

# Accept or Reject a Resource Request

[Home](#) > [EMSupply](#) > [EMSupply Resource Requests](#) > Accept or Reject a Resource Request



When a region or location is running low or missing important supplies, they can create a resource request that identifies the supplies and asks other regions or locations to respond with availability.

Initially, responding to a request entails either confirming or rejecting it. If you have the supplies and are able to assist, you can confirm the request and proceed to gather the supplies from your inventory and ship them to the region or location that is requesting them. If you are unable to assist, you can reject the request to notify the region or location that is requesting them so they can seek assistance elsewhere.

## Note:

- After creating a request, while the status is still *New*, the person who created it can make changes by clicking the Edit icon on the Resource Requests page for that request.
- Items that are picked to fulfill a resource request are only deducted from your inventory when the request status is changed to *QC*.
- Completed and rejected resource requests are visible on the Resource Request tab for 24 hours. To view older requests, click the Request History tab or export the list.

## To accept a resource request

1. On the **Requests and Shipments** tab, click **Resource Requests**.
2. Locate the request and, on that row, click **Confirm**. The *Confirm Resource Request* window opens.
3. In the **Status** list, click the status you want to assign to this request.
4. In the **Select Location** list, click the location of the inventory you want to view.  
**Note:** The *Available quantity* of an item changes based on the selected location.
5. Click the name of an item to expand its details, including the available and reserved quantities at each sub location.
6. In the *Pick Quantity* column, for the sub location from which you want to obtain the item, click to increase or decrease the quantity.
7. Below, click **Approve**.
8. Repeat these steps to select and approve the quantity available for each item in the request.
9. When all request items have been addressed, on the upper right, click **Confirm**. The Resource Requests page opens, and the request status is *Confirmed – Approved for Picking*.
10. Click **Pick**. The *Change Status* window opens.
11. Click **Save**. The *Resource Requests* page opens, and the request status is *In Picking*.
12. To print a pick slip, in the *Actions* column, click the Edit icon. Click **Print**, and in the list click **Pick Slips**. Your pick slip displays for printing.
13. After you have picked the items, expand the approved items list and for each item, in the **Pick quantity** box, enter the actual number of items picked. Click **Approve**.
14. On the upper right, click **Save**.
15. Click **QC**. The *Change Status* window opens.
16. Click **Save**. The *Resource Requests* page opens, and the request status is *In QC*.
17. To print the packing list and pallet labels, in the *Actions* column, click the Edit icon. Click **Print**, and in the list click **Packing Lists** and **Pallet Labels**. Your lists and labels display for printing.
18. Click **Save**. The *Resource Requests* page opens, and the status is *In QC*.
19. Click **Ship**. The *Change Status* window opens.
20. Click **Save**. The *Resource Requests* page opens, and the request status is *Ready for Shipping*.  
  
**Note:** At this point, the inventory quantity is reduced by the amount picked to be shipped.
21. Click **Load**. The *Change Status* window opens.
22. Click **Save**. The *Resource Requests* page opens, and the request status is *Loading for Transportation*.
23. Click **Transport**. The *Change Status* window opens.
24. To automatically create the Incoming Shipment notice at the destination location, select the **Create Incoming Shipment** check box.
25. Click **Save**. The *Resource Requests* page opens, and the request status is *Transporting*.
26. When the inventory arrives at the destination location, click **Complete**. The *Change Status* window opens.
27. Click **Save**. The *Resource Requests* page opens, and the request status is *Complete*.

## To reject a resource request

1. On the **Requests and Shipments** tab, click **Resource Requests**.
2. Locate the request and on that row, click **Reject**. The *Change Status* window opens.
3. Click **Save**. The *Resource Requests* page opens, and the request status is *Rejected*.