

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 Responsibilitys - 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.