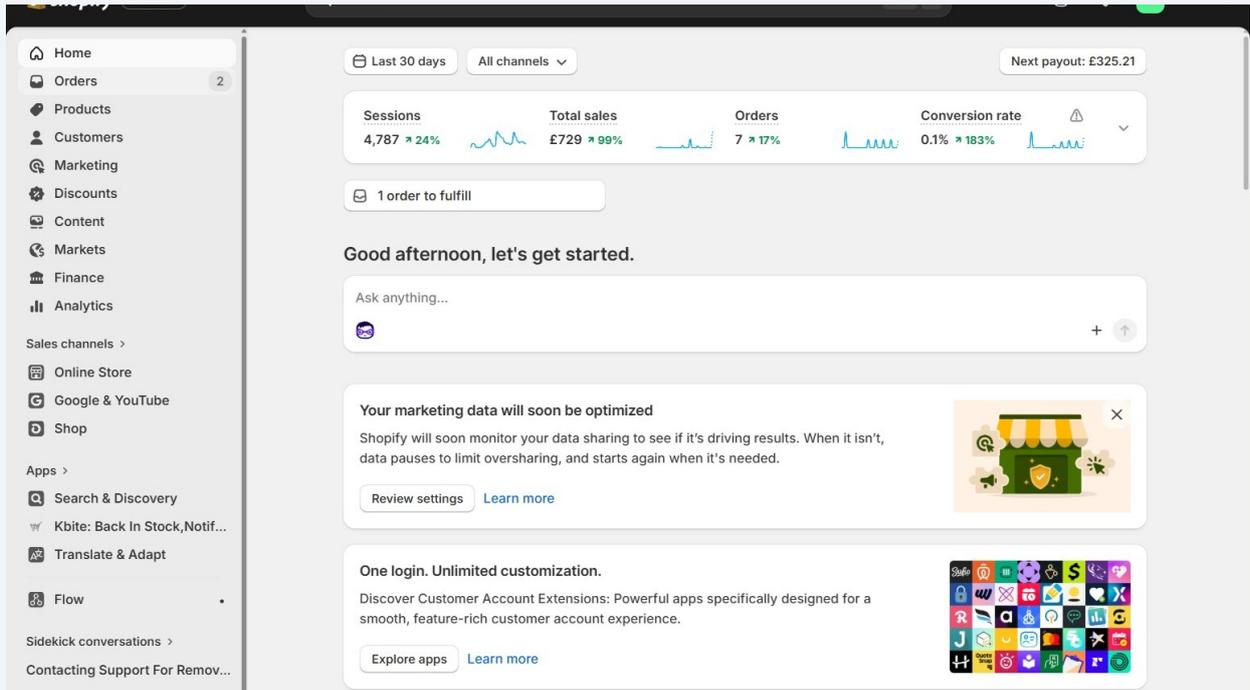


Process a Shopify Order (Customer Already in Intrastats)

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



2 Click "Orders"

The screenshot shows the Shopify dashboard interface. In the left-hand 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: one about marketing data optimization and another about 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 'Orders' menu item in the sidebar is highlighted. The main content area shows a summary of orders for 'Today' (1 order) and 'Items ordered' (2 items). Below this is a table of orders. The order with ID 'VIAWEB1268' is highlighted with an orange circle and is in bold text, indicating it is outstanding or unfulfilled. The table columns include checkboxes, order ID, date, customer name, channel, total amount, payment status, and fulfillment status.

	Order	Date	Customer	Channel	Total	Payment status	Fulfillment status
<input type="checkbox"/>	VIAWEB1268	Today at 13:39	Daniel Townsend	Online Store	£396.00	Paid	Unfulfilled
<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 Trott	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
Total		£396.00
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', and the date '28 January 2023 at 13:39 from Online Store'. Buttons for 'Refund', 'Edit', 'Print', and 'More actions' are visible.
- Unfulfilled (2):** A section showing the shipping carrier 'UPS' and the item 'OxiQuant S Oxygen Analyser' (SKU 0111275) with a price of £159.00 x 2 = £318.00. Buttons for 'Mark as fulfilled' and 'Create shipping label' are present.
- 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:** Daniel Townsend, 2 orders.
- 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 and save as copied order number "VIAWEB..."

shopify Winter '26

Search

CTRL K

VL Vliamed Ltd

Home

Orders 2

Drafts

Shipping labels

Abandoned checkouts

Products

Customers

Marketing

Discounts

Content

Markets

Finance

Analytics

Sales channels >

Online Store

Google & YouTube

Shop

Apps >

Search & Discovery

Kbite: Back In Stock,Notif...

Translate & Adapt

VIAWEB1268

Paid

Unfulfilled

Refund

Edit

Print

More actions

28 January 2026 at 13:39 from Online Store

Unfulfilled (2)

UPS

General Profile

OxiQuant S Oxygen Analyser

0111275

£159.00 x 2

£318.00

Mark as fulfilled

Create shipping label

Print order page

Print packing slips

No notes from customer

Customer

Daniel Townsend

2 orders

Contact information

dan.townsend@sportingedgeuk.co

Shipping address

Daniel Townsend

5 Haining Gardens

Mytchett

GU16 6BJ

United Kingdom

+44 7447 988136

View map

Billing address

Same as shipping address

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

Timeline

9

To clarify if the customer is already in Intrastats, copy the customers name (not the email address)

shopify Winter '26

Search

CTRL K

VL Vliamed Ltd

Home

Orders 2

Drafts

Shipping labels

Abandoned checkouts

Products

Customers

Marketing

Discounts

Content

Markets

Finance

Analytics

Sales channels >

Online Store

Google & YouTube

Shop

Apps >

Search & Discovery

Kbite: Back In Stock,Notif...

Translate & Adapt

VIAWEB1268

Paid

Unfulfilled

Refund

Edit

Print

More actions

28 January 2026 at 13:39 from Online Store

Unfulfilled (2)

UPS

General Profile

OxiQuant S Oxygen Analyser

0111275

£159.00 x 2

£318.00

Mark as fulfilled

Create shipping label

Notes

No notes from customer

Customer

Daniel Townsend

2 orders

Contact information

dan.townsend@sportingedgeuk.co

Shipping address

Daniel Townsend

5 Haining Gardens

Mytchett

GU16 6BJ

United Kingdom

+44 7447 988136

View map

Billing address

Same as shipping address

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

Timeline

VL Leave a comment...

Conversion summary

This is their 2nd order

10 Open Intrastats and and search for the customers name.

The screenshot shows a web application interface. At the top, there is a search bar with the text 'Catrin Hollings 13 Issues 2 Unread 1 ISO Tasks 18.40 °C'. Below the search bar, there are several icons representing different modules: home, crm, employee iso, meetings opera, products returns, sales, stock, and stockboo x. The main content area displays the contact record for 'Sporting Edge'. The contact information includes: 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), Proforma Credit Limit 0.00GBP, and VAT GB 857 7373 76. Below the contact information, there are several buttons for actions: Home, Details, Memos, Sales, Stock Refs, Returns, Service, Distributors, Documents, Issues, and Regulatory. There are also buttons for 'Add Order Watch' and 'With Repeat Orders'. The 'Invoice / Credits' section is visible, showing a table with columns for Year, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, and Dec. The table data is as follows:

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

The screenshot shows a search results page. At the top, there is a button 'Add New Company Hospital'. Below it, there is a search bar with the text 'Daniel Townsend' and a 'search' button. A 'KEY' section lists various account types with color-coded backgrounds: Recent Customer Account (green), Recent Supplier Account (yellow), Recent Supplier and Customer Account (orange), Stopped Account (red), and General Contact / Old Opera Account (blue). Below the key, there is a section 'Hospital / Organisation Names' with a table showing 'HOST COMPANY' as 'Customer' and 'Customers Company'. The 'Searching Contact Names' section contains a table with the following data:

Host	Account	Contact Name	Department	Position	Company	Town	PostCode
M	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](#)

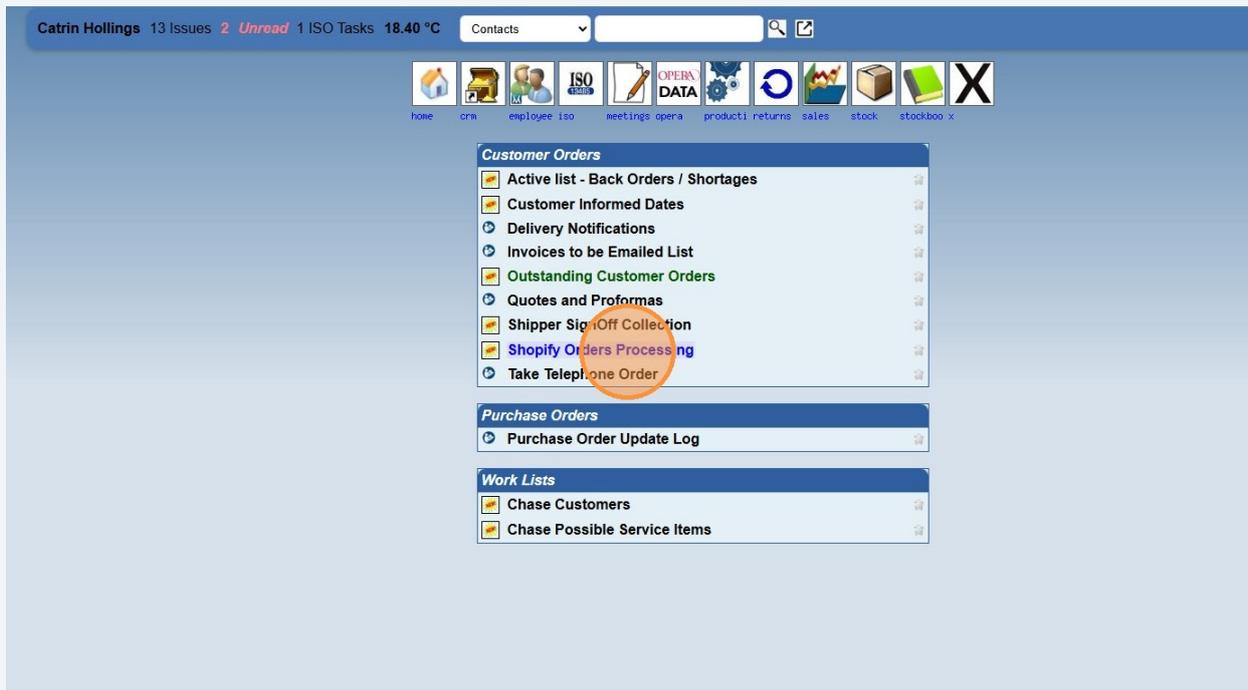
[Add New Contact](#) [Merge Contacts](#) [Hidden/Removed Contacts](#)

CONTACTS

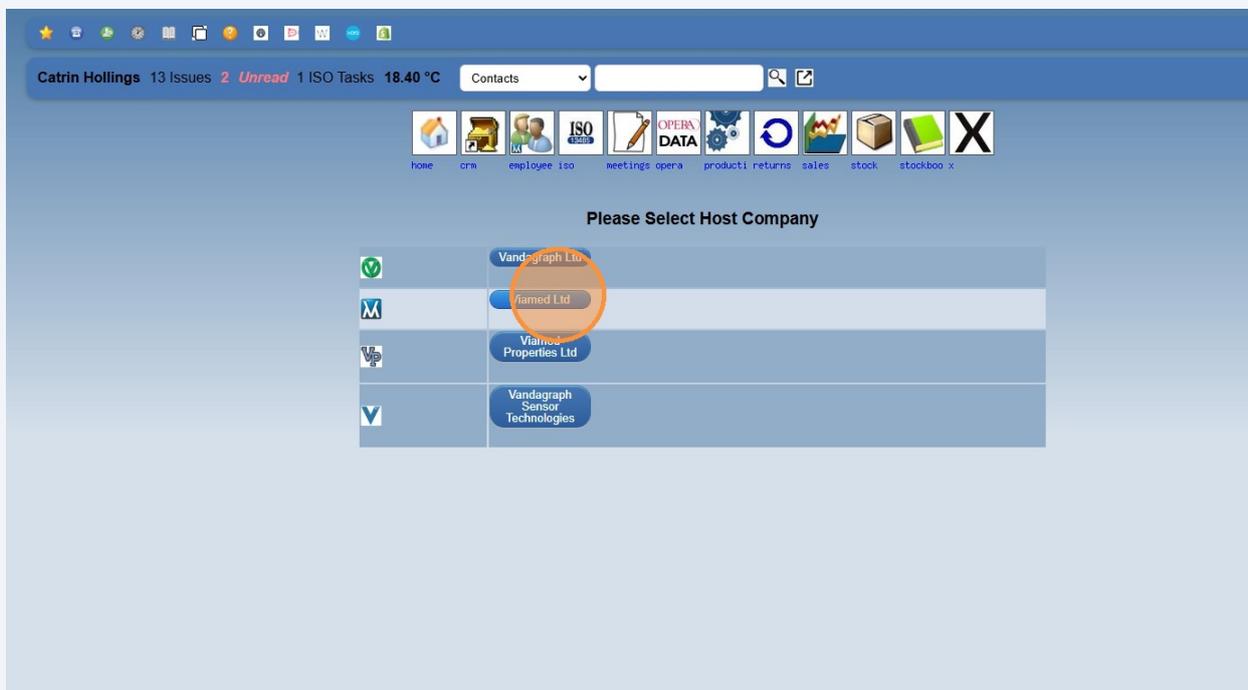
Contact	Sales Order	Purchase Order	Contact Actions	Department	Position	Direct Phone	Email	Unsubscribe	Head Mailing Lists of
32504	Accounts	Viamed Add S.O.	Edit Add SOR CRM ISO Meeting Product Returns Sales Stock Stockboox			0125 684 4484	accounts@sportingedgeuk.com	<input type="checkbox"/>	
32072	Daniel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

13 Switch to the new tab (Opera Data)

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 shows a form with three sections: "Shipping Address", "Internal Delivery Addresses", and "Billing Address". Each section contains a list of address details. In the "Internal Delivery Addresses" section, the "New Address" radio button is selected and highlighted with an orange circle.

Shipping Address

first_name: Daniel
 address1: 5 Haining Gardens
 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 Delivery Addresses

Unit K Loddon Business Centre, Basingstoke, RG24 8NG, UK [Linked ID: 24473]

New Address

Billing Address

first_name: Daniel
 address1: 5 Haining Gardens
 phone: 07447988136
 city: Mytchett
 zip: GU16 6BJ
 province: England
 country: United Kingdom
 last_name: Townsend
 address2:
 company:

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

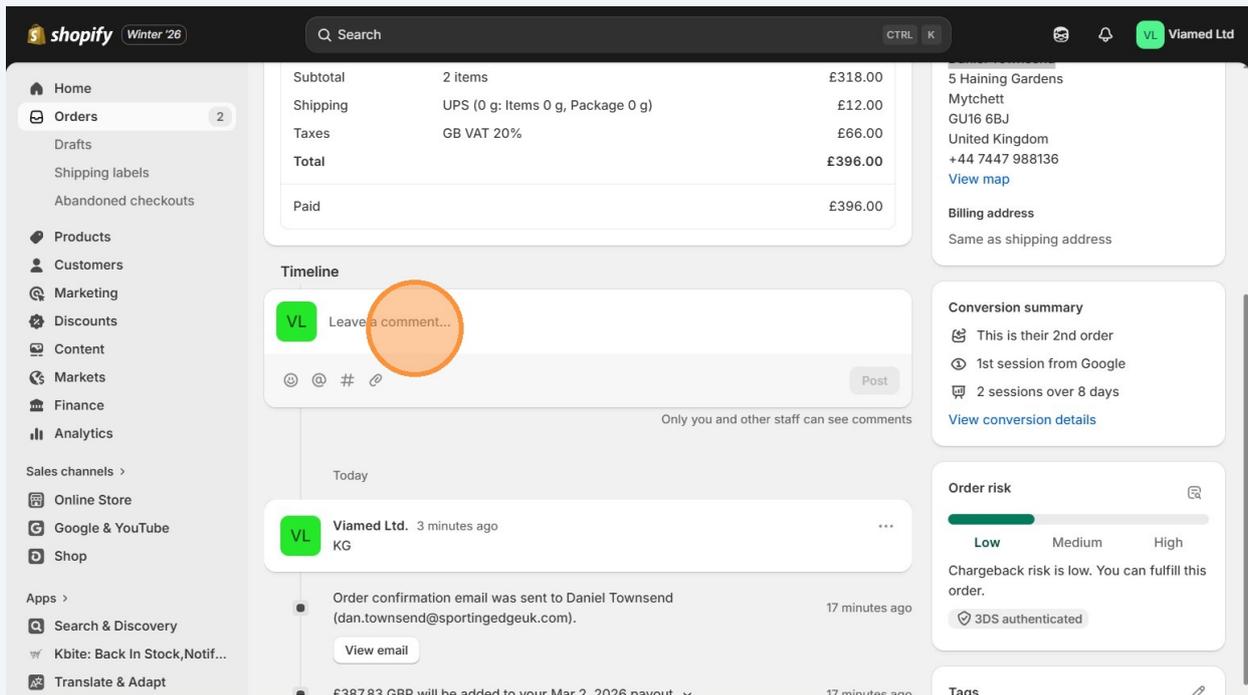
[DELETE Order 161503](#)

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"/> ADD No SRS Logged
Order Reference	VIAWEB1268
Order Reference Extra Line	
Order Contact Tel	07447988136

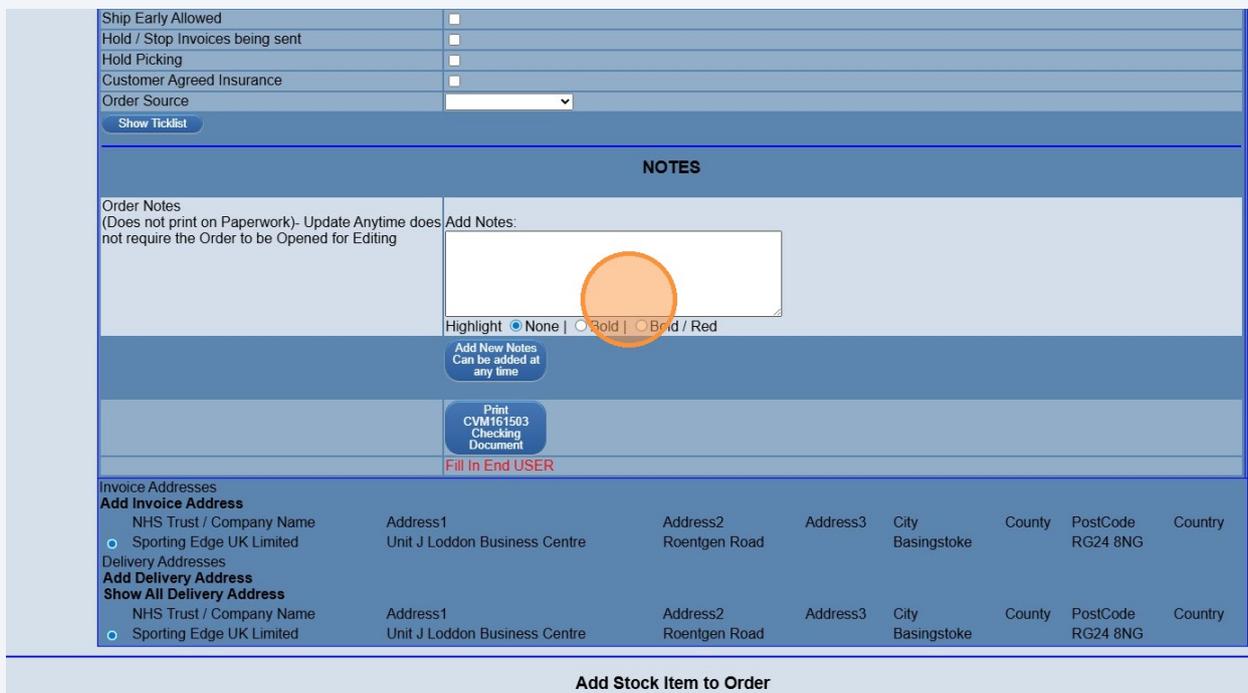
20

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



21

Return to Intrastats and type an Order Note to the CVM order 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"/>						
Show Ticklist							
NOTES							
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						
	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							

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"/>						
Show Ticklist							
NOTES							
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						
	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							

24 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"/> <input type="button" value="Update Weights"/>
Order Priority	0 <input type="button" value="v"/>
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 <input type="button" value="Update Paperwork"/> <input type="button" value="Update ALL Including Details"/>
Inco Terms	<input type="button" value="v"/>
Incoterms Location (Company, Country i.e. Medivent, Ireland) See VM3COP20.30 (EXW Set as Viamed, UK)	Sporting Edge, UK
OUR Staff Name FOR Paperwork	<input type="button" value="v"/>
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 <input type="button" value="v"/>
<input type="button" value="Show Ticklist"/>	
NOTES	
Order Notes	

25 Amend, if required, the Incoterms Location.

Weight / Dimensions used for Shipping charges information	<input type="text"/> <input type="button" value="Update Weights"/>
Order Priority	0 <input type="button" value="v"/>
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 <input type="button" value="Update Paperwork"/> <input type="button" value="Update ALL Including Details"/>
Inco Terms	<input type="button" value="v"/>
Incoterms Location (Company, Country i.e. Medivent, Ireland) See VM3COP20.30 (EXW Set as Viamed, UK)	Sporting Edge, UK
OUR Staff Name FOR Paperwork	<input type="button" value="v"/>
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 <input type="button" value="v"/>
<input type="button" value="Show Ticklist"/>	
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: <input type="text"/>

26 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" 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="U"/>
<p>EMO: 06 Jan 2026 By Derek Lamb: 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 must 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" value="1"/>	<input type="text" value="0"/>	1	<input type="text" value="12.00"/>	<input type="checkbox"/>	28 Jan 2026	Drag/Drop	<input type="button" value="Set Date"/>	<input type="button" value="U"/>

available for PPS

27 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" 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>Jan 2026 By Derek Lamb: 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>It 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>It 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" 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"/>

r PPS

28

Click the "Add Stock Item to Order" 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"/>

1275 MEMO: 06 Jan 2026 By Derek Lamb:
 eywellOxiQuant S Oxygen Analyser,
 includes built in sensor with battery, model OOI103 (0110660).

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.

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PPUS

29

Click quantity text field and add quantity "1".

Add Stock Item to Order

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

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"/>

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30 Click the "Unit Price" 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	1	£12	28/01/2026	Add to Order
310	UPS Courier Delivery - Expedited			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:
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31 Click "Add to Order" button

Add Stock Item to Order

ppups1 Search

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

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32

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

33

Click the "Order Prepaid" checkbox.

0001 - UK GBP End User

Order id	#161503
HOST COMPANY	M. V. med Customer
Order Type Proforma Customer	Customer Order
Order Prepaid	<input type="checkbox"/>
Card Payment	<input type="checkbox"/>
Contact Name	Daniel Townsend
End User If Known	Required
SRS List	Add SRS <input type="text"/> <input type="button" value="ADD"/> 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 No	<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"/> <input type="button" value="Update Weights"/>
Order Priority	0
Due Date	
Update Paperwork will update the date on the PDF	

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