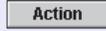


To fill with requested item - for supply requests only

- 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  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 .
- 6 On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click .
- 7 On the **Request Action Message** dialog box, click .

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  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 .
- F On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click .
- G On the **Request Action Message** dialog box, click .

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B

C

D

E

F

G



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

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 and then click **Fill with Substitution**.
- 5 On the **Fill with Substitution** dialog box, type the **Supply Item** and **Vendor**, and then click .
- 6 On the **Fill Request** dialog box, complete the **Information** as appropriate, and then click .
- 7 On the **Request Action Message** dialog box, click .

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 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 .
- F On the **Fill Request** dialog box, complete the **information** as appropriate, and then click .
- G On the **Request Action Message** dialog box, click .

