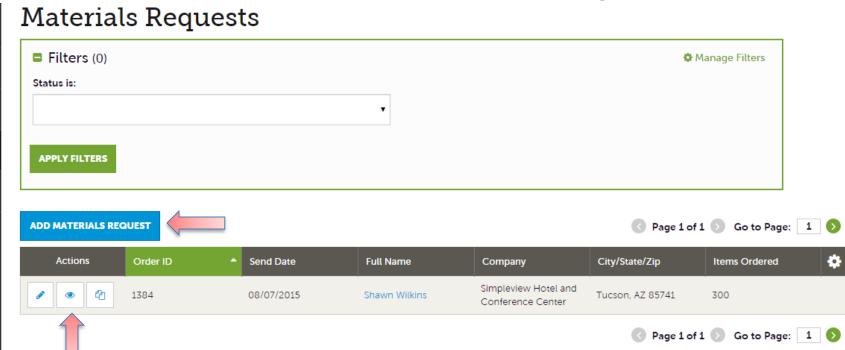
Login Screen – Materials Request





Collateral – Materials Request

T



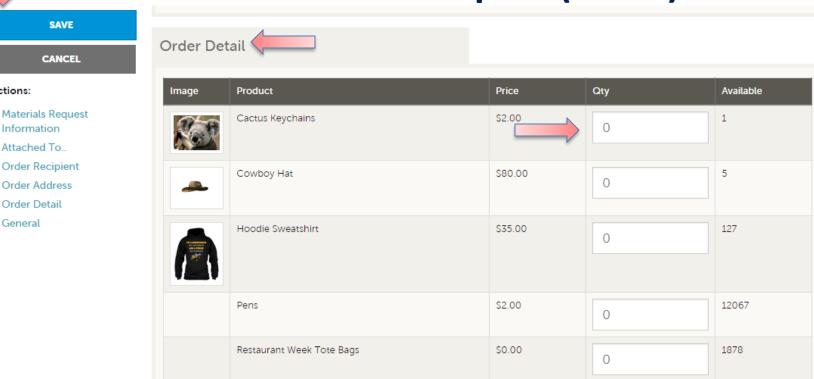
After you click the Collateral icon and then Materials Request, you will be presented with a list of orders you have submitted to the Bureau. This feature will allow you to request **South Mississippi Guides** and **Map Pads** from Coastal Mississippi.

To request new materials click the Add Materials Request button. You can also edit, view, or clone (duplicate) an existing order by clicking the Pencil, Eyeball, or Clone icons.





Collateral – Materials Request (cont'd)



Upon editing or creating a new request, you will be presented with an order form. Within the order form there is an Order Detail section where you can select from available inventory, just enter the quantity of each product you are requesting. You will not be able to order more of a product than is in the Available column.

Upon clicking the Save button, Coastal Mississippi will be notified of your request.

