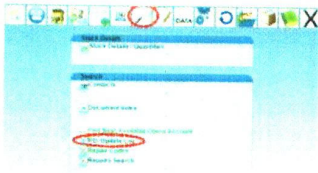


worth having on
 Pvm named
 PAN van
 PST VST

called purchase order update 100

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	Maxtec Inc	0110474	LANDED 07/06/16 - Not yet booked into Opera	Excel
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Does it still say open

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

POR10723	Teledyne Analytical Instrument	0110070	26/04/16	26/04/16
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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

Send them an email asking for a tracking number:

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

Order Sent Via	Order Confirmed	Estimated Shipping Date (Ship To: Viamed)	Shipping Method	Supplier Confirmation	Watch
011022	011022	011022	011022	011022	Watch
0110132	0110132	0110132	0110132	0110132	Watch
0110050	0110050	0110050	0110050	0110050	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.

does it still say po

Order No	Order Date	Supplier	Order Value	Order Status	Notes
POR10769	0110474	Maxtec Inc	27,957.00	LANDED	
POR10723	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
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POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
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POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR10721	0110070	Teledyne Analytical Instrument	26,040.00	26/04/16	
POR10760	011022	Teledyne Analytical Instrument	22,984.96	22/04/16	
POR1					

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

Purchase order

RE **POR10760**

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

Betsy Margetts: Betsy.Margetts@relaskw.com
 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

PVM/PAN/PST

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

POR	Created	Updated	Supplier	Stock Ref	Est Ship Date	Actual Ship Date
POR10766	26 May 16	26 May 16	Omni Sensors & Transmitters	0110524	27 May 16	18 Jul 16
POR10763	25 May 16	08 Jun 16	Goss Components Ltd	0030140	01 Jun 16	08 Sep 16
POR10760	24 May 16	24 May 16	Teledyne Analytical Instrument	0110081	27 May 16	24 Jun 16
POR10766	24 May 16	24 May 16	Teledyne Analytical Instrument	0110122	27 May 16	24 Jun 16
POR10766	24 May 16	24 May 16	Teledyne Analytical Instrument	0110132	27 May 16	24 Jun 16
POR10766	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: [Dropdown]
 Order Confirmed: [Dropdown]
 Estimated Shipping Date (Ship To/Via): [Dropdown]
 Shipping Method: [Dropdown]
 Supplier Confirmation Number: [Text]

Line ID	Stock Reference	Description	Quantity	Est Ship To/Via	Est Ship Date	Notes	History	Ship Method	Supplier Confirmation	Watch	Arrived
8090	0110081	Oxygen sensor UPO 130-2	80	24/05/2016	27/05/2016	1Z9100816798892766			00082619-1	Watch	
8091	0110122	Oxygen sensor - Automotive R-22A	500	24/05/2016	27/05/2016	1Z9100816798892766			00082619-1	Watch	
8092	0110132	Oxygen sensor - Automotive R-22A/V	500	24/05/2016	27/05/2016				00082619-1	Watch	
8093	0110950	Nitrogen sensor N-33	2	24/05/2016	27/05/2016				00082619-1	Watch	

Notes

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	