

Checking the Active List

VM3COP20.20

On Intrastats, 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 00007696	Jikotech Ltd	(3)	ORD73851	#004VIAMED	28/04/15	2	#58526	Back Order - Supplier	✓	✓	✓	✓
M 00007020	Muscat Pharmacy LLC	(1)	ORD74861	#CD/153211	30/06/15	2	#60109	See Attached Notes	✓	✓	✓	✓
M 00007696	Jikotech Ltd	(3)	ORD75074	#003VIAMED	13/07/15	2	#60640	Back Order - Supplier	✓	✓	✓	✓
M 00007828	ARAB NATIONAL BANK	(1)	ORD75114	NMOG-636-0	14/07/15	2	#60995	Back Order - Supplier	✓	✓	✓	✓
M VST025	Divesoft, s.r.o.	(1)	VSORD00528	0669	16/07/15	2	#61049	Back Order - Supplier	✓	✓	✓	✓
M 00007696	Jikotech Ltd	(3)	ORD75244	#001VIAMED	23/07/15	2	#61154	Back Order - Supplier	✓	✓	✓	✓
M 00007475	Fisher & Paykel Healthcare (E)	(1)	ORD73193	SRS64784	01/05/15	3	#58609	See Attached NotesComplete - Ready Invoice 64784	✓	✓	✓	✓
M 00007688	Gulf & World Traders LLC	(2)	ORD74533	#/424/2015	10/06/15	3	#59640	Back Order - Supplier	✓	✓	✓	✓
M 00007983	Junnimed Services Pte Ltd	(1)	ORD74725	SRS64911	22/06/15	3	#60161	See Attached NotesComplete - Ready Invoice 64911	✓	✓	✓	✓
M VST009	Innerspace Systems Corp.	(1)	VSORD00507	2015-228	24/06/15	3	#60026	See Attached Notes	✓	✓	✓	✓
M 00006262	A Aurelijus Miciuda	(1)	ORD74814		23/06/15	3	#60086	Back Order - Supplier	✓	✓	✓	✓

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	8	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 00007586	Mediq Suomi Oy	(7)	ORD76351	MQ-2052106	02/10/15	2	#63463	Back Order - Supplier	✓	✓
M 00006023	InterMed Medical Limited	(4)	ORD76409	31255	06/10/15	2	#63487	Back Order - Supplier	✓	✓
M 00007586	Mediq Suomi Oy	(7)	ORD76735	MQ-2052602	26/10/15	2	#63978	Back Order - Supplier	✓	✓
M 00007586	Mediq Suomi Oy	(7)	ORD76869	MQ-2052762	30/10/15	2	#64225	Back Order - Supplier	✓	✓
M 00007586	Mediq Suomi Oy	(7)	ORD77164	MQ-2053207	18/11/15	2	#64874	Back Order - Supplier	✓	✓

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
Jikotech Ltd
Customer
Ref:004VIAMED
Due:28 Apr 2015
O/N: ORD73851
Stock Ref: 0110361
Quantity: 54

User: Catherine Spence
Notes: Back Order - Supplier

30 Apr 2015 Catherine Spence
Back Order - Supplier

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 Mani Hokkanen about March lead time as per RS

25 Feb 2016 Catherine Spence
Back Order - Supplier

Initial Order Checking Notes: ORD76351
01/10/2015 Emily Hanson
Please mark paperwork & cartons with customer P/O number.

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.

00004581	Royal Hallamshire Hospital	(1) ORD79840	79041064	14/06/16	3	#72964 Back Order - Supplier
00003668	Borders General Hospital	(2) ORD80813		14/06/16	3	
00004580	Southampton General Hospital	(1) ORD80814	83471073	14/06/16	5	#72962 Back Order - Production