

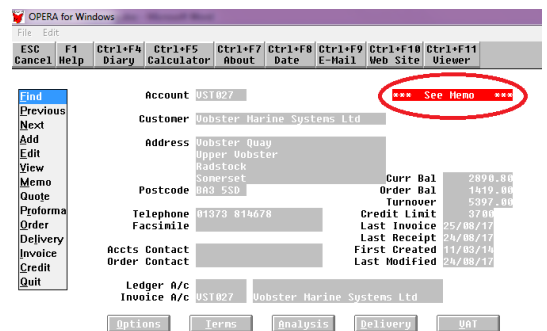
VM3COP20.64 - VST - Order Checking

Collect the order from 'Tray 4 Sales Orders – Checking' in the office; there should be a minimum of an email request or purchase order and 2 copies of the VSORD plus any emails regarding the order.

Locate the account number on the ORD then navigate to the account on VST Opera.



Click on 'Memo', read the memos and ensure that the VSORD meets any noted requirements.



Take one copy of the VSORD and the purchase order or email. The delivery and invoice address remains the same as on the customer account unless instructed to change via an email attached.

Check the purchase order number if supplied. If not supplied, then it should show the date followed by the initials of the person who has entered the information into Opera, e.g. 10/03/17SW. Tick if correct.

Purchase Order: VMS2432	
Order Date	PO No.
28 Sep 2016	VMS2432
Supplier Address	
Vandagrath Sensor Technologies 15 Station Road Cross Hills Keighley North Yorkshire BD20 7DT United Kingdom	
Delivery Address	
Vobster Marine Systems Ltd Vobster Quay Upper Vobster Radstock Somerset BA3 5SD United Kingdom	

Check each product line on the VSORD against the purchase order, if supplied, or the attached email. Refer to the VST OEM Price Lists for checking the part number, description, unit price and freight code. The price lists can be located in L Drive\VST\Price lists\For specified OEMs only! Check the contact details in the 'Comments' field.

When checking the 'Delivery Date', please check to see if there is an order confirmation attached from the supplier. If no order confirmation has been attached, the delivery date is only a guideline and is approximately 6 weeks, unless it is a scheduled order for a specific date. If an order confirmation has been attached, check the shipment date to VST and make sure that the delivery date on the ORD is four days or more after the shipment date to VST. Tick if correct.

If any of the details are incorrect, circle them as you work through it. After checking the entire VSORD, return all paperwork to the person who added the order to enable them to amend any necessary details; this then needs to be re-checked.

Check List
Invoice address
Delivery address
Product codes
Product quantities
Product pricing
Carriage line
Carriage price
Due date
Priority
Customer reference number
Contact name
Contact phone number

Vandagraph Sensor Technologies Order

Order No. VSORD00759

VST011

ORDER

VSORD00759

Invoice Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Delivery Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Date Required 18/04/17
Date Entered 09/03/17
Order Priority 3
Customer Reference #0931

PRODUCT CODE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	DISC.%	
8010007	Oxygen Sensor - WaNS01	1	100	29.00		2900.00 1
PPNAN	Courier delivery - EXM (Incoterms 2010)		1			1
	Consigned to: UPS					
	Service: Express Saver					
	Account name: Marked at 90					
	Account number: 5XA542					
						2900.00
						2900.00
						580.00
						3480.00

Contact at Marked at 90: Anna Routley
Tel: 01933 681255

When you are satisfied that the VSORD is correct, set the unticked copy of the VSORD to one side and staple the remainder of the paperwork (ticked VSORD, purchase order and any communication) in the top left corner close to the VST account number barcode. The VSORD must be on the top.

Stamp the stapled copy with your 'checked' stamp, ensuring that the date is stamped correctly, initial next to the stamp.

Vandagraph Sensor Technologies Order

Order No. VSORD00759

VST011

ORDER

VSORD00759

Invoice Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Delivery Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Date Required 18/04/17
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Customer Reference #0931

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	Consigned to: UPS					
	Service: Express Saver					
	Account name: Marked at 90					
	Account number: 5XA542					
						2900.00
						2900.00
						580.00
						3480.00

Contact at Marked at 90: Anna Routley
Tel: 01933 681255

CHECKED 15/03/17

Using IntraStats, navigate to the, 'look up' tab in IntraStats and click in the, 'Contacts' field.

IntraStats interface showing the 'look up' tab and the 'Contacts' field highlighted with a red circle.

Using your barcode scanner, scan the barcode above the invoice address. This will enter the account number and proceed automatically to the next screen. If you do not have access to a barcode scanner, type the account number (e.g. VST011) into the box and press enter.

Vandagraph Sensor Technologies Order

ORDER

VSORD00759

VST011

Invoice Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Delivery Address
Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

PRODUCT CODE

DESCRIPTION

UNIT

VST011

search

* Add New Company / Hospital **

Hospital / Organisation Names

VST011

Contacts #1

Marked at 90 Ltd

Request Merge Companies

Click on the company name.

Select the contact name as seen on the bottom left of the VSORD.

Contact	Department
Anna Routley	

Contact at Narked @ 90: Anna Routley
Tel: 01933 681255
SARAH

Click on the 'Order Checking' icon



Working your way down the order checking form, input each section, starting at 'Order number'. Using your barcode scanner, scan the 'VSORD' barcode; this will enter the VSORD number located at the top middle of the VSORD paperwork. If no barcode scanner is available, type the VSORD number e.g. VSORD00759. Double check that you have entered the correct VSORD number when typing, if the incorrect one is entered it will affect a different order.



The 'Entered into Opera by' box needs to contain the name of the person listed at the bottom left of the VSORD. This is the colleague who added the order to Opera.

Contact at Narked @ 90: Anna Routley
Tel: 01933 681255
SARAH

Order Checking:

Order number	
Account Number	VST011
Entered into Opera By	
Priority on Order	
Customer Order sent Via	<input type="radio"/> Email <input type="radio"/> Post <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> E-Procurement
Contact in Supplies if on Order	
Notes	
Visible to Goods out	
If No Stock Customer informed of Timescale	
Part Ship order Allowed	
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked inform	No Follow up required
Can be shipped early if ready	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing	
AMENDING order	
Add Mailing?	
Confirm	Confirm

'Priority on Order' needs to match the priority as seen at the top right of the VSORD.

Order No. VSORD00759

VSTDC00853

Date Required 18/04/17

Date Entered 09/03/17

Order Priority 3

Order Checking:

Order number	
Account Number	VST011
Entered into Opera By	
Priority on Order	
Customer Order sent Via	<input checked="" type="radio"/> On Site service at customers premises <input type="radio"/> Sales Order with Quotes to be clarified <input type="radio"/> Repairs - Uncompleted <input type="radio"/> 4 Royal Mail Cut off 15.00 <input type="radio"/> 3 UPS Courier Service Cut off 13.00 <input type="radio"/> 2 - Courier Service other than UPS - Cut off 11.00 <input type="radio"/> 1 - Urgent to be Processed Immediately
Contact in Supplies if on Order	
Notes	
Visible to Goods out	
If No Stock Customer informed of Timescale	
Part Ship order Allowed	
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked inform	No Follow up required
Can be shipped early if ready	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing	
AMENDING order	
Add Mailing?	
Confirm	Confirm

Click the appropriate button for the method of how the purchase order was received, as per the original purchase order from the customer.

Order Checking:

Order number	
Account Number	VST011
Entered into Opera By	
Priority on Order	
Customer Order sent Via	<input checked="" type="radio"/> Email <input type="radio"/> Post <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> E-Procurement
Contact in Supplies if on Order	
Notes	
Visible to Goods out	
If No Stock Customer informed of Timescale	
Part Ship order Allowed	
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked inform	No Follow up required
Can be shipped early if ready	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing	
AMENDING order	
Add Mailing?	
Confirm	Confirm

Any hand written notes on the VSORD must be typed in the 'Notes' field.

Order Checking:

Order number	
O Account Number	VST011
Entered into Opera By	
Priority on Order	
Customer Order sent Via	<input type="radio"/> Email <input type="radio"/> Post <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> E-Procurement
Contact in Supplies if on Order	
Notes	
Visible to Goods out	
If No Stock Customer informed of Timescale	
Part Ship order Allowed	
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked Inform	No Follow up required
Can be shipped early if ready	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing	
AMENDING order	
Add Mailing?	
Confirm	Confirm

If any hand written notes on the VSORD say that the order can be part shipped or can ship early. Tick the relevant box.

When all the details are correct, click 'confirm'.

Order Checking:

Order number	
O Account Number	VST011
Entered into Opera By	
Priority on Order	
Customer Order sent Via	<input type="radio"/> Email <input type="radio"/> Post <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> E-Procurement
Contact in Supplies if on Order	
Notes	
Visible to Goods out	
If No Stock Customer informed of Timescale	
Part Ship order Allowed	
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked Inform	No Follow up required
Can be shipped early if ready	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing	
AMENDING order	
Add Mailing?	
Confirm	Confirm

4420900 CHECK PRICES - Recent price change

File the stapled paperwork as per VM3COP20.28 and take the single VSORD to Goods Out.