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 $.
3. Click [Action] and then click 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 [Action] to click the Vendor of your choice, and then click [Action].
6. On the Fill Request dialog box, complete the Information as appropriate, and then click [Action].
7. On the Request Action Message dialog box, click [Action].

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 $.
C. Click [Action] and then click 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 [Action].
F. On the Fill Request dialog box, complete the Information as appropriate, and then click [Action].
G. On the Request Action Message dialog box, click [Action].
To fill with substitution - for supply requests only

1. On the Request menu, click Pending Request, or click P.
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 OK.

To fill with agreement

A. On the Request menu, click Pending Request, or click P.
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 OK.