Creating an Other Order

This documentation explains how to create an Other Order. An Other Order is very similar to an Incident. Other orders are created so that Caches can fill non-Incident requests, and serves as another way for customers to request and get supplies from the cache. Caches sometimes issue supplies to various organizations and events that are not incidents, such as**;** publication orders, direct sales, school demonstrations, and community events.

Once created, the system auto-generates an order number. Make a note of this Other Order # for future transactions.

An 'Other Order' is not required to have a year designator. It can be used from year to year for transactions.

To Create an Other Order using the Other Order Entry Screen:

1. On main menu bar, select **Incident/Other Orders>Create Other Order**. The **Other Order Entry** screen appears.

2. Enter the **Other Order Name**.

3. Enter **Customer ID** and then press Tab. The **Ship To** and **Bill To** address fields auto-populate.

4. If the **Ship To** address, is different than the auto-filled information, enter the correct shipping address in the **Ship To** field, or enter information into the special instruction fields.

5. Enter the **Account Code** in the appropriate **FS**, **BLM**, or the **Other Account Code** field.

6. Enter **Override Code** if entering FS account code.

7. Click **Create Other Order.** You should write down the Other Order number for future reference.