

Login Screen – Materials Request

Coastal Mississippi

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MISSISSIPPI
The Secret Coast

LOGIN

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Collateral – Materials Request

Materials Requests

Filters (0) Manage Filters


Status is:

APPLY FILTERS

ADD MATERIALS REQUEST 

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Actions	Order ID	Send Date	Full Name	Company	City/State/Zip	Items Ordered	
  	1384	08/07/2015	Shawn Wilkins	Simpleview Hotel and Conference Center	Tucson, AZ 85741	300	

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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)






SAVE

CANCEL

Sections:

- Materials Request Information
- Attached To..
- Order Recipient
- Order Address
- Order Detail
- General

Order Detail

Image	Product	Price	Qty	Available
	Cactus Keychains	\$2.00	<input type="text" value="0"/>	1
	Cowboy Hat	\$80.00	<input type="text" value="0"/>	5
	Hoodie Sweatshirt	\$35.00	<input type="text" value="0"/>	127
	Pens	\$2.00	<input type="text" value="0"/>	12067
	Restaurant Week Tote Bags	\$0.00	<input type="text" value="0"/>	1878

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.