



## ORDERING SUPPLIES

Campaign materials and promotional items are ordered using MANAGE. You can track the status of your order as it is processed, filled and shipped. To order supplies, select **SUPPLIES -> Order Supplies** from the main menu. All of the required information must be provided on the order form. Required fields are marked with a red asterisk \* (users with screen readers will be given a verbal notification when encountering the label of a required field). After you enter your personal information, you will be able to fill in the requested quantity of each supply available through your CFC.

In some campaigns, the quantity of each item may be auto-populated based on the number of Federal employees and number of Keyworkers in your agency. You can manually override these default quantities if necessary. You may be contacted by a CFC staff member to confirm order quantities before the order can be completed.

Click on the name of any supply item to see a description of that item in a pop-up window.

Click **Place Order** when you are finished.

Item #	Description	Quantity
102	<a href="#">Pledge Form</a>	<input type="text" value="0"/>
113	<a href="#">Reporting Envelope</a>	<input type="text" value="0"/>
114	<a href="#">Deposit Bag (DELETE)</a>	<input type="text" value="0"/>
111	<a href="#">Keyworker Guide</a>	<input type="text" value="0"/>
103	<a href="#">Tent Card</a>	<input type="text" value="0"/>
128	<a href="#">Campaign Cards</a>	<input type="text" value="0"/>
112	<a href="#">Thank you Card</a>	<input type="text" value="0"/>
101	<a href="#">Catalog of Caring</a>	<input type="text" value="0"/>
117	<a href="#">Keyworker Gift (Pen)</a>	<input type="text" value="0"/>
107	<a href="#">Poster A</a>	<input type="text" value="0"/>
108	<a href="#">Poster B</a>	<input type="text" value="0"/>
116	<a href="#">Poster C</a>	<input type="text" value="0"/>
118	<a href="#">Poster D</a>	<input type="text" value="0"/>

Submit Order    Reset

## VIEWING SUPPLY ORDERS

You will be able to view the details for all supply orders that you have placed (or have been placed by users under you in the campaign structure, if applicable). To access your list choose **SUPPLIES -> List Supply Orders**.

Use the selector in the upper left, labeled **Display**: to limit the orders shown based on status. The selector in the upper right, labeled **Sort by**: enables you to reorder the list by different criteria. The default sort is by order number.

View the status history of an order by clicking the link in the Status column. This will open a pop-up window that displays detailed information about when and by whom the order was



approved, when and from where the order was shipped, etc. You can also view the details for an order by selecting **View Order** from the **Select an Action** drop down box.

HOME REPORTS **SUPPLIES** OUTREACH AWARDS SYSTEM HELP

**List Supply Orders** [Log Off: mandy.huckins](#)

Display: Orders Awaiting Fulfillment ▼ Sort By: Order Number ▼ Limit By: All Orders by Location ▼

Order #	Date	Command	Department	Status	Actions
1	07-29-2017	CFC Director	7th Fleet - CPO	<a href="#">Awaiting Fulfillment</a>	----- Select an Action ----- ▼