

# Checking the Active List

VM3COP20.20

On Instrastats, click the 'Opera Data' tab and click on 'Active List'



Back Orders Active List - 76 Orders Outstanding

1 New Order(s) and 1 Order(s) require update Priorities [4] Priorities [3]

Account on Stop	1	Been Picked / in Picking	11						
Short on Stock?	19	Can be Picked?	9						
Forward Order / Repairs	18 / 8	On Hold / Call off Order	6						
Order Override	4	Order Can Ship Early							
Sales orders quantity: 39									
Account	Name	#	Order Number	Customer Ref	Due	Priority	Issue	Notes	C O G D
M T 00007696	Jikcotech Ltd	(3)	ORD73851	#004VIAMED	28/04/15	2	#58526	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007020	Muscat Pharmacy LLC	(1)	ORD74861	#CD/153211	30/06/15	2	#60109	See Attached Notes	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007696	Jikcotech Ltd	(3)	ORD75074	#003VIAMED	13/07/15	2	#60640	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007828	ARAB NATIONAL BANK	(1)	ORD75114	NMOG-636-0	14/07/15	2	#60995	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T VST025	Divesoft, s.r.o.	(1)	VSORD00528	0669	16/07/15	2	#61049	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007696	Jikcotech Ltd	(3)	ORD75244	#001VIAMED	23/07/15	2	#61154	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007475	Fisher & Paykel Healthcare (E)	(1)	ORD73193	SRS64784	01/05/15	3	#58609	See Attached Notes Complete - Ready Invoice 64784	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007688	Gulf & World Traders LLC	(2)	ORD74533	#424/2015	10/06/15	3	#59640	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007983	Junnimed Services Pte Ltd	(1)	ORD74725	SRS64911	22/06/15	3	#60161	See Attached Notes Complete - Ready Invoice 64911	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T VST009	Innerspace Systems Corp.	(1)	VSORD00507	2015-228	24/06/15	3	#60026	See Attached Notes	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00006262	A Aurelijus Miciuda	(1)	ORD74814	23/06/15	26/06/15	3	#60086	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Each line of the active list should be checked DAILY by both the office and Goods Out, an item that has been checked will have a tick in the 'O' column on the right.



Click the account Number of the order to be checked

4 New Order(s) and 0 Order(s) require update Priorities [2] Priorities [3]

Account on Stop	5	Been Picked / in Picking	17						
Short on Stock?	150	Can be Picked?	3						
Forward Order / Repairs	21 / 13	On Hold / Call off Order	4						
Order Override	8	Order Can Ship Early							
Account	Name	#	Order Number	Customer Ref	Due	Priority	Issue	Notes	C V
M T 00007586	Mediq Suomi Oy	(7)	ORD76351	MQ-2052106	02/10/15	2	#63463	Back Order - Supplier	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M T 00006023	InterMed Medical Limited	(4)	ORD76409	31255	06/10/15	2	#63487	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007586	Mediq Suomi Oy	(7)	ORD76735	MQ-2052602	26/10/15	2	#63978	Back Order - Supplier	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M T 00007586	Mediq Suomi Oy	(7)	ORD76869	MQ-2052762	30/10/15	2	#64225	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
M T 00007586	Mediq Suomi Oy	(7)	ORD77164	MQ-2053207	18/11/15	2	#64874	Back Order - Supplier	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

You will be presented with a screen displaying every item they have on order regardless of ORD.

Back Orders of Total 4 Orders for 265 Items

0110361 Quantity 54 Oxygen sensor R-22AHJR Jikco OEM sensor

00007696 Jikcotech Ltd Customer Ref:#004VIAMED Due:28 Apr 2015 O/N: ORD73851 Stock Ref: 0110361 30 Apr 2015 Catherine Spence Back Order - Supplier Quantity: 54

26 Jun 2015 Lisa Leggoe E-mailed customer to see if they would accept the 140 (maybe 148) units that are arriving next week.

30 Jun 2015 Lisa Leggoe See Attached Notes Please part ship as many oxygen sensors after testing.

06 Jul 2015 Catherine Spence done 14 Jul 2015 Catherine Spence Back Order - Supplier

0110137 Quantity 10 Oxygen sensor - Automotive R-17AH

2510000 Quantity 2 Microstim DB3 - Supramaximal Nerv [ ]

0007586  
Mediq Suomi Oy  
Customer Ref/MQ-2052106  
Due 02 Oct 2015  
O/N: ORD76351  
Stock Ref. 2510000  
Quantity: 2

Internal Issue #63463

06 Oct 2015 Catherine Spence  
Back Order - Supplier

08 Oct 2015 Lisa Leggoe  
Customer updated on delay in production for December/Jan.

27 Jan 2016 Catherine Spence

24 Feb 2016 Katie Evans  
See Attached Notes  
Updated Mari Hokkanen about March lead time as per RS

25 Feb 2016 Catherine Spence  
Back Order - Supplier

Current status notes for each stock item should be visible, the Manufacture Icon can be clicked to retrieve further information relating to the stock item, purchase order delivery dates and customer reference number will be displayed.

You are checking the order is not stuck in limbo, the customer is aware of any delays, and we are aware of the order.

Once you are happy that nothing needs doing with the customer order you can return to the active screen and tick the box as checked.

There must be notes on every blue and pink order to advise if the customer is aware of any delays and what is happening. E.g. if the order is pink, there is an outstanding issue with the order, has anybody contacted the customer? Make notes of any contact.

If the lead time quoted to the customer has passed, the customer should be contacted again to explain why and be advised of the new expected lead time. This contact must be noted on the active list.

For pink orders, check the awaiting action tray in the office for details of current status which must be included as a memo on this list.

If an order is blue and has no notes, find the ORD paperwork and type any notes on here to explain the current status. If there are no notes on the ORD, speak with the person who added the order and ask them to make notes and add to active list.

