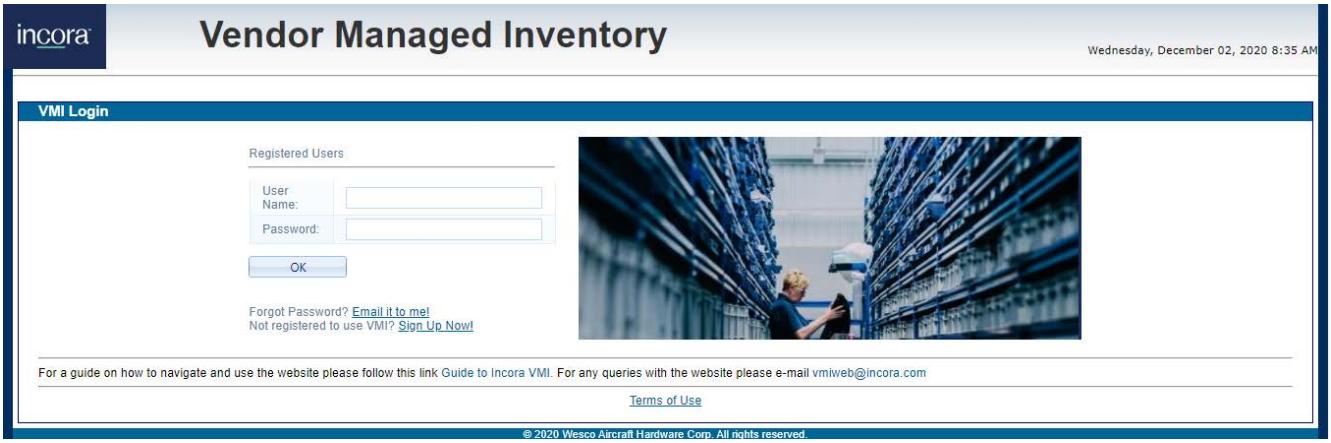
Guide to Incora VMI

The document is a guide on how to use Incora's VMI website.

To log on to the website enter the following URL into your web

browser https://vmi.wescoair.com/

This will take you to the front screen where you can enter your username and password, if you don't have a username and password or you've forgotten it then please e-mail VMIWeb@Incora.com or use the "Forgot Password" link.



Once you have entered your username and password click "sign-in".

This will then take you to the VMI menu page.

This page allows you to select what information you to see by picking one of the following:

Assets - Current stock levels held at Incora.

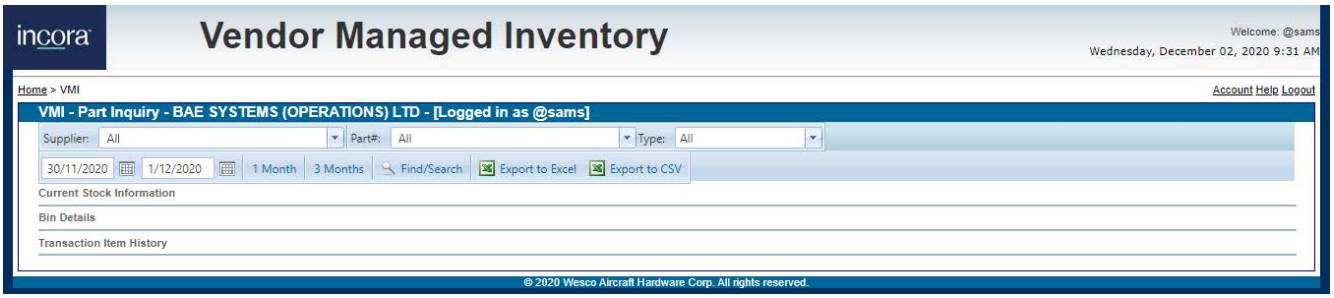
Part Inquiry - A detailed view of stock levels and historical transactions for a specified part number.

Issues - Transactions from Incora to BAE Systems within a specified date range.

Receipts - Delivery transactions into Incora within a specified date range.

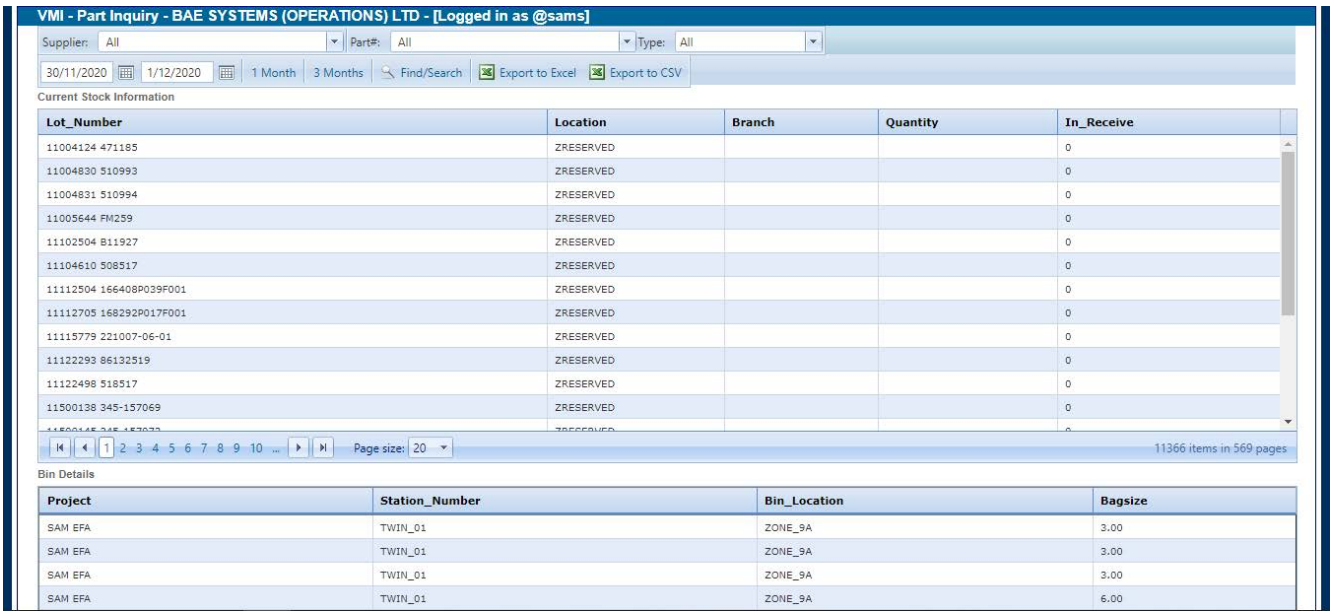
Once you have select which report you would like to run you will be taken to the relevant selection screen, which allows you to specify the search criteria you would to use.
Below is an example of what the search screen looks like for the asset report.

You can specify which project you would like to view stock levels but clicking on the drop down arrow for the “Project” selection. You can also search for a particular part number either by typing the part number in or my selecting “Auto” and picking the part number from the drop down list.
In all cases leaving a criteria as “[Select]” will make the report search all.



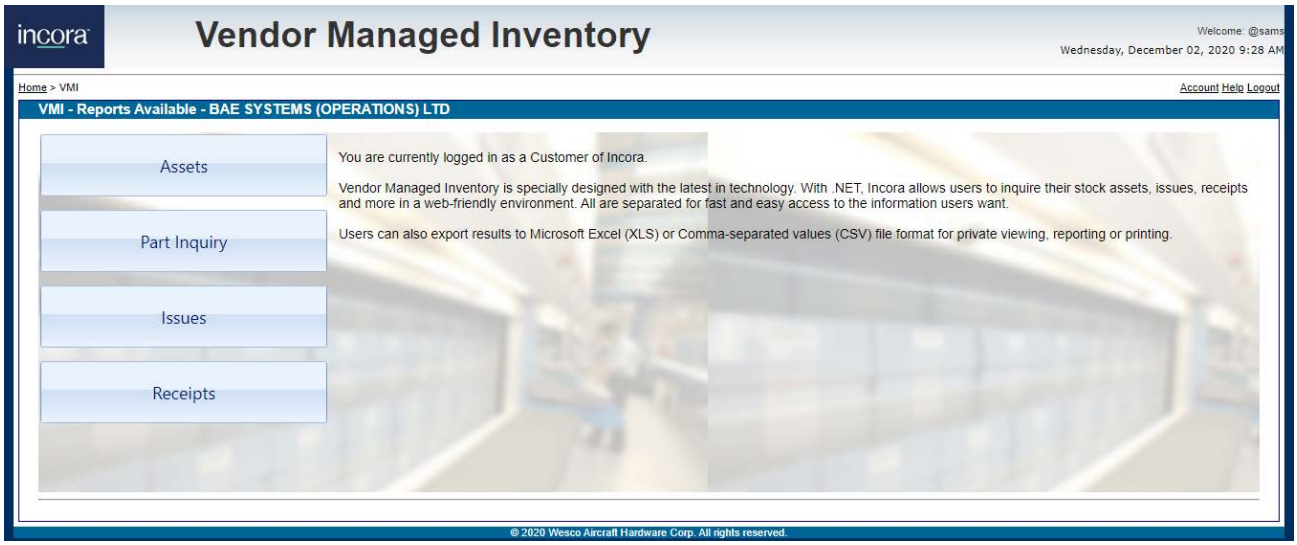
Some reports also include a date range search which can be used by either entering the From and To dates using the calendar or by clicking the pre-selected one or three month options.

Once the report is run it will display the results on screen as shown below. Please be aware that if you have “Pop-Up Blockers” activated on your web browser then the report will not automatically display.



In this screen you can either search through the data on screen using the page numbers at the top of the grid or click on one of the excel icons and export the data.

When you click on one of the icons we recommend that you save the document first before you open the excel file, by following the on screen prompts that appear in pop up boxes.



Once you have finished with the web click “[Logout]” in the top right hand corner of the main menu screen, which will return you to the log in page.