

*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






## 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 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.

