



INVENTORY & DELIVERY GUIDE

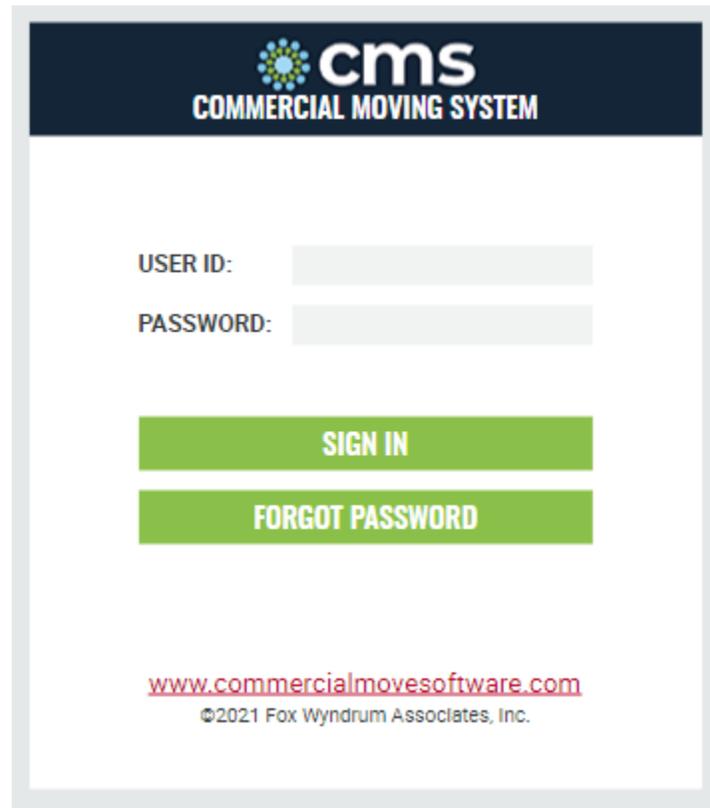
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GETTING STARTED

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



The image shows a login interface for the CMS Commercial Moving System. At the top, there is a dark blue header with the CMS logo (a green gear-like icon) and the text "cms COMMERCIAL MOVING SYSTEM". Below the header, there are two input fields: "USER ID:" followed by a light gray text box, and "PASSWORD:" followed by a light gray text box. Below these fields are two green buttons: "SIGN IN" and "FORGOT PASSWORD". At the bottom of the page, there is a red URL www.commercialmovesoftware.com and a copyright notice: "©2021 Fox Wyndrum Associates, Inc."

SEARCHING YOUR INVENTORY

Once logged in, use the box to the **left** to look up your inventory records. You may search by entering any of the below criteria (not all are required).

Search Storage Inventory / Request Delivery

Find inventory records and request delivery of storage items.

Find Inventory Items where:

OMX BARCODE# is:

CUST REF contains:

ITEM STATUS is:

CATEGORY is:

DESCRIPTION contains:

MANUFACTURER is:

STORAGE LOT is:

RECEIVED between: and

SEND RESULTS TO:

SEARCH INVENTORY

*To search inventory by a specific project, use the “Storage Lot” drop-down.

OMX BARCODE# is:

CUST REF contains:

ITEM STATUS is:

CATEGORY is:

DESCRIPTION contains:

MANUFACTURER is:

STORAGE LOT is:

Select Storage Lot

EDMONSTON

✓ INDIAN CREEK

VIEWING YOUR INVENTORY

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

Items are automatically ordered by most recent. You may also organize by **description** or **category** by clicking on the arrows next to the column heading.

Inventory Search Results

SEARCH PARAMETERS
ITEM STATUS is: IN

[ADD CHECKED ITEMS TO REQUEST](#) [CHANGE SEARCH](#)

Click Barcode# to view item details. Only items available for delivery can be selected.

QTY	BARCODE#	LOT #	DESCRIPTION	CATEGORY	SIZE	AISLE	BOX	RCVD	QTY AVAIL	QTY RES ON REQ#
<input type="checkbox"/>	TA00011		TEST-TESTING INTAKE, INVENTORY OF ITEMS AND BILLING Yes NO DAMAGE	TABLE Coffee TEST	50	0	3	10/23/22	10	

Showing 1 to 1 of 1 entries Previous **1** Next

REQUEST ITEMS FOR DELIVERY

- To schedule an item(s) to be delivered, select the checkbox next to the item or choose the **“Select All”** button. A checkbox will only appear for items available to be delivered.
- Once you have selected your items, click the **“Add Checked Items To Request”** button.

Inventory Search Results

SEARCH PARAMETERS
ITEM STATUS is: IN

[SELECT ALL](#) [ADD CHECKED ITEMS TO REQUEST](#) [CHANGE SEARCH](#)

Click Barcode# to view item details. Only items available for delivery can be selected.

QTY	BARCODE#	LOT #	DESCRIPTION	CATEGORY	SIZE	AISLE	BOX	RCVD	QTY AVAIL	QTY RES ON REQ#
<input type="checkbox"/>	TA00012		EDMONSTON-EDMONSTON No	ART Mirror PO - WESOFF - 11212	96 100	1B	1	11/17/22	1	

Showing 1 to 1 of 1 entries Previous **1** Next

3. You will then be taken to the next screen to review your request. You may remove items or move forward with your order by clicking the “Request Delivery” button.

INVENTORY DELIVERY REQUEST

Review Requested Inventory

PENDING REQUEST ITEMS
The items listed below have been selected for delivery.

BACK TO LIST
REMOVE CHECKED ITEMS
REQUEST DELIVERY

QTY	OMX#	CUST REF	DESCRIPTION MANUF-MODEL	CATEGORY SUB-CAT	SIZE COLOR
<input type="checkbox"/>	1	TA00011	TEST	1 TEST COFFEE TABLE IN 3 BOXES ARDEN PARKES	TABLE Coffee

1 item(s) selected for delivery request.

4. Now you will enter your delivery details. You may search for past addresses or create a new address under the “Ship To” dropdown menu.

Delivery Information

* Required Entry/Selection

REQUEST DATE: 11/10/2022 REQUESTED BY: Chad Thomas'

DATE NEEDED:* EMAIL: chad.thomas@washingtongexpress.com'

SHIP TO:* SHIP TO:*

Select an Address1
 CREATE NEW
 CHAD THOMAS BELTSVILLE 11460 EDMONSTON RD

ATTENTION:*

COMPANY:*

ADDRESS:*

CITY, STATE, ZIP:* PHONE:

CUST PROJECT:

CUST WORK ORDER: ← Internal work order number for customer use COST CODE:

CUSTOMER INSTRUCTIONS:

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

Document Management System					
FILE	DESCRIPTION	UPLOADED	USER		
UPLOAD NEW					
Items Requested					
BARCODE#	QTY	CUST REF	DESCRIPTION MANUF-MODEL#	CATEGORY SUB-CATEGORY	COLOR SIZE
TA00012	1	PO - WESOFF - 11212	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY	ART Mirror	Mirror

6. Once you “**Submit Delivery Request**” at the bottom, you are all done and will receive email confirmation of your request.

SEARCH ACTIVE REQUESTS

To review active requests, go back to the Home Page or login and use the search box to the **right**. 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 active requests, simply click the “**Submit Query**” button.

Delivery Request Query

Look up inventory deliveries requested online.

Find delivery requests where:

OMX REQUEST# is:

REQUEST STATUS is:

PROJECT contains:

REQUESTED between: -

DATE NEEDED between: -

DELIVERED between: -

SUBMIT QUERY

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

INVENTORY MANAGEMENT								
Delivery Request List								
Delivery Requests where								
REQUEST #	REQUEST DATE	CUSTOMER	NEEDED BY	SCHEDULED	PROJECT	# OF ITEMS	STATUS	REQUESTED BY
0000005	11/09/2022	TEST ACCOUNT	11/21/2022			5	CANC	Chad Thomas
0000007	11/15/2022	TEST ACCOUNT	11/21/2022		Hartman	1	CANC	Chad Thomas
0000008	11/15/2022	TEST ACCOUNT	11/23/2022			1	CANC	Chad Thomas
0000009	11/15/2022	TEST ACCOUNT	11/23/2022			1	CANC	Chad Thomas
0000016	11/29/2022	TEST ACCOUNT	12/05/2022			1	CANC	Chad Thomas
0000017	11/30/2022	TEST ACCOUNT	12/06/2022			2	CANC	Chad Thomas
0000022	12/06/2022	TEST ACCOUNT	12/12/2022			1	CANC	Chad Thomas
0000023	12/07/2022	TEST ACCOUNT	12/13/2022	12/13/22 8:30 AM		100	SCHEDULED	Chad Thomas

Showing 1 to 8 of 8 entries

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[EXIT](#)

EDIT/CANCEL YOUR ORDER

Once you have found your request, you may view the status of your delivery in the top right corner. You will find the option to edit your delivery or cancel (if available) at the very bottom.

Delivery Information

* Required Entry/Selection

REQUEST #:	0000005	REQUEST STATUS:
REQUEST DATE:	11/09/2022	REQUESTED BY:
DATE NEEDED:*	11/21/2022	EMAIL:
SHIP TO:*		
ATTENTION:*	Chad Thomas	
COMPANY:*	TEST ACCOUNT	
ADDRESS:*	11460 EDMONSTON RD	
CITY, STATE, ZIP:*	BELTSVILLE MD 20705	PHONE:
CUST PROJECT:		
CUST WORK ORDER:		COST CODE:
CUSTOMER INSTRUCTIONS:	testing customer inventory	

EDIT DELIVERY REQUEST

CANCEL REQUEST

EXIT

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