Completing Shipping Information for Supply Requests

Windows 7

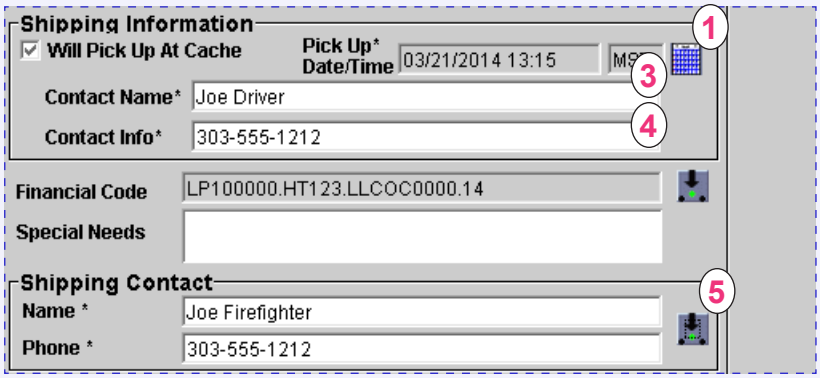
This Quick Reference Card explains how to complete the minimum amount of information for a cache to fill a Supply order.

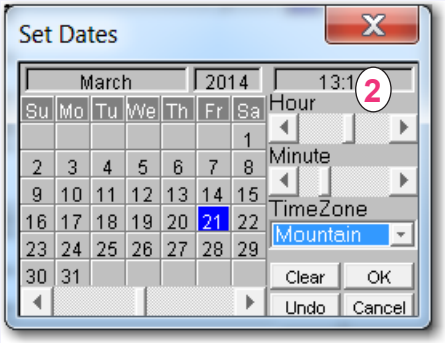
Before you begin

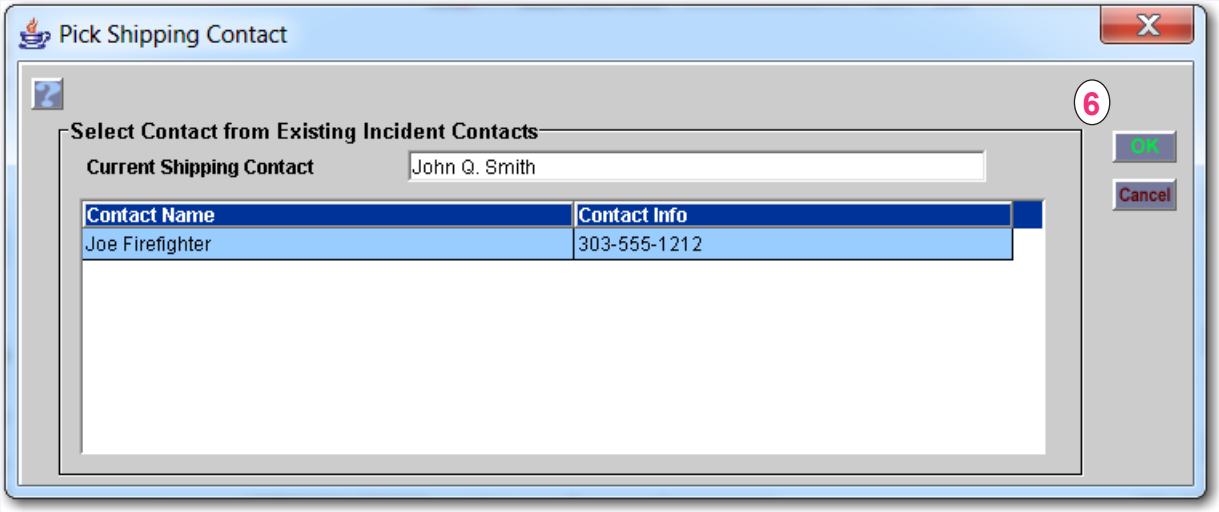
- **Default financial code**. The incident must have a default financial code assigned to it.
- **Shipping information**. For ROSS to create a request, you must designate one of the following on the New Request screen under Shipping Information
  - Will Pick Up at Cache
  - Shipping Address
  - Shipping Instructions.
- **Will Pickup At Cache**. If you select the Will Pickup At Cache text box, you must also complete the Pickup Date/ Time, Contact Name, and Contact Info text boxes. The Shipping Address and Shipping Information text boxes are not available.

To designate Will Pick Up the supplies at the cache

1. On the **New Request** screen under **Shipping Information**, click the Will Pick Up At Cache check box, and then click
2. On the **Set Dates** dialog box, click the **Date and Time when you will pick up the supply order at the cache**, and then click
3. In the **Contact Name** text box, type the **Name of the person who will pick up the supply order at the cache**.
4. In the **Contact Info** text box, type the **Contact Information of the person who will pick up the supply order at the cache**.
5. Under **Shipping Contact**, click
6. On the **Pick Shipping Contact** dialog box, click the **Contact Name** of your choice, and then click







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To complete shipping address and shipping information for a supply request

CAUTION: If you want to send a Shipping Address with the Request, DO NOT ENTER Shipping Instructions! This will remove the Shipping Address!

1 On the **New Request** screen under **Shipping Information**, click

2 On the **Select Shipping Address** dialog box, click the **Ship To Name** of your choice, and then click OK

To create a new shipping address and shipping information for a supply request

A On the **New Request** screen under **Shipping Information**, click

B On the **Select Shipping Address** dialog box, click New

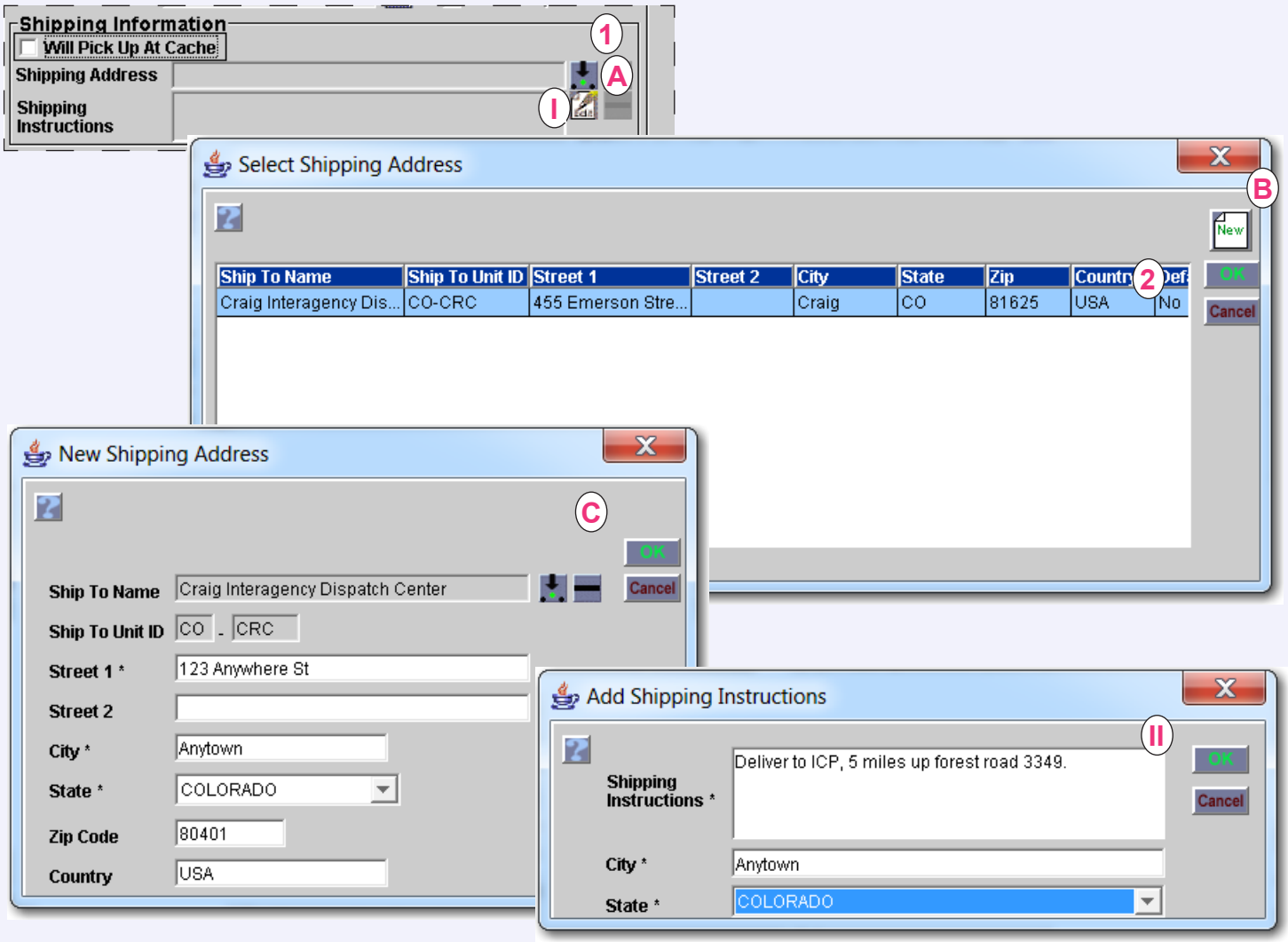
C On the **New Shipping Address** dialog box, complete the following text boxes as appropriate and then click OK

- Street 1
- Street 2
- City
- State
- Zip Code
- Country.

To add or edit shipping instructions

CAUTION: If you add Shipping Instructions, any information that you entered in the Shipping Address text box will be removed!

I On the **New Request** screen under **Shipping Information**, click Edit

II On the **Add Shipping Instructions**, complete the following text boxes as appropriate, and then click OK

- Shipping Instructions
- City
- State.