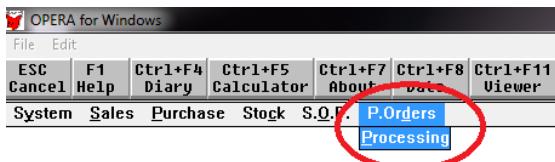
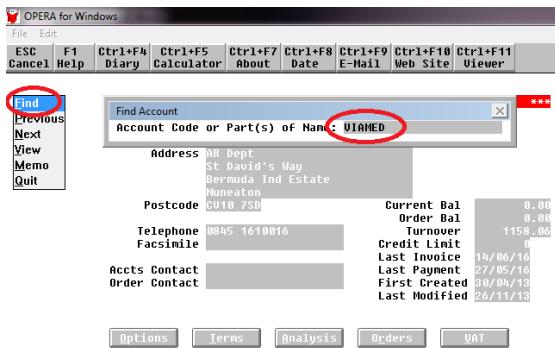


Vandagraph Consignment Stock Orders

When a 'Vandagraph Purchase Order for Consignment Stock' order is found in 'Tray 3 – Sales Orders – New', ensure there is a Vandagraph employee's initials and date written on the order. Currently John Lamb, Jean Lamb, Ryan Swaine and Jonathan Connor are authorised to sign these orders.



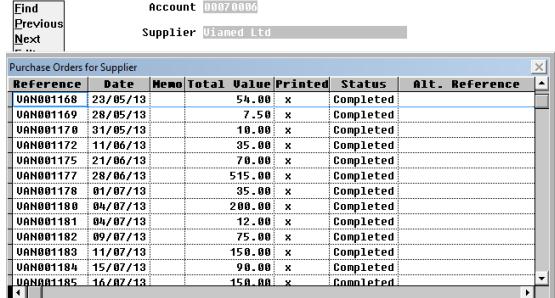
Log in to Vandagraph Opera. Click on 'Purchase' then 'Processing'



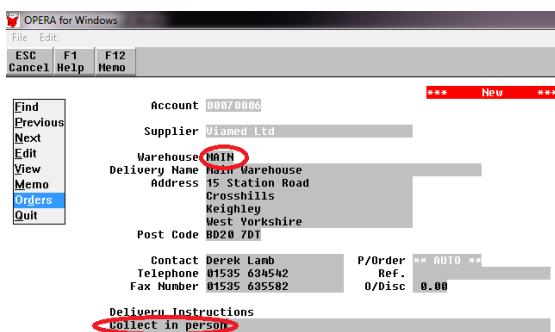
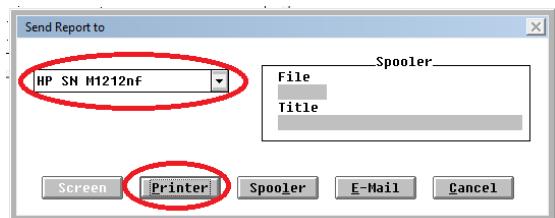
Click 'Find' type 'Viamed' in the search box and hit enter



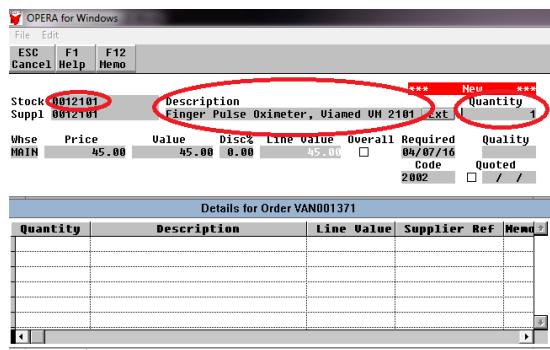
Click 'Orders' the click 'F5 Add'



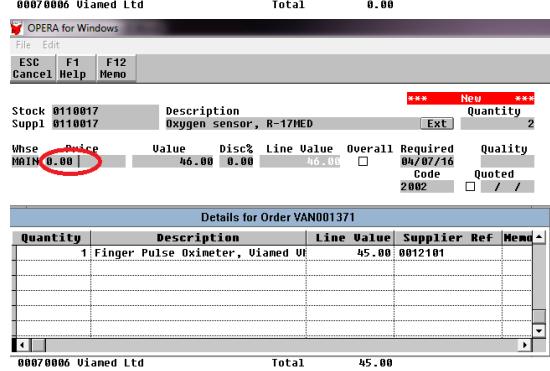
If the printer dialog appears, ensure you change the printer name to 'HP SN M1212nf' and select 'Printer'



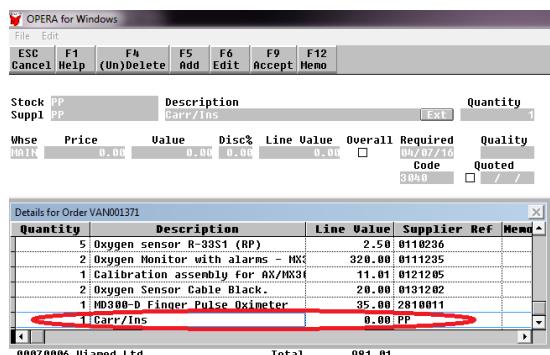
Type 'MAIN' in the 'Warehouse' field and type 'Collect in person' in the 'Delivery Instructions' field.



From the Consignment Stock paperwork, type the 'Stock Reference' from Line #1 into the 'Stock' field and press down or enter. Ensure the description matches the 'Consignment Stock' paperwork and select the quantity required as per the paperwork. Press F9 to proceed.



Some lines may have the price hand written on the paperwork, if they differ from the Opera price, proceed with the price stated on the paperwork and amend the price in Opera.

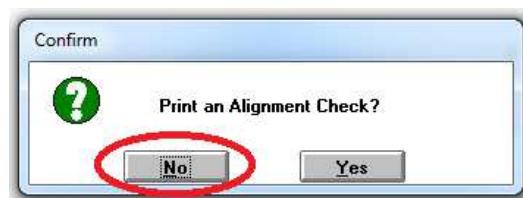


When all lines have been entered, enter an additional line for carriage. Use 'Stock' code, 'PP' and press F9.

Press Esc and the F9 to complete



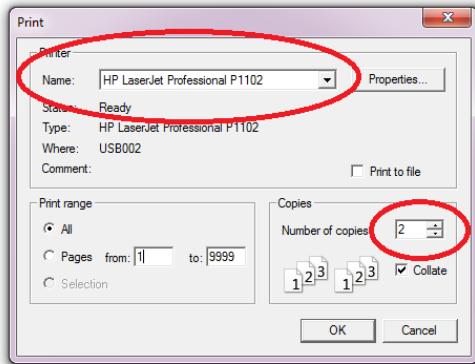
You will be asked if you would like to post the order, select 'Yes'



You will be presented with this dialogue.



Click 'OK' on this dialogue, this message box may appear several times, keep clicking 'OK'



The print dialog will display, choose the correct printer from the drop down box and select 1 for the 'Number of copies'.

Navigate to Viamed Opera and process the Vandagraph purchase order as per VM3COP20.30 (Doc ID: 17138) ensuring you amend the prices to those stated on the Vandagraph purchase order.

Vandagraph Checking

Firstly, ensure the consignment stock paperwork is initialled/signed and dated and check against the purchase order, paying special attention to any hand written notes.

Then check Viamed ORD as per normal order using VM3COP20.32 (Doc: 17140)