

- 616 Supplier Review - Outstanding orders - 10 mins - Done once a week.
- 430 Emailing Of Invoices - Anything from 20 mins to 40 depending on how much has been shipped the previous day. Done every day minus a Friday.
- 239 Please check Paypal for orders - 5 mins - Once a week.
- 506 Collect Repair Filing - Done via system.
- 517 Checking For Uploaded Files - 2 mins - Every day.
- 520 Send Purchase Orders To Suppliers (checking they have been sent only via SN, DL and CG) - 5 mins - every day.
- 523 Delivered not Invoiced (checking any aren't stuck on the list) - 5 mins - every day.
- 528 Review Inward Payments - 10 mins - Every day.
- 792 SRS Folder - 15 mins - every month.
- 657 Dishwashing - Not doing as working from home.
- 990 B2B Router / Peppol Responsibility - 15 mins - once a week.

Answering the phones, emails and putting orders on all throughout the day. The volume on this varies as to how many staff are in per day.