

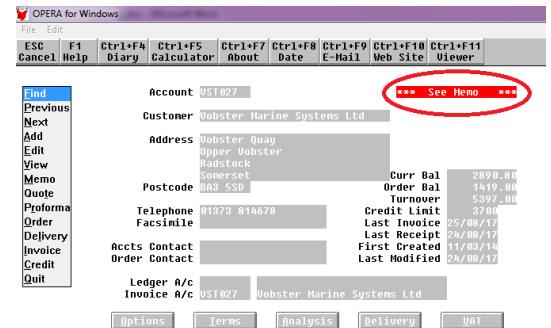
## VM3COP20.64 - VST - Order Checking

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.

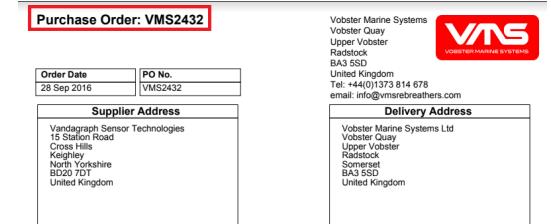


Click on 'Memo', read the memos and ensure that the VSORD meets any noted requirements.



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.



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.

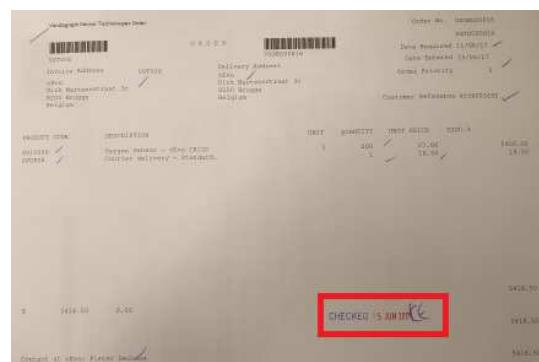
<b>Check List</b>	
Invoice address	
Delivery address	
Product codes	
Product quantities	
Product pricing	
Carriage line	
Carriage price	
Due date	
Priority	
Customer reference number	
Contact name	
Contact phone number	

Vandagraph Sensor Technologies Order

ORDER		VSORD00759		Order No. VSORD00759	
VST011	VST011	VSORD00759	VSORD00759	Date Required 18/04/17	Date Entered 09/03/17
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	Customer Reference #0931	Customer Reference #0931	Order Priority 3	Order Priority 3
PRODUCT CODE 8010007 P/NAN	DESCRIPTION Oxygen Sensor - NAN01 Cousier delivery - EXW (Incoterms 2010) Consigned to: UPS Service: Express Saver Account name: Marked at 90 Account number: \$KAS42	UNIT	QUANTITY	UNIT PRICE	DISC. %
		1	100	29.00	2900.00
					1
1	2900.00	20.00	580.00		2900.00
					2900.00
					580.00
					3480.00
	Contact at Marked @ 90: Anna Routley Tel: 01933 681255 000000				

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.



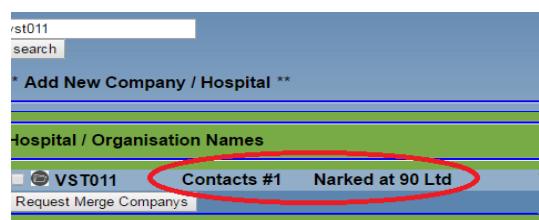
Using IntraStats, navigate to the, 'look up' tab in IntraStats and click in the, 'Contacts' field.



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.



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	<input type="text"/>
O Account Number	VST011
Entered into Opera By	<input type="text" value="VST011"/>
Priority on Order	<input type="text"/>
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 Supplys if on Order	<input type="text"/>
Notes	<input type="text"/>
Visible to Goods out	<input type="text"/>
If No Stock Customer informed of Timescale	<input type="checkbox"/>
Part Ship order Allowed	<input type="checkbox"/>
Allow order to be Picked	<input checked="" type="checkbox"/>
When order picked Inform	<input type="text"/>
Can be shipped early if required	<input type="checkbox"/> (Customer happy to receive order before Due date)
Hold Packing AMENDING order	<input type="checkbox"/>
Add Mailing?	<input type="checkbox"/>
Confirm	<input type="text" value="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:**

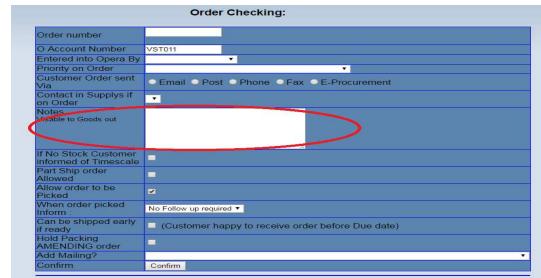
Order number	<input type="text"/>
O Account Number	VST011
Entered into Opera By	<input type="text" value="VST011"/>
Priority on Order	<input type="text"/>
Customer Order sent Via	<input type="radio"/> Email <input type="radio"/> Post <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/>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

Contact in Supplys if on Order:

Notes:

If No Stock Customer informed of Timescale:

Part Ship order allowed:

Allow order to be Picked:

When order picked:  Inform:  Can be shipped early:  (Customer happy to receive order before Due date)

Hold Packing:

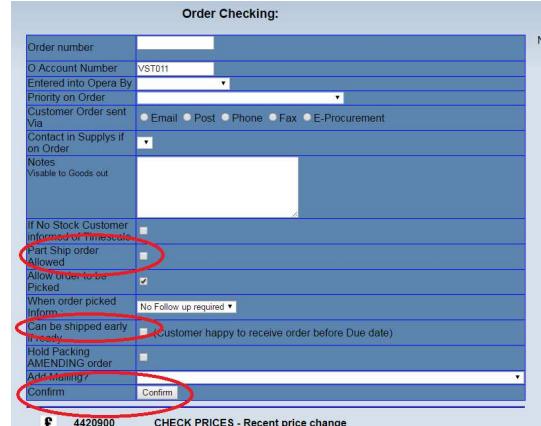
AMENDING order:

Add Mailing:

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:  Email  Post  Phone  Fax  E-Procurement

Contact in Supplys if on Order:

Notes:

If No Stock Customer informed of Timescale:

Part Ship order allowed:

Allow order to be Picked:

When order picked:  Inform:  Can be shipped early:  (Customer happy to receive order before Due date)

Hold Packing:

AMENDING order:

Add Mailing:

Confirm:

4420900 CHECK PRICES - Recent price change

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