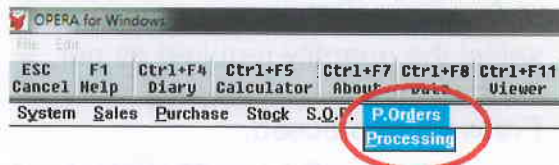
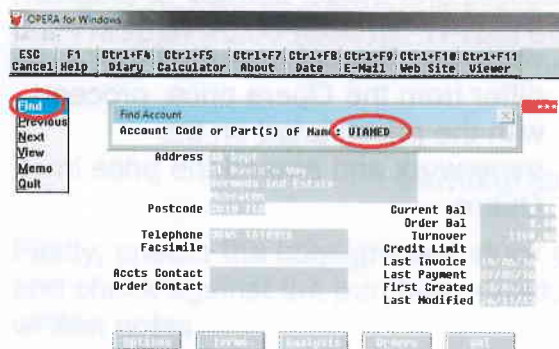


Vandagraph Consignment Stock Orders

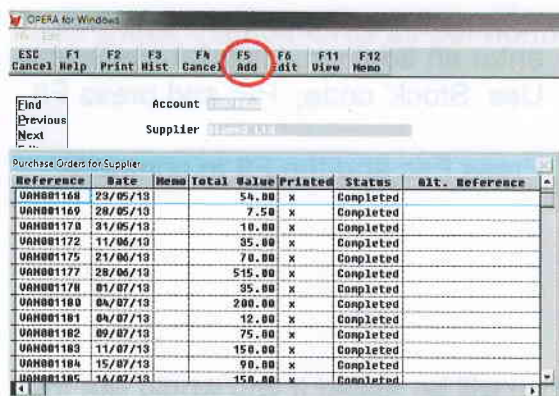
When a 'Vandagraph Purchase Order for Consignment Stock' order is found in 'Tray 3 – Sales Orders – New', ensure there is a Vandagraph employee's initials and date written on the order. Currently John Lamb, Jean Lamb, Ryan Swaine and Jonathan Connor are authorised to sign these orders.



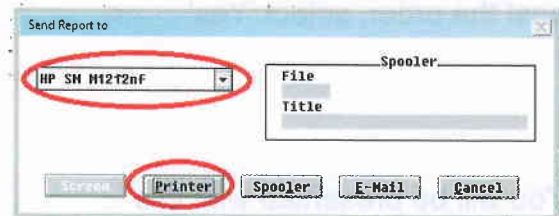
Log in to Vandagraph Opera. Click on 'Purchase' then 'Processing'



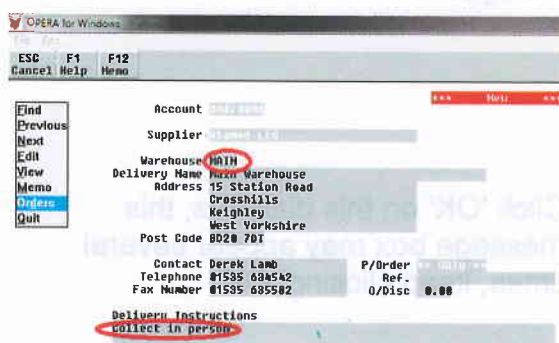
Click 'Find' type 'Viamed' in the search box and hit enter



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.