Completing Shipping Information for Supply Requests

This Quick Reference Card explains how to complete the minimum amount of information for a cache to fill a Supply order.

Before you begin

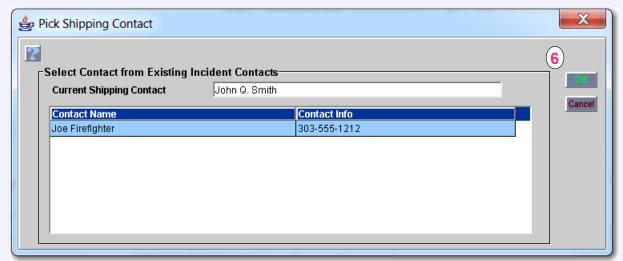
- **Default financial code**. The incident must have a default financial code assigned to it.
- Shipping information. For ROSS to create a request, you must designate one of the following on the New Request screen under Shipping Information
 - Will Pick Up at Cache
 - Shipping Address
 - Shipping Instructions.
- 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









Helpdesk: 866-224-7677 https://iia-hd.peckham-enclave.us/

ROSS Website: https://famit.nwcq.gov/applications/ROSS

Completing Shipping Information for Supply Requests

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 Flew

- 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.

