

A large, semi-transparent hexagonal grid pattern in shades of purple and red, covering the lower half of the dark blue background.

INVENTORY & DELIVERY GUIDE

moveOMX.com

Dispatch@moveOMX.com

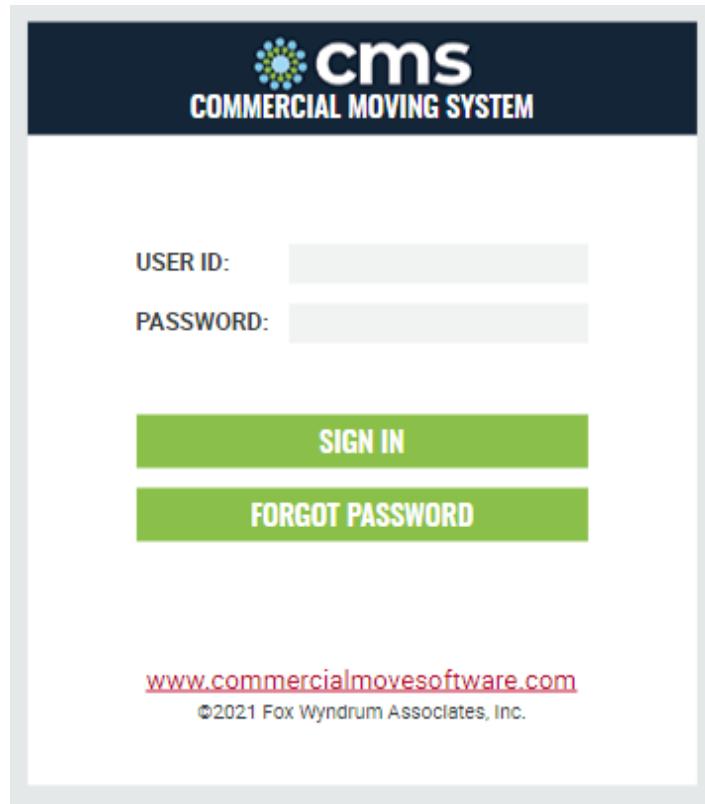
(301) 210-0899

TABLE OF CONTENTS

LOGGING IN	2
SEARCH INVENTORY	3
VIEW INVENTORY DETAILS	4
SEARCH PAST INVENTORY TRANSACTIONS.....	5
REQUEST ITEMS FOR PICK-UP	6
REQUEST ITEMS FOR DELIVERY.....	7
SEARCH PENDING REQUESTS	9
SEARCH ACTIVE OR PAST REQUESTS	10
EDIT/CANCEL YOUR ORDER	11
CHECK STORAGE SPACE/VIEW INVOICE	11
UPLOAD DOCUMENTS TO ACCOUNT.....	12

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).

cms ClientConnect

Activity **Inventory** Account

OMX Test Dispatch
TEST ACCOUNT

ACTIVITY

OPEN WORK ORDERS COMPLETE WORK ORDERS INVOICES

TEST INVENTORY - HKJ 121-02092-22/018

Origin 11460 EDMONSTON RD, BELTSVILLE MD

Destination 11460 EDMONSTON RD, BELTSVILLE MD

Thu May, 04, 2023 08:00 AM

INVENTORY

SEARCH REQUESTS LOTS

SEARCH/REQUEST DELIVERY

BARCODE# IS

Enter Barcode or leave blank for all.

STORAGE LOT# IS

Any Lot

Any Lot

EDMONSTON
INDIAN CREEK
TEST

ITEM STATUS IS

Any Status

CATEGORY IS

Any Category

ITEM DESCRIPTION CONTAINS

MANUFACTURER IS

Select Manufacturer

RECEIVED ON OR AFTER RECEIVED ON OR BEFORE

OUTPUT TO

Browser

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

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

SEARCH INVENTORY

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.

INVENTORY											REQUESTS					
SEARCH					REQUESTS						LOTS					
SELECT ITEMS FOR DELIVERY				Only items available for delivery can be selected.	Tap record for details.	Category	Sub-Cat	Size	AISLE	BOX	Rcvd	Qty Avail	Qty Res	REQUEST SELECTED	NEW SEARCH	
Qty	Barcode#	Lot #	Inspected Damages	Description Mfr-Model		Category	Sub-Cat	Size	AISLE	BOX	Rcvd	Qty Avail	Qty Res	REQUEST SELECTED	NEW SEARCH	
<input type="checkbox"/>	TA 00011	TEST	Yes	1 TEST COFFEE TABLE IN 3 BOXES ALDEN PARKES		TABLE Coffee TEST		0	3		10/23/22	100				
<input type="checkbox"/>	TA 00012	TEST	No	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY		ART Mirror PO - WESOFF - 11212		96	1B	1	12/12/22	1				

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

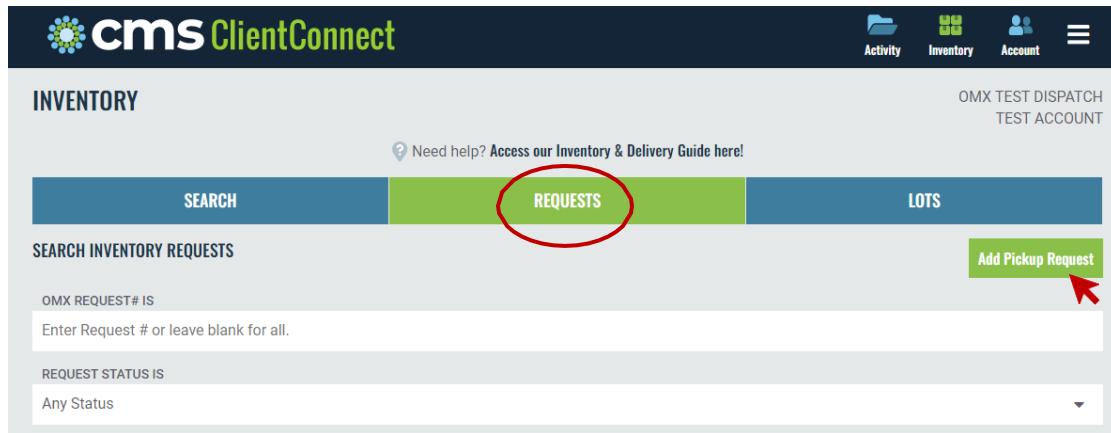
Spreadsheet

SEARCH TRANSACTIONS

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

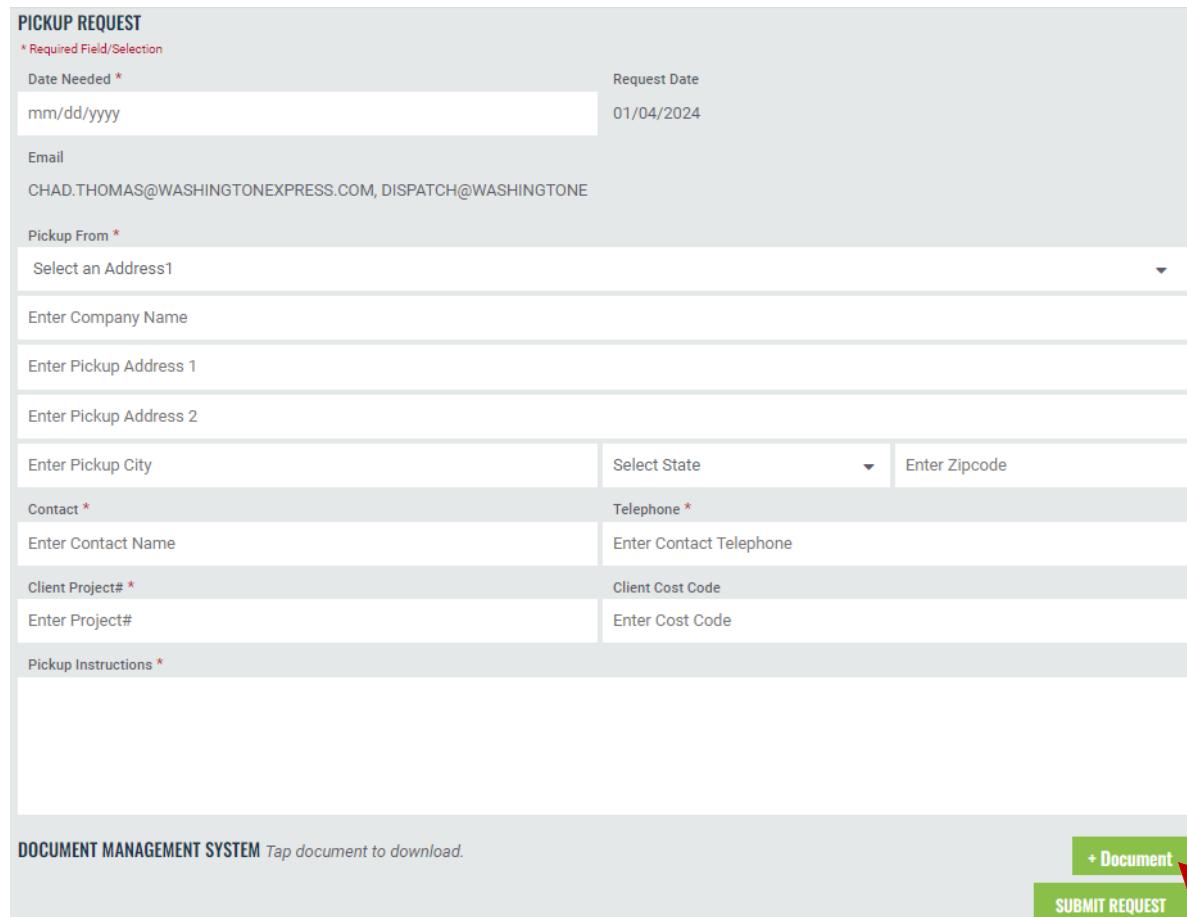
REQUEST ITEMS FOR PICK-UP

- 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.



The screenshot shows the CMS ClientConnect interface. At the top, there is a navigation bar with icons for Activity, Inventory, and Account. The main title is 'INVENTORY'. On the right, it says 'OMX TEST DISPATCH TEST ACCOUNT'. Below the title, there are three tabs: 'SEARCH' (blue), 'REQUESTS' (green, circled in red), and 'LOTS' (blue). A sub-section titled 'SEARCH INVENTORY REQUESTS' contains fields for 'OMX REQUEST# IS' (with placeholder 'Enter Request # or leave blank for all.') and 'REQUEST STATUS IS' (with placeholder 'Any Status'). To the right of these fields is a green button labeled 'Add Pickup Request' with a red arrow pointing to it.

- 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.



The screenshot shows the 'PICKUP REQUEST' form. At the top left, it says 'PICKUP REQUEST' and 'Required Field/Selection'. It has fields for 'Date Needed' (mm/dd/yyyy: 01/04/2024), 'Request Date' (01/04/2024), 'Email' (CHAD.THOMAS@WASHINGTONEXPRESS.COM, DISPATCH@WASHINGTONONE), 'Pickup From' (Select an Address1), 'Enter Company Name', 'Enter Pickup Address 1', 'Enter Pickup Address 2', 'Enter Pickup City', 'Select State', 'Enter Zipcode', 'Contact' (Enter Contact Name, Enter Contact Telephone), 'Client Project#' (Enter Project#, Enter Cost Code), and 'Pickup Instructions'. At the bottom, there is a 'DOCUMENT MANAGEMENT SYSTEM' section with a 'SUBMIT REQUEST' button and a green 'Document' button with a red arrow pointing to it.

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.

SEARCH				REQUESTS				LOTS											
SELECT ITEMS FOR DELIVERY																			
Only items available for delivery can be selected.																			
Tap record for details.																			
Qty	Barcode#	Lot # ▲ Inspected Damages	Description Mfr-Model	Category Sub-Cat Cust Ref	Size Color Weight	AISLE	BOX	Rcvd	Qty Avail	Qty Res									
<input checked="" type="checkbox"/> 5	TA 00011	TEST Yes NO DAMAGE	1 TEST COFFEE TABLE IN 3 BOXES ALDEN PARKES	TABLE Coffee TEST	50.00	0	3	10/23/22	100										
<input checked="" type="checkbox"/> 1	TA 00012	TEST No	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY	ART Mirror PO - WESOFF - 11212	100.00	96	1B	1	12/12/22	1									

INVENTORY		
OMX Test Dispatch TEST ACCOUNT		
REQUESTED ITEMS		
Tap for details.		
Qty Req	Description CMS Barcode	Cust Ref
5	1 TEST COFFEE TABLE IN 3 BOXES TA 00011	TEST
1	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 TA 00012	PO - WESOFF - 11212

RETURN TO LIST NEW SEARCH DELIVERY

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.



DELIVERY REQUEST

* Required Field/Selection

Date Needed *	Request Date						
<input type="text" value="mm/dd/yyyy"/>	10/05/2023						
Email							
dispatch@moveomx.com, chad.thomas@washingtonexpress.com							
Deliver To * <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Select an Address1</div> <div style="border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 2px; width: 100%;">Select an Address1</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">CREATE NEW</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">CHAD THOMAS BELTSVILLE 11460 EDMONSTON RD</div>							
Enter Delivery Address 1							
Enter Delivery Address 2							
Enter Delivery City	Select State						
Enter Contact Name	Telephone *						
Client Project#	Client Cost Code						
Enter Project#	Enter Cost Code						
Delivery Instructions							
REQUESTED ITEMS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Qty Req</th> <th style="width: 60%;">Description</th> <th style="width: 25%;">Cust Ref</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">ADD MORE ITEMS</td> </tr> </tbody> </table>		Qty Req	Description	Cust Ref	ADD MORE ITEMS		
Qty Req	Description	Cust Ref					
ADD MORE ITEMS							
SUBMIT REQUEST							

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.

No order documents have been uploaded.

REQUESTED ITEMS

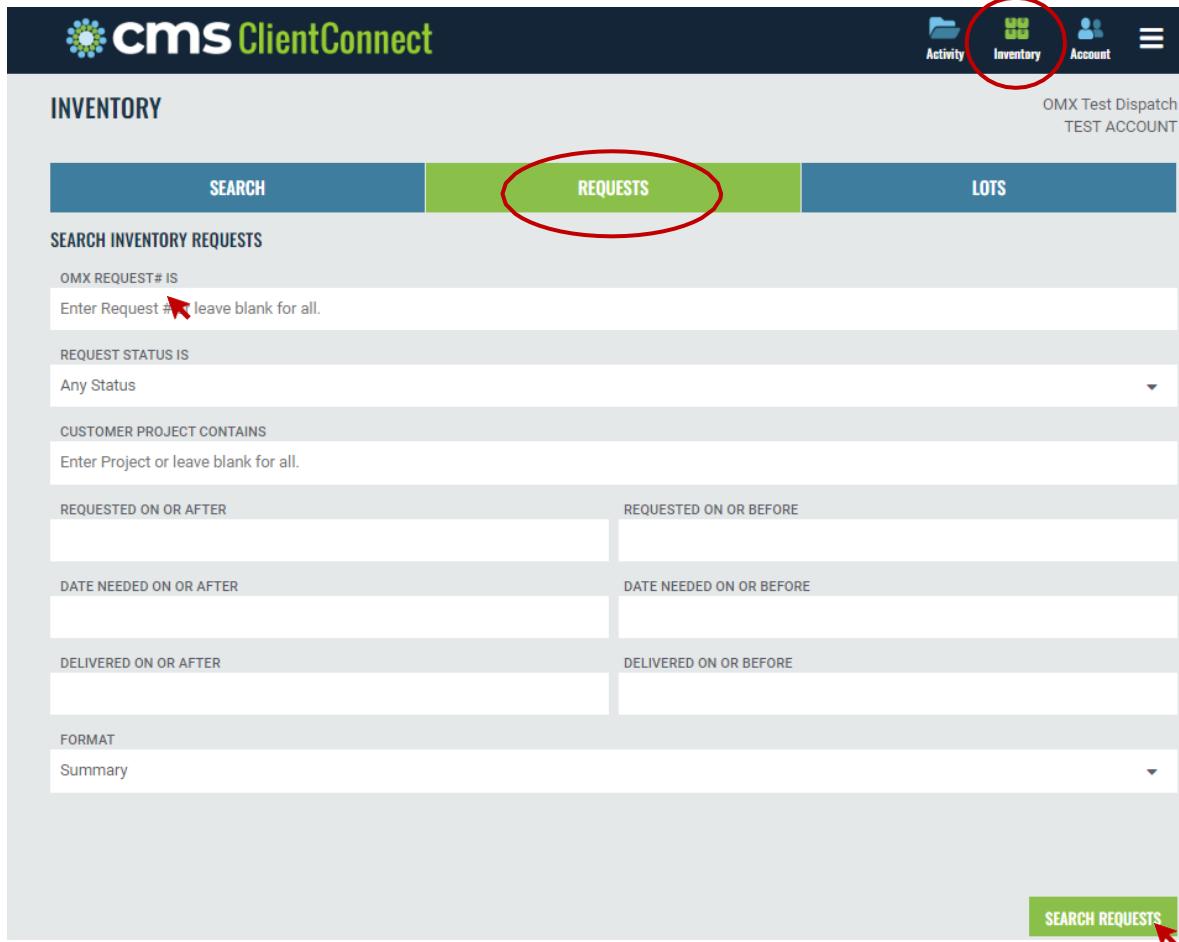
Qty Req	Description	Cust Ref
CMS Barcode		

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

SEARCH PENDING REQUESTS

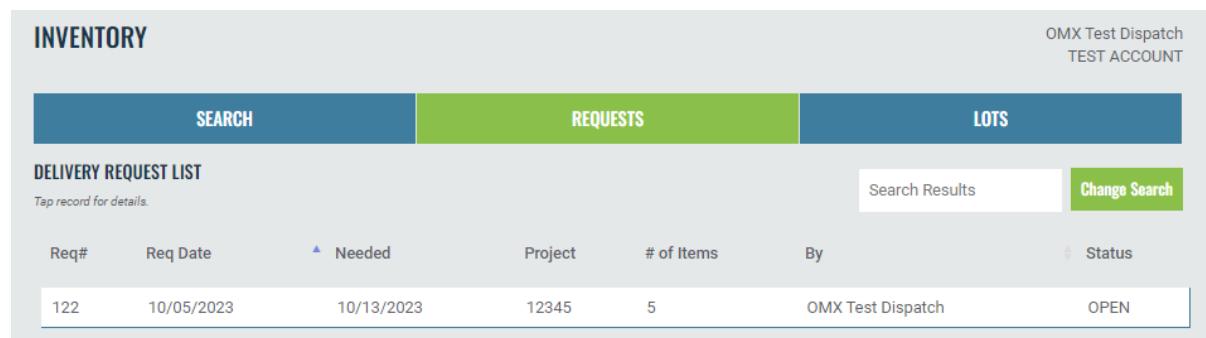
To review pending requests, go back to the **Inventory Home Page** and choose the “**Requests**” header. You may enter the **OMX Request #** found in your confirmation email subject line OR use any of the below filters to narrow your search.

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



The screenshot shows the CMS ClientConnect interface for managing inventory requests. At the top, there are navigation links for Activity, Inventory (which is circled in red), and Account. The main title is "INVENTORY". Below the title, there are three tabs: "SEARCH", "REQUESTS" (which is circled in red), and "LOTS". The "REQUESTS" tab is active, showing a search form for "SEARCH INVENTORY REQUESTS". The search form includes fields for "OMX REQUEST# IS" (with a placeholder "Enter Request # leave blank for all."), "REQUEST STATUS IS" (set to "Any Status"), "CUSTOMER PROJECT CONTAINS" (with a placeholder "Enter Project or leave blank for all."), and date ranges for "REQUESTED ON OR AFTER" and "REQUESTED ON OR BEFORE", as well as "DATE NEEDED ON OR AFTER" and "DATE NEEDED ON OR BEFORE", and "DELIVERED ON OR AFTER" and "DELIVERED ON OR BEFORE". Below the search form, there is a "FORMAT" section set to "Summary". At the bottom right of the search form area is a green "SEARCH REQUESTS" button, which is also circled in red with an arrow pointing to it.

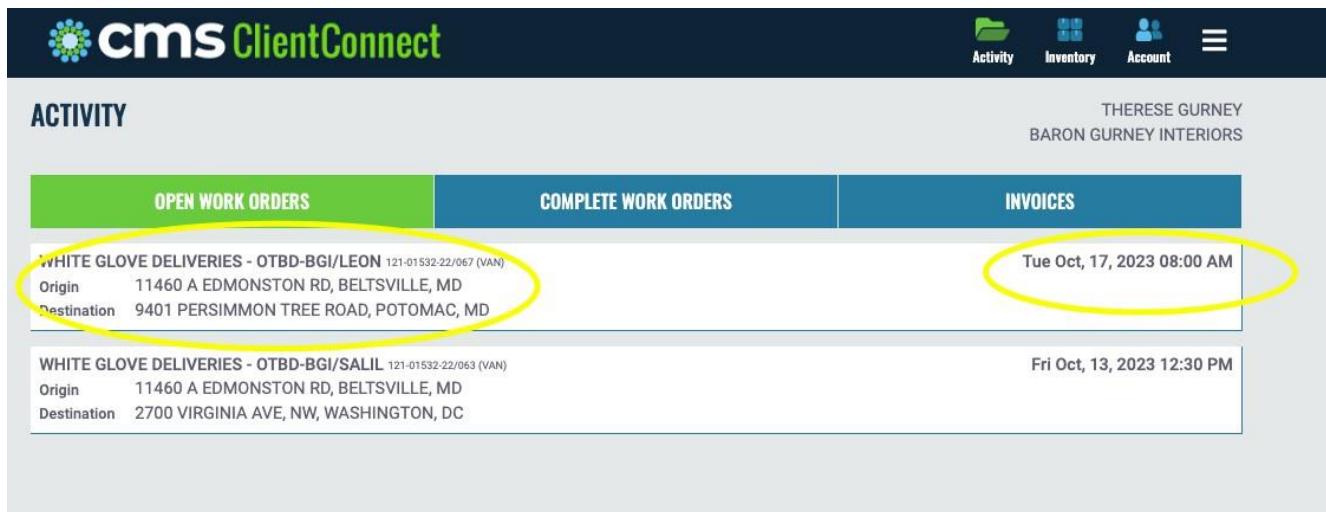
You will then be able to view what requests are scheduled, the # of items and current order status.



The screenshot shows the results of the search for pending requests. The title is "INVENTORY". The search results are displayed under the "REQUESTS" tab. The results table has columns: Req#, Req Date, Needed, Project, # of Items, By, and Status. There is one record listed: Req# 122, Req Date 10/05/2023, Needed 10/13/2023, Project 12345, # of Items 5, By OMX Test Dispatch, and Status OPEN. At the top of the results table, there are buttons for "Search Results" and "Change Search".

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.



ACTIVITY

Activity | Inventory | Account | ≡

THERESE GURNEY
BARON GURNEY INTERIORS

OPEN WORK ORDERS	COMPLETE WORK ORDERS	INVOICES
<p>WHITE GLOVE DELIVERIES - OTBD-BGI/LEON 121-01532-22/067 (VAN)</p> <p>Origin 11460 A EDMONSTON RD, BELTSVILLE, MD</p> <p>Destination 9401 PERSIMMON TREE ROAD, POTOMAC, MD</p>		<p>Tue Oct, 17, 2023 08:00 AM</p>
<p>WHITE GLOVE DELIVERIES - OTBD-BGI/SALIL 121-01532-22/063 (VAN)</p> <p>Origin 11460 A EDMONSTON RD, BELTSVILLE, MD</p> <p>Destination 2700 VIRGINIA AVE, NW, WASHINGTON, DC</p>		<p>Fri Oct, 13, 2023 12:30 PM</p>

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.

INSTRUCTIONS

CALL CUSTOMER 30 MINS PRIOR TO DELIVERY.

CREW & TRUCK SUMMARY

1 WHITE GLOVE DRIVER	1 WHITE GLOVE MOVER
1 16' TRUCK	

MATERIALS & EQUIPMENT

32 GAS SURCHARGE - 16' TRUCK
4 HANDLING IN AND OUT PER BOX

MOVE PHOTOS

No move list has been uploaded.

ITEMS

	Barcode BG-00051	Qty 1	Description THEO RAF FREE STAND SOFA
	Barcode BG-00052	Qty 1	Description THEO SWIVEL CLUB CHAIR
	Barcode BG-00053	Qty 1	Description LOLA MEDIUM POUF

EDIT/CANCEL YOUR ORDER

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

INVENTORY

OMX Test Dispatch
TEST ACCOUNT

SEARCH	REQUESTS	LOTS
DELIVERY REQUEST LIST <small>Tap record for details.</small>		
Req#	Req Date	Needed
122	10/05/2023	10/13/2023
Project	# of Items	By
12345	5	OMX Test Dispatch
Status		
OPEN		

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.

SEARCH

REQUESTS

LOTS

DELIVERY REQUEST #0000122

Date Needed 10/13/2023	Date Requested By 10/05/2023 OMX Test Dispatch dispatch@moveomx.com, chad.thomas@washingtonexpress.com
Deliver To CHAD THOMAS TEST ACCOUNT 11460 EDMONSTON RD BELTSVILLE MD 20705 301-210-0890	Status OPEN
Instructions	Cost Code

DOCUMENT MANAGEMENT SYSTEM Tap document to download.

+ Document

No order documents have been uploaded.

REQUESTED ITEMS

Tap for details.

Qty	Description CMS Barcode	Cust Ref
5	1 TEST COFFEE TABLE IN 3 BOXES TA 00011	TEST

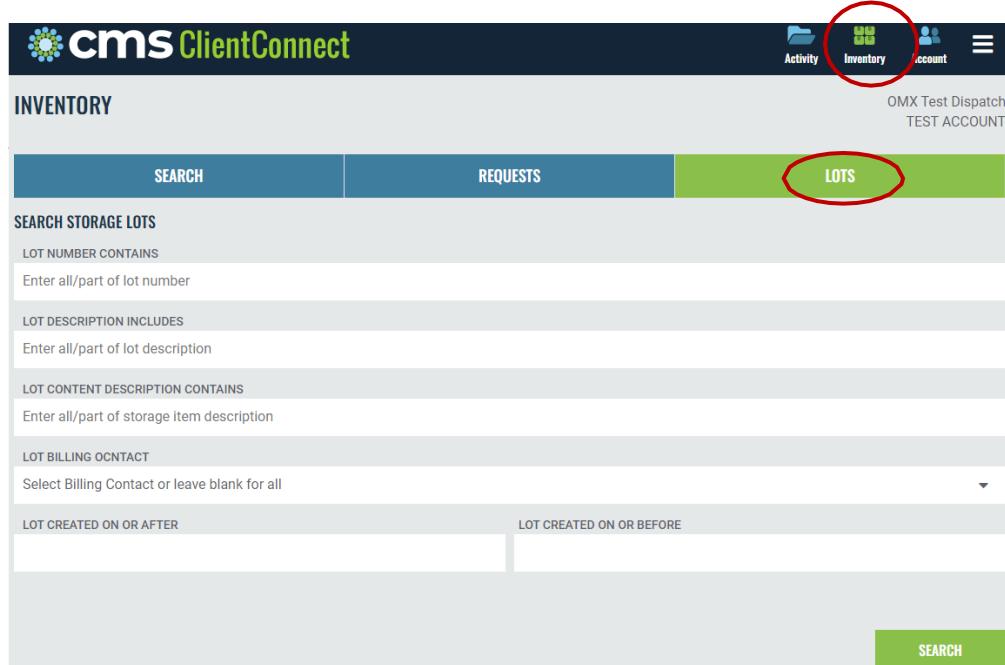
BACK

CANCEL REQUEST

EDIT

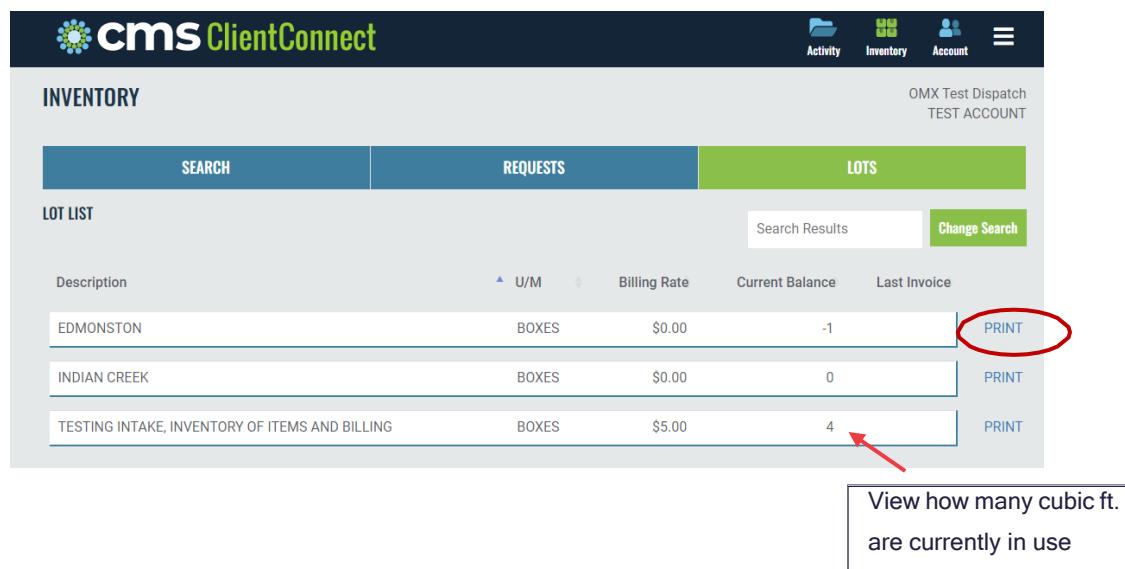
CHECK STORAGE SPACE/VIEW INVOICE

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.



The screenshot shows the CMS ClientConnect interface. At the top, there are three main navigation tabs: **Activity**, **Inventory** (which is highlighted with a red circle), and **Account**. Below the tabs, the word "INVENTORY" is displayed. A green navigation bar at the top of the content area has three tabs: **SEARCH**, **REQUESTS**, and **LOTS** (which is highlighted with a red circle). The main content area is titled "SEARCH STORAGE LOTS" and contains several search fields: "LOT NUMBER CONTAINS" (with placeholder "Enter all/part of lot number"), "LOT DESCRIPTION INCLUDES" (with placeholder "Enter all/part of lot description"), "LOT CONTENT DESCRIPTION CONTAINS" (with placeholder "Enter all/part of storage item description"), and "LOT BILLING CONTACT" (with placeholder "Select Billing Contact or leave blank for all"). Below these fields are two date input fields: "LOT CREATED ON OR AFTER" and "LOT CREATED ON OR BEFORE". At the bottom right of the search area is a green "SEARCH" button.

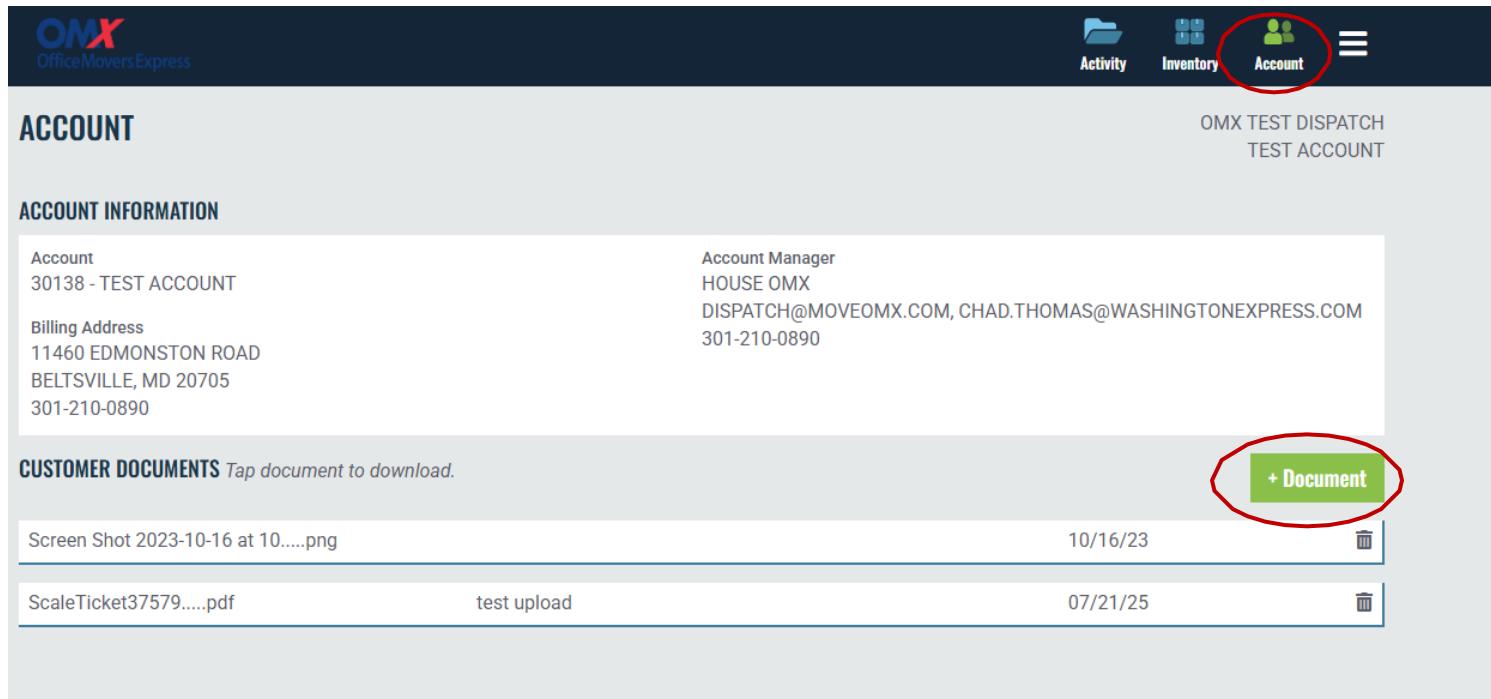
Once the report populates, you may **download/print the most recent invoice** by selecting the **PRINT** option to the right.



The screenshot shows the CMS ClientConnect interface with the "LOTS" tab selected. The main content area is titled "LOT LIST". Below the title, there is a table with columns: **Description**, **U/M**, **Billing Rate**, **Current Balance**, and **Last Invoice**. The table contains three rows of data: "EDMONSTON" (U/M: BOXES, Billing Rate: \$0.00, Current Balance: -1, Last Invoice: PRINT), "INDIAN CREEK" (U/M: BOXES, Billing Rate: \$0.00, Current Balance: 0, Last Invoice: PRINT), and "TESTING INTAKE, INVENTORY OF ITEMS AND BILLING" (U/M: BOXES, Billing Rate: \$5.00, Current Balance: 4, Last Invoice: PRINT). A red arrow points from a callout box at the bottom right to the "Last Invoice" column of the third row. The callout box contains the text: "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.



The screenshot shows the OMX software interface. At the top, there is a navigation bar with the OMX logo, Activity, Inventory, Account (which is circled in red), and a menu icon. Below the navigation bar, the word "ACCOUNT" is displayed in large capital letters. To the right, it shows "OMX TEST DISPATCH" and "TEST ACCOUNT". The main content area is titled "ACCOUNT INFORMATION" and contains two sections: "Account" and "Billing Address". The "Account" section lists "Account Manager" as "HOUSE OMX", "Email" as "DISPATCH@MOVEOMX.COM, CHAD.THOMAS@WASHINGTONEXPRESS.COM", and the phone number "301-210-0890". The "Billing Address" section lists the address "11460 EDMONSTON ROAD BELTSVILLE, MD 20705" and the phone number "301-210-0890". Below this, there is a section titled "CUSTOMER DOCUMENTS" with the sub-instruction "Tap document to download." It shows two uploaded files: "Screen Shot 2023-10-16 at 10....png" uploaded on 10/16/23 and "ScaleTicket37579.....pdf" uploaded on 07/21/25. A green button labeled "+ Document" is highlighted with a red oval. The interface has a clean, modern design with a light gray background and blue/gray text.

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