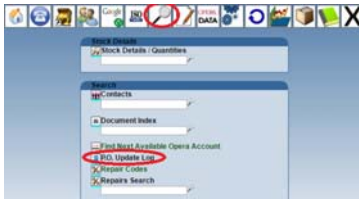# VM3COP20.29 Checking the Purchase Order Log

 Firstly, click on the magnifying glass in Intrastats, then click on 'P.O Update Log' to find a list of purchase orders we have sent to our suppliers.

KEY / show all
Order Not Sent / Do not Chase
Order Unknown
Order sent - unconfirmed
Order confirmed - shipment date pending
Not due until date specified
Overdue from date specified
Should have arrived

Work with the key displayed at the top of the page; firstly, check the orders in red, pink and brown. If you click on 'Should have arrived' all the purchase orders that are in red will pop up. If any orders say 'landed not yet booked into Opera' you do not need to chase these.

| * POR10769 | 26/05/16 | Maxtec Inc. | 0110432 | LANDED 07/06/16 . Not yet booked into Opera | | Excel |

If an order is coloured red and has no notes, chase the supplier by clicking on the purchase order number.

| * POR10723 | 26/04/16 | Teledyne Analytical Instrument | 0110016 | 28 /04 /16 | 26/05/16 |

POR10723 - Teledyne Analytical Instrument

Known Purchase Order Contacts
Betsy Margetts

There should be a contact name, this will be the person you would chase for this order.

Viamed Purchase Order: POR10723 — ↗ ×

Betsy Margetts

Viamed Purchase Order: POR10723

Dear Betsy,

Please can you confirm receipt and dispatch of the above purchase order and provide me with the relevant tracking number?

Kind regards

Send them an email asking for a tracking number:

POR10760 - Teledyne Analytical Instrument

Known Purchase Order Contacts
Betsy Margetts

Only update Changes leave all other Fields Blank

Order Sent Via
Order Confirmed
Estimated Shipping Date (Ship TO Viamed)
Shipping Method
Supplier Confirmation Number

Line ID	Stock Reference	Description	Quantity	Est Ship To Viamed Date	Notes (History)	Ship Method	Supplier Confirmation	Watch	Arrived
8090	0110081	Oxygen sensor UFO 130-2	80	24-06-2016	chased- EH 01.07.16		00082619-1	Watch	
8091	0110122	Oxygen sensor - Automotive R-22A	500	24-06-2016	129100816798892766		00082619-1	Watch	
8092	0110132	Oxygen sensor - Automotive R-22AV	500	24-06-2016			00082619-1	Watch	
8093	0110950	Nitrogen sensor N-33	2	24-06-2016			00082619-1	Watch	

Click on to the notes field and type that you have chased the supplier, initial and date.

Follow these steps for the red and pink orders. Brown orders need to be chased in a similar way, but ask for an order confirmation instead of a tracking number. Yellow and green orders can be ticked as they are not outstanding any information.

Once you have chased the supplier, tick the box on the left-hand side of the P.O. log page to confirm this has been completed.

If shipping date is after the required date

Check the purchase order notes, if nothing noted, message and issue Steve Nixon or Derek Lamb.

Receiving Tracking Numbers

When the tracking number is received, navigate to the 'P.O. Update log'

At the top of the Purchase Order Log screen, there is a search box, enter the POR number and click 'Search'. This will open the POR page

Alternatively, scroll down the page to locate the POR and click on the POR number on the left to open the POR page

Enter the tracking number into an empty notes field and click 'Update'