

VM3COP29.07 – Humanmed – Booking In Stock

Humanmed stock generally arrives on a pallet or via UPS; all items need to be booked in at the same time. Booking in Humanmed stock requires a lot of checking and attention to detail.

1. Locate the delivery note, which should be attached to the pallet or box. In this image it can be seen on top of the pallet in a red docket.



2. Carefully unpack the pallet/box and place the individual items on the racking named, “Goods In – Stock to be Processed”, located in the Goods In corridor.



Note: *If any items are damaged in transit, take photographs as soon as possible and email them to Humanmed AG Germany to advise.*

3. Match goods against the delivery note using the part numbers and quantity. Tick the line on the delivery note if all is correct and make notes of the lot numbers, manufacture dates and expiry dates. See Figure 1 in the appendix.

Note: *Not all items have a lot number, manufacture or expiry date. If any of these details are missing, do not include them.*

4. Using the PC located in the Goods In corridor, log in to IntraStats.

- Click on the 'Stock' icon and from the, 'Goods In' list, click on, 'Deliveries'.



- Select the, 'Shipper', 'Condition' and 'Number Boxes Delivered' from the drop down menus.

- In the, 'Senders/ Contact Name (if not PO / SRS / DSR)' field, type, "Humanmed Delivery *delivery note number*" E.g. "Humanmed Delivery 1731698"

- In the field entitled, "Other Notes", type the part number and quantities of all items received. Press, 'Enter' after each part number/quantity so the products appear on separate lines.

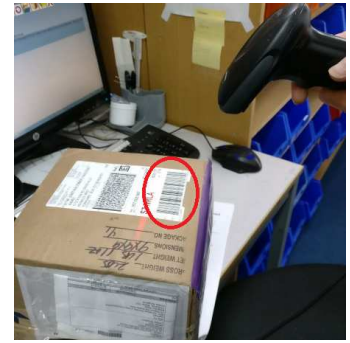
Some items on the delivery note display as single items, e.g. 500001 on the delivery note shows a quantity of 50. A check of the goods reveals that there are 10 boxes of 500001-5 (packs of 5) Enter the goods in to the, 'Other Notes' field as they are packaged.

The same part number may appear twice on the same delivery note due to having different lot numbers, or manufacture/expiry dates. See line 5 and 15 on figure 2 in the appendix. Line 5 shows a quantity of 2 have been delivered, 5 have been ordered but 0 are remaining, line 15 contains the other 3 with a different lot number. All 5 can be written in to the, 'Other Notes' field on the same line.

5	500093	Infiltration-/Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile Lot number 915720	2	5	0
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15	500093	Infiltration-/Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile Lot number 915720	3	5	0
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- Enter the shipper's tracking number; this can be scanned from using a barcode scanner to minimise mistakes.



Note: Pallets don't always have a tracking number. If no tracking number is present, type, "Pallet" in the tracking number field.

Tracking Number	500148 x 2
Continue	Pallet
	Continue

- Check that everything has been entered correctly, and then click, "Continue".

NEW DELIVERY	
Shipper	Unknown
Condition (1 good 10 bad)	1
Number Boxes Delivered	1
Purchase Order Supplier	
SRS Returns	
Depleted Sensor Returns	
Senders / Contact Name (if not PO / SRS / DSR)	Humanmed Delivery 1731698
Other Notes	500001-5 x 10 57187 x 4 500028 x 2 500054 x 5 500093 x 5 500148 x 2
Tracking Number	Pallet
Continue	Continue

- From IntraStats, click on the Stock Book icon, from the, 'Humanmed Stock Book' list, click on, 'Purchase Orders'.



- From the list entitled, 'Outstanding Orders', find the correct line and click on, 'Receive Goods'.

There should only be one line here but there are exceptions. If there is more than one line, click, 'Receive Goods' and locate the list that contains the part numbers you have received.

Outstanding Orders					
Order ID	Supplier	Date Added	Added By	Committed	
SR1010	00006329	Human Med	19 Sep 2017	Receive Goods	19 Sep 2017
SR1011	00006329	Human Med	20 Sep 2017	Receive Goods	20 Sep 2017

- Fill out all of the available information that was written on the delivery note.
 - Check the quantities listed are accurate in the, 'Qty Received' column
 - As Humanmed has one stock location, type 33682 in the 'Location' field for all items.

- The manufacture and use by date must have the correct format as shown in the image. E.g. yyyy-mm

500093	SR1011	Tracking	1	5	5	33682	91274	2017-05	2020-04	04/04/2020
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- Click on the, 'Expire Date' fields, then locate and click on the correct date on the calendar to fill them out. This ensures that they appear in the expiry date list.

Expire Date

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

If any of the items were damaged in transit or missing from the box/pallet, they cannot be booked in and need to be removed from the displayed list.

If the whole quantity of a part number has been damaged or is missing, the entire line must be removed. Click the red X on the required line. Be aware that once clicked, it cannot be unticked and you would need to speak with the I.T. department to rectify this.

Remove	Stock	POR
<input checked="" type="checkbox"/>	675010-5	SR1011
<input checked="" type="checkbox"/>	671200-5	SR1011
<input checked="" type="checkbox"/>	670200-5	SR1011
<input checked="" type="checkbox"/>	660000	SR1011
<input checked="" type="checkbox"/>	655020-5	SR1011
<input checked="" type="checkbox"/>	500054	SR1011
<input checked="" type="checkbox"/>	500093	SR1011
<input checked="" type="checkbox"/>	500148	SR1011
<input checked="" type="checkbox"/>	541030	SR1011
<input checked="" type="checkbox"/>	570001-5	SR1011
<input checked="" type="checkbox"/>	655010-5	SR1011
<input checked="" type="checkbox"/>	500001-5	SR1011
<input checked="" type="checkbox"/>	500028	SR1011

Commit To Barcoding

If a partial amount of the received quantity of a part was damaged or missing, don't remove the entire line but reduce the quantity of that part you are booking in.

E.g. if 6 x 675010-5 were delivered but 2 were damaged in transit, reduce the, 'Qty Received' column to 4.

Remove	Stock	POR	Text	From	To	Qty Received
<input checked="" type="checkbox"/>	675010-5	SR1011	Tracking	1	6	4
<input checked="" type="checkbox"/>	671200-5	SR1011	Tracking	1	5	5
<input checked="" type="checkbox"/>	670200-5	SR1011	Tracking	1	2	2
<input checked="" type="checkbox"/>	660000	SR1011	Tracking	1	2	2
<input checked="" type="checkbox"/>	655020-5	SR1011	Tracking	1	6	6
<input checked="" type="checkbox"/>	500054	SR1011	Tracking	1	5	5
<input checked="" type="checkbox"/>	500093	SR1011	Tracking	1	5	5
<input checked="" type="checkbox"/>	500148	SR1011	Tracking	1	2	2
<input checked="" type="checkbox"/>	541030	SR1011	Tracking	1	6	6
<input checked="" type="checkbox"/>	570001-5	SR1011	Tracking	1	4	4
<input checked="" type="checkbox"/>	655010-5	SR1011	Tracking	1	2	2
<input checked="" type="checkbox"/>	500001-5	SR1011	Tracking	1	12	12
<input checked="" type="checkbox"/>	500028	SR1011	Tracking	1	2	2

Commit To Barcoding

Check your work. When you are satisfied that everything is correct, click, 'Commit to Barcoding'.

Remove	Stock	POR
<input checked="" type="checkbox"/>	675010-5	SR1011
<input checked="" type="checkbox"/>	671200-5	SR1011
<input checked="" type="checkbox"/>	670200-5	SR1011
<input checked="" type="checkbox"/>	660000	SR1011
<input checked="" type="checkbox"/>	655020-5	SR1011
<input checked="" type="checkbox"/>	500054	SR1011
<input checked="" type="checkbox"/>	500093	SR1011
<input checked="" type="checkbox"/>	500148	SR1011
<input checked="" type="checkbox"/>	541030	SR1011
<input checked="" type="checkbox"/>	570001-5	SR1011
<input checked="" type="checkbox"/>	655010-5	SR1011
<input checked="" type="checkbox"/>	500001-5	SR1011
<input checked="" type="checkbox"/>	500028	SR1011

Commit To Barcoding

14. You will be presented with a list of all part numbers being booked in. Click on one of the part numbers and a new tab will open.

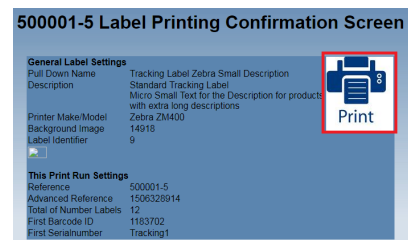
500001-5
500028
500054
500093
500148
541030
570001-5
655010-5
655020-5
660000
670200-5
671200-5
675010-5

15. Locate the line you have just booked in by reading the, 'Date received' column, this will usually be the top line. From the drop down menu, select, 'Tracking label Zebra small description' and click, 'Go'.

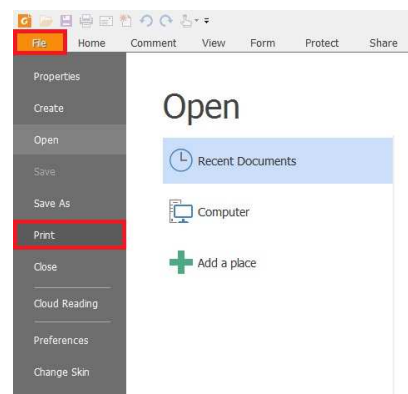
500001-5						
Quantity	Advanced Reference	Date Received	Warranty Returns	Returns %	Supplier Returned	
12	1506328914	25/09/17		0		Tracking Label Zebra Small Description ▾ Go

16. From the new page, press, 'Print', this will download a PDF of the labels.

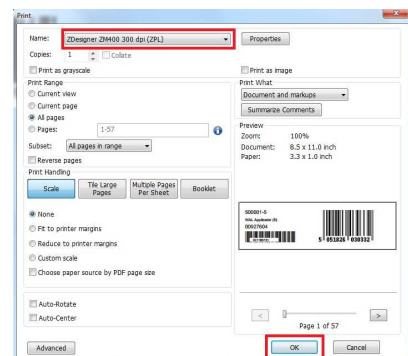
Click on the PDF to open it.



17. When it opens, click, 'File' then 'Print' or press Ctrl+P to open the print dialog.



18. From the drop down menu, select, 'Zdesigner ZM400 300 dpi (ZPL)' and click, 'Print'. This should print the correct quantity of labels, one for each box.



The labels will print from the label printer, the larger, EAN barcodes on the right of the image are not required and can be disposed of.



19. The labels need to be attached to the boxes of the correct part number as shown on the label. Labels are affixed to the top left of the front of the box as standard. However, if there is a label already there, it can be affixed to the top right or another location as required.



20. Take the labelled boxes to their physical location in stock room 13, stock location 33682. They should be shelved in numerical order where size and space allow.

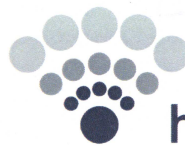


21. Along with the Humanmed Delivery Note, there will be an Entry Certificate. If any of the parts are missing, cross the line out. If any of the quantities are incorrect, cross out the number and hand-write the correct quantity received. See Figure 3 in the appendix.

Appendix

Figure 1

Received
25/9/17.



human med

human med AG · Wilhelm-Hennemann-Straße 9 · D-19061 Schwerin

Viamed Ltd.
Jonathan Connor
+44 1535 634542
15 Station Road, Cross Hills
GB - BD20 7DT KEIGHLEY, YORKSHIRE
GREAT BRITAIN

DELIVERY NOTE NO.	: 1731698
Cust.-No.	: 16005
Date	: 13.09.2017

Our sign	: Fr. Steller
phone	: 0385 395 70 37
e-mail	: steller@humanmed.com

Page : 1

DELIVERY NOTE

Dear Sir or Madam,

POS	ARTICLE	Description	Qty.	Ordered	Remaining
Your order no. STOCK ORDER - 30.08.2017					
1	500001	WAL Applicator, sterile, single use, for 15 / 25 / 30 cm cannulae Lot number 00927604 / 15924 Expiry date: 01.05.2020	50 (19x5)	50	0
2	57187	Serres-Suctionbag, 3000 ml box of 24 pcs. 91274 2017-05 2022-04-04	4	4	0
3	500028	Infiltration Cannula, Ø 3,5mm, l = 25cm, non sterile Lot number 914823 2017-02	2	2	0
4	500054	Spacer/ Extension for 15/16 cm cannulae non sterile Lot number 00925627 2015-12	5	5	0
5	500093	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile 2017-05 Lot number 915720	2	5	0
6	500148	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,2mm, l = 30cm, non sterile 2017-03 Lot number 915300	2	2	0
7	570001	WAL- Applicators for body-jet evo Length: 370 cm, sterile with TAG Lot number 00927790 / 010717091 Expiry date: 30.06.2020	20 4x5	20	0
8	655010-5	LipoCollector II Extraction Cannula single use box of 5 pcs. Lot number 00927396 / 040417092 Expiry date: 01.03.2020	2	2	0

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CEO
Bernd Lindner

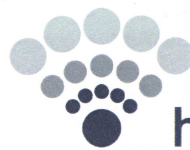
**Chairman of the
supervisory board**
Roger D. Dullien

Court of registration
Amtsgericht Schwerin
HRB 8410
Tax No. 09010002580
VAT No. DE 233754919

Banking details:
Commerzbank AG Schwerin
IBAN DE8514040000204100200
BIC COBADE33XXX

Sparkasse Mecklenburg-Schwerin
IBAN DE05140520000309999367
BIC NOLADE21LWL

UniCredit Bank - HypoVereinsbank Schwerin
IBAN: DE48 2003 0000 0638 0067 67
BIC: HYVEDE33000



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DELIVERY NOTE NO.	: 1731698
Cust.-No.	: 16005
Date	: 13.09.2017

Page

: 2

DELIVERY NOTE

POS	ARTICLE	Description	Qty.	Ordered	Remaining
9	655020-5	BEAULI Infiltration Cannula single-use, sterile packing box: 5 pcs. Lot number 00928049 / 190817092 Expiry date: 01.08.2020	6	6	0
10	670200-5	LipoCollector 3 disposable set box of 5 sets Lot number 00927400 / 040417092 Expiry date: 01.03.2020	2	2	0
11	671200-5	Disposable set for LipoCollector 3 plus 5 sets per box Lot number 00927928 / 16065 Expiry date: 01.07.2020	5	5	0
12	675010-5	LipoCollector 3 Extraction Cannula 200 mm, box of 5 pcs. Lot number 00927523 / 220417093 Expiry date: 01.04.2020	6	6	0
13	541030	Connection tubing, 300cm, CH 30 sterile packed in a box of 25 pcs. Lot number 00121901 1707	5	5	0
14	660000	FillerCollector, complete 1 x Lot number 00927775 1 x Lot number 00927794			
Total:			2	2	0
15	500093	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile Lot number 915720	3	5	0

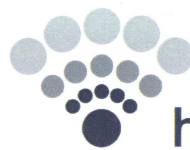
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 Sparkasse Mecklenburg-Schwerin
 IBAN DE05140520000309999367
 BIC NOLADE21LWL

UniCredit Bank - HypoVereinsbank Schwerin
 IBAN: DE48 2003 0000 0638 0067 67
 BIC: HYVEDEMM300



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Date	: 13.09.2017

Page : 3

DELIVERY NOTE

POS	ARTICLE	Description	Qty.	Ordered	Remaining
16	ESN222	labels 2 each of wine glass, umbrella, this way up, medical equipment large/ small	1	1	0

Delivery terms : EXW

best regards

human med AG

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UniCredit Bank - HypoVereinsbank Schwerin
IBAN: DE48 2003 0000 0638 0067 67
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Figure 2



human med AG · Wilhelm-Hennemann-Straße 9 · D-19061 Schwerin

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 phone : 0385 395 70 37
 e-mail : steller@humanmed.com

Page : 1

DELIVERY NOTE

Dear Sir or Madam,

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		Your order no. STOCK ORDER - 30.08.2017			
1	500001	WAL Applicator, sterile, single use, for 15 / 25 / 30 cm cannulae Lot number 00927604 / 15924 Expiry date: 01.05.2020	50	50	0
2	57187	Serres-Suctionbag, 3000 ml box of 24 pcs.	4	4	0
3	500028	Infiltration Cannula, Ø 3,5mm, l = 25cm, non sterile Lot number 914823	2	2	0
4	500054	Spacer/ Extension for 15/16 cm cannulae non sterile Lot number 00925627	5	5	0
5	500093	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile Lot number 915720	2	5	0
6	500148	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,2mm, l = 30cm, non sterile Lot number 915300	2	2	0
7	570001	WAL- Applicators for body-jet evo Length: 370 cm, sterile with TAG Lot number 00927790 / 010717091 Expiry date: 30.06.2020	20	20	0
8	655010-5	LipoCollector II Extraction Cannula single use box of 5 pcs. Lot number 00927396 / 040417092 Expiry date: 01.03.2020	2	2	0

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Page : 2

DELIVERY NOTE

POS	ARTICLE	Description	Qty.	Ordered	Remaining
9	655020-5	BEAULI Infiltration Cannula single-use, sterile packing box: 5 pcs. Lot number 00928049 / 190817092 Expiry date: 01.08.2020	6	6	0
10	670200-5	LipoCollector 3 disposable set box of 5 sets Lot number 00927400 / 040417092 Expiry date: 01.03.2020	2	2	0
11	671200-5	Disposable set for LipoCollector 3 plus 5 sets per box Lot number 00927928 / 16065 Expiry date: 01.07.2020	5	5	0
12	675010-5	LipoCollector 3 Extraction Cannula 200 mm, box of 5 pcs. Lot number 00927523 / 220417093 Expiry date: 01.04.2020	6	6	0
13	541030	Connection tubing, 300cm, CH 30 sterile packed in a box of 25 pcs. Lot number 00121901	6	6	0
14	660000	FillerCollector, complete 1 x Lot number 00927775 1 x Lot number 00927794			
Total:			2	2	0
15	500093	Infiltration- /Suction-Cannula, standard 4 long suction holes, Ø 4,8mm, l = 25cm, non sterile Lot number 915720	3	5	0

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Date	: 13.09.2017

Page : 3

DELIVERY NOTE

POS	ARTICLE	Description	Qty.	Ordered	Remaining
16	ESN222	labels 2 each of wine glass, umbrella, this way up, medical equipment large/ small	1	1	0

Delivery terms : EXW

best regards


human med AG

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BIC NOLADE21LWL

UniCredit Bank - HypoVereinsbank Schwerin
IBAN: DE48 2003 0000 0638 0067 67
BIC: HYVEDEMM300

Figure 3

human med UK Ltd.
15 Station Road, Cross Hills
GB - BD20 7DT KEIGHLEY, YORKSHIRE
GREAT BRITAIN

human med AG
Wilhelm-Hennemann-Str. 9
D-19061 Schwerin - Germany

**Certification of the entry of the object of an intra-Community supply into another
EU member state (Entry Certificate)**

page: 1

We herewith confirm the receipt of below mentioned consignments of an intra-Community supply
from human med AG.

This list includes all invoiced deliveries from . . . to 14.09.2017

Date	Invoice-No.	Delivery note-No.	Ref-No.	Description	LOT	Quantity
13.09.2017	1711393	1731698	500001	WAL Applicator, sterile, single use,	00927604	50 pcs.
13.09.2017	1711393	1731698	57187	Serres-Suctionbag, 3000 ml	000	4 SET
13.09.2017	1711393	1731698	500028	Infiltration Cannula,	914823	2 pcs.
13.09.2017	1711393	1731698	500054	Spacer/ Extension for 15/16 cm	00925627	5 pcs.
13.09.2017	1711393	1731698	500093	Infiltration- /Suction-Cannula,	915720	2 pcs.
13.09.2017	1711393	1731698	500148	Infiltration- /Suction-Cannula,	915300	2 pcs.
13.09.2017	1711393	1731698	570001	WAL- Applicators for body-jet evo	00927790	20 pcs.
13.09.2017	1711393	1731698	655010-5	LipoCollector II Extraction Cannula	00927396	2 SET
13.09.2017	1711393	1731698	655020-5	BEAULI Infiltration Cannula	00928049	6 SET
13.09.2017	1711393	1731698	670200-5	LipoCollector 3 disposable set	00927400	2 SET
13.09.2017	1711393	1731698	671200-5	Disposable set for LipoCollector 3	00927928	5 pcs.
13.09.2017	1711393	1731698	675010-5	LipoCollector 3 Extraction Cannula	00927523	6 SET
13.09.2017	1711393	1731698	541030	Connection tubing, 300cm, CH 30	00121901	6 SET
13.09.2017	1711393	1731698	660000	FillerCollector, complete	00927775	1 pcs.
13.09.2017	1711393	1731698	660000	FillerCollector, complete	00927794	1 pcs.
13.09.2017	1711393	1731698	500093	Infiltration- /Suction-Cannula,	915720	3 pcs.
13.09.2017	1711393	1731698	ESN222	labels 2 each of		1 St.

We assure that the above mentioned indication was made to the best knowledge and belief.

Keighley,

(Date)

(Stamp / Signature)

