INVENTORY & DELIVERY GUIDE

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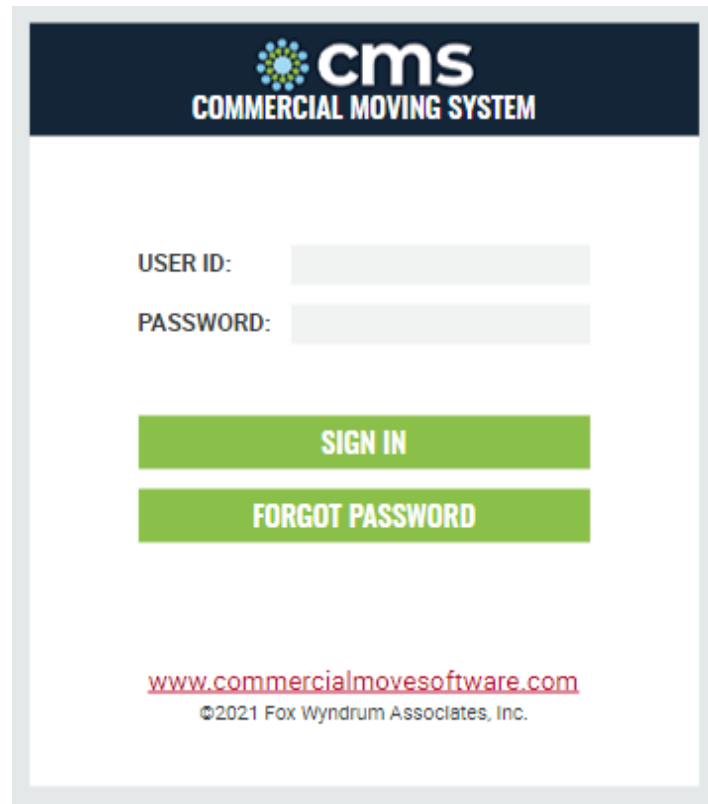(301) 210-0899

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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

Change the **OUTPUT** field to export as an Excel or PDF file.

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.

SEARCH PAST INVENTORY TRANSACTIONS

To view past inventory transactions, select **Search Transactions** on the home screen, enter a date range or any specifics you may have, or simply click the **Search Transactions button** to pull up all past inventory and order requests.

SEARCH	REQUESTS	LOTS

SEARCH INVENTORY	SEARCH TRANSACTIONS

SEARCH TRANSACTIONS

BARCODE# IS

Enter Barcode or leave blank for all.

DATED ON OR AFTER	**DATED ON OR BEFORE**

TRANSACTION TYPE IS
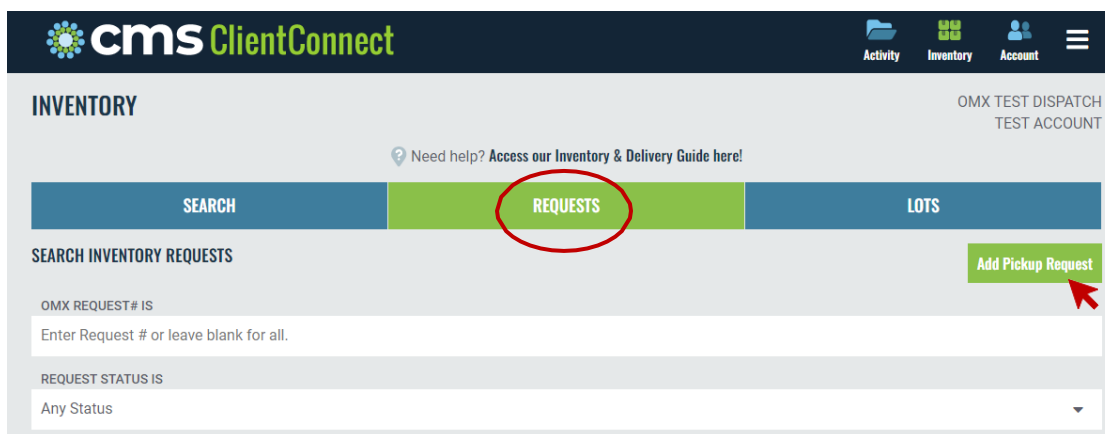
Any Type ▾

OUTPUT TO

Browser ▾

Browser
PDF
Spreadsheet

SEARCH TRANSACTIONS

Change the **Output** field to export the information as an Excel or PDF file.

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.

DELIVERY REQUEST
* Required Field/Selection

Date Needed *		Request Date
mm/dd/yyyy		10/05/2023

Email

dispatch@moveomx.com, chad.thomas@washingtonexpress.com

Deliver To *

Select an Address1

Select an Address1
CREATE NEW
CHAD THOMAS BELTSVILLE 11460 EDMONSTON RD

Enter Delivery Address 1

Enter Delivery Address 2

Enter Delivery City	Select State	Enter Zipcode

Contact *	Telephone *
Enter Contact Name	Enter Contact Telephone

Client Project#	Client Cost Code
Enter Project#	Enter Cost Code

Delivery Instructions

REQUESTED ITEMS

Qty Req	Description		Cust Ref

ADD MORE ITEMS   **SUBMIT REQUEST**

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.

DOCUMENT MANAGEMENT SYSTEM *Tap document to download.*   **+ Document**

No order documents have been uploaded.

REQUESTED ITEMS

Qty Req	Description	Cust Ref
	CMS Barcode	

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

UPLOAD DOCUMENTS TO ACCOUNT

Upload any relevant documents like expediting reports or tracking information of items being sent to our warehouse by navigating to the **Account tab** and clicking the **Add Document** button. Our team will immediately be alerted of any uploads.

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