

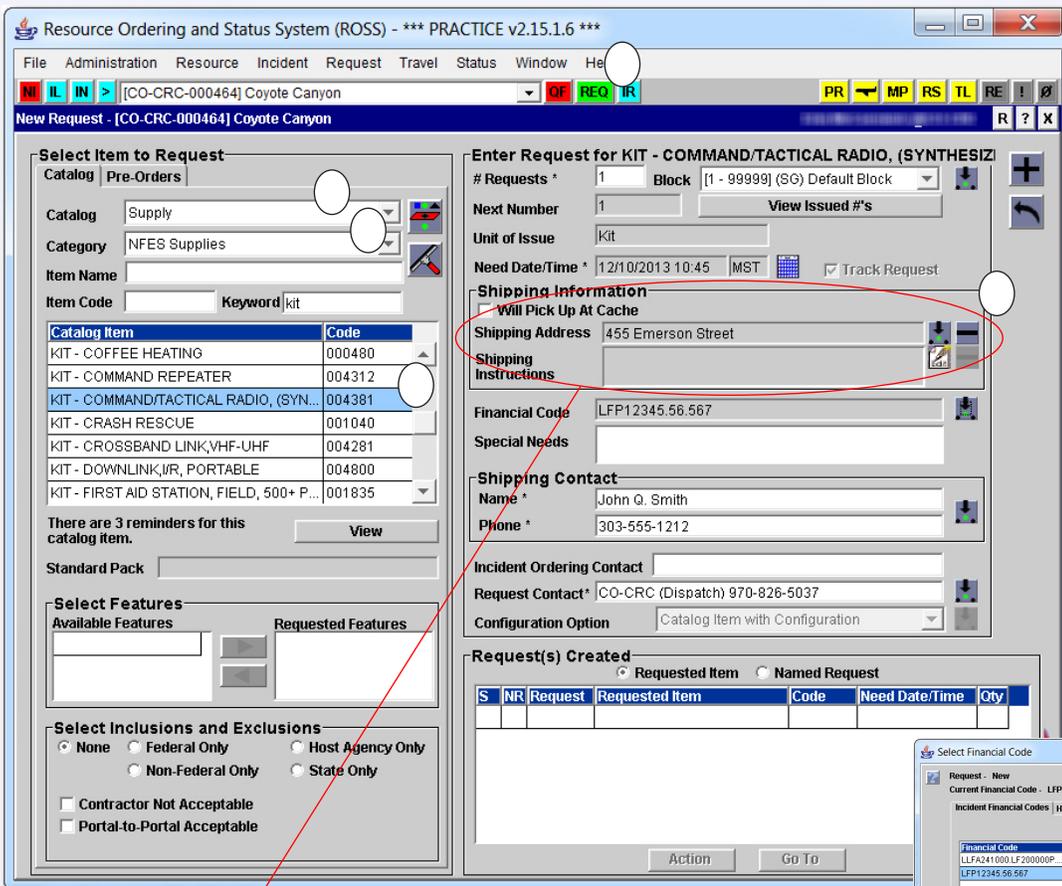
To create and place a new request for an NFES item

Before creating a request for an NFES item, the Incident must have a **default financial code** assigned to it. Otherwise, you will not be able to place the request to the cache!

- 1 On the **Request** menu, click **New Request**, or click 
- 2 On the **New Request** screen under **Select Item to Request**, click the **Catalog** drop-down arrow, and then click **Supply**.
- 3 Click the **Category** drop-down arrow, click **NFES Supplies**, and then click 
- 4 Search for and then click the **NFES Item** of your choice.

- 5 Complete the **Shipping Information** as appropriate for the order.
- 6 If the Incident does not have a default **Financial Code**, click  next to the **Financial Code** text box, and then select the appropriate **Financial Code**.

You must assign a Financial Code to the NFES request! The Incident must also have a default financial code assigned to it. Otherwise, ICBS will not accept the request!



The screenshot shows the ROSS interface with the following details:

- Form Title:** New Request - [CO-CRC-000464] Coyote Canyon
- Select Item to Request:** Catalog: Supply, Category: NFES Supplies, Item Code: [blank], Keyword: kit
- Enter Request for KIT - COMMAND/TACTICAL RADIO, (SYNTHESIZED):** # Requests: 1, Next Number: [blank], Unit of Issue: Kit, Need Date/Time: 12/10/2013 10:45 MST, Track Request: checked
- Shipping Information:** Will Pick Up At Cache, Shipping Address: 455 Emerson Street, Financial Code: LFP12345.56.567, Shipping Contact: John Q. Smith, Phone: 303-555-1212
- Request(s) Created:** Table with columns: S, INR, Request, Requested Item, Code, Need Date/Time, Qty

Financial Code	Default	Owned By	Assigned By	Finch Year
LLF4211000.LF200000P...	No	Bureau of Land Manag.	Craig Interagency Disp...	2013
LFP12345.56.567	Yes	Bureau of Land Manag.	Craig Interagency Disp.	2013

You must designate Shipping Information before the cache will accept the request! For complete information about completing Shipping Information for a request placed to a cache please see the Quick Reference Card, "Completing Shipping Information for Supply Request," on the ROSS web site.



Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

To create and place a new request for an NFES item - continued

- 7 Click  next to the **Shipping Contact** text box, and then select the appropriate **Shipping Contact Name** and **Shipping Contact Phone**.
- 8 Click  next to the **Requesting Contact** text box, and then select the appropriate **Contact Name**.
- 9 Complete all remaining information, and then click .

- 10 To place the NFES request(s) to the external cache from the **New Request** screen, click **Action** and then click **Place to External Cache**.
- 11 On the **Place to External Cache** dialog box, click the **Name** drop-down arrow, click the **Cache** of your choice, click  and then click  on the **Request Action Message** dialog box.

The screenshot displays the 'Resource Ordering and Status System (ROSS) - *** PRACTICE v2.15.1.6 ***' interface. The main window is titled 'New Request - [CO-CRC-000464] Coyote Canyon'. The interface is divided into several sections:

- Select Item to Request:** Shows a list of catalog items. The selected item is 'KIT - COMMAND/TACTICAL RADIO, (SYNTHESIZ' with code 004381.
- Enter Request for KIT - COMMAND/TACTICAL RADIO, (SYNTHESIZ:** Contains fields for '# Requests' (1), 'Next Number' (2), 'Unit of Issue' (Kit), 'Need Date/Time' (12/10/2013 10:45), and 'Shipping Information' (Address: 455 Emerson Street).
- Shipping Contact:** Shows 'Name * John Q. Smith' and 'Phone * 303-555-1212'.
- Requesting Contact:** Shows 'Request Contact * CO-CRC (Dispatch) 970-826-5037'.
- Request(s) Created:** A table showing the request details:

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
	S-1		004381 - KIT - COMMAND/T...	004381	12/10/2013 10:4...	1

Callouts in the image indicate the following steps:

- 7:** Points to the 'Pick Shipping Contact' dialog box.
- 8:** Points to the 'Pick Requesting Contact' dialog box.
- 9:** Points to the 'Pick Requesting Contact' dialog box (repeated).
- 10:** Points to the 'Action' button in the main window.
- 11:** Points to the 'Place to External Cache' dialog box.

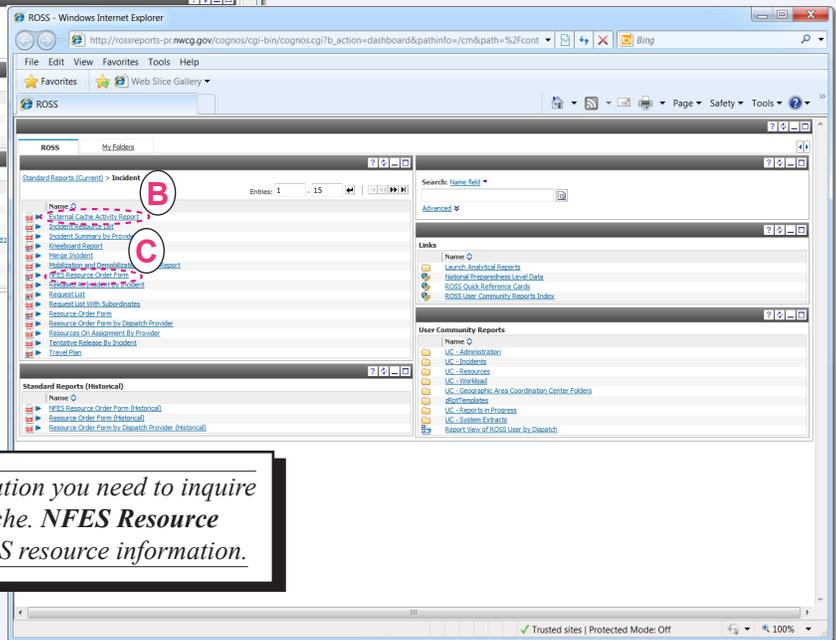
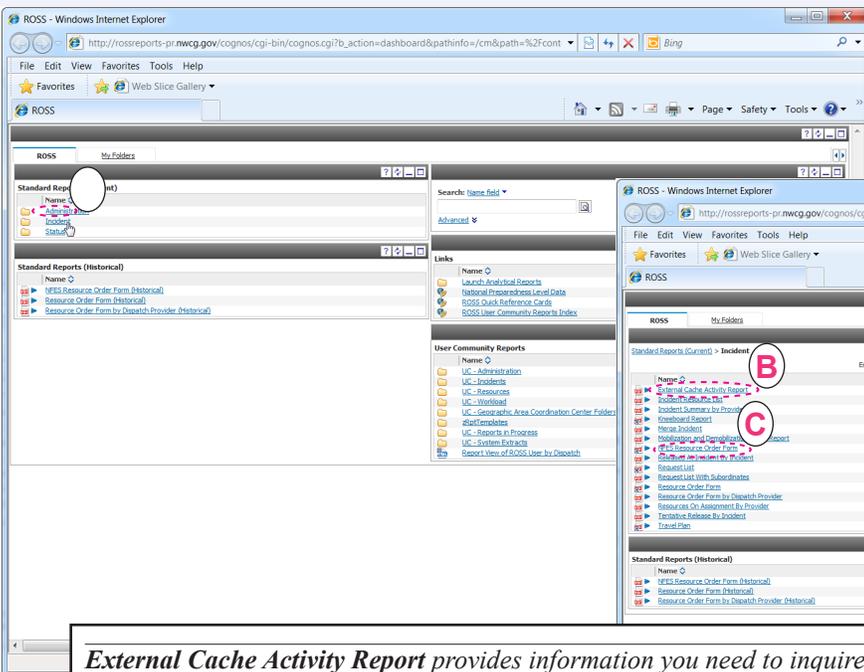
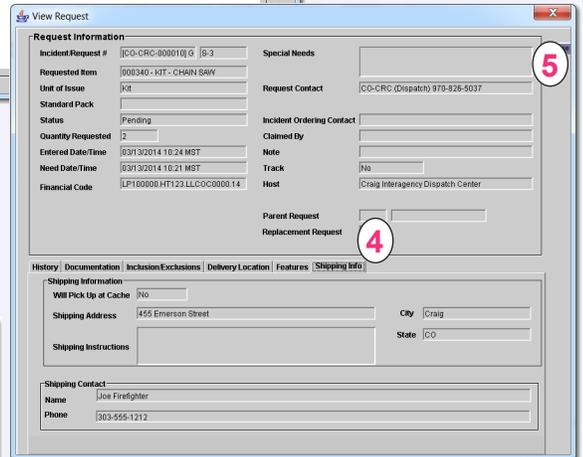
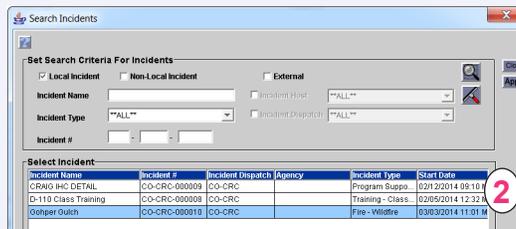
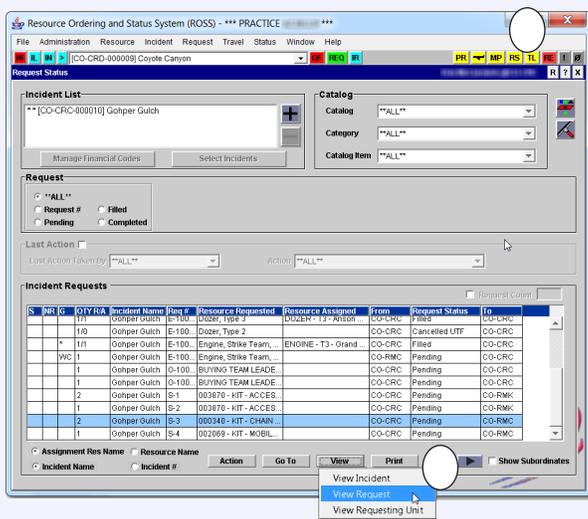
An 'Action' menu is shown at the bottom, with 'Place To External Cache+' highlighted.

To view the status of requests placed to an external cache

- 1 On the **Request** menu, click **Request Status** or click **RS**
- 2 On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.
- 3 On the **Request Status** screen, click **View** and then click **View Request**.
- 4 On the **View Request** dialog box, click the **Shipping Info** tab.
- 5 Review the information as needed, and then click **Close**

To obtain a report for NFES requests and their status

- A On the **Administration** menu, click **Reports**, and then click the **Incident** folder.
- B To view information about external supply issue activity to provide to cache personnel when inquiring of a request, click **External Cache Activity Report**, and then complete the report filters as appropriate.
- C To view inventory and shipping information for NFES resources, click **NFES Resource Order Form**, and then complete the report filters as appropriate.



External Cache Activity Report provides information you need to inquire about the progress of NFES requests from the cache. NFES Resource Order Form provides incident, request, and NFES resource information.