OMX

INVENTORY & DELIVERY GUIDE

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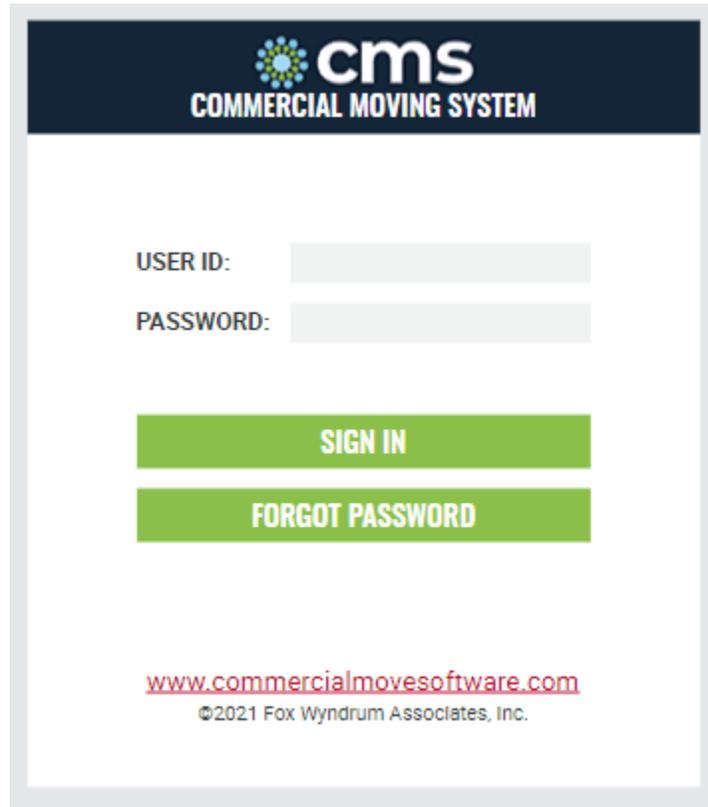(301) 210-0890

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LOGGING IN

You may check on your inventory, deliveries or request new deliveries at any time by logging in with your assigned username and password at omx.foxwyn.net

SEARCH INVENTORY

Once logged in, choose inventory in the top right corner of the banner. You may view ALL of your inventory by simply clicking the **Search Inventory button** at the bottom of the page. If you would like to narrow your search, you may filter by storage lot or use any of the below criteria (not all are required).

To search inventory by a specific project, use the "**Storage Lot**" Dropdown

If you wish to download your items to an excel file, change the "**Output**" dropdown option to "Download"

VIEW INVENTORY DETAILS

To view item details and additional photos (if available) click on the item or barcode number.

*Items are automatically ordered by most recent. You may also organize by **description** or **category** by clicking on the headers.

REQUEST ITEMS FOR PICK-UP

1. To schedule item(s) to be picked-up, navigate to the "Requests" tab on the home screen and click on the "Add Pickup Request" button.

2. You will then be directed to the Pickup Request page. Fill out all required info including any relevant pickup instructions. You may also add any pertinent documents by clicking on the green **+Document** button.

REQUEST ITEMS FOR DELIVERY

3. To schedule an item(s) to be delivered, select the checkbox next to the item or choose the "**Qty**" button at the top to select all. Then enter the quantity of the item you'd like to be delivered (you can see how many items are currently in inventory to the far right). *A checkbox will only appear for items available to be delivered.

4. Once you have selected your items, click the "**Request Selected**" button.

5. You will then be taken to the next screen to review your request. You may remove items by clicking the trashcan icon to the right or move forward with your order by clicking the "**Delivery**" button.

6. Now you will enter your delivery details. You may search for past addresses or create a new address under the "**Deliver To**" dropdown menu.

Enter your internal work order or reference # here.

7. You may upload any important documents (i.e., Bill of Lading, receipts, etc.) by clicking the **+Document** button under the **Document Management System** section.

8. Click "**Submit Request**" at the bottom to complete your order.
   You will soon receive email confirmation of your request.

SEARCH PENDING REQUESTS

To review pending requests, go back to the **Inventory** Home Page and choose the "**Requests**" header. You may enter the **OMX Request #** found in your confirmation email subject line OR use any of the below filters to narrow your search.

*To pull up ALL requests, simply click the "**Search Requests**" button.

You will then be able to view what requests are scheduled, the # of items and current order status.

SEARCH ACTIVE OR PAST REQUESTS

To review active or pasts requests, navigate to the **Activity** Home Page. There you will be able to view any open work orders, past work orders and past invoices. You may sort by date, project or origin/destination.

Next to each order you will notice **(VAN)** indicating a delivery order or **(WHT)** indicating a warehouse order. Click on the order to view further details, including any special instructions, crew details and each item that will be stored or placed on the truck for delivery.

EDIT/CANCEL YOUR ORDER

Once you have found your request, you will see the status of your delivery to the right.

Click on your request to view more details. You will find the option to edit your delivery or cancel (if available) at the very bottom. You can add any relevant documents to the order by clicking "**+Document**" button in the **Document Management** section.

CHECK STORAGE SPACE/VIEW INVOICE

To **check how much storage space** a current project/lot is taking up, go to the **Inventory** homepage and select the **"Lots"** header. From there, you may enter the specific lot # or click the Search button at the bottom of the page to view ALL.

Once the report populates, you may **download/print the most recent invoice** by selecting the **PRINT** option to the right.

View how many cubic ft. are currently in use

*For assistance, please email us at Dispatch@moveOMX.com