

## VM3COP20.29 Checking the Purchase Order Log



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



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	
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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
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### 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	

Send them an email asking for a tracking number:

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

POR10760 - Teledyne Analytical Instrument						
Known Purchase Order Contacts Betsy Margetts						
Only update Changes leave all other Fields Blank						
Order Sent Via	<input type="button" value="▼"/>	Order Confirmed	<input type="button" value="▼"/>	Estimated Shipping Date (Ship TO Viamed)	<input type="button" value="▼"/>	Shipping Method
Supplier Confirmation Number	<input type="button" value="▼"/>	Line ID	Stock Reference	Description	Quantity	Est Ship To Viamed Date
8090	0110081	Oxygen sensor	UFO 130-2		80	24/05/2016
8091	0110122	Oxygen sensor - Automotive	R-22A	500	24/05/2016	chased - EH 01-07-16
8092	0110132	Oxygen sensor - Automotive	R-22AV	500	24/05/2016	
8093	0110950	Nitrogen sensor	N-33	2	24/06/2016	

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.

<input checked="" type="checkbox"/> POR10766	26/05/16	Omni Sensors & Transmitters	0110524	27/05/16	18/07/16
<input checked="" type="checkbox"/> POR10765	24/05/16	Goss Components Ltd	0030140	01/05/16	05/09/16
<input checked="" type="checkbox"/> POR10760	24/05/16	Teledyne Analytical Instrument	0110081	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10760	24/05/16	Teledyne Analytical Instrument	0110122	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10760	24/05/16	Teledyne Analytical Instrument	0110132	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10751	24/05/16	Teledyne Analytical Instrument	0110960	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10751	24/05/16	Teledyne Analytical Instrument	0110960	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10751	24/05/16	Teledyne Analytical Instrument	0110960	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10751	24/05/16	Teledyne Analytical Instrument	0110960	27/05/16	24/06/16
<input checked="" type="checkbox"/> POR10744	13/05/16	Bently Neamcan	3210011	02/06/16	08/07/16
<input checked="" type="checkbox"/> POR10744	13/05/16	Bently Neamcan	3210011	02/06/16	08/07/16
<input checked="" type="checkbox"/> POR10741	10/05/16	Teledyne Analytical Instrument	0110961	13/05/16	01/07/16
<input checked="" type="checkbox"/> POR10731	09/05/16	Medu Scientific Ltd	2530025		
<input checked="" type="checkbox"/> POR10719	26/04/16	RS Components Ltd	1430320	23/05/16	16/06/16
<input checked="" type="checkbox"/> POR10705	19/04/16	Teledyne Analytical Instrument	0110349	21/04/16	05/09/16
<input checked="" type="checkbox"/> POR10704	18/04/16	Teledyne Analytical Instrument	0110349	21/04/16	06/07/16
<input checked="" type="checkbox"/> POR10681	08/04/16	WAG Funktion + design	2530049		Multiple Dates
<input checked="" type="checkbox"/> POR10681	08/04/16	WAG Funktion + design	2530049		Multiple Dates
<input checked="" type="checkbox"/> POR10652	16/03/16	Blueprint Medical	0015010	19/04/16	No Ship Date
<input checked="" type="checkbox"/> POR10652	16/03/16	Blueprint Medical	0015011	19/04/16	No Ship Date
<input checked="" type="checkbox"/> POR10652	29/03/16	Blueprint Medical	0015012	19/04/16	No Ship Date
<input checked="" type="checkbox"/> POR10652	16/03/16	Blueprint Medical	0015013	19/04/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014951	30/03/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014752	30/03/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014753	30/03/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014754	30/03/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014850	30/03/16	No Ship Date
<input checked="" type="checkbox"/> POR10651	16/03/16	Blueprint Medical	0014851	30/03/16	No Ship Date

## 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

RE: **POR10760**  Direct to Gmails/Emily Hanson 

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

 Betsy Margetts <Betsy.Margetts@teledyne.com>  
 to Emily 

Hi Emily,

Here is your tracking number: 1Z9100816798892766

Thanks,  
Betsy.

**Purchase Order Log**

Note only Tracks purchase orders with Stock references attached.

Scan / Enter POR Number (include the beginning text POR / VST etc..)



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

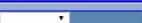
<input checked="" type="checkbox"/> * POR10766	 26 May 16	 26 May 16	Omni Sensors & Transmitters	0110524	27 May 16	18 Jul 16
<input checked="" type="checkbox"/> * POR10763	 25 May 16	 08 Jun 16	Goss Components Ltd	0030140	01 Jun 16	08 Sep 16
<input checked="" type="checkbox"/> * <b>POR10760</b>	 24 May 16	 24 May 16	Teledyne Analytical Instrument	0110081	27 May 16	24 Jun 16
<input checked="" type="checkbox"/> * POR10760	 24 May 16	 31 May 16	Teledyne Analytical Instrument	0110122	27 May 16	24 Jun 16
<input checked="" type="checkbox"/> * POR10760	 24 May 16	 24 May 16	Teledyne Analytical Instrument	0110132	27 May 16	24 Jun 16
<input checked="" type="checkbox"/> * POR10760	 24 May 16	 24 May 16	Teledyne Analytical Instrument	0110950	27 May 16	24 Jun 16

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

**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		<input type="checkbox"/>
8091	0110122	Oxygen sensor - Automotive R-22A	500	24-06-2016	 1Z9100816798892766		00082619-1		<input type="checkbox"/>
8092	0110132	Oxygen sensor - Automotive R-22AV	500	24-06-2016			00082619-1		<input type="checkbox"/>
8093	0110950	Nitrogen sensor N-33	2	24-06-2016			00082619-1		<input type="checkbox"/>



Stock Ref	Sent Via	Sent By	Confirmed On	Confirmed By	Estimated Ship Date	Confirmation Number	Notes
0110081	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	chased- EH 01.07.16
0110122	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	1Z9100816798892766
0110132	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	
0110950	Email	Emily Hanson	27/05/16	Emily Hanson	24/06/16	00082619-1	