Filling Supply Requests

Windows 7

To fill with requested item - *for supply requests only*

1 On the **Request** menu, click **Pending Request**, or click PR

2 On the **Set Incident Search Criteria** dialog box, search for and click the **Incident** of your choice, click the **Request #** drop-down arrow, and then click **S**.

3 Click and then click the **Supply Request** of your choice.

4 Click Action and then click **Fill with Requested Item**.

5 On the **Fill with Requested Item** dialog box, click click the **Vendor** of your choice, and then click OK

6 On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click OK

7 On the **Request Action Message** dialog box, click OK

To fill with local purchase - *for supply requests only*

A On the **Request** menu, click **Pending Request**, or click PR

B On the **Set Incident Search Criteria** dialog box, search for and click the **Incident** of your choice, click the **Request #** drop-down arrow, and then click **S**.

C Click and then click the **Supply Request** of your choice.

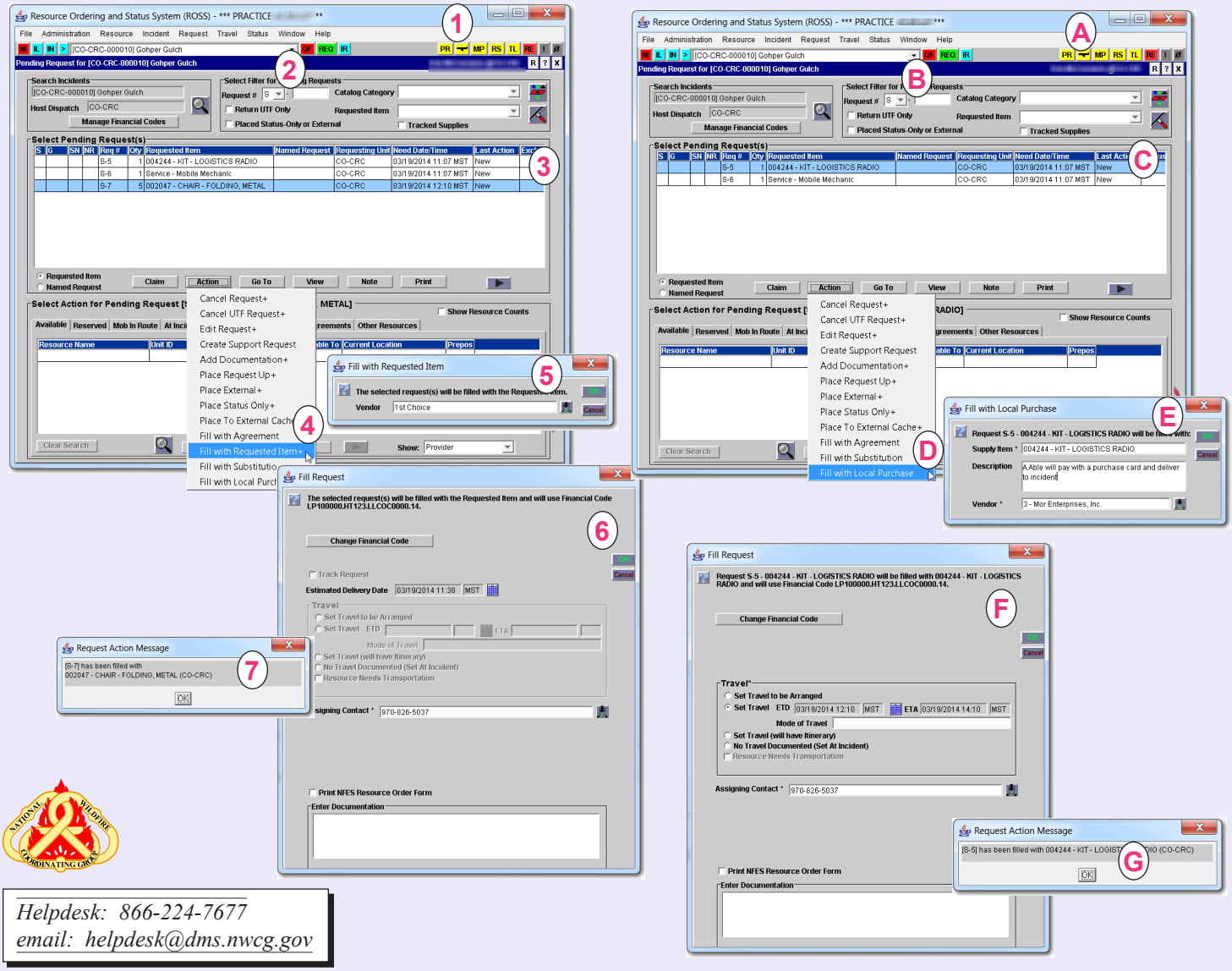
You may only fill one request at a time.

D Click Action and then click **Fill with Local Purchase**.

E On the **Fill with Local Purchase** dialog box, type the **Supply Item**, **Description**, and **Vendor**, and then click OK

F On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click OK

G On the **Request Action Message** dialog box, click OK



Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

Filling Supply Requests

Windows 7

To fill with substitution - *for supply requests only*

1 On the **Request** menu, click **Pending Request**, or click PR

2 On the **Set Incident Search Criteria** dialog box, search for and click the **Incident** of your choice, click the **Request #** drop-down arrow, and then click **S**.

3 Click and then click the **Supply Request** of your choice.

4 Click Action and then click **Fill with Substitution**.

5 On the **Fill with Substitution** dialog box, type the **Supply Item** and **Vendor**, and then click OK

6 On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click OK

7 On the **Request Action Message** dialog box, click OK

To fill with agreement

A On the **Request** menu, click **Pending Request**, or click PR

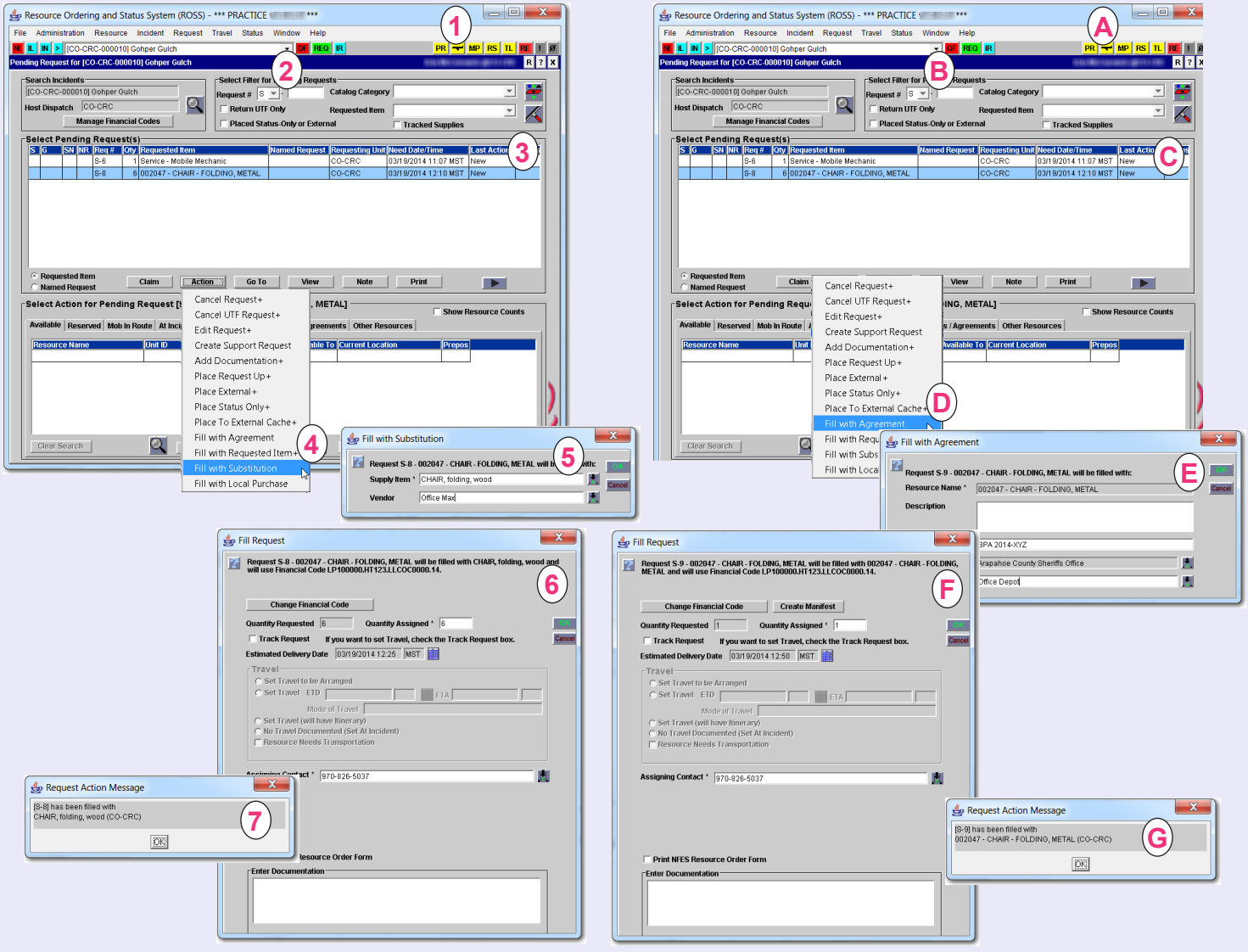
B On the **Set Incident Search Criteria** dialog box, search for and click the **Incident** of your choice, click the **Request #** drop-down arrow, and then click **S**.

C Click and then click the **supply request** of your choice.

You may only fill one request at a time.

D Click Action and then click **Fill with Agreement**.

E On the **Fill with Agreement** dialog box, type the **Description**, **Agreement Number**, **Provider**, and **Vendor**, and then click OK

F On the **Fill Request** dialog box, complete the **information** as appropriate, and then click OK

G On the **Request Action Message** dialog box, click OK