



healthylivingNT

Postage Statements

Aim

Reconcile the postage statements at the end of the month for costing purposes.

Process

- Logon to the e-LMS website Username: **Healthy Living NT** Password: **Diabetes01**

- Click on the first [red statement number](#) for the month

Aug 4, 2020 3:29:30 PM	20437499	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 6, 2020 2:42:03 PM	20447045	DRW Remote	Healthy Living NT	5033620	Approved and Invoiced
Aug 6, 2020 4:11:20 PM	20447893	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 7, 2020 4:13:57 PM	20453065	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 12, 2020 4:20:57 PM	20468146	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 12, 2020 4:35:16 PM	20468214	Remote DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 14, 2020 3:21:29 PM	20476419	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 17, 2020 2:29:58 PM	20480667	ASP01	Healthy Living NT	5033620	Approved and Invoiced
Aug 18, 2020 3:42:51 PM	20486866	DRW	Healthy Living NT	5033620	Approved and Invoiced
Aug 18, 2020 3:50:14 PM	20486965	DRW Remote	Healthy Living NT	5033620	Approved and Invoiced
Aug 20, 2020 2:37:30 PM	20495973	DRW	Healthy Living NT	5033620	Approved and Invoiced

- Click 'View Pricing Statement'

View Mailing Statement

Mailing Statement #20447045 - Approved and Invoiced

[« Back](#) [Print](#) [View Audit Trail](#) [Download MS](#) [View Pricing Statement](#)

Generating Customer

Customer Name: Healthy Living NT
 Contact Name: Healthy Living NT
 Telephone Number:
 Address: 1 Tiwi Place
 Darwin NT

- 'Print' the pricing statement

View Pricing Statement

Pricing Statement #20447045

[« Back](#) [Print](#) [Download PS](#)

Customer

Name: Healthy Living NT
 Address: PO Box 40113
 CASUARINA 0810

Lodgement Point

Work Centre: 545502-WINNELLIE BC
 Lodgement Time: Aug 6, 2020 2:42:03 PM

Darwin
 Shop 1 & 2 Tiwi Place,
 Tiwi NT 0810
 PO Box 40113,
 Casuarina NT 0811
 Phone: 08 8927 8488
 Fax: 08 8927 8515
 E: info@healthylivingnt.org.au

Alice Springs
 Jock Nelson Centre,
 7/16 Hartley Street,
 Alice Springs NT 0870
 Phone: 08 8952 8000
 Fax: 08 8952 7000
 E: alicespings@
 healthylivingnt.org.au

www.healthylivingnt.org.au
 ABN 11 374 693 055
 Healthy Living NT
 is the trading name of the
 Diabetes Association
 of the Northern Territory
 Incorporated.
 Healthy Living NT
 is the registered NT
 licence holder for
 Life. Be in it.



Life. Be in it.™

Status	Updated	Administration – Postage Statements	Document ID	A0109
Consultation	Admin Staff		Date of Issue	20/09/2020
Approval By	CEO		Current Version Number	1.0
Circulation (on approval)	All Staff	Page 1 of 4	Review Cycle	Annual

- Press **back button** to return to mailing statement and **back** again to return to the list of statements.

View Pricing Statement

Pricing Statement #20447893

Customer

Name: Healthy Living NT
Address: PO Box 40113 CASUARINA 0810

Lodgement Point

Work Centre: 545502-WINNELLIE BC
Lodgement Time: Aug 6, 2020 4:11:20 PM

Job Reference

Mailing Statement Number: 20447893
Account Number: 5033620

View Mailing Statement

Mailing Statement #20447893 - Approved and Invoiced

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Generating Customer

Customer Name: Healthy Living NT
Contact Name: Healthy Living NT
Telephone Number:
Address: 1 Tiwi Place Darwin NT

Job Reference

Account Number: 5033620
Originating Customer Name: Healthy Living NT

- Repeat steps until all pricing statements are printed for the previous month just ended
- The red postage folder (found in the white cupboard) has pricing statement stickers
- Whilst going through the printed pricing statements, these stickers need to be placed on all **DRW** statements
- To figure out which statements are **DRW** match the statement number in the outgoing mail register in the red postage folder
- Divide pricing into the different categories

NDSS P: Letters sent for NDSS purposes

NDSS F: Parcels sent with NDSS product (does not include RAAHS orders)

HLNT P: Letters sent for HLNT

HLNT F: Parcels sent for HLNT

View Pricing Statement

Pricing Statement #20476419

Customer

Name: Healthy Living NT
Address: PO Box 40113 CASUARINA 0810

Lodgement Point

Work Centre: 545369-CASUARINA POST SHOP
Lodgement Time: Aug 14, 2020 3:21:29 PM

Job Reference

Mailing Statement Number: 20476419
Account Number: 5033620
Sales Order Number: 1411539761
Invoice Reference Details:

Line Items

Ref	Product Code	Article/Description	Contract	Quantity	Unit Price	Amount
001	B01	Imprint Small Charge Letters Regular Within Aust		73	\$1.060	\$77.02
					Total	\$77.02
002	B03	Imprint Large Charge Letters Regular Within Aust 125g to 250g		2	\$3.170	\$6.33

Handwritten notes on the right side of the page:

NDSS P : /
NDSS F : /
HLNT P : \$83.35
HLNT F : \$42.90

- If the pricing statement is for **Remote DRW**, do not place a sticker on the statement, simply write RAAHS Order in a visible place
- Using the outgoing mail register and the remote clinic distribution spreadsheet, the cost of the parcels needs to be entered

View Pricing Statement

Pricing Statement #20447045

Customer

Name: Healthy Living NT
Address: PO Box 40113
CASUARINA 0810

RAAHS
Order

Lodgement Point

Work Centre: 545502-WINNELLIE BC
Lodgement Time: Aug 6, 2020 2:42:03 PM

Job Reference

Mailing Statement Number: 20447045
Account Number: 5033620
Sales Order Number: 1411509582
Invoice Reference Details:

Line Items

Ref	Product Code	Article/Description	Contract	Quantity	Unit Price	Amount
001	B30	Parcel Post Parcels (BYO up to 5kg) Within Aust >1kg to 3kg L		1	\$15.350	\$15.35 *
002	B30	Parcel Post Parcels (BYO up to 5kg) Within Aust >3kg to 5kg XL		1	\$18.500	\$18.50 *
					Total	\$33.85 *

Ref	Product Code	Article/Description	Contract	Quantity	Unit Price	Amount
003	B61	Med/Edu Remote Area - Large Parcels Up to 5kg		7	\$8.350	\$58.45 *
					Total	\$58.45 *

Pricing Statement Totals

Total (GST Incl.) \$92.30 *

* Price includes GST. GST on POST Taxable Supply: \$8.39

- In the outgoing mail register, Congress clinic had 4x B61 = 4x \$8.35 = **\$33.40** this amount goes against Congress clinic in the remote distribution spreadsheet (RDS)
- Yarralin had 1x B61 = 1x \$8.35 = **\$8.35** this amount goes against Yarralin clinic in the RDS
- Pika Wiya had 2x B30 = 1x \$15.35 + 1x \$18.50 = **\$33.85** this amount goes against Pika Wiya in the RDS
- Joyce Palmer had 2x B61 = 2x \$8.35 = **\$16.70** this amount goes against Joyce Palmer in the RDS
- The total of each parcel in the outgoing mailing statement should match the total on the pricing statement $\$33.40 + \$8.35 + \$33.85 + \$16.70 = \mathbf{\$92.30}$ This total matches the total of the above pricing statement.
- The **ASP** pricing statements need to be highlighted as per the location

View Pricing Statement

Pricing Statement #20480667

Customer

Name: Healthy Living NT
Address: PO Box 40113
CASUARINA 0810

Lodgement Point

Work Centre: 545270-ALICE SPRINGS POST SHOP
Lodgement Time: Aug 17, 2020 2:29:58 PM

Job Reference

Mailing Statement Number: 20480667
Account Number: 5033620
Sales Order Number: 1411543718

- Remove the mailing statement for the same month from the red postage folder
- Bulldog clip the mailing statements together and do the same with the pricing statements

- These are to be given to Finadmin (Jodie)