

Creating a Purchase Order Number for Wholesalers

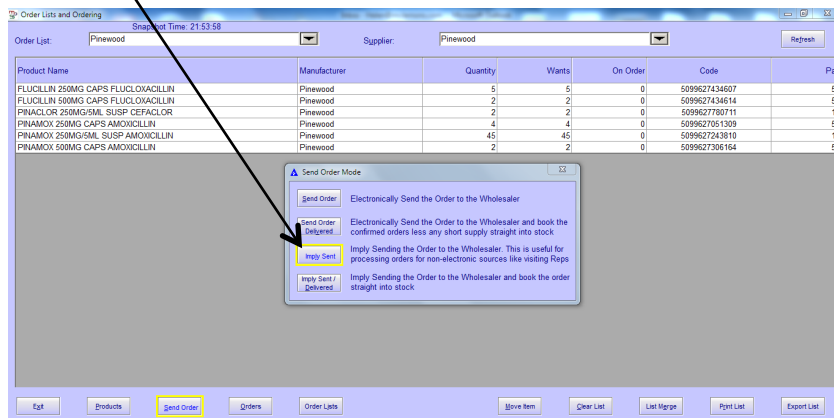
All non-electronic orders either telephoned or given to a rep need a Purchase Order Number given with them.

This is to allow Uniphar to match the Purchase order to the Invoice at Headoffice.

A Purchase Order number is the order reference within MPS and MARS

To get this number you have to imply send an order prior to placing the order over the phone or with a rep

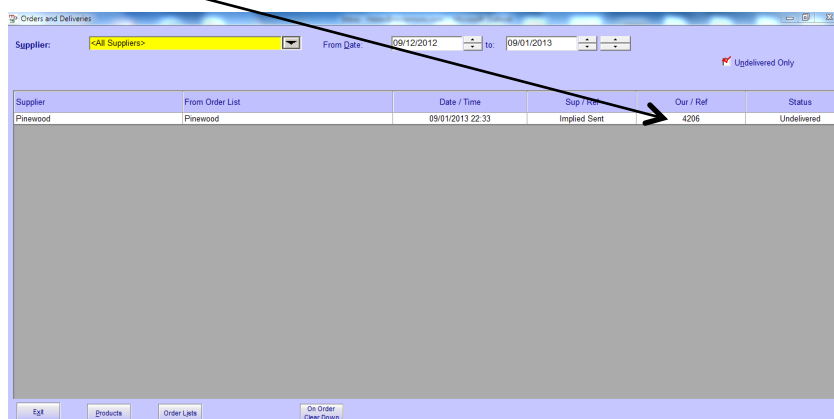
Place the item(s) on an orderlist and click on send order as normal then select 'Imply Send'



Click yes when asked 'Do you really want to Imply the Send of the Order'

Then click on 'Orders'

The Purchase Order number is then made up of the store number followed by the 'Our/Ref' number



If a store isn't sure of their store number it can be found under Pharmacy Details in system settings. ie Moycullen is store 093 so the PO ref no for this order is 0934206