HKS health solutions

Member of 1Q Health

Supplier Checklist

ERP Transition HKS | Incoming Goods & Documents

(Print out and keep at your workstation)

In the **2nd Quarter of 2026**, we will be switching our ERP system to **Microsoft Dynamics 365 Business Central.**

These guidelines help you process incoming goods and invoices smoothly during the transition period.

1. ORDER CONFIRMATION

- ☐ our purchase order number (PO)
- ☐ Item description
- ☐ confirmed delivery date
- ☐ Order quantity

2. DELIVERY NOTE

- ☐ our purchase order number (PO)
- ☐ Charge / Lot
- ☐ Terms of payment
- ☐ Minimum shelf life date (if relevant)

3. INVOICE

- ☐ our purchase order number (PO)
- ☐ Delivery note number
- ☐ Terms of payment
- ☐ Correct invoice address

3. INVOICE

- ☐ Send shipping notification / tracking
- ☐ In case of deviations from delivery, consult briefly

Contact During the Transition Period

You can reach us by phone under:

Supplier Service

+43 50 21 50 703