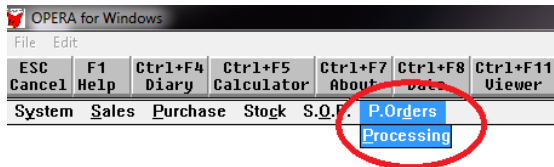
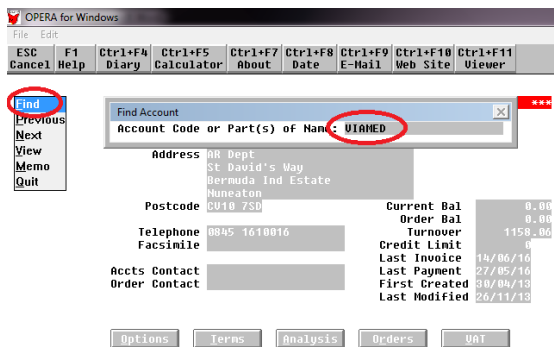


Vandagraph Consignment Stock Orders

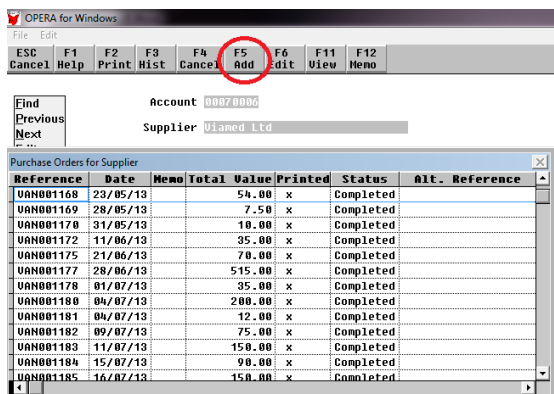
When a 'Vandagraph Purchase Order for Consignment Stock' order is found in 'Tray 3 – Sales Orders – New', ensure there is a Vandagraph employee's initials and date written on the order. Currently John Lamb, Jean Lamb, Ryan Swaine and Jonathan Connor are authorised to sign these orders.



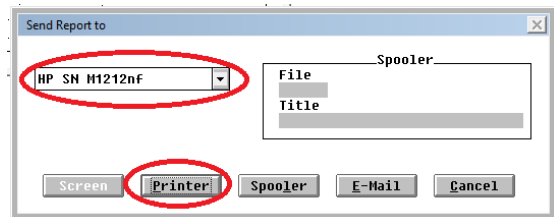
Log in to Vandagraph Opera. Click on 'Purchase' then 'Processing'



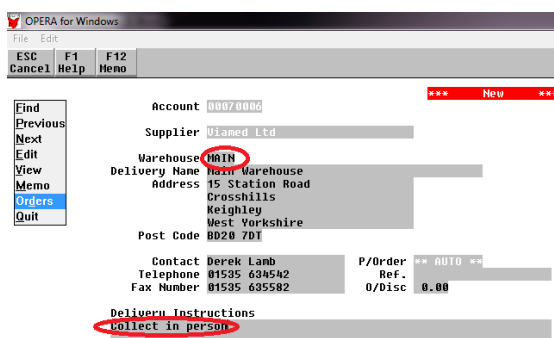
Click 'Find' type 'Viamed' in the search box and hit enter



Click 'Orders' then 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.

OPERA for Windows

File Edit

ESC F1 F12
Cancel Help Memo

Stock 0012101 Description Finger Pulse Oximeter, Viamed OH 2101 Ext / Quantity
Suppl 0012101

Whse Price Value Disc% Line Value Overall Required Quality
MAIN 45.00 45.00 0.00 45.00 04/07/16
Code Quoted
2002 / /

Details for Order VAN001371

Quantity	Description	Line Value	Supplier Ref	Memd
1	Finger Pulse Oximeter, Viamed OH	45.00	0012101	

00070006 Viamed Ltd Total 0.00

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.

OPERA for Windows

File Edit

ESC F1 F12
Cancel Help Memo

Stock 0110017 Description Oxygen sensor, R-17HED Ext / Quantity
Suppl 0110017

Whse Price Value Disc% Line Value Overall Required Quality
MAIN 0.00 0.00 0.00 0.00 04/07/16
Code Quoted
2002 / /

Details for Order VAN001371

Quantity	Description	Line Value	Supplier Ref	Memd
1	Finger Pulse Oximeter, Viamed OH	45.00	0012101	
2	Oxygen sensor, R-17HED	0.00		

00070006 Viamed Ltd Total 45.00

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.

OPERA for Windows

File Edit

ESC F1 F4 F5 F6 F9 F12
Cancel Help (Un)Delete Add Edit Accept Memo

Stock PP Description Carr/Ins Ext / Quantity
Suppl PP

Whse Price Value Disc% Line Value Overall Required Quality
MAIN 0.00 0.00 0.00 0.00 04/07/16
Code Quoted
2002 / /

Details for Order VAN001371

Quantity	Description	Line Value	Supplier Ref	Memd
1	Finger Pulse Oximeter, Viamed OH	45.00	0012101	
2	Oxygen sensor, R-17HED	0.00		
1	Carr/Ins	0.00	PP	

00070006 Viamed Ltd Total 981.01

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

Confirm

Post Order?

No Yes

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

Confirm

Print an Alignment Check?

No Yes

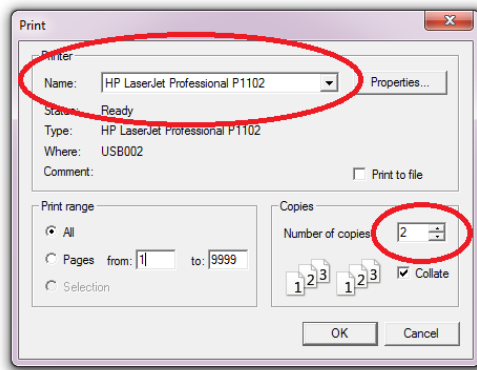
You will be presented with this dialogue.

Alert

Temporary Path Too Long

OK

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)