

# SmartFill Label Requests

This tip sheet demonstrates how to submit a request to create a SmartFill label for a product that currently does not exist in MarcomCentral

1

Add the Request Form tab in SFDC by clicking the +, Customize My Tabs, Select Request Forms to add the Request Forms and click Save.

2

Click Opportunities

3

**Select** – the appropriate list view to find the Opportunity and click Go.  
**Select** - the Opportunity (Company being designated)

4

Scroll down on the opportunity page to the Request Forms section, **click** New Request Form

5

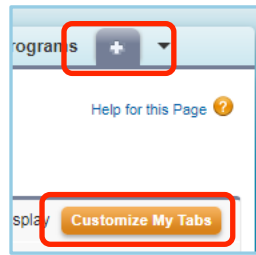
The Request Form will populate. **Select** – SmartFill from the drop down and **click** continue. The Opportunity is now linked to the Request Form.

5a

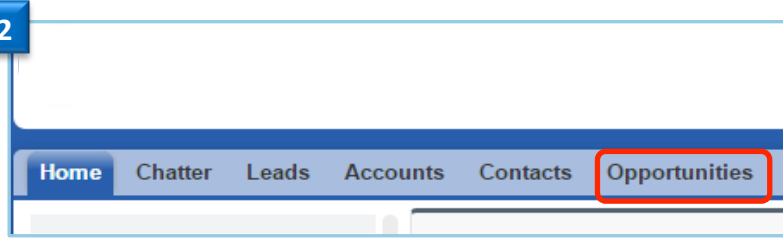
**Alternate Entry:** You may also request a new SmartFill label by clicking Request Forms Tab & use the magnifying glass to select the Opportunity.



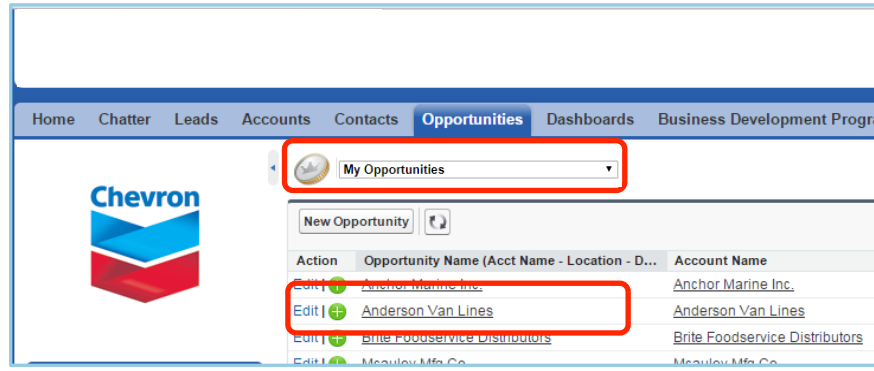
1



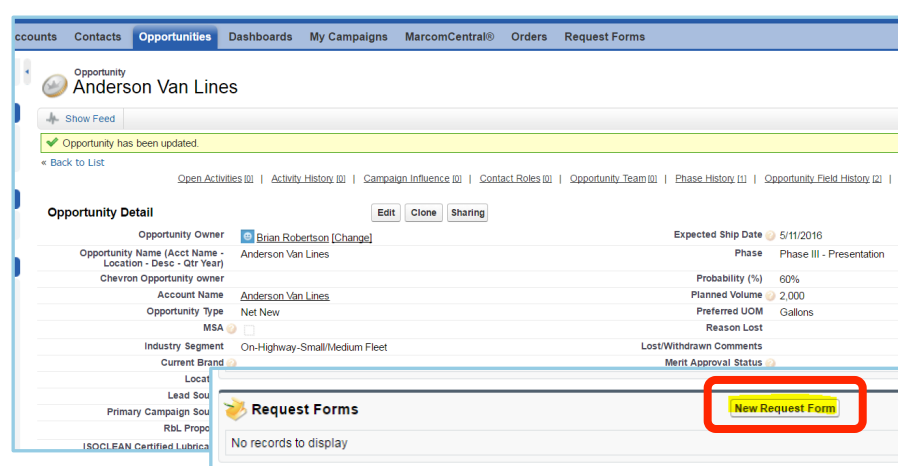
2



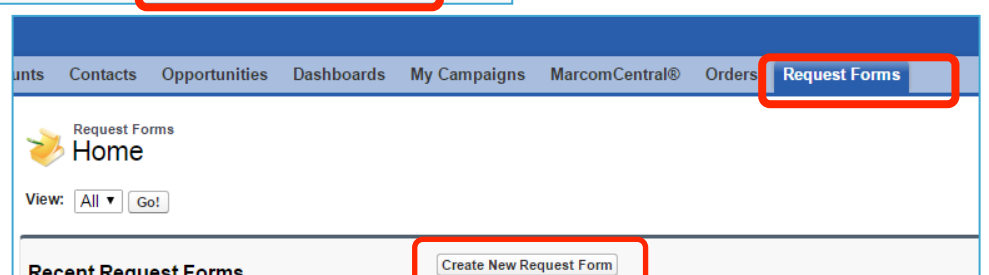
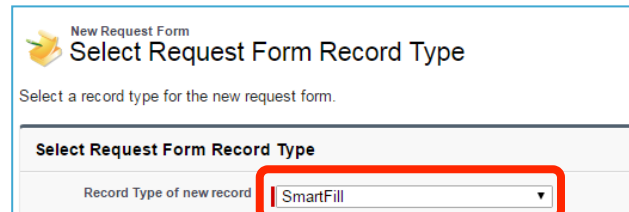
3



4



5



# SmartFill Label Requests

6

**Label Information Section** allows you to designate where the label should be mailed.

7

Complete the requested label quantities. Select Brand Category

8

Click the magnifying glass and search for the product

9

Click **Submit for Approval**. You will receive an email notification confirming your form was received and the request will be routed for review and approval. You will receive an email once approved and the label is shipped.

**Request Form Edit** [Save] [Save & New] [Cancel]

**Information**

Opportunity: Anderson Van Lines [magnifying glass icon] Status: Not Started  
 Estimated Completion Date: 4/22/2017  
 Ship Date:  
 Currency: USD - U.S. Dollar

**Label Mailing Information**

Contact Name: Bruce Anderson [7]  
 Mailing Address: 6001 Bollinger  
 Mailing Address 2: 6001 Bollinger  
 City: San Ramon  
 State: CA  
 Zip Code: 95422

Fill Point Quantity Requested: 10  
 Bulk/Tote/Drum Quantity Requested: 0

**Products**

Brand Category: Commercial [7]  
 Products: DELO 100 SAE 40 [magnifying glass icon]

**System Information** [Save] [Save & New]

Search for a product - mpower - Google Chrome

Secure | https://changedev-chevron.cs60.force.com/mpower/\_ui/common/data/LookupPage?ikfm=edi

**Lookup**

DELO 100 SAE 40 [Go!]  
 Filter by: [None] [No.]-

You can use "\*" as a wildcard next to other characters to improve your search results.

< Clear Search Results

**Search Results**

| Product Name               | Product Code | Product Description        | Product Family |
|----------------------------|--------------|----------------------------|----------------|
| DELO 100 SAE 40            | 219932000    | DELO 100 SAE 40            |                |
| DELO 100 SAE 40 (20LDGC)   | 219932HBE    | DELO 100 SAE 40 (20LDGC)   |                |
| DELO 100 SAE 40 (5GP PLBL) | 219932373    | DELO 100 SAE 40 (5GP PLBL) |                |

**Approval History** [9] [Submit for Approval]

No records to display

*Remember to click Save. If you forget to click Save, your request will not be processed.*

Dear

Your SmartFill label request has been received. You can view the status using the following link:  
<https://changedev-chevron.cs60.force.com/mpower/a443C000000C15D>

*You may check the status of the request in the approval history section on the request form*

**Approval History** [Recall Approval Request]

| Action   | Date               | Status    | Assigned To     | Comments | Overall Status |
|--|--------------------|-----------|-----------------|----------|----------------|
| Step: ISOCLEAN Approval (Pending for first approval) |                    |           |                 |          |                |
| Approval Request Submitted                           | 6/22/2017 10:28 PM | Pending   | Jason Gerig     |          | Pending        |
| Approval Request Submitted                           | 6/22/2017 10:28 PM | Submitted | Brian Robertson |          |                |

