










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

This screenshot illustrates the process of filling a supply request with a requested item. It shows the 'Resource Ordering and Status System (ROSS)' interface with several windows and dialog boxes:

- Step 1:** The 'Request' menu is open, and 'Pending Request' is selected.
- Step 2:** The 'Set Incident Search Criteria' dialog box is shown with search results. The 'Request #' dropdown is set to 'S'.
- Step 3:** A 'Request' icon is clicked, and a specific supply request is selected from the list.
- Step 4:** The 'Action' menu is open, and 'Fill with Requested Item' is selected.
- Step 5:** The 'Fill with Requested Item' dialog box is shown with a vendor selected.
- Step 6:** The 'Fill Request' dialog box is shown with various options for delivery and travel.
- Step 7:** The 'Request Action Message' dialog box is shown with a confirmation message.

This screenshot illustrates the process of filling a supply request with a local purchase. It shows the 'Resource Ordering and Status System (ROSS)' interface with several windows and dialog boxes:

- Step A:** The 'Request' menu is open, and 'Pending Request' is selected.
- Step B:** The 'Set Incident Search Criteria' dialog box is shown with search results. The 'Request #' dropdown is set to 'S'.
- Step C:** A 'Request' icon is clicked, and a specific supply request is selected from the list.
- Step D:** The 'Action' menu is open, and 'Fill with Local Purchase' is selected.
- Step E:** The 'Fill with Local Purchase' dialog box is shown with a supply item, description, and vendor entered.
- Step F:** The 'Fill Request' dialog box is shown with various options for delivery and travel.
- Step G:** The 'Request Action Message' dialog box is shown with a confirmation message.



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 .

