



Extranet 4.0 Member Instructions

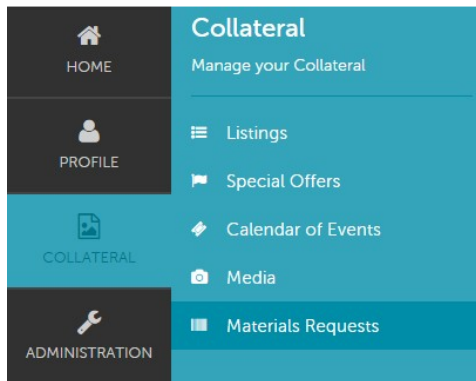
Materials Requests

<https://manitoba.extranet.simpleviewcrm.com>

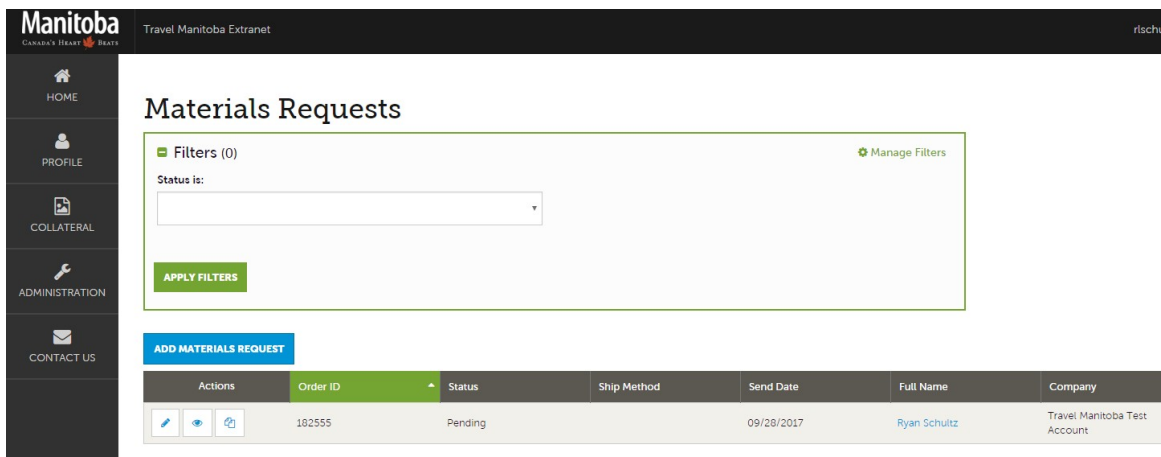
**Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
Canada R3C 4T7
www.travelmanitoba.com**

Collateral > Materials Requests

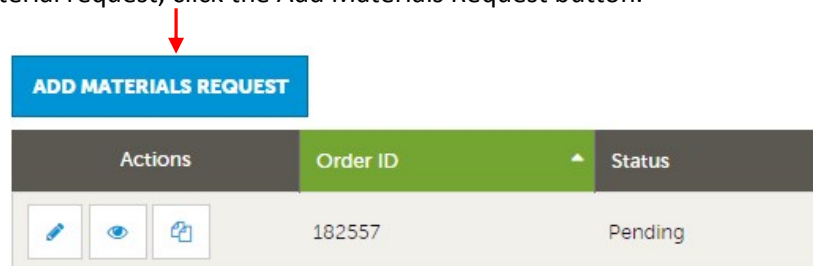
- The Materials Requests area will allow you to order select Travel Manitoba publications.



- The main Material Requests page will list all of the material requests associated with your account.



- To add a new material request, click the Add Materials Request button.



Collateral > Materials Request > Materials Request Information, Attached To & Order Recipient

- All information (excluding Special Instructions) will be prepopulated based on the account and contact you've logged in under.
- All fields with "Required" need to be completed to place a materials request.
- If you have any special instructions, they can be filled in here.

Materials Request Information

Most orders are prepared within 3 business days. Travel Manitoba's Distribution Coordinator will contact you to schedule a pick-up date. If orders are not picked up within 14 business days of the scheduled date, they will be cancelled and stock returned to inventory.

Status: Pending

Special Instructions:

Attached To

Account: **+Required** Travel Manitoba Test Account

Contact: ryan schultz

Order Recipient

First Name: **+Required** ryan

Last Name: **+Required** schultz

Full Name: **+Required** ryan schultz

Title:

Company: **+Required** Travel Manitoba Test Account

Email: **+Required** rschultz@travelmanitoba.com



Phone: **+Required** (204) 293-6527 Ext

Fax: (204) 555-9876 Ext

Collateral > Materials Request > Order Detail

- A selection of publications will be found in the order detail section.
- Each publication will have maximum limits on the number you can order. If you exceed the maximum, an error message will appear.

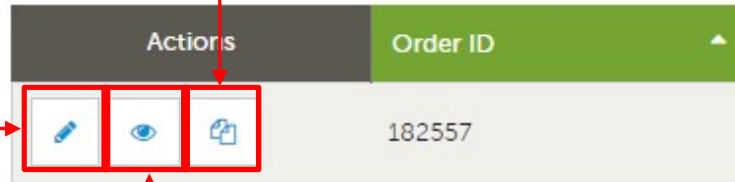
Order Detail

Image	Product	Price	Qty	Available
	Manitoba Vacation Guide 2017	\$0.00	<input type="text" value="0"/>	40
	Manitoba Highway Map 2016	\$0.00	<input type="text" value="0"/>	25764

- After adding your request, click on the Save button to send your order to Travel Manitoba.

Collateral > Materials Request > Main Navigation

- You can navigate the main Materials Requests page in the following manner:
 - The Pencil icon will bring you to the Update Material Request page and allow you to edit your request.
 - **Once the order has shipped, the pencil icon will disappear and no further edits can be made.**
 - The Eye icon will bring you to the Materials Request detail page.
 - Clicking the Clone button on the Materials Request page will create a new request, keeping all the information of the request you were previously viewing. This allows you to create a new request by entering new quantities for example, while retaining all the information of the existing request.
 - The Pages icon will allow you to clone any existing request.



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