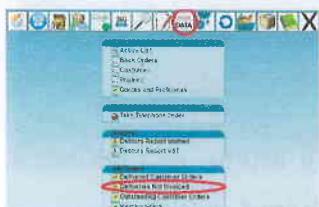


APPROVED 14 NOV 2016

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## Humanmed Invoicing

Humanmed invoices need to be created and posted on a daily basis.



1. From the 'Opera Data' tab on Intrastats, click on 'Deliveries Not Invoiced' under the "HM Orders" header.

Recent deliveries will be displayed.

Note: Please do NOT invoice deliveries that have been processed the same day, wait until the next working day.

| Potentially Delivered not Invoiced |             |                 |            |             |                               |
|------------------------------------|-------------|-----------------|------------|-------------|-------------------------------|
| Order ID                           | Delivery ID | Allocated Stock | In Picking | Date Picked | Generate Invoice              |
| 120267                             | D120267-1   | 2               |            | 07 Jul 2016 | Order Sent Delivery confirmed |

2. To invoice an order, click on, 'Order Sent Delivery confirmed' on the corresponding line in order to generate the invoice.

| Order ID | Delivery ID | Allocated Stock | In Picking | Date Picked | Generate Invoice              |
|----------|-------------|-----------------|------------|-------------|-------------------------------|
| 120267   | D120267-1   | 2               |            | 07 Jul 2016 | Order Sent Delivery confirmed |

3. A new button stating, 'Generate Invoice' will appear, click this.

| Potentially Delivered not Invoiced |             |                 |            |             |                  |
|------------------------------------|-------------|-----------------|------------|-------------|------------------|
| Order ID                           | Delivery ID | Allocated Stock | In Picking | Date Picked | Generate Invoice |
| 120267                             | D120267-1   | 2               |            |             | Generate Invoice |

You will be presented with a screen displaying all part numbers and prices applicable to that invoice.

| Preview Final Invoice for Delivery D120378-1 - Note all items here listed individually   |  |               |             |              |            |  |
|--|--|---------------|-------------|--------------|------------|--|
| Customer Order Reference: 21068823 Delivery Note: D120378-1 Number Packages in the Delivery: 2<br>Order Checking Memo Notes: 11/11/2016 Emily Hanson |  |               |             |              |            |  |
| Update Invoice D120378-1   |  |               |             |              |            |  |
| Stock Reference  | Description  | Goods Total £ | Vat Total £ | Line Total £ | Check Sum  |  |
| 436  |  |               |             |              |            |  |
| 500028   | Infiltration Cannula 3.5mm 25cm Non Sterile        | 70.00         | 0.00        | 70.00        | OK         |  |
| 500028   | Infiltration Cannula 3.5mm 25cm Non Sterile        | 70.00         | 0.00        | 70.00        | OK         |  |
| 670001-E   | Evo WAL Applicators for BodyJet 370cm Long (Box 5) | 597.40        | 0.00        | 597.40       | OK         |  |
|  | Total £:   | 737.40        | 0.00        | 737.40       | OK Preview |  |

4. Click on the PDF icon at the top-left stating the purchase order (PO) number. Customer Order Reference: 
5. This will download a scanned fax or PDF version of the PO, open it and ensure all parts and prices (including VAT) are correct as per the preview list and ensure the purchase order number matches the 'Customer Order Reference' located at the top of this page.