Hold until	Qty		
1012070	Brush Set	Hold until	Qty		
130613000.10	Connecting tubing to Suction Container 3.0mm sterilising box: 50 pcs.	Hold until	1150.00	Qty	1150.00
10776480	TSK Surgia special infiltration cannula, 2.00 x 80 mm	Hold until	Qty		
37054	UNILINE touchscreen cover 100 pcs	Hold until	Qty		
5000000	Body Jet	Hold until	Qty		
5000000.7	Body Jet EVO	Hold until	Qty		
6000008	Body Jet ECO	Hold until	Qty		
600001	WAL Applicator sterile single use for 15 / 25 / 30 cm cannulae	Hold until	Qty		
600014.5	WAL Applicator sterile single use for 15 / 25 / 30 cm cannulae (Box 5)	Hold until	1150.00	Qty	1150.00
500028	Infiltration Cannula 3.5mm 25cm Non Sterile	Hold until	Qty		

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

Started orders, but not shipped							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120163	The Princess Grace Hospital	Adnan Boulebname	PRIN. GRACE	Ref:0001046566	<a href="#">Details</a>	<a href="#">Print Order</a>	<a href="#">Order Sent</a>
Merge Contacts							
Contact	Department	Position	Direct Phone	Email			
New Order: Adnan Boulebname			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 Boulebname				
History - Switch to Condensed							
Kate Evans	120163	08/02/2016	Adnan Boulebname	08/02/2016	Kate 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"

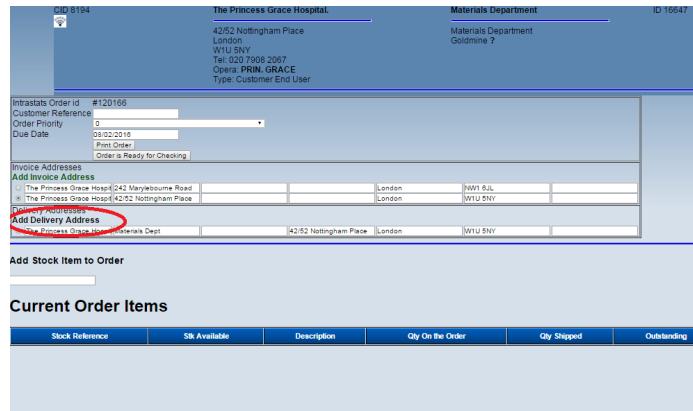
Started orders, but not confirmed							
Order ID	Company	Order Contact	Account	P.O. Customer Ref	Details	Print	Sent
120166	The Princess Grace Hospital	Materials Department	PRIN. GRACE	Ref: Choose file No file chosen Upload File	<a href="#">Details</a>	<a href="#">Order Sent</a>	
Started orders, but 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	<a href="#">Details</a>	<a href="#">Order Sent</a>	
120163	The Princess Grace Hospital	Adnan Boulebname	PRIN. GRACE	Ref:0001046566	<a href="#">Details</a>	<a href="#">Order Sent</a>	
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file No file chosen Upload File	<a href="#">Details</a>	<a href="#">Order Sent</a>	
120165	Global Health Medical Service	Hassan Soueid	GHMS01	Ref:260148942 Choose file No file chosen Upload File	<a href="#">Details</a>	<a href="#">Order Sent</a>	
Merge Contacts							
Contact	Department	Position	Direct Phone	Email			
New Order: Adnan Boulebname			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 Boulebname				
History - Switch to Condensed							
Kate Evans	120163	08/02/2016	Adnan Boulebname	08/02/2016	Kate 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.

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

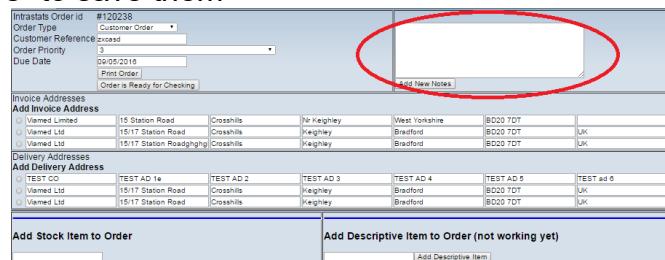
Check the invoice address. If this is incorrect, ensure you have the correct account, if you are certain you are using the correct account, click “Add Invoice Address” and enter the details as per the customer's purchase order. Click the circle to the left of the correct address to ensure the correct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

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.



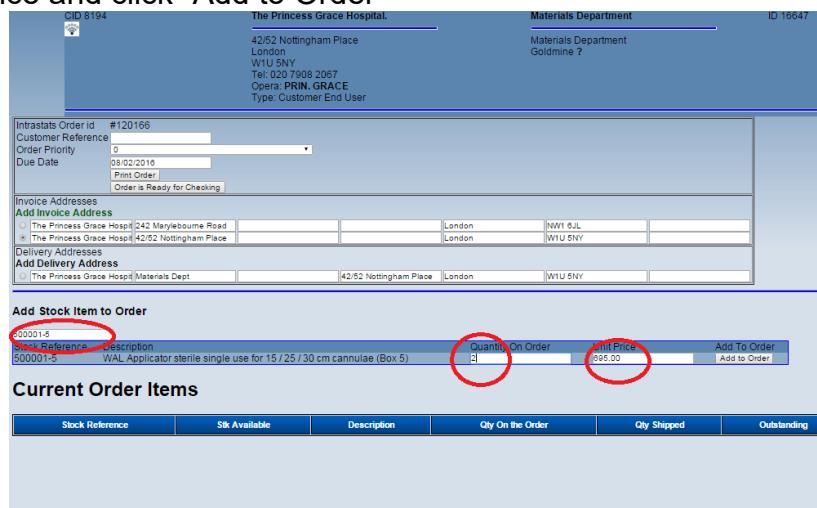
The screenshot shows a software interface for managing purchase orders. At the top, there are two sections: 'The Princess Grace Hospital' (ID 8194) and 'Materials Department' (ID 16647). Below these are sections for 'Intrastats Order' and 'Delivery Addresses'. The 'Delivery Addresses' section contains a table with three rows. The first row has a checked checkbox and is highlighted with a red circle. The second row has an unchecked checkbox. The third row has an unchecked checkbox. Below this table are buttons for 'Add Stock Item to Order' and 'Current Order Items'.

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



The screenshot shows the 'Delivery Addresses' section with a table of addresses. Below the table are buttons for 'Add Stock Item to Order' and 'Add Descriptive Item to Order (not working yet)'. A red circle highlights the 'Add New Notes' button in the notes section.

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 'Add Stock Item to Order' section. A product code '500001-5' is entered into the 'Part Reference' field. Below the table, 'Quantity On Order' is set to '2' and 'Unit Price' is '£95.00'. The 'Add To Order' button is visible. The 'Current Order Items' section is also visible at the bottom.

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	Stock Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT %
509054	1	Spacer for 16/20cm Cannula	1	0	£0.67	£0.67	0%
509088	3	Impaction/Aspiration Cannula 3.5mm x 15cm	1	1	0	£0.67	0%
509107	1	Impaction cannula 2.5mm x 15cm	1	1	0	£0.67	0%
509125	1	Impaction/Aspiration Cannula 4 Long Holes 3.8mm 30cm	1	1	0	£12.00	0%
Freight							

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

Stock Reference	Stock Available	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT %
509054	1	Spacer for 16/20cm Cannula	1	0	£0.67	£0.67	0%
509088	3	Impaction/Aspiration Cannula 3.5mm x 15cm	1	1	0	£0.67	0%
509107	1	Impaction cannula 2.5mm x 15cm	1	1	0	£0.67	0%
509125	1	Impaction/Aspiration Cannula 4 Long Holes 3.8mm 30cm	1	1	0	£12.00	0%
Freight							

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.

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	Ref:R15023523 Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>
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	<a href="#">Details</a>		<a href="#">Order Sent</a>
120163	The Princess Grace Hospital	Adnan Boulebna	PRIN. GRACE	Ref:0001046566	<a href="#">Details</a>		<a href="#">Order Sent</a>
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>
120165	Global Health Medical Service	Hassan Soueid	GHMS01	Ref:3Upgrade Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>

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:216574831 Choose file   Human Med Or... 160209.pdf Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>
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	<a href="#">Details</a>		<a href="#">Order Sent</a>
120163	The Princess Grace Hospital	Adnan Boulebna	PRIN. GRACE	Ref:0001046566	<a href="#">Details</a>		<a href="#">Order Sent</a>
120164	Hampshire Hospital Foundation Trust	Kerry Stevenson	HAM01	Ref:260148941 Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>
120165	Global Health Medical Service	Hassan Soueid	GHMS01	Ref:3Upgrade Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>
120167	Mr V Karri FRCS	Dr Vasu Karri	KARRI	Ref:00065 Choose file   No file chosen Upload File	<a href="#">Details</a>		<a href="#">Order Sent</a>

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

