

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

Shipping Information

Will Pick Up At Cache Pick Up* Date/Time: 03/21/2014 13:15 MS

Contact Name* Joe Driver

Contact Info* 303-555-1212

Financial Code LP100000.HT123.LLCCOC0000.14

Special Needs

Shipping Contact

Name * Joe Firefighter

Phone * 303-555-1212

Set Dates

March 2014 13:15

Su	Mo	Tu	We	Th	Fr	Sa	Hour
						1	13:15
2	3	4	5	6	7	8	Minute
9	10	11	12	13	14	15	13:15
16	17	18	19	20	21	22	TimeZone
23	24	25	26	27	28	29	Mountain
30	31						Clear OK
							Undo Cancel

Pick Shipping Contact

Select Contact from Existing Incident Contacts

Current Shipping Contact John Q. Smith

Contact Name	Contact Info
Joe Firefighter	303-555-1212

OK Cancel



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

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 

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 

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

- 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"> - I On the **New Request** screen under **Shipping Information**, click 
 - II On the **Add Shipping Instructions**, complete the following text boxes as appropriate, and then click 
- Shipping Instructions
 - City
 - State.

