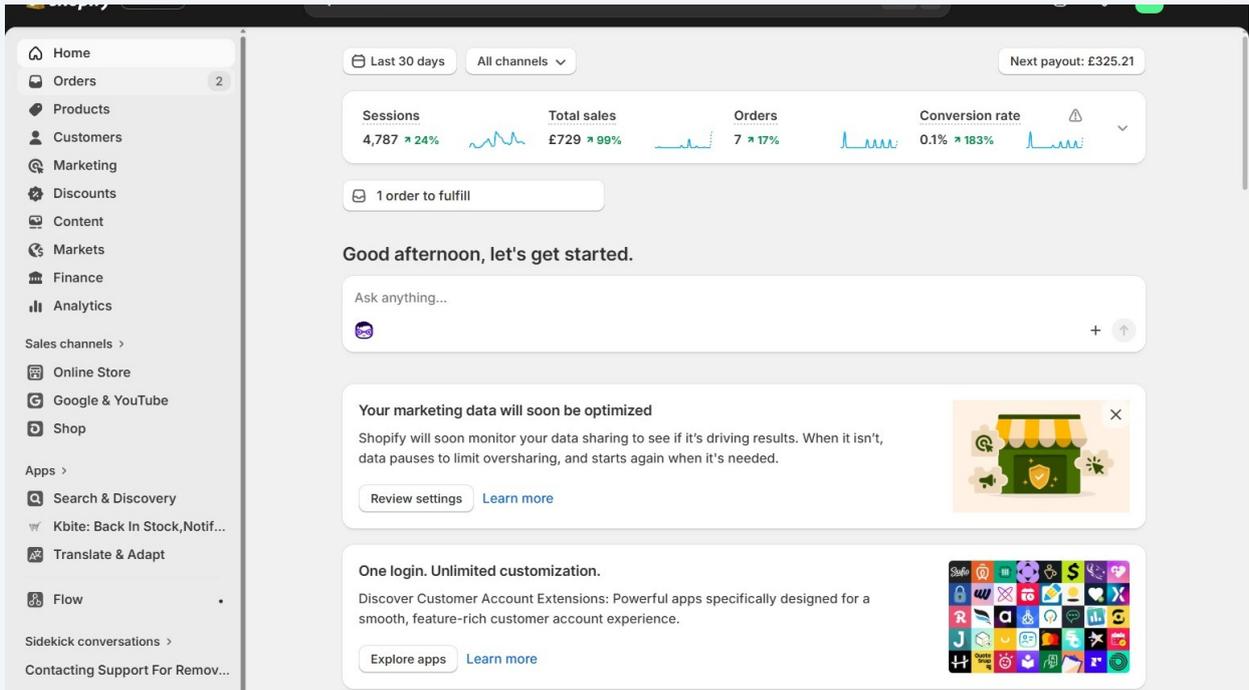


# Process a Shopify Order (Customer Already in Intrastats)

1 Navigate to <https://www.viamed.online/admin>



## 2 Click "Orders"

The screenshot shows the Shopify dashboard interface. On the left sidebar, the 'Orders' menu item is highlighted with an orange circle. The main content area displays a summary of key metrics: Sessions (4,787, +24%), Total sales (£729, +99%), Orders (7, +17%), and Conversion rate (0.1%, +183%). Below the metrics, there is a notification for '1 order to fulfill' and a 'Good afternoon, let's get started.' message with a search bar. There are also two informational cards: 'Your marketing data will soon be optimized' and 'One login. Unlimited customization.'

## 3 Click order to process, starting VIAWEB. Outstanding/unfulfilled orders are in bold text.

The screenshot shows the 'Orders' page in Shopify. The left sidebar is visible with 'Orders' selected. The main area displays a summary of orders for 'Today': 1 Order, 2 Items ordered, £0 Returns, and 0 Orders fulfilled. Below this is a table of orders with columns for checkboxes, order ID, date, customer, channel, total, payment status, and fulfillment status. The order 'VIAWEB1268' is highlighted with an orange circle and is in bold text, indicating it is outstanding or unfulfilled. Other orders are listed with their respective details.

	Order	Date	Customer	Channel	Total	Payment status	Fulfillment status
<input type="checkbox"/>	<b>VIAWEB1268</b>	Today at 13:39	Daniel Townsend	Online Store	£396.00	Paid	<b>Unfulfilled</b>
<input type="checkbox"/>	VIAWEB1267	Saturday at 22:12	Robert King	Online Store	£13.68	Paid	Unfulfilled
<input type="checkbox"/>	VIAWEB1266	20 Jan at 15:37	Syed Amjad	Online Store	£36.84	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1265	16 Jan at 18:02	Andrew Edmonds	Online Store	£211.44	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1264	12 Jan at 20:51	John Nash	Online Store	£51.72	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1263	31 Dec at 13:06	Andrew maile	Online Store	£0.00	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1262	31 Dec at 10:27	Jeffrey Monera	Online Store	£19.44	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1261	16 Dec at 10:07	HEALTHSHARE LTD - GBP Cora Health	Online Store	£179.52	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1260	14 Dec at 17:20	Kingsley Ekwueme	Online Store	£82.44	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1259	11 Dec at 9:40	Kitty Scott	Online Store	£0.00	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1258	10 Dec at 14:11	Sarah Smith	Online Store	£0.00	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1257	8 Dec at 7:56	MR DANIEL J TAYLOR	Online Store	£19.44	Paid	Fulfilled
<input type="checkbox"/>	VIAWEB1256	1 Dec at 11:42	Daniel Trottler	Online Store	£84.96	Paid	Fulfilled

#### 4 Click "Leave a comment..."

The screenshot displays a Shopify order management interface. On the left is a navigation sidebar with categories like Home, Orders (with a '2' badge), Products, Customers, Marketing, Discounts, Content, Markets, Finance, Analytics, Sales channels, and Apps. The main content area is divided into several sections: a 'Paid' summary table, a 'Timeline' section with a comment input field, and three informational cards on the right.

Paid		
Subtotal	2 items	£318.00
Shipping	UPS (0 g: Items 0 g, Package 0 g)	£12.00
Taxes	GB VAT 20%	£66.00
<b>Total</b>		<b>£396.00</b>
Paid		£396.00

**Timeline**

VL Leave a comment... [Post]

Only you and other staff can see comments

Today

- Order confirmation email was sent to Daniel Townsend (dan.townsend@sportingedgeuk.com). 17 minutes ago  
[View email]
- £387.83 GBP will be added to your Mar 2, 2026 payout. 17 minutes ago
- A £396.00 GBP payment was processed using a Mastercard ending in 0201 17 minutes ago

**Shipping address**

Daniel Townsend  
5 Haining Gardens  
Mytchett  
GU16 6BJ  
United Kingdom  
+44 7447 988136  
[View map](#)

**Billing address**

Same as shipping address

**Conversion summary**

- This is their 2nd order
- 1st session from Google
- 2 sessions over 8 days

[View conversion details](#)

**Order risk**

Low Medium High

Chargeback risk is low. You can fulfill this order.

3DS authenticated

#### 5 Type your initials

## 6 Click "Post"

The screenshot shows the Shopify admin interface. On the left is a navigation sidebar with categories like Home, Orders, Products, Customers, Marketing, Discounts, Content, Markets, Finance, Analytics, Sales channels, and Apps. The main content area is divided into several sections:

- Order Summary:** A table showing order details for a 'Paid' order. Subtotal is £318.00 for 2 items. Shipping is £12.00 (UPS). Taxes are £66.00 (GB VAT 20%). Total is £396.00. The 'Paid' amount is also £396.00.
- Timeline:** A list of events. The first event is 'Order confirmation email was sent to Daniel Townsend (dan.townsend@sportingedgeuk.com)' 17 minutes ago, with a 'View email' button. The second event is '£387.83 GBP will be added to your Mar 2, 2026 payout.' 17 minutes ago. The third event is 'A £396.00 GBP payment was processed using a Mastercard ending in 8381.' 17 minutes ago.
- Shipping address:** Daniel Townsend, 5 Haining Gardens, Mytchett, GU16 6BJ, United Kingdom, +44 7447 988136. A 'View map' link is provided.
- Billing address:** Same as shipping address.
- Conversion summary:** This is their 2nd order. 1st session from Google. 2 sessions over 8 days. A 'View conversion details' link is present.
- Order risk:** A progress bar shows 'Low' risk. Text states 'Chargeback risk is low. You can fulfill this order.' and '3DS authenticated'.

A red circle highlights the 'Post' button in the timeline section.

## 7 Copy the order number starting with "VIAWEB"

The screenshot shows the Shopify admin interface for a specific order. The order number 'VIAWEB1268' is highlighted in a red circle. The interface includes a navigation sidebar on the left and a main content area with the following sections:

- Order Header:** Shows the order number 'VIAWEB1268', status 'Paid', and 'Unfulfilled'. It also shows the date '28 January 2023 at 13:39 from Online Store' and buttons for 'Refund', 'Edit', 'Print', and 'More actions'.
- Unfulfilled (2):** A section showing the shipping method 'UPS' and 'General Profile'. Below it, a product 'OxiQuant S Oxygen Analyser' is listed with a price of £159.00 x 2 = £318.00. There are buttons for 'Mark as fulfilled' and 'Create shipping label'.
- Order Summary:** A table showing order details for a 'Paid' order. Subtotal is £318.00 for 2 items. Shipping is £12.00 (UPS). Taxes are £66.00 (GB VAT 20%). Total is £396.00. The 'Paid' amount is also £396.00.
- Timeline:** A section for tracking order events.
- Notes:** A section for customer notes, currently empty.
- Customer:** Information for Daniel Townsend, including '2 orders' and a link to 'Contact information'.
- Contact information:** dan.townsend@sportingedgeuk.com
- Shipping address:** Daniel Townsend, 5 Haining Gardens, Mytchett, GU16 6BJ, United Kingdom, +44 7447 988136. A 'View map' link is provided.
- Billing address:** Same as shipping address.

## 8 Print the order to PDF.

The screenshot shows the Shopify admin interface for order **VIAWEB1268**, dated 28 January 2026 at 13:39 from the Online Store. The order is marked as **Unfulfilled**. The left sidebar contains navigation menus for Home, Orders (2), Drafts, Shipping labels, Abandoned checkouts, Products, Customers, Marketing, Discounts, Content, Markets, Finance, Analytics, Sales channels (Online Store, Google & YouTube, Shop), and Apps (Search & Discovery, Kbite: Back In Stock, Notif..., Translate & Adapt). The main content area displays shipping details for UPS, a list of items including 'OxiQuant S Oxygen Analyser' (2 units, £318.00), and a summary table. The summary table shows a subtotal of £318.00, shipping of £12.00, taxes of £66.00, and a total of £396.00. A 'Print' dropdown menu is open, with 'Print order page' highlighted. Other options include 'Print packing slips' and 'No notes from customer'. The right sidebar shows customer information for Daniel Townsend, contact details, shipping address, and billing address.

Item	Quantity	Price	Total
Subtotal	2 items		£318.00
Shipping	UPS (0 g: Items 0 g, Package 0 g)		£12.00
Taxes	GB VAT 20%		£66.00
<b>Total</b>			<b>£396.00</b>
Paid			£396.00

## 9 Copy the customers name

This screenshot shows the same order page as above, but with an orange circle highlighting the customer name 'Daniel Townsend' in the shipping address field of the right sidebar. The sidebar also shows the customer's contact information, shipping address, and billing address. The main content area remains the same, showing shipping details and the summary table.

10 Open Intrastats and search for the customers name.

HOST Viamed's Contact Record For:

### Sporting Edge

✓ CID7059 Opera 00012931 Type: **Company End User**  
 ● **Sporting Edge** Unit K Loddon Business Centre, Roentgen Road, Basingstoke, Hampshire, RG24 8NG, UK  
 Tel 01256844484 GBP End User (0001) [Log Call](#) [Add Issue](#)  
 Proforma Credit Limit 0.00GBP  
 VAT GB 857 7373 76

[Home](#) [Details](#) [Memos](#) [Sales](#) [Stock Refs](#)  
[Returns](#) [Service](#) [Distributors](#) [Documents](#) [Issues](#) [Regulatory](#)

[Add Order Watch](#) [Create StockGroup](#)  With Repeat Orders

#### Invoice / Credits

[OLD VIEW](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	477.00	0.00	477.00	0.00
2024	0.00	0.00	322.00	0.00	0.00	787.00	0.00	0.00	0.00	0.00	0.00	0.00
												Total

11 When the customer is found, click the contact name or company which matches.

[Add New Company Hospital](#)

Daniel Townsend

SHOW HIDDEN Records ( 0 )

KEY

- Recent Customer Account
- Recent Supplier Account
- Recent Supplier and Customer Account
- Stopped Account
- General Contact / Old Opera Account

#### Hospital / Organisation Names

HOST COMPANY	Customer	Customers Company
<a href="#">Request Merge Companies</a>		

#### Searching Contact Names

Host	Account	Contact Name	Department	Position	Company	Town	PostCode
	00012931 / CID7059	Daniel Townsend			Sporting Edge	Basingstoke	RG24 8NG

Hidden Contacts : 0

12 Open "Opera Data" in separate tab.

matrin Hollings 13 Issues 2 Unread 1 ISO Tasks 18.40 °C Contacts

home crm employee iso meeting opera product returns sales stock stockboox

HOST Viamed's Contact Record For:

### Sporting Edge

✓CID7059 Opera 00012931 Type **Company End User**  
📍 **Sporting Edge** Unit K Loddon Business Centre, Roentgen Road, Basingstoke, Hampshire, RG24 8NG, UK  
Tel 01256844484 GBP End User (0001) [Log Call](#) [Add Issue](#)  
Proforma Credit Limit 0.00GBP  
VAT GB 857 7373 76

[Home](#) [Details](#) [Memos](#) [Sales](#) [Stock Refs](#)  
[Returns](#) [Service](#) [Distributors](#) [Documents](#) [Issues](#) [Regulatory](#)

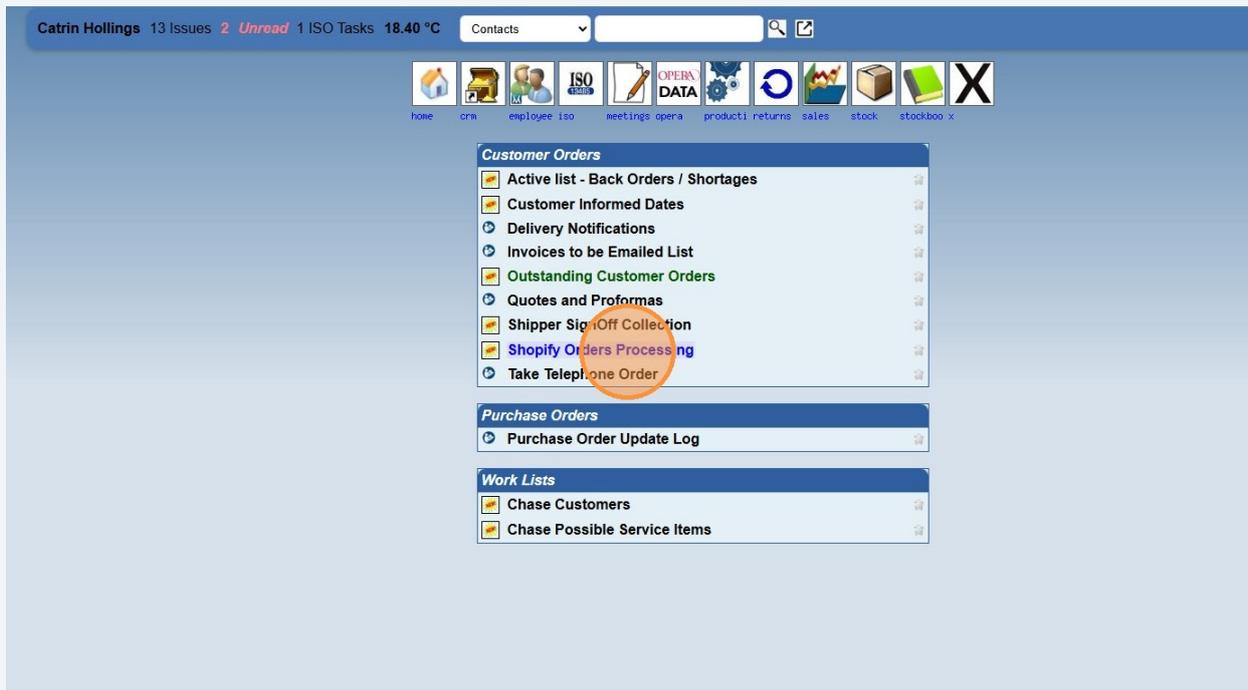
[Add New Contact](#) [Merge Contacts](#) [Hidden/Removed Contacts](#)

#### CONTACTS

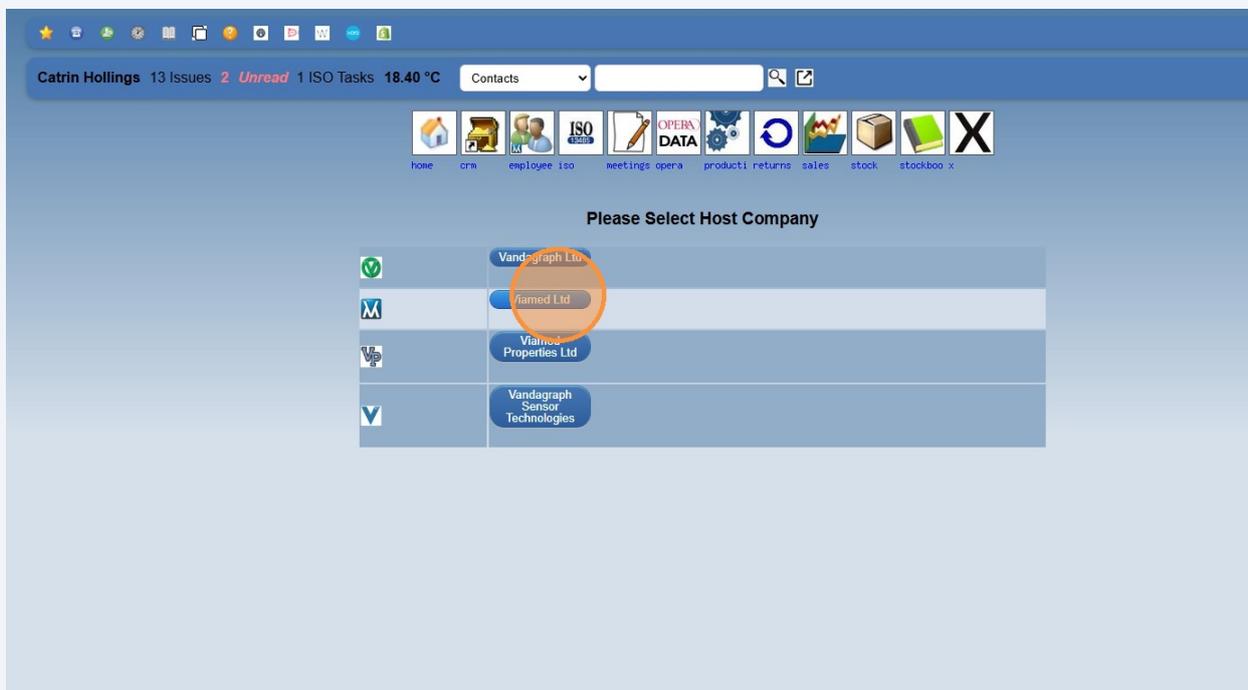
Contact	Sales Order	Purchase Order	Contact Actions	Department	Position	Direct Phone	Email	Unsubscribe	Head Mailing Lists of
32504	Accounts	Viamed Add S.O.	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">SOR</a> <a href="#">CRM</a> <a href="#">ISO</a> <a href="#">Meeting</a> <a href="#">Product</a> <a href="#">Returns</a> <a href="#">Sales</a> <a href="#">Stock</a> <a href="#">Stockboox</a>			0125 684 4484	accounts@sportingedgeuk.com	<input type="checkbox"/>	
32072	Daniel	Viamed Add	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">SOR</a> <a href="#">CRM</a> <a href="#">ISO</a> <a href="#">Meeting</a> <a href="#">Product</a> <a href="#">Returns</a> <a href="#">Sales</a> <a href="#">Stock</a> <a href="#">Stockboox</a>			0744 708	daniel.tournaud@sportingedgeuk.com	<input type="checkbox"/>	

13 Switch to new tab

14 Click "Shopify Orders Processing"



15 Click "Viamed Ltd" or applicable host company you are processing the order for.



16 When you have found the new order you wish to process, click "Review"

The screenshot shows a web application interface with a navigation bar at the top containing icons for home, CRM, employee, ISO, meetings, OPERA, DATA, product, returns, sales, stock, and stockbook. Below the navigation bar is a header section with the text "Viamed Link Shopify to Intrastats" and a "Process Order" button. A "Show All" button is located below the header. The main content area features a table with the following data:

Reference	Internal Order ID	Invoice Ref	Customer Name	Email	Linking	Total	Shipping	Tax	Date	Status
9	VIAWEB1268		Daniel Townsend	dan.townsend@sportingedgeuk.com	Review	96.00	12.00	66.00	28/01/2026 13:39	paid/unfulfilled
3	VIAWEB1267	CVM161422	Robert King	rob@schoolofmartialarts.com	Review	13.68	10.00	2.28	24/01/2026 22:12	paid/unfulfilled

17 Select the correct delivery and invoice address, if present. If not, select "New Address".

The screenshot displays a form with three sections for address selection:

- Shipping Address:** Contains a list of address details for Daniel Townsend, including first name, address1, phone, city, zip, province, country, last name, address2, company, latitude, longitude, name, country\_code, and province\_code.
- Internal Delivery Addresses:** Contains a radio button for "New Address" (which is selected and highlighted with an orange circle) and another radio button for "Unit K Loddon Business Centre, Basingstoke, RG24 8NG, UK [Linked ID: 24473]".
- Billing Address:** Contains a list of address details for Daniel Townsend, identical to the shipping address section.

18 Click "Create New Order"

phone: 07447988136  
 city: Mytchett  
 zip: GU16 6BJ  
 province: England  
 country: United Kingdom  
 last\_name: Townsend  
 address2:  
 company:  
 latitude: 51.2914673  
 longitude: -0.7234277  
 name: Daniel Townsend  
 country\_code: GB  
 province\_code: ENG

Internal Invoice Addresses

New Address  
 Unit K Loddon Business Centre, Basingstoke, RG24 8NG, UK [Linked ID: 24472]

Order Line Items

SKU	Description	Price Paid	Quantity
0111275	OxiQuant S Oxygen Analyser	159.00	2

Total Shipping: 12.00  
 Total Tax: 66.00

[Create New Order](#)

19 Copy the CVM number from the order processing page.

home crm employee iso meetings opera DATA product returns sales stock stockbo x

HOST Viamed's Contact Record For:

**Sporting Edge**  
 CID7059 Opera 00012931 Type: Company End User  
 Sporting Edge Unit K Loddon Business Centre, Roentgen Road, Basingstoke, Hampshire, RG24 8NG, UK  
 Tel 01256844484 GBP End User (0001) [Log Call](#) [Add Issue](#)  
 Proforma Credit Limit 0.00GBP  
 VAT GB 857 7373 76

[Home](#) [Details](#) [Memos](#) [Sales](#) [Stock Refs](#)  
[Returns](#) [Service](#) [Distributors](#) [Documents](#) [Issues](#) [Regulatory](#)

**Viamed Customer Order CVM 161503**

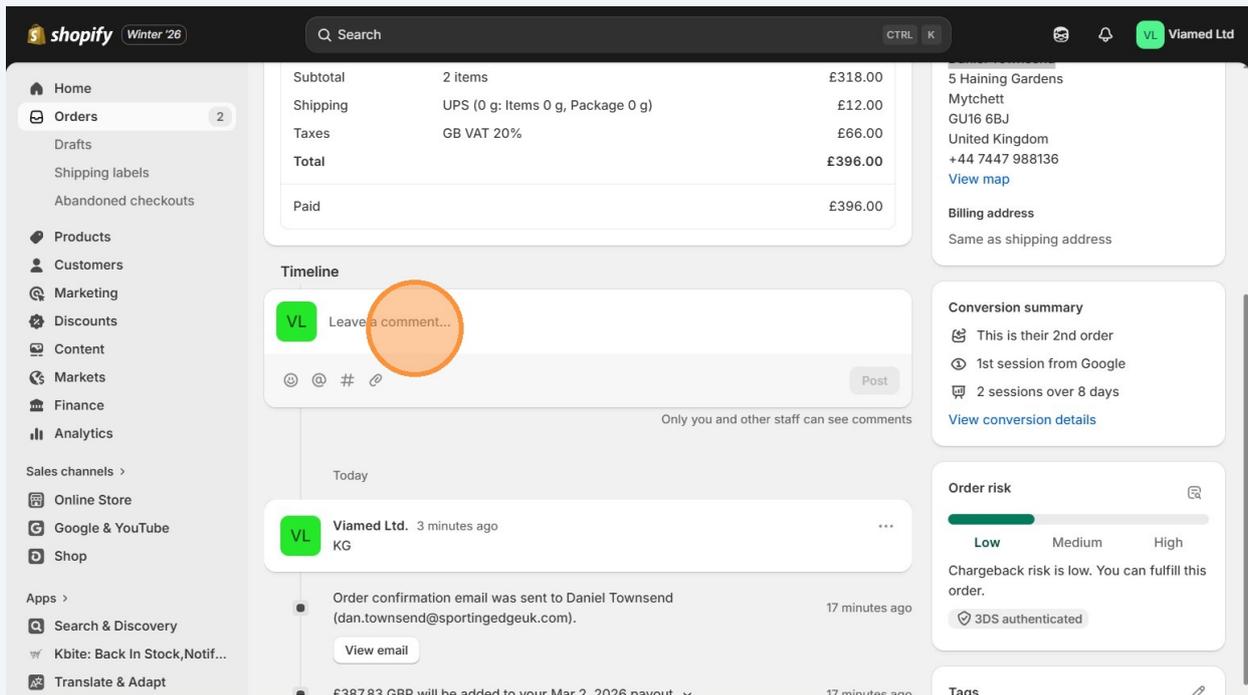
[DELETE Order 161503](#)

0001 - UK GBP End User

Order ID	#161503
ORDER COMPANY	Viamed Customer
Order Type Proforma Customer	Customer Order
Order Prepaid	<input type="checkbox"/>
Order Payment	<input type="checkbox"/>
Contact Name	Daniel Townsend
User If Known	<input type="checkbox"/> Required
List	Add SRS <input type="text"/> <a href="#">ADD</a> No SRS Logged
Order Reference	VIAWEB1268
Order Reference Extra Line	
Order Contact Tel	07447988136

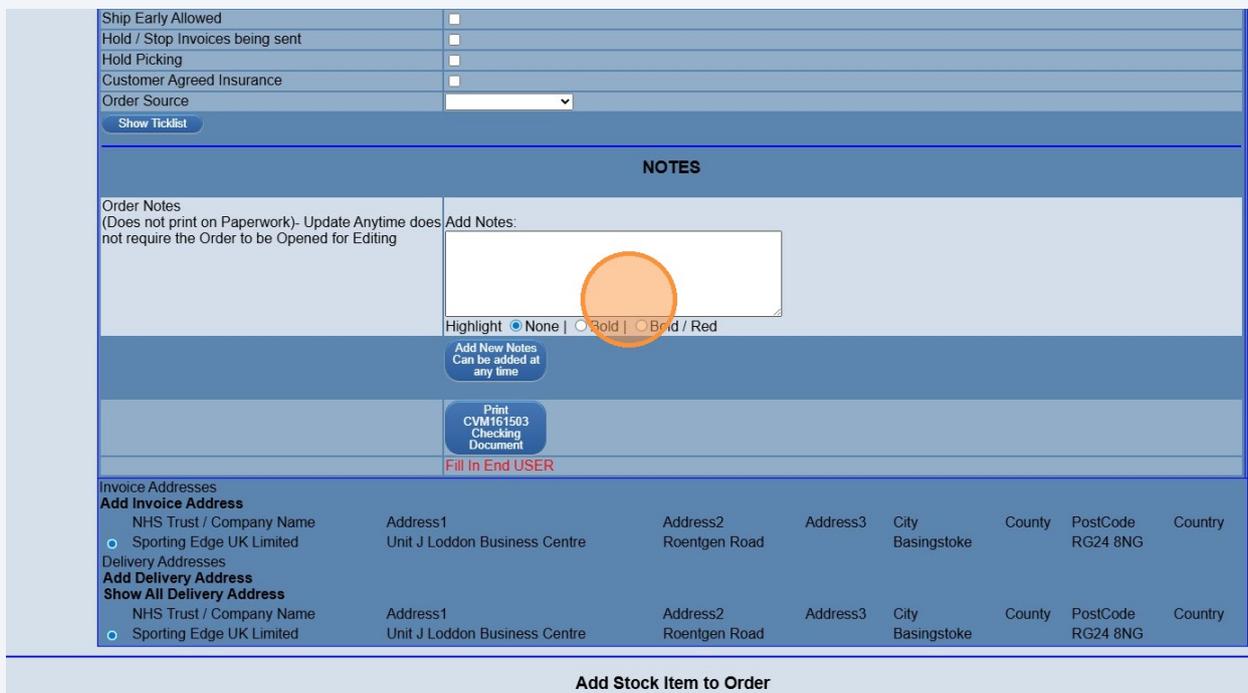
20

Return to Shopify and page the CVM number into the comments box and click post.



21

Return to Intrastats and add an Order Note stating "Shopify Order".



## 22 Select the Bold/Red radio button option.

Ship Early Allowed	<input type="checkbox"/>						
Hold / Stop Invoices being sent	<input type="checkbox"/>						
Hold Picking	<input type="checkbox"/>						
Customer Agreed Insurance	<input type="checkbox"/>						
Order Source	<input type="text"/>						
<a href="#">Show Ticklist</a>							
<b>NOTES</b>							
Order Notes (Does not print on Paperwork)- Update Anytime does not require the Order to be Opened for Editing	Add Notes: Shopify Order						
	Highlight <input checked="" type="radio"/> None   <input type="radio"/> Bold   <input type="radio"/> Bold / Red						
	<a href="#">Add New Notes Can be added at any time</a>						
	<a href="#">Print CVM161503 Checking Document</a>						
	Fill In End USER						
Invoice Addresses							
<b>Add Invoice Address</b>							
NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	
Delivery Addresses							
<b>Add Delivery Address</b>							
<b>Show All Delivery Address</b>							
NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	
<b>Add Stock Item to Order</b>							

## 23 Click "Add New Notes" button

Ship Early Allowed	<input type="checkbox"/>						
Hold / Stop Invoices being sent	<input type="checkbox"/>						
Hold Picking	<input type="checkbox"/>						
Customer Agreed Insurance	<input type="checkbox"/>						
Order Source	<input type="text"/>						
<a href="#">Show Ticklist</a>							
<b>NOTES</b>							
Order Notes (Does not print on Paperwork)- Update Anytime does not require the Order to be Opened for Editing	Add Notes: Shopify Order						
	Highlight <input type="radio"/> None   <input type="radio"/> Bold   <input checked="" type="radio"/> Bold / Red						
	<a href="#">Add New Notes Can be added at any time</a>						
	<a href="#">Print CVM161503 Checking Document</a>						
	Fill In End USER						
Invoice Addresses							
<b>Add Invoice Address</b>							
NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	
Delivery Addresses							
<b>Add Delivery Address</b>							
<b>Show All Delivery Address</b>							
NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	
<b>Add Stock Item to Order</b>							

24 Click the "Order Prepaid" checkbox.

0001 - UK GBP End User

Order id	#161503
HOST COMPANY	Viamed Customer
Order Type Proforma Customer	Customer Order
Order Prepaid	<input type="checkbox"/>
Card Payment	<input type="checkbox"/>
Contact Name	Samuel Townsend
End User If Known	<input type="checkbox"/> Required
SRS List	Add SRS <input type="text"/> <a href="#">ADD</a> No SRS Logged
Customer Reference	VIAWEB1268
Customer Reference Extra Line	
Customer Contact Tel	07447988136
Customer Order PDF	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
VAT Exempt Certificate <b>No</b>	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
Payment Notification if applicable	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
Shipping Charges / Weight / Dimensions Information PDF	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
Weight / Dimensions used for Shipping charges information	<input type="text"/> <a href="#">Update Weights</a>
Order Priority	0
Due Date	
Update Paperwork will update the date on the PDF	

25 Select the "Web Shop" option from the Order Source dropdown.

Payment Notification if applicable	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
Shipping Charges / Weight / Dimensions Information PDF	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>
Weight / Dimensions used for Shipping charges information	<input type="text"/> <a href="#">Update Weights</a>
Order Priority	0
Due Date	
Update Paperwork will update the date on the PDF paperwork NOT the details	
Update ALL including Details updates paperwork and individual details	28/01/2026 <a href="#">Update Paperwork</a> <a href="#">Update ALL Including Details</a>
For Multiple Deliveries update the Dates in the Delivery lines,	
Inco Terms	
Incolerms Location (Company, Country i.e. Medivent, Ireland) See VM3COP20.30 (EXW Set as Viamed, UK)	Sporting Edge, UK
OUR Staff Name FOR Paperwork	
Part Ship Allowed, Customer Agreed to Pay Additional Delivery Charges (if applicable)	<input type="checkbox"/>
Ship Early Allowed	<input type="checkbox"/>
Hold / Stop Invoices being sent	<input type="checkbox"/>
Hold Picking	<input type="checkbox"/>
Customer Agreed Insurance	<input type="checkbox"/>
Order Source	Web Shop
<a href="#">Show Ticklist</a>	
<b>NOTES</b>	
Order Notes	

## 26 Amend, if required, the Incoterms Location.

Weight / Dimensions used for Shipping charges information	<input type="text"/>	<a href="#">Update Weights</a>
Order Priority	0	
Due Date Update Paperwork will update the date on the PDF paperwork NOT the details Update ALL including Details updates paperwork and individual details For Multiple Deliveries update the Dates in the Delivery lines,	28/01/2026	<a href="#">Update Paperwork</a> <a href="#">Update ALL Including Details</a>
Inco Terms		
Incoterms Location (Company, Country i.e. Medivent, Ireland) See VM3COP20.30 (EXW Set as Viamed, UK)	<input type="text" value="Sporting Edge, UK"/>	
OUR Staff Name FOR Paperwork		
Part Ship Allowed, Customer Agreed to Pay Additional Delivery Charges (if applicable)	<input type="checkbox"/>	
Ship Early Allowed	<input type="checkbox"/>	
Hold / Stop Invoices being sent	<input type="checkbox"/>	
Hold Picking	<input type="checkbox"/>	
Customer Agreed Insurance	<input type="checkbox"/>	
Order Source	Web Shop	
<a href="#">Show Ticklist</a>		
<b>NOTES</b>		
Order Notes (Does not print on Paperwork)- Update Anytime does not require the Order to be Opened for Editing	28 Jan 2026 Catrin Hird <b>Shopify Order</b> Add Notes: <input type="text"/>	

## 27 Remove PPS Line by reducing the Qty to zero.

Order Goods Value ex VAT ex Delivery: 330

Insurance rules

Delivery Cost Helper

No suggestions available.

Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due		Customer Informed Delivery Date	
Oxygen analyser OxiQuant S Memo: <input type="text"/>	<input type="text" value="2"/>	0	2	<input type="text" value="159.00"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<a href="#">Set Date</a>	<a href="#">U</a>
<p><b>EMO: 06 Jan 2026 By Derek Lamb:</b> xiQuant S Oxygen Analyser, It in sensor with battery, model OOI103 (0110660).</p> <p>It S is neither designed for personal protection nor for monitoring medical breathing air in direct contact with just not be used for the preparation of gas mixtures, but to monitor them</p> <p>months months</p> <p>r has a fault with the display unit then a complete upper display assembly can be purchased, see 0101275. int the separate parts of the upper display assembly are not available.</p> <p>r has a fault with the display unit then a complete upper display assembly can be purchased, see 0101275. int the separate parts of the upper display assembly are not available.</p>									
PPS Memo: <input type="text"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	1	<input type="text" value="12.00"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<a href="#">Set Date</a>	<a href="#">U</a>

available for PPS [Hide Memo](#)

## 28 Click "Update"

Order Goods Value ex VAT ex Delivery: 330  
 Insurance rules   
 Delivery Cost Helper   
 No suggestions available.

Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due		Customer Informed Delivery Date	
analyser OxiQuant S <input type="text"/>	<input type="text" value="2"/>	0	2	<input type="text" value="159.00"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<input type="button" value="Set Date"/>	<input type="button" value="Update"/>
<p><b>Jan 2026 By Derek Lamb:</b>            Oxygen Analyser,            or with battery, model OOI103 (0110660).</p> <p>ther designed for personal protection nor for monitoring medical breathing air in direct contact with            e used for the preparation of gas mixtures, but to monitor them</p> <p>ilt with the display unit then a complete upper display assembly can be purchased, see 0101275.            arate parts of the upper display assembly are not available.</p> <p>ilt with the display unit then a complete upper display assembly can be purchased, see 0101275.            arate parts of the upper display assembly are not available.</p>									
<input type="text"/>	<input type="text" value="0"/>	0	1	<input type="text"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<input type="button" value="Set Date"/>	<input type="button" value="Update"/>

## 29 Click this text field. and add delivery code.

Add Stock Item to Order

### Current Order Items

Order Value inc Delivery: 330  
 Order Goods Value ex VAT ex Delivery: 330  
 Insurance rules   
 Delivery Cost Helper   
 No suggestions available.

Stock Reference	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due		Customer Informed Delivery Date
0111275	Oxygen analyser OxiQuant S Memo: <input type="text"/>	<input type="text" value="2"/>	0	2	<input type="text" value="159.00"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<input type="button" value="Set Date"/>
<p><b>1275 MEMO: 06 Jan 2026 By Derek Lamb:</b>            eywellOxiQuant S Oxygen Analyser,            ides built in sensor with battery, model OOI103 (0110660).</p> <p>OxiQuant S is neither designed for personal protection nor for monitoring medical breathing air in direct contact with            ents. It must not be used for the preparation of gas mixtures, but to monitor them</p> <p>ranties:            lyzer: 24 months            sor: 15 months</p> <p>ustomer has a fault with the display unit then a complete upper display assembly can be purchased, see 0101275.            e moment the separate parts of the upper display assembly are not available.</p> <p>ustomer has a fault with the display unit then a complete upper display assembly can be purchased, see 0101275.            e moment the separate parts of the upper display assembly are not available.</p> <p><input type="button" value="Hide Memo"/></p>									

30 Click this text field and add quantity "1".

**Add Stock Item to Order**

ppups1  Search

PriceList	Stock Reference	Description	Quantity On Order	Unit Price	Due Date	Ad
0001	PPUPS1	UPS Courier Delivery - Standard	<input type="text"/>	£ <input type="text"/>	28/01/2026	<input type="button" value="Update QTY"/>
0001	PPUPS10	UPS Courier Delivery - Expedited	<input type="text"/>	£ <input type="text"/>	28/01/2026	<input type="button" value="Update Price"/>

**Current Order Items**

Order Value inc Delivery: 330  
Order Goods Value ex VAT ex Delivery: 330

Insurance rules

Delivery Cost Helper

No suggestions available.

Stock Reference	Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due	Customer Informed Delivery
<input type="text" value="0111275"/>	Oxygen analyser OxiQuant S Memo: <input type="text"/>	<input type="text" value="2"/>	0	2	159.00	<input type="checkbox"/>	28 Jan 2026	Drag/Drop <input type="button" value="Set Date"/>

**0111275 MEMO: 06 Jan 2026 By Derek Lamb:**  
Honeywell OxiQuant S Oxygen Analyser, includes built in sensor with battery, model OOI103 (0110660).

The OxiQuant S is neither designed for personal protection nor for monitoring medical breathing air in direct contact with patients. It must not be used for the preparation of gas mixtures, but to monitor them

**Warranties:**  
Analyzer: 24 months  
Sensor: 15 months

If a customer has a fault with the display unit then a complete upper display assembly can be purchased, see 0101275. At the moment the separate parts of the upper display assembly are not available.

If a customer has a fault with the display unit then a complete upper display assembly can be purchased. see 0101275.

31 Click this text field and type price paid for delivery.

**Add Stock Item to Order**

ppups1  Search

Reference	Description	Quantity On Order	Unit Price	Due Date	Add To Order
31	UPS Courier Delivery - Standard	<input type="text" value="1"/>	£ <input type="text"/>	28/01/2026	<input type="button" value="Add to Order"/>
310	UPS Courier Delivery - Expedited	<input type="text"/>	£ <input type="text"/>	28/01/2026	<input type="button" value="Add to Order"/>

**Current Order Items**

Order Value inc Delivery: 330  
Order Goods Value ex VAT ex Delivery: 330

Insurance rules

Delivery Cost Helper

No suggestions available.

Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due	Customer Informed Delivery Date
analyzer OxiQuant S <input type="text"/>	<input type="text" value="2"/>	0	2	159.00	<input type="checkbox"/>	28 Jan 2026	Drag/Drop <input type="button" value="Set Date"/> <input type="button" value="Update"/>

**Jan 2026 By Derek Lamb:**  
Oxygen Analyser, or with battery, model OOI103 (0110660).

ther designed for personal protection nor for monitoring medical breathing air in direct contact with e used for the preparation of gas mixtures, but to monitor them

ilt with the display unit then a complete upper display assembly can be purchased, see 0101275. arate parts of the upper display assembly are not available.

ilt with the display unit then a complete upper display assembly can be purchased. see 0101275.

32 Click "Add to Order" button

**Add Stock Item to Order**

ppups1      Search

Reference	Description	Quantity On Order	Update QTY	Unit Price	Update Price	Due Date	Add to Order
31	UPS Courier Delivery - Standard	1	Update QTY	£12	Update Price	28/01/2026	Add to Order
310	UPS Courier Delivery - Expedited		Update QTY	£	Update Price	28/01/2026	Add to Order

**Current Order Items**

Hide all memos

Order Value inc Delivery: 330  
Order Goods Value ex VAT ex Delivery: 330

Insurance rules

Delivery Cost Helper

No suggestions available.

Description	Qty On the Order	Qty Shipped	Outstanding	Unit Price	VAT E	Due	Customer Informed Delivery Date	
analyser OxiQuant S	2	0	2	159.00	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<input type="button" value="Set Date"/> <input type="button" value="Update"/>

**Jan 2026 By Derek Lamb:**  
Oxygen Analyser,  
or with battery, model OOI103 (0110660).

ther designed for personal protection nor for monitoring medical breathing air in direct contact with  
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ilt with the display unit then a complete upper display assembly can be purchased, see 0101275.  
parate parts of the upper display assembly are not available.

ilt with the disolvav unit then a complete upper disolvav assembly can be purchased. see 0101275.

33 As normal, check stock is available. If no stock available, process request as per VM3COP20.30.

34

Click "Print CVM..." button and review PDF as normal.

Once order is fully completed as per VM3COP20.30 submit order for checking.

**NOTES**

Order Notes  
(Does not print on Paperwork)- Update Anytime does not require the Order to be Opened for Editing

28 Jan 2026 Catrin Hird  
**Shopify Order**

Add Notes:

Highlight  None |  Bold |  Bold / Red

Add New Notes  
Can be added at any time

Print CVM161503 Checking Document

Fill In End USER

Invoice Addresses

**Add Invoice Address**

NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	

Delivery Addresses

**Add Delivery Address**

**Show All Delivery Address**

NHS Trust / Company Name	Address1	Address2	Address3	City	County	PostCode	Country
<input type="radio"/> Sporting Edge UK Limited	Unit J Loddon Business Centre	Roentgen Road		Basingstoke		RG24 8NG	

**Add Stock Item to Order**

ppups1

**Current Order Items**