

Creating an NFES Request

As a dispatcher, you can create requests for NFES supply items through the IROC's New Request function.

Notes:

- NFES supplies are **not** inventory catalog items and will not be found in the IROC Resources catalog.
- If you select an incident from the **Watched Incident** content selector, your request will be created for that incident.
- All items marked with an asterisk are required. All other fields are optional.

- 1 On the IROC Portal homepage, click the **Add (+)** icon in the Pending Requests tile to open the New Request screen.

Create New Request

Add New Location
Add New Financial Code
Add New Contact
Add New Address

☰
Request - new record
📎

Showing 5 records in last 24 hours

Request

* Requesting Dispatch

📘
Virginia Interagency Coordination Center
▼

Next Number

* Incident

📘
Arrow Corps (VA-VAF-200078)
✕ ▼

Catalog

📘
Supply
✕ ▼

Catalog Category

📘
NFES Supplies
✕ ▼

* Catalog Item

📘
000027 - BASIN - 4 QT(3.8L), WASH, POLYETH...✕
▼

Trackable

Quantity Requested

2

Financial Code

📘
P8 M13C
✕ ▼

* Request Contact

📘
24 Hour Phone
✕ ▼

Request Contact Number

434-423-2002

Custom Request Block

* Needed By Date

04-27-2020
📅

* Needed By Time

1300
🕒

Please enter in military time e.g. 1500

* Needed By Time Zone

📘
Eastern
✕ ▼

Navigation/Reporting Instructions

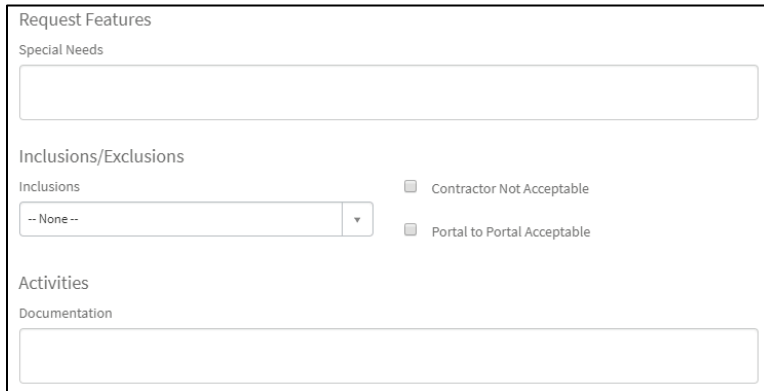
Request	Item	Dispatch
VA-VAF-190199: S-94	Service, Delivery, Newspaper	Virginia Interagency Coordination Center
UT-GBC-000002: A-1	Service - Temporary Flight Restriction	Great Basin Coordination Center
UT-GBC-000002: E-2	Ambulance, Type Any	Great Basin Coordination Center
UT-GBC-000002: E-1	Ambulance, Type 1	Great Basin Coordination Center
NV-WID-020039: E-8	Engine, Type 4	Central Nevada Interagency Dispatch Center

- 2 Select an **Incident***, if necessary. This field defaults to your selected Watched Incident from the IROC Portal homepage.
- 3 Select "Supply" from the **Catalog*** drop-down and "NFES Supplies" from the **Catalog Category*** drop-down. Select the **Catalog Item*** for the resource you want to request.
- 4 Enter the **Quantity Requested**.
- 5 Select a **Financial Code***. The default financial code for the incident auto-populates this field. Click the arrow to view all financial codes associated with this incident and select the appropriate code as needed.
- 6 If blocks have been created for NFES supplies, select the appropriate block of numbers in the **Custom Request Block** field to create your request.
- 7 Set the **Needed by Date***, **Needed By Time***, and **Needed By Timezone***.
- 8 Type in **Navigation/Reporting Instructions** as needed.

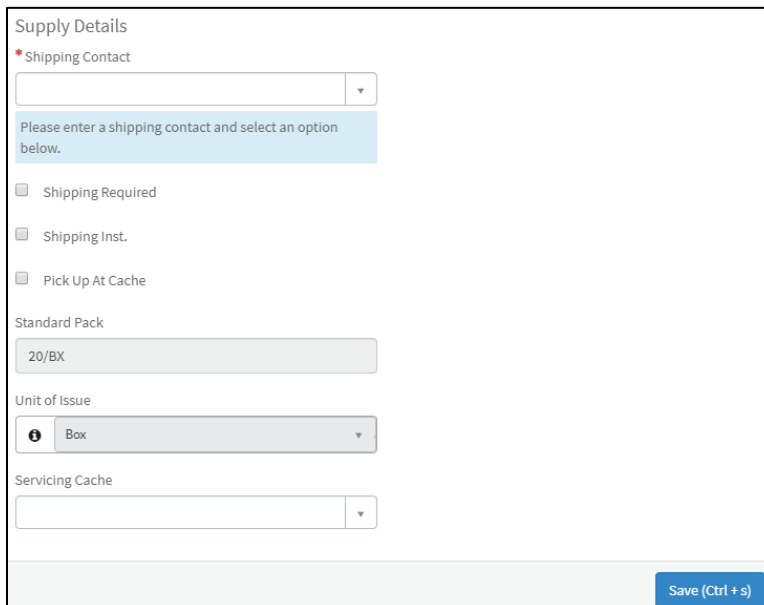
- 9 Select the **Request Contact*** and **Ordering Contact** from the drop-downs. The phone number associated with the selected items will auto-populate the contact number fields.

Tip: To add a new location, financial code, contact, or shipping address, simply click the appropriate action button at the top of the Create New Request screen.

- 10 Enter **Special Needs** in the Request Features section, select the appropriate **Inclusions/Exclusions**, and enter additional **Documentation** in the Activities section.



- 11 In the Supply Details section, select a **Shipping Contact**. Click the appropriate checkbox and fill in the related fields that appear.



- a For **Shipping Required**, choose the **Shipping Address** from the drop-down. If a shipping address does not appear, click **Add New Address** at the top of the New Request screen.
- b For **Shipping Instructions**, type in the shipping instructions and the city and state.
- c For **Pick Up At Cache**, enter the pick-up contact, date, time, and time zone.

- 12 Select the **Servicing Cache** from the drop-down.

- 13 Click **Save** to create the request in IROC.